Governance Charter

Ohio Balance of State Continuum of Care

Adopted 2014
Updated January 2025

I. Background

Continuum of Care

A Continuum of Care (CoC) is a geographically based group of representatives that carries out the planning responsibilities required by the U.S. Department of Housing and Urban Development's (HUD) CoC Program. These representatives generally come from organizations that provide services to persons experiencing homelessness and entities that collaborate with homeless service providers to comprehensively strategize around addressing and ending homelessness within the CoC's geographic area.

The Ohio Balance of State Continuum of Care

The Ohio Balance of State Continuum of Care (BoSCoC) represents the 80 largely suburban and rural counties in Ohio. Within these 80 counties there are approximately 400 homeless programs including emergency shelters, transitional housing, rapid re-housing programs, and permanent supportive housing. On any given day, these programs can serve over 7,700 persons experiencing homelessness.

Purpose

The Ohio BoSCoC Strategic Plan Vision is to end homelessness in the Ohio BoSCoC in 20 years. This Governance Charter outlines how the Ohio BoSCoC will be governed for purposes of assisting the CoC to achieve its vision.

II. Ohio BoSCoC Membership

A. Ohio BoSCoC Members

Ohio BoSCoC members are defined as those organizations and persons attending meetings of Ohio BoSCoC Homeless Planning Region committees/workgroups (Homeless Planning Region details are below), local CoC groups (i.e., county or city-level homeless/housing coalitions), or Ohio BoSCoC committees/workgroups and/or participating in local homeless planning efforts.

Ohio BoSCoC Homeless Planning Regions can determine who is identified as an Ohio BoSCoC member, and must update their membership lists annually. Each Ohio BoSCoC Homeless Planning Region can identify as many members of the Ohio BoSCoC as they see fit. However, each Homeless Planning Region is allotted a maximum number of Ohio BoSCoC voting members. Details about CoC voting members for Homeless Planning Regions are below.

B. Ohio BoSCoC Homeless Planning Regions

The 80 counties in the Ohio BoSCoC are divided into 17 Homeless Planning Regions – see the map of the Homeless Planning Regions at the end of this document. Homeless program representatives in these Homeless Planning Regions plan and coordinate local and regional homeless systems and programs, and are responsible for working with the Ohio Department of Development (ODOD) and Coalition on Homelessness and Housing in Ohio (COHHIO) to ensure all HUD homeless program requirements are met. The Homeless Planning Regions report to COHHIO and ODOD, not to HUD.

Ohio BoSCoC Voting Members Per Homeless Planning Region

Each Ohio BoSCoC Homeless Planning Region is allotted a maximum of three Ohio BoSCoC voting members. These voting members are the only ones who may cast a vote on a business matter presented to the full Ohio BoSCoC during one of the semi-annual full Ohio BoSCoC membership meetings. The Homeless Planning Region will determine the three voting members and will submit those names to the CoC annually in conjunction with the BoSCoC Board membership process. If a region's voting member list changes at any time, the region shall submit an updated list to CoC staff immediately. Only those members whose names appear on the Region's voting member list will be allowed to cast votes at a membership meeting; last-minute substitution of voters will not be allowed.

C. Ohio BoSCoC Full Membership Meetings

Meetings of the full Ohio BoSCoC membership are held at least twice annually. The meetings may be in-person or held via webinar and/or conference call.

III. Ohio BoSCoC Structure and Organization

A. Role of Ohio Department of Development

The Ohio Department of Development, Office of Community Development (ODOD), has been designated by the Ohio BoSCoC Board to serve as the Collaborative Applicant and the grantee for the CoC Planning grant. Additionally, ODOD, as the Collaborative Applicant, serves as co-chair of the Ohio BoSCoC Steering Committee and has a standing seat on all other BoSCoC committees/workgroups.

ODOD is also the state agency responsible for administering federal Emergency Solutions Grant (ESG) funds and state homeless program funds. In this role, ODOD works to align state and federal program requirements and to ensure coordinated community planning across funding streams.

B. Role of Coalition on Homelessness and Housing in Ohio

ODOD contracts with the Coalition on Homelessness and Housing in Ohio (COHHIO) to provide primary staff support for the Ohio BoSCoC. Throughout this charter, COHHIO staff serving in this role will be referred to as CoC Staff or the CoC Team. COHHIO has at least one standing seat on all BoSCoC committees and workgroups.

Additionally, COHHIO has been designated by the Ohio BoSCoC Board to serve as the Homeless Management Information System (HMIS) Lead. You can find more information about the HMIS Lead responsibilities in section V.C.

C. Ohio BoSCoC Homeless Planning Regions

Roles and Responsibilities

The 17 Ohio BoSCoC Homeless Planning Regions are responsible for planning and coordinating local homeless systems and programs. In addition, Homeless Planning Regions work with ODOD and COHHIO to ensure all HUD homeless program requirements and state-level homeless program requirements are met.

Membership

Each Homeless Planning Region can determine how to define their membership. At minimum though, it is expected that all homeless services organizations receiving state or federal funds will be identified as members and participate in some committee/workgroup as well as overall planning efforts.

Structure and Organization

Each Homeless Planning Region can determine how to organize itself in order to meet its responsibilities under the Ohio BoSCoC. However, each region is required to form, at minimum, the following group:

- Regional Executive Committee: The Committee is responsible for overseeing all of the work of the Homeless Planning Region. This Committee also elects one representative to serve on the Ohio BoSCoC Board on behalf of the region.
    - The Regional Executive Committee meets semi-annually
    - Regional Executive Committees establish written procedures for ensuring their membership is representative of the communities, populations, and homeless services providers within the region

Changes to Homeless Planning Regions

On occasion, there may be reason to make changes to the geographic areas included within a Homeless Planning Region. When changes are proposed, the CoC will strive to ensure that changes are only approved if they represent meaningful change and are supported by all impacted communities. The following process will be followed to vet and potentially approve proposed changes:

1. Entity proposing changes to Homeless Planning Region(s) geography makes the recommendation to any relevant county-level homeless coalitions and seeks approval of the change
    a. The county-level body must vote on approving/supporting the recommended Homeless Planning Region(s) changes following their governing policies

2. Upon approval by the applicable county-level body, the entity proposing changes to Homeless Planning Region(s) geography makes the recommendation to the relevant Regional Executive Committee(s) and seeks approval of the change
    a. All Homeless Planning Regions that would be impacted by the proposed change must consider the proposed change. In cases where a county is seeking to leave a Homeless Planning Region and join another Homeless Planning Region, Regional Executive Committees from both regions would need to consider and approve the recommended change for it to continue to move forward
    b. Regional Executive Committees from all impacted regions must vote on approving/supporting the recommended Homeless Planning Region(s) changes following their governing policies
3. Upon approval by the relevant Homeless Planning Region(s), the entity proposing changes to Homeless Planning Region(s) geography makes the recommendation to the Collaborative Applicant (ODOD) and CoC staff (COHHIO) and seeks approval of the change
4. If the recommended change has been approved by all bodies up to this point, CoC staff will present the recommended changes to the CoC Board for final approval
5. If any bodies decline to support the proposed changes to Homeless Planning Region geography, the proposal to make changes will not continue to move forward and regional boundaries will remain unchanged. There is no opportunity to appeal a vote against changes to Homeless Planning Region(s) geography.

