



MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

FINANCIAL DISCLOSURE STATEMENT - FORM 1

(For M-NCPPC Employees)

This form is to be completed by Commission employees who are required to file an FDS pursuant to Section II(A)(2) of [Administrative Practice 2-24, Code of Ethics](#). Provide the requested information, and sign and date the form, either electronically or by hand. To sign the form electronically save it to your computer and open the document with Adobe Acrobat. The form may not be able to be electronically signed when opened with a web browser. Once signed, submit the completed form, as follows:

- a. Appointed Officers, Department Heads, and Positions Identified in Sec. II(A)(2)(a-b) of the Code of Ethics: must submit their completed FDS Form 1 via email to: fdssubmission@mncppc.org or mail to: Office of the Executive Director. Attention: FDS Submission. 6611 Kenilworth Avenue. Suite 402. Riverdale, MD 20737. These positions include: the Executive Director, Secretary-Treasurer, General Counsel, and their deputies; Department Heads and their Deputies; Inspector General and Inspectors within the Office of the Inspector General; Chief Information Officer; Attorneys (as designated by the General Counsel); Division Chiefs/Division Directors.
- b. Individuals Holding Positions Designated by Department Heads: must submit their completed FDS Form 1 according to the instructions provided by the respective department. These positions include those that influence Commission matters because of their ability to take actions, make decisions, or recommendations, or advise on: (a) procurement matters or contracting; (b) administering grants or subsidies; (c) planning, zoning, or otherwise regulating land use; (d) policy or planning decisions that impact the Financial Interest(s) of third parties; (e) land acquisitions or dispositions, land development, and facility planning of Commission assets; or (f) other decisions with significant economic impact. This also includes individuals who serve on a board or foundation. See: Sec. II(A)(2)(c).

Detailed instructions on how to complete the FDS Form 1, including definitions of key terms and additional copies of individual Schedules, can be found at: www.mncppc.org/fds/. For questions contact the Commission's Ethics Officer by email (ethics@mncppc.org) or by phone (301-454-1670).

SECTION 1. EMPLOYEE INFORMATION. Please provide the following information:

First Name:	Middle Initial:	Last Name:
Department Name:	Division/Office Name:	
Job Title:	Work E-Mail:	
Work Mailing Address (Street, City, State and Zip Code):		

SECTION 2: OATH AND SIGNATURE. I hereby make an oath or affirm, under penalties of perjury, that the contents of this FDS are complete, true, and correct to the best of my knowledge, information and belief (please sign and date):

Signature of the Person Filing: _____ Date: _____

SECTION 3. REPORTING TYPE AND PERIOD. Select and check the type of report you are filing (only one), and insert the applicable date:

Regular FDS Report: January 1 through December 31st, 20_____, or
 Termination FDS Report: January 1 through _____, 20_____

SECTION 4. NOTIFICATION: Check the following box if you want to be notified if someone requests to views your FDS form (see FDS Instructions for additional details):

Yes, I want to be notified if someone requests to view my FDS Form.

SECTION 5. FDS SCHEDULE CHECKLIST: Check “Yes” or “No” for questions A though J. Do not leave any questions unanswered. These questions correspond to the Schedules in Section 6 where additional follow-up questions will be asked on each schedule.

LETTER	SCHEDULE DESCRIPTION	YES	NO
A	I held an interest(s) during the reporting period in real property located in or outside Maryland.		
B	I held interest(s) during reporting period in corporations, partnerships and similar entities.		
C	I held interest(s) in a non-corporate business entity which did business with the State, other than a partnership.		
D	I received a gift(s) during reporting period from persons doing business with the State, regulated by the State, or registered or required to register as lobbyists.		
E	I or a member of my immediate family was a partner or held an office, directorship, or salaried employment during the reporting period in or with a business entity doing business with the State.		
F	I or a member of my immediate family owed debts (excluding retail credit accounts) during the reporting period to persons doing business with the State.		
G	A member of my immediate family was employed by the State of Maryland during the reporting period.		
H	I or a member of my immediate family received a salary or was sole or partial owner of a business entity from which earned income was received during the reporting period.		
I	I or a member of my family had a financial or contractual relationship with: (i) the University of Maryland Medical System, (ii) a governmental entity of the State of Maryland, (iii) a quasi- governmental entity of the State or local government in the State of Maryland during the reporting period.		
J	Do you need or want to provide additional information on a financial transaction(s) or relationship that took place during the reporting period and was not covered by bullets A to I?		

