**21st Century Community Learning Center: Conflict of Interest Agreement**

**21st CCLC Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**21st CCLC Organization Unit Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

According to the general procurement standards, 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. [2 CFR Part 200.318](https://www.ecfr.gov/current/title-2/part-200/section-200.318#p-200.318(c)(1)) EDGAR [34 CFR 75.525](https://www.ecfr.gov/current/title-34/section-75.525)

***North Carolina General Statue* (**[**GS 115C - 12.2**](https://www.ncleg.gov/EnactedLegislation/Statutes/HTML/ByChapter/Chapter_115C.html)**) *defines “immediate family member” as a spouse, parent, child, brother, sister, grandparent, or grandchild. The term also includes the step, half, and in-law relationships.***

Within the 21st CCLC Competitive Grant Program, examples of a conflict of interest may include, but are not limited to the following:

* No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if they have a real or apparent conflict of interest. ​
* A subgrantee may not permit a person to participate in an administrative decision for the 21st CCLC program if the decision is likely to benefit that person or a member of his or her immediate family. ​
* A subgrantee may not permit any person participating in the project to use his or her position for a purpose that is, or gives the appearance of being, motivated by a desire for private financial gain for that person or for others.
* Making a business decision involving a company in which a board director or program employee has a financial interest or would receive a financial benefit.​
* Hiring an unqualified relative or friend to provide services to the program. ​
* Reporting to a supervisor who is also a close friend or family member. ​
* Contracting with immediate family members or program employees for services.

**Disclosing and Managing Conflicts of Interest​**

* Any real or apparent conflict of interest must be disclosed to NCDPI in writing.​
* The recusal of the director or employee from involvement in an affected decision-making process as well as the basis for the final decision made, must be clearly recorded in the organization’s official records to demonstrate that the subgrantee has appropriately identified and managed the specific conflict.

I agree and accept the above Conflict of Interest Agreement and have disclosed any real or apparent conflicts of interest and how they will be managed on the Conflict of Interest Disclosure Form on the following page.

**21st CCLC Program Director’s Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Program Director Signature (Required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Fiscal Agent Chief Administrator Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Fiscal Agent’s Signature (Required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

\*If the Program Director and Fiscal Agent Chief Administrator for the organization are the same person, a signature must be completed in both places to represent agreement in both roles.

**Revision 5/15/2024**

**Conflict of Interest Disclosure Form**

Please disclose any real or apparent conflict of interest relationships and a description of how they will be effectively managed.

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