

CONTRACT DISCLOSURE STATEMENT
Disclosures Pursuant to LSA-R.S. 42:1113D(4)(a)
(Public Servant)

READ ALL INSTRUCTIONS CAREFULLY AND REMOVE INSTRUCTION PAGE BEFORE FILING.

PRINT OR TYPE LEGIBLY IN BLACK INK.

GENERAL INSTRUCTIONS

This form should be used to facilitate compliance with R.S. 42:1113D(4)(a) which requires the filing of a disclosure statement with the Louisiana Board of Ethics.

LSA-R.S. 42:1113D(4)(a) requires that this form be filed by the public servant, spouse, immediate family member or legal entity (See Instruction No. 4 for definition) owned by the public servant, spouse or immediate family member with the Louisiana Board of Ethics by **MAY 15TH OF EACH YEAR.**

Public Servants required to file are:

- (a) A legislator and any person who has been certified by the secretary of state as elected to the legislature.
- (b) The governor and each person holding statewide elected office.
- (c) The secretary, deputy secretary, undersecretary, and each assistant secretary, or the equivalent position of the Department of Economic Development.
- (d) The secretary, deputy secretary, undersecretary, and each assistant secretary, or the equivalent position of the Department of Culture, Recreation and Tourism.
- (e) The secretary, deputy secretary, undersecretary, and each assistant secretary, or the equivalent position of the Department of Environmental Quality.
- (f) The secretary, deputy secretary, undersecretary, and each assistant secretary, or the equivalent position of the Department of Health and Hospitals.
- (g) The secretary, deputy secretary, undersecretary, and each assistant secretary, or the equivalent position of the Louisiana Workforce Commission.
- (h) The secretary, deputy secretary, undersecretary, and each assistant secretary, or the equivalent position of the Department of Natural Resources.
- (i) The secretary, deputy secretary, undersecretary, and each assistant secretary, or the equivalent position of the Department of Public Safety and Corrections and any warden or assistant warden of a state penal institution.
- (j) The secretary, deputy secretary, undersecretary, and each assistant secretary, or the equivalent position of the Department of Revenue.
- (k) The secretary, deputy secretary, undersecretary, and each assistant secretary, or the equivalent position of the Department of Social Services.
- (l) The secretary, deputy secretary, undersecretary, and each assistant secretary, or the equivalent position of the Department of Transportation and Development.
- (m) The secretary, deputy secretary, undersecretary, and each assistant secretary, or the equivalent position of the Department of Wildlife and Fisheries.
- (n) The secretary, deputy secretary, undersecretary, and each assistant secretary, or the equivalent position of the Department of Veterans' Affairs.
- (o) The executive secretary of the Public Service Commission.
- (p) The director of State Civil Service.

- (q) Each member of the State Board of Elementary and Secondary Education.
- (r) The commissioner of higher education and the president of each public postsecondary education system.
- (s) Each member of the Board of Ethics and the ethics administrator.
- (t) The chief of staff to the governor.
- (u) The commissioner of the division of administration.
- (v) The executive counsel to the governor.
- (w) The legislative director for the governor.
- (x) The deputy chief of staff to the governor.
- (y) The director of policy for the governor.
- (z) The assistant commissioner for management and finance, the deputy commissioner, the confidential assistant, and each assistant commissioner of the Department of Agriculture and Forestry.
- (aa) The superintendent of education, the deputy superintendent of education, the deputy superintendent for management and finance, and each assistant superintendent of the Department of Education.
- (bb) The chief deputy commissioner, each deputy commissioner, the assistant commissioner, and the executive counsel for the Department of Insurance.
- (cc) The first assistant attorney general of the Department of Justice.
- (dd) The deputy secretary of the Department of State, the deputy secretary for the office of the Uniform Commercial Code, and the deputy secretary for the office of GeauxBiz or his successor.
- (ee) Each deputy state treasurer and each assistant state treasurer of the Department of the Treasury.