To help aid in decision-making related to Homeless Planning Region geographic changes, CoC staff can be available as needed to help communities understand the potential impact of proposed changes including possible review of potential changes to funding allocations, system management responsibilities, and anything else that may be impacted.

Proposed changes to Homeless Planning Region(s) geographies must be presented to the CoC Board for final approval no more than one year after the proposal was initially presented to relevant county-level homeless coalitions. Proposed changes to Homeless Planning Regions presented to the CoC Board after that time will not be considered.

IV. Ohio BoSCoC Board

A. Role and Responsibilities

The Ohio BoSCoC Board (hereafter referred to as 'The Board' or 'Board') is the primary planning body for the Ohio BoSCoC. Board members determine the policy direction of the CoC and ensure that the CoC fulfills its responsibilities as required by the U.S. Department of Housing and Urban Development (HUD) and other state entities as relevant. Additionally, The Board oversees and approves the work of BoSCoC committees and workgroups.

B. Membership

Membership of The Board must be representative of relevant organizations and populations in the Ohio BoSCoC, prioritizing the membership of persons with lived expertise of homelessness and who are part of populations that are overrepresented in the Ohio BoSCoC homelessness system. To that end, membership is as follows:

- Homeless Planning Region representatives
    - One locally determined representative from each BoSCoC Homeless Planning Region Executive Committee - each representative is permitted to vote.
- At-Large representatives
    - Representatives from service provider agencies:
        - Examples of these at-large members include: Veterans services representatives, Ohio Department of Mental Health & Addiction Services representatives, and domestic violence victim services representative.
    - Representatives from priority populations
        - Examples of these at-large members include: people with lived expertise of homelessness, youth and young adults, people who identify as Black, Brown, Indigenous, or people of color (BIPOC), and people with disabilities, for example.
        - More details about how the CoC will solicit membership from priority populations At-Large members and support their participation can be found in later sections and the addendum.
        - The CoC formally designates at least one at-large seat for person with lived experience of homelessness
    - Each at-large representative is permitted to vote.

- Collaborative Applicant representative
  - The Collaborative Applicant is permitted to one vote, but may have more than one representative participate in meetings
- CoC Staff representative
  - CoC Staff provide primary staff support to the CoC Board and therefore are not permitted a vote
  - CoC staff may have multiple representatives participate in meetings
- HMIS Lead/System Administrator
  - The HMIS Lead/System Administrator is permitted one vote, but may have more than one representative participate in meetings.

Maximum CoC Board Membership Numbers
The Ohio BoSCoC wants to maintain CoC Board membership that maximizes engagement and participation of all members, while also ensuring that the Board is representative of the communities, organizations, stakeholders, clients, and populations within its geography. Ohio BoSCoC Board membership is capped at 37 members total. However, the CoC Board may re-evaluate this membership cap if there is increased interest in participation among those representing priority populations.

C. Ohio BoSCoC Board Staff Support
CoC Staff will provide primary staff support to The Board and all other Committees/Workgroups

D. Ohio BoSCoC Board Chair
Chair Selection
Annually, The Board will select a Board Chair. During the first meeting of the calendar year nominations for Chair will be solicited from present Board members. The Chair will be determined by majority vote of those present.

Chair Responsibilities
The Board Chair will serve as the signatory for The Board and act on its behalf as needed. The CoC Board Chair also is a member of the Steering Committee. CoC Staff will continue to lead and staff the Board meetings.

E. Term of Office
Board members will serve staggered terms of two years so that every year half of the BoSCoC Board members will stand for election – either election by The Board or election by their BoSCoC Homeless Planning Region. There is no limit to the number of terms a Board member may serve. Terms begin January 1 and end December 31 of the following year.

F. Nominations and Member Selection
Ohio BoSCoC Homeless Planning Region Representatives
Each year, half of the Ohio BoSCoC Homeless Planning Regions will select a representative to The Board. Each region can determine its own process for selection of this representative.

At-Large Representatives from Service Provider Agencies
The BoSCoC Steering Committee will annually solicit recommendations for new At-Large Board members for half of the seats filled by At-Large members. Based on the response to the solicitation, the BoSCoC Steering Committee will develop for Board approval a slate of candidates for election to The Board, giving preference to those candidates who help satisfy the membership requirements and goals laid out in the *Membership* section above.

At-Large Representatives from Priority Populations
The BoSCoC Steering Committee will annually solicit recommendations for new At-Large Board members representing priority populations, as described in the preceding paragraph.

In addition to the annual solicitation, the CoC will accept applications for membership on the CoC Board and any Committee/Workgroup on a rolling basis from people who represent a priority population.

ODOD, COHHIO, and Ohio BoSCoC HMIS Representatives
Ohio BoSCoC Board members from ODOD, COHHIO, and Ohio BoSCoC HMIS will not be subject to terms of the nomination process.

G. Review of Ohio BoSCoC Board Requirements and Processes

All requirements related to operation of The Board laid out in this section are subject to review, update, and approval at least every five years. Ohio BoSCoC members will vote on approving reviewed/updated BoSCoC Board requirements and processes.

V. Ohio BoSCoC Committees and Workgroups

The Ohio BoSCoC has several standing committees/workgroups, which are identified below. Unless explicitly given permission in advance by the BoSCoC Board, no standing committee or workgroup can take action on behalf of the BoSCoC Board without approval by the BoSCoC Board.

CoC Staff provides primary staff support to all committees and workgroups identified here.

The governing policies of the Youth Action Board and Lived Experience Advisory Board can be found in the addendum.

A. Standing Committees and Workgroups

- **Ohio BoSCoC Steering Committee**
  - Role and Responsibilities: The Ohio BoSCoC Steering Committee (also referred to as the 'Steering Committee') is responsible for managing the day-to-day work of the Ohio BoSCoC. Steering Committee work that involves funding recommendations, the annual CoC consolidated application, or the development of new policies or products requires final approval by the BoSCoC Board.

