

# Electronic Rule Filing

(ERF)

Instructions for the  
Rule Summary and Fiscal Analysis Part B  
(RSFAB) Online Form

January 2011

# The Rule Summary and Fiscal Analysis Part B (RSFAB) form is now online!



Beginning January 31, 2011, the RSFAB form will be completed using the ERF Website instead of RAS 2.0.

This is in preparation for the upcoming release of the RAS3 software which will be used solely for the creation of rules.

## General RSFAB Information:

- ❖ The new online version of the RSFAB form includes the same questions that were in the RAS 2.0 form, however, the overall format and method for inputting answers will be different.
- ❖ As with RAS 2.0, a form will have to be completed for each rule in an ERF package that requires an RSFAB.
- ❖ The online RSFAB form can be saved and re-opened to edit/modify, can be saved as incomplete, and can be revised if needed.
- ❖ To prevent loss of work, any RAS 2.0 RSFAB forms already in progress can be uploaded to the ERF system and converted to the new online form format.

## General RSFAB information, continued...

- ❖ Some questions in the form have been reworded slightly to better suit the new online format. While the format and method for filling out the form has changed, the version of the form that is filed with JCARR will not change.
- ❖ As with all ERF documents, the form will need to be print / viewed (as PDF) and checked for content. The content and format a filer sees in the print / view PDF is exactly what JCARR, LSC, and any other filing recipients receive when the filing is submitted.
- ❖ As always, if you have questions about what you are seeing in the PDF view, call the ERF Help Desk.

The new online RSFAB form will resemble the existing online Forms 1, 2 and 3 which are filled out for each rule in an ERF package. Below is an example of Form 1.

The screenshot shows a web browser window with the following elements:

- Header:** A green banner with the "Electronic Rule Filing" logo on the left and a navigation menu on the right containing "Home", "Packages List", "TEST", and "Online Questions for rule 007-7-99(Amend)".
- Logout:** A "logout" link is located in the top right corner.
- Contact Information Section:** A green header bar labeled "Contact Information" is followed by the instruction "1. Please select the contact for this rule." Below this is a dropdown menu currently displaying "2008. ERFTEST".
- Rule Summary Questions Section:** A green header bar labeled "Rule Summary Questions" is followed by question 2: "Is the rule being filed consistent with the requirements of the RC 119.032 review?". It includes radio buttons for "Yes", "No", and a checkbox for "Exempt Options". Below the question is a note: "(If you answered NO to the above question provide the upcoming review date below. If you answered YES to the above question, the review date for this rule is the filing date and you do not need to enter it below.)". A "Review Date:" field is provided with three input boxes for MM/DD/YYYY.
- Question 3:** "3. Are you proposing this rule as a result of recent legislation?" with radio buttons for "Yes" and "No". A note states: "Note : If you indicate Yes, Bill Number, General Assembly and Sponsor fields required." Below this are three input fields: "Bill Number:" (with a dropdown), "General Assembly Number:", and "Bill Sponsor:".

When question 6 in online Form 1 is answered “Yes” an RSFAB form is required for the rule filing, and....

### Rule Summary and Rule Supplemental information

4. Statute(s) authorizing agency to adopt the rule:

119.03 (Please separate by commas)

5. Statute(s) the rule, as filed, amplifies or implements:

119.03 (Please separate by commas)

### Rule Summary Questions Declaring Additional Documents

6. Does this rule have a fiscal effect on school districts, counties, townships, or municipal corporations? (Note : If you indicate Yes, an RSFA Part B is required.)

Yes  No

7. Does this rule deal with environmental protection or contain a component dealing with environmental protection as defined in R.C. 121.39? (Note: If you indicate Yes, an Environmental Impact is required.)

Yes  No

### Rule Supplemental Information

8. Prior Effective Date(s) : 9/9/1999, 10/10/2005, 11/11/2007

**Note :** Dates should be entered as a text string - e.g. 8/5/1994 (Emer.), 8/8/94, 4/1/97.

... the RSFAB form will appear in the list of forms and documents that will be required for this rule filing.

To begin filling out the online RSFAB, select open.

The screenshot shows the 'Electronic Rule Filing' web application. At the top left is a logo with a sun and water, and the text 'Electronic Rule Filing'. At the top right, a green navigation bar contains the text 'Home : Package List : TEST : 007-7-99(Amend)'. On the right side, there is a 'logout' link. On the left side, under the heading 'Upload Documents', there are two buttons: 'Upload Appendix' and 'Upload RSFA Attachment'. The main content area features a table with two columns: 'Document' and 'Document Management'. The table lists several forms and their management options. The 'open' link for 'Fiscal Analysis (Part B)' is circled in red. At the bottom of the page, there is a link: 'Help - Which form has which question?'.

