

NOTICES OF SUBSTANTIVE POLICY STATEMENTS

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S.) § 41101(B)(14). Substantive Policy Statements are written expressions which inform the general public of an agency's current approach to rule or regulation practice substantive policy statement does not include internal procedural documents which may only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties in accordance with A.R.S. Title 41.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF COMMERCE

1. Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Private Activity Bond Allocation Process; A.R.S. §§ 35-901 through 35-912; General Provisions
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
1984 and several amendments including Senate Bill 1011 in 1995 First Regular Session of 42nd Legislature
3. Summary of the contents of the substantive policy statement:
Since the Deficit Reduction Act of 1984, Commerce has been responsible for allocating the state ceiling for private activity bonds imposed by the Act. The allocation process is accomplished following the procedures set out in the above noted statutes.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
Revision
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Albert L. Nichols
Address: Strategic Finance Division
Department of Commerce
3800 North Central Avenue, Suite 1500
Phoenix, Arizona 85020
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Copies are available through the Department of Commerce Strategic Finance Division or the person identified above. This information is available free to members of the public.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF COMMERCE

1. Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Arizona Enterprise Zones
Guidelines for Establishing an Arizona Enterprise Zone
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
September 1994
3. Summary of the contents of the substantive policy statement:
A.R.S. §§ 41-1521 through 41-1528 establish the broad requirements for creation of Arizona enterprise zones and give responsibility for administering the program to the Department of Commerce.
These guidelines specify the requirements including formation of enterprise zone commissions, zone composition, and annual reporting.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
Revision

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5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Joan E. Laurence, Enterprise Zones Administrator
Address: Department of Commerce
3800 North Central Avenue, Suite 1500
Phoenix, Arizona 85012
Telephone number: (602) 280-1341
(602) 280-1358

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies are available through the Department of Commerce Strategic Finance Division or the person identified above. The information is free to the public.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF COMMERCE

1. Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Arizona Enterprise Zones
Procedure for Expansion or Contraction of an Existing Enterprise Zone

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

September 1994

3. Summary of the contents of the substantive policy statement:

A.R.S. §§ 41-1521 through 41-1528, as amended in 1992, authorized the Department of Commerce to make administrative adjustments in the size and boundaries of existing enterprise zones. Enterprise Zone commissions are expected to submit formal requests to the Department when seeking such adjustments.

This statement specifies the requirements for requesting expansion or contraction of an existing enterprise zone.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

Revision

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Joan E. Laurence, Enterprise Zones Administrator
Address: Department of Commerce
3800 North Central Avenue, Suite 1500
Phoenix, Arizona 85012
Telephone number: (602) 280-1341
(602) 280-1358

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies are available through the Department of Commerce Strategic Finance Division or the person identified above. The information is free to the public.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF COMMERCE

1. Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Arizona Enterprise Zones
Guidelines for Renewing an Arizona Enterprise Zone

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

September 1994

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3. **Summary of the contents of the substantive policy statement:**

A.R.S. §§ 41-1521 through 41-1528 establish the broad requirements for creation of Arizona enterprise zones and give responsibility for administering the program to the Department of Commerce.

These guidelines specify the requirements for renewing an enterprise zone.

4. **A statement as to whether the substantive policy statement is a new statement or a revision:**

Revision

5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

Name: Joan E. Laurence, Enterprise Zones Administrator
Address: Department of Commerce
3800 North Central Avenue, Suite 1500
Phoenix, Arizona 85012
Telephone number: (602) 280-1341
(602) 280-1358

6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**

Copies are available through the Department of Commerce Strategic Finance Division or the person identified above. The information is free to the public.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT
DEPARTMENT OF COMMERCE

1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Arizona Enterprise Zones
Certification for Property Tax Reclassification Guidelines

2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

March 1995

3. **Summary of the contents of the substantive policy statement:**

Amendments to A.R.S. §§ 41-1521 through 41-1525, effective July 1, 1993, created a property tax incentive for qualified manufacturing businesses locating or expanding in an enterprise zone. In order to have the county assessor's office reclassify its real and personal property from Class 3 to Class 8, the business must be certified as a "Qualified Manufacturing Business" by the Department of Commerce. To be eligible for certification, the business must: 1) be a manufacturer; (2) prove eligibility as a small, minority- or woman-owned business; and 3) demonstrate completion of a \$2 million investment in fixed assets at its business location within an Arizona Enterprise Zone. The qualifying investment must have been made after July 1, 1993, and before January 1 of the year in which the business is applying for reclassification.

