



## MEET AND CONFER GUIDELINES

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1. A Meet and Confer is a request to the Department of Finance (Finance) to reconsider a decision or determination related to former redevelopment agency wind down activities as authorized in ABx1 26, AB 1484, and SB 107.
2. Agencies are allowed to request ONE of each of the following Meet and Confer sessions:
  - Housing Asset Transfers
  - Due Diligence Reviews of the Low and Moderate Income Housing Fund (LMIHF)
  - Due Diligence Reviews of all other funds and assets
  - For each Recognized Obligation Payment Schedule (ROPS) period beginning with the January 2013 to June 2013 period
3. Agencies must complete and submit a Meet and Confer Request form (Form DF-MC) for each type of request (i.e. Housing Assets Transfers, Each ROPS period, etc.) within five business days of the date of Finance's letter (except for Meet and Confers related to the LMIHF due diligence review – a request must be received by November 16, 2012). The date the email is received in Finance's redevelopment email box will be considered the filing date. The request to Meet and Confer must be specifically related to a determination made by Finance.
4. Each Meet and Confer request may address multiple topics within each type of request, as long as they are clearly identified in the "**Summary of Disputed Issue(s)**" section (e.g. disputing contracts and administrative allowance reported on the January 2013 through June 2013 ROPS). In addition, the agency must address the following information:
  - Identify specifically which decision you disagree with (include form name, item number, etc.).
  - Explain why you believe Finance's determination is wrong. Please explain if you believe an error was made related to the facts of your case or if you think we did not apply the law correctly.
  - Provide additional information/documents not previously provided to support your position.
5. Meet and Confer sessions shall be conducted in person at Finance or via conference call.
  - In-person meetings will be conducted at Finance's offices at 915 L St. Sacramento, CA 95814. You will be notified of the meeting room location upon confirmation of the meeting date and time.
  - If by conference call, you will be provided a contact number upon confirmation of the meeting date and time.
6. Due to the high-volume of Meet and Confer requests, Finance will not be able to accommodate specific requests for meeting dates and times. The date and time for the Meet and Confer session will be determined by Finance – no exceptions will be made. Finance will allot approximately a half hour to one hour for each Meet and Confer session.

## Meet and Confer Guidelines (Cont'd.)

7. Due to the limited duration of the Meet and Confer session, please limit the number of attendees to no more than four critical individuals with the best knowledge of the subject matter.
8. Finance staff in attendance at the Meet and Confer session may include but are not limited to:
  - Finance Analyst and/or Audit Staff
  - Local Government Unit Management
9. Recording devices will not be allowed during the Meet and Confer session.
10. The Meet and Confer session will be facilitated by Finance staff. Generally, the meeting will follow the agenda below:
  - Introductions including sign in/exchange of business cards or contact information
  - The agency will communicate its position and provide additional information and/or submit documents for review
  - Open discussion/forum related to items in dispute
11. Upon completion of the Meet and Confer session, Finance will review all information and documentation submitted in consideration for items being disputed. During the review process, Finance will have sole discretion to request additional information it deems necessary to conduct a complete and thorough review of the disputed items.
12. At the conclusion of our review, Finance will issue a letter to communicate the results of our review of disputed items. Finance will make the final determination related to the disputed items.
13. Until a final resolution has been reached related to the disputed items, agencies should continue to comply with Finance's initial determination(s) as stated in the approval letter.