

Conflict of Interest Disclosure Form for Transit Agencies

Transit Agency: Scotts Bluff County

Transit Funding Program: 5311

As the Transit Manager for the above Transit Agency, I have:

1. Reviewed the Conflict-of-Interest Guidance Document found on the NDOT 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 the Transit System, 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 NDOT

☐ 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 Transit System proposed mitigation measures (if possible). Complete and sign this form and send it, along with all attachments, to NDOT.

Print Name:

Title:

Signature

Date

Exhibit "C"

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

The following Sections are provided as guidance to Transit Managers 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 – Transit Manager, Employee or Agent COI

Are there any officials, employees or agents of your Transit System 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 Transit System, including whether they have any duties concerning the negotiating, approving, accepting or **administering** of any contract or subcontract for Transit System program; (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 Transit System.)

Section 2 – Persons Associated with Transit System, 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 Transit System official, employee or agent. There may be a conflict of interest on a federal-aid program if a person associated with a Transit System 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 Transit System 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 Transit System official, employee or agent, their Immediate Family or partner. Are there any officials, employees or agents of your Transit System 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 Programs**, 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 Transit System official, employee or agent; (2) a detailed description of their relationship to Transit System, including the name, address, phone number and Transit System position held by the official, employee or agent of Transit System; (3) a detailed description of the duties of the official, employee or agent of Transit System, including whether that person(s) has any duties for the Transit concerning the negotiating, approving, accepting or **administering** of any contract or subcontract for the Transit Systems’ federal-aid program; (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 Transit System, 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 Transit System, including the name, address and phone number of the official, employee or agent of Transit System; (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 program; and (5) a declaration by the Transit System official, employee or agent that they will comply with the third sentence of 23 CFR Section 1.33.

Exhibit “C”