

Conflict of Interest Disclosure Form  
Federal Funds

As the HOME Department is a recipient of awards from the U.S. Department of Housing and Urban Development (HUD), it is required to develop policies ensuring disclosures. This disclosure form ensures any real or perceived conflicts are properly identified, and if necessary; waivers are requested from HUD for projects, where a benefit exists to promote the development of housing for income restricted households.

**What is a conflict of interest?**

A Conflict of Interest applies to any person who is an employee, family, agent, consultant, officer, board member, or elected official or appointed official of the organization receiving federal funds:

No employee, officer, or agent may participate in the selection, procurement, or award of a contract supported by a federal award if they have a real or apparent conflict of interest. This responsibility also applies to the administration of awards, including decision-making processes for project implementation, where real or perceived; and/or the gain of inside information resulting in the financial interest or benefit from the federal award. Such a conflict of interest would arise when the employee, officer, or agent, any member of their family, their partner, board member, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

**What needs to be disclosed?**

This conflict of interest form should indicate whether the potential recipient (through an application for federal funds) has an economic interest in, or acts as an officer, director, owner, etc., from an entity whose financial interests would reasonably appear to be affected by the award of federal funds for the project. Personal, business, or volunteer affiliations which may give rise to a real or apparent conflict of interest, need to be disclosed.

**How often does disclosure need to occur?**

Minimally, at application for federally funded projects. In the event of acceptance federal funds, if there is a change within the project where there is a *real or perceived* conflict, the HOME Department should be notified to evaluate if a waiver needs to be requested.

**EXHIBIT G**

**CONFLICT OF INTEREST FORM**

Date:

Applicant Name:

Please describe below any relationships, transactions, positions (volunteer or otherwise), or circumstances which could contribute to a conflict of interest:

\_\_\_\_\_ As the applicant, the authorized signatory has indicated there is no conflict of interest to report

\_\_\_\_\_ As the applicant, the authorized signatory has indicated there is a real or perceived conflict to report. *This may include* other nonprofit and for-profit boards the applicant represents, any for-profit businesses for which the applicant, any immediate family member are an officer or director, or a majority shareholder, and any businesses related as part of integration for the development of housing:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

I hereby certify to IHFA, the HOME Department, and the U.S. Department of Housing and Urban Development (HUD), the information disclosed is accurate to the best of my knowledge. I understand any violation in not disclosing relationships (real or perceived), is a direct violation and it may result in the termination of an agreement and/or suspend the ability to apply for funding in the future.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_