Document	Document Management
Form 1 : Online Data and Supplemental Questions	<a href="#">modify</a>
Rule Body	<a href="#">upload</a>
Rule Summary and Fiscal Analysis (Part A)	<a href="#">print / view</a>
Form 2 : Rule Summary	<a href="#">open</a>
Form 3 : Fiscal Analysis	<a href="#">open</a>
Fiscal Analysis (Part B)	<a href="#">open</a> <a href="#">upload</a>

When the new RSFAB form opens, the seven questions that comprise the form are displayed.

**Electronic Rule Filing**

Home : [Package List](#) : [TEST](#) : [007-7-99\(Amend\)](#) : **RSFA Part B Form**

[logout](#)

### RSFA Part B

**These questions must be completed before the rule can be filed.**

#### Estimated Cost of Compliance

1. Does the Proposed rule have a fiscal effect on any of the following:

School Districts     Counties     Townships     Municipal Corporations

2. Please provide an estimate in dollars of the cost of compliance with the proposed rule for school districts, counties, townships, or municipal corporations. If you are unable to provide an estimate in dollars, please provide a written explanation of why it is not possible to provide such an estimate.

+ -

**Use scrollbar, page down, or ↑↓ arrows to view the entire form**

#### Cost in Excess of Federal Requirements

3. If the proposed rule is the result of a federal requirement, does the proposed rule exceed the scope and intent of the federal requirement?

Yes     No

4. Please provide an estimate of, and justification for, the excess costs that exceed the cost of the federal requirement. In particular, please provide an estimate of the excess costs that exceed the cost of the federal requirement for (a) school districts, (b) counties, (c) townships, and (d) municipal corporations.



General information about filling out the  
new online RSFAB form:

**Text can be copied and pasted into text boxes from another document.**

**Tables and graphics are not permitted.**

**As long as the rule is in a pending state (OF pending, RV pending, RF pending), the form can be opened, saved, and reopened for editing.**

**When the form is saved, the system will alert you if required questions have been left unanswered.**

**If you wish to skip a question you may save the form with a question left unanswered. However, all required questions must be answered before the form can be filed.**

For Question 1, selecting a checkbox on the form will result in a “Yes” answer on the viewed PDF version of the RSFAB. Leaving a box unchecked results in a “No” answer.

**RSFA Part B**

These questions must be completed before the rule can be filed.

**Estimated Cost of Compliance**

1. Does the Proposed rule have a fiscal effect on any of the following:

School Districts     
 Counties     
 Townships     
 Municipal Corporations

**PDF** →  
**view**

Page B-1 Rule Number: 007-7-02

\*\*\* DRAFT - NOT YET FILED \*\*\*

Rule Summary and Fiscal Analysis (Part B)

1. Does the Proposed rule have a fiscal effect on any of the following?

(a) School Districts	(b) Counties	(c) Townships	(d) Municipal Corporations
<b>No</b>	<b>Yes</b>	<b>No</b>	<b>No</b>

Question 2 requires a text answer. Text can be typed in, or pasted in from another source using copy & paste.

[logout](#)

## RSFA Part B

**These questions must be completed before the rule can be filed.**

**Estimated Cost of Compliance**

1. Does the Proposed rule have a fiscal effect on any of the following:

School Districts       Counties       Townships       Municipal Corporations

2. Please provide an estimate in dollars of the cost of compliance with the proposed rule for school districts, counties, townships, or municipal corporations. If you are unable to provide an estimate in dollars, please provide a written explanation of why it is not possible to provide such an estimate.

+ -

[ type here to enter text ]

Each text box on the form can be made larger or smaller using the + - icons. In the example below, + was selected several times so all text pasted in for question 2 could be viewed.

[logout](#)

## RSFA Part B

These questions must be completed before the rule can be filed.

**Estimated Cost of Compliance**

1. Does the Proposed rule have a fiscal effect on any of the following:

School Districts     Counties     Townships     Municipal Corporations

2. Please provide an estimate in dollars of the cost of compliance with the proposed rule for school districts, counties, townships, or municipal corporations. If you are unable to provide an estimate in dollars, please provide a written explanation of why it is not possible to provide such an estimate.

**+** **-**

Praesent at metus a tellus aliquam tincidunt. Integer malesuada leo at tellus convallis a fermentum felis porta. Nullam malesuada risus neque. Fusce mi mauris, molestie eget egestas nec, suscipit ut enim. Nam eget eros eu eros porttitor lobortis at eget orci.

Donec consectetur semper nisl eget elementum. Sed pulvinar sagittis orci, ut aliquam sapien aliquam et. Pellentesque placerat libero et turpis feugiat eu fringilla ligula pretium. In ac luctus leo. Phasellus tincidunt volutpat nibh, eget vestibulum urna bibendum sit amet. Curabitur et arcu a orci aliquet facilisis.

