



**Conflict of Interest Disclosure Form for the
Path to Clean Air in the Richmond-North Richmond-San Pablo Area**

Name: _____
First Middle Initial Last

Mailing Address: _____

Phone: _____ **Email:** _____

Job Title: _____ **Employer:** _____

Do you live in the Richmond-North Richmond-San Pablo Area? [] No [] Yes

Transparency related to members’ financial, material, and vested interests is essential to ensuring public trust and building strong programs. Those seeking to serve on the Committee must disclose any actual, potential, or perceived conflicts of interest in their applications. Committee members must disclose such conflicts on an ongoing basis and failure to do so may result in dismissal from the Steering Committee.

“Interest” as used in this Conflict of Interest Disclosure Forum means a substantial financial, material, or vested interest in a business or organization that may be impacted by the work of this Committee. To avoid an actual, potential or perceived conflict of interest, a person who serves on the Richmond CERP Steering Committee that works for, is employed by, receives compensation from or serves on the Board of Directors or as an officer of an organization that receives funding, in-kind services or volunteers from an entity that is required to report emissions to or regulated by BAAQMD or CARB, must disclose said conflict.

A conflict of interest occurs when an individual’s personal or professional interests and affiliations – family, friendships, financial, or social factors – could compromise his or her judgment, decisions, or actions as a member of the Steering Committee. Conflicts of interest can be differentiated between actual, potential, and perceived conflicts of interest. An **actual conflict** exists if an action taken by a member **will** result in a financial or personal gain or loss to the member or to the member’s relative or any business/organization in which they have a material interest. A **potential conflict** exists if an action taken by a member **may** result in a financial or personal gain or loss to the member or to the member’s Relative or any business/organization in which they have a material interest. A **perceived conflict** exists when the public or a third party could form the view that a member’s private or professional interests could improperly influence their decisions or actions, now or in the future.

List all names under which you or members of your household do any business which may be impacted by the Path to Clean Air in Richmond-North Richmond-San Pablo Steering Committee decisions. Include the business address and a brief description of the business. (If you need more space, please use a Word document to submit additional information.)

Name	Business Name & Address	Description

If you, a member of your household, or the business/organization you own or work for has engaged or intends to engage in any financial transactions with businesses or organizations that may be impacted by the Path to Clean Air in Richmond-North Richmond-San Pablo Steering Committee decisions, please describe the nature of the transactions and the amount of money involved. A business or organization is “impacted” if it is subject to additional emission reduction requirements, or if it is otherwise affected in a substantial way. For example, include professional or service contracts, grants awarded, and provisions of materials or supplies. (If you need more space, please use a Word document to submit additional information.)

Name of Business	Type of Transaction	Amount of Transaction

Do you, or a member of your household have, or think you may have, any **actual conflicts of interest** relative to your role on the committee? [] NO [] YES

If YES, please describe:

Do you or a member of your household have, or think you may have, any **potential conflicts of interest** relative to your role on the committee? [] NO [] YES

If YES, please describe:

Are you aware of any situations that **might give the appearance of a conflict of interest** – even if it may not be a potential or actual conflict of interest – relative to your role on the committee? [] NO [] YES

If YES, please describe:

My signature on this document affirms that all information I have supplied for this form is true and complete to the best of my knowledge and that I will update this information on an ongoing basis should any relevant situation(s) arise. I understand that failure to disclose conflicts may result in dismissal from the Committee.

Signature: _____ **Date:** _____

(Digital or wet signatures are accepted)