4. **A statement as to whether the substantive policy statement is a new statement or a revision:**

New

5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

Name: Joan E. Laurence, Enterprise Zones Administrator
Address: Department of Commerce
3800 North Central Avenue, Suite 1500
Phoenix, Arizona 85012
Telephone number: (602) 280-1341
(602) 280-1358

6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**

Copies are available through the Department of Commerce Strategic Finance Division or the person identified above. The information is free to the public.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT
DEPARTMENT OF COMMERCE

1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Arizona Enterprise Zones
Employee Certification Guidelines
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
April 1995
3. **Summary of the contents of the substantive policy statement:**
A.R.S. §§ 41-1521 through 41-1528 provide for an income tax credit for a *net increase in employment* of qualified employees at a site located in an enterprise zone. Qualified employees are those who, at the date of hire, are considered economically disadvantaged for purposes of the Job Training Partnership Act and/or eligible dislocated workers. When hired, 35% of the net new eligible employees must live within an enterprise zone in the same county as the business.

Because employers had difficulties in identifying eligible employees, in April 1994 the Department of Economic Security Job Service, in conjunction with the Department of Revenue and the Department of Commerce, developed a statewide certification program. The above-referenced guidelines inform businesses of how to use this certification program.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
New
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Joan E. Laurence, Enterprise Zones Administrator
Address: Department of Commerce
3800 North Central Avenue, Suite 1500
Phoenix, Arizona 85012
Telephone number: (602) 280-1341
(602) 280-1358
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
Copies are available through the Department of Commerce Strategic Finance Division or the person identified above. The information is free to the public.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT
DEPARTMENT OF COMMERCE

1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Arizona Enterprise Zones
Income Tax Credit Guidelines for Employers
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
September 1994; revised March 1995
3. **Summary of the contents of the substantive policy statement:**
A.R.S. §§ 41-1521 through 41-1528 provide for an income tax credit for a *net increase in employment* of qualified employees at a site located in an enterprise zone. Qualified employees are those who, at the date of hire, are considered economically disadvantaged for purposes of the Job Training Partnership Act and/or eligible dislocated workers. When hired, 35% of the net new eligible employees must live within an enterprise zone in the same county as the business. Income tax credits for each qualified employee are up to \$5,000 over a 3-year period. Any unused tax credit may be carried forward for up to 5 taxable years. *Before claiming enterprise zone income tax credits on Arizona tax returns, the employer must file a form with the Department of Commerce and with the local enterprise zone administrator.*
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
Revision

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5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Joan E. Laurence, Enterprise Zones Administrator
Address: Department of Commerce
3800 North Central Avenue, Suite 1500
Phoenix, Arizona 85012
Telephone number: (602) 280-1341
(602) 280-1358

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies are available through the Department of Commerce Strategic Finance Division or the person identified above. The information is free to the public.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF COMMERCE

1. Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Economic Strength Projects Program; Sections 28-1895 through 28-1895.04 of Senate Bill 1397; A.R.S. § 41-1513.

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

May 17, 1989, with amendment Section 2 in Section 28-1598 in Senate Bill 1070.

3. Summary of the contents of the substantive policy statement:

With funding from highway use revenue funds collected by the Department of Transportation, the Legislature established the program to construct and maintain economic strength projects which are a part of the state highway system. The funds shall be used to fund projects recommended by the Commerce and Economic Development Commission and approved by the State Transportation Board.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

New with a revision

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Albert L. Nichols
Address: Strategic Finance Division
Department of Commerce
3800 North Central Avenue, Suite 1500
Phoenix, Arizona 85012

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies are available through the Department of Commerce Strategic Finance Division or the person identified above. The information is free to the public.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF COMMERCE

1. Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Commerce and Economic Development Commission program and Arizona Export Loan Guaranty Program.