Praesent at metus a tellus aliquam tincidunt. Integer malesuada leo at tellus convallis a fermentum felis porta. Nullam malesuada risus neque. Fusce mi mauris, molestie eget egestas nec, suscipit ut enim. Nam eget eros eu eros porttitor lobortis at eget orci. Donec consectetur semper nisl eget elementum. Sed pulvinar sagittis orci, ut aliquam sapien aliquam et. Pellentesque placerat libero et turpis feugiat eu fringilla ligula pretium. In ac luctus leo. Phasellus tincidunt volutpat nibh, eget vestibulum urna bibendum sit amet. Curabitur et arcu a orci aliquet facilisis.

Questions 3 and 4: If question 3 is answered Yes, then an answer will be required for question 4 before the rule can be filed. If question 3 is No, an answer to question 4 is not needed, and “Not Applicable.” will appear.

**Cost in Excess of Federal Requirements**

3. If the proposed rule is the result of a federal requirement, does the proposed rule exceed the scope and intent of the federal requirement?

Yes  No

4. Please provide an estimate of, and justification for, the excess costs that exceed the cost of the federal requirement. In particular, please provide an estimate of the excess costs that exceed the cost of the federal requirement for (a) school districts, (b) counties, (c) townships, and (d) municipal corporations.

+ -

**Cost in Excess of Federal Requirements**

3. If the proposed rule is the result of a federal requirement, does the proposed rule exceed the scope and intent of the federal requirement?

Yes  No

4. Please provide an estimate of, and justification for, the excess costs that exceed the cost of the federal requirement. In particular, please provide an estimate of the excess costs that exceed the cost of the federal requirement for (a) school districts, (b) counties, (c) townships, and (d) municipal corporations.

+ -

Not Applicable.

Question 5 consists of a Summary field and five individual cost fields marked (a) through (e). A text answer for each field must be provided before the rule can be filed.

### Comprehensive Cost Estimate

5. Please provide a comprehensive cost estimate for the proposed rule that includes the procedure and method used for calculating the cost of compliance. This comprehensive cost estimate should identify all of the major cost categories including, but not limited to, (a) personnel costs, (b) new equipment or other capital costs, (c) operating costs, and (d) any indirect central service costs.

Summary of comprehensive costs :

+ -

(a) Personnel Costs :

+ -

(b) New Equipment or Other Capital Costs :

+ -

(c) Operating Costs :

+ -

Questions 6 and 7 are text fields and will also require an answer before the rule can be filed.

### Ability to Pay and Impact on Development

6. Please provide a written explanation of the agency's and the local government's ability to pay for the new requirements imposed by the proposed rule.

+ -

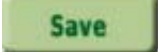
Amendments to a particular act provided capitalization grants to states with primary enforcement authority to help fund improvements needed to comply with the new requirements. These grants fund programs which provide low-interest loans to community and not for profit systems. Loans can provide support for design work in addition to capital improvements. Operating costs would be supported through conventional mechanisms such as collecting fees from customers based on the amount used or rental fees.

7. Please provide a statement on the proposed rule's impact on economic development.

+ -

Save



Cancel


When all required questions are answered, selecting  immediately saves all answers on the form and returns to the rule Document screen.

7. Please provide a statement on the proposed rule's impact on economic development.

+ -

While there are some costs associated with the proposed rule which may have a negative affect on some economic development, this is essential to Ohio's economic success








