

RESOLUTION 1912

A RESOLUTION ESTABLISHING A CODE OF CONDUCT FOR ADMINISTERING FEDERAL GRANT FUNDS POLICY.

WHEREAS, The purpose of this Code of Conduct is to ensure the efficient, fair, and professional administration of federal grant funds in compliance with the Code of Federal Regulations (2 CFR Part 200.318) and other applicable federal and state standards, regulations, and laws; and

WHEREAS, This Code of Conduct applies to all officers, employees, or agents of the City of West Branch engaged in the award or administration of contracts supported by federal grant funds; and

WHEREAS, No officer, employee, or agent of the City of West Branch shall participate in the selection, award, or administration of contracts supported by federal grant funds, if a conflict of interest, real or apparent, would be involved; and

WHEREAS, The City of West Branch officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or subcontractors.

WHEREAS, The City of West Branch has zero tolerance for the commission or concealment of acts of fraud, waste, or abuse. All officers, employees, or agents shall notify the City Administrator of suspected actions. If the City Administrator is suspected of such actions the City Attorney, Mayor and/or City Council shall be notified. Allegations of such acts will be investigated and pursued to their logical conclusion, including legal action where warranted

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa, that the aforementioned code of conduct for administering federal grant funds are hereby accepted and approved.

* * * *

Passed and approved this 22nd day of June, 2020.


Roger Laughlin, Mayor

ATTEST:


Redmond Jones II, City Administrator/Clerk



CODE OF CONDUCT FOR ADMINISTERING FEDERAL GRANT FUNDS

DATE: June 22, 2020

PURPOSE

The purpose of this Code of Conduct is to ensure the efficient, fair, and professional administration of federal grant funds in compliance with 2 CFR Part 200.318 and other applicable federal and state standards, regulations, and laws.

APPLICATION

This Code of Conduct applies to all officers, employees, or agents of the City of West Branch engaged in the award or administration of contracts supported by federal grant funds.

REQUIREMENTS

No officer, employee, or agent of the City of West Branch shall participate in the selection, award, or administration of contracts supported by federal grant 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/her immediate family;
- c. His/her partner; or an organization which employs or is about to employ any of the above; or, has a financial or other interest in the firm selected for award.

The City of West Branch officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or subcontractors.

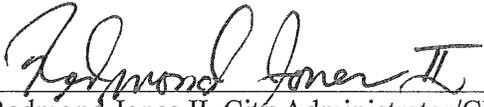
FRAUD, WASTE AND ABUSE

The City of West Branch has zero tolerance for the commission or concealment of acts of fraud, waste, or abuse. All officers, employees, or agents shall notify the City Administrator of suspected actions. If the City Administrator is suspected of such actions the City Attorney, Mayor and/or City Council shall be notified. Allegations of such acts will be investigated and pursued to their logical conclusion, including legal action where warranted. Concerns may be reported to the City Administrator at:

City Administration
110 N. Poplar Street
West Branch, Iowa 52358
(319) 643-5888

REMEDIES

To the extent permitted by federal, state, or local laws or regulations, violation of these standards may cause penalties, sanctions, or other disciplinary actions to be taken against the City of West Branch's officers, employees, or agents, or the contractors, potential contractors, subcontractors, or their agents.



Redmond Jones II, City Administrator/Clerk
City Administration
110 N. Poplar Street
West Branch, Iowa 52358
(319) 643-5888

Hours: 8am – 4pm (*Monday – Friday*)