

**BYLAWS OF THE CLEVELAND/CUYAHOGA COUNTY
OFFICE OF HOMELESS SERVICES
ADVISORY BOARD**

**ARTICLE I
LEGAL STATUS AND PURPOSE**

The creation of the Cleveland/Cuyahoga County Office of Homeless Services (OHS) Advisory Board was provided by an agreement between the City of Cleveland and the Board of County Commissioners on May 26, 1992 pursuant to the Ohio Revised Code Section 307.15. The OHS Advisory Board shall be the governing body of the Cuyahoga County Continuum of Care (CoC) in accordance with these Bylaws and the Governance Charter of the CoC which is attached as Appendix I.

**ARTICLE II
MISSION AND GOALS**

The goals of the Advisory Board as stated in the Board's Mission and Goals Statement are consistent with the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act and the priorities of the U.S. Interagency Council on Homelessness (USICH) as follows:

1. To assist the Office of Homeless Services (OHS) to reduce and end homelessness through advocacy, policy review, priority setting, coordination, and the alignment of community resources.
2. Facilitate interagency and intergovernmental cooperation and promote private sector collaboration and participation.
3. Clarify and prioritize the goals of the Cleveland/Cuyahoga County Continuum of Care.
4. Identify and review local, state, and federal public policy issues impacting individuals and families experiencing homelessness.
5. Develop financial priorities for the distribution of public funds and seek to influence the distribution of private funds.
6. Establish criteria to monitor and evaluate delivery of services.
7. Develop avenues to communicate concerns regarding policy issues.
8. Review systems performance data and recommend policy, practices and programs to improve outcomes.

See the Cleveland/Cuyahoga CoC Governance charter attached as Appendix I for a fuller description of the roles and responsibilities of the CoC and the OHS Advisory Board.

ARTICLE III MEMBERSHIP

Section I: Representation. The Advisory Board shall be broadly based with representation from all sectors of the community, in compliance with the HEARTH Act, 24 CFR Subpart B, 578.5 -7. The HEARTH Act requires that the governing body of the CoC be comprised of “relevant” organizations and provides examples of what is considered “relevant organizations”. This list includes, but is not limited to, the following: nonprofit homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, and organizations that serve veterans. The only required category of representation is a homeless or formerly homeless person.

Section II: Board Composition. The Advisory Board shall be composed of up to 32 members. The Advisory Board membership shall consist of designated, standing, and at-large seats. The CoC is committed to diverse, equitable and inclusive (DEI) membership on the Advisory Board. Using CoC system data, the Advisory Board will take affirmative and definitive steps to ensure members reflect the diverse demographics and experiences of individuals and people experiencing homelessness in Cuyahoga County.

Designated Seats:

The designated seats will be:

- a. Two Cuyahoga County representatives to be recommended by the County Executive from the following County Departments and Offices: Children and Family Services, Job and Family Services, Development, Health, Senior and Adult Services and Law Enforcement.
- b. One representative of Cuyahoga County Council who is either a Council member or staff person.
- c. Two City of Cleveland representatives to be recommended by the Mayor from the following City Departments: Community Development, Health, Office on Aging, Public Safety/Law Enforcement, and Minority Affairs.
- d. One representative of Cleveland City Council who is either a Council member or staff person.
- e. One representative from Cuyahoga Metropolitan Housing Authority.
- f. One representative from the Department of Veterans Affairs
- g. One representative from the Alcohol Drug Addiction and Mental Health Services Board
- h. One representative from the Cleveland Metropolitan School District Basic Education for Homeless Children and Youth Act activities.
- i. One representative from the Northeast Ohio Coalition for the Homeless
- j. One representative from the Cuyahoga County Office of Re-entry
- k. One representative from the Cuyahoga County Housing and Community Development Department
- l. One representative from the Youth Action Board (REACH)
- m. Six Provider Representatives selected by the Homeless Service Providers Alliance (HSPA).