## Electronic Rule Filing

Home : Package

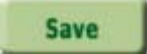
**Upload Documents**

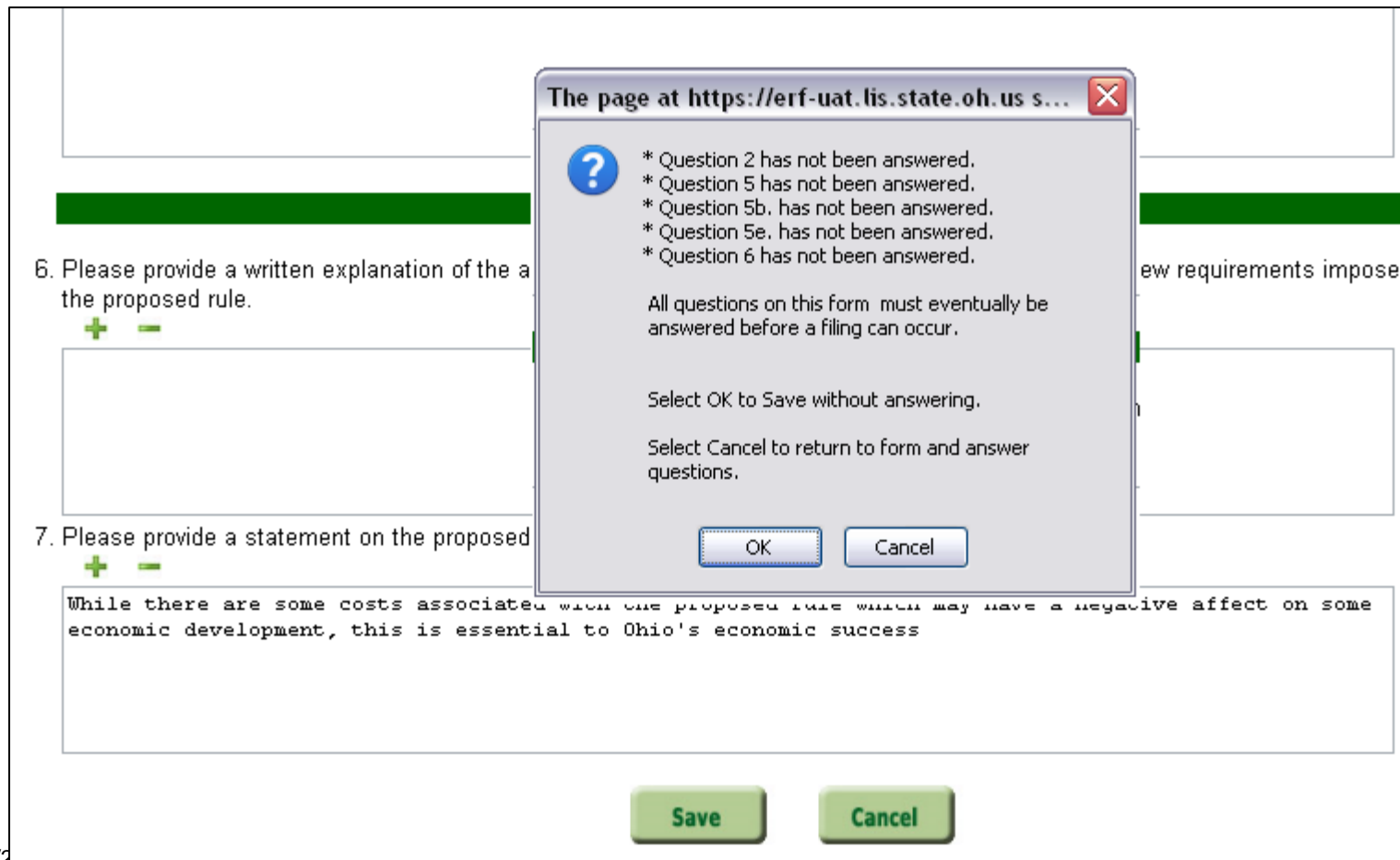
Document	Document Management
Form 1 : Online Data and Supplemental Questions	<a href="#">modify</a>
Rule Body	<a href="#">print / view</a> <a href="#">remove</a> <a href="#">replace</a> <a href="#">retrieve</a>
Rule Summary and Fiscal Analysis (Part A)	<a href="#">print / view</a>
Form 2 : Rule Summary	<a href="#">modify</a>
Form 3 : Fiscal Analysis	<a href="#">modify</a>
Fiscal Analysis (Part B)	<a href="#">print / view</a> <a href="#">modify</a>

[Help - Which form has which question?](#)



If all required questions are NOT answered, selecting  will generate a message that lists all of the questions that must be answered before the rule can be filed.

The message also states: “All questions on this form must eventually be answered before a filing can occur. Select OK to Save without answering. Select Cancel to return to form and answer questions.”





The screenshot shows a web form with two main sections, each with a green bar above it. Section 6 is titled "6. Please provide a written explanation of the a the proposed rule." and has a green plus/minus icon. Section 7 is titled "7. Please provide a statement on the proposed" and also has a green plus/minus icon. A modal dialog box is open in the center, titled "The page at https://erf-uat.lis.state.oh.us s...". The dialog contains a blue question mark icon and the following text: "\* Question 2 has not been answered.", "\* Question 5 has not been answered.", "\* Question 5b. has not been answered.", "\* Question 5e. has not been answered.", "\* Question 6 has not been answered.", "All questions on this form must eventually be answered before a filing can occur.", "Select OK to Save without answering.", "Select Cancel to return to form and answer questions.", At the bottom of the dialog are "OK" and "Cancel" buttons. Below the form, there are two large green buttons labeled "Save" and "Cancel".

If  is selected, the form is saved “as is,” closes, and the rule document screen appears. If  is selected, the form remains open for editing.


