

## **Austin Community Technology & Telecommunications Commission Liaison Roles & Responsibilities**

It is the role of the Commission Liaison to provide guidance, resolve issues and manage any conflicts relating to the GTOPs process; further, to supervise the review process including the oral presentations, scoring, and selection of final recommended grantees and/or facilitate achieving consensus regarding the same; further, to make judgments relating to the review board process when necessary and appropriate; further, to report the activities, progress and results of the GTOPs Review Board to the Austin Community Technology & Telecommunications Commission as appropriate.

It is NOT the role of the Commission Liaison to review the GTOPs applications or to influence the review board's scores in any way.

It is expected the Commission Liaison will follow the laws of the United States, the State of Texas and the City of Austin when acting in their role as Commission Liaison.

It is the duty of the Commission Liaison to be thoughtful, fair and to act without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, immigration status, medical condition, and/or disability in supervising the review board.

It is the responsibility of the Commission Liaison to treat applicants, reviewers and City Staff with dignity, respect, honesty and integrity.

It is expected that the Commission Liaison will keep all commitments, attend all meetings, meet all deadlines and participate fully in all GTOPs related communications.



**City of Austin  
Office of Telecommunications & Regulatory Affairs  
Grant for Technology Opportunities Program**

**Grant Review Committee  
Code of Conduct & Conflict of Interest Agreement**

**CODE OF CONDUCT**

Grant Review Committee members are clearly involved in community technology professionally and/or personally. These standards are designed to avoid situations that may compromise, or appear to compromise, committee member's objectivity without preventing their continuing involvement in community technology, or in projects supported by the Office of Telecommunications & Regulatory Affairs.

The undersigned agrees that he or she will not review, discuss, or express an opinion on any application for funding or other issues relating to formulas or the funding of applications to the Grant for Technology Opportunities Program, for which the undersigned has a conflict of interest. The undersigned party agrees that he or she will not discuss any organization, application for funding, or funding plan reviewed or recommended by the Committee until all decisions are finalized and made public by the Office of Telecommunications & Regulatory Affairs.

**CONFLICT OF INTEREST**

In accordance with the Ethics and Financial Disclosure provisions in Chapter 2-7 of the City Code, "a city official or an employee in a vote or decision on a matter affecting a person, entity, or property in which the official or employee or their spouse has a substantial interest (financial or governance)," defines a conflict of interest. The Grant for Technology Opportunities Program Guidelines extends this policy to the Grant Review Committee. Ordinance 860417-J further states . . . "The Grant Review Committee shall adopt a conflict of interest policy governing its conduct and the conduct of the peer panelists that is in compliance with the Ethics and Financial Disclosure Ordinance".

Grant Review Committee members who declare specific conflicts with organizations or individuals are asked to recuse themselves during the deliberation regarding affiliated organizations. Grant Review Committee minutes shall reflect a committee member's absence from the discussion and abstention during deliberations.

For purposes of this agreement, a conflict of interest will be considered to exist when:

1. The undersigned, or a family member of the undersigned, has a direct or indirect financial interest in or is employed by an organization applying to the Grant for Technology Opportunities Program for funding and is being reviewed by the Grant Review Committee on which the undersigned serves; and/or
2. The undersigned, or a family member of the undersigned, is serving as an officer, director or trustee of an organization applying to the Grant for Technology Opportunities Program for

funding and being reviewed by the Grant Review Committee on which the undersigned serves;  
and/or

3. The undersigned, or a family member of the undersigned, is negotiating or has an arrangement concerning prospective employment, or other fee-for-service relationship with an organization applying to the Grant for Technology Opportunities Program for funding and being reviewed by the Grant Review Committee on which the undersigned serves.
4. Any other situations with an appearance of impropriety if the undersigned were involved with the allocation of funds to an organization applying to the Grant for Technology Opportunities Program for funding and being reviewed by the Grant Review Committee on which the undersigned serves.

**Please list all applicant organizations with which you have a conflict of interest:**

1. \_\_\_\_\_  
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2. \_\_\_\_\_  
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3. \_\_\_\_\_  
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4. \_\_\_\_\_  
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5. \_\_\_\_\_  
\_\_\_\_\_

**Name** \_\_\_\_\_

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

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

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