A.R.S. §§ 41-1505.01, 41-1505.05 through 41-1505.07, and 41-1505.10.

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

First Regular Session, 1989 - under the Economic Development Omnibus Bill which also created the Arizona State Lottery Commission and numerous economic development programs.

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3. **Summary of the contents of the substantive policy statement:**
The Commerce and Economic Development Commission (CEDC) and the CEDC Fund were established by the legislature to expand economic opportunities in Arizona by providing financial assistance to businesses for business retention, location, and expansion in the state. The program is flexible and intended to respond to the entrepreneurial needs of Arizona businesses.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
New
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Debbie Broermann, Senior Loan Officer
Address: Strategic Finance Division
Department of Commerce
3800 North Central Avenue, Suite 1500
Phoenix, Arizona 85012
Telephone Number: (602) 280-1341
Fax Number: (602) 280-1358
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
Copies are available through the Department of Commerce Strategic Finance Division or the person identified above. The information is free to the public.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF COMMERCE

1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Section 8 Rental Assistance Program
24 CFR 700 to 1699
State of Arizona Section 8 Administrative Plan
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
CFR - April 1, 1994
Administrative Plan - January 1, 1995
3. **Summary of the contents of the substantive policy statement:**
The State of Arizona Housing Authority was formed by the State Legislature in 1992 to ensure that Section 8 rental assistance resources were made available to portions of Arizona heretofore unserved given the lack of a local public housing agency.
Two State of Arizona Public Housing Section programs are operational: Yavapai County and Graham County. Both programs were developed and operated under the guidelines of the federal regulations cited above, as amended from time to time.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
Revision of 24 CFR 700-1699
New, State of Arizona Section 8 Administrative Plan currently undergoing revision.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Martina Kuehl
Address: Department of Commerce
3800 North Central Avenue, Suite 1500
Phoenix, Arizona 85012
Telephone number: (602) 280-1365
Fax number: (602) 280-1470

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6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
24 CFR can be viewed at the City of Phoenix Public Library or the Arizona Department of Commerce Housing and Infrastructure Division.
The State of Arizona Section 8 Administrative Plan can be viewed at the Arizona Department of Commerce Housing and Infrastructure Division.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT
DEPARTMENT OF COMMERCE

1. Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Low Income Housing Tax Credits
Title 35-728
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
October 24, 1994
3. Summary of the contents of the substantive policy statement:
The Department of Commerce shall hold properly-noticed public hearings each year to hear testimony from developers, local governments, and special needs groups interested in the Department's administration of the federal Low Income Housing Tax Credit program. From the input received at these hearings, the Department will develop and publish a Qualified Allocation Plan, approved by the governor, to guide the administration of the program during the next calendar year. Each year the Department will follow Internal Revenue Code, Section 42, and the specifics outlined in the Qualified Allocation Plan in processing applications received for tax credits and awarding credits to the most qualified projects.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: John Lopach, Housing Programs Manager
Address: Department of Commerce
Office of Housing and Infrastructure Development
3800 North Central Avenue, Suite 1200
Phoenix, Arizona 85012
Telephone Number: (602) 280-1365
Fax Number: (602) 280-1470
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Copies are available through the Department of Commerce Office of Housing and Infrastructure Development or the person identified above. The information is free to the public.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT
DEPARTMENT OF COMMERCE

1. Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Arizona Housing Trust Fund
A.R.S. § 41-1512
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
October 24, 1994

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3. Summary of the contents of the substantive policy statement:

