

**CITY OF COSTA MESA**  
Community Development Block Grant

**CONFLICT OF INTEREST QUESTIONNAIRE**

Federal, state and city law prohibit employees and public officials of the City of Costa Mesa from participating in any transaction, on behalf of the City, in which they have a financial interest. Furthermore, CDBG program regulations also prohibit a conflict of interests among employees, agents, consultants, officers, or elected official/appointed official of a subrecipients. Furthermore, HUD program regulations prohibit grant-assisted activities from benefiting relatives of people who work for the grantee or a subrecipient. And since conflicts of interest can be perceived as well as actual, the safe harbor is to take decisive action to avoid all appearances of any conflict. To help attain compliance with this requirement, this questionnaire must be completed and submitted by each applicant for Community Development Block Grant (CDBG) funding. The purpose of this questionnaire is to determine if your agency staff or board members perform functions or responsibilities that could be a conflict of interest with respect to the CDBG program. If necessary, detailed explanations may be provided on separate sheets of paper.

1. Is/are there any member(s) of your staff, Board of Directors, or other governing body, who is/are currently, or has/have been within one year of the date of this questionnaire, (a) a City of Costa Mesa employee or consultant, (b) a City Councilperson, (c) a City commission/committee member that has a direct influence on the applicant and/or use of CDBG funding?

Yes  No

If yes, please list in the table below:

NAME	POSITION

2. Will the CDBG funds requested be used to pay the salaries of any of applicant’s staff/person(s) who is/are, or has/have been within one year of the date of this questionnaire, a City employee, consultant, City Councilperson, or City commission/committee member?

Yes  No

If yes, please list the names(s) in the table below, and identify the City Department in which each person is employed:

NAME	CITY/DEPARTMENT

3. Is there any member(s) of the applicant’s staff or member(s) of the applicant’s Board of Directors or other governing body who are business partners or family members of a City employee, consultant, City Councilperson, or City commission/committee member?

Yes  No

If yes, please list the following:

Name:	Relationship:
Name:	Relationship:
Name:	Relationship:

4. Will the CDBG funds requested be used to award a contract or subcontract to any individual(s) who is/are currently, or has/have been within one year of the date of this questionnaire, a City of Costa Mesa employee, consultant, City Councilperson, or City commission/committee member?

Yes  No

If yes, please provide person's name and/or company name:

Name:	Company:
-------	----------

5. Is there any member(s) of the applicant's Board of Directors or other governing body, who are family members or business partner of an applicant's employee(s)?

Yes  No

If yes, please list the following:

Name:	Relationship:
Name:	Relationship:
Name:	Relationship:

**Certification**

I certify that the above is true and correct. Additionally, I acknowledge that CDBG funds used for rent, leases, and purchases shall not benefit any employee, agent, consultant, officer, elected official, or appointed official of the subrecipient. This prohibition includes transactions between the organization and a director, trustee, officer or key employee of the organization, or his/her immediate family either directly or through corporations, trusts, or similar arrangements. I also acknowledge that the determination of a conflict of interest will be at the discretion the City based on current federal guidance and regulations.

If I become aware of any relationships described in paragraph above, or should any such relationships come into being subsequent to the submission of this certification, I will provide notification to the City of Costa Mesa within 10 working days. Failure to do so may result in the forfeiture of grant funds, the repayment of grant funds already distributed, and possible exclusion from future funding opportunities.

Applicant Organization	Date
X	
Signature of Applicant's Representative	Title