  - Membership: Membership of the BoSCoC Steering Committee is as follows:
    - Collaborative Applicant representatives
      - One to two representatives
    - Ohio MHAS representative
    - CoC Staff representatives
      - Two to three representatives
    - HMIS Lead representative
    - System Administrator representative (if different from HMIS Lead)
    - Board Chair

  - Decision Making: Whenever possible, decisions will be made by arriving at a consensus. If a vote is necessary a decision will be made based on the majority vote of the members present.

- **Ohio BoSCoC Performance and Outcomes Committee**
  - Role and Responsibilities: The Ohio BoSCoC Performance and Outcomes Committee (also referred to as the Performance Committee) is responsible for developing and implementing plans for the monitoring and improvement of performance of Ohio BoSCoC homeless programs and the BoSCoC homeless system.

- **Ohio BoSCoC Project Evaluation Workgroup**
  - Role and Responsibilities: The Ohio BoSCoC Project Evaluation Workgroup develops the annual project evaluation process that is used to evaluate, score, and rank renewal CoC projects and facilitate funding recommendations for projects included in the annual CoC consolidated application.

- **Ohio BoSCoC Coordinated Entry Workgroup**
  - Role and Responsibilities: The Ohio BoSCoC Coordinated Entry Workgroup is responsible for advising the CoC team on all aspects of CE implementation. The Committee will address issues with adherence to the Ohio BoSCoC Coordinated Entry System Standards, discuss revisions and updates to the standards, and help address other issues as needed.
    - Effective January 2022, the Ohio BoSCoC CE Equity Initiative Core Team (Core Team) is serving as the CE Workgroup. This Core Team is working with the CoC to address equity issues in the CE system, as part of larger national TA effort. Because the CoC believes that race equity will always be a part of CE work going forward, the CoC declined to create a

separate CE workgroup for this effort. Over time, the Core Team work focus may be expanded and membership updated to address additional CE issues.

- **Ohio BoSCoC Veterans Homelessness Workgroup**
  - Role and Responsibilities: The Ohio BoSCoC Veterans Homelessness Workgroup is responsible for the implementation, evaluation, and monitoring of the Ohio BoSCoC coordinated systems response to end veteran homelessness in the Ohio BoSCoC.

- **Ohio BoSCoC Youth Action Board**
  - Role and Responsibilities: The Ohio BoSCoC YAB consists of youth members who are interested in sharing their voice for the purposes of ensuring Ohio BoSCoC policies and system responses reflect the needs of youth.
  - Membership: See the YAB and LEAB Governance Policies in the addendum for more details about YAB membership

- **Ohio BoSCoC Lived Experience Advisory Board**
  - Role and Responsibilities: The Ohio BoSCoC Lived Experience Advisory Board (LEAB) provides input on Ohio BoSCoC policies and system responses to help ensure they best reflect the needs of those we are charged with serving
  - Membership: Membership of the LEAB includes those who have experienced homelessness and/or housing instability and currently reside within the Ohio BoSCoC

B. Ad Hoc Workgroups

The Ohio BoSCoC Board forms short-term workgroups on an as-needed basis to accomplish certain tasks. Work group membership will vary depending on the particular needs of the group. Unless explicitly given permission in advance by the BoSCoC Board, no ad-hoc committee or workgroup can take action on behalf of the BoSCoC Board without approval by the BoSCoC Board.

CoC Staff provides primary staff support to all ad hoc workgroups.

C. Term of Office

Except for the Ohio BoSCoC Steering Committee and Ad-Hoc Workgroups, Ohio BoSCoC Board/Committee/Workgroup members serve two-year terms.

D. Nominations and Member Selection

Except for the Ohio BoSCoC Steering Committee, Youth Action Board, LEAB, and Ad-Hoc Workgroups, Ohio BoSCoC Board/ Committee/Workgroup members will be solicited from the CoC every year. The Ohio BoSCoC Steering Committee will administer this process and, upon receipt of membership applications, will develop for Board approval a slate of candidates for election to the Board and standing Committees/Workgroups.

Persons who represent priority populations, as described in the Ohio BoSCoC Board Membership section in section IV.B and in the Ohio BoSCoC Board Nominations and Member Selection section above (section IV.F), may apply for membership on the CoC Board/Committees/Workgroups on a rolling basis.

E. Meeting Attendance

All CoC Board/Committee/Workgroup members are expected to attend at least two-thirds of the meetings each year. If a member designates a proxy to attend a meeting on their behalf, the proxy's attendance on that meeting will count towards meeting the attendance requirement.

Members failing to meet attendance expectations may be asked to resign their seat or to work with their Homeless Planning Region to identify another representative.

F. Resignation and Removal

Ohio BoSCoC Board/Committee/Workgroup members may resign at any time by giving written or verbal notice. The resigning member may suggest another representative to fill their unexpired term.

Board members can be removed from the Board by a majority vote of the remaining Board members for repeated absence, misconduct, or violation of the conflict of interest policy.

G. Meetings

The CoC Board and standing Committee/Workgroups have differing meeting schedules. Every effort will be made to develop and distribute a year-long meeting schedule at the beginning of the calendar year. Additionally, wherever possible, Board/Committee/Workgroup meetings will be held on a regularly occurring basis (e.g., the last Tuesday of every month) to ease planning for members.

CoC Board meetings will be held at minimum on a bi-monthly basis. Additional meetings to approve the annual CoC consolidated application or conduct other time sensitive business may be held as needed; these are be called Special Board Meetings.

Ad-hoc workgroup meeting schedules will be determined by the workgroup as needed.

H. Vacancies

When a Board/Committee/Workgroup member resigns or is removed from his/her seat The Board/Committee/Workgroup may appoint another representative to fill the unexpired term. If the vacant Board seat was held by an Ohio BoSCoC Homeless Planning Region representative, members of that region must select another representative to fill the unexpired term. That representative must be selected within three months of the previous members resignation/removal. If the region fails to select a representative within that timeframe, The Board will select a representative to serve on the region's behalf.

I. Quorum

A number equal to a majority of those serving on the Board/Committee/Workgroup shall constitute a quorum for the purposes of conducting business at any meeting.

J. Voting

All items presented to the Board/Committee/Workgroup for a vote will be decided by a simple majority vote. No member may vote on any item that presents a real or perceived conflict of interest.