SECTION 6. FDS SCHEDULES:

Schedule A – Real Property Interests

1. Do you have any interest (as an owner or a tenant, including interests in time shares) in real property in Maryland or in any other state or country?

Yes

No (Go to Schedule B)

If yes: A separate Schedule A will be required for each property you need to disclose. Answer each question below.

2. What is the address or legal description of the property and is this your home address? (Note: State law requires the M-NCPPC to redact home address information disclosed in Schedule A, provided you check the box below to identify it as your home address. If the property is your home residence you may alternatively give the lot and block legal description instead, if you wish.)

Yes, this is my home address.

Street Address:

City/State/Zip:

3. What kind of property is it?

Improved. If improved, indicate if it is residential or commercial: _____

Unimproved (i.e. a vacant lot)

4. Is the interest held directly by you or is it attributable to you?

Direct

Attributable. See the FDS Form Instructions for the definition of “attributable.”

5. Are you the owner or tenant?

Owner Tenant

6. Do you hold the interest solely or is it jointly held with another?

Solely Jointly Tenant(s) by the entirety

Note: If the interest is held jointly or by tenants, provide the name(s) of the other joint owner(s) here:

7. Are there any legal conditions or encumbrances on the property? (e.g.: mortgages, liens, contracts, options, etc.)?

No Yes. Please answer questions below.

If yes, what was the name(s) of the lender(s), creditor(s), lien holder(s), etc.:

8. What date was the property acquired? _____

9. How was the property acquired (purchase, gift, inheritance, etc.)

10. From whom was the property acquired? (Name of individual or entity from whom you purchased or inherited the property or who gifted the property to you.)

11. What consideration was given when the property was acquired? (i.e. What did you pay for the property, or if you received the property as a gift or inheritance, what was its fair market value at the time you acquired the property?)

\$ _____

12. Have you transferred any interest in this property during the reporting period?

No. Go to the next schedule Yes. Please answer questions 12.A to 12.C

12.A. What percentage of interest did you transfer: _____%

12.B. What consideration did you receive for the interest: \$ _____

12.C. To whom did you transfer the interest: _____

NOTICE:

Do you have more than one real property interest to disclose per question 1 of this schedule?

If yes, please disclose it by completing an additional copy of this schedule for each additional interest. Include each additional schedule as part of your FDS submission. Additional blank copies of this schedule and detailed FDS Form Instructions can be obtained from: <https://www.mncppc.org/fds/>.

Schedule B – Interests in Corporations and Partnerships

1. Did you have any interest in any corporations, partnerships, limited liability partnerships (LLPs), or limited liability companies (LLCs) during the reporting period whether or not the entity did business with the State, M-NCPPC, Montgomery County, or Prince George's County?

No. Go to the next schedule. Yes. Answer the questions below.

If yes: A separate Schedule B will be required for each additional interest you need to disclose. Answer each question below.

2. What is the name of the entity? Include the complete name of the entity, do not identify solely by trading symbol: _____

3. Does the stock of the corporation trade on a stock exchange?

Yes
 No. Provide the legal address of the corporation's principal office: _____

4. Is the interest held directly by you or is it attributable to you? (See the FDS Instructions for definition of "attributable").

Directly Attributable

5. Do you hold the interest in your name alone, or is it held jointly?

In your name alone
 Jointly. If jointly, provide the percentage of your interest _____%

6. What is the nature of your interest and its dollar value or the number of shares? (Example: stock, notes, bonds, puts, calls, straddles, purchase options, etc.)

Type: _____

Dollar Value of Shares: \$ _____ or Number of Shares: _____

7. Are there any legal conditions or encumbrances that apply to your interest in the entity? (Example: mortgage, liens, contracts, options, etc.)

No Yes

If yes, provide the name of the entity holding the encumbrance: _____

8. Did you acquire an interest in the entity during the reporting period?

No. Go to question 9.

Yes. Answer questions 8A to 8D

8A. In what month was the interest acquired? _____

8B. How was the interest in the entity acquired? (Example: purchase, gift, will, etc.)

