

# Bay REPAIR

## Local Community Benefits Fund - Round 1

### Application Reviewer Conflict of Interest Policy

#### Purpose of Policy

The Bay Area Air Quality Management District (Air District) is committed to transparency, integrity, and fairness in the administration of the Local Community Benefits Fund. Community and Technical Reviewers ("Reviewers") play an essential role in evaluating grant applications. Because Reviewers may live in, work in, or come from the same communities that applicants serve, some professional familiarity with applicant organizations is expected and does not automatically constitute a disqualifying conflict. However, certain relationships could compromise—or reasonably appear to compromise—a Reviewer's impartiality. This policy establishes guidelines for identifying and managing those conflicts. It is intended to supplement, not replace, any applicable laws governing conflicts of interest.

#### What Is a Conflict of Interest?

Generally, a conflict of interest occurs if personal Interests influence or appear to compromise a Reviewer's objectivity and ability to act in the best interest of the Air District in scoring grant applications. For the purposes of this policy, a Reviewer's personal interests include:

1. Personal interests of the **Reviewer** and Reviewer's **Immediate Family Members**, who are defined as (a) their spouse or registered domestic partner and (b) their dependent children;
2. Interests of the Reviewer's current employer or, in the case of a Reviewer performing work as an independent contractor, the Reviewer's current client; and
3. Interests of another business entity, organization, or group of which the Reviewer currently identifies as a member/affiliate or in which the Reviewer holds a leadership role or financial interest (collectively referred to herein as "Personal Interests").

#### Examples of Disqualifying Conflicts of Interest

The following relationships of **Reviewer** require dismissal of Reviewer from participating in the grant application review process.

- **Employment and Leadership:** currently employed by, contracted by, or serves on the board or governing body of the lead applicant or any co-applicant organization named in the application ("Applicant").

The following relationships of **Reviewer or their Immediate Family Members** require recusal of Reviewer from reviewing an application.

- **Employment and Leadership (Immediate Family Members only - see above for Reviewer's Employment and Leadership):** currently employed by, contracted by, or serves on the board or governing body of any Applicant.
- **Organizational Affiliation:** identifies as a current member or affiliate of an Applicant, such as a dues-paying member, alumni, task force or working group participant, parishioner/congregant, or volunteer leader.
- **Financial interest:** has a direct financial interest in an Applicant (such as owner, co-owner, partner, shareholder, investor or lender/creditor) or in the outcome of the Bay REPAIR application (such as a current or promised consulting contract, sub-award, vendor agreement, or purchase order) or otherwise has a financial relationship with an Applicant.
- **Previous Recent Relationship:** has had any of the relationships described above within the last twelve (12) months. For example, if a Reviewer or their Immediate Family Member was previously a Board Director, employee, or contractor of an Applicant, and that previous relationship ended less than 12 months ago, Reviewer would have a disqualifying conflict of interest.
- **Application Support:** provided direct assistance in developing the application being reviewed (e.g., helped write the narrative, develop the budget, or shape the project concept).
- **Close Personal Relationship:** has a familial or close personal relationship with one or more persons in an Applicant leadership role.

**IMPORTANT NOTE:** The examples above are not exhaustive. If the Reviewer has a Personal Interest that would influence or appear to compromise that Reviewer's objectivity and ability to act in the best interest of the Air District in scoring applications, there is a conflict of interest.

### **Relationships That Generally Do Not Require Recusal**

We recognize that in small, interconnected communities, Reviewers may have some familiarity with Applicants. The following do not automatically constitute conflicts, though Reviewers should still exercise good judgment:

- General awareness of an organization or its work through community events, meetings, or public forums
- Past participation in programs or services offered by an Applicant to the general public
- Collegial or professional acquaintance with staff at an Applicant organization, without a close personal relationship or direct collaborative project

- Having attended the same coalition meetings, conferences, or community planning processes as Applicant staff
- Past professional or financial relationship with the Applicant that ended more than 12 months ago
- Relationships that are not known to the Reviewer

## Disclosure Procedures

### Up-front Disclosure of Personal Interests

A Reviewer must disclose relationships of themselves or their Immediate Family Members that might cause a conflict of interest using the attached [Conflicts Disclosure Form](#).

### When Conflicts Actually Arise

Reviewers must recuse themselves from evaluating any application where they have a conflict of interest. The process for recusal is to notify [admin@groundworksconsulting.org](mailto:admin@groundworksconsulting.org) with the Reviewer's name, the lead applicant of the conflicted application, and a brief reason for recusal.

- The Reviewer will be asked to carefully review a list of all Applicants following the grant application deadline.
  - If the Reviewer sees the name of their employer, client, or an organization in which they hold a leadership role on the list of Applicants, Reviewer must immediately notify [admin@groundworksconsulting.org](mailto:admin@groundworksconsulting.org), and they will be excused from participating in the program as a Reviewer.
  - If the Reviewer recognizes any other potential conflict (apart from their employer, client, or an organization in which they hold a leadership role), the Reviewer should notify [admin@groundworksconsulting.org](mailto:admin@groundworksconsulting.org), and they will be recused from reviewing the conflicted application.
- If the Reviewer does not initially recognize a conflict based on the list of Applicants, they should check the application's project team and partner information early in their review to assess whether a conflict exists.
- Reviewers should always recuse themselves as soon as they identify a potential conflict, regardless of how far into the review they are.

### Failure to Disclose or Recuse

A Reviewer who fails to disclose a conflict of interest, or who fails to recuse themselves from reviewing a conflicted application, may be dismissed from their role, denied stipend payments, and/or required to return stipend payments already received.

## Future Conflicts

Reviewers are prohibited from accepting employment or entering into a financial relationship with any Applicant for a period of twelve (12) months following the end of their engagement as a Reviewer.

## Reviewer Obligations

- ✓ **Disclose** up-front all known conflicts as required by the Conflicts Disclosure Form.
- ✓ **Review** the list of Applicants for conflicts.
- ✓ **Excuse** yourself from the review process if you are employed by or hold a leadership position with an Applicant.
- ✓ **Screen** applications for potential conflicts before beginning a full review.
- ✓ **Recuse** yourself from reviewing any application where a disqualifying conflict exists.
- ✓ **Report** any conflicts discovered during the review process immediately.
- ✓ **When in doubt, disclose.** If you are unsure whether a relationship constitutes a conflict, err on the side of transparency and notify program staff, who will advise on whether recusal is necessary.

## Reviewer Acknowledgement

I have read this Conflict of Interest Policy and agree to be bound by it.

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**Signature of Bay REPAIR Reviewer**

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**Date**

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**Printed Name of Bay REPAIR Reviewer**



## Conflicts Disclosure Form

**Instructions:** *Please complete this form to disclose any relationships of yourself, your spouse or registered domestic partner, and your dependent children that could influence or appear to compromise your objectivity as a Bay REPAIR Application Reviewer. For guidance on the requested relationships, see above under [“Examples of Disqualifying Conflicts of Interest.”](#) Return signed, completed form to [contact name/email].*

	Reviewer	Reviewer's Spouse or Registered Domestic Partner	Reviewer's Dependent Children
<b>Current Employment, Contracting, Leadership Roles</b>			
<b>Current Organizational Affiliations</b>			
<b>Financial Interests (owner, investor, creditor, etc.)</b>			
<b>Previous Recent Relationships (above relationships within last 12 mo)</b>			

### Certification and Acknowledgment

I understand that it is my responsibility to properly screen applications for any conflicts of interest arising from the known personal interests of myself and my Immediate Family Members. In signing and submitting this form, I certify that the above information is true to the best of my knowledge.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name of Bay REPAIR Reviewer**