

VILLAGE OF CHAPIN

ORDINANCE NO. 2021- 4

AN ORDINANCE ADOPTING A CONFLICT OF INTEREST POLICY FOR  
THE VILLAGE OF CHAPIN, MORGAN COUNTY, ILLINOIS”

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ADOPTED BY

THE PRESIDENT AND BOARD OF TRUSTEES

OF THE VILLAGE OF CHAPIN, MORGAN COUNTY, ILLINOIS,

ON THE 08 DAY OF September, 2021

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Published in pamphlet form by order of the President and Board of Trustees this  
09 day of September, 2021.

ORDINANCE NO. 2021- 4

**AN ORDINANCE ADOPTING A CONFLICT OF INTEREST POLICY FOR THE VILLAGE OF CHAPIN, MORGAN COUNTY, ILLINOIS"**

BE IT ORDAINED by the President and Board of Trustees of the Village of Chapin, Morgan County, Illinois, as follows:

Section 1: The attached *Federal Procurement Conflict of Interest Policy* is hereby approved and adopted.

Section 2: This ordinance shall become effective upon its passage, approval, and publication in pamphlet form as provided by law. The Clerk is directed to publish this ordinance in pamphlet form.

Passed and Approved by the President and Board of Trustees of the Village of Chapin, Morgan County, Illinois, on the 08 day of September, 2021.

  
\_\_\_\_\_  
Village President


Attest:   
\_\_\_\_\_  
Village Clerk

Ayes: 5  
Nays: 0  
Absent: 1

STATE OF ILLINOIS     )  
  )ss  
COUNTY OF MORGAN    )

I, Christina Courier, Clerk of the Village of Chapin, Morgan County, Illinois, do hereby certify that the foregoing and attached copy of Ordinance No. 2021-4 is a true and correct copy of an ordinance passed by the President and Board of Trustees of the Village of Chapin at a regular meeting of said Board of Trustees held on the 08 day of September, 2021, as appears from the original ordinance now on file in my office.

In Witness Whereof, I have hereunto set my hand and affixed the corporate seal of the Village of Chapin, this 08 day of September, 2021.

  
\_\_\_\_\_  
Village Clerk

(SEAL)

STATE OF ILLINOIS     )  
  )ss  
COUNTY OF MORGAN    )

I, Christina Courier, certify that I am the Clerk of the Village of Chapin, Morgan County, Illinois.

I further certify that on the 08 day of September, 2021, the President and Board of Trustees of the Village of Chapin, Illinois, passed and approved Ordinance No. 2021-4, entitled:

**AN ORDINANCE ADOPTING A CONFLICT OF INTEREST POLICY FOR THE VILLAGE OF CHAPIN, MORGAN COUNTY, ILLINOIS**

which provided by its terms that it should be published in pamphlet form.

The pamphlet form of Ordinance No. 2021-4, including the Ordinance and a cover sheet thereof, was prepared, and a copy of such Ordinance was posted at the Village Hall, commencing on the 09 day of September, 2021, and continuing for at least ten (10) days thereafter. Copies of such Ordinance were also available for public inspection upon request in the office of the Village Clerk.

Dated at Chapin, Illinois, this 20 day of September, 2021.

  
\_\_\_\_\_  
Village Clerk

## **Village of Chapin, Illinois**

### **Federal Procurement**

### **Conflict of Interest Policy**

#### **I. Purpose**

The purpose of this policy is to establish conflicts of interest guidelines that meet or exceed the requirements under state law and local policy when procuring goods, services, and construction or repair projects paid for in part or whole by federal funds and required under 2 C.F.R. § 200.318(c).

#### **II. Policy**

This policy applies when procuring goods, services, and construction, or repair projects funded in part or whole with federal financial assistance either direct or reimbursed. This policy also applies to any subrecipient of the funds.