Standing Seats:

- n. One representative from the Health Care Sector
- o. One representative from the Workforce Development Sector
- p. One representative from Public Safety/Law Enforcement
- q. Community Representatives - Up to four persons who are presently homeless or have previously experienced homelessness including at least one youth aged 18-24. The Advisory Board will attempt to ensure that at least two representatives will be BIPOC and/or LGBTQIA+.

At-Large Seats:

Five at-large seats will be filled by persons who have skills, expertise or influence that can help achieve the goals of the CoC. Representation may include people from the following types of organizations:

- a. Housing Agency
- b. Behavioral Health Care
- c. Non-profit Housing Developer
- d. Community Development Corporation
- e. Health Care Provider
- f. Faith Based Group
- g. Advocacy Group
- h. Philanthropy
- i. Intermediary
- j. Youth Serving Agency
- k. Employment Agency
- l. HIV/AIDS Provider
- m. Senior Services
- n. Development/Cognitive Disability Agency
- o. Regional Transit Authority
- p. Victim Service Provider
- q. Legal
- r. Local Governmental Units
- s. Higher Education
- t. Law Enforcement
- u. Reentry
- v. LGBTQIA+ Agency

Section III: Terms of Service. All Advisory Board members shall be elected for a board term of three (3) years. Advisory Board members may be elected to any number of additional three (3) year terms. Terms will be based on the calendar year and staggered so that approximately 1/3 of seats turnover every year to promote new participation while ensuring continuity and institutional memory. Standing/designated members shall be recommended by the designating authority in consultation with the Governance Committee for election to the board. All At-large members and Community Representatives shall be recommended by the Governance Committee for election to the board.

In cases where an Advisory Board member is elected to a Co-chair seat with less than two years remaining in their term, their Advisory Board term is automatically extended to the end of their Co-chair term.

Section IV: Proxies. A member of the Advisory Board may designate one person as a proxy from within their organization to represent the seat and to attend and vote at Advisory Board meetings. Proxies shall designate the member they are serving for during roll call at Advisory Board Meetings and this will be noted in the minutes.¹

Section V: Vacancies. Vacancies will be filled as follows:

- Designated members:

¹ An outstanding issue is the process for proxies for Advisory Board members who are Community Representatives. The Governance Committee will meet and provide a recommendation on this at a future Advisory Board meeting.

The Designating Authority will be responsible for designating another representative to be elected to fill a vacant seat, whether at the end of a term or during a term; Standing and At-Large Members:

- See Article IV below for the nomination and selection process for Standing and At-Large Members
- Elected members:
 - Any elected member unable to fulfill a term may recommend to the Governance Committee (GC) another person from their own membership category to be elected to fill the remainder of the term. The GC will review this recommendation and put forward a recommendation to the OHS Advisory Board for an individual to fulfill the term. If the GC does not support the recommendation of the departing member, a member would be identified to fulfill the remainder of the term using the nomination process described in Article IV, Section II. At the end of the term, a member would be identified through the nomination/election process described in Article IV, Section II.

ARTICLE IV SELECTION AND REMOVAL OF MEMBERS

Section I: Designation Process. In September of each year, designating authorities will be contacted in writing by the Governance Committee to meet and determine the designees' recommendation(s) for membership on the Advisory Board for any terms expiring at the end of the calendar year. Designating authorities in consultation with the Governance Committee may either recommend the current designee or recommend another designee. Appointees will be contacted to determine their willingness and ability to serve. If willing and able, the appointment will be ratified at the beginning of the term of office. If not willing or able, the appointing authority will be contacted and asked to select a new appointee.

Section II: Nomination and Election Process for Standing and At-Large Seats. In September of each year, the Governance Committee will circulate a "Call for Nominations" to organizations and parties for Standing and At-large seats. The "Call for Nominations" will:

- Set forth the criteria for nomination to the Advisory Board
- Set a deadline for the receipt of said nominations

The above "Call for Nominations" process may also be used to replace elected Board members who vacate their seats before the end of their terms per Article III, Section V.