K. Action Without a Meeting

Any action that may be taken at a meeting may also be taken without a meeting, such as via email. Preferably, any action to be taken outside of a meeting will have been discussed at a Board/Committee/Workgroup meeting and deferral of action approved by group's members. Members may cast votes by email, provided that at least 48 hours, over the course of two business days, are given for members to cast their votes.

Where action is taken without a meeting, any vote counts and the results of the action shall be reflected in the written minutes of the next regular meeting.

L. Proxies

Board/Committee/Workgroup members may have proxies participate in meetings in their place. Proxies are permitted to vote on business items unless there is a real or perceived conflict of interest.

M. Conflicts of Interest and Recusal

No Board/Committee/Workgroup member may cast a vote on any business item that represents a real or perceived conflict of interest. A conflict of interest occurs when a Board/Committee/Workgroup member makes a recommendation or casts a vote on an item that impacts them personally, the organization they work for or that they partner with, including funding decisions. Where a conflict of interest is present, CoC Board/Committee/Workgroup members are required to abstain from the relevant discussion and voting.

Board/Committee/Workgroup members must recuse themselves from any meeting discussion and decision-making in which a real or perceived conflict exists.

N. Member Compensation and Working with Persons with Lived Expertise

Member Compensation

CoC Board, Committee, and Workgroup members who represent a priority population may be compensated for their time spent participating in CoC meetings. Compensation is provided via a stipend paid to the eligible CoC Board and workgroup/committee members on a quarterly basis. The stipend amount is calculated based on estimated number of hours expected for meeting attendance and work outside of meetings, multiplied by $50 per hour. Annual stipend amounts for each CoC group listed in the previous section are as follows:

- Ohio BoSCoC Board
  - Annual stipend = $1125
  - Based on estimated 22.5 hours
- Steering Committee
  - Annual stipend = $1200
  - Based on estimated 24 hours
- Project Evaluation Workgroup
  - Annual stipend = $600
  - Based on estimated 12 hours
- Performance and Outcomes Committee
  - Annual stipend = $300
  - Based on estimated 6 hours
- Coordinated Entry Workgroup
  - Annual stipend = $2000
  - Based on estimated 40 hours

  Ad-Hoc Workgroups
  - Annual stipend amount will be determined based on estimated hourly time commitment multiplied by $50
  - Annual stipend amount must be approved by CoC Staff

To receive compensation, eligible Board, Committee, Workgroup members complete a W-9 and submit to CoC Staff (or their designee, if another entity is managing provision of compensation). Stipends are paid via direct deposit or check on a quarterly basis. New Board/Committee/Workgroup members who join in the middle of a calendar year, will receive a pro-rated stipend based on the date of the first meeting attended.

Member Compensation – YAB and LEAB

- Ohio BoSCoC YAB and LEAB
  - Hourly rate = $50

Members of the YAB and LEAB are also compensated for their time at a rate of $50 per hour. However, compensation to members of these groups is provided via check or via payment app and is paid within four business days of the meeting, rather than via a stipend provided quarterly. Details about the documentation that YAB/LEAB members must provide in order to be compensated can be found in the addendum.

CoC Board, Committee, and Workgroup members who represent a priority population and can be paid by their employer, or otherwise compensated for their time spent in CoC Board, Committee, or Workgroup meetings, are not eligible to receive the annual stipend.

Compensation amounts and methods of payment are to be reviewed regularly and adjusted as needed in response to feedback from those impacted.

CoC staff will review stipend amounts with eligible Board, Committee, Workgroup members at the beginning of their terms in an effort to try to ensure the compensation provided does not negatively impact receipt of any cash or non-cash benefits. The Collaborative Applicant or CoC staff will provide any required tax documentation, as appropriate.

On occasion, the CoC may provide assistance with technology needs, as needed and as resources allow, in order to assist a Board, Committee, or Workgroup member representing a priority population to fully engage in relevant meetings.

Working with Persons with Lived Expertise

Ohio BoSCoC work with Persons with Lived Expertise (PLE) of homelessness will always be person-centered, strengths-based, and trauma-informed, and the CoC will strive to always compensate PLE for their time.

Short-Term Engagements
On occasion, the CoC may seek to work with Persons with Lived Expertise (PLE) via one-time or short-term engagements that do not rise to the level of a Workgroup, such as a focus group, advisory group, or informant interview. In these types of events, PLEs will be compensated at the $50 hourly rate via gift cards, checks, payment apps, or other appropriate methods. W-9s are not required to receive compensation for involvement in short-term engagement.

O. YAB and LEAB Action Items
As described in the YAB and LEAB Governing Policies in the addendum, CoC staff will strive to ensure that all policies, standards, and systems change proposals are first reviewed by the YAB and LEAB before being presented for action by the CoC Board. More details about the workflow and process can be found in the addendum.

VI. Ohio BoSCoC Designations

A. Collaborative Applicant Designation
The CoC Board designate an entity to serve as the Collaborative Applicant (CA) for the Ohio BoSCoC. The CA is responsible for the following:

- Submitting to HUD the annual CoC Competition consolidated application and project priority listing
- Serving as the recipient for CoC Planning grant
- Submitting the Annual Performance Report (APR) for the CoC Planning grant
- Ensuring overall compliance of the CoC with HUD's CoC Program Rule

MOU
The CoC Board will enter into a Memorandum of Understanding (MOU) with the designated CA. The MOU is in effect for a maximum of five years and may be re-executed upon a successful performance review, as described below.

Current Collaborative Applicant
Effective January 1, 2022, the CoC Board continues to designate ODOD to serve as the CoC's Collaborative Applicant

Designation and Solicitation Process
Every five years beginning in 2020, the Ohio BoSCoC Board will review the performance of the current CA and determine if it will publicly solicit a CA or continue to designate the current CA. That decision can be made and documented within a CoC Board meeting.

If the CoC Board determines that it needs to procure a new CA, it does the following:

- Form a workgroup to manage the procurement process
- Use an RFP to procure a new CA
- Designate the CA resulting from the procurement process

Review of Collaborative Applicant Performance
Every five years beginning in 2020, the CoC Board will designate a group to conduct a review of the performance of the current CA and make recommendations to continue to designate the same entity to serve as the CA or to seek to procure a new CA. The performance review will include the following at minimum:

- Review MOU between CoC Board and CA and status of agreed upon work
- Review of CoC Planning grant APRs
- Review of CoC Planning grants for issues with grant execution, match, reporting, or expenditures
- Review available HUD program monitoring reports and the results of findings/concerns
- Review compliance with requirements related to the submission of HIC/PIT data, LSA data, System Performance Measures, CoC Planning APR, and the CoC Application
- Review recent CoC Program grant awards and CoC Application scores
- Review compliance with all applicable sections of the CoC Program Rule

The designated workgroup will present the results of the CA performance review to the CoC Board for consideration, along with recommendations for CA designation (either to continue to designate the current CA or to procure a new CA).

