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| **[TN: 504 Competition Materials for FY2016 Funding Opportunities]** |
| *Performance Evaluation Committee (PEC) Nomination Form* |

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| **Nominee name:**  |  |
| **Nominee Contact Number:**  |  |
| **Nominee email:** |  |
| **Nominee’s Current Employer:** |  |
| **Today’s Date:** | **7/7/2016** |
| **Please identify any potential conflicts of interest if asked to serve on Nashville, Davidson County’s, TN Performance Evaluation Committee (PEC) for HUD CoC-funded projects:** |
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| **The currently funded projects in our continuum of care (CoC) are administered by the following agencies: please circle any of the following agencies to which there could be a conflict of interest:** |
| **Room In the Inn** | **The Mary Parrish Center** | **YWCA** | **Urban Housing Solutions** | **The Metropolitan Development & Housing Agency** |
| **The YWCA** | **The Salvation Army** | **Welcome Home Ministries** | **Aphesis House** | **Operation Stand Down Tennessee** |
| **The Next Door** | **Safe Haven Family Shelter** | **Matthew 25** | ***Any new potential agencies.***  |
| **Please list any conflicts that you can identify:** |

Conflicts of Interest are as follows: (please list any in the above space provided should any of them apply to your membership).

1. Having served or currently serving on any of the above mentioned agency’s Board of Directors;
2. Having been employed or if currently employed by one of the above mentioned agencies;
3. Professional partnerships of any kind between your employment/agency and any of the above-mentioned agencies;
4. Has, or is seeking to obtain, contractual or other business or financial relations with the funded project or agency
5. Is related to a member of staff and there is decision to be taken on staff pay and/or conditions.

Upon appointment each committee member will make a full, written disclosure of interests, such as relationships, and posts held, that could potentially result in a conflict of interest. This written disclosure will be kept on file and I will be updated as appropriate.

In the course of meetings or activities, committee members will disclose any interests in a transaction or decision where there may be a conflict between the organizations best interests and the committee members best interests or a conflict between the best interests of two organizations that the committee members is involved with.

\*Option 1: After disclosure, I understand that I may be asked to leave the room for the discussion and may not be able to take part in the decision depending on the judgement of the other committee members present at the time.

\*Option 2: After disclosure, I understand that I will be asked to leave the room for the discussion and will not be able to take part in the decision.

Any such disclosure and the subsequent actions taken will be noted in the minutes.

This policy is meant to supplement good judgment, and staff, volunteers and management committee members should respect its spirit as well as its wording. I, the appointed PEC member, have disclosed all current or potential conflicts that may be associated with my serving on this committee:

Nominee’s Signature:

Date of Signature:

*This document will be kept on file at the Continuum of Care (CoC) and Homeless Management Information Systems (HMIS) lead, the Metropolitan Development and Housing Agency for Nashville, Davidson County, Tennessee. It will be available upon request by any member of our continuum.*