# 2024-25 Conflict of Interest Assurances

## (Insert Fiscal Agent Name)

Introduction

To ensure educational and workforce services are provided at the highest levels of quality for the Adult Education and Family Literacy Act (AEFLA), the Office of Adult Education Initiatives (AEI) requires the following assurances.

Agreement to these assurances ensures the grantee commits to follow federal and state laws regarding AEFLA.

### Conflict of Interest Policy

The purpose of the conflict of interest assurance is to ensure AEFLA funded programs 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. Grantees must agree to all of the following:

1. 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. This conflict of interest arises when an individual or his/her immediate family, partner, or organization which employs or is about to employ any party indicated, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
2. The grantee’s standards outline the following people that are subject to this conflict of interest policy:
	* Employees
	* Officers
	* Agent
3. The grantee’s standards outline the following actions, regarding federal and state contracts, which are subject to this conflict of interest policy:
	* the individual
	* the individual's immediate family
	* the individual's partner
	* the individual's organization which employs any party indicated
	* the individual's organization which is about to employ any party indicated
4. The grantee’s standards outline the following interests that are subject to this conflict of interest policy:
	* Financial interest in a firm considered for a contract
	* Other interest in a firm considered for a contract
	* Tangible personal benefit from a firm considered for a contract

**Program Director Name (Printed)**

**Program Director Signature Date**