If needed, the CoC Board has the authority to initiate a CA performance review outside of the 5-year requirement. This decision must be agreed to by a majority of Board members.

Because the CoC Board did not conduct a CA performance review in 2020, the first review will occur in 2022. The next review will be due in 2025.

B. CoC Staff Lead

COHHIO serves as the CoC Staff Lead for the Ohio BoSCoC. ODOD, in its role as Collaborative Applicant, contracts with COHHIO to provide CoC staff for the BoSCoC and to manage all aspects of the CoC, including work for the annual CoC Program Competition, and ensuring all federal CoC Program requirements are met.

If at any point in time the CoC Staff Lead significantly fails in its duties, the Board may initiate a performance review, and may ultimately consider options for terminating or revising the contract with the CoC Staff Lead.

C. HMIS Lead Designation

The CoC Board designates an entity to serve as the HMIS Lead for the Ohio BoSCoC. The HMIS Lead is responsible for the following:

- Submitting to HUD the annual CoC HMIS application
- Receiving and managing HMIS grant providing through HUD's CoC Program
- Annually submitting the HMIS Annual Performance Report (APR) on-time
- Managing the CoC's Service Participation Fee Policy and collection of fees from end users agencies

MOU

The CoC Board will enter into an MOU with the designated HMIS Lead. The MOU is in effect for a maximum of five years and may be re-executed upon a successful performance review, as described below.

Current HMIS Lead

Effective January 1, 2022, the CoC Board continues to designate COHHIO to serve as the CoC's HMIS Lead.

Designation and Solicitation Process

Every five years beginning in 2020, the Ohio BoSCoC Board will review the performance of the current HMIS Lead and determine if it will publicly solicit a new HMIS Lead or continue to designate the current HMIS Lead. That decision can be made and documented within a CoC Board meeting.

If the CoC Board determines that it needs to procure a new HMIS Lead, it does the following:

- Form a workgroup to manage the procurement process
- Use an RFP to procure a new HMIS Lead
- Designate the HMIS Lead resulting from the procurement process

Review of HMIS Lead Performance

Every five years beginning in 2020, the CoC Board will designate a group to conduct a review of the performance of the current HMIS Lead and make recommendations regarding the HMIS Lead designation. The performance review will include the following at minimum:

- Review MOU between CoC Board and HMIS Lead and status of agreed upon work
- Review of HMIS grant APRs
- Review of HMIS grants for issues with grant execution, match, reporting, or expenditures
- Review available HUD program monitoring reports and the results of findings/concerns
- Review status of Service Participation policy, fee collection, any negative feedback from end users or providers related to administration of the fee policy

The designated workgroup will present the results of the HMIS Lead performance review to the CoC Board for consideration, along with recommendations for HMIS Lead designation (either to continue to designate the current HMIS Lead or to procure a new one).

If needed, the CoC Board has the authority to initiate a performance review outside of the 5-year requirement. This decision must be agreed to by a majority of Board members.

Because the CoC Board did not conduct an HMIS Lead performance review in 2020, the first review will occur in 2023. The next review will be due in 2028.

D. HMIS System Administrator Designation

The CoC Board designates an entity to serve as the HMIS System Administrator (HMIS SA) for the Ohio BoSCoC. The HMIS SA is generally responsible for all aspects of the management and operation of the CoC's HMIS. More details about those responsibilities can be found in the Joint HMIS Governance Charter for the Ohio BoSCoC and Mahoning County Homeless CoC.

MOU

The CoC Board will enter into an MOU with the designated HMIS SA. The MOU is in effect for a maximum of five years and may be re-executed upon a successful performance review, as described below.

Current HMIS SA

Effective January 1, 2022, the CoC Board continues to designate COHHIO to serve as the CoC's HMIS SA.

Designation and Solicitation Process

Every five years beginning in 2020, the Ohio BoSCoC Board will review the performance of the current HMIS SA and determine if it will publicly solicit a new HMIS SA or continue to designate the current HMIS SA. That decision can be made and documented within a CoC Board meeting.

If the CoC Board determines that it needs to procure a new HMIS SA, it does the following:

- Form a workgroup to manage the procurement process
- Use an RFP to procure a new HMIS SA
- Designate the HMIS SA resulting from the procurement process

Review of HMIS SA Performance

Every five years beginning in 2020, the CoC Board will designate a group to conduct a review of the performance of the current HMIS SA and make recommendations regarding the designation. The performance review will include the following at minimum:

- Review MOA between CoC Board and HMIS SA and status of agreed upon work
- Review performance of the HMIS SA against the responsibilities outlined in the Joint HMIS Governance Charter for the Ohio BoSCoC and Mahoning County Homeless CoC
- Consider provider and end user feedback/input

The designated workgroup will present the results of the performance review to the CoC Board for consideration, along with recommendations for HMIS SA designation (either to continue to designate the current HMIS SA or to procure a new one).

If needed, the CoC Board has the authority to initiate a performance review outside of the 5-year requirement. This decision must be agreed to by a majority of Board members.

Because the CoC Board did not conduct an HMIS SA performance review in 2020, the first review will occur in 2023. The next review will be due in 2028.

E. HMIS Product Designation

The CoC Board designates a vendor to supply the software product that will serve as the HMIS for the Ohio BoSCoC (called the HMIS).

HMIS Vendor Contract

The HMIS Lead enters into the contract with the selected vendor and ensures timely payment for the product and services, in compliance with the contract.

Current HMIS Vendor and Product

Effective 2021, the Ohio BoSCoC contracts with BitFocus for the HMIS product, Clarity.

Designation and Solicitation Process

Every three years beginning in 2021, the Ohio BoSCoC Board will review the performance of the current HMIS product and determine if it needs to procure a new HMIS product or not. That decision can be made and documented within a CoC Board meeting.

If the CoC Board determines that it needs to procure a new HMIS product, it does the following:

- Form a workgroup to manage the procurement process
- Use an RFP to procure a new HMIS product
- Designate the HMIS product resulting from the procurement process

Review of HMIS Vendor/Product Performance
Every three years beginning in 2020, the CoC Board will designate a group to conduct a review of the performance of the current HMIS SA and make recommendations regarding the designation. The performance review will include the following at minimum:

- Review the contract between the HMIS vendor and HMIS Lead, idnetifying any issues
- Review performance of the HMIS product using available HUD HMIS product review/checklist tools
- Consider HMIS System Administrator, provider, and end user feedback/input

The designated workgroup will present the results of the performance review to the CoC Board for consideration, along with recommendations for continued use of the product or the need to procure a new product. The workgroup will keep in mind that there are very significant costs and work associated with transitioning from one HMIS product to another.

