

**STATE AGENCY  
CONFLICT OF INTEREST CODE AMENDMENT  
INTERNAL CHECKLIST**

Agency Internal Use: (Contact information of staff participating in amendment)

Agency Staff: \_\_\_\_\_  
Name Phone Email

Agency Staff: \_\_\_\_\_  
Name Phone Email

Notes: \_\_\_\_\_

**STEP 1. GATHER INFORMATION:**

- ☐ Current code - check with FPPC to confirm: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)
- ☐ Most recent organizational chart
- ☐ Job duty statements for new positions
- ☐ Number of all agency employees and number of Form 700 filers \_\_\_\_\_
- ☐ Number of consultants filing Form 700, if any \_\_\_\_\_
- ☐ Check FPPC website for training sessions

**STEP 2. REVIEW AND ANALYZE INFORMATION:**

- ☐ Compare the current code to current organizational chart; list changes
- ☐ Positions:
  - ☐ Delete designated positions no longer in existence
  - ☐ Add positions newly created since last code amendment
  - ☐ Current positions: Review job duty statements, talk to managers--are changes needed?
- ☐ Begin to write description of changes - sample formats are posted on FPPC's website
- ☐ Review agency programs and update disclosure categories as needed
- ☐ Review FPPC's Sample Disclosure Categories fact sheet located on our website
- ☐ Review committee minutes, if any. Include those that make decisions. Do not include solely advisory committees.
- ☐ Prepare a strikeout/underline draft of the code
- ☐ Circulate to appropriate management staff for comments
- ☐ Prepare draft proposal to FPPC. Do not circulate to employees yet, see Step 5.

### STEP 3. SUBMIT TO: [ADVICE@FPPC.CA.GOV](mailto:ADVICE@FPPC.CA.GOV)

- ☐ Code in strike/out underline
- ☐ If available, current organizational chart
- ☐ Written description of changes
- ☐ Provide FPPC the agency numbers identified in Step 1

### STEP 4. FPPC INITIAL REVIEW:

- ☐ An FPPC Consultant will be assigned to initially review the draft code and offer suggestions. Depending on the amendment, meetings or teleconferences may be necessary and, email questions may be posed. Justifications may be requested for certain disclosure categories, including full disclosure positions.

### STEP 5. PUBLIC NOTICE:

- ☐ File the Form 400 with OAL. [www.oal.ca.gov](http://www.oal.ca.gov).
- ☐ If the agency requires board approval it should be obtained at this step.
- ☐ Notify all agency employees; email the notification to your FPPC contact.
- ☐ Recommend posting on your agency's intranet. At the agency's discretion post on your Agency's internet.
- ☐ Send the FPPC a copy of the OAL notice.
- ☐ Provide the FPPC with public comments, if any.
- ☐ During this time period, FPPC staff will forward forms required to be signed in Step 6.

### STEP 6. FPPC FINAL APPROVAL:

- ☐ Send the signed CEO declaration to FPPC
- ☐ Send a signed Form 400 to FPPC
- ☐ After the FPPC's Executive Director has approved the code, you will receive a copy and the FPPC will file another Form 400 with OAL. (Some agencies are exempt from OAL) (NOTE: FPPC's Executive Director may request changes)
- ☐ OAL will forward code/form to SOS. SOS returns official documents to OAL. In turn, OAL sends documents to agency contact listed on Form 400.
- ☐ Code is effective 30 days after the SOS endorsement date-send FPPC a copy of the official notification indicating the endorsement date and a clean copy of the code.

Notes: \_\_\_\_\_

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