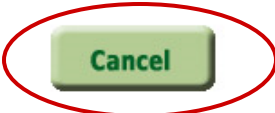
The screenshot shows a web form with two main sections, each with a green bar above it. Section 6 is titled "6. Please provide a written explanation of the a the proposed rule." and has a text area with a "+" and "-" icon. Section 7 is titled "7. Please provide a statement on the proposed" and has a text area with a "+" and "-" icon. A modal dialog box is open in the center, titled "The page at https://erf-uat.lis.state.oh.us s...". The dialog contains a question mark icon and the following text: "\* Question 2 has not been answered.", "\* Question 5 has not been answered.", "\* Question 5b. has not been answered.", "\* Question 5e. has not been answered.", "\* Question 6 has not been answered.", "All questions on this form must eventually be answered before a filing can occur.", "Select OK to Save without answering.", "Select Cancel to return to form and answer questions.", At the bottom of the dialog are "OK" and "Cancel" buttons. At the bottom of the form are "Save" and "Cancel" buttons.

If  is selected.....

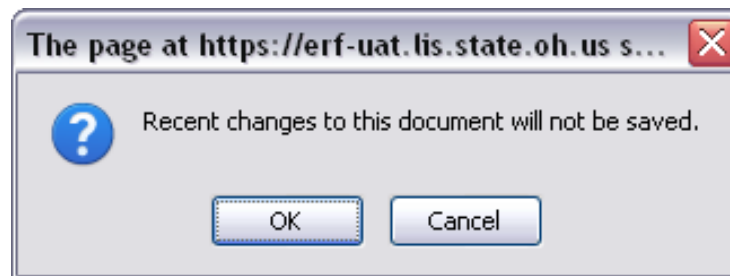
7. Please provide a statement on the proposed rule's impact on economic development.

While there are some costs associated with the proposed rule which may have a negative affect on some economic development, this is essential to Ohio's economic success

... the following message appears:



If  is selected, then any questions you have answered or any text entered or edited since the form was opened will **NOT BE SAVED**.

If  is selected, the form will remain open and editing can continue.

After the RSFAB has been saved, it can be viewed as a PDF by selecting the print / view link.


If you wish to open the form again to either view or make changes to your answers, select the modify link.

Home : Package List : TEST part b 3 and 4 :

Document	Document Management
Form 1 : Online Data and Supplemental Questions	<a href="#">modify</a>
Rule Body	<a href="#">upload</a>
Rule Summary and Fiscal Analysis (Part A)	<a href="#">print / view</a>
Form 2 : Rule Summary	<a href="#">open</a>
Form 3 : Fiscal Analysis	<a href="#">open</a>
Fiscal Analysis (Part B)	<a href="#">print / view</a> <a href="#">modify</a>

[Help - Which form has which question?](#)

All required questions on the form must be answered and the form must be viewed as a PDF (print / view) before an RSFAB online form can be filed. When the red File button is selected, the Package Status page will appear with the status of each document in the package.



## Electronic Rule Filing

[Home](#) : [Packages List](#) : [teststst](#) : **Package Status**

rule number	rule body	RSFA (a)	fiscal analysis (b)	environmental impact	attachment	appendix	Inc. by Ref. PHN	119 Em. Justification	Add'l Comm
007-7-05 (Amend)	✓	✓	!		0	0	0		
007-7-06 (Amend)	✓	✓	✗		0	0	0		
007-7-07 (New)	✓	✓	✓		0	0	0		


  

**Explanation of Symbols :**

Indicators other than those for RSFA (a) have the following meanings:

- ✗ - item is missing an element(s) that is required for filing
- ! - document has uploaded but has not yet been viewed (each document must be viewed prior to filing)
- ✓ - document is ready for filing

For the online RSFAB, **X** means a required question was left unanswered, **!** means the form was completed but not viewed as a PDF, and **✓** means the form has been completed, viewed, and is ready to file.



