

## Schenectady County Homeless Services Planning Board

### Conflict of Interest Policy

A conflict of interest exists when the personal, professional or financial interests of a member of the Schenectady County Homeless Services Planning Board interferes with his or her ability to be objective. Members of the Schenectady County Homeless Services Planning Board may be affiliated on a personal, professional and/or financial basis with organizations or activities in the community that could result in an actual or perceived conflict of interest with their responsibilities and obligations as members of the Schenectady County Homeless Services Planning Board.

This policy defines how the Schenectady County Homeless Services Planning Board interprets conflicts of interest and what steps are expected to be taken if and when such conflicts arise.

It is expected that no member shall use his/her position, or knowledge gained from his/her position in such a manner that would cause a conflict, actual or perceived, to arise between the interests of the Schenectady County Homeless Services Planning Board and his or her personal, professional or financial interests. Each member has the duty to place the interests of the Schenectady County Homeless Services Planning Board foremost when engaged in business and activities related to and on behalf of the Schenectady County Homeless Services Planning Board, and has a continuing responsibility to comply with this policy.

In order to comply with this policy, it is expected that:

- If a member has a personal, professional or financial interest in a proposed transaction with Schenectady County Homeless Services Planning Board, he or she must make a prompt and full disclosure of such interest before any discussion or negotiation of such transaction.
- Any member who has a potential or actual conflict of interest with respect to any matter coming before a committee, the Board of Directors or the membership of the Schenectady County Homeless Services Planning Board shall not participate in any discussion of or vote in connection with the matter, except as invited to respond to questions or provide factual information.
- Any member who gains privileged information by virtue of his or her role as a member shall not use that privileged information for personal, professional or financial gain.
- A member of the Board of Directors of the Schenectady County Homeless Services Planning Board may not participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organizations that the member represents. (24 CFR 578.95)
- Participation in the implementation of the HUD Continuum of Care regulations, including the application process for HUD Continuum of Care funding, by members

representing an agency seeking or receiving HUD Continuum of Care funding shall not constitute a conflict of interest.

Recipients and subrecipients of HUD Continuum of Care funding shall comply with the applicable provisions of 24 CFR 578.95, Conflicts of Interest.

This policy shall be distributed annually to members. A signature in the designated space at the bottom of this policy will indicate the member's agreement to abide by this policy to the best of his/her ability.

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Member Name (Printed)

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Member Signature

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Date

*Approved June 19, 2014*