

Instructions

- There are fifteen (15) **Yes** or **No** questions. You must answer each question.
- If you need to attach supplemental documents you can do so at the end of the form.
- If you cannot agree to all of the statements in the Certification, please explain why in the text box titled **“Additional Information.”**
- Once a report is submitted, it can only be changed by filing an amendment.
- This form must be submitted no later than May 15, 2017.
- Failure to submit a full and complete form to your agency head by May 15, 2017 may result in penalties up to: \$300 for *late-filed* reports and \$5,000 for *incomplete reports*.

GENERAL INFORMATION

Current Paid or Unpaid Position with the District of Columbia

Position/Title: _____ Grade: _____

Name of Agency/Board/Commission: _____

Agency Address: _____

Agency Telephone: _____

District E-mail Address: _____

Start Date (in this position): _____

Former Paid or Unpaid Position with the District of Columbia (if applicable)

(If you held a paid or unpaid position with the District for more than thirty days during the previous calendar year that is different from the position you listed above UNDER “Current Paid or Unpaid Position with the District of Columbia” above, or you no longer work for the District, please list the details below:

Position: _____ Grade: _____

Name of Agency: _____

Dates During Which You Held the Position: _____

NON-DISTRICT EMPLOYMENT/BUSINESS

1. Did you have any non-District employment or engage in any outside business during 2016 for which you received compensation of \$200 or more?

Note: Answer "yes" if you engaged in any occupation, trade, business, profession, or employment during the reporting year in which you were paid \$200 or more. Do not include your District employment.

- Yes
 No

If you answered "Yes," please list the employment or business below:

Position/Title: _____

Name of Employer: _____

Description of Work: _____

Start Date _____ **End Date (if applicable)** _____

Income Received from Outside Business:

(Place a check mark in the box next to the applicable range. Attach a Supplemental Sheet if you have additional entries. Report other entries in the same format.)

- None (or less than \$1,001)
- \$1,001 - \$15,000
- \$15,001 - \$50,000
- \$50,001 - \$100,000
- \$100,001 - \$250,000
- \$250,001 - \$500,000
- \$500,001 - \$1,000,000
- Over \$1,000,000
- \$1,000,001 - \$5,000,000
- \$5,000,001 - \$25,000,000
- \$25,000,001 - \$50,000,000
- Over \$50,000,000

Clients

If you answered "yes," because you were paid by a client (as opposed to an employer) please identify which, if any, client had or has a contract with the District or who stands to gain a direct financial benefit from legislation that was pending before the Council in 2016:

Client Name: _____

2. Was your spouse, registered domestic partner, or dependent child(ren) employed by a private entity or did they engage in any business endeavors during 2016 for which they received compensation of \$200 or more?

Note: Answer "yes" if your spouse, domestic partner, or dependent child(ren) engaged in any non-government occupation, trade, business, profession, or employment during the reporting year and received income of \$200 or more for doing so.

- Yes
 No

If you answered "Yes", please list the employment or business below:

Position/Title: _____

Name of Employer: _____

Description of Work _____

Start Date _____ End Date (if applicable) _____

Clients

If you answered "yes," because your spouse, domestic partner, or dependent child(ren) were paid by a client (as opposed to an employer) please identify which, if any, client had or has a contract with the District or who stands to gain a direct financial benefit from legislation that was pending before the Council in 2016:

Client Name: _____

3. Did you serve in any unpaid position (without compensation) as an officer, director, partner, consultant, contractor, volunteer, member or in any other formal capacity of a non-government board or other outside entity during 2016?

- Yes
 No

If you answered yes:

Position/Title: _____

Name of Employer: _____

Start Date _____ End Date (if applicable) _____

4. Did your spouse, registered domestic partner, or dependent child(ren) serve in any unpaid position (without compensation) as an officer, director, partner, consultant, contractor, volunteer, member or in any other formal capacity of a non-government board or other outside entity during 2016?

Yes

No

If you answered yes:

Position/Title: _____

Name of Employer: _____

Start Date _____ End Date (if applicable) _____

5. During 2016, did you have any agreements with a former or current employer, other than with the District of Columbia, for future payments or benefits (*such as separation pay, partnership buyouts, or pension or retirement pay*) or for future employment or for a leave of absence?