8C. From whom did you acquire the interest in the entity? (If you purchased it from a brokerage, the name of the brokerage): _____

8D. What consideration was given when the interest was acquired? (Dollar amount paid, or if you received the property as a gift or inherited it, the fair market value at the time you acquired your interest in the property):
\$ _____

9. Have you transferred any interest in this entity during the reporting period?

No. Go to the next schedule.

Yes. Answer questions 9A to 9C.

9A. What portion of the interest was transferred? _____ %

9B. What consideration did you receive for the interest in the entity? (Dollar amount paid, or if you received the property as a gift or inherited it, the fair market value and terms at the time you transferred your interest in the property): \$ _____

9C. To whom did you transfer your interest in the entity? _____

NOTICE:

Do you need to disclose more than one interest per question 1 of this schedule?

If yes, please disclose it by completing an additional copy of this schedule for each additional interest. Include each additional schedule as part of your FDS submission. Additional blank copies of this schedule and detailed FDS Form Instructions can be obtained from: <https://www.mncppc.org/fds/>.

Schedule C – Interests in Non-Corporate Business Entities Doing Business with the State, M-NCPPC, Montgomery County, or Prince George's County

1. Do you have an interest in any non-corporate business entity (a sole proprietorship) that did business with the State, M-NCPPC, Montgomery County, or Prince George's County during the reporting period?

No. Go to the next schedule. Yes. Answer the questions below.

If yes: A separate Schedule C will be required for each business entity to be disclosed. Answer each question below.

2. Provide the name and address of the principal office of the business entity:

Name: _____

Address: _____

City/State/Zip: _____

3. Is the interest held directly by you or is it attributable to you? (See the FDS Instructions for the definition of attributable”)

Directly Attributable

4. Do you hold the interest solely or is it jointly held with another?

Solely Jointly, if jointly, provide the percentage of your interest: _____%

5. Dollar value of your interest in the entity: \$ _____, or the percentage of your interest in the entity: _____%.

6. Are there any legal conditions or encumbrances that apply to your interest in the entity? (Example: mortgages, liens, contracts, options, etc.)

No Yes. If yes, give the name of creditor: _____

7. Was any interest acquired during the reporting year?

No. If no, skip to question 8. Yes. If yes, answer questions 7.A to 7.D.

7.A. What month was the interest acquired? _____

7.B. How was the interest in the entity acquired? (Example: purchase, gift, will, etc.): _____

7.C. From whom did you acquire the interest? _____

7.D. What consideration was given when the interest was acquired? (Dollar amount paid or if you received the property as a gift or inherited it, the fair market value at the time you acquired your interest in the property.) \$ _____

8. Did you transfer any of your interest during the reporting period?

No. If "No," skip to next schedule. Yes. If yes, answer questions 8.A to 8.C.

8.A. What percentage of interest, if less than all, was transferred? _____%

8.B. What consideration was given when the interest was acquired? (Dollar amount paid or if you received the property as a gift or inherited it, the fair market value at the time you acquired your interest in the property.) \$ _____

8.C. To whom did you transfer your interest in the entity?

NOTICE:

Do you need to disclose more than one interest in a sole proprietorship(s) that did business with the State of Maryland, M-NCPPC, Montgomery County, or Prince George's County during the reporting year?

If yes, please disclose it by completing an additional copy of this schedule for each additional interest. Include each additional schedule as part of your FDS submission. Additional blank copies of this schedule and detailed FDS Form Instructions can be obtained from: <https://www.mncppc.org/fds/>.

Schedule D – Gifts

1. During the reporting period, did you receive any gift(s), directly or indirectly, in excess of a value of \$20 or a series of gifts from the same donor with a cumulative value of \$100 or more from a person or entity who: 1) did business with the State, M-NCPPC, Montgomery County, or Prince George's County; 2) engaged in an activity that was regulated or controlled by the M-NCPPC; or 3) was a regulated lobbyist? Gifts received from a member of the official's or employee's immediate family, another child, or a parent of the individual, do not need to be disclosed.

No. Go to the next schedule. Yes. Answer the questions below.

If yes: A separate Schedule D will be required for each gift. Answer each question below.

