

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.

2 ☐ Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

☐ Yes

☐ No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

☐ Yes

☐ No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐ Yes

☐ No

D. Describe each employment or business relationship with the local government officer named in this section.

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Signature of person doing business with the governmental entity

Date

INSTRUCTIONS FOR THE CONFLICT OF INTEREST QUESTIONNAIRE

Section 176.006 requires disclosure of a person's "affiliations or business relationships that might cause a conflict of interest." A person or an agent of a person who contracts or seeks to contract for the purchasing and/or sales transactions or services or submits to DHA an application, response to a request for proposals/request for quotes or bids, must file a completed Conflict of Interest Questionnaire with the Procurement Department of the Dallas Housing Authority (DHA). Any affiliation, including friendship, membership in some group or organization, relationship by blood or marriage, or any other connection, must be disclosed.

Explanation on how to fill out the Conflict of Interest Questionnaire (each number corresponds with the number on Form CIQ):

1. Name of person doing business with the Dallas Housing Authority. Also state company name.
2. Check the box if you are filing an update to a previously filed questionnaire. Updates are required by law by September 1 of each year in which the person submits a proposal, bid or quote or begins contract discussions. Updates are also required by the 7th business day after an event that makes a statement in a previously filed questionnaire incomplete or inaccurate.
3. Describe how you are affiliated to DHA employee or DHA board member who may make recommendations to DHA regarding expenditures of money. Name DHA employee or DHA board member with whom you have a relationship; if there is no relationship in question, state "**NONE**". Answer questions A, B, C, and D with "Yes" or "No", as applicable.

Examples:

If your spouse, parent, or child is the District's Director of Purchasing and a bid is being submitted to the Purchasing Department, this relationship must be reported.

If your spouse, parent, or child is the Principal at a school and your business may sell items directly to that school, this relationship must be reported.

If you or your spouse, parent, or child is in business with a District employee that would be making a recommendation concerning a purchase or sales transaction involving you, the relationship must be reported.

If you employ or do business with a spouse, parent, or child of a District employee that would be making a recommendation concerning a purchase or sales transaction involving you, the relationship must be reported.

If you are a District employee and would be making a recommendation concerning a purchase or sales transaction involving you, the relationship must be reported.

If your neighbor or friend is a District employee that would be making a recommendation concerning a purchase or sales transaction involving you and you feel that your relationship with this employee could affect their recommendation, this relationship must be reported.

If any other situation exists that would result in a conflict of interest, the relationship must be reported.

If your spouse, parent, or child is a teacher that does not make recommendations concerning purchasing or sales transactions, this relationship should not be reported. If your spouse, parent, or child is a Principal at a school and a bid is being considered by a separate department such as Facilities & Planning (Construction Department), this relationship should not be reported.

4. Signature Box: Sign and Date this form. A signature is required from the person completing this form even if "No" is entered in Box 3, A, B, C, or D.