[Home](#) : [Packages List](#) : [teststst](#) : **Package Status**

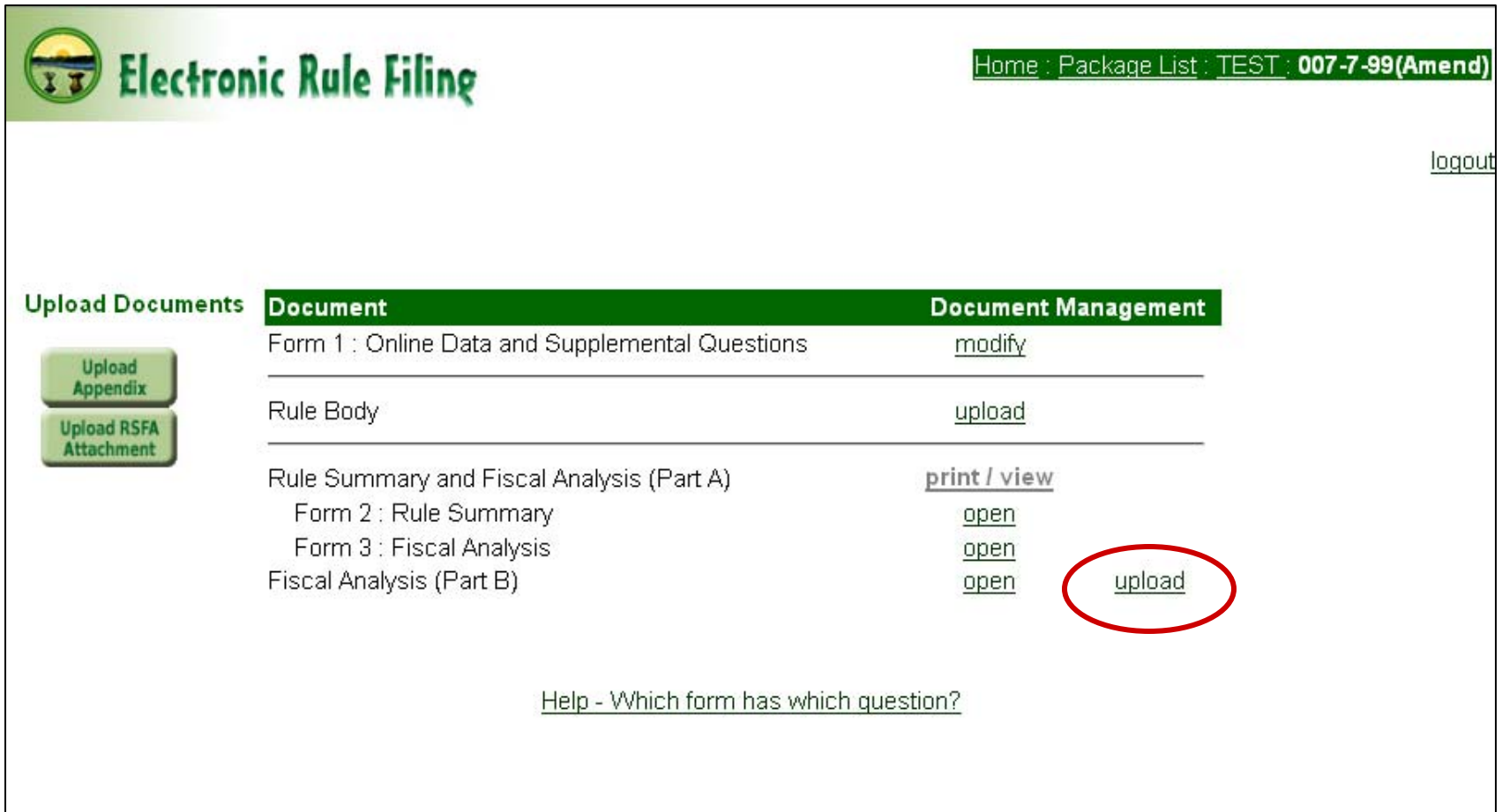
rule number	rule body	RSFA (a)	fiscal analysis (b)	environmental impact	attachment	appendix	Inc. by Ref.	PHN	119 Em. Justification	Add'l Comm
007-7-05 (Amend)	✓	✓	!		0	0	0			
007-7-06 (Amend)	✓	✓	X		0	0	0			
007-7-07 (New)	✓	✓	✓		0	0	0			

**Explanation of Symbols :**

Indicators other than those for RSFA (a) have the following meanings:

- X - item is missing an element(s) that is required for filing
- ! - document has uploaded but has not yet been viewed (each document must be viewed prior to filing)
- ✓ - document is ready for filing

The new online form RSFAB functionality will also accommodate the upload of a RAS 2.0-created RSFAB .xml file



The screenshot shows the 'Electronic Rule Filing' web application. At the top left is a logo with a sun and water, and the text 'Electronic Rule Filing'. At the top right, a green navigation bar contains the text 'Home : Package List : TEST : 007-7-99(Amend)'. Below this, on the right side, is a 'logout' link. On the left side, there are two green buttons: 'Upload Appendix' and 'Upload RSFA Attachment'. The main content area features a table with two columns: 'Document' and 'Document Management'. The table lists several forms and their corresponding management actions. The 'upload' link for 'Fiscal Analysis (Part B)' is circled in red. At the bottom center, there is a link: 'Help - Which form has which question?'.

