Attached is the Conflict of Interest Disclosure form for the OHV Committee.  It would not only include nonprofit boards that individuals “sit on” but have membership with, to eliminate any appearance of impropriety.  This would be the document that would be filed with the State if there is a grievance on the process to demonstrate impartiality.

We would need to have that completed so we can include those elements in the grant awards.

Specific to the State Administrative Manual (Chapter 3000)

Conflicts of Interest

All state employees and grant reviewers involved in the grant process must disclose in writing any conflict of interest for each grant issuance they participate in. The written disclosure must identify any grant applicant with which they have an actual or perceived conflict of interest. The grant process includes activities such as developing or evaluating grant guidelines or applications, awarding a grant, drafting or entering into a grant agreement, evaluating grantee performance, and authorizing payments to the grantee.

Examples of conflict of interests.

1. Uses their status or position to obtain special advantage, benefit, or access to the grantee.

2. Receives money or anything else of value from a grant applicant or sub-recipient, or has equity or a financial interest in an applicant organization.

3. Is an employee, board member, or has any relationship that can be perceived as a conflict of interest with a grant applicant or sub-recipient.

If an actual or perceived conflict of interest is thought to exist, appropriate steps should be taken to avoid the conflict. These steps may include reassigning the duties associated with the particular grant to another employee or grant reviewer, or requiring the employee or grant reviewer to remove themselves from the discussion or decision that is affected by the conflict. At a minimum, all internal parties who are involved with the situation must be made aware of the actual or perceived conflict, even if it is not serious enough to remove or reassign the employee or grant reviewer. The conflict and resolution should be documented and maintained by the agency.