If needed, the CoC Board has the authority to initiate a performance review outside of the 3-year requirement. This decision must be agreed to by a majority of Board members.

VII. Ohio BoSCoC Performance Management

The Ohio BoSCoC Performance and Outcomes Committee, with assistance from the CoC Director/Coordinator, will take primary responsibility for fulfilling HUD's CoC Program requirements related to monitoring and evaluating program performance. In this role, the BoSCoC Performance and Outcomes Committee will:

- Establish performance targets for, at minimum, CoC and ESG funded projects
- Monitor grantee performance
- Evaluate project outcomes
- Take action against poor performers

For details about the Ohio BoSCoC process for meeting the requirements noted above, please see the Ohio BoSCoC Performance Management Plan at https://cohhio.org/boscoc/performance-and-monitoring/.

VIII. Ohio BoSCoC Coordinated Entry System

The Ohio BoSCoC will operate coordinated entry systems and will maintain a standing committee or workgroup to ensure that the system us operating in accordance with the Ohio BoSCoC system standards. Furthermore, The CoC Board identified the entities that will serve in the role of the Policy Oversight Entity, the Management Entity, and the Evaluation Entity. Details about all aspect of the CE system, including those designated entities, can be found at https://cohhio.org/boscoc/coordinated-entry/.

IX. Ohio BoSCoC Standards for Provision of Homeless Assistance

The Ohio BoSCoC established and follows written standards for providing homeless program assistance. These standards address the following:

- Evaluation of eligibility
- Policies for prioritizing eligible households for the receipt of assistance

The Ohio BoSCoC Program Standards can be found at https://cohhio.org/boscoc/gov-pol/

X. Ohio BoSCoC Annual CoC Program Application

A. Collaborative Applicant

The Collaborative Applicant (CA) for the Ohio BoSCoC is responsible for ensuring the timely and accurate submission to HUD of the annual consolidated CoC Program Application.

B. Components of the Annual CoC Program Application Process

The Ohio BoSCoC will include the following minimum components in its annual CoC Program Competition process:

- Design, operate, and follow a collaborative process for the development of applications and approval of the submission of applications in response to a Notice of Funding Availability (NOFA) published by HUD.
- Establish priorities for funding projects.

CoC Program Competition documents can be found at https://cohhio.org/boscoc/coc-program/.

XI. Ohio BoSCoC Annual HIC and PIT Count

A. Collaborative Applicant

The Collaborative Applicant (CA) for the Ohio BoSCoC is responsible for ensuring the timely and accurate submission to HUD of annual Housing Inventory Count (HIC) and Point-in-Time (PIT) Count data. Program documents and HIC/PIT data can be found at https://cohhio.org/boscoc/hicpit/.

XI. Review of Ohio BoSCoC Policies and Standards

On a regularly occurring basis, Ohio BoSCoC members will be asked to review, provide feedback on, and approve key Ohio BoSCoC policies and standards including, but not limited to, the Ohio BoSCoC Homeless Program Standards, Ohio BoSCoC Coordinated Entry System Standards, and the Ohio BoSCoC Governance Charter (subject to approval every 5 years).

Addendum to the Ohio BoSCoC Governance Charter

Ohio BoSCoC Youth Action Board (YAB) and Lived Experience Advisory Board (LEAB) Governing Policies

Updated July 2024

I. Background

Continuum of Care

A Continuum of Care (CoC) is a geographically based group of representatives that carries out the planning responsibilities required by the U.S. Department of Housing and Urban Development's (HUD) CoC Program. These representatives generally come from organizations that provide services to persons experiencing homelessness and entities that collaborate with homeless service providers to comprehensively strategize around addressing and ending homelessness within the CoC's geographic area.

The Ohio Balance of State Continuum of Care

The Ohio Balance of State Continuum of Care (BoSCoC) represents the 80 largely suburban and rural counties in Ohio. Within these 80 counties there are approximately 400 homeless programs including emergency shelters, transitional housing, rapid re-housing programs, and permanent supportive housing. On any given day, these programs can serve over 7700 persons experiencing homelessness.

To help ensure the Ohio BoSCoC engages in system planning and coordination that is most responsive to the needs of those it serves, the CoC strives to build a system of care with the insight and perspective of people with lived experiences of homelessness and/or housing instability (PLE). The Ohio BoSCoC seeks to do this by dedicating seats on all standing CoC workgroups/committees for PLE, inviting PLE to become workgroup/committee members on an ongoing basis, providing compensation to PLE who engage in those groups, and by supporting dedicated CoC groups for PLE.

II. Ohio BoSCoC Governance

The Ohio BoSCoC has established a Youth Action Board (YAB) and Lived Experience Action Board (LEAB) as two dedicated, formal groups of the CoC through which the input of people with lived experience of homelessness is obtained to inform all aspects of the CoC's work.

This YAB and LEAB Governing Policies document outlines all aspects of the governance of the YAB and LEAB. These governing policies are intended to serve as an addendum to the Ohio BoSCoC Governance Charter.

Within one year of these governing policies going into effect, the YAB and LEAB, with support from CoC/COHHIO staff, will review these policies and make any revisions deemed necessary. Thereafter, the YAB and LEAB may review and revise these policies as frequently as they like.

Representation on the Ohio BoSCoC Board, Committees, Workgroups

The Ohio BoSCoC Board will designate at least four member seats for representatives from the YAB and LEAB (in total). The YAB and LEAB will annually elect their representatives for those seats. Only LEAB/YAB voting members are eligible to sit on the Ohio BoSCoC Board or Committees/Workgroups. YAB/LEAB members on the CoC Board have full voting rights.

COHHIO Support to the YAB/LEAB

CoC/COHHIO staff will provide support to the YAB and LEAB. This support may include and is not limited to the following:

- Provide and maintain membership recruitment and application materials
- Conduct onboarding training for new members

- Identify agenda items and prepare meeting agendas and relevant meeting materials
- Communicate information about meeting dates, meeting links, etc.
- Document attendance
- Manage technology for meetings
- Take meeting notes
- Connect members to local opportunities to serve as lived expertise experts when available

III. Membership

YAB/LEAB Member Recruitment

CoC/COHHIO staff will develop materials and processes to support annual recruitment of members for the YAB and LEAB. As desired, CoC providers and current YAB and LEAB members may assist in recruitment efforts. Recruitment efforts will seek to include members who come from varied geographic areas within the CoC, and those who have diverse backgrounds, experiences, and identities.

