

**Community Development Advisory Committee**  
**Confidentiality and Conflict of Interest Policy**  
**PY25**

**Confidentiality**

As a member of the Community Development Advisory Committee (CDAC), I recognize that I owe a fiduciary duty of care to the City of New Braunfels, TX. This includes a duty of confidentiality. All information and documentation that I receive from the City of New Braunfels, TX and others in connection with my service on the CDAC will be treated with strict confidentiality. Neither the contents nor the existence of this information or documentation will be shared with anyone other than the officers, members, employees, and authorized agents of the City of New Braunfels, TX. I will direct any questions regarding my confidentiality obligations to Jennifer Gates, Grants Coordinator.

**Conflicts of Interest**

As a member of the CDAC, I recognize that I owe a fiduciary duty of loyalty to the City of New Braunfels, TX. This duty requires me to avoid conflicts of interest and to always act in the best interests of the City of New Braunfels, TX Community Development Block Grant program. The purpose of the conflicts of interest policy (set forth below) is to help inform the CDAC about what constitutes a conflict of interest, assist the CDAC in identifying and disclosing actual and potential conflicts, and help ensure the avoidance of conflicts of interest where necessary. This policy may be enforced against individual CDAC members as described below:

1. CDAC members have a fiduciary duty to conduct themselves without conflict to the interests of the City of New Braunfels, TX Community Development Block Grant program. In their capacity as CDAC members, they must subordinate personal, individual business, third-party, and other interests to the welfare and best interests of the City of New Braunfels, TX Community Development Block Grant Program
2. A conflict of interest is conduct, a transaction or relationship that presents or might conflict with a CDAC member's obligations owed to the City of New Braunfels, TX Community Development Block Grant Program and the CDAC member's personal, business or other interests.
3. All conflicts of interest are not necessarily prohibited or harmful to the City of New Braunfels, TX Community Development Block Grant program. However, full disclosure of all actual and potential conflicts, and a determination by the CDAC Executive Committee – with the interested CDAC member(s) recused from participating in debates and voting on the matter – are required.
4. All actual and potential conflicts of interests shall be disclosed by CDAC members to the City of New Braunfels, TX through the annual disclosure form and/or to the CDAC whenever a conflict arises. The City of New Braunfels, TX shall make a determination as to whether a prohibited conflict exists and what subsequent action is appropriate (if any). The City of New Braunfels, TX shall inform the CDAC of such determination and action. The City of New Braunfels, TX shall retain the right to modify or reverse such determination and action, and shall retain the ultimate enforcement authority with respect to the interpretation and application of this policy.
5. On an annual basis, all CDAC members shall be provided with a copy of this policy and required to complete and sign the acknowledgment and disclosure form below. All completed forms shall be provided to and reviewed by the City of New Braunfels, TX, as well as all other conflict information, if any, provided by CDAC members.

**Community Development Advisory Committee**  
**Conflict of Interest Disclosure Form**  
**PY25**

A potential or actual conflict of interest exists when commitments and obligations are likely to be compromised by the Community Development Advisory Committee members' other material interests, or relationships (especially economic), particularly if those interests or commitments are not disclosed.

This Conflict-of-Interest Form should indicate whether the CDAC member has an economic interest in, or acts as an officer or a director of, any outside entity whose financial interests would reasonably appear to be affected by the decisions of the CDAC. The CDAC member should also disclose any personal, business, or volunteer affiliations that may give rise to a real or apparent conflict of interest.

Please describe below any relationships, transactions, positions (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

\_\_\_\_\_ I have no conflict of interest to report.

\_\_\_\_\_ I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you (and your spouse/partner) sit on, and any business dealings with any non-profit agencies and for-profit entities that provide CDBG funded services to residents of the City of New Braunfels, TX.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

I understand and agree with the Confidentiality requirements for serving on the CDAC.

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Please Print)