- 2. Provide the name of the person or entity who gave you the gift: _____
- 3. Provide the nature of the gift (Example: book, restaurant meal, theater tickets, book, etc.):

- 4. What was the dollar value of the gift? \$ _____
- 5. If the gift was given to someone else at your direction, list the identity of the recipient of the gift.

NOTICE:

Do you need to disclose more than one gift per question 1 of this schedule?

If yes, please disclose it by completing an additional copy of this schedule for each additional gift. Include each additional schedule as part of your FDS submission. Additional blank copies of this schedule and detailed FDS Form Instructions can be obtained from: <https://www.mncppc.org/fds/>.

Schedule E – Officers, Directorships, Salaried Employment and Similar Interests

1. During the reporting period, did you or any member of your immediate family (spouse or dependent child) have any salaried employment or hold any office or directorship with an entity that did business with the State, M-NCPPC, Montgomery County, or Prince George's County?

No. Go to the next schedule. Yes. Answer the questions below.

If yes: A separate Schedule E will be required for each disclosure. Answer each question below.

2. What is the name and address of the business entity?

Name: _____

Address: _____

City/State/Zip: _____

3. Who was the individual who held the position or interest listed above?

Self Spouse Dependent Child

3A: Name of the spouse or dependent child (if applicable): _____

4. What is the title of the office you, your spouse or dependent child held? ? (Example: limited partner, director, treasurer, chair of the board of trustees, etc.):

5. What year did the position begin? _____

6. With what agency or department(s) did the business entity do business? _____

7. What was the nature of the business? (Example, regulated by your agency, registered under the lobbying law, or involved with sales and contracts with the M-NCPPC. With what M-NCPPC Department(s) did the business entity do business?

NOTICE:

Do you need to disclose more than one interest per question 1 of this schedule?

If yes, please disclose it by completing an additional copy of this schedule for each additional interest. Include each additional schedule as part of your FDS submission. Additional blank copies of this schedule and detailed FDS Form Instructions can be obtained from:

<https://www.mncppc.org/fds/>.

Schedule F – Debts You Owe

1. During the reporting period, did you owe a debt (excluding a retail credit account) to a financial entity that did business with the State, M-NCPPC, Montgomery County, or Prince George's County?

No. Go to the next schedule. Yes. Answer the questions below.

If yes: A separate Schedule F will be required for each disclosure. Answer each question below.

Note: If, on Schedule A, B or C you listed a financial entity that did business with the State, M-NCPPC, Montgomery County, or Prince George's County as the holder of your mortgage or other encumbrance, you must complete Schedule F with regard to that indebtedness.

2. To whom did you owe the debt? (Do not include consumer credit debts): _____

3. When was the debt incurred? _____

4. What was the interest rate and terms of payment of the debt?

Interest Rate _____ %

Terms (monthly, bimonthly, annually, etc.): _____

5. What was the amount of the debt as of the end of the reporting period? If debt existed during the reporting period but was paid in full at the end of the period, put \$0: \$ _____

6. Did the principal of the debt increase or decrease during the reporting period and by how much?

Increase. Provide amount of increase: \$ _____

Decrease. Provide amount of decrease: \$ _____

7. Was any security given for the debt?

No Yes.

If yes, state what type of security was given (home, car, boat, etc.): _____

8. If this a transaction in which you were involved, but which resulted in a debt being owed by your spouse or dependent child, identify your spouse or child and describe the transaction:

NOTICE:

Do you need to disclose more than one debt per question 1 of this schedule?

If yes, please disclose it by completing an additional copy of this schedule for each additional debt. Include each additional schedule as part of your FDS submission. Additional blank copies of this schedule and detailed FDS Form Instructions can be obtained from: <https://www.mncppc.org/fds/>.

Schedule G – Family Members Employed by the State of Maryland, M-NCPPC, Montgomery County, or Prince George’s County

1. During the reporting period, were any members of your immediate family (spouse or dependent children) employed by the State of Maryland, M-NCPPC, Montgomery County, or Prince George’s County in any capacity?

No. Go to the next schedule. Yes. Answer the questions below.

If yes: A separate Schedule G will be required for each member of the immediate family who is employed by the State of Maryland, M-NCPPC, Montgomery County, or Prince George’s County. Answer each question below.

