

TOWN OF BURRILLVILLE HOUSING REHABILITATION PROGRAM

Conflict of Interest Form

Section I: To be completed by applicants

Applicant/Contractor's Name: _____

Are you (or have you been in the past year) an employee/agent/official or elected/appointed official of:

- | | Yes | No |
|---|-------|-------|
| 1. The State of Rhode Island? | _____ | _____ |
| 2. A Rhode Island municipality? If yes, specify: _____ | _____ | _____ |
| 3. A public agency or subrecipient which is receiving CDBG funds? | _____ | _____ |
| 4. Do you exercise any function or responsibilities with respect to the State/Local Community Development Block Grant (CDBG) Program or a CDBG-funded initiative?
Yes _____ No _____ | | |
| 5. Are you in a position to participate in the CDBG decision-making process or gain inside information with regard to such activities?
Yes _____ No _____ | | |
| 6. Do you have family/business ties with anyone who would answer "Yes" to any of the above?
Yes _____ No _____ | | |

If the answer to any of the questions above is "yes", further review is required to determine if a Conflict exists. I hereby certify the above information is accurate to the best of knowledge. I understand that provision of false information may subject me to criminal/civil penalties.

Section II: To be completed by Program Manager

1. If the answer to all of the above questions is "No", please explain how the answers were determined and/or any reasons/justification for further review.

Reviewer Name: _____
Title: _____

CONFLICT OF INTEREST – QUICK FACT SHEET

No elected or appointed State or municipal official (officer or member) shall, while serving as such, have any financial interest, direct or indirect, or engage in any business employment transaction or professional activity or incur any obligation of any nature which is in substantial conflict with the proper discharge of his/her duties or employment in the public interest and of his/her responsibilities as prescribed in Title 36, Chapter IV, of the General Laws of Rhode Island. No member of or Delegate to the Congress of the United States of America shall be admitted to any share of part thereof or to any benefit to arise here from.

The Contractor shall fully comply with CDBG Conflict of Interest provisions outlined at 24 CFR Part 570.489(h) “Conflict of Interest” and 24 CFR Part 85.36(b)(3) “Code of Conduct”.

- 24 CFR 570.489 – In general, no person (who is an employee, agent, consultant, official or elected/appointed official of the State, unit of general local government or of any designed public agencies or subrecipients which are receiving CDBG funds) who exercise or have exercised any function or responsibilities with respect to CDBG activities assisted under this subpart or who are in a position to participate in a decision making process or gain inside information with regard to such activities may obtain a financial interest or benefit from the activity, or have any interest or benefit from the activity or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds there under, either for themselves or those with who they have family or business ties, during their tenure or one year thereafter. Any requests for “exception” form this requirement, in accordance with the regulations, must be submitted in writing by the Contractor to the OHCD prior to the obligation of funds. As indicated, this regulation applies to the Contractor as well as subrecipient entities funded.
- 24 CFR Part 85.36 – In general, the Contractor must maintain a written code of standards of conduct governing the performance of their employees engaged in the award and administration of contracts. No employee, officer or agent of the grantee or subgrantee shall participate in selection, or in the award or administration of a contract support by Federal funds, if a conflict of interest, real or apparent, would be involved.

If a potential conflict is perceived, contact the State’s Office of Housing and Community Development to discuss the proper process. Please note that existence of a conflict does not necessarily mean an individual/household is unable to participate in the program – proper procedures must, however, be followed prior to any obligation/expenditure of funds for such persons.

Violations of conflict of interest provisions may result in criminal and/or civil penalties.