

**Los Angeles County Affordable Housing Solutions Agency
Policy on Conflicts of Interest, Disclosures, Recusals and Disqualifications in
Contracting & Procurement Practices**

I. Policy

It is the policy of the Los Angeles County Affordable Housing Solutions Agency ("LACAHSAs") to promote contracting best practices that facilitate compliance with conflicts of interest, disclosure, recusal and disqualification laws, including avoidance of conflicts pertaining to the acts or omissions of LACAHSAs Board members, officers and directors, members of commissions, committees and other related bodies or entities, LACAHSAs employees, agents, and certain independent contractors and consultants (collectively and each "LACAHSAs Officials"). This is especially important for ensuring that LACAHSAs's solicitation and contracting processes are conducted in a legal and ethical manner while aiming to achieve the best outcome for LACAHSAs and the public it serves. (Hereinafter, the "Policy".)

Nothing stated in this Policy is intended to be exhaustive of all legal responsibilities and obligations of LACAHSAs Officials (including family members and business interests) in relation to conflicts in contracts and governmental decision making. Applicability is fact and circumstance-specific. It is likely that further fact-specific analysis will be needed, and, thus, LACAHSAs Officials should seek the advice of counsel for additional details, applicable exceptions and other requirements before participating in any contract discussions and governmental decisions at issue.

II. Purpose

LACAHSAs Officials are required to engage in fair and ethical agency practices in public procurement. The intended purpose of this Policy is to safeguard against favoritism, fraud, and corruption and to prevent the misuse of public funds. This Policy aims to promote fair and ethical service to the public purpose, honesty and integrity in government practices and decision making that is merit-based without consideration of private gain.

Public Officials who knowingly fail to follow this Policy may be subject to legal and/or other action.

III. General Application of the Policy

Laws establishing conflict of interest, recusal, disclosure and disqualification requirements in government contracting create the framework for how LACAHSAs shall conduct its solicitation, contracting processes and decision making.

In general terms, this means:

- LACAHSAs Officials must not participate in the making of contracts in which they are financially interested, unless the financial interest at issue falls under a legally available exception. Failure to do so can void a contract. Recusal alone will not cure this violation. Failure to do so can also result in criminal, civil, and administrative penalties, as well as a ban on holding public office.
- A LACAHSAs Official must not knowingly make, participate in making, or attempt to use their official position to influence a LACAHSAs decision directly relating to a contract when a party to the contract is a person or entity by whom the LACAHSAs Official was employed within the 12 months immediately prior to entering LACAHSAs service.
- LACAHSAs Officials must not make, participate in making, or attempt to use their official positions to influence LACAHSAs decisions in which they know or have reason to know they have a disqualifying financial interest (e.g. gifts, real property interest, business interest, family-member interest, etc.). Recusal from any involvement in the decision-making process will be required.
 - Certain LACAHSAs Officials must disclose assets, income, business positions and/or real property that may be materially affected by their official actions. In appropriate circumstances, such LACAHSAs Officials are disqualified from acting in order to avoid a conflict of interest.
- Statements of Economic Interest (Form 700). LACAHSAs Officials must comply with the LACAHSAs Conflict of Interest Code and, where required, timely file a Statement of Economic Interest.
- LACAHSAs Officials must comply with this Policy.
- Except as otherwise expressly allowed by applicable law, while engaged in service to LACAHSAs, LACAHSAs Officials must not serve two masters at the same time and must exercise the powers conferred on them with disinterested skill, zeal, and diligence and primarily for the benefit of the public.

IV. Conflicts in Contracts – Void Contracts

LACAHSAs Officials are required to avoid conflicts in contracts. Therefore, LACAHSAs Officials shall not be financially interested in any contract made by them in their official capacity, or by any body or board of which they are members.

A contract made by a LACASSE Official (the making of a contract), includes not just the signing of the contract, but also the planning, preliminary discussions, compromises, drawing of plans and specifications and solicitation of bids, among other things. By way of example, but not limitation, a decision to modify, extend or renegotiate a contract constitutes involvement in the making of a contract. LACAHSAs are deemed to have a financial interest in a contract if they might profit from it in any way. A “financial interest” may be direct or indirect and may include, but is not limited to, financial losses, or the possibility of losses, or the prospect of pecuniary gain. Seek the advice of counsel for additional clarification.

