

**MASSACHUSETTS DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION  
GRANTS MANAGEMENT PROCEDURAL MANUAL**

**GENERAL NOTE REGARDING CONFLICT OF INTEREST**

Public employees -- including Department of Elementary and Secondary Education employees, consultants, or volunteer members of a Department or Board of Elementary and Secondary Education advisory council or committee -- may not participate in the review, recommendation or approval of a grant or contract proposal if they know that they personally, their immediate family or a business or organization (including a school district) with which they are closely associated has a financial interest in the grant or contract. They are specifically prohibited from acting on matters affecting: (1) themselves; (2) their immediate family (their spouse, parents, children, brothers and sisters); (3) their partner; (4) a business organization in which they serve as an officer, director, trustee, partner or employee; or (5) any person or organization with whom they are negotiating for or have any arrangement concerning future employment. In addition, public employees must avoid conduct that creates a reasonable impression that they will act with bias.

Failure to comply with these requirements of conflict of interest law, G.L. c. 268A, may result in revocation of a grant or contract award by the Department of Elementary and Secondary Education and may preclude the recipient from future eligibility. In case of any questions about the applicability of the conflict of interest law to a particular situation, please contact the Department's Legal Office or the State Ethics Commission (617-371-9500).