

**WASHINGTON STATE LEGISLATIVE ETHICS BOARD
CONTRACTS/GRANTS DISCLOSURE FORM**

The Ethics in Public Service Act (Act) requires that most contracts, contract renewals and grants between a legislator or a legislative employee and a state agency¹ must be filed with the Legislative Ethics Board within 30 days of their execution. A legislator or legislative employee, whose spouse or domestic partner has entered into, renewed or received a contract, or a grant from a state agency, must file a disclosure form with the Board within **30** days of the execution of the contract or grant. In addition, most contracts, grants and renewals awarded by a state agency without an “open and competitive²” process must be **PREVIEWED** and approved by the Board **PRIOR** to the contracting person entering into the contract or grant.

If the above description applies to you as a legislator or legislative employee or to your spouse or domestic partner, you (legislator or legislative employee) must complete this form and return it, with a copy of the contract or grant or any other documentation that would be helpful, to:

Legislative Ethics Board
Attn: Jennifer A. Strus, Counsel
101 Legislative Building
Olympia, WA 98504-0482

I. Legislator or Legislative Employee Information

Name: _____

Legislative Job Title: _____

Description of Legislative Duties: _____

II. State Agency Contract or Grant Information

Name of Person with Contract or Grant: _____

Relationship to Legislator/Legislative Staff: _____

State Agency Name: _____

Contract/Grant Employment Description: _____

Signature: _____

Date: _____

¹RCW 42.52.010(1) provides as follows: “‘Agency’ means any state board, commission, bureau, committee, department, institution, division, or tribunal in the legislative, executive, or judicial branch of state government. ‘Agency’ includes all elective officers, the state legislature, those institutions of higher education created and supported by the state government, and those courts that are parts of state government.

² The Legislative Ethics Board considers “open and competitive” bidding process as ones in which more than one bid or grant application was received or where the regular competitive hiring process was employed.

