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## *Memorandum*

TO: Regional Prosperity Plan Steering Committee

DATE: November 9, 2012

FR: Doug Johnson, Principal Planner

W.I.: 1611

RE: Conflict of Interest Policy for Working Group Co-Chairs and Steering Committee members

The Steering Committee is asked to adopt the following conflict of interest policy for Working Group Co-Chairs and Steering Committee members for the Regional Prosperity Plan project.

1. Working Group Co-Chairs or Steering Committee members who wish to apply for funding in the year in which their terms as Co-Chairs or Steering Committee members overlaps with the time when the funding solicitation is developed and/or released, MUST recuse themselves from participating in the funding solicitation development AND applicant selection process.
2. “Participating in the development of funding solicitation” includes commenting on or deciding the evaluation criteria, their relative importance, or the selection process in Joint Projects Team and Steering Committee meetings. “Participating in applicant selection” includes commenting on or deciding on which application(s) to recommend for funding in Joint Projects Team and Steering Committee meetings.
3. “Recusal” means that the Co-Chair or Steering Committee member cannot be present, either physically or remotely, at a meeting or portion of a meeting where the precluded activity (as defined in Paragraph 2 above) is occurring, and cannot discuss or communicate with participants in the meeting concerning the precluded activity before the meeting.
4. If a Working Group Co-Chair or Steering Committee member participates in funding solicitation development OR applicant selection for funding in the year in which his/her term overlaps with the time when the funding solicitation is developed and/or released, any organization he/she represents as an employee or member will be ineligible to apply for funding for that particular funding solicitation, as will any agency that provides funding to such organization.

This conflict of interest policy is developed to balance the need for engaging the Working Group Co-Chairs and Steering Committee members in guiding the overall project, with the need to maintain a level playing field for all potential applicants for the available funding.