



To: Youth Travel Trust Fund Applicant

From: Dr. Saralyn Grass, Kids Hope Alliance CEO

Subject: Ethics/Transparency/Conflict of Interest

It is essential that the city's contracting and procurement process is fair, open and impartial to (1) ensure fair competition and (2) establish public trust in the process. Any actual or perceived impropriety diminishes the integrity of the city's contracting process and erodes public trust.

To protect against actual or perceived improprieties such as corruption, conflicts of interest, favoritism or undue influence, applicants should identify and disclose all current or former personal and business relationships with any city employee or officer.

Applicants must disclose on the attached form any actual and potential conflicts of interest for themselves (including officers, employees & agents of the applicant). The information below will assist in identifying and disclosing conflicts of interest to ensure that they are handled correctly.

Employees should take steps to avoid even the appearance of impropriety.

Please note that disclosing actual and potential conflicts of interest does not clear or eliminate a conflict of interest under state and local ethics laws. Guidance on actual or perceived conflicts of interest will be obtained from the Office of Ethics, Compliance and Oversight or the Office of General Counsel. Further, disclosing actual and potential conflicts of interest does not eliminate an applicant from consideration. However, it does mean that guidance must be obtained from the Office of Ethics, Compliance and Oversight or the Office of General Counsel before the application can move forward. In some cases, this may delay the award process, but it does not preclude an award from being made.

Disclosure Pursuant to Jacksonville Ordinance Code Section 126.112(d).

As an applicant, you must disclose on the attached form any current or former personal or business relationship with a city employee or officer as outlined below:

1. A city employee or officer:
 - a. has ownership interest
 - b. is an officer, director, partner or proprietor
 - c. was previously employed by, is employed by or is being considered for future employment
 - d. works as a consultant or has a contractual relationship



2. A city employee or officer may obtain a personal financial gain or loss if the applicant is selected for this award.
3. The spouse or child of a city employee or officer meets one or more of the following:
 - a. has an ownership interest
 - b. is an officer, director, partner or proprietor
4. A relative* of a city employee or officer, or a member of a city employee or officer's household, may obtain a personal financial gain or loss if applicant is selected for this award. (*Relative includes father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law.)
5. A city employee or officer has, or previously had, a personal or business relationship with an individual that is an officer, employee or agent of the applicant. (This includes jointly owning property).
6. A city employee or officer is, or has been in the past, an active participant or member of the applicant.
7. A city employee or officer has any another connection with the applicant that might cause a reasonable person to question the city employee or officer's connection in this matter.



Kids Hope Alliance

YTTF Applicant Conflict of Interest Form

CONFLICT OF INTEREST DISCLOSURE FORM

I understand that my application may be disqualified if I have an actual, potential, or perceived conflict of interest, or if I conduct myself in any way that could create the appearance of an actual, potential, or perceived conflict of interest.

Applicant (Organization):	Contact (Name & Title):
E-mail:	Phone:
DISCLOSURE OF ACTUAL, POTENTIAL OR PERCEIVED CONFLICTS OF INTEREST	
Name of City employee or officer with which you have a current or former personal or business relationship that may be a potential conflict of interest. If more than five, attach a second form.	Please describe the relationship between you (the applicant) and the City employee or officer. Please refer to the list on Pages 1-2 and list all that apply:
1.	
2.	
3.	
4.	
5.	
<input type="checkbox"/> I certify that this Conflict-of-Interest Disclosure has been examined by me and that its contents are true and correct to my belief.	
<input type="checkbox"/> If I become aware of any actual, potential, or perceived conflict of interest during any part of the process, I agree to immediately notify the City's Ethics Office.	
<input type="checkbox"/> I have read this document and understand my obligations as explained herein. I understand that I must sign and deliver this statement with my application being submitted to KHA.	
Applicant's Signature:	Date:
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