



Bakersfield-Kern Regional Homeless Collaborative (BKRHC) Conflict of Interest Policy and Certification Form

Purpose

The purpose of this Conflict of Interest Policy and Disclosure Form is to ensure that Governing Board Members of the Bakersfield/Kern County Continuum of Care (CoC) conduct themselves with integrity, transparency, and accountability while carrying out the mission to prevent and end homelessness in Kern County, and to provide a process for identifying, disclosing, and appropriately addressing actual, potential, or perceived conflicts of interest.

As outlined in the Governance Charter, the CoC is responsible for the stewardship of public resources and must operate in a fair, ethical, and nondiscriminatory manner in compliance with federal regulations, including 24 CFR Part 578.

Applicability

This policy applies to all Governing Board Members acting on behalf of the Bakersfield/Kern County Continuum of Care (CoC).

Section I. Conflicts of Interest and Recusal Policy

A conflict of interest exists when an individual's personal, financial, or organizational interests interfere, or appear to interfere, with their ability to act impartially and in the best interest of the CoC. Members shall not participate in or vote on any matter where such a conflict exists and must recuse themselves from discussion, deliberation, and decision-making processes. Members shall not participate in or influence funding decisions, project rankings, or the awarding of financial benefits involving their organization or any entity with which they have a financial or personal relationship.

Members shall not obtain a financial interest or benefit from any CoC-funded activity, contract, or agreement, including interests held by immediate family members or business associates. Exceptions to this policy may be granted by the Governing Board on a case-by-case basis, provided that the conflict is fully disclosed in writing, public disclosure has occurred, and the exception supports the mission of the CoC without compromising fairness or integrity. In determining whether to grant an exception, the Governing Board shall consider factors including the benefit to the program, availability of alternative options, and whether the individual has been removed from the decision-making process.

Section II. Obligation to Declare Conflicts of Interest

Members are required to disclose any real, potential, or perceived conflicts of interest annually and at the time such conflicts arise. Disclosure must occur prior to participation in any related discussion or decision-making process. **Members shall notify the Governing Board Chair of any such conflict, and the Chair shall determine whether recusal is required.** This obligation applies to both personal and organizational conflicts of interest.



Section III. Termination Policy

Any Governing Board Member may be removed for cause by a two-thirds (2/3) vote of the CoC Voting Membership at a specially called meeting. Cause is constituted by a violation of the conflict-of-interest regulations, a violation of the Code of Conduct and ethics, or any other violation of the policies set forth in the Bakersfield/Kern County CA-604 CoC Governance Charter.

Certification of Compliance

By signing below, the undersigned acknowledges that they have read, understand, and agree to comply with the Bakersfield-Kern Regional Homeless Collaborative (BKRHC) Conflict of Interest Policy. The undersigned further agrees to disclose any conflicts of interest in accordance with this policy and understands that failure to comply may result in disciplinary action, including removal from membership and/or Governing Board participation.

Signature: _____
Name: _____
Agency: _____
Email Address: _____

Date: _____