



Durham Continuum of Care  
Homeless Services Advisory Committee  
***CONFLICT OF INTEREST STATEMENT***



The following guidelines shall apply in any conflict of interest or appearance of conflict of interest involving the discussion, deliberation, decision-making or use of Emergency Solutions Grant (ESG) or Continuum of Care (CoC) Applications for Funding as a member of the Homeless Services Advisory Committee (HSAC).

1. Each member of the HSAC has a duty to exercise reasonable care and independent, impartial and responsible judgment when executing the duties and responsibilities of the HSAC to maintain the confidence of the citizens, Durham City Council and Durham Board of County Commissioners in the integrity and trust of the HSAC.
2. The purpose of this statement is to establish awareness and compliance to ethical standards of conduct. These guidelines were developed pursuant to and in compliance with 24 CFR 576.404 and 24 CFR 578.95. Also applicable are the following paragraphs from the Interlocal Agreement Regarding Homeless Services and the Homeless Services Advisory Committee.
3. No Committee member shall take part in any discussion, consideration, determination or vote concerning a matter, grant or recommendation in which the Committee member has an actual conflict of interest or the appearance of a conflict of interest. In determining whether or not there is a conflict, including the appearance of a conflict of interest, the following shall apply.
4. There exists a conflict if the Committee member (including a close relative, spouse, sibling, child or parent) is the applicant before the Committee, in any matter, grant or application.
5. There exists a conflict if the Committee member (including a close relative, spouse, sibling, child or parent) is employed, owns an interest, serves on the board, is a consultant, or is a Major Donor, as hereinafter defined, of the applicant before the Committee.
6. There exists a conflict if the Committee member (including a close relative, spouse, sibling, child or parent) is employed, owns an interest, serves on the board, is a consultant, or is a Major Donor of an entity which is a Major Donor, as hereinafter defined, of an applicant before the Committee.

7. There exists a conflict if the Committee member (including a close relative, spouse, sibling, child or parent) will benefit financially from the receipt of a grant by an applicant before the Committee.
8. A Major Donor as used herein, whether an individual or entity, shall refer to someone who contributes more than five percent (5 %) of the operating funding of an applicant.
9. Committee members are reminded of their duty to avoid a conflict of interest or the appearance of a conflict of interest. If any member believes he or she has a conflict, he or she shall announce the conflict for that specific item on the Agenda which shall be noted in the minutes of the meeting.

**List of Organizational Affiliations**

*Please list all organizations operating in the state of North Carolina providing services to people experiencing homelessness or receiving funds that comes from Continuum of Care or Emergency Solutions Grant programs by which you or your close relative, spouse, sibling, child or parent is employed, in which you or your close relative, spouse, sibling, child or parent own(s) an interest, or for which you or your close relative, spouse, sibling, child or parent serves on the board, is a consultant, or is a Major Donor.*

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I, \_\_\_\_\_, certify that I have read, understand and will comply with the above Conflict of Interest Statement.

I, \_\_\_\_\_, certify that the list I have provided of my organizational affiliations is accurate and complete and that if, at any point during my service on the Homeless Services Advisory Committee, a new affiliation arises that could present a conflict as described above, I will update this Conflict of Interest Statement to reflect the change.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date