A. Board Members – Presumption of Having Made a Contract

All members of the LACAHSAs Board, including alternates (the "Board Members") are conclusively presumed to be involved in the making of all contracts by LACAHSAs regardless of whether a Board Member participates in the making of the contract. When a Board Member has a financial interest in a contract (that is more than a "remote interest" or "noninterest"), then recusal from the vote will not save the contract. A conflict in a contract by any one Board Member is a conflict in the contract for LACAHSAs as a whole; thus, the contract will be void.

B. Officers or Employees of Outside Entities – Financial Interest in Contracts

LACAHSAs Officials who are officers or employees of outside entities generally have a financial interest in a contract that involves their employer, even where the contract would not result in a change in income or directly involve the officer or employee, because an officer or employee has an overall interest in the financial success of the company and continued employment. Without an applicable legal exception, LACAHSAs will not be able to enter into a contract with the outside entity. A government agency salary is not considered a financial interest for these purposes. Another example of a potential exception (a possible remote interest) is outlined below, but a fact-specific analysis will still be needed:

If the outside entity is a qualifying 501(c)(3) nonprofit organization, then the following will be required before LACAHSAs can enter into a contract with the outside entity:

1. The LACAHSAs Official (who is an officer or employee of the nonprofit) discloses their financial interest to LACAHSAs. Where a Board Member is the LACAHSAs Official, then the disclosure must be made in public, on the record, at the LACAHSAs Board meeting before consideration of the item),
2. Such interest is noted in LACAHSAs's official records, and
3. The LACAHSAs Official must abstain from any participation in the making of

the contract (including voting to approve the contract or signing the contract). For Board Members, they must leave the Board chambers before any discussion of or involvement in the making of the contract is initiated.

C. Independent Contractor -- Conflicts in Contracts

The prohibition of conflicts in contracts will also apply to any outside advisors or consultants (independent contractors) of LACAHSAs where they have responsibilities for public contracting similar to those belonging to other LACAHSAs Officials.

The Exception

Where an independent contractor's duties do not include preparing or assisting LACAHSAs with the development of solicitation materials for a subsequent contract, (e.g., request for proposals or request for qualifications), then the independent contractor may not have a conflict in that subsequent contract. In order for LACAHSAs to be able to enter into the subsequent contract with the independent contractor, the initial contract with the independent contractor must first include the following clause (or substantially similar clause) and said independent contractor must remain in compliance with said clause and contract as a whole:

Contractor/consultant's duties and services under this agreement shall not include preparing or assisting LACAHSAs with any portion of LACAHSAs preparation of a request for proposals, request for qualifications, or any other solicitation regarding a subsequent or additional contract with LACAHSAs. LACAHSAs shall at all times retain responsibility for public contracting, including with respect to any subsequent phase of this project. Contractor/consultant's participation in the planning, discussions, or drawing of project plans or specifications shall be limited to conceptual, preliminary, or initial plans or specifications. Contractor/consultant shall cooperate with LACAHSAs to ensure that all bidders for a subsequent contract on any subsequent phase of this project have access to the same information, including all conceptual, preliminary, or initial plans or specifications prepared by contractor/consultant pursuant to this agreement.

Before any involvement in the making of a contract, a LACAHSAs Official who believes or has reason to believe that they may have a conflict of interest in a contract are required to confer with LACAHSAs counsel as soon as possible.

V. Other Financial Conflicts – Recusal from Decision making as Remedy

Other than conflicts in contracts, a LACAHSAs Official may have a disqualifying conflict of interest in a governmental decision of LACAHSAs if the LACAHSAs Official, or the LACAHSAs

Official's immediate family member, has a financial interest that will have a financial impact or effect that is foreseeable and material. To avoid actual bias or the appearance of possible improprieties, the LCAHSA Official is prohibited from participating in the decision under such circumstances.