Anyone interested in seeking membership on the YAB or the LEAB must submit an application for membership. Membership is open to individuals aged 18 and older with lived experience of homelessness who currently reside in one of the counties of the Ohio Balance of State Continuum of Care[1]. These groups will strive to ensure that overall group membership is reflective of the people served in the Balance of State homeless response system.

To support effective group operations within the annual CoC/COHHIO budget, membership is capped within each group. If the membership cap has been met or is close to being met, priority membership is given to those who have experiences of literal homelessness within the past five years.

- The LEAB is capped at 12 members with current or past lived experience of homelessness.
    - Up to four of these members may be designated as YAB Mentors for up to two years. This role is reserved for former YAB members who have aged out of the YAB (i.e. aged 25-27).
- The YAB is capped at 20 members not including Mentors.

Additional YAB Member Eligibility Requirements

To be eligible to join the Ohio BoSCoC YAB, prospective members must meet all of the following:

- YAB members must be between 18 and 24 years old.
    - YAB members who turn 25 during their YAB membership may be able to transition onto the LEAB to serve as Mentors.
- Two thirds of YAB members must either be currently experiencing homelessness or have previously experienced homelessness or housing instability.
    - Prospective new members will be evaluated, in part, on how their past or current experience of homelessness helps achieve the two-thirds goal.

Membership Process

Prospective YAB/LAB members must complete the following in order to demonstrate eligibility and be considered for membership. During the annual application period for membership, the following steps are completed to join the YAB or LEAB:

1. Complete Membership Application.
2. Complete YAB/LEAB Participation Agreement.
3. If eligible to receive compensation for participation, complete Form W-9[2]

Prospective new members who have met all requirements outlined above must have their membership reviewed/approved by CoC/COHHIO staff (to confirm they have met requirements) and approved by current voting members of the YAB/LEAB before being permitted to participate in a meeting.

Once membership has been approved, CoC/COHHIO Staff will schedule an Onboarding session.

[1] The experience of homelessness does not have to have taken place in the Ohio Balance of State.

[2] See the YAB and LEAB Compensation Policy section.

YAB/LEAB Member Onboarding

Onboarding involves CoC/COHHIO staff meeting with interested YAB/LEAB members to review general CoC information, providing information about the work of the groups to date, and discussing membership requirements and expectations. Onboarding meetings will be scheduled with new members at the end of the calendar year before the new term of service begins in January.

The initial onboarding meeting will take approximately one hour and may be done via Zoom or similar online platform. Compensation may be provided for participation in an onboarding training, as long as the prospective YAB/LEAB member has provided all required information and meets eligibility as outlined above.

During onboarding meetings that take place online, prospective YAB/LEAB members will be asked to turn on their video/camera so that CoC/COHHIO staff and the prospective member can see each other.

Additional training opportunities will be provided over the course of the membership term including live, instructor-led sessions and on the e-learning platform

IV. YAB and LEAB Governance

Attendance and Participation

YAB and LEAB voting members are expected to attend and participate in at least two-thirds of the meetings annually.

Attendance

The YAB and LEAB meet on a regular basis, at least monthly. Each group's meeting schedule is determined by YAB/LEAB members in partnership with CoC/COHHIO staff and revisited as needed.

Members who cannot meet the attendance requirement should proactively reach out to CoC/COHHIO staff to determine a path forward that works for both the member and the Board. This may involve asking the member to YAB/LEAB resign their seat on the YAB/LEAB on order to make room for new members who may be more engaged. If a member expresses a need or a choice to step away from active involvement, they may be able to return to active status pending discussion and approval by consensus of the current YAB/ LEAB members.

Group Agreements

The YAB and the LEAB will determine and adhere to trauma-informed group agreements that will guide meeting time and ensure that the experience is meaningful and they can support a space where people can share ideas without judgment. The groups will learn about and use restorative justice practices to address any conflict within the group. Members who are unwilling to engage in their group in a way that respects the inherent worth and dignity of others will have an opportunity to participate in restorative conversations. If the group determines through consensus that the member is still unwilling to abide by community agreements, then the member will be released from their participation agreement and will not be able to continue attending meetings or activities of the BosCoC YAB/LEAB.

Participation

The YAB and the LEAB will commit to active participation during scheduled meetings. Active participation includes but is not limited to contributing to conversations, asking questions, participating in poll questions, offering opinions or suggestions, engaging in consensus decision making, or leading discussions with voice and/or through the use of the meeting platform chat program. Members will uphold community agreements, minimize distractions as much as possible, and avoid multi-tasking during scheduled meetings. On camera participation is encouraged whenever possible.

The purpose of these groups is to make space for the leadership, ideas, and insight of people with lived experience. Because of that, there is a basic expectation of active engagement in the meeting as described above. CoC/COHHIO staff will reach out to meeting attendees to offer support so that membership expectations can be upheld. Members who attend meetings but do not actively participate in one or more of the ways described above will not be compensated for their time, if eligible for compensation.

Voting and Decision-making

The YAB and LEAB will strive to make decisions via consensus when possible.

The following values and practices will guide discussion and decision making:

- Inclusiveness – To the extent possible, all necessary interests are represented or, at a minimum, approve of the decision. People with lived experience will be present and their lived experience will be centered by stakeholders. Inclusion is everyone's responsibility.
- Accountability – Participants usually represent stakeholder groups or interests. They are accountable both to their constituents and to the process.
- Facilitation – An impartial facilitator accountable to all participants manages the process, ensures the ground rules are followed, and helps to maintain a productive climate for communication and problem solving.
- Flexibility – Participants design a process and address the issues in a manner they determine most suitable to the situation.
- Shared Control/Ground Rules – Participants share with the facilitator responsibility for setting and maintaining the ground rules for a process and for creating outcomes.
- Commitment to Implementation – All stakeholders commit to carrying out their agreement.

During meetings where decisions are made, groups will use the following numbers to inform our Levels of Consensus:

1. I give an unqualified "yes"!
2. I accept the decision.
3. I can live with the decision.
4. I do not fully agree with the decision, however, I will not block it and will support it.
5. I do not agree with this decision, I am blocking it, and I am offering an alternative for discussion and consideration.

