



CITY AND COUNTY OF SAN FRANCISCO
GAVIN NEWSOM, MAYOR

OFFICE OF ECONOMIC
AND
WORKFORCE DEVELOPMENT

DIRECTIVE NO: 06-07
TO: WIA Service Providers
EFFECTIVE: July 1, 2007
SUBJECT: Conflict of Interest

REFERENCES:

- Workforce Investment Act, Section 117
- Title 20 Code of Federal Regulations (CFR) 667.200
- Title 29 CFR 95.42

PURPOSE:

To establish policy and ensure that the Office of Economic and Workforce Development (OEWD) and its service providers administer federal funds in accordance with the guidelines established in the above referenced regulations.

POLICY:

The OEWD and its service providers shall maintain this policy as a written code or standards of conduct which shall govern the performance of their officers, employees or agents engaged in the award and administration of contracts and agreements supported by Federal funds.

PROCEDURE:

The OEWD and its service providers shall ensure that no member of any council shall cast a vote on the provision of services by that member or any organization which that member directly represents; or vote on any matter which would provide direct financial benefit to that member.

No employee, officer or agent shall participate in selection, award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- a. The employee, officer or agent;
- b. Any member of his immediate family;
- c. His or her partner;
- d. Any organization which employs, or is about to employ, any of the above; or
- e. Has a financial or other interest in the organization selected for award.

Officers, employees or agents of OEWD and its service providers shall neither solicit nor accept gratuities, favors or anything of monetary value from service providers, potential service providers or parties to subagreements.

The OEWD and its service providers may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.

To the extent permitted by State, local law or regulations, violations of these standards of conduct shall provide for penalties, sanctions, or other disciplinary actions by OEWD.

ACTION:

The OEWD and its service providers shall follow this policy. This policy shall remain in effect until such time that a revision is required.

INQUIRIES:

Inquiries should be addressed to the WIA Program Director at 581-2314 or marc.majors@sfgov.org.

Rhonda Simmons
Director of Workforce Development
Office of Economic and Workforce Development