Five financial interests where abstention from involvement in decision making is likely:

- **Interest in Business Entity.** A business entity in which the LCAHSA Official has an investment of \$2,000 or more in which he or she is a director, officer, partner, trustee, employee, or manager.
- **Interest in Real Property.** Real property in which the LCAHSA Official has an interest of \$2,000 or more including leaseholds. (However, month-to-month leases are not considered real property interests.)
- **A Source of Income.** An individual or an entity from whom the LCAHSA Official has received income or promised income aggregating to \$500 or more in the previous 12 months, including the official's community property interest in the income of their spouse or registered domestic partner.
- **Receipt of Gifts*.** An individual or an entity from whom the LCAHSA Official has received gifts aggregating to \$500 or more in the previous 12 months.
- **An Interest due to Personal Finances.** The LCAHSA Official's personal finances including their expenses, income, assets, or liabilities, as well as those of their immediate family.

*What is a Gift? A “gift” is any payment or other benefit that confers a personal benefit for which a LCAHSA Official does not provide payment or services of equal or greater value. A gift includes a rebate or discount in the price of anything of value unless the rebate or discount is made in the regular course of business to members of the public. Except where allowed by applicable law, a LCAHSA Official has “received” or “accepted” a gift when they have actual possession of the gift or when they take any action exercising direction or control over the gift, including discarding the gift or turning it over to another person. This includes gifts that are accepted by someone else on the LCAHSA Official’s behalf and gifts made to others at the direction of the LCAHSA Official.

A. When Recusal (Abstention) is Required

When a LCAHSA Official has a disqualifying financial interest, the LCAHSA Official shall not make, participate in making, or use their position to influence a governmental decision. Making, participating in making, or using their position to influence a decision includes, but is not limited to, directing a decision, voting, providing information or a recommendation, or contacting or appearing before any other LCAHSA Official. When appearing before any

other agency, the LACAHSAs Official must not act or purport to act in their official capacity or on behalf of LACAHSAs.

For LACAHSAs Board Members, they must disqualify from decisions made at a public meeting (including closed session decisions) and must publicly identify a conflict of interest on the record in public at the Board meeting, and must leave the Board chambers before the item is discussed.

While there are limited exceptions that may allow a LACAHSAs Official to participate as a member of the public and speak to the press, the exceptions are interpreted narrowly and may require advice from the Fair Political Practices Commission.

LACAHSAs Officials are encouraged to confer with LACAHSAs legal counsel if there is reason to believe they may have disqualifying financial interest.

VI. Other Ethical and Best Practices in Government Contracting

The following are ethical and best practices that should be followed during the public procurement process. There may be legal exceptions that apply to particular circumstances; when in doubt, seek assistance from LACAHSAs legal counsel.

A. Segmenting or Splitting Contracts

Efforts to segment or split a contract (also commonly referred to as “incremental contracting”) into two or more contracts for the purpose of circumventing LACAHSAs delegated dollar limits or approval processes or other requirements are prohibited. To prevent incremental contracting, contracts for related and interdependent goods or services on a given project must be consolidated whenever feasible.

B. Awarding Contracts to Unqualified Entities or Individuals

LACAHSAs Officials are prohibited from awarding contracts to any entity or individual that does not meet the required solicitation criteria for the award. If no entity or individual meets the required solicitation criteria, the LACAHSAs Official must reevaluate the needs and the solicitation process that was conducted and engage in another solicitation process, if appropriate and where authorized, that will result in the award of the contract to a qualified entity or individual.

C. Circumventing the Solicitation Process

LACAHSAs Officials are prohibited from selecting an inappropriate solicitation method (e.g., use of sole source contracting where competitive solicitation is required or more appropriate, as set out in LACAHSAs policy or law) in order to circumvent the LACAHSAs contracting process, to cut corners, or to award the contract to a particular entity or individual. LACAHSAs's

approved process for the applicable solicitation must be followed.

D. LACAHSA Travel Expenses

If a LACAHSA Official has to travel to review and evaluate a prospective or existing bidder's proposal, the bidder on that contract is prohibited from paying the travel expenses of the LACAHSA Official and, if offered, the LACAHSA Official must refuse all such payments.

E. Prohibition on Supervision

No LACAHSA Official shall negotiate or supervise a contract between LACAHSA and the LACAHSA Official's former private sector employer, or supervise work to be performed by the former private sector employer, within twelve months of leaving that employer. These restrictions do not prevent the LACAHSA Official from providing information to LACAHSA, unless otherwise prohibited.