Voting Members

If a consensus absolutely cannot be reached using the discussion and guide above, decisions may be made via a majority vote of those voting members present. Only YAB/LEAB members identified as formal voting members as described below may raise motions and/or cast votes on any business item.

People attending YAB/LEAB meetings may be identified as formal voting members if they have completed onboarding and attended at least three meetings.

Consensus decision making and voting can take place during online meetings and in person meetings. The groups will strive to hold decision making actions for a time when the majority of the group's members are present.

Subcommittees and Leadership

Both the YAB and LEAB will annually determine what subcommittees or smaller workgroups within the overall body would help to best to engage in CoC work.

The YAB and LEAB may also choose to elect a chair or two co-chairs who are charged with working with CoC/COHHIO staff to set the YAB/LEAB meeting agendas, to facilitate meetings, send meeting invitations and materials, and to ensure any needed actions are taken between meetings. Chairs/co-chairs are eligible to be compensated for their time spent fulfilling these roles outside of the YAB/LEAB meetings.

Communications and Technology

COHHIO's policies regarding technology use will govern YAB/LEAB communication practices.

CoC/COHHIO staff will communicate with members using COHHIO email and/or meeting reminder applications from their agency-issued laptops.

Members who may need technology assistance, either through the provision of a laptop or tablet, or who need help to log in or access online meeting platforms, should ask CoC/COHHIO staff. Use of COHHIO-owned equipment for YAB/LEAB purposes requires a completed Technology Agreement.

V. YAB and LEAB Recommendations to Ohio BoSCoC

The Ohio BoSCoC is invested in having the perspective of those with lived experiences of homelessness and housing instability incorporated into all aspects of CoC work. To facilitate this, CoC/COHHIO staff will strive to ensure that all Ohio BoSCoC Board agenda items are considered by the YAB and LEAB prior to consideration at a CoC Board meeting. This will help ensure policy and system level decisions have been reviewed by YAB/LEAB members prior to CoC Board consideration, and YAB/LEAB have an opportunity to provide further recommendations to the CoC Board.

Determining YAB/LEAB Action Items and Projects

YAB/LEAB members may provide recommendations/feedback on any upcoming CoC Board agenda item. Recommendations/feedback will be collected in the YAB/LEAB meetings preceding the CoC Board meeting. CoC staff are responsible for relaying recommendations and feedback to the Ohio BoSCoC Board for consideration. CoC staff also share CoC Board meeting notes with YAB/LEAB members after the CoC Board meeting so they can see how the CoC Board responded to their recommendations

In addition to providing recommendations and feedback on Ohio BoSCoC Board agenda items, the YAB/LEAB may identify other projects they want to work on. CoC/COHHIO staff will provide support to the YAB/LEAB as they develop their work plans.

Representation on the Ohio BoSCoC Board, Committees, Workgroups

As outlined in the previous section, the Ohio BoSCoC Board, Committees/workgroups maintain standing seats for YAB/LEAB members.

YAB and LEAB Meeting Agendas

In the regularly occurring YAB/LEAB meeting that falls in the month preceding an Ohio BoSCoC Board meeting (which are held bi-monthly), the YAB/LEAB meeting agenda will include each upcoming CoC Board meeting agenda.

VI. YAB and LEAB Compensation

As noted in the Ohio BoSCoC Governance Charter, eligible members of the YAB and LEAB may be compensated at a rate of $50/hour for their time engaging in CoC work. The purpose of this policy is to compensate people for the time and expertise they contribute to the CoC as demonstrated by active participation and engagement described in Section IV. YAB/LEAB members who receive compensation for their time are not employees of the CoC or COHHIO.

CoC/COHHIO staff record members' completed hours, verified with sign in sheets at meetings or using online meeting logs. The number of hours of CoC work outside of a YAB or LEAB meeting - for example, attending a training or completing a project - that a member may engage in and be compensated for is capped based on the annual budget. Any YAB/LEAB members who would like to complete CoC-related work outside of the regularly scheduled meetings should ensure that this work is approved and documented by CoC/COHHIO staff in order to have that time compensated.

A YAB/LEAB member who is employed by an organization or business that is able and willing to pay them for their time to engage in CoC work (e.g., a homeless services provider organization or a workplace that allows for on-the-clock participation in community service activities) is not eligible for YAB/LEAB compensation from CoC/COHHIO. This means that if a YAB or LEAB member is attending a meeting during their paid work time/on the clock for their employer, they will not be paid by the CoC for their time spent in a YAB or LEAB meeting because they are already being paid by their employer. If they are able to attend a meeting during work time, but their employer will not pay them for that time (i.e. they are at work but have to clock out or flex their time to make it up another day) then they are eligible for compensation by the CoC after providing the documents below.

Compensation may be provided by gift card, Cash App or other payment app, or ACH payment to a member bank account. COHHIO has up to five business days after the meeting date to complete compensation payments to

YAB/LEAB members who are receiving payment via a payment app. COHHIO operates on a four-day work week, Monday-Thursday.

To be eligible for compensation, YAB/LEAB members must provide the following:

1. Completed Membership Application
2. Completed YAB/LEAB Participation Agreement
3. Completed Form W-9

Prospective YAB/LEAB members will not be permitted to participate in an onboarding meeting or receive compensation until they have provided at least the Membership Application and Member Agreement.

Prospective YAB/LEAB members who are eligible for compensation can participate in no more than two hours of YAB/LEAB meetings/work before providing a completed and signed Form W-9. If no Form W-9 is provided, those prospective members will be prohibited from ongoing participation until it is provided. CoC/COHHIO staff will work with prospective members to appropriate complete and provide the required Form W-9.

W-9s and Impact on Benefits

As noted previously, YAB/LEAB members must complete and submit a Form W-9 in order to be compensated on an ongoing basis. CoC/COHHIO staff will work with YAB/LEAB members individually to determine the best way to provide the completed Form W-9.

The form can be completed using DocuSign; or using the fillable fw9 from irs.gov and then saved and emailed to CoC staff as a pdf; or printed, completed, and mailed to CoC/COHHIO staff at:

Email: ohioboscoc@cohhio.org

Mailing Address: COHHIO
175 S. Third St., Ste 580
Columbus, OH 43215

YAB/LEAB members should maintain their own records of payments received as they are responsible for reporting income received through these compensation payments for tax purposes, as appropriate. It is also possible that compensation received could be considered when determining a person's ongoing eligibility for certain cash or non-cash benefits such as food stamps, WIC, TANF cash assistance, assisted housing, etc.

CoC/COHHIO staff are available to discuss any questions about this with members as requested.