2. What is the relation and name of the immediate family member employed by the State?

3. What is the name of the agency that employed the member of your immediate family?

4. What was the title of your immediate family member’s position in the State agency during the reporting period? _____

NOTICE:

Do you have more than one immediate family member employed by the State of Maryland, M-NCPPC, Montgomery County, or Prince George’s County?

If yes, please disclose it by completing an additional copy of this schedule for each additional immediate family member. Include each additional schedule as part of your FDS submission.

Additional blank copies of this schedule and detailed FDS Form Instructions can be obtained from:

<https://www.mncppc.org/fds/>.

Schedule H – Employment/Business Ownership

1. During the reporting period, did you or any member of your immediate family receive any earned income from an entity other than the State of Maryland, M-NCPPC, Montgomery County, or Prince George's County? Please note that your dependent child's employment or business ownership does not need to be disclosed unless the place of employment or the business entity is subject to regulation or the authority of your agency or has contracts in excess of \$10,000 with your agency.

No. Go to the next schedule. Yes. Answer the questions below.

If yes: A separate Schedule H will be required for each member of the immediate family who had employment or ownership of a business entity. Answer each question below.

2. If, during the reporting period, you or a member of your immediate family had employment from which you or they earned income, list the relation, name, and address of the employment.

Name: _____

Relationship: _____

Name of Employer: _____

Address: _____

City/State/Zip: _____

3. If, during the reporting period, you or a member of your immediate family wholly or partially owned any business entity from which income was earned, list the relation, name and address of the business entity.

Name: _____

Relationship: _____

Name of Employer: _____

Address: _____

City/State/Zip: _____

NOTICE:

Do you need to disclose that more than one immediate family member who received any earned income from an entity other than the State of Maryland, M-NCPPC, Montgomery County or Prince George's County during the reporting period?

If yes, please disclose it by completing an additional copy of this schedule for each additional immediate family member. Include each additional schedule as part of your FDS submission. Additional blank copies of this schedule and detailed FDS Form Instructions can be obtained from:

<https://www.mncppc.org/fds/>.

Schedule I – Financial or Contractual Relationships with Governmental or Quasi-Governmental Entities

1. During the reporting period, did you or any member of your immediate family, have any financial or contractual relationship with (i) the University of Maryland Medical System, (ii) a governmental entity of the State of Maryland or of a local government in the State, or (iii) a quasi-governmental entity of the State of Maryland or local government in the State?

No. Go to the next schedule. Yes. Answer the questions below.

If yes: If you need to disclose more than one relationship, please do so by completing one Schedule I for each additional relationship. Please see the notice below for additional instructions on this matter.

2. First and last name of the family member that has the financial or contractual relationship:

3. Name of entity that has the contractual or financial relationship:

4. Address of the entity (Street address, city, state and zip code):

Address: _____

City/State/Zip: _____

5. Briefly describe the nature of the financial or contractual relationship. If the relationship included earning income or a monetary payment provide the estimated amount earned/paid during the reporting period.

NOTICE:

Do you or a member of your immediate family have more than one financial or contractual relationship with one of the entities listed in question 1 above during the reporting period?

If yes, please disclose it by completing an additional copy of this schedule for each additional relationship. Include each additional schedule as part of your FDS submission. Additional blank copies of this schedule and detailed FDS Form Instructions can be obtained from:

<https://www.mncppc.org/fds/>.

Schedule J – Other

Is there any additional information or interest you would like to disclose? If yes, describe below.

PRIVACY NOTICE:

The Public Ethics Law (General Provisions Article, Title 5), Annotated Code of Maryland) requires the collection of this information, which will be used primarily for public disclosure and to determine compliance with the Law. The information may be disclosed to any requesting person, including officials of State, local or federal government, who records their name and address, and this record will be provided to the filer upon request. The subject has the right to review, correct and amend the record as set forth in the General Provisions § 4-502. Failure to file or to report information required by Public Ethics Law §5-607 can subject you to civil and administrative penalties including termination or other disciplinary action, suspension of pay, late filing fees, and/or civil fines. Willful and false filing is subject to criminal penalty for perjury pursuant to Criminal Law Article §9-101, Annotated Code of Maryland.