



WESTERN OKLAHOMA WORKFORCE DEVELOPMENT BOARD

1222 10th Street, Suite 115, Woodward, OK 73801

Workforce Innovation and Opportunity Act

Conflict of Interest

EQUAL OPPORTUNITY AND NONDISCRIMINATION STATEMENT: All Recipients, and Sub-recipients /Subgrantees must comply with WIOA's Equal Opportunity and Nondiscrimination provisions which prohibit discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title-I financially assisted program or activity.



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“Equal opportunity employment/program. Auxiliary aids and services are available upon request to individuals with disabilities.”

Purpose

WOWDB is committed to guard against problems arising from real, perceived, or potential conflict of interest. This policy serves as guidance to ensure that WIOA title I workforce development activities are conducted in a manner to prevent conflict of interest.

Effective Date

WOWDB Approval 01.19.2023

*** This document shall supersede and replace all prior versions and understandings, oral or written, of the Conflict-of-Interest Policy.**

NOTE: All WOWDB Policies and attachments are available for download at:

<https://wowdb.org/about-us/policies/>

Background

Grantees, sub-recipients, and contractors funded under WIOA must implement conflict of interest policies and procedures as stipulated in the WIOA law, Code of Federal Regulations and guidance, Office of Management and Budget (OMB) Circulars, State regulations, and State WIOA policies.

Definitions:

Firewall - an established policy or procedure that acts as a barrier or protection against an undesirable influence, outcome, or authority. Examples of firewalls include but are not limited to organizational arrangements that provide clear separation of duties and responsibilities, including confidentiality and disclosure agreements.

Policy

A conflict-of-interest policy is required to ensure that those entrusted with public funds will not personally or professionally benefit from the award, administration, or expenditure of public funds.

Safeguards must be in place, ensuring that stewards of the programs and all those served in the programs are not only eligible and suitable but also protected from being part of the perception of impropriety, and conflict of interest.

A local organization that has been selected to perform more than one role including fiscal agent, one-stop operator, and a direct provider of services must develop a written agreement with WOWDB and the Chief Local Elected Official (CLEO) to clarify how the organization will carry out its responsibilities. The agreement must include the terms that demonstrate compliance with WIOA and corresponding regulations, relevant Office of Management and Budget circulars, the organization's conflict of interest policies, and the State's conflict of interest policy.

The State's Conflict of Interest Requirements are as follows:

- Each grant recipient and subrecipient must maintain a written code of standards or conduct governing the performance of persons engaged in the award and administration of WIOA contracts and sub grants.
- As specified in 20 CFR § 678.610(c) and in conformity with 20 CFR § 679.430 for demonstrating internal controls and preventing conflict of interest, the written roles and responsibilities and standards of conduct must include a description of the firewalls used to mitigate conflict of interest in circumstances including, but not limited to, situations where the entity acts in more than one role in the one-stop delivery system or performs more than one function in the procurement process as well as situations in which the non-Federal entity uses a sole source selection.
- No individual in a decision-making capacity shall engage in any activity if a conflict of interest (real, implied, apparent, or potential) is involved. This includes decisions involving the selection, award, or administration of a sub grant or contract supported by Workforce Innovation and Opportunity Act (WIOA) or any other federal funds.
- A WOWDB member or a member of a WOWDB committee cannot cast a vote or participate in any decision-making about providing services by such member (or by any organization that member directly represents) or on any matter that would provide any direct financial benefit to the member or to the member's organization.
- Before any public discussions regarding the release of a Request for Proposal, or any matter regarding the release of funding or the provision of services, a WOWDB member or a member of a WOWDB committee must disclose any real, implied, apparent, or potential conflicts of interest before engaging in the discussion. The minutes of the meeting should reflect the disclosure.
- WOWDB members or a member of a WOWDB committee or agents of the agencies making awards cannot solicit or accept gratuities, favors, or anything of monetary value from awardees, potential awardees, or other parties to agreements.

Authorization for Clarifications and Additions

The WOWDB Executive Director is authorized to issue additional instructions, guidance, approvals and/or forms to further implement the requirements of this policy, without making substantive change to the policy, except in situations when a new or updated state and federal guidance is issued.

History

- Approved 01.18.2018
- Update to current format, confirm accessibility and add updated ZZ Attachment.
- WOWDB EC APPROVED 03.15.2023

Note* This document shall supersede and replace all prior versions and understandings, oral or written, of the Conflict of Interest.

References

- The Workforce Innovation and Opportunity Act (WIOA) Section 121(d)(5)(A)
- 2 CFR § 200
- 20 CFR § 679.430
- 20 CFR § 683.200
- Training and Employment Guidance Letter (TEGL) No. 35-10
- OWDI #23-2017, Change 1

Attachments

Attachment ZZ: Vital Service and Information Notice

NOTE: All WOWDB Policies and attachments are available for download at:
<https://wowdb.org/about-us/policies/>



Vital Service and Information Notice

Authorization for Clarifications and Additions

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Pursuant to 29 CFR 38.9(g)(3), the following notice is given:

This document contains vital service information.

To enable telephone conversation between people with speech or hearing loss and people without speech or hearing loss, please call Oklahoma Relay at 711-(<http://www.oklahomarelay.com/711.html>) or TDD/TTY: 800-722-0353.

If English is not your preferred language, please contact Equal Opportunity (EO) Officers:

Local EO Officer –

Venita McGuire
Local Equal Opportunity Officer
Western Oklahoma Workforce Development
Board
1222 10th St., Suite 115, Woodward, OK 73801
580.256.8553 extension #2
eoofficer@wowdb.org

State EO Officer -

Karla Jackson
State Equal Opportunity Officer
Oklahoma Office of Workforce Development
900 N. Stiles Ave.
Oklahoma City, OK 73104
Tel: 405.208.9620
TTY: 711 or 800-722-0353
Email: eoofficer@okcommerce.gov

English

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Marshallese

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Spanish

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