In accordance with the requirements set out in A.R.S. § 41-1512 ("Housing trust fund; purpose"), the Department of Commerce will receive annually from the Department of Revenue an amount equal to 35% of the annual revenue derived from unclaimed property accounts and interest earned on the fund. The Department shall administer this fund to assist local governments and non-profit agencies in meeting the housing needs of low-income families in Arizona. The Department will award funds through a competitive application process and on a case-by-case basis to match other housing resources or meet dire housing needs. Forms of assistance may be grants or loans, and activities eligible for assistance will be detailed in the policy documents of the Department.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

New

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: John Lopach, Housing Programs Manager
Address: Department of Commerce
Office of Housing and Infrastructure Development
3800 North Central Avenue, Suite 1200
Phoenix, Arizona 85012
Telephone Number: (602) 280-1365
Fax Number: (602) 280-1470

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies are available through the Department of Commerce Office of Housing and Infrastructure Development or the person identified above. The information is free to the public.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF COMMERCE

1. Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

FY 1995 State of Arizona HOME Program Summary and Application Guide
24 CFR 92

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

May 1995

3. Summary of the contents of the substantive policy statement:

The state of Arizona seeks to equitably distribute resources to both metropolitan and non-metropolitan regions of Arizona in conformance with objective measures of housing need and population distribution identified in the State of Arizona Consolidated Plan.

The FY 1995 State of Arizona HOME Program Summary and Applications Guide profiles the applicable regulations and establishes the policies and procedures for submitting an application for funding to the State of Arizona 1995 HOME Program.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

Revision

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Martina Kuehl
Address: Department of Commerce
3800 North Central Avenue, Suite 1200
Phoenix, Arizona 85012
Telephone Number: (602) 280-1365
Fax Number: (602) 280-1470

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies are available through the Department of Commerce Office of Housing and Infrastructure Division or the person identified above. The information is free to the public.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT
DEPARTMENT OF COMMERCE

1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Rural Economic Development Program
A.R.S. § 41-1514.02
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
By legislation, 1987
3. **Summary of the contents of the substantive policy statement:**
The Department of Commerce shall establish and conduct a rural economic development program to promote economic development in rural areas and communities in this state.
Eligible communities must:
 - Represent a total population of less than 50,000 based on the most recent census or be geographically located outside of the Phoenix or Tucson metropolitan areas.
 - Have broad-based commitments from the community(ies) including local government(s), chambers, and civic groups to engage in and support economic development activities.
 - Have an organization with the legal authority to raise and/or administer public and/or private funds and set and implement policy.
 - Have a broadly defined mission statement reflecting the organization's commitment to perform activities related to the development and implementation of a multi-faceted economic development strategy and a one-year work program.
 - Have existing funding to support the work program.
 - Have a current adopted community, area, or county comprehensive plan.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
Revision
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Sally Odette, Program Manager
Address: Department of Commerce
3800 North Central Avenue, Suite 1400
Phoenix, Arizona 85012
Telephone Number: (602) 280-1350
Fax Number: (602) 280-1305
E-Mail Address: sob@ep.state.az.us
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
Copies are available through the Department of Commerce REDI Program or the person identified above. This information is available free to members of the public.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT
DEPARTMENT OF COMMERCE

1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Alternative Fuel Delivery System Development Fund - RPF No. 002-95-AF
Alternative Fuel Delivery System Development Grant program was created by the legislature to allow the Department to provide grants of up to \$100,000 for entities to build and operate alternative fuel fueling stations that are available to the general public. Grants are provided through solicitations using the Request for Proposals process.
Grant solicitations will be issued by the Department until funding is depleted. Funding for projects is awarded to applicants based on a variety of criteria listed below.

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2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

The first grant application and evaluation criteria were issued in December 1994. The application and evaluation criteria were modified for the third application round issued July 14, 1995. Modifications will be made to the application and grant criteria in subsequent grant rounds as necessary.