The provisions of 42:1113D(4)(a) shall **not apply** to the spouses of the deputy secretaries, undersecretaries, assistant secretaries, or equivalent positions in the following agencies:

- (a) Department of Economic Development.
- (b) Department of Culture, Recreation and Tourism.
- (c) Department of Environmental Quality.
- (d) Department of Health and Hospitals.
- (e) Louisiana Workforce Commission.
- (f) Department of Natural Resources.
- (g) Department of Public Safety and Corrections.
- (h) Department of Revenue.
- (i) Department of Social Services.
- (j) Department of Transportation and Development.
- (k) Department of Wildlife and Fisheries.
- (l) Department of Veterans' Affairs.
- (m) Department of Agriculture and Forestry.
- (n) Department of Education.
- (o) Department of Insurance.
- (p) Department of Justice.
- (q) Department of State.
- (r) Department of Treasury.

FORM INSTRUCTIONS

1. Name and Address of Public Servant: Provide the full name of the public servant that necessitates the filing of this report.
2. Position of Public Servant: Provide the public servant's title and the name of the public servant's agency.
3. Name and Address of Spouse (if applicable): The name and address of the public servant's spouse who has entered into a contract necessitating the filing of the report.
4. Name and business address of legal entity and ownership of percentage of public servant and/or spouse (if applicable): The name and address of the legal entity/business entity that necessitates the filing of this report. For purposes of this disclosure, "legal entity of a person or family member" means any corporation, partnership, or other such entity, except a publicly traded corporation or a passive ownership interest that is the result of participation in a federally approved program of employee ownership, in which a person identified above or the spouse of such person, or immediate family member of such person owns an interest of greater than five percent.
5. Time Period Covered: Previous calendar year.
6. Name of person filing the report: The person required under LSA-R.S. 42:1113D(4)(a) to file the report must print his or her name and sign and date the report.
7. Certificate of Accuracy: Certificate attesting to the accuracy of the information provided.

SCHEDULE A INSTRUCTIONS

1. Name and Address of State Governmental entity: Provide the name and address of the state governmental entity which is a party to the contract with the person required to file this report. A "state government" means any branch, agency, department, or institution of state government or with the Louisiana Insurance Guaranty Association, the Louisiana Health Insurance Guaranty Association, or any other state quasi public entity created in law. R.S. 42:1113D(1)(a)(v).
2. Names of the Parties to the Contract.
3. Term of Each Contract with State Government.
4. Value of Each Contract: Provide the value of the contract.

CONTRACT DISCLOSURE STATEMENT
Pursuant to R.S. 42:1113D(4)(a)
(Public Servant and/or Spouse)
(Statements shall be filed by May 15th each year)

1. Name and Address of Public Servant:

Print Full Name

Street Address or P.O. Box

City State Zip Code

2. Position held by Public Servant:

Position

Agency/Department/Division

3. Name and Address of Spouse (if applicable):

Print Full Name

Street Address or P.O. Box

City State Zip Code

4. Name and Business Address of Legal Entity and Percentage of Ownership of Public Servant and/or Spouse (if applicable): Continuation Sheet Attached.

Print Full Name

Street Address or P.O. Box

City State Zip Code

Percentage of Ownership

5. Time Period Covered: _____

6. Signature:

Signature of Person Filing the Report

Printed Name

Date

7. Certificate of Accuracy:

I do hereby certify and acknowledge that the information provided herein is true and correct to the best of my knowledge, information and belief; and that no information required by Section 1113D(4)(a) and/or (b) of the Code of Governmental Ethics [LSA-R.S. 42:1113D(4)(a) and/or (b)] has been deliberately omitted.

Signature of Filer

Filers who fail to file, to timely file and/or to accurately disclose information in statements filed pursuant to R.S. 42:1113D(4)(a) and (b) may be liable for the following penalties: censure, imposition of a fine of not more than ten thousand dollars (\$10,000), or both, pursuant to R.S. 42:1153A. The filer, if a public employee, may also be removed, suspended, or ordered a reduction in pay, or demoted in addition to the fines set forth in R.S. 42:1153A, pursuant to R.S. 42:1153B. In addition, the filer may be assessed a fine not to exceed one half of the amount of the economic advantage, pursuant to R.S. 42:1155.

CONTINUATION SHEET - LEGAL ENTITIES

Print Full Name

Street Address or P.O. Box

City State Zip Code

Percentage of Ownership

Print Full Name

Street Address or P.O. Box

City State Zip Code

Percentage of Ownership

Print Full Name

Street Address or P.O. Box

City State Zip Code

Percentage of Ownership

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City State Zip Code

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Percentage of Ownership