TRANSPARENCY IN CITY GOVERNMENT DISCLOSURE FORM

APPLICABLE TO ALL CITY CONTRACTS AND APPOINTMENTS NOT GOVERNED BY STATE COMPETITIVE BID LAWS

INSTRUCTIONS:

This form must be fully completed by each individual, firm, group, agency, non-profit and other entity (hereinafter referred to as "you" or "Applicant") seeking to do business with the City, provide services to the City, enter into a contract or appointment with the City, or apply for City funding.

Submit completed forms to the ***Mayor's Office, Third Floor City Hall – Attention: Internal Audit and Contract Compliance Division***. Answer all questions applicable to you. Respond "Not applicable" or "NA" if a question does not apply to you. Attach additional pages if needed. Completed forms will be submitted to the Birmingham City Council along with the Applicant's proposed contract, appointment and/or funding request.

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1. Name of Applicant:

2. Physical Street Address of Applicant:

3. Mailing Address of Applicant (if different from street address):

4. Phone Number of Applicant:

5. Key Contact Person for Applicant:

6. Identify all officers, directors, owners, substantial investors in (5% or more of Applicant's stock) and partners of the Applicant:

7. Are any of these persons City employees?

8.   Are any of these persons related by blood or by marriage to City officials or employees? If yes, list all pertinent relationships.

9.   Identify all key employees or personnel of the Applicant:

10.   Are any of these persons City employees?

11.   Are any of these persons related by blood or by marriage to City officials or employees? If yes, list all pertinent relationships.

12.   Has the Applicant ever received City funding, entered into a contract or appointment with the City, or provided services to the City?

13.   If you answered "Yes" to Question No. 12 :

        a)   State the amount of funds received or amount of the contract or appointment.

        b)   Describe in detail the work performed, scope of appointment, or purpose for which the funds were used, and attach supporting documentation such as receipts and invoices.

        c)   Attach a copy of the contract or appointment.

14.   Attach resumes of Applicant's key personnel.

15.   Attach Applicant's articles of incorporation if applicable.

16.   Attach Applicant's 501(c)(3) letter from Internal Revenue Service if applicable.

17.   Attach Applicant's City of Birmingham business license, if applicable.

18.   Describe in detail the work Applicant seeks to perform for the City.

19.   Identify all sources and amounts of public funding (federal, state and local) the Applicant has received within the past three (3) years.

20.   Has the Applicant ever been suspended or barred from participating in federal contracts or other federal assistance? If yes, explain.

21.   Has any individual associated with the Applicant ever been suspended or barred from participating in federal contracts or other federal assistance? If yes, explain.

22.   During the past three (3) years, has Applicant retained, hired or paid any lobbyist, political consultant or attorney to assist Applicant in its bid to perform work for the City or obtain a City contract, appointment or funding? If yes, identify by individual name, firm name, address and telephone number any such lobbyist, political consultant or attorney.

23.   Identify any business or firm in which:

   a)   The Applicant or its key personnel owns 5% or more of the stock;

   b)   The Applicant or its key personnel serves as an officer or director;

c)   The Applicant or its key personnel is a partner.

Applicant's failure to file a Transparency in City Government Disclosure Form is punishable by state or local law to the maximum allowed by law and subject to any federal penalties required by the U.S. Code Annotated.

I declare under penalty of perjury that the Applicant's answers to each and every question on the City of Birmingham Transparency in City Government Disclosure Form are true and correct:

_____
Signature

_____
Print Name

_____
Date

_____
Title/Position with Applicant