



**Sample Language for  
Conflict of Interest Policy**

It is the policy of (INSERT AGENCY NAME HERE) that no persons who exercise or have exercised any functions or responsibilities with respect to Community Development Block Grant (CDBG) assisted activities, 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 a CDBG-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to the proceeds of the CDBG-assisted activity, either for themselves, or those with whom they have business or immediate family ties, during their tenure or for one year after.

No employee, officer, or agent of (INSERT AGENCY NAME HERE) shall participate in the selection, award, or administration of a contract supported by CDBG funds if a real or apparent conflict of interest would be involved. Such a conflict 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 the firm selected for an award.

The officers, employees, and agents of (INSERT AGENCY NAME HERE) shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to subagreements. Any employee, officer, or agent of (INSERT AGENCY NAME HERE) found to be in violation of the Conflict of Interest Policy may be subject to disciplinary action up to and including termination.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title