

## **ATTACHMENT B**

### **Conflict of Interest Compliance Notification SAMPLE**

Date of Notification:

City of Houston Department:

City of Houston Official or Employee Name:

Position:

Phone Number:

Address:

Details of the Nature of the Conflict of Interest (actual, real, potential, perceived or apparent):

Requested Action Addressing Conflict of Interest (elimination, recusal or other mitigation, exemption or waiver requested, or disclosure, referral, reporting to the appropriate authority, etc.):

Final Action taken or resolution:

Additional Documentation related to this Conflict of Interest Compliance may include, but are not limited to:

- Conflict of Interest questionnaire or similar disclosure documents
- Review or Investigation documents
- Evaluation of Conflict of Interest: assessment and how it was considered, including any legal advice
- Disclosure documentation (e.g. print out of web page with disclosure, date and time of City Council meeting where disclosure was made and transcript of the same, newspaper publication containing the disclosure)
- Waiver request submitted to appropriate authority and response to the same