



Conflict of Interest Policy

Wake Continuum of Care Members

Approved: August 12, 2025

No member may participate in or influence discussions and/or decisions concerning the award of a grant or other financial benefits to the organization that the member represents or to themselves as individuals. Therefore, any individual participating in or influencing decision-making must identify actual or perceived conflicts of interest as they arise and comply with the letter and spirit of this policy. Disclosure should occur at the earliest possible time and if possible, prior to the discussion of any such issue. Individuals with a conflict of interest should abstain from discussion and voting on any issue in which they may have a conflict. A Conflict of Interest Policy will be approved by the Continuum of Care annually.

In addition to complying with [24 CFR 578.95](#) and all other applicable state and federal law, the following Conflict of Interest Policy shall apply to all Wake County Continuum of Care (Wake CoC) members, including the Board of Governors and Funding Review Committee.

Article I – Purpose

1. The purpose of this Wake CoC membership conflict of interest policy is to protect the Wake Continuum of Care and to emphasize its commitment to the highest standards of integrity, fairness, and conduct so as to ensure the maximum public trust.
2. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.
3. This policy is also intended to identify “independent” members.

The Wake CoC Member Conflict of Interest Policy **applies to all Wake CoC Members** (inclusive of Voting Members, Wake CoC Board Members, and Committee Members). In their activities on behalf of and in their dealings with the Wake CoC, it is the responsibility of each Wake CoC Member to avoid any actual conflict of interest and the appearance of a conflict of interest. Each person to whom this policy applies must be free of any activity, association or investment which might influence, or give the appearance of interfering with, the independent exercise of his or her judgment in conducting the Wake CoC’s activities or in dealing with the Wake CoC.



Article II – Definitions

- 1) **Interested person** – Any Wake CoC Member who has a direct or indirect financial interest, as defined below, is an interested person.
- 2) **Conflict of Interest** - A conflict of interest may exist when the interests or activities of any member, director, or officer may be seen as competing with the interest and activities of the Wake CoC; including when the member, director, or officer derives a financial or other material gain as a result of a direct or indirect relationship. Such conflicts are presumed to exist in those circumstances in which a member or director’s actions may have a preferential impact upon the agency or entity employing the member or director. Such actions are presumed to include, but are not limited to, the development of policies in which a self-serving bias may be present as well as in decisions affecting the allocation of resources. Members of the Wake CoC (Voting Members, Board Members, and Committee Members) may not participate in decisions concerning awards of grants, provisions of financial benefits to such member or the member’s organization, or implementing corrective actions as a result from Wake CoC Collaborative Applicant monitoring activities of CoC and ESG activities. The CoC Member must excuse themselves from the decision-making process.
- 3) **Financial interest** – A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - (a) An ownership or investment interest in any entity with which the Wake CoC has a transaction or arrangement.
 - (b) A management position in any entity which has a financial interest, such as serving on the Board of an organization with a financial interest in the Wake CoC;
 - (c) A compensation arrangement with the Wake CoC or with any entity or individual with which the Wake CoC has a transaction or arrangement; or
 - (d) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Wake CoC is negotiating a transaction or arrangement.
 - ii) Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Board decides that a conflict of interest exists, in accordance with this policy.
- 4) **Independent member** – A Wake CoC Member shall be considered “independent” for the purposes of this policy if he or she is “independent” as defined in the instructions for the IRS 990 form or, until such definition is available, the member:
 - (a) Does not directly or indirectly have a significant business relationship with the Wake CoC, which might affect independence in decision-making;



- (b) Is not employed as an executive of another corporation where any of the Wake CoC's Board members serve on that corporation's compensation committee; and
- (c) Does not have an immediate family member who is an executive officer or employee of the Wake CoC or who holds a position that has a significant financial relationship with the Wake CoC.

Article III – Procedures

- 1) Duty to Disclose** – In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the conflict and/or financial interest and be given the opportunity to disclose all material facts to the Wake CoC Board.
- 2) Recusal of Self** – Any Wake CoC Member has a duty to recuse himself or herself at any time from involvement in any decision or discussion in which the member believes he or she has or may have a conflict of interest, without going through the process for determining whether a conflict of interest exists. Voting Members of the Wake CoC should recuse themselves from any decision. Board Members and Committee Members should recuse themselves from any discussion and decision.
- 3) Determining Whether a Conflict of Interest Exists** – The Wake CoC Board shall review all Conflict of Interest Annual Statements to determine whether a conflict of interest exists. The Board shall notify each member of the Wake CoC to review the conflict.
- 4) Violations of the Conflicts of Interest Policy**
 - a) If the Wake CoC Board has reasonable cause to believe a Wake CoC Member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
 - b) If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Wake CoC Board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV – Records of Proceedings

The minutes of the Wake CoC Board shall contain:



- 1) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Wake CoC Board's decision as to whether a conflict of interest in fact existed.
- 2) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V – Annual Statements

- 1) Each Wake CoC Member (inclusive of Voting Members, Wake CoC Board Members and Committee Members) shall annually sign a statement which affirms such person:
 - a) Has received a copy of the Conflict of Interest Policy;
 - b) Has read and understands the Policy; and
 - c) Has agreed to comply with the Policy.
- 2) Each Member of the Wake CoC shall annually sign a statement which declares whether such person is an independent member.
- 3) If at any time during the year, the information in the annual statement changes materially, the Wake CoC Member shall disclose such changes and revise the annual disclosure form at the earliest opportunity.
- 4) The Board shall regularly and consistently monitor and enforce compliance with this policy by reviewing annual statements and taking such other actions as are necessary for effective oversight.

Article VI – Exceptions and Changes to Policy

The Wake CoC reserves the right to make an exception to this policy and procedures based on communication from HUD, in compliance with CFR 578.95, that impact the Wake CoC's ability to carry out the policy and procedures as described above. The Wake CoC also reserves the right to amend this policy on an annual basis. *In the event of a conflict between 24 CFR 578.96 and this Conflict of Interest Policy, the CFR provision shall control.*



Wake Continuum of Care Conflict of Interest Policy

Acknowledgment and Agreement

I, acknowledge that I have received, read, and understand the **Wake Continuum of Care (Wake CoC) Conflict of Interest Policy**.

I affirm that:

- I have reviewed the provisions outlined in the policy, including the definitions, procedures, and requirements regarding conflicts of interest.
- I understand my duty to disclose any actual or potential conflicts of interest at the earliest possible time.
- I agree to abstain from any discussions or decisions where a conflict of interest is present, as required by the policy.
- I recognize that failure to comply may result in disciplinary action as determined by the Wake CoC Board.
- If at any time my status changes or new conflicts arise, I will promptly update and disclose this information as required.

By signing below, I certify that I will adhere to the principles set forth in this policy.

Printed Name: _____ **Signature:** _____

Date: _____