3. Summary of the contents of the substantive policy statement:

Applicant proposals will be evaluated based on the following 8 grant criteria:

- Size/Capacity of the Station
- Location of the Fueling Station
- Knowledge and Experience in the Field
- Partnering/Demand for the Station
- Matching Funds
- Track Record of the Business
- Land for the Fueling Station
- Training and Technical Assistance

Applicants are required to meet equipment specifications and other general requirements as outlined in each grant solicitation. The equipment specifications relate to safety and durability. The general requirements relate to access to the station, acceptable fuel types, and safety considerations.

The grant program and its parameters were developed in late 1994 as a result of the creation of the program by the legislature. Revisions are ongoing.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

The grant program and its parameters were developed in late 1994 as a result of the creation of the program by the legislature. Revisions are ongoing.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Amanda Ormond, Energy Director
Holly Petersen, Contracts Administrator
Address: Department of Commerce
3800 North Central Avenue, Suite 1200
Phoenix, Arizona 85012
Telephone Number: (602) 280-1402
Fax Number: (602) 280-1445

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Grant applications can be obtained from the Department of Commerce Energy Office at no charge. Applications for grants will only be accepted from the time a solicitation is released until the due date. No unsolicited proposals will be accepted.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT
DEPARTMENT OF COMMERCE

1. Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Solar Devices: Guidelines and Procedures
A.R.S. § 44-1762

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

March 1, 1995

3. Summary of the contents of the substantive policy statement:

The Department of Commerce issues these guidelines and procedures to provide minimal standards of solar equipment and installation of same; the guidelines and procedures are applicable to all residential solar thermal, solar electric, solar daylighting, and other renewable resource devices and installations.

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Through these guidelines, the Department of Commerce has developed minimum solar domestic hot water equipment standards using a certification program conducted by a nationally recognized standard-setting body. Guidelines and standards for other solar equipment are developed by the Department of Commerce.

The Department of Commerce shall identify and certify to the Department of Revenue the products and relevant information relating to solar equipment eligible for the state solar tax credit.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

New

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Stephen Ahearn
Manager, Planning and Policy
Address: Department of Commerce
3800 North Central Avenue, Suite 1500
Phoenix, Arizona 85012
Telephone Number: (602) 280-1423
Fax Number: (602) 280-1445

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies are available through the Department of Commerce Energy Office or the person identified above. This information is available free to members of the public.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF COMMERCE

1. Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Schools and Hospitals Grant Program, a U.S. Department of Energy Program administered by the Department of Commerce. The program was established by U.S. Public Law 95-619. The program's Catalog of Federal Domestic Assistance number is: 81.052

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

November 1993

3. Summary of the contents of the substantive policy statement:

The State Plan for the Schools and Hospitals Grant Program gives instructions on how Arizona schools and hospitals can apply for 50/50 matching grants to improve the energy efficiency of their buildings.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

A revision to reflect a 1992 federal rule change.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Jim Westberg
Address: Energy Office
Department of Commerce
3800 North Central Avenue, Suite 1200
Phoenix, Arizona 85012
Telephone Number: (602) 280-1434
Fax Number: (602) 280-1445

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies are available through the Department of Commerce Energy Office or the person identified above. This information is available free to members of the public.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT
DEPARTMENT OF COMMERCE

1. Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Main Street Program
A.R.S. § 41-1505.02
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
Laws 1986
3. Summary of the contents of the substantive policy statement:
The Department of Commerce shall establish and conduct a Main Street Program to provide for the revitalization of central business districts in rural communities in this state.
Eligible communities must:
 - Have a population of less than 50,000 based on the most recent census.
 - Guarantee to employ a full-time local project manager with an adequate budget which includes traveling and operating expenses.
 - Have an existing downtown association or commit to organize one.
 - Evidence of historic downtown character or an identifiable central business district.The Small Cities Program requires:
 - Population less than 5,000 *or*
 - Less than 50 retail and service businesses in the program area *or*
 - Less than \$15 million in total taxable sales of goods and services for the entire community *or*
 - In the opinion of the State Coordinator, the community exhibits the characteristics of a Main Street Small City.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
Revised
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name:	Steve Schaefer, State Main Street Coordinator
Address:	Department of Commerce 3800 North Central Avenue, Suite 1500 Phoenix, Arizona 85012
Telephone Number:	(602) 280-1350
Fax Number:	(602) 280-1305
E-Mail:	sms@ep.state.az.us
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Copies are available through the Department of Commerce Main Street Program or the person identified above. This information is available free to members of the public.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT
DEPARTMENT OF COMMERCE

1. Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
10 CFR 420 (53 FR 52390)
A.R.S. § 41-1509 - Oil overcharge fund; source of monies; uses; approval; energy project loans; conditions

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2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
Federal: February 20, 1976
State: May 17, 1989
3. Summary of the contents of the substantive policy statement:
The Department of Commerce shall design, implement, and administer a financial assistance program for energy conservation projects. Program funds shall be used for fixed-asset plant expansion for manufacturers of energy-conserving products and for energy-conserving building retrofits, including the acquisition of qualified energy conserving improvements and equipment.
The Department shall provide assistance to existing for-profit businesses, not-for-profit organizations, and political subdivisions to promote statewide energy conservation and economic development.
The program is capitalized with oil restitution funds received under a federal court-ordered settlement in 1986.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Patty Duff, Senior Loan Officer
Address: Strategic Finance Division
Department of Commerce
3800 North Central Avenue, Suite 1500
Phoenix, Arizona 85012-1908
Telephone Number: (602) 280-1340
Fax Number: (602) 280-1358
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
Copies are available through the Department of Commerce Strategic Finance Division or the person identified above. This information is available free to members of the public.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF COMMERCE

1. Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Work Force Recruitment and Job Training Program
A.R.S. § 41-1541
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
No answer provided.
3. Summary of the contents of the substantive policy statement:
The work force recruitment and job training program is established in the Department of Commerce. The program shall provide training and retraining for specific employment opportunities with new and expanding businesses and businesses undergoing economic conversion.
The Director shall implement the program and spend monies in the work force recruitment and job training fund as established. The Director of the Department of Commerce, in accordance with the guidelines established by the work force recruitment and job training council, shall consider a variety of issues prior to the approval of an application, including training cost per employee, ability to leverage other funds, use of local labor force, and benefit package.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Kate Klimow, Job Training Manager
Address: Department of Commerce
3800 North Central Avenue, Suite 1500
Phoenix, Arizona 85012

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Telephone Number: (602) 280-1352

Fax Number: (602) 280-1358

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies are available through the Department of Commerce Strategic Finance Division or the person identified above. This information is available free to members of the public.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF COMMERCE

1. Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Small Business Innovation Research (SBIR) / Small Business Technology Transfer (STTR) Program

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

August 29, 1995

3. Summary of the contents of the substantive policy statement:

The Department of Commerce shall establish and conduct an SBIR/STTR program to promote awareness of the federal and state programs, including an outreach program to encourage participation among small businesses in Arizona. The Department will assist in the development of high quality business plans to ensure the successful commercialization of technology developed by businesses participating in the SBIR/STTR program. The Department will also facilitate and promote the establishment of joint small business technology councils at the state universities to encourage small firms and the university experts to facilitate the transfer of technology and work together on research and development projects of mutual interest.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

New

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Patrick D. Lynch
Director - Office of High Technology
Address: Department of Commerce
3800 North Central Avenue, Suite 1200
Phoenix, Arizona 85012
Telephone Number: (602) 280-1402
Fax Number: (602) 280-1445

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies are available through the Department of Commerce High Technology Office or the person identified above. This information is available free to members of the public.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF COMMERCE

1. Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Defense contractor restructuring assistance; definitions
A.R.S. § 41-1508

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

December 1, 1994

3. Summary of the contents of the substantive policy statement:

The Department of Commerce shall establish and conduct a defense contractor restructuring assistance program to assist qualified defense contractors in this state to maintain and attract the maximum share of available contracts with the United States Department of Defense, encourage qualified defense contractors in this state to diversify into commercial markets and consolidate facili-

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ties into this state, and encourage qualified defense contractors in this state to adopt new manufacturing processes and technologies.