F. Former LACAHSA Employees

A former LACAHSA employee is prohibited from engaging in certain activities related to a judicial, quasi-judicial or other legal proceeding if the subject contract of the proceeding is one in which the former employee participated, unless it falls within an exception provided by applicable law.

G. Accepting Gifts from Contractors

LACAHSA Officials that are involved in the making of a contract, including monitoring the contract, must not accept any gift from prospective contractors and existing contractors under that contract. These gifts include, but are not limited to, tickets to events hosted by the prospective contractor.

H. Accepting Honoraria from Contractors

Except where expressly authorized by applicable FPPC rules or laws, LACAHSA Officials must not accept honoraria from prospective contractors or existing contractors. "Honorarium" or "honoraria" is any payment made in consideration for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or like gathering. An honorarium includes gift cards or any gift of more than nominal benefit provided in connection with an activity described above. An honorarium does not include items of nominal value such as a pen, pencil, paper note pad or similar item.

A "speech given" means a public address, oration, or other form of oral presentation, including participation in a panel, seminar, or debate.

An “article published” means a nonfictional written work: 1) that is produced in connection with any activity other than the practice of a bona fide business, trade, or profession; and 2) that is published in a periodical, journal, newspaper, newsletter, magazine, pamphlet, or similar publication.

“Attendance” means being present during, making an appearance at, or serving as host or master of ceremonies for any public or private conference, convention, meeting, social event, meal, or like gathering.

I. Loans from Contractors

LCAHSA Officials must not receive loans from prospective or existing contractors. This limitation does not apply to loans received from banks or other financial institutions, and retail or credit card transactions, made in the normal course of business on terms available to members of the public without regard to the LCAHSA Official's government status.

J. Contractor Conflicts Verification/Levine Act Compliance

Each applicant/proposer/bidder on a LCAHSA contract will be required to fill out and sign a Levine Act Compliance Form (Attachment 1) and a Statement of Conflict of Interest/Confidentiality (Attachment 2) and submit these forms with their application/proposal/bid package. A failure to submit these forms with the application/proposal/bid package may disqualify them from further consideration.

VII. Evaluation Team

For competitive solicitations, an Evaluation Team should be used, consisting of at least three to five qualifying individuals some of whom will hold subject matter expertise. Evaluators should be objective, unbiased and conflict free. Subject matter experts who are not on the Evaluation Team may be relied upon for technical questions and development of the solicitation material.

Each Evaluator, in advance of participation in Evaluation Team efforts, will be required to fill out and sign a Conflict of Interest & Confidentiality Statement (Attachment 3), which will be reviewed by LCAHSA legal counsel in advance of their participation in the evaluation process in order to determine if there are any conflicts which would disqualify them from participating on the team.

VIII. Compliance with Policy

To ensure compliance with this Policy, if a LCAHSA Official is considering an action,

matter or decision that may raise any issues related to conflict of interest, disclosures, recusal or disqualification, that individual should contact LACAHSAs counsel immediately.

Failure to comply with applicable conflict of interest laws or this Policy, may result in the imposition of administrative, civil and/or criminal penalties on the individual or other legal or disciplinary action (as applicable). Also, a contract may be deemed void or voidable and/or a solicitation canceled due to violation of certain applicable laws.

IX. Mandatory Ethics/Conflicts Training

All LACAHSAs Officials are required to complete ethics training at the time of entering LACAHSAs service and once every two years thereafter. The training shall be structured to ensure that participants have sufficient knowledge to comply with applicable and relevant ethics laws governing their service to LACAHSAs. Training shall be conducted by LACAHSAs legal counsel or as approved by LACAHSAs legal counsel.

X. Recordkeeping

Persons subject to this Policy shall keep written records demonstrating their compliance with this Policy, and applicable conflict of interest laws, for four years on a rolling continuous basis.

XI. Severability

The provisions of this Policy are severable. If any provision of this Policy or its application to any person or circumstance is held invalid by a judicial or administrative tribunal, the remaining provisions of this Policy, and the applicability of the particular provision to other persons or circumstances, will not be affected by that judicial or administrative determination unless otherwise expressly determined by that judicial or administrative body.