Yes

No

If you answered yes:

Former/Current Employer: _____

Type of Agreement or Benefit: _____

6. During 2016, did your spouse, domestic partner, or dependent child(ren) have any agreements with a former or current employer, other than with the District of Columbia, for future payments or benefits (*such as separation pay, partnership buyouts, or pension or retirement pay*) or for future employment or for a leave of absence?

Yes

No

If you answered yes:

Former/Current Employer: _____

Type of Agreement or Benefit: _____

SECURITIES, HOLDINGS & INVESTMENTS

7. Did you have a beneficial interest in or hold any **security** (“*security*” means *stocks (any class), bonds (including savings bonds and tax exempt bonds), stock options, warrants, debentures, obligations, notes (not mortgage notes), mortgages (not on one’s home), investment interests in limited partnerships, REITs, and such other evidences of indebtedness and certificates of interest or participation in any profit-sharing agreement as are usually referred to as securities*) at the close of 2016 **that exceeded in the aggregate \$1,000 or that produced income of \$200 or more?**

Note: You need not disclose mutual funds or other similar investment vehicles that own multiple securities and are managed by someone other than yourself.

- Yes
- No

If you answered yes, please list each security and/or beneficial interest you held below:

Total Value of Beneficial Interests or Securities at the close of 2016:
(Place a check mark in the box next to the applicable range. Attach a Supplemental Sheet if you have additional entries. Report other entries in the same format.)

- None (or less than \$1,001)
- \$1,001 - \$15,000
- \$15,001 - \$50,000
- \$50,001 - \$100,000
- \$100,001 - \$250,000
- \$250,001 - \$500,000
- \$500,001 - \$1,000,000
- Over \$1,000,000
- \$1,000,001 - \$5,000,000
- \$5,000,001 - \$25,000,000
- \$25,000,001 - \$50,000,000
- Over \$50,000,000

8. Did your spouse, domestic partner, or dependent child(ren) have a beneficial interest in or hold any **security** (“*security*” means *stocks (any class), bonds (including savings bonds and tax exempt bonds), stock options, warrants, debentures, obligations, notes (not mortgage notes), mortgages (not on one’s home), investment interests in limited partnerships, REITs, and such other evidences of indebtedness and certificates of interest or participation in any profit-sharing agreement as are usually referred to as securities*) at the close of 2016 **that exceeded in the aggregate \$1,000 or that**

produced income of \$200 or more?

Note: You need not disclose mutual funds or other similar investment vehicles that own multiple securities and are managed by someone other than your spouse, domestic partner, or dependent child(ren).

- Yes
- No

If you answered yes, please list each security and/or beneficial interest you held below:

Total Value of Beneficial Interests or Securities at the close of 2016:

(Place a check mark in the box next to the applicable range. Attach a Supplemental Sheet if you have additional entries. Report other entries in the same format.)

- None (or less than \$1,001)
- \$1,001 - \$15,000
- \$15,001 - \$50,000
- \$50,001 - \$100,000
- \$100,001 - \$250,000
- \$250,001 - \$500,000
- \$500,001 - \$1,000,000
- Over \$1,000,000
- \$1,000,001 - \$5,000,000
- \$5,000,001 - \$25,000,000
- \$25,000,001 - \$50,000,000
- Over \$50,000,000

9. Did you owe any entity or person (*other than a member of your immediate family*) \$1,000 or more (*excluding: mortgages on your personal residence, student loans, automobile loans, credit card accounts or other revolving credit, and other loans from a federal or state insured or regulated financial institution*) during 2016?

- Yes
- No

If you answered yes:

Name of Entity or Person: _____

Type of Liability: _____

Amount of Liability:

(Place a check mark in the box next to the applicable range. Attach a Supplemental Sheet if you have additional entries. Report other entries in the same format.)

- None (or less than \$1,001)
- \$1,001 - \$15,000
- \$15,001 - \$50,000
- \$50,001 - \$100,000
- \$100,001 - \$250,000
- \$250,001 - \$500,000
- \$500,001 - \$1,000,000
- Over \$1,000,000
- \$1,000,001 - \$5,000,000
- \$5,000,001 - \$25,000,000
- \$25,000,001 - \$50,000,000
- Over \$50,000,000

10. Did your spouse, domestic partner or dependent child(ren) owe any entity or person *(other than a member of their immediate family)* \$1,000 or more, *(excluding: mortgages on your personal residence, student loans, automobile loans, credit card accounts or other revolving credit, and other loans from a federal or state insured or regulated financial institution)* during 2016?

