



Attachment E

PARTNERSHIP TO END HOMELESSNESS ANNUAL DISCLOSURE OF CONFLICT OF INTEREST

In conformance with the Partnership to End Homelessness Governance Charter, Board and standing Committee members must abide by the following rules in order to avoid conflicts of interest in compliance with 24 CFR §§ 578.95 (b) and (d) and promote public confidence in the integrity of the Partnership and its process. Failure to adhere to these rules is grounds for removal from the Board and any of its standing Committees.

- Board and standing Committee members may not participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefit to:
 - Any organization that they or a member of their immediate family represents or has represented in the previous year; or
 - Any organization from which they or a member of their immediate family derives, or has derived, income or anything of value in the previous year.
- Whenever Board or standing Committee members or an of their immediate family members have a financial interest in or any other personal interest in a matter coming before the Partnership or one of its Committees, they must:
 - Fully disclose the nature of the interest; and
 - Recuse themselves from discussing, lobbying, or voting on the matter.

Board and standing Committee members must disclose any actual or potential conflicts of interest regarding any business included in the meeting’s agenda at the beginning of each board or committee meeting.

Any matter in which Board or standing Committee members have an actual or potential conflict of interest will be decided only by a vote of disinterested individuals. The minutes of any meeting at which such a vote is conducted must reflect the disclosure of interested Board and standing Committee members’ actual or potential conflicts of interest and their abstention.

Members of the Board or of any standing Committee under the Partnership to End Homelessness Charter must sign a conflict of interest form annually.

I hereby affirm that I have reviewed and understand the above policy regarding Conflict of Interest:

Signature	Name (Printed)	Date

I hereby disclose the following actual or potential conflicts of interest for _____:
Year

Signature	Name (Printed)	Date

**PARTNERSHIP TO END HOMELESSNESS
CoC APPLICATION OVERSIGHT COMMITTEE AND PROJECT REVIEW COMMITTEE
DISCLOSURE OF CONFLICT OF INTEREST**

In conformance with the Partnership to End Homelessness Governance Charter, CoC Application Oversight Committee and Project Review Committee members must abide by the following rules in order to avoid conflicts of interest in compliance with 24 CFR §§ 578.95 (b) and (d) and promote public confidence in the integrity of the Partnership and its process. Failure to adhere to these rules is grounds for removal from the Board and any of its Committees.

No person with a conflict of interest may serve on the CoC Application Oversight Committee or the Project Review Committee. For these Committees, a conflict of interest exists if:

- The person currently, or within the last one (1) year has been, or has a current agreement to serve in the future as a board member, staff member, or paid consultant of an organization making a proposal for funding; or
- The person's employer or an organization on whose Board of Directors the person sits, now has, or within the last one (1) year has had a contractual relationship with an organization making a proposal for funding. However, if the person's employer, or the organization on whose Board of Directors the person sits, is a funding entity or organization whose mission includes provision services and/or funding to other services providers, under this definition of "conflict of interest," no conflict exists; or
- Any other circumstance exists which impedes the person's ability to objectively, fairly, and impartially review and rank the proposals for funding.

I hereby affirm that I have reviewed and understand the above policy regarding Conflict of Interest and that I have no conflict of interest relative to my participation on the CoC Application Oversight Committee or the Project Review Committee.

Signature

Name (Printed)

Date

[Snohomish County Human Services](#) | Office of Community and Homeless Services
3000 Rockefeller Ave., M/S 305 | Everett, WA 98201
O: 425-388-7200 | F: 425-259-1444