XII. Applicable Legal Authority

The applicable legal authority for this Policy includes, but is not limited to the following:

- Government Code section 1090 et seq. (Conflicts in Contracts)
- Government Code section 81000 - 91014 (the Political Reform Act of 1974)
- Government Code section 87100 et seq. (Conflicts of Interest)
- Government Code section 84308 (Levine Act)
- Government Code sections 53000 - 55821 (Misc. Powers and Duties of Local Agencies)
- Public Contract Code section 20100 et seq. (Contracting by Local Agencies)
- Fair Political Practices Commission (FPPC) Regulations (2 CCR 18104 – 18998)

XIII. Related Policies

- LACAHSAs Conflict of Interest Code
- LACAHSAs Bylaws

XIV. Related Forms and Information

- FPPC Training and Outreach: Workshops, Webinars, and Video Tutorials: <https://www.fppc.ca.gov/learn/training-and-outreach.html>
- Statements of Economic Interest: <https://lacform700.lacounty.gov/Login.aspx>
- The Levine Act -- Pay-to-Play Limits and Prohibitions (Government Code section 84308): <https://www.fppc.ca.gov/learn/pay-to-play-limits-and-prohibitions.html>
- FPPC Fact Sheets: <https://www.fppc.ca.gov/media/factsheets.html>
 - FPPC Form 700 Disclosures FAQs (October 2023): https://www.fppc.ca.gov/content/dam/fppc/NS-Documents/TAD/Form%20700/2023-24/Form_700_FAQs_2023.pdf
 - FPPC Fact Sheet: An Overview of Conflicts of Interest Under the Political Reform Act (May 2022): <https://www.fppc.ca.gov/content/dam/fppc/NS-Documents/TAD/Campaign%20Documents/Conflicts%20Guide%202022.pdf>
 - FPPC Fact Sheet: Limitations on and Restrictions on Gifts, Honoraria, Travel and Loans (October 2023): https://www.fppc.ca.gov/content/dam/fppc/NS-Documents/TAD/gift-fact-sheet/Local_Gift_Fact_Sheet_Final_2023.pdf
 - FPPC Fact Sheet: A Quick Guide to Section 1090 (January 2024): <https://www.fppc.ca.gov/content/dam/fppc/NS-Documents/LegalDiv/section-1090/Section%201090%20-%20Quick%20Guide%20-%20Jan%202024.pdf>
 - FPPC Fact Sheet: Gift of Travel for a Public Purpose Paid for by a 501(c)(3) or Government Entity (July 2023): [https://www.fppc.ca.gov/content/dam/fppc/NS-Documents/TAD/Campaign%20Documents/Travel%20for%20a%20Public%20Purpose%20Paid%20for%20by%20a%20501\(c\)\(3\).pdf](https://www.fppc.ca.gov/content/dam/fppc/NS-Documents/TAD/Campaign%20Documents/Travel%20for%20a%20Public%20Purpose%20Paid%20for%20by%20a%20501(c)(3).pdf)
 - Form: Levine Act Compliance Form – Prospective Contractors/Consultants/Applicants (Attachment 1)
 - Form: Conflict of Interest/Confidentiality Statement – Prospective Contractors/Consultants/Applicants (Attachment 2)
 - Form: Evaluation Team Conflict of Interest & Confidentiality Statement (Attachment 3)

XV. History

Date	Creation
5/29/2024	Policy Adopted by LCAHSA Board.

Attachment 1
Levine Act Compliance Form (Gov't Code section 84308
(Prospective Contractors/Subcontractors/Consultants/Applicants)

Please submit your response to the questionnaire with your submission package to this solicitation, and also email this completed form to commserv@bos.lacounty.gov. This form must be completed separately by each bidder/proposer/applicant, including each prime contractor and subcontractor.

Pursuant to the Levine Act (Government Code section 84308), a member of the LACAHSAs Governing Board, and other LACAHSAs employees and/or officers (including contractors serving in this capacity) (each and collectively, the "LACAHSAs Officer" or "LACAHSAs Officers") are disqualified and not able to participate in a proceeding involving contracts, franchises, licenses, permits and other entitlements for use if the LACAHSAs Officer received more than \$250 in contributions in the past 12 months from the bidder, proposer or applicant, any paid agent of the bidder, proposer, or applicant, or any financially interested participant who actively supports or opposes a particular decision in the proceeding.

