**Form 1295 Requirements**

The Austin Public Health Department is currently developing a new Social Services Agreement with your agency that is subject to Texas House Bill (HB) 1295.  In order to comply with the HB1295, your agency must file *Form 1295- Certificate of Interested Parties* prior to execution of the City agreement.  You must file Form 1295 on the Texas Ethics Commission’s website (<https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm>).  The following information must be provided on the web form:

* For Item #1: Your agency’s legal name is provided here.

* For Item #2: The City’s name is provided. Please use *City of Austin- Austin Public Health Department* for the City’s name.

* For Item #3: The following agreement number must be used for your agreement with the City of Austin- **MA 4700 NG180000008**

Once you have completed and electronically filed the web form on the Texas Ethics Commission’s website, you must then complete the following steps in order to fully comply with HB1295, and in order for your City agreement to be executed:

* Print out a copy of the filed Form 1295 (*please make sure there is a certificate number and date filed in* ***Office Use Only*** *box in the top-right corner)*
* Sign Form 1295 and have it notarized
* Scan in and email the signed and notarized Form 1295 to me at leslie.boyd@austintexas.gov

Once we have received the completed Form 1295, the City’s Purchasing Department will verify your Form 1295 certificate online.  A .pdf copy of Form 1295 and instructions are attached to this message as reference only.  Please note:  The City of Austin is unable to provide any assistance with the completion or filing of this form.  Please contact the Texas Ethics Commission for questions and technical assistance for completion and filing of Form 1295.

Please let me know if you have any questions.

Thank you,

|  |  |
| --- | --- |
| [<image001.jpg>](http://www.austintexas.gov/health)[<image002.png>](http://www.austintexas.gov/department/health/about) | ***Leslie Boyd, MPA***Grants Program Manager | Social Services Policy UnitAustin Public Health Phone # (512) 972-5036Leslie.boyd@austintexas.gov |