The Governance committee will:

- meet annually in July to review the list of expiring terms and plan for the solicitation of members for vacant seats; review and adopt a screening and scoring process and tools; and otherwise plan for the call for nominations in September;
- issue a call for nominations at the September Advisory Board meeting;
- meet in October to review applications and score applications and select a slate of candidates for recommendations to the Advisory Board; and
- recommend a slate of candidates to the Board for election at the November meeting.

The Governance Committee will provide in writing the full list of names of those who applied for Advisory Board membership, as well as a slate of recommended candidates prior to the next regularly scheduled meeting at which the membership vote will be conducted.

Section III: Removal. Failure to attend three (3) consecutive Advisory Board meetings without designating a proxy may be grounds for removal. See Article III, Section IV for the proxy policy. The Executive Committee (or its designee) shall reach out to Advisory Board members with repeated absences to see if there are obstacles to attending that can be addressed. Based on this outreach, the Executive Committee may recommend a course of action to the Advisory Board. The Advisory Board may take action that could include voting to remove the member. If removed, the member, and appointing authority if applicable, will be notified. If either an at-large or designated member must be replaced, the process will follow the appropriate procedures described in Article III Section V above.

ARTICLE V OFFICERS, MEMBERS AND COMMITTEES

Section I: Officers. The Advisory Board shall elect three co-chairpersons from among its members; with one co-chairperson representing a non-CoC funded organization. Co-chairs will serve two-year terms. The Governance Committee will solicit candidates for expiring Co-Chair seat(s) in September of each year. At the November meeting, the Governance Committee will recommend nominees for expiring Co-Chair seat(s) for a vote by the full Advisory Board.

Section II: Responsibilities of Officers. The Co-Chairs will serve as leaders of the Office of Homeless Services Advisory Board and at least one Co-Chair will represent the Board in all public venues. The Co-Chairs will convene Advisory Board meetings for the purpose of fulfilling the Board Responsibilities stated in the Cuyahoga County Continuum of Care Charter. Co-Chairs will facilitate Advisory Board meetings, encourage and support participation by members and manage the agenda and time at meetings.

Section III. Responsibilities of Advisory Board Members. Members of the Advisory Board are expected to regularly attend Advisory Board meetings and participate in Standing and Ad Hoc Committee work.

Section IV: Committees.

The Advisory Board shall have standing committees and additional ad hoc committees and work groups as deemed necessary by vote of the Advisory Board. The standing committees with respective roles are as follows:

- A. Executive
- B. Governance
- C. NOFO Review
- D. NOFO Strategy
- E. Program Policy
- F. Youth Action Board (YAB)
- A. The Executive Committee will be comprised of:
 - The co-chairs of the Advisory Board (3)
 - One representative from the Governance Committee (1)
 - One representative from the NOFO Strategy Committee (1)
 - One representative from the Program Policy Committee (1)

- The Executive Committee is committed to the principles of RE/DEI (racial equity and diversity, equity and inclusion) and will seek to include a variety of perspectives and experiences through inclusion of community representatives, providers, and designated and at large representatives who are participating in standing committees. A member of an Ad Hoc Committee may be invited to participate in the Executive Committee meeting at the discretion of the Executive Committee.

The role of the Executive Committee is to:

- Serve in an advisory capacity to the Office of Homeless Services staff between Advisory Board meetings
- Identify issues for the Board to consider and upon which to vote
- Vote on matters that require immediate resolution between regularly scheduled Advisory Board meetings
- Determine bi-monthly meeting and special meeting agendas
- Support the CoC in processes to strategically plan for and allocate resources

- B. The Governance Committee will be comprised of Advisory Board members and other interested parties. The committee will be no larger than 10 people and GC members will be approved by the Executive Committee.