State law requires you to disclose information about contributions made by you, your company, and lobbyists and agents paid to represent you. Failure to complete the form in its entirety may result in significant delays in the processing of your application/bid/proposal and potential disqualification from the solicitation, procurement or application process.

You must fully answer the applicable questions below. You ("Declarant"), or your company, if applicable, including all entities identified below (collectively, "Declarant Company") must also answer the questions below. The term "employee(s)", as used here, is defined as employees, officers, partners, owners, or directors of Declarant Company.

An affirmative response to any questions will not automatically cause the disqualification or denial of your bid, proposal or application. However, failure to answer questions completely, in good faith, or providing materially false answers may subject a bidder/proposer/applicant to disqualification from the procurement/solicitation/application process.

Complete each section below. State "none" if applicable.

A. COMPANY OR APPLICANT INFORMATION

1) Declarant Company or Applicant Name:

- a) If applicable, identify all subcontractors that have been or will be named in your bid or proposal:

 - b) If applicable, variations and acronyms of Declarant Company's name used within the past 12 months:

 - c) Identify all entities or individuals who have the authority to make decisions for you or Declarant Company about making contributions to a LACAHSO Officer, regardless of whether you or Declarant Company have actually made a contribution:
-

[IF A COMPANY, ANSWER QUESTIONS 2 - 3]

- 2) Identify only the parent(s), subsidiaries and related business entities that Declarant Company has controlled or directed, or been controlled or directed by. "Controlled or directed" means shared ownership, 50% or greater ownership, or shared management and control between the entities.
 - a) Parent(s):

 - b) Subsidiaries:

 - c) Related Business Entities:

- 3) If Declarant Company is a closed corporation (non-public, with under 35 shareholders), identify the majority shareholder.

- 4) Identify all entities (proprietorships, firms, partnerships, joint ventures, syndicates, business trusts, companies, corporations, limited liability companies, associations, committees, and any other organization or group of persons acting in concert) whose contributions you or Declarant Company have the authority to direct or control.

- 5) Identify any individuals such as employees, agents, attorneys, law firms, lobbyists, and lobbying firms who are or who will act on behalf of you or Declarant Company and who will receive compensation to communicate with a LCAHSA Officer regarding the award or approval of **this** contract or project, license, permit, or other entitlement for use.

(Do not list individuals and/or firms who, as part of their profession, either (1) submit to LCAHSA drawings or submissions of an architectural, engineering, or similar nature, or (2) provide purely technical data or analysis, and who will not have any other type of communication with LCAHSA or any LCAHSA employee, officer, or agent.

- 6) If you or Declarant Company are a 501(c)(3) non-profit organization, identify the compensated officers of your organization and the compensated members of your board.

B. CONTRIBUTIONS

- 1) Have you or the Declarant Company solicited or directed your employee(s) or agent(s) to make contributions, whether through fundraising events, communications, or any other means, to a LCAHSA Officer in the past 12 months? If so, provide details of each occurrence, including the date.

Date (contribution solicited, or directed)	Recipient Name (LCAHSA Officer)	Amount

*Please attach an additional page, if necessary.

- 2) Disclose all contributions made by you or any of the entities and individuals identified in Section A to a LCAHSA Officer in the past 12 months.

Date (contribution made)	Name (of the contributor)	Recipient Name (LCAHSA Officer)	Amount

*Please attach an additional page, if necessary.

C. DECLARATION

By signing this Contribution and Agent Declaration form, you (Declarant), or you and the Declarant Company, if applicable, attest that you have read the entirety of the Contribution Declaration and the statements made herein are true and correct to the best of your knowledge and belief. (Only complete the one section that applies.)

There are _____ additional pages attached to this Contribution Declaration Form.