- Yes
- No

If you answered yes:

Name of Entity or Person: _____

Type of Liability: _____

Amount of Liability:

(Place a check mark in the box next to the applicable range. Attach a Supplemental Sheet if you have additional entries. Report other entries in the same format.)

- None (or less than \$1,001)
- \$1,001 - \$15,000
- \$15,001 - \$50,000
- \$50,001 - \$100,000
- \$100,001 - \$250,000
- \$250,001 - \$500,000
- \$500,001 - \$1,000,000
- Over \$1,000,000
- \$1,000,001 - \$5,000,000

- \$5,000,001 - \$25,000,000
- \$25,000,001 - \$50,000,000
- Over \$50,000,000

11. Did you have an interest in any real property located in the District of Columbia during 2016 *aside from your primary personal residence*, where your interest had a fair market value of more than \$1,000, or where the property produced income of \$200 or more?

- Yes
- No

Location of Real Property _____

Purchase Date _____

Date Sold _____

Value of Real Estate or Interest:

(Place a check mark in the box next to the applicable range. Attach a Supplemental Sheet if you have additional entries. Report other entries in the same format.)

- None (or less than \$1,001)
- \$1,001 - \$15,000
- \$15,001 - \$50,000
- \$50,001 - \$100,000
- \$100,001 - \$250,000
- \$250,001 - \$500,000
- \$500,001 - \$1,000,000
- Over \$1,000,000
- \$1,000,001 - \$5,000,000
- \$5,000,001 - \$25,000,000
- \$25,000,001 - \$50,000,000
- Over \$50,000,000

12. Did your spouse, domestic partner, or dependent child(ren) have an interest in any real property located in the District of Columbia during 2016 *aside from their primary personal residence*, where their interest had a fair market value of more than \$1,000, or where the property produced income of \$200 or more?

- Yes
- No

Location of Real Property _____

Purchase Date _____

Date Sold _____

Value of Real Estate or Interest:

(Place a check mark in the box next to the applicable range. Attach a Supplemental Sheet if you have additional entries. Report other entries in the same format.)

- None (or less than \$1,001)
- \$1,001 - \$15,000
- \$15,001 - \$50,000
- \$50,001 - \$100,000
- \$100,001 - \$250,000
- \$250,001 - \$500,000
- \$500,001 - \$1,000,000
- Over \$1,000,000
- \$1,000,001 - \$5,000,000
- \$5,000,001 - \$25,000,000
- \$25,000,001 - \$50,000,000
- Over \$50,000,000

REGULATED PROFESSIONS

13. Do you hold any professional or occupational licenses issued by the District of Columbia government (i.e., are you licensed to practice law in the District of Columbia, or are you licensed by the District's Department of Health, the District's Department of Consumer and Regulatory Affairs, the District's Department of Mental Health, the District's Department of Insurance Securities and Banking, the Metropolitan Police Department, the District's Occupational and Professional Licensing Administration, etc.)?

- Yes
- No

Type of License Issued (e.g., Real Estate License, D.C. Bar License, etc.) _____

Issuing Entity _____

14. Does your spouse, domestic partner, or dependent child(ren) hold any professional or occupational licenses issued by the District of Columbia government (i.e., are they licensed to practice law in the District of Columbia, or are they licensed by the District's Department of Health, the District's Department of Consumer and Regulatory Affairs, the District's Department of Mental Health, the District's

Department of Insurance Securities and Banking, the Metropolitan Police Department, or the District's Occupational and Professional Licensing Administration, etc.)?

- Yes
- No

Type of License Issued (e.g., Real Estate License, D.C. Bar License, etc.) _____

Issuing Entity _____

GIFTS

15. Did you receive any gift(s) (*see definition in glossary*) from any person that has or is seeking to do business with the District, conducts operations or activities that are regulated by the District, or has an interest that may be favorably affected by the performance or nonperformance of your duties in the total amount or with a total value of \$100 or more during 2016?