The President shall be responsible for managing the federal financial assistance award and shall review the notice of award to identify any additional conflicts of interest prohibitions or requirements associated with the award, and shall notify all employees, officers, and agents, including subrecipients, of the requirements of this policy and any additional prohibitions or requirements.

##### **A. Personal Conflicts of Interest.**

No officer, employee, or agent of the Village of Chapin may participate directly or indirectly in the selection, award, or administration of a contract supported by a federal award if he or she, or a member of his or immediate family, has a real or apparent conflict of interest. A real or apparent conflict of interest exists when any of the following parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for award of a contract:

1. The employee, officer, or agent involved in the selection, award, or administration of a contract;
2. Any member of his or her immediate family;
3. His or her partner; or
4. An organization which employs or is about to employ any of these parties.

For the purposes of this policy, "immediate family" shall mean any of the following:

- i. Spouse, and parents thereof;
- ii. Children, and spouses thereof;
- iii. Parents, and spouses thereof;
- iv. Siblings, and spouses thereof;
- v. Grandparents and grandchildren, and spouses thereof;

- vi. Domestic partner and parents thereof; and
- vii. Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Any officer, employee, or agent with an actual, apparent, or potential conflict of interest as defined in this policy shall report the conflict to the President; should the President have a conflict, he/she shall report it to the Board of Trustees. The Village of Chapin and any subrecipients shall disclose in writing to the federal award agency or pass-through entity, any potential conflict of interest affecting the awarded funds in accordance with applicable federal awarding agency policy.

### **B. Gifts.**

In addition to the prohibition against accepting gifts and favors from vendors and contractors under state law, officers, employees, and agents of the Village of Chapin are prohibited from accepting or soliciting gifts, gratuities, favors, or anything of monetary value from contractors, suppliers, or parties to subcontracts.

Unsolicited items of nominal value may be accepted if the gift falls into one of the following categories:

1. Promotional items;
2. Honorariums for participation in meetings;
3. Meals furnished at banquets; or
4. Items consistent with that generally given or shared locally as a part of traditional cultural activities.

Any officer, employee, or agent who knowingly accepts the item of nominal value allowed under this policy shall report the item to the President, and in the case of the President, to the longest serving member of the Board of the Trustees.

### **III. Investigation of Conflict of Interest.**

The President shall investigate any reports of conflicts of interest and evaluate the potential conflict of interest. The President will determine whether the employee, officer, or agent should be recused from participation in the matter or action. In the event the conflict involves the President, the longest serving member of the Board of Trustees shall be in charge of the investigation.

The President shall consider the following factors when implementing this policy:

1. The scope and nature of the conflict or potential conflict;
2. The potential for the appearance of impropriety;
3. The scope of the discretion vested in the Village of Chapin employee, officer, or agent;
4. Whether the financial interest is limited in nature and magnitude such that it would not tend to influence a reasonable person; and

5. the harm caused to the public interest by removal of the Village of Chapin employee, officer, or agent from participation from the action or matter.

#### **IV. Violation**


If the President, or the longest serving member of the Board of Trustees in the event the President is the subject of the investigation, has reasonable cause to believe an employee, officer, or agent has failed to disclose a conflict of interest, he/she will inform the employee, officer, or agent of the basis for such belief and afford the person an opportunity to explain the alleged failure to disclose.

After hearing the response of the employee, officer, or agent and making further investigation as deemed warranted by the circumstances, the President shall make a recommendation to the Board of Trustees as to what, if any, disciplinary and corrective action should be take. The Board of Trustees shall determine what, if any, appropriate disciplinary and corrective action will be taken.

Employees, officers, or agents of the Village of Chapin in violation of this policy will be subject to discipline up to and including termination and/or removal from office.

Violation of this policy may result in termination of the contract and the offending contractor or supplier being prohibited from bidding upon and/or being eligible for future contract awards.

This *Conflict of Interest Policy* was adopted by the President and Board of Trustees of the Village of Chapin, Illinois, on the 08 day of September, 2021.



Village Clerk