

Request for Board of Commissioners' Action

From: Faye Hughes, County Administrator Date: 8/22/2019

Subject: Conflicts of Interest Policy Item Number: VIII-B

The following is a policy that has been recommended by our auditors and is required by the Office of Management and Budget through the Uniform Administrative Requirements. The Board must adopt the policy in order to be in compliance when federal funding is awarded. This policy must be adopted in order to be in compliance prior to the close of the 2018-2019 Fiscal Year.

Conflicts of Interest and Federally Funded Projects Policy

"All projects/contracts that include federal funding shall, at a minimum, comply with the Office of Management and Budget (OMB) *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards to Non-Federal Entities* guidance, which is commonly known as the Uniform Grant Guidance (UGG) (2CFR200)."

In accordance with 2 C.F.R. §200.318(c)(1), the **County** maintains the following standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the **County** may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

If the financial interest is not substantial or the gift is an unsolicited item of nominal value, no further action will be taken. However, disciplinary actions will be applied for violations of such standards otherwise.

-and/or-

Any employee who does not follow these standards will be disciplined in a progressive manner as itemized in the **County's** Personnel Policy.

2 C.F.R. §200.318(c)(1)

The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.