



ALABAMA RURAL COALITION FOR THE HOMELESS
(ARCH) — Collaborative Applicant, AL-507

FY 2026 CoC Program

Rank and Review Conflict of Interest Policy & Disclosure Form

AL-507 Alabama Balance of State Continuum of Care

Completed by every Rank and Review Subcommittee member, Board Review Panel member, and supporting ARCH staff or consultant before reviewing or scoring any FY 2026 local competition application.

Companion document to the AL-507 Review, Ranking & Appeal Procedures.

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Rank and Review Conflict of Interest Policy

This policy governs every person who reviews, scores, ranks, or decides an appeal for any project application submitted into the AL-507 FY 2026 local competition. Its purpose is to protect the integrity of the scoring process and to ensure AL-507's Priority List reflects an independent, defensible application of the AL-507 Rating & Ranking Manual, consistent with HUD's expectation that CoCs maintain a clearly documented, conflict-free local competition process.

Who this applies to

- Rank and Review Subcommittee members
- Board Review Panel members who hear appeals under the AL-507 Review, Ranking & Appeal Procedures
- ARCH staff and consultants who support scoring, ranking, or the appeals process

What is a conflict of interest

A conflict of interest exists when a person described above has a financial, employment, governance, contractual, or family relationship with an applicant agency, such that the person's independent judgment in reviewing, scoring, or deciding an appeal for that agency's application could reasonably be questioned. Examples include, but are not limited to:

- Current employment with the applicant agency, or former employment within the past two years
- Serving on the applicant agency's board of directors or other governance body
- An immediate family relationship with an owner, executive, or board member of the applicant agency
- A financial interest in the applicant agency, including ownership, investment, or compensation
- A contractual or paid consulting relationship with the applicant agency
- Any other relationship that could reasonably create an appearance of bias, whether or not listed above

Disclosure requirement

Before reviewing, discussing, or scoring any application, each person described above must complete the disclosure form on the following page for the current competition cycle. A person must promptly update their disclosure, and notify the Rank and Review Subcommittee Chair, if a new conflict arises after the form is submitted, including during the scoring period or the appeals process.

Recusal procedure

1. The individual discloses the conflict, in writing, to the Rank and Review Subcommittee Chair (or, for a conflict involving the Chair, to ARCH's NOFO Team) before scoring begins for the affected application.
2. The individual is recused from reviewing, scoring, discussing, or voting on that applicant agency's project application(s), and, where applicable, from deciding any appeal involving that agency.
3. The recusal is documented in the Subcommittee's or Board Review Panel's records for that competition cycle.

4. If a majority of available Subcommittee members are conflicted with respect to a given application, ARCH's NOFO Team or consultants will identify an independent reviewer, or refer scoring of that application to the CoC Board, to preserve an independent review.
5. Failure to disclose a known conflict may result in invalidation of that individual's scores for the affected application(s) and referral of the matter to the CoC Board.

Confidentiality

Application content, scoring discussions, and Subcommittee or Board Review Panel deliberations are confidential and may be used only for the purpose of reviewing, scoring, ranking, or deciding appeals for the AL-507 local competition. Reviewers may not share application content or deliberations with an applicant agency, a competing applicant, or any other third party outside this process.

Conflict of Interest Disclosure & Certification

Complete this form for the FY 2026 AL-507 local competition. List every applicant agency with which you have any relationship described above, the nature of that relationship, and whether it requires your recusal. If you have nothing to disclose, write "None" in the first row.

Applicant Agency	Nature of Relationship	Recusal Required?

Certification: I certify that the disclosure above is complete and accurate to the best of my knowledge. I understand that I must promptly update this disclosure if my circumstances change, and that I must recuse myself from reviewing, scoring, discussing, or deciding any appeal involving an applicant agency with which I have a disclosed or undisclosed conflict of interest.

Name (print): _____

Role (Subcommittee member / Board Review Panel member / ARCH staff or consultant):

Organization (if applicable): _____

Signature: _____

Date: _____