The Department shall coordinate a coalition of qualified defense contractors in this state to identify and address relevant issues and opportunities.

Until June 30, 1998, the Department of Commerce shall identify and certify to the Department of Revenue the names and relevant information relating to qualified defense contractors for purposes of available tax incentives.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

Revised

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Mark W. Bare
Executive Assistant of Policy Development
and Legislative Affairs
Address: Department of Commerce
3800 North Central Avenue, Suite 1500
Phoenix, Arizona 85012
Telephone Number: (602) 280-1396
Fax Number: (602) 280-1302

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies are available through the Department of Commerce National Marketing Division or the person identified above. This information is available free to members of the public.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF COMMERCE

1. Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Military Reuse Zones

A.R.S. §§ 41-1531, 41-1532, and 41-1533

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Laws 1992

3. Summary of the contents of the substantive policy statement:

Within one year after title to a closed military facility is transferred to this state or to another public or private entity, the Governor, after consulting with the Director of the Department of Commerce, may designate the property as a military reuse zone. Only properties that were used for operational and training purposes of the active uniformed services of the United States qualify for consideration as a military reuse zone.

The Department of Commerce shall monitor the implementation and operation of this Article and continually evaluate the progress made in the military reuse zone, assist an employer or prospective employer in a zone to obtain the benefits of any incentive authorized by this Article, and submit an annual written report to the Governor and to the legislative oversight committee.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

New

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Mark W. Bare
Executive Assistant for Policy Development and Legislative Affairs
Address: Department of Commerce
3800 North Central Avenue, Suite 1500
Phoenix, Arizona 85012
Telephone Number: (602) 280-1396
Fax Number: (602) 280-1302

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6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
Copies are available through the Department of Commerce or the person identified above. This information is available free to members of the public.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF COMMERCE

1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Environmental technology assistance; definitions
A.R.S. § 41-1514.02
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
October 24, 1994
3. **Summary of the contents of the substantive policy statement:**
The Department of Commerce shall establish and conduct an environmental technology assistance program to promote business and economic development by recruiting and expanding companies that manufacture, produce, or process solar and other renewable energy products or products from recycled materials.

The Department shall assist qualified environmental technology manufacturers, producers, or processors in locating or expanding facilities in this state, encourage the use of environmental technology products, and encourage the development of an environmental technology industry in this state.

Until June 30, 1996, the Department of Commerce shall identify and certify to the Department of Revenue the names and relevant information relating to qualified environmental technology manufacturers, producers, and processors for the purpose of available tax incentives.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
New
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Greg Fisher
National Marketing Representative - Recycling
Address: Department of Commerce
3800 North Central Avenue, Suite 1500
Phoenix, Arizona 85012
Telephone Number: (602) 280-1395
Fax Number: (602) 280-1338
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
Copies are available through the Department of Commerce National Marketing Division or the person identified above. This information is available free to members of the public.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Administration for Children, Youth, and Families Community Care Licensing Unit
Procedure for Investigating Reports of Abuse in DES/ACYF Licensed Child Welfare Agencies
DES 5 - Social Services, Article 55 - Child Protective Services
Article 74 - Residential Group Care

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2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Issue date: Preliminary draft issued November 3, 1994

Effective date: November 3, 1994

3. Summary of the contents of the substantive policy statement:

Draft policy describes the process for investigating reports of alleged child abuse and neglect in the Administration for Children, Youth, and Families' licensed child welfare agencies.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

New Statement

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Wayne Wallace
Manager, Community Care Licensing
Address: Department of Economic Security
1789 West Jefferson, Site Code 940A
Phoenix, Arizona 85007
Telephone Number: (602) 542-2298
Fax Number: (602) 542-3330

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies are available in the DES Authority Library at 1789 West Jefferson, Phoenix, Arizona 85007, Site Code 810Z1, or from the person identified above. The first copy is free to a member of the public for a non-commercial purpose. Additional copies are available at 25¢ per page.