

# 2023 State Agency Biennial Notice

Name of Agency: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No: \_\_\_\_\_

Email: \_\_\_\_\_ Alternate Email: \_\_\_\_\_

No. of Employees\* \_\_\_\_\_ No. of Form 700 Filers\* \_\_\_\_\_

*\*Including board and committee members*

**This notice identifies whether a state agency must amend its conflict of interest code due to changed circumstances. The biennial review examines current programs to ensure that the agency's code requires disclosure by agency officials who make or participate in making governmental decisions. The code must also include disclosure categories that are tailored to work functions and ensure that officials report their financial interests that could foreseeably be affected by the official's decisions.**

Each agency must identify whether an amendment is required or whether the agency's current conflict of interest code meets the requirements outlined in Government Code Section 87302.

Please identify which statement accurately defines your agency's status.

- This agency has reviewed its conflict of interest code. The current code designates all positions which make or participate in making governmental decisions. The designated positions are assigned accurate disclosure categories that require disclosure of investments, business positions in business entities, interests in real property and sources of income. Disclosure categories accurately relate to the job duties of the designated position. The code incorporates FPPC Regulation 18730 so that all relevant Government Code Sections are referenced.
  
- This agency has reviewed its conflict of interest code and has determined that an amendment is necessary. An amendment may include the following:
  - New positions which involve making or participating in making of decisions which may foreseeably have a material impact on a financial interest
  - Current designated positions need renaming or deletion
  - Statutorily required provisions of the code need to be addressed
  - Disclosure categories need revision

Note: Amendments to the agency's conflict of interest code should be submitted to the FPPC within 90 days.

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*I verify that this notice accurately identifies the status of the agency's conflict of interest code as required pursuant to Government Code Section 87306.*

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*Signature of Chief Executive Officer*

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*Date*

**Please return this notice no later than March 1, 2023 to the FPPC at [biennialnotice@fppc.ca.gov](mailto:biennialnotice@fppc.ca.gov) or 1102 Q Street, Suite 3000, Sacramento, CA 95811.**