The role of the Governance Committee is to:

- Meet at least annually to review the OHS Governance Charter, Bylaws and Expiring Terms, in order to assure Advisory Board compliance with Charter and Bylaw provisions.
- Identify needed amendments and/or additions to the Bylaws/Governance charter.
- Meet in July to plan for a September solicitation of members with terms expiring at the end of the calendar year.
- Oversee the nomination and selection processes for expiring/vacant Board member seats and Co-Chair positions.
- Meet in October to review applications for Advisory Board membership and Co-chair positions.
- Recommend new Board members for expiring terms at the November meeting.
- Recommend Co-Chairs for election by the full Advisory Board.

- C. The NOFO Review Committee will be comprised of at least three Advisory Board members and at least one other community stakeholder who are free of conflicts of interest related to the work of the Committee. The NOFO Review Committee will be constituted by the Executive Committee and guided by Advisory Board.

The role of the NOFO Review Committee is to:

- Assure a transparent, objective and fair project review process in accordance with HUD NOFO process;
- Annually approve Renewal Project Evaluation criteria, scoring and standards
- Review renewal project evaluation scores and performance annually
- Oversee an annual competition process for new and bonus project applications for the annual HUD CoC NOFO;

- Develop and submit recommendations to the Advisory Board for a vote concerning project acceptance, rejection, or reallocation for the Consolidated Application submitted by the OHS

- D. The NOFO Strategy Committee will be comprised of at least three Advisory Board members who are free of conflicts of interest related to the work of the Committee. NOFO Strategy Committee members will be recommended by OHS and approved by the Executive Committee.

The role of the NOFO Strategy Committee is to:

- Review and approve the proposed ranking strategy for the annual CoC competition as drafted by the Cuyahoga County Office of Homeless Services and
- Advise the Advisory Board of the recommended ranking policy in advance of the annual HUD CoC Application submission.

- E. The Program Policy Committee (PPC) will be composed of members of the Advisory Board as well as other interested parties. The PPC will seek to include involvement of a diversity of experiences and perspectives including (but not limited to) executive/managerial staff, direct service staff/supervisors, community representatives, youth/young adults, BIPOC and LGBTQIA+ members. To become a voting member of the PPC, interested parties will submit applications to be reviewed by OHS. OHS will select from the applicants based on expertise and representation from all program types, diverse agencies and staffing levels (i.e., Street Outreach, Emergency Shelter, Rapid Rehousing, Permanent Supportive Housing and front line/managerial levels etc.).

The role of the Program Policy Committee is to:

- Provide guidance and leadership on standards, policies and procedures for housing and services programs funded by the CoC including the Coordinated Entry System (CES)
- Develop, revise, amend and recommend standards for the administration and operation of emergency shelter (ES), permanent supportive housing (PSH), rapid rehousing (RRH) and additional program models as funded by the CoC
- Develop, revise, amend and recommend standards for the administration and operation of the CoC's CES
- Create a forum and systems for feedback, evaluation and continuous improvement of housing and service programs and the CES
- Review data on the operations and outcomes of CoC programs and the CES and make data-driven decisions about revisions to policies and practices
- Submit recommended policies and procedures for adoption by the Advisory Board

- F. The Youth Action Board will be composed of members that have lived experience with homelessness, housing instability, and/or child welfare and are representative of young people experiencing homelessness in Cuyahoga County. There will be at least 3 youth or young adults that are 24 years of age or younger. The YAB is self-governing and has its own selection process for members.

The role of the Youth Action Board is to:

- Provide leadership on policies and practices related to ending and prevented youth and young adult homelessness
- Provide annual report of priorities and goals to the Advisory Board

- Provide funding & policy recommendations to the Advisory Board and Program Policy Committee through membership and attendance
- Participate in CoC program evaluation, review, and provide recommendations

Additional Committees: The Board may establish additional committees/work groups for strategic initiatives open to members of the OHS Advisory Board and general CoC membership. The membership, role, and specific tasks of these work groups/committees will be defined by the Advisory Board and included in the Advisory Board Minutes.

