

## Conflict of Interest Disclosure Form for LPAs for Local Federal-aid Transportation Projects

**Project Owner (LPA):**

**Project Name:**

**Project Number:**

**Project Control Number:**

As LPA's Responsible Charge (RC) person for the above local Federal-aid transportation project, I have:

1. Reviewed the Conflict of Interest Guidance Document found on the NDOR website; and
2. Reviewed the Conflict of Interest laws, including 23 CFR § 1.33, 49 CFR 18.36 and Neb. Rev. Stat. §§ 49-1401 to 1444 and 49-1493 to 14,104, and in particular, 49-14,101 to 14,103.07; and
3. Reviewed the reverse side of this form, "How Do I Determine Whether I Have a Conflict of Interest?"

And, to the best of my knowledge, determined that, for myself, any official, employee or agent of LPA, including family members and personal interests of the above persons, involved with consultant procurement and management of the project there are:

No real or potential conflicts of interest

If no conflicts have been identified, complete and sign this form and submit to NDOR

Real conflicts of interest or the potential for conflicts of interest

If a real or potential conflict has been identified, describe on an attached sheet the nature of the conflict, including the information requested on the reverse side of this form for the type of conflict being reported, and provide a detailed description of LPA's proposed mitigation measures (if possible). Complete and sign this form and send it, along with all attachments, to NDOR.

**Print Name:**

**Title:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **How Do I Determine Whether I Have a Conflict of Interest?**

The following Sections are provided as guidance to LPA in determining whether a real or potential Conflict of Interest (COI) exists and in disclosing details concerning potential conflicts of interest. Please also review “The Law” and “Definitions” sections of the Guidance Document.

#### **Section 1 – LPA Officer, Employee or Agent COI**

Are there any officials, employees or agents of your LPA who are employed, on a full or part-time basis, by any **Private Business that Provides Goods or Services for Transportation Projects**, or who may currently have, or within the last two years did have, a **Personal Interest, Financial Interest** or any **other interest** in such Private Business, as those terms are defined in the Conflict of Interest Guidance Document?

If yes, please list on an attached sheet; (1) the name, address and phone number of the person(s); (2) the title and detailed job description of the position(s) held with LPA, including whether they have any duties concerning the negotiating, approving, accepting or **administering** of any contract or subcontract for LPA’s federal-aid transportation project; (3) the name, address and phone number of the person(s) employing or interested Private Business(s); (4) the title and detailed job description of the position(s) held with that/those Private Business(s); and/or (5) all information known about the personal, financial and/or other interest of the person(s) in that/those Private Business(s). (For this document, **administering** includes any duties of oversight, contract compliance, evaluation or enforcement, but does not include the duties of paying or processing invoices that are reviewed and approved by others with LPA.)

#### **Section 2 – Persons Associated with LPA, Financial or Personal Interest COI**

Section 49 CFR 18.36(b)(3) Procurement, extends the potential for conflicts of interest to persons **associated with** an LPA official, employee or agent. There may be a conflict of interest on a federal-aid transportation project if a person associated with an LPA official, employee or agent has a **Financial Interest** or **Personal interest** in a **Private Business that Provides Goods or Services for Transportation Projects**. These indirect conflicts of interest can extend to the following persons associated with an LPA official, employee or agent; (a) any member of his [or her] **Immediate Family**; (b) his [or her] partner; or (c) an organization or Private Business which employs, or is about to employ, the LPA official, employee or agent, their Immediate Family or partner. Are there any officials, employees or agents of your LPA who have **persons associated with them** (as listed in the preceding sentence) who are employed, on a full or part-time basis, by any **Private Business that Provides Goods or Services for Transportation Projects**, or who may currently have, or within the last two years did have, a **Personal Interest, Financial Interest** or any **other interest** in such Private Business, as those terms are defined in the Conflict of Interest Guidance Document?

If yes, please list on an attached sheet; (1) the name, address and phone number of the person(s) associated with the LPA official, employee or agent; (2) a detailed description of their relationship to LPA, including the name, address, phone number and LPA position held by the official, employee or agent of LPA; (3) a detailed description of the duties of the official, employee or agent of LPA, including whether that person(s) has any duties for the LPA concerning the negotiating, approving, accepting or **administering** of any contract or subcontract for the LPA’s federal-aid transportation project; (4) the name, address and phone number of the Private Business(s); (5) the title and detailed job description of the position(s) held with Private Business(s); and/or (6) all information known about the personal, financial and other interest in that/those Private Business(s).

#### **Section 3 – Real Estate COI**

Are there any officials, employees or agents of LPA, or persons associated with the officials, employees or agents, who have an ownership interest in land that may be needed, directly or indirectly, temporarily or permanently, for the construction of a proposed or active federal-aid transportation project (including land that may be needed for contractor’s use or for materials to be used on the project, such as fill material, sand or gravel)?

If yes, please list on an attached sheet; (1) the name, address and phone number of the owner(s); (2) a detailed description of the owner(s) relationship to LPA, including the name, address and phone number of the official, employee or agent of LPA; (3) the address, legal description, and a map or aerial photo identifying the location of the property; (4) a description of the potential need or use of this property for the federal-aid transportation project; and (5) a declaration by the LPA official, employee or agent that they will comply with the third sentence of 23 CFR Section 1.33.