

<b>Program:</b>	Energy and Housing Service Programs	<b>MHN #</b>	2025-EHS-001
<b>Issued by:</b>	MaineHousing, Energy and Housing Services	<b>Effective Date:</b>	May 12, 2025

This MaineHousing Notice #2025-EHS-001 is being issued to notify MaineHousing's Partners of changes to the Conflict of Interest Policy, of which a new version can be found on the MaineHousing Partner Portal.

## 1. Conflict of Interest Policy: Partner Employees Applying for MaineHousing Programs

When an employee of a Partner organization applies to participate in a MaineHousing program, the application must receive **prior written approval from two supervisory levels** above the employee's position. **One of the approving signatures must be from the Executive Director or another member of the Senior Executive Team.** The signed approval must be submitted for review and included in the employee's file. This policy and the required approval form are available on MaineHousing's Partner Portal.

## 2. Notice Contact

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