Section V: General Committee Responsibilities.

All committees are responsible for the following:

- Electing Co-Chairs
- Designating a representative and alternate to the Executive Committee
- Recruiting members
- Acting as a conduit for information sharing between the Advisory Board and CoC members
- Reporting to the Advisory Board at least twice a year
- Establishing procedures as directed by the Advisory Board
- Ensuring transparency of meetings and processes

ARTICLE VI MEETINGS

Section I: Frequency of Meetings. The Advisory Board shall have a minimum of six meetings in a calendar year, with “Special” meetings on an as-needed basis.

Section II: General CoC Membership Meetings. The Advisory Board will assure that a minimum of two Advisory Board meetings annually meet the requirements to be considered as a CoC Membership meeting as required by the HEARTH Act.

Section III: Notice of Meetings. The staff of the OHS shall provide email notification of all CoC Membership and Advisory Board meetings through distribution via the OHS email list serve. In addition, the CoC Membership Meetings Calendar will be posted on the OHS website, <http://ohs.cuyahogacounty.us> by January 3rd of each year. The location and time of the meetings will be included on the OHS website. Notice of any “Special” meetings shall be distributed at least seven (7) days prior to the meeting and in the same manner as provided herein for all meetings.

Section IV: Quorum. The presence of a majority of the Advisory Board members shall constitute a quorum. The Board shall vote only if a quorum is present.

Section V: Open Meetings. The Advisory Board Meetings are open to the CoC members and non CoC members.

Section VI: Action without a Meeting. Any action that may be taken at any meeting of the Advisory Board may be taken without a meeting if that action is approved in writing (e.g. letter, email) by a majority of all Advisory Board members who would be entitled to vote at a meeting held for such a purpose. The

outcome of the Vote will be communicated to all Advisory Board and CoC Members through email and web posting.

Section VII: Conflict of Interest:

- A conflict of interest occurs when an Advisory Board Committee member, a member of his/her immediate family, or his/her business associate has an interest, financial or otherwise, in any program or agency that receives Continuum of Care funds.
- A representative having a conflict of interest or a conflict of responsibility on any matter shall refrain from voting on such matter and shall disclose to the CoC any conflict or appearance of conflict which may or could be reasonably known to exist.
- Members of the OHS Advisory Board will sign a Conflict of Interest policy statement annually. Each Advisory Board member is required to complete either 1) a written attestation of having no current conflicts of interest that would prevent him/her from making decisions about CoC project funding and ranking; or 2) a written disclosure of any such conflicts of interest.
- No member of the Continuum will participate in the review, ranking, selection, or award of any grant funds in which they have a financial or oversight interest; or in which any member of their immediate family (such as parent, sibling, child, or person with whom they cohabit) has a financial oversight or interest.
- No member shall participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents.
- No member shall lobby or seek information from any other member of the Continuum if such action would create a conflict or the appearance of a conflict. Members of the CoC will disclose potential conflicts of interest that they may have regarding matters that come before it in full session at the Advisory Board or in a work group.

**ARTICLE VII
RULES OF ORDER**

Section I: Whenever not in conflict with these Bylaws the deliberations of the Advisory Board shall be governed by Revised Roberts Rule of Order.

**ARTICLE VIII
AMENDMENTS**

Section I: The Bylaws will be reviewed and approved by the CoC at a minimum, every 5 years. The Bylaws may be amended, altered, or repealed by majority vote of the Advisory Board at a meeting of which a quorum is present, provided written notice of the proposed action has been given in the notice of the meeting.

Section II: The CoC Governance Charter is attached as Appendix I and will be reviewed and approved annually by the CoC Advisory Board.

