

KENTUCKY HOUSING CORPORATION CONFLICT OF INTEREST REQUIREMENTS

The HOME recipient is responsible for identifying situations in which a conflict of interest may exist. If a conflict of interest is identified, the agency must seek an exemption. The following items must be submitted to KHC (*please note that an exemption must be requested and approved by KHC prior to the commitment of HOME funds*):

1. A formal written request which includes specific information as to the potential conflict and the reasons for the request. The request should include verification that the individual in question received no preferential treatment and that the recipient followed its approved affirmative marketing procedures, if applicable. Also, the request must include an affirmative statement that the program for which they are applying was publicly advertised or promoted and that the person requesting assistance learned of the program through the public promotion of the program and not through ties with the recipient's organizations. In addition, they should affirm that the person requesting assistance applied for assistance via the standard application procedure utilized by other applicants.

The written request must include documentation of compliance with the appropriate provisions as listed in 24 CFR 92.356 (e) (1-6) or (f) (2) (I-v).

2. A letter from the recipient's attorney stating that there are no laws, statutes or local ordinances which would be violated if an exemption is granted.
3. Proof that there has been public disclosure. (A copy of the newspaper advertisement publication with the dates of publication or meeting minutes is sufficient.)

KHC reserves the right to make a determination or at its discretion may submit the request to HUD. The recipient will be notified of the decision in writing. Please allow a minimum of three weeks for the decision.

KHC reserves the right to request additional information, if necessary.