



## Mille Lacs Soil & Water Conservation District Conflict of Interest Declaration

### Policy 2021-01

**WHEREAS** The Mille Lacs SWCD shall work deliberately to avoid both actual and perceived conflicts of interest at both the individual and organizational levels. When an actual or perceived conflict of interest exists, transparency shall be the guiding principle in addressing it. Officials and employees of the Mille Lacs SWCD shall be responsible for identifying where an actual or perceived conflict of interest exists and for informing appropriate parties.

In the use of District or project funds, personnel and other officials shall avoid any action which might result in, or create the appearance of:

- Using his or her official position for private gain.
- Giving preferential treatment to any person, company or entity.
- Losing complete independence or impartiality.
- Making an official decision outside of official channels.
- Affecting adversely the confidence of the public in the integrity of the government or the program.

#### **Grant Making Meeting Procedure**

Meetings that are part of the grant making process will include an agenda item to identify and disclose actual or perceived conflicts of interest. During this agenda item, the chair of the meeting shall make a statement that defines what a conflict of interest is and a request that meeting participants disclose any actual or perceived conflicts. This statement is as follows:

#### **Agenda Item: Conflicts of Interest Declaration**

**Chair Statement:** "A conflict of interest whether actual or perceived occurs when someone in a position of trust has competing professional or personal interests and these competing interests make it difficult to fulfill professional duties impartially. At this time, members are requested to identify any potential conflicts of interest they may have regarding today's business."

**THEREFORE, BE IT NOW RESOLVED** that this form will provide the Mille Lacs Soil & Water Conservation District (SWCD) project reviewers an opportunity to disclose any conflicts of interest, or potential for conflicts of interest that exist during a decision-making process. It is the reviewer's obligation to be familiar with the Mille Lacs SWCD Conflict of Interest Policy and to disclose any conflicts of interest. **The reviewer is not required to explain the reason for the conflict of interest as this form is considered public data under Minn. Statute 13.599- Grants.**

**A disclosure does not automatically result in the reviewer being removed from the review process.**

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*All forms must be submitted to the SWCD District Administrator and filed with the meeting minutes upon completion.*

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**Meeting:**

**Date:**

*Please read the descriptions of conflict of interest below and mark the appropriate box that pertains to you and your status as a reviewer of this project.*

**Descriptions of conflicts of interest:** - A conflict of interest shall be deemed to exist when a review of the situation by the project reviewer (or other agency personnel) determines any one of the following conditions to be present:

- (a) A project reviewer uses his/her status or position to obtain special advantage, benefit, or access to the grantee or project applicant's time, services, facilities, equipment, supplies, badge, uniform, prestige, or influence.
- (b) A grant reviewer receives or accepts money or anything else of value from a state grantee or project applicant or has equity or a financial interest in or partial or whole ownership of an applicant organization.
- (c) A project reviewer is an employee of a project applicant or is a family member of anyone involved in the grantee or project applicant's agency.
- (d) A project reviewer is in a position to devise benefit by directly influencing a grant-making process to favor an organization the project reviewer has an interest in.

Based on the descriptions above, **I do not have a conflict of interest.**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Based on the descriptions above, **I have or may have an actual or perceived conflict of interest**, which I am listing below. *(The reviewer should list the specific evaluation, recommendation, or allocation with which they may have a conflict of interest. The reviewer may describe the nature of the conflict in the space below, but this information is not required since this form is considered public information.)*

\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Based on the descriptions above I:** Can Participate: \_\_\_\_\_ or Cannot Participate: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Based on the descriptions above I:** Can Participate \_\_\_\_\_ or Cannot Participate \_\_\_\_\_

*(continue below or on an attachment if needed)*

**If at any time during the project-making process I discover a conflict of interest, I will disclose that conflict to the meeting chair immediately.**

- Based on the descriptions above, I have or may have an actual or perceived conflict of interest, which I am listing below. *(The reviewer should list the specific evaluation, recommendation, or allocation with which they may have a conflict of interest. The reviewer may describe the nature of the conflict in the space below, but this information is not required since this form is considered public information.)*

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*(continue below or on an attachment if needed)*

Name: \_\_\_\_\_

Signature: \_\_\_\_\_