

ATTACHMENT F

Conflict of Interest Clause

A. General Requirements

The Subrecipient shall maintain written standards of conduct covering conflicts of interest. These standards must apply to the performance of employees engaged in the selection, award, and administration of contracts supported by a federal award. No employee, officer, or agent of the Subrecipient shall participate in the selection, award, or administration of a contract supported by federal funds if a real or apparent conflict of interest would be involved.

A conflict of interest arises when any of the following has a financial or other interest in or a tangible personal benefit from a firm considered for a contract:

- The employee, officer, or agent.
- Any member of the employee's immediate family.
- The employee's partner.
- An organization which employs or is about to employ any of the parties listed above.

The Subrecipient's officers, employees, and agents must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, where the Subrecipient has determined that the financial interest is not substantial or the gift is an unsolicited item of nominal value, the Subrecipient may provide for exceptions to this rule in its conflict-of-interest policy.

B. Mandatory Disclosure

The Subrecipient must disclose in writing any potential or actual conflict of interest to the Pass-through Entity (PTE) in accordance with applicable federal laws and regulations. Additionally, any violation of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award must also be disclosed.

Failure to disclose conflicts of interest or criminal violations could result in termination of the agreement, disallowance of costs, or other remedies in accordance with 2 CFR 200.339.

C. Remedial Actions

If a conflict of interest is discovered during the course of the agreement, the Subrecipient agrees to take immediate steps to resolve the conflict, including, but not limited to:

- Disqualification of the employee, officer, or agent involved in the conflict from further participation in the contract or award process.
- Possible termination of the contract or subcontract in question.
- Additional internal controls or oversight to prevent future conflicts.

D. Organizational Conflicts

In addition to the personal conflicts of interest listed above, the Subrecipient shall also avoid any organizational conflicts of interest. An organizational conflict of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the Subrecipient is unable or appears to be unable to be impartial in conducting a federal award action.

Conflict of Interest Disclosure Form

Federal Grant Program Information

- **Federal Awarding Agency:** FTA
- **Pass-through Entity (PTE):** King County Metro
- **Subrecipient Name:** City of Redmond
- **Federal Award Identification Number (FAIN):** WA-2020-087-00
- **Grant/Contract Name:** TDM Corridor Strategies Supporting Centers, and Regional Park-and-Ride TDM Activities and Access Improvements/2023-2024 City of Redmond Transportation Demand Management Agreement

Subrecipient Information

- **Name of Employee/Officer/Agent Disclosing Conflict:** LaNaya Taylor
- **Position/Title:** Program Administrator
- **Phone Number:** 425-556-2482
- **Email Address:** LTaylor@redmond.gov

Section 1: Disclosure of Potential Conflict of Interest

Please check the appropriate box that applies to your situation:

☒ I hereby declare that, to the best of my knowledge, I have no conflicts of interest to report in relation to my participation in this federal award.

☐ I hereby declare that I, or an immediate family member, or an organization with which I have a personal or financial relationship, may have a potential or actual conflict of interest in relation to my participation in this federal award.

Section 2: Nature of Potential or Actual Conflict of Interest

If you have a potential or actual conflict of interest, please provide details below. Include the names of individuals and/or organizations involved, the nature of the conflict, and any financial or personal interest that may be affected by your role in this federal grant or contract.

- **Details of the Conflict:**
- **Names of Individuals/Organizations Involved:**
- **Relationship to Employee/Officer/Agent:**

- Please complete this form and return it to King County Metro.