



FINDING OF COMPLETION VERIFICATION REQUEST FORM

Instructions: Please fill out this form in its entirety to request the Department of Finance (Finance) to provide a finding of completion determination. Upon completion, email a PDF version of this document (including any attachments) to:

Redevelopment_Administration@dof.ca.gov

The subject line should state "[Agency Name] Finding of Completion Determination Request". Finance will contact the requesting agency upon receipt for any additional information that may be necessary. Questions related to the finding of completion determination process should be directed to (916) 445-1546 or by email to Redevelopment_Administration@dof.ca.gov.

Pursuant to Health and Safety Code (HSC) Section 34179.7, Finance will issue a finding of completion to the successor agency, within five business days, once the following conditions have been met and verified:

- The successor agency has paid the full amount as determined during the July True-Up process or has paid the full amount upon a final judicial determination of the amounts due and confirmation that those amounts have been paid to the county auditor-controller.
- The successor agency has paid the full amount as determined during the due diligence reviews or has paid a final judicial determination and the county auditor-controller has reported those payments to Finance.

Per HSC 34179.6 (g), the county auditor-controller only provides Finance a report specifying the amount submitted by each successor agency on or around December 1, 2012 and April 20, 2013. Therefore, if an entity wishes to obtain a finding of completion prior to these dates, the successor agency should provide Finance the necessary supporting documentation to substantiate the amounts paid. Without this documentation, Finance has no ability to determine that the successor agency has paid the full amount previously described prior to the county auditor-controller report, and will thus be incapable of issuing a finding of completion prior to the receipt of those reports.

If the payments described previously were submitted subsequent to April 20, 2013, then the successor agency should provide Finance the necessary supporting documentation to substantiate the amounts paid. Without this documentation, Finance has no ability to determine that the successor has paid the full amounts due, and will thus be incapable of issuing a finding of completion.

Documentation may include copies of checks or warrants, evidence of wire transfers, bank statements, written confirmation of payment from the county auditor-controller, and/or a final judicial determination order. If the successor agency is unable to provide sufficient evidence to demonstrate payment, Finance reserves the right to waive review of this request until receipt of the report from the county auditor-controller in April 2013.

GENERAL INFORMATION:

Successor Agency Name:

Date of Request:

DETAIL OF REQUEST

July True-Up Process or Final Judicial Determination

Amount Due:

Amount Paid:

Payment Date:

Low and Moderate Income Housing Funds Due Diligence Review or Final Judicial Determination

Finance Determination Letter or Final Judicial Determination Date:

Amount Due:

Amount Paid:

Payment Date:

“Other Funds” Due Diligence Review or Final Judicial Determination

Finance Determination Letter or Final Judicial Determination Date:

Amount Due:

Amount Paid:

Payment Date:

Agency Contact Information

Name:

Name:

Title:

Title:

Phone:

Phone:

Email:

Email:

Date:

Date:

Department of Finance Local Government Unit Use Only

DETERMINATION OF FINDING OF COMPLETION STATUS: APPROVED DENIED

APPROVED/DENIED BY: _____ DATE: _____

APPROVAL OR DENIAL LETTER PROVIDED: YES DATE AGENCY NOTIFIED: _____