

# City of Salem - Federal Programs Conflict of Interest Disclosure Form

**Conflict of Interest Regulations:** U.S. HUD's Conflict of Interest provisions are set forth at 24 CFR 570.611(b) which provide in relevant part that "...no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part, or who are in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a CDBG-assisted activity, or with respect to the proceeds of the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter..." 24 CFR 570.611(c) describes the persons covered by the above rule as being applicable to "Persons covered. The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer or elected official or appointed official of the recipient, or any designated public agencies, or of subrecipients that are receiving funds under this part."

The purpose of this document is to assist in the determination of whether additional restrictions, oversight, or other conditions might be advisable prior to execution of any contract, finding or providing assistance. The term "Conflict of Interest" refers to situations in which financial or other personal considerations may compromise or have the appearance of compromising professional judgment in following the rules and regulation of the program. Please mark the appropriate box for each question and complete the attachment if indicated.

**Agency Name:** \_\_\_\_\_

**Agency Address:** \_\_\_\_\_  
**City State Zip**

**Family Relationships:**

Does any employee, board member or person (as described above) in your agency have a family member directly or indirectly involved or employed with the City that creates a conflict of interest or the appearance of a conflict under the Conflict of Interest Regulation?

**Yes No** (If YES, please provide a detailed explanation)

Does any employee, board member or person (as described above) in your agency serve or is appointed in a City Board/Committee that may create a conflict of interest or the appearance of a conflict under the Conflict of Interest Regulation?

**Yes No** (If YES, please provide a detailed explanation)

Does an employee of the City serve in the agency's Board of Directors, which may create a conflict of interest or the appearance of a conflict under the Conflict of Interest Regulation?

**Yes No** (If YES, please provide a detailed explanation)

Does any elected official of the City of serve in the agency's Board of Directors, which may create a conflict of interest or the appearance of a conflict under the Conflict of Interest Regulation?

**Yes**                      **No**      *(If YES, please provide a detailed explanation)*

Is any employee, board member and/or person (as described above) in your agency involved in any other activity, directly or indirectly, with the City of Salem that may create a conflict of interest or the appearance of a conflict under the Conflict of Interest Regulation?

**Yes**                      **No**      *(If YES, please provide a detailed explanation)*

Is any employee, board member or person in your agency or a family member (spouse, child, stepchild, parent, sibling, or domestic partner) involved as an investor, owner, employee, consultant, contractor, or board member with an entity that has a contractual relationship with the City to provide goods or services, sponsor development activities and/or receive referrals from the City?

**Yes**                      **No**      *(If YES, please provide a detailed explanation)*

**I have read and understand the Conflict of Interest Disclosure Form. I have disclosed all information required by this disclosure, if any, in an attached statement. I agree to comply with any conditions or restrictions imposed by the City to reduce or eliminate actual and/or potential conflicts of interest. I will update this disclosure form promptly, if relevant circumstances change. I understand that this Disclosure is not a confidential document.**

*If U.S. HUD determines that a conflict of interest exists, this contract may be terminated and you may be required to return any and all funding allocated, whether used or not used.*

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date