



Name of Organization: \_\_\_\_\_

Proposed Program: \_\_\_\_\_

**CITY OF LAKE FOREST**  
Community Development Block Grant

**CONFLICT OF INTEREST QUESTIONNAIRE**

Federal, state, and City laws prohibit employees and public officials of the City of Lake Forest from participating in any transaction on behalf of the City in which they have a financial interest. In order to assure compliance with this requirement, this questionnaire must be completed and submitted by each applicant for Community Development Block Grant (CDBG) funding. The purpose of this questionnaire is to determine if your agency staff or Board members perform functions or responsibilities that would be a conflict of interest with respect to the CDBG program. If necessary, detailed explanations may be provided on separate sheets of paper.

1. Is/are there any member(s) of your staff, Board of Directors, or other governing body, who is/are currently, or has/have been within one year of the date of this questionnaire: (a) a City of Lake Forest employee or consultant; (b) a City Councilperson; or (c) a board or commission member, that has a direct influence on the allocation of CDBG funding?

Yes  No

If yes, please list in the table below:

NAME	POSITION

2. Will the CDBG funds requested be used to pay the salaries of any of the applicant's staff/person(s) who is/are, or has/have been within one year of the date of this questionnaire, a City employee, City consultant, City Councilperson, City board or commission member?

Yes  No

If yes, please list the names(s) in the table below, and identify the City Department in which each person is employed or contracted to:

NAME	CITY/DEPARTMENT

3. Is there any member(s) of the applicant's staff or member(s) of the applicant's Board of Directors or other governing body who are business partners or family members of a City employee, City consultant, City Councilperson, City board or commission member?

Yes  No

If yes, please list the following:

Name:	Relationship:
Name:	Relationship:
Name:	Relationship:

4. Will the CDBG funds requested be used to award a contract or subcontract to any individual(s) who is/are currently, or has/have been within one year of the date of this questionnaire, a City of Lake Forest employee, City consultant, City Councilperson, City board or commission member?

Yes  No

If yes, please provide the person's name and/or company name:

Name:	Company:
Name:	Company:

I further acknowledge that the use of CDBG funds for reimbursement of rent, lease, or purchase shall not benefit any employee, agent, consultant, officer, elected official, or appointed official of the organization. This prohibition includes renting, leasing, or purchasing between an organization and a director, trustee, officer, or key employee of the organization or his/her immediate family, either directly or through corporations, trusts, or similar arrangements in which they hold a controlling interest.

Applicant Organization	Date
Signature of Applicant's Representative	Title