

# APPENDIX II-C

## RULEMAKING NOTICE FORM

Notice Number \_\_\_\_\_ Rule Number Inst 100

<p>1. Agency Name &amp; Address:</p> <p><b>Installation Standards Board c/o Office of Professional Licensure &amp; Certification 7 Eagle Square Concord, NH 03301</b></p>	<p>2. RSA Authority: <u><b>RSA 541-A:16, I(b)-(d)</b></u></p> <p>3. Federal Authority: _____</p> <p>4. Type of Action:</p> <p>Adoption _____</p> <p>Repeal _____</p> <p>Readoption _____</p> <p>Readoption w/amendment <u><b>X</b></u></p>
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5. Short Title: **Organizational Rules**

6. (a) Summary of what the rule says and of any proposed amendments including whether the rule implements a state statute for the first time:

**The Installation Standards Board for Manufactured House is intending to readopt organizational rules as follows:**

- **Inst 103.01 describes the composition of the Board and is being readopted wit amendment to remove the election of a secretary;**
- **Inst 103.03 describes staff and is being readopted with amendment to remove references to the board employing staff;**
- **Inst 103.05 describes the office hours, location mailing address, and telephone and is being readopted with amendment to update the information;**
- **Inst 103.06 describes duties of the Board and is being readopted with amendment to update the Board's responsibilities removing those responsibilities that now belong to OPLC;**
- **Inst 104.02 describes a quorum of the Board and is being updated to reflect changes**
- **Inst 104.03 describes decisions of the Board and is being readopted with amendment to make various editorial changes; and**
- **Inst 105.01 describes requests for information ad is being readopted with amendment to update information on how to request information and remove copying fees.**

6. (b) Brief description of the groups affected:

**The groups affected by these rules are licensed installers of manufactured housing and the general public.**

6. (c) Specific section or sections of state statute or federal statute or regulation which the rule is intended to implement:

<b>RULE</b>	<b>STATUTE</b>
Inst 103.01	RSA 541-A:16, I(a)
Inst 103.03	RSA 541-A:16, I(a)
Inst 203.05	RSA 541-A:16, I(a)
Inst 103.06	RSA 541-A:16, I(a)
Inst 104.02	RSA 541-A:16, I(a)
Inst 104.03	RSA 541-A:16, I(a)
Inst 104.01	RSA 541-A:16, I(a)

7. Contact person for copies and questions including requests to accommodate persons with disabilities:

Name: **Tina M. Kelley**

Title: **Program Specialist IV**

Mailing Address: **Office of Professional  
Licensure and Certification  
7 Eagle Square  
Concord, NH 03301**

Phone #: **(603) 271-5247**

Fax#: **None**

E-mail: **OPLC-Rules@oplc.nh.gov**

TTY/TDD Access: Relay NH 1-800-735-2964  
or dial 711 (in NH)

8. Deadline for submission of materials in writing or, if practicable for the agency, in the electronic format specified: **Friday, February 23, 2024 at 4:00 pm**

☐ Fax

☒ E-mail

☐ Other format (specify):

9. Public hearing scheduled for:

Date and Time: **Tuesday, February 13, 2024 at 10:30 am**

Physical Location: **Office of Professional Licensure and Certification  
7 Eagle Square  
Concord, NH 03301**

Electronic Access (if applicable): **N/A**

10. Fiscal Impact Statement (Prepared by Legislative Budget Assistant)

FIS # 23:294, dated 12/13/2023

1. **Comparison of the costs of the proposed rule(s) to the existing rule(s):**

There is no difference in costs when comparing the proposed rules to the existing rules.

2. **Cite the Federal mandate. Identify the impact on state funds:**

No federal mandate, no impact on state funds.

3. **Cost and benefits of the proposed rule(s):**

The proposed rules make technical change including the removal a copy fee and transcribing fee. The removal of the fees will have no impact as the Office of Professional Licensure states this change is to align the rules with their current practice.

- A.      **To State general or State special funds:**  
None
- B.      **To State citizens and political subdivisions:**  
None
- C.      **To independently owned businesses:**  
None

11. Statement Relative to Part I, Article 28-a of the N.H. Constitution:

**These rules do not violate Part I, Article 28-a of the New Hampshire Constitution. These rules do not mandate or assign this program to any political subdivision in any way.**