APPENDIX I

Cuyahoga County CoC Governance Charter

Governance Charter Purpose

This Charter sets forth the guiding principles of membership and participation in the Cuyahoga County Continuum of Care (CoC) and the provisions for Continuum governance through the Office of Homeless Services (OHS) Advisory Board, and key policies and procedures as defined in the OHS Advisory Board Bylaws, attached to this Charter

- The governing body for the Cuyahoga County Continuum of Care (CoC) is the OHS Advisory Board. This charter and the Bylaws together detail the roles and responsibilities of the CoC and the OHS Advisory Board, as well as the rules and policies governing meetings, subcommittees, and decision making
- The OHS Advisory Board and the CoC membership will review this Charter annually to ensure it remains consistent with HUD's CoC Program Requirements as well as CoC objectives and responsibilities
- The OHS Advisory Board will have the power to adopt, amend, or repeal provisions of this Governance Charter by a majority vote of the Advisory Board present at any meeting where the proposed action has been described in the notice of the meeting. Such amendments will then be reviewed by the full CoC membership annually

A. Terms and Definitions

CoC Program Grantee (Recipient): The CoC Program Grantee is the "recipient" as used by HUD and means an applicant that signs a grant agreement with HUD

Collaborative applicant: The eligible applicant that has been designated by the OHS Advisory Board to respond to the Notice of Fund Opportunity (NOFO) and to apply for Continuum of Care planning funds on behalf of the Continuum, Section E. of this Charter designates the Cuyahoga County Office of Homeless Services as the Collaborative Applicant for the Cuyahoga County Continuum of Care.

Continuum of Care Membership: The agencies and individuals who are stakeholders in achieving the Continuum of Care goals and objectives to reduce the end homelessness for all populations in the community. CoC Membership includes anyone who is interested in reducing and ending homelessness in the geographic area of CoC, and who attends the most recent General CoC Membership meeting. Members may join at any time but are formally invited at least annually.

Homelessness Management Information System (HMIS): The information system designated by the CoC to comply with HMIS requirements prescribed by HUD. The Cuyahoga County CoC has selected Bitfocus Inc., Clarity Human Services HMIS Software for the CoC's HIMS provider. This is noted in Section E. of the Charter.

HMIS Lead: The entity designed by the OHS Advisory Board in accordance with this part, to operate the CoC's HMIS on its behalf. Section E. of this Charter designates the Cuyahoga County Office of Homeless Services as the HMIS Lead for the CoC.

CES Lead: The entity designated to operate the Coordinated Entry System for the CoC is Frontline Services Inc. Frontline is guided by the OHS and the Advisory Board on CES policies and procedures.

Office of Homeless Services Advisory Board: The Office of Homeless Services (OHS) Advisory Board is the governing body of the CoC. It was originally established through legislative action by the City of Cleveland and Cuyahoga County in 1992. It is the group of persons elected according to the Bylaws of the CoC, to carry out the goals and objectives of the HEARTH act on behalf of the Continuum of Care and in accordance with the CoC Charter and Bylaws.

Office of Homeless Services: The Office of Homeless Services was established through legislative action by the City of Cleveland and Cuyahoga County in 1992. It is currently a department within the County's Health & Human Services Department. Organizational funding for the OHS is provided 100% by the Health & Human Services Levy of Cuyahoga County. The OHS staff and operational procedures are dictated by the Charter of Cuyahoga County. The OHS has been designated by the OHS Advisory Board as the Collaborative Applicant on behalf of the CoC.

B. CoC Purpose/Membership

I. The purpose of the CoC is to:

- Promote communitywide commitment to the goals of ending all homelessness through strategies aligned with Opening Doors, the Federal Strategic Plan To Prevent and End Homelessness, adopted by the Inter-Agency Council on Homelessness and amended in FY2015. The goals are:
 1. Prevent and end homelessness among Veterans;
 2. Finish the job of ending chronic homelessness;
 3. Prevent and end homelessness for families, youth, and children;
 4. Set a path to end all types of homelessness.

