

## Clean Water Council Conflict of Interest Disclosure Form

Pursuant to Minnesota Statutes, Chapters [114D.30](#) and [10A.07](#), this form gives Clean Water Council (Council) members an opportunity to disclose any actual, potential or perceived conflicts of interest that exist during the Council budget recommendation process. It is the Council member's obligation to disclose any actual or potential conflicts of interest. The Council member is not required to explain the reason for the conflict of interest as this form is considered public data. Once completed, this form will be kept on file by Council staff. **A disclosure does not automatically result in the Council member being removed from the budget recommendation process.**

Please read the definition of conflict of interest below and mark the appropriate boxes that pertain to you and your status as a Clean Water Council member, making recommendations for funding from the Clean Water Fund.

**Description of conflicts of interest** - A conflict of interest shall be deemed to exist when a review of the situation by the Council member or other agency personnel determines any one of the following conditions to be present:

- (a) A Council member uses his/her status or position to obtain special advantage, benefit, or access to a Clean Water Fund appropriation recipient's time, services, facilities, equipment, supplies, badge, uniform, prestige, or influence.
- (b) A Council member receives or accepts money or anything else of value from a Clean Water Fund appropriation recipient or has equity or a financial interest in or partial or whole ownership of an appropriation recipient organization.
- (c) A Council member is an employee or board member of a Clean Water Fund appropriation recipient agency or organization, or is a family member of anyone involved in a Clean Water Fund appropriation recipient agency or appropriation recipient organization.

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☐ I certify that I have read and understand the description of conflict of interest above and (check one of the four boxes below):

- ☐ I DO NOT have any conflicts of interest and I will participate in the budget recommendation process.

AND/OR

- ☐ I have an ACTUAL OR POTENTIAL conflict of interest. I will still participate in the budget recommendation process and I will abstain from discussing and making decisions on any issues in relation to the agencies/organizations listed below. *(The Council member may state any and all agencies or organizations with which they have a conflict of interest and describe the nature of the conflict in the space below, but it is not required since this form is considered public information.)*

Describe Here: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AND/OR

- ☐ I have a possible PERCEIVED conflict of interest. (*Describe the nature of the perceived conflict of interest.*)

Describe Here: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AND/OR

I am UNABLE to participate in this budget recommendation process.

If at any time during the budget recommendation process I discover a conflict of interest, I will disclose that conflict immediately to appropriate Council staff.

Council member's printed name: \_\_\_\_\_

Council member's signature: \_\_\_\_\_

Date: \_\_\_\_\_

**This section to be completed by Clean Water Council staff:**

I certify that the issue of Conflicts of Interest has been discussed with this Council member and the following actions have been taken:

- ☐ Council member has no conflict(s) and will fully participate in the budget recommendation process.
- ☐ Council member has disclosed an actual, potential or perceived conflict(s) but will continue to participate in the budget recommendation process. The Council member has been instructed to avoid discussing the potential Clean Water Fund appropriation recommendations from agencies/organizations with which the Council member has a conflict of interest.
- ☐ Council member has disclosed a conflict(s) and will not be participating in the budget recommendation process in any manner.
- ☐ Council member has disclosed a conflict(s) and it has been mitigated in the following way: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Staff signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Created: December 2011*