

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

STEP 1. GATHER INFORMATION:

- Current code-check with FPPC to confirm you have the most recently approved code. Email advice@fppc.ca.gov.
- Most recent organization chart.
- Job duty statements for new positions.
- Number of all agency employees _____
- Number of Form 700 filers _____
- Number of consultants filing Form 700, if any _____
- Review available materials on FPPC's website.

STEP 2. REVIEW AND ANALYZE INFORMATION:

- Compare the current code to current organizational chart and make changes as needed to the code.
- Positions:
 - Delete designated positions no longer in existence.
 - Add positions that have been newly created since last code amendment and perform duties that require designation in the code.
 - Current positions: Make sure no title or disclosure assignment changes are necessary.
- Prepare a strikeout/underline draft of the code, preferably in Microsoft Word track changes mode.

STEP 3. SUBMIT TO: ADVICE@FPPC.CA.GOV

- Code in strike/out underline, preferably in Microsoft Word track changes mode.
- Provide FPPC the agency numbers identified in Step 1.

STEP 4. FPPC INITIAL REVIEW:

- An FPPC Consultant will be assigned to review the draft code. Clarifying questions will most likely be emailed to you.

STEP 5. PUBLIC NOTICE:

- File the Form 400 with OAL. The assigned consultant will provide instructions.
- Notify all agency employees by email and/or posting on agency's intranet.
- Send the FPPC a copy of the OAL notice, verification that employees were notified, and, if any, comments received.

STEP 6. FPPC FINAL APPROVAL:

- Send the signed CEO declaration to FPPC (this may be sent at any time, but must be received before the code can be approved).
- After the FPPC's Executive Director has approved the code, you will file Form 400 with OAL so the code can be entered in the California Code of Regulation.
- OAL will forward code/form to SOS. SOS date stamps and returns the documents to OAL. OAL sends the documents to the agency contact listed on Form 400.
- The code is effective 30 days after the SOS endorsement date.