II. The membership of the Continuum of Care is defined as anyone who is interested in ending homelessness and who attends and participates in the most recent CoC General Membership Meeting.

- Information about the General Membership Meeting is made available through email list serve and on the Office of Homeless Services' website.
- There will be two General Membership Meetings annually, the dates to be determined by the OHS Advisory Board.

C. The Office of Homeless Services Advisory Board Responsibilities

1. Hold meetings of the full membership, with published agendas, at least two times a year;
2. Make a public invitation available for new members to join the CoC within the geographic area at least annually;
3. Adopt and follow a written process to select Board members to act on behalf of the CoC. The process must be reviewed, updated, and approved by the larger CoC membership at least once every 5 years;
4. Appoint committees, subcommittees, and/or workgroups;

5. Assure that all Advisory Board members adhere to the Conflict of Interest rules as described in detail in the OHS Advisory Board Bylaws;
6. Designate the Collaborative Applicant, a single HMIS for the geographic area, and the HMIS Lead. The OHS Advisory Board has designated the Office of Homeless Services (OHS) as the Collaborative Applicant and the HIMS Lead.
7. The OHS Advisory Board gives authority to the OHS to conduct the following activities to be developed and presented to the OHS Advisory Board for formal votes as required by law and applicable regulations:
 - a) Consult with recipients and sub-recipients of CoC funding to establish performance targets appropriate for population and program type; monitor recipient and sub-recipient performance, evaluate outcomes, and take action against poor performers;
 - b) Evaluate outcomes of projects funded under the City of Cleveland/Cuyahoga County Emergency Solutions Grants program (hereinafter referred to as “ESG”) and the CoC program, and report to HUD and the CoC;
 - c) Establish and evaluate a centralized and coordinated assessment system that provides and initial, comprehensive assessment of the needs of individuals and families for housing and services;
 - d) Develop written standards for providing Emergency Solutions Grant (ESG) and Continuum of Care (CoC) assistance;
 - e) Develop a plan that includes coordinating the implementation of a housing and service system within its geographic area that meets the needs of the homeless individuals (including unaccompanied youth) and families;
 - f) Plan for and conduct, at least biennially, a point-in-time count of homeless persons within the geographic area that meets HUD requirements;
 - g) Conduct an annual gaps analysis; quantify unmet need and make recommendations for the strategic allocation of ESG, CoC and other homeless-dedicated resources
 - h) Prepare recommendations for CoC funding priorities based on the above analysis
 - i) Provide information required to complete the Consolidated Plan(s) within the CoC’s geographic area;
 - j) Consult with state and local government ESG program recipients for allocating ESG funds and reporting on and evaluation the performance of ESG recipients and sub-recipients.
 - k) Design, develop, and implement an annual project review and selection process that is fair and transparent;
 - l) Establish and implement an application process for the annual NOFO process.

Additional Detail on the rules and requirements governing the OHS Advisory Board are discussed in the OHS Advisory Board Bylaws that precede this Charter.

D. Limited Authority

Neither the CoC membership nor the OHS Advisory Board is a formal organization. As such:

- Neither has, and can have, assets or liabilities;
- Neither can indemnify member or participant actions; and
- No member of the CoC, the OHS Advisory Board, or its committees/workgroups, may contract, incur debt, or otherwise create an enforceable obligation for the Cuyahoga County Office of Homeless Services, the CoC, the OHS Advisory Board, or its committees.
- Only the OHS Advisory Board may designate an individual or entity to speak of the CoC or its components.
- With the exception of removal policies in this Charter, any grievance related to the CoC will follow HUD policies and contracts.

E. Collaborative Applicant, HMIS, and HMIS Lead

As required, the Charter identifies the following

- CoC Collaborative Applicant: Cuyahoga County Office of Homeless Services
- HMIS provider and Software: Bitfocus Inc; Clarity Human Services HMIS
- HMIS Lead: Cuyahoga County Office of Homeless Services