



## Louisiana Commission on Law Enforcement and Administration of Criminal Justice

### Form for Potential Conflicts of Interest

Personnel and other officials connected with federally funded projects shall adhere to the following requirements:

**Advice:** No official or employee of any Subgrant Agency shall participate personally through decisions, approval, disapproval, recommendation, the rendering of advice, investigation, or otherwise in any proceeding, application, request for a ruling or other determination, contract, subgrant, cooperative agreement, claim, controversy, or other particular matter in which subgrant funds (including project income or other funds generated by Federally-funded activities) are used, where to their knowledge, they or their immediate family, partners, organization other than a public agency in which they are serving as an officer, director, trustee, partner, or employee, or any person or organization with whom they are negotiating or has any arrangement concerning prospective employment, has a financial interest, or less than an arms-length transaction.

Any such person referred to above who acquires personal or financial interest, on or after the effective date of this subgrant, shall immediately disclose his or her interest to the agency in writing through the annual disclosure form or whenever a conflict arises. Thereafter, they shall not participate in any action affecting the work under this subgrant unless LCLE determines that, in light of the interest disclosed, their participation in any such action would not be contrary to the public interest.

**Appearance:** In the use of agency project funds, officials or employees of State or Local units of government and non-governmental Grantee/Subgrantees shall avoid any action that might result in, or create the appearance of:

- Using their official position for private gain;
- Giving preferential treatment to any person;
- Losing complete independence or impartiality;
- Making an official decision outside official channels; or
- Adversely affecting the confidence of the public in the integrity of the government or the project.

For example, where a recipient of Federal funds makes subawards under any competitive process and an actual conflict of interest or an appearance of a conflict of interest exists, the person for whom the actual or apparent conflict of interest should recuse him or herself not only from reviewing the application for which the conflict exists, but also from the evaluation of all competing applications.

With respect to funded projects, officials or employees of those projects must strictly adhere to all Louisiana ethics and criminal laws, as well as, all applicable Executive Orders.

On an annual basis, all personnel will be provided a copy of this policy and will be required to complete and sign the acknowledgment and disclosure below.

The purpose of the conflicts of interest policy is to assist all interested parties about what constitutes a conflict of interest, identify, and disclose actual and potential conflicts, and manage conflicts of interest when necessary.

All information and documentation received and in connection with the services, will be treated with strict confidentiality.

Conflicts of interest are not necessarily prohibited or harmful; however, full disclosure of all actual and potential conflicts is required.

Any questions regarding a confidentiality obligations and/or conflict of interest will be addressed to the Awarding Agency.

**This policy may be enforced against individual(s) members as described below:**

- All actual and potential conflicts of interests shall be disclosed to the Award Agency through the annual disclosure form and/or whenever a conflict arises.
- The Award Agency shall make a determination as to whether a prohibited conflict exists and what subsequent action is appropriate.
- Subrecipient Agency will notify appropriate District(s), if applicable, and LCLE of all conflicts and management plans.

**Conflicts of Interest Acknowledgement and Disclosure**

I have read the conflicts of interest policy set forth above and agree to comply fully with the terms and conditions at all times. If at any time following the submission of this form I become aware of any actual or potential conflicts of interests, or if the information provided becomes inaccurate or incomplete, I will promptly notify my Agency.

Are there any relationships or activities that could be perceived, influenced, or give the appearance of potentially influencing grant activities:

- No**, relationships/conditions/circumstances do not present a potential conflict of interest.
- Yes**, the following relationships/conditions/circumstances are present below:

I acknowledge and agree that my selection above constitute good and valuable consideration for entering into this agreement, the receipt and sufficiency of which I hereby acknowledge.

Name (Print)

/

Date

Signature (blue ink)