COMPANY PROPOSERS, BIDDERS, OR APPLICANTS

I, _____ (Authorized Representative), on behalf

of _____
(Declarant Company), at which I am employed as

_____ (Title), attest that after having made or caused to be made a reasonably diligent investigation regarding the Declarant Company, the foregoing responses, and the explanation on the attached page(s), if any, are correct to the best of my knowledge and belief. Further, I understand that failure to answer the questions in good faith or providing materially false answers may subject Declarant Company to consequences, including disqualification of its bid/proposal/application or delays in the processing of the requested contract, license, permit, or other entitlement.

IMPORTANT NOTICE REGARDING FUTURE AGENTS AND FUTURE CONTRIBUTIONS:

By signing this Contribution and Agent Declaration form, you also agree that, if Declarant Company hires an agent, such as, but not limited to, an attorney or lobbyist during the course of these proceedings and will compensate them for communicating with LACAHSa about this contract, application, project, permit, license, or other entitlement for use, you agree to inform LACAHSa of the identity of the agent or lobbyist and the date of their hire. You also agree to disclose to LACAHSa any future contributions made to members of the LACAHSa Governing Board or any other LACAHSa Officer or employee by the Declarant Company, or, if applicable, any of the Declarant Company's proposed subcontractors, agents, lobbyists, and employees who have communicated or will communicate with LACAHSa about this contract, application, license, permit, or other entitlement after the date of signing this disclosure form, and within 12 months following the approval, renewal, or extension of the requested

contract, application, license, permit, or entitlement for use.

Signature

Date

INDIVIDUAL BIDDERS OR APPLICANTS

I, _____, declare that the foregoing responses and the explanation on the attached sheet(s), if any, are correct to the best of my knowledge and belief. Further, I understand that failure to answer the questions in good faith or providing materially false answers may subject me to consequences, including disqualification of my bid/proposal/application or delays in the processing of the requested license, permit, or other entitlement.

IMPORTANT NOTICE REGARDING FUTURE AGENTS AND FUTURE CONTRIBUTIONS:

If I hire an agent or lobbyist during the course of these proceedings and will compensate them for communicating with LACAHSAs about this contract, project, application, permit, license, or other entitlement for use, I agree to inform LACAHSAs of the identity of the agent or lobbyist and the date of their hire. I also agree to disclose to LACAHSAs any future contributions made to members of the LACAHSAs Governing Board or any other LACAHSAs Officer or employee by me, or an agent such as, but not limited to, a lobbyist or attorney representing me, that are made after the date of signing this disclosure form, and within 12 months following the approval, renewal, or extension of the requested contract, license, permit, or entitlement for use.

Signature

Date

Attachment 2
Conflict of Interest/Confidentiality Statement
(Prospective Contractors/Consultants/Contractors/Applicants)

APPLICANT/PROPOSER/BIDDER
CONFLICT OF INTEREST AND CONFIDENTIALITY STATEMENT ("STATEMENT")
FOR
LOS ANGELES COUNTY AFFORDABLE HOUSING SOLUTIONS AGENCY ("LACAHS")

I certify, represent, warrant and agree that I have no personal or financial interest and no present or past employment, relationship, contract, agency membership, board membership or activity which would be incompatible, or create a conflict of interest, with my application/bid/proposal for, my participation in the interview or screening process for, or my selection as _____ for LACAHS (the "Search Process").

For the duration of my involvement in the Search Process, I agree not to accept or provide any gift, benefit, gratuity, or consideration, or begin a personal or financial interest in any other person or entity who is or may be participating in the Search Process.

I certify that I will keep confidential and secure and will not copy, give, or otherwise disclose to any other party who has not signed a LACAHS Conflict of Interest and Confidentiality Statement, all information concerning the Search Process which I learn, access or receive in the course of my involvement in the Search Process. I understand that the information to be kept confidential includes, but is not limited to, specifications, administrative requirements, and service agreement terms and conditions, and includes concepts and discussions as well as written or electronic materials. I understand that if I cease participating in the Search Process before it ends, I must still keep all Search Process information confidential. I agree to follow any instructions provided relating to the confidentiality of the Search Process. I further agree that I will strictly abide by the terms of this Conflict of Interest and Confidentiality Statement ("STATEMENT").