- Yes
- No

Identity of Gift Giver _____

Gift Giver's Company _____

Description of Gift _____

Date of Gift _____ Amount or Estimated Value _____

CERTIFICATION

I certify that I have:

- Not caused title to property to be placed in another person or entity for the purpose of avoiding the disclosure requirements on the preceding form;
- Filed and paid my income and property taxes;
- Diligently safeguarded the assets of the taxpayers and the District;
- Reported known illegal activity, including attempted bribes, to the appropriate authorities;
- Not been offered or accepted any bribes;
- Not directly or indirectly received government funds through illegal or improper means;
- Not raised or received funds in violation of federal or District law; and
- Not received or been given anything of value, including a gift, favor, service, loan gratuity, discount, hospitality, political contribution, or promise of future employment,

based on any understanding that my official actions or judgment or vote would be influenced.

Additional Information or if you are unable to certify each of the above, please provide an explanation (*i.e.*, I have been granted an extension to file my income taxes):

YOU MUST SIGN THIS FORM. Read the following carefully before you sign. I understand that the making of a false statement on this form or materials submitted with this form is punishable by criminal penalties pursuant to D.C. Official Code 22-2405 et seq. (2001). I understand that any information I give may be investigated as allowed by law or Mayoral order. I certify that, to the best of my knowledge and belief, all of my statements are true, correct, and complete.

Signature

Printed Name of Filer

Date

Glossary of Terms

- **Financial Conflict of Interest prohibition** - No employee shall use his or her official position or title, or personally and substantially participate, through decision, approval, disapproval, recommendation, the rendering of advice, investigation, or otherwise, in a judicial or other proceeding, application, request for a ruling or other determination, contract, claim, controversy, charge, accusation, arrest, or other particular matter, or attempt to influence the outcome of a particular matter, in a manner that the employee knows is likely to have a direct and predictable effect on the employee's financial interests or the financial interests of a person closely affiliated with the employee.

- **Domestic partnership** is defined as the relationship between two persons who have registered as domestic partners under the District's registration procedures (DC Code § 32-701).

- **Gift**¹ – a payment, subscription, advance, forbearance, rendering, or deposit of money, services, or anything of value, unless consideration of equal or greater value is received. The term "gift" shall not include:
 - (A) A political contribution otherwise reported as required by law;
 - (B) A commercially reasonable loan made in the ordinary course of business; or
 - (C) A gift received from a member of the person's immediate family.

- **Income** - Income means all income from whatever source derived, including (but not limited to) the following items:
 - (1) Compensation for services, including fees, commissions, fringe benefits, and similar items;
 - (2) Gross income derived from business;
 - (3) Gains derived from dealings in property;
 - (4) Interest;
 - (5) Rents;
 - (6) Royalties;
 - (7) Dividends;
 - (8) Alimony and separate maintenance payments;
 - (9) Annuities;
 - (10) Income from life insurance and endowment contracts;
 - (11) Pensions;
 - (12) Income from discharge of indebtedness;
 - (13) Distributive share of partnership gross income;
 - (14) Income in respect of a decedent; and

¹ D.C. Office Code § 1-1161.01(23).

(15) Income from an interest in an estate or trust.

*Honoraria are considered “income” for the purposes of this form.

- Confidential Financial Disclosure Statement (CFDS) –The form addresses the following:
 - Business Transactions: This consists of business entities transacting any business with the District of Columbia in which the public official (or spouse for jointly titled property) has a beneficial interest valued in excess of \$1,000.00, or serves as an officer, director, partner, employee, contractor, and consultant or in any other capacity. Business entities include sole proprietorships, partnerships and corporations.
 - Business Interest: Any business interest held by the public official (or spouse for jointly held property) in business entities transacting any business with the District of Columbia Government consisting of corporate stock, registered and traded on a national exchange, is listed only if the total value exceeds \$5,000.00.
 - Liabilities: Each outstanding liability borrowed by the public official (or spouse if a joint liability) exceeding \$1,000.00 which is not a loan from a federal or state insured or regulated financial institution, immediate family member, or revolving credit or installment account.
 - Real Property: All real property located in the District of Columbia (other than the personal residence actually occupied by the public official or spouse) that the public official or spouse (where jointly titled) holds an interest that has a fair market value in excess of \$1,000.00.
 - Licenses: Each professional or occupational license issued by the District of Columbia Government.
 - Gifts: All gifts received in excess of \$100.00 in a calendar year from any business entity **transacting business with the District of Columbia Government.**