



Human Relations and Community Services Department Conflict of Interest Certification

Applies to all Organizations funded by the City of Lansing HRCS Dept

Certifications

In connection with the City of Lansing Contract for the term July 1, 2025 to June 30, 2026, and pursuant to the City of Lansing Ordinances, particularly the Financial Interest section 290.08 of the Ethics Ordinance, and the Conflict of Interest Section 5-505 of the City Charter, as well as state and federal requirements and regulations, including without limitation the regulations set forth in 2 CFR § 200.112, an Authorized Official of _____ (Contracting Agency) states and affirms the following:

- 1) For the procurement of goods and services, the Contractor and its sub-Contractors shall comply with the codes of conduct and conflict of interest requirements under 2 CFR 200.318 (for private nonprofit organizations).
- 2) As provided in the HRCS Contract, Part II, Section 13, *Conflict of Interest*, unless granted an exception by the HRCS Department on a case-by-case basis no employee, agent, consultant, officer, contractor or elected or appointed official of the Contractor who exercises or has exercised any functions or responsibilities with respect to activities assisted under the HRCS program, or who is in a position to participate in a decision-making process or gain inside information with regard to activities assisted under the program, may obtain a financial interest or benefit from an assisted activity; have a financial interest in any contract, subcontract, or agreement with respect to an assisted activity; or have a financial interest in the proceeds derived from an assisted activity, either for him or herself or for those with whom he or she has family or business ties, during his or her tenure or during the one-year period following his or her tenure; and
- 3) Contractor shall maintain written standards (code) of conduct governing the performance of its employees engaged in the award and administration of contracts; and
- 4) No employee, officer, or agent of Contractor shall participate in the selection, award, or administration of a contract supported by City of Lansing 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 the Contractor shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to the Contract.

However, subject to HRCS approval, as applicable, Contractor 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 shall provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the recipient and may also be subject to penalties in the City Charter or Ordinance, and;

- 5) Contractor shall keep records to show compliance with the organizational conflicts of interest requirements in 2 CFR 200.318 and in the HRCS Contract, Part II, Section 13, including: 1) a copy of the Contractor's personal conflicts of interest policy or codes of conduct developed and implemented to comply with these requirements and those in the City of Lansing Ethics Ordinance and City Charter, and 2) records, if any, supporting exceptions to the personal conflicts of interest prohibitions; and
- 6) If Contractor is operating housing programs using City HRCS funding, the dwelling shall be duly registered with the City of Lansing Code Enforcement office and have a current Certificate of Compliance assuring the property meets the minimum standards of the Lansing Housing and Premises Code as well as state and federal standards as they may apply. The Contractor may not use City funds to rent structures owned by the Contractor, its employees, its parent organization(s), any other related organization(s), or organizations that are members of a partnership, where the partnership owns the structure, unless the City authorizes an exception for good cause; and
- 7) Neither Contractor nor its sub-contractors may enter into a contract or arrangement in connection with the HRCS program in which the following class of persons has any interest, direct or indirect, during tenure or for one year thereafter: any employee of the Contractor or any of its contractors who formulates policy or who influences decisions with respect to the programs, without those employees disclosing their interest or prospective interest to HRCS and the City of Lansing.

Failure to adhere to these certifications may result in applicable penalties and/or sanctions as prescribed by law.

Conflict Disclosure

A disclosure of the nature of any conflict of interest with City of Lansing or HRCS is as follows: **{Check One}**

- ☐ Contractor certifies that no conflict of interest exists between City of Lansing or HRCS and Contractor.
- ☐ Contractor discloses that a conflict of interest exists between City of Lansing, or HRCS and Contractor. The nature of the conflict of interest is described below: Please identify the individual, employment, and the conflict of interest (their affiliation with your organization).

Identify the Individual(s), their employment, and the Conflict of Interest here.

Identity of Interest Disclosure

Contractor affirms to the best of its knowledge, information, and belief that no member of the Contractor's Board of Directors, employees or staff has an identity of interest with:

- a) Any of the staff persons hired or
- b) Any of the persons or households to be assisted directly or indirectly with the funds or
- c) The persons and/or businesses retained to perform technical services hereunder or with persons or businesses providing supplies or services for which funds are being disbursed under the Contract.

By signing this Conflict-of-Interest Certification, I hereby certify, under penalty of perjury, that I have read, understood and will adhere to all the information, requirements and standards provided above as a prerequisite of City of Lansing HRCS funding.

Organization Name

Executive Director-Type/Print Name and Title

Executive Director Signature (Authorized Official)

Date of Executive Director Signature

Board President- Type/Print Name and Title

Board President Signature (Authorized Official)

Date of Board President Signature