A failure to adhere to the terms of this STATEMENT, as determined within the sole discretion of LACAHS, may be considered a breach of this STATEMENT, and may lead to disqualification from further participation in the Search Process and from further consideration for any contracts or positions under this solicitation.

I acknowledge, accept, and understand that any conflicts of interest that could be or may be perceived to impact my ability to serve as a LACAHS contractor, consultant, employee and/or agent (as applicable) must be disclosed to LACAHS as soon as known or reasonably foreseeable, and by no later than the submission of an application/proposal/bid. These disclosures should include, but are not limited to, (i) financial arrangements with, interest(s) with or donations to any members of the LACAHS Board or any employees or contractors of LACAHS, (ii) having held or currently holding

any LACAHSAs Board member or alternate position, or, (iii) having been or currently being a LACAHSAs contractor, consultant, donor or service provider, including having been or currently serving as an employee or subcontractor for said contractor, consultant, donor or service provider. For additional information concerning conflicts of interest refer to Fair Political Practices Commission rules and guidance: <https://www.fppc.ca.gov/media/factsheets.html>

LACAHSAs may consider the nature and extent of any actual, potential, perceived, or apparent conflict of interest, including those discovered outside of this solicitation process, as a basis for disqualifying my application/proposal/bid, or as basis for future contract or employment termination. A conflict of interest may cause any agreement or contract to be void and of no force or effect.

I certify, represent, warrant, and agree that all real and perceived conflicts of interest, if any, have been disclosed, in writing, to LACAHSAs and submitted with this STATEMENT:

I hereby affirm that (**CHECK ONE**):

- All statements and disclosures above have been read, and I have determined, based on a reasonable inquiry into all facts and circumstances, that I do not have any conflicts of interests (real or perceived) to disclose.
- A suspected or potential conflict of interest does exist, and additional information is attached along with a plan to address the possible conflict of interest.

I declare under penalty of perjury, under the laws of the State of California, that all statements and disclosures in this STATEMENT and responses are true and correct, with full knowledge that all disclosures and statements are subject to investigation and that any incomplete, unclear, false, or dishonest response may be grounds for rejection of my application/proposal/bid, as well as additional legal consequences.

APPLICANT/PROPOSER/BIDDER NAME AND ADDRESS

APPLICANT/PROPOSER/BIDDER SIGNATURE

APPLICANT/PROPOSER/BIDDER CURRENT TITLE

DATE OF SIGNATURE

**Attachment 3
Evaluation Team Member Declaration
Conflict of Interest & Confidentiality Statement**

Evaluation Team for: _____

I certify that, with respect to the above named solicitation, evaluation, selection and contracting process (the "Selection Process"), neither I nor any company or organization (other than another governmental body to which I have been elected or appointed) with whom I am affiliated has any financial or other interest in any applicant/proposer/bidder, in violation of any provision of the Political Reform Act (Government Code section 81000 et seq. (including but not limited to sections 82028, 84308, 87103, and 89503)), Government Code section 1090 or Government Code section 1126, and I acknowledge that any such interest would be incompatible with my participation in the Selection Process. For the duration of my involvement in this Selection Process, I agree to immediately report and disclose to LCAHSA legal counsel my (and my affiliated organization's/company's, if any) acceptance of any gift, benefit, gratuity or consideration, or the existence of a financial interest in any person or entity submitting or intending to submit an application/proposal/bid. As a member of the Evaluation Team, I am able to give full, fair, conflict free and impartial consideration to all application/proposal/bid submissions. **To avoid the perception of a potential conflict, I further disclose the following relationships or interests, none of which are believed to be inconsistent with the above certification (state "N/A" if none):**

Name	Description

I certify that I will keep confidential and secure and will not copy, give or otherwise disclose to any other party outside the Selection Process who has not signed a copy of this confidentiality agreement, all information concerning the specifications, requirements, and evaluation process for this selection, which I learn in the course of my duties as a member of the Evaluation Team and that has not otherwise been made available to the public or is not otherwise releasable pursuant to applicable law. I understand that if I leave the Evaluation Team before the Selection Process ends, I must still keep all information confidential, except as otherwise required by applicable law (including the California Public Records Act).

Signature: _____ Date: _____
Name/Title: _____

Telephone No.: _____

Email Address: _____