



Spokane Regional Continuum of Care Conflict of Interest Acknowledgment Form

As an appointee to the Spokane Regional Continuum of Care Board (CoC) or its respective Request For Proposal (RFP) Committee, you agree to the following terms and conditions:

As a member of the CoC or CoC RFP Committee, I agree to take appropriate action to avoid the creation of any potential or actual conflicts of interest, including consulting with the Collaborative Applicant (City of Spokane, CHHS Department and/or the CoC Board Chair) to determine the appropriate course of action to avoid the potential or actual conflict of interest. I agree to recuse myself from participating in any action of the Board or RFP Committee that would be impacted by an apparent or actual conflict of interest.

To ensure compliance across funding sources, including the U.S. Department of Housing and Urban Development Block Grant (CDBG), Emergency Solutions Grant (ESG), and Continuum of Care (CoC) programs, as well as local funds administered by the City of Spokane, the following conflict of interest provisions may also apply:

No person who is an employee, agent, consultant, officer, or elected or appointed official of the City of Spokane or any designated public agency, recipient, or subrecipient that receives these funds and who exercise or has exercised any functions or responsibilities with respect to funded 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 financial interest or benefit from the activity, or have any interest in any contract, subcontract, or agreement with respect to the assisted activity—either for themselves or for those whom they have a family business ties—during their tenure or for one year thereafter.

A person with a potential conflict of interest may serve on a Board, advisory committee, or other decision-making body, provided they fully disclose the conflict, recuse themselves from the matter, and abstain from any discussion, deliberation or vote related to the matter in question. These provisions are consistent with 24 CFR §570.611 (CDBG), 24 CFR §576.404 (ESG), and 24 CFR §578.95 (CoC).



By signing this Conflict of Interest Acknowledgment, I am certifying that if a conflict arises during my official capacity as a Board or RFP Committee Member, I will disclose the potential conflict in writing to the Chair of the Board or Collaborative Applicant and will immediately recuse myself from any discussion, deliberation, and will also abstain from any voting on the matter.

Printed Name

Name of Board or Commission

Signature

Date