Document	Document Management
Form 1 : Online Data and Supplemental Questions	<a href="#">modify</a>
Rule Body	<a href="#">upload</a>
Rule Summary and Fiscal Analysis (Part A)	<a href="#">print / view</a>
Form 2 : Rule Summary	<a href="#">open</a>
Form 3 : Fiscal Analysis	<a href="#">open</a>
Fiscal Analysis (Part B)	<a href="#">open</a> <a href="#">upload</a>

General information about uploading an existing RAS 2.0 RSFAB form:

When a RAS 2.0 RSFAB document is uploaded, it can be viewed as a PDF (print / view) and filed. The document does not need to be opened or modified before filing.

Uploading the RAS 2.0 form is a one time only option. If you wish to make changes to the RSFAB after the form is uploaded, you will need to open the form using the “modify” link. The answers from the uploaded RAS 2.0 form will appear in the online form and can be edited.

If, after viewing the PDF (print / view) version, any content of the form appears to be incorrect, contact the ERF Help Desk.



When “upload” is selected for the RSFAB, the following message appears:

The screenshot shows a web application interface for "Electronic Rule Filing". At the top left is a logo with a sun and water. The title "Electronic Rule Filing" is in green. A breadcrumb trail at the top right reads: "Home : Package List : teststst : 007-7-06(Amend) : Add Fiscal An:". The main content area has a red alert message: "Alert! The RSFA Part B Fiscal Analysis can now be completed online." Below this, red text explains that users can upload an existing XML file to convert it to an online form, but future modifications must be made online. It also states that PDF files can no longer be uploaded. At the bottom, there is a form titled "Upload Fiscal Analysis Part B file :" with a "filename :" label, an empty text input field, a "Browse..." button, and "OK" and "Cancel" buttons.

**Alert! The RSFA Part B Fiscal Analysis can now be completed online.**

However, to prevent lost work, if you have already created an RSFA Part B XML (.xml) file for this rule using RAS 2.0, you have the one-time option to upload it now. If you choose to upload an XML file, the RSFA Part B responses contained in the XML file will be converted to an online form for you.

After uploading, any future modifications to the RSFA Part B responses must be made using the online RSFA Part B form.

If you do not wish to upload an existing XML file, select "cancel" below and then select "open" to create the RSFA Part B online.

RSFA Part B PDF (.pdf) files can no longer be uploaded. Please contact the ERF Help Desk at 614-387-2078 if you have an RSFA Part B PDF file.

**Upload Fiscal Analysis Part B file :**

filename :

Select “Browse” to locate the directory that contains your RAS 2.0 RSFAB .xml form.

The "File Upload" box will appear. Locate and select the RAS 2.0 .xml file you wish to upload and select Open, OK. As always, any document being uploaded to ERF must have the correct rule number and be the correct document type.

Home : Package List : teststst : 007-7-06(Amend) : Add Fiscal An

**File Upload**

Look in: My Documents

- 007-7-03\_Amend
- 007-7-04\_Amend
- 007-7-05\_Amend
- 007-7-06\_Amend
- 007-7-80\_Amend
- 007-7-81\_Amend
- 007-7-82\_Amend
- 007-7-83\_Amend
- Copy of Rescind 7-7-40
- New 7-7-42
- New 7-7-43
- New 7-7-44
- Rescind 7-7-42

File name:

