

CODE OF CONDUCT FOR HUD GRANT PROGRAMS **MIAMI-DADE COUNTY HOMELESS TRUST**

On your organization's letterhead that provides a mailing address, authorized official name and telephone number, provide your organization's Code of Conduct which aligns with HUD code of conduct: https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/conductgrants.

Your organization's Code of Conduct must at a minimum:

1. Prohibit the solicitation and acceptance of gifts or gratuities by officers, employees, and agents for their personal benefit in excess of minimal value;
2. Outline administrative and disciplinary actions available to remedy violations of such standards;
3. Describe the method to be used to ensure that all officers, employees and agents of the organization are aware of the Code of Conduct.
4. Describe the agency code of conduct for procuring property and services.
5. Include a general prohibition: No person who is an employee, agent, consultant, officer, or elected or appointed official of the recipient or subrecipient and who exercises or has exercised any functions or responsibilities with respect to assisted activities, or who is in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from the activity, or have a financial interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for himself or herself or for those with whom he or she has immediate family or business ties, during his or her tenure or for one year thereafter. Immediate family ties include (whether by blood, marriage or adoption) the spouse, parent (including a stepparent), child (including a stepchild), brother, sister (including a stepbrother or stepsister), grandparent, grandchild, and in-laws of a covered person.

