

**INDIAN RIVER COUNTY HOUSING  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
CONFLICT OF INTEREST FORM  
FFY-2017**

**PURPOSE:**

CDBG regulations require Conflict of Interest identification between the Board of County Commissioners (BOCC), Citizens Advisory Task Force (CATF) members, and applicants seeking to utilize CDBG funding for housing rehabilitation assistance. The adherence to the rules and regulations in regard to Conflict of Interest is mandatory. All Applicants that may have a business or familial relationship with a member of the County Commission, CATF, Housing Rehabilitation Specialist (HRS), Program Administrator (PA), or participating construction contractors must fully disclose this relationship on the Application... Applicant names must be disclosed at the regular meeting of the Board of County Commission and the CATF as the application process proceeds and these names must be included in the minutes of both the County Commission and the CATF meetings. County Commission and CATF members must disclose any relationship with an Applicant and must abstain from any vote related to that Applicant.

County employees that submit an application for rehabilitation assistance and who are involved in the decision-making process related to the CDBG program or are involved in the financial approvals of this program must identify their conflict of interest at the time of application.

Any cases of conflict of interests must be made known at a meeting of the County Commission. Before an Applicant with a potential or real conflict as described in 24 C.F.R.570.489 (h)(2), is given final approval for participation the County must notify FDEO in writing... If this process is not followed the County and/or the Applicant may be liable for returning the funds expended to the program.

**CONFLICT OF INTEREST DEFINITIONS:**

The Federal requirements are found in 24 CFR 85.36 (b) (3) and 24 CFR 570.489(h). The State of Florida requirements are found in Chapter 112.311 – 112.3143 of the Florida Statutes. A Conflict of Interest is defined as a relationship or circumstances whereby a person or organization exercises functions or responsibilities for funded activities through which they, their relatives, or know associates obtain or appear to obtain a financial benefit.

Two types of conflicts are noted, those being beneficiary and procurement.

1. A beneficiary conflict of interest would involve any direct benefit, such as housing rehab, utility hook-up or façade renovation. The conflict would occur when benefits are awarded to anyone with a role in the CDBG and or DRI program approval process, to include but not limited to, a member of a CATF, PA, County officials and Commission members. There are however exceptions to this rule which are explained in 24 CFR 570.611 (d). To request a waiver, the Applicant through the HRS and PA must be submitted in writing to the County for approval, who must then submit the request to FDEO for final approval. Any costs incurred prior to FDEO approval are unallowable. There are no retroactive waivers.

2. A procurement conflict of interest exists if there appears to be a relationship between a funded activity and County officers, their employees or agents, any member of their immediate family or any organization that employs or is about to employ, any of the afore-mentioned individuals. This conflict covers all aspects of the procurement, from solicitation, to award, to administration to include the writing of the Applicant Selection Criteria and in the Priority of Assistance, evaluating proposals and negotiating terms. The affected person must not participate in the procurement process in any manner; the level of conflict is irrelevant. Any conflict or appearance of a conflict requires non-participation. A procurement conflict cannot be waived.

**INSTRUCTIONS:**

Each member shall review the applicant list found below. Members shall place their initials next to any applicant where a real and/or perceived conflict does or may exist. **Where no conflict(s) exist, no initials are required.** Members shall certify the completion of "EXHIBIT 1: AMENDED" via their printed name and date. Please sign next to your printed name

**EXHIBIT 1: AMENDED**

**INDIAN RIVER COUNTY CDBG APPLICANT LIST**

<b>APPLICANT NAME</b>	<b>APPLICANT ADDRESS</b>	<b>COMMISSIONER INITIALS</b>
Angela R. Young	4281 36th Ct.; Vero Beach 32967	
Helen Ausby	4747 35th Ave.; Vero Beach 32967	
Theda Holland	1166 15th Ave. SW; Vero Beach 32967	
Dawn Womack	155 47th Ave.; Vero Beach 32968	
Larry/Sally Grayam	2143 2nd Ave. SE; Vero Beach 32962	
Khawndice Colley	4269 36th Court; Vero Beach 32967	
Luz Marina Leon	855 35th Ave.; Vero Beach 32960	
Brian/Robin Danforth	1465 20th Ct. SW; Vero Beach 32962	
**Sharon Schalm (Retired County Employee)	7866 104th Ave.; Vero Beach 32967	
Cozetta Brown	4680 38th Ct.; Vero Beach 32967	
Irma/Jimmy Williamson	4015 46th St.; Vero Beach 32967	
Nickey Mills	4190 39th Dr.; Vero Beach 32967	
Deloris Morgan	1056 9th St SW.; Vero Beach 32962	
Sabrina Hill	434 20th Pl. SW; Vero Beach 32962	
Gwendolyn McNeal	4200 46th Pl.; Vero Beach 32967	
Lola Huston	4595 41st Ave.; Vero Beach 32967	
**Terrence Lee (Current County Employee)	4031 41st Square; Vero Beach 32967	
Ethel Mae Brown	4616 34th Ave.; Vero Beach 32967	
Patricia Jordan	3456 44th St.; Vero Beach 32967	
Patricia Leroy	4470 34th Dr.; Vero Beach 32967	
Amanda Graham	425 15th Pl. SW; Vero Beach 32962	

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**Completed By:** Commissioner Printed Name

**Date:** \_\_\_\_\_