



City of Columbia
Office of Business Opportunities
1401 Main Street, 4th Floor, Columbia, SC 29201
Phone: 803-545-3950
Email: oborevolvingloanfund@columbiasc.gov

Conflict of Interest and Disclosure Certification Form

I, _____, acknowledge that I have read the attached Conflict of Interest Rules and Definitions. I acknowledge that as a recipient of a loan from the Commercial Revolving Loan Fund through the City of Columbia's Office of Business Opportunities that I have a duty to disclose to the City of Columbia, through the completion of this form, any actual or potential conflict of interest.

Note: A conflict of interest generally exists when an Interested Party participates in a matter that has a direct and predictable effect on the Interested Party's personal or financial interests or there is an appearance that an Interested Party's objectivity in performing his or her responsibilities under the Project is impaired. For further information concerning what constitutes a conflict of interest as contemplated by this form, please see the Conflicts of Interest Rules and Definitions which begin on page three (3) of this form.

The Recipient of a loan from the Commercial Revolving Loan Fund through the City of Columbia's Office of Business Opportunities has a duty to disclose to the City of Columbia, through the completion of this form, any actual or potential conflict of interest.

Date: _____

Name: _____

Business Name: _____

Position: _____

Please describe below any relationships, transactions, positions (volunteer or otherwise), or circumstances that may contribute to a conflict of interest being created by the approval of the proposed Loan Application:

_____ I have no conflict of interest to report.

_____ I have the following potential conflict(s) of interest to report:

1. _____
2. _____
3. _____

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Signature: _____

Print Name: _____

Date: _____

All applicants listed on an application must complete a separate Conflict of Interest and Disclosure Certification Form.

Conflicts of Interest Rules and Definitions

Definition: An “Interested Party” is any officer, employee or governing member of the City of Columbia or its boards, commissions, or committees to include the Commercial Revolving Loan Fund Committee, this includes any other parties that advise, approve, recommend or otherwise participate in the business decisions of the City of Columbia, such as agents, advisors, consultants, attorneys, accountants or shareholders. An Interested Party also includes such a person’s “Immediate Family” (defined as a person’s spouse, significant other or partner in a domestic relationship, parents, grandparents, siblings, children and grandchildren, but not distant relatives, such as cousins, unless the distant relative lives in the same household as the person) and other persons directly connected to that person by law or through a business arrangement.

Conflicts of Interest

- (a) A conflict of interest generally exists when an Interested Party participates in a matter that has a direct and predictable effect on the Interested Party’s personal or financial interests. A conflict also may exist where there is an appearance that an Interested Party’s objectivity in performing his or her responsibilities under the Project is impaired. For example, an appearance of impairment of objectivity may result from an organizational conflict where, because of other activities or relationships with other persons or entities, an Interested Party is unable to render impartial assistance, services or advice to the City of Columbia, a participant in the Project or to the Federal government. Additionally, a conflict of interest may result from non-financial gain to an Interested Party, such as benefit to reputation or prestige in a professional field.
- (b) Prohibition on direct or indirect financial or personal benefits.
- (1) An Interested Party shall not receive any direct or indirect financial or personal benefits in connection with the award of Investment Assistance or its use for payment or reimbursement of costs by or to the City of Columbia.
 - (2) An Interested Party also shall not, directly or indirectly, solicit or accept any gift, gratuity, favor, entertainment or other benefit having monetary value, for himself or herself or for another person or entity, from any person or organization which has obtained or seeks to obtain Investment Assistance from EDA.
 - (3) Costs incurred in violation of any conflicts of interest rules contained in this chapter or in violation of any assurances by the City of Columbia may be denied reimbursement.

(4) See § 315.15 of this chapter for special conflicts of interest rules for Trade Adjustment Assistance Investments.

(c) Special rules for Revolving Loan Fund (“RLF”) Grants. In addition to the rules set forth in this section:

(1) An Interested Party shall not receive, directly or indirectly, any personal or financial benefits resulting from the disbursement of RLF loans [A Financial interest or benefit may include employment, stock ownership, a creditor or debtor relationship, or a prospective employment with the organization selected or to be selected for a subaward.];

(2) The City of Columbia, as the entity in charge of disbursing RLF Grants, shall not lend RLF funds to an Interested Party; and

(3) Interested Parties shall not receive a loan from such RLF for a period of two years from the date that the Interested Party last served on the RLF’s board of directors or other leadership entity for the City of Columbia.

Duty to Disclose

The Recipient of a loan from the City of Columbia Office of Business Opportunities Commercial Revolving Loan Fund must, in a timely fashion, disclose to City of Columbia in writing any actual or potential conflict of interest.