Files of type: All Files

Open

Cancel

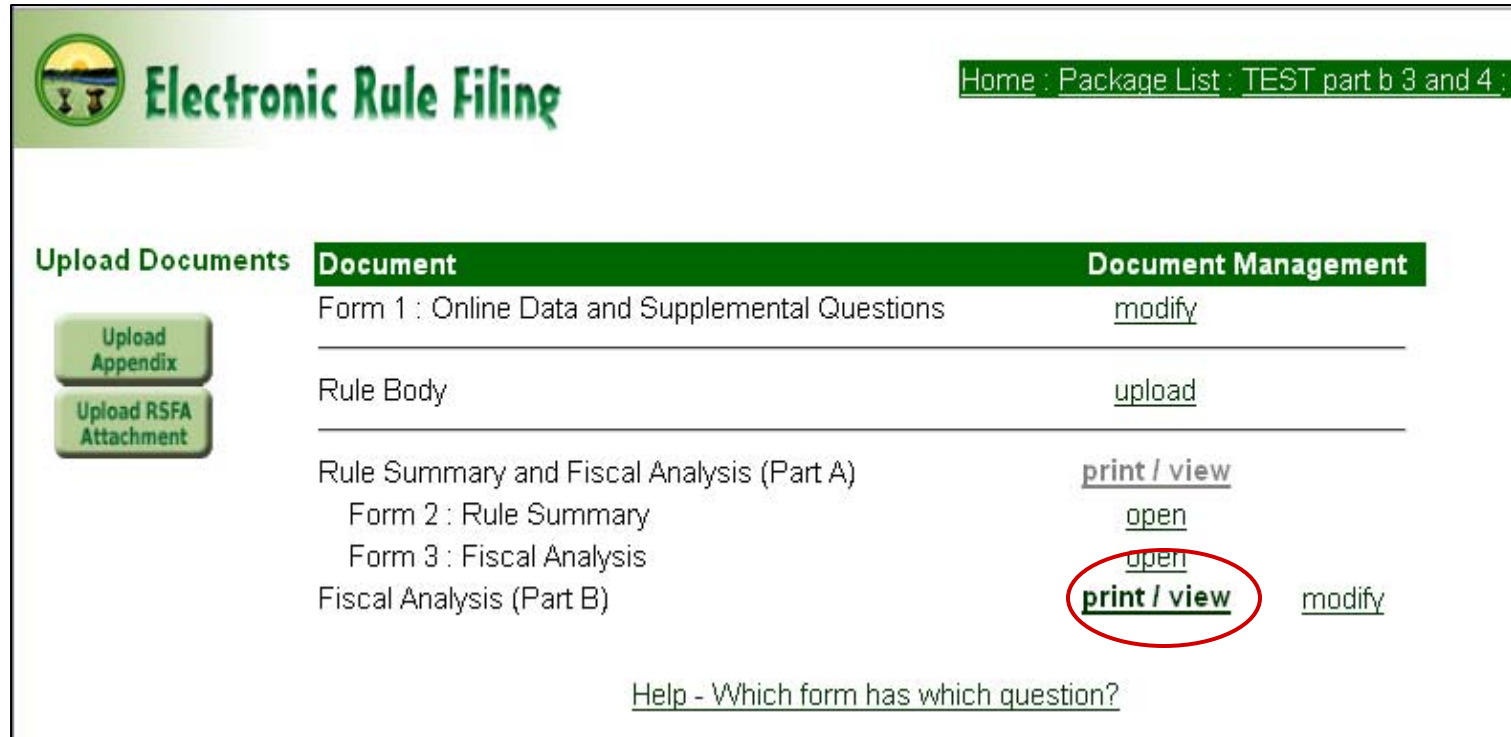
Upload Fiscal Analysis Part B file :

filename :  Browse...

OK

Cancel

When the upload is complete, the RSFAB form can be viewed as a PDF (print / view) and is ready to be filed.




The screenshot shows the 'Electronic Rule Filing' web interface. At the top left is a logo with a scale of justice and the text 'Electronic Rule Filing'. At the top right is a breadcrumb trail: 'Home : Package List : TEST part b 3 and 4 :'. Below the header, there are two buttons: 'Upload Appendix' and 'Upload RSFA Attachment'. The main content area is a table with two columns: 'Document' and 'Document Management'. The table lists several documents, including 'Form 1 : Online Data and Supplemental Questions', 'Rule Body', 'Rule Summary and Fiscal Analysis (Part A)', 'Form 2 : Rule Summary', 'Form 3 : Fiscal Analysis', and 'Fiscal Analysis (Part B)'. The 'print / view' link for 'Form 3 : Fiscal Analysis' is circled in red. At the bottom, there is a link: 'Help - Which form has which question?'.

Document	Document Management
Form 1 : Online Data and Supplemental Questions	<a href="#">modify</a>
Rule Body	<a href="#">upload</a>
Rule Summary and Fiscal Analysis (Part A)	<a href="#">print / view</a>
Form 2 : Rule Summary	<a href="#">open</a>
Form 3 : Fiscal Analysis	<a href="#">open</a>
Fiscal Analysis (Part B)	<a href="#">print / view</a> <a href="#">modify</a>

[Help - Which form has which question?](#)

For an uploaded RAS 2.0 RSFAB form, the status page symbols mean the following: **X** means a RAS 2.0 .xml form was not successfully uploaded, **!** means the form was uploaded but was not viewed as a PDF, and **✓** means the form was uploaded, viewed, and is ready to file.



## Electronic Rule Filing

[Home](#) : [Packages List](#) : [teststst](#) : **Package Status**

rule number	rule body	RSFA (a)	fiscal analysis (b)	environmental impact	attachment	appendix	Inc. by Ref.	PHN	119 Em. Justification	Add'l Comm
007-7-05 (Amend)	✓	✓	!		0	0	0	X		
007-7-06 (Amend)	✓	✓	X		0	0	0	X		
007-7-07 (New)	✓	✓	✓		0	0	0	X		

**Explanation of Symbols :**

Indicators other than those for RSFA (a) have the following meanings:

- X - item is missing an element(s) that is required for filing
- ! - document has uploaded but has not yet been viewed (each document must be viewed prior to filing)
- ✓ - document is ready for filing