

2021 Program Review and Certification Standards J. Facilities

New requirements are in red text and do not apply for the 2021 PR&C review. These requirements will be applicable in 2022.

Minor adjustments and clarifications and changes to Tiers are in green text. These changes are applicable for the 2021 PR&C review.

Bold are requirements that now apply for the 2021 PR&C review.

Standard J1	Guideline J1	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
The proper number of beds or apartment units is provided according to the CSB partnership agreement(s).	<input type="checkbox"/> The facility or program has at least the number of beds or units as stated in the CSB partnership agreement(s). <input type="checkbox"/> Each resident must be afforded adequate space and security for themselves and their belongings and an acceptable place to sleep. <input type="checkbox"/> CoC-funded PSH and RRH units must have at least a living room, a kitchen area, a bathroom, and one bedroom or living/sleeping room for each two persons (except SROs). Children of the opposite sex, other than very young children, cannot be required to occupy the same bedroom or living / sleeping room. Exterior doors and windows must be lockable.	<input type="checkbox"/> <u>Discussion:</u> Staff confirmed that each housing unit has appropriate living/sleeping areas and space and equipment to store, prepare, and serve food, per the guidelines. <input type="checkbox"/> <u>Discussion:</u> For CoC-funded programs , staff confirmed that children of the opposite sex, other than very young children, are not required to occupy the same bedroom or living/sleeping room. <input type="checkbox"/> <u>Other:</u> CSB monitored beds via QI reports.	<input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A		1	All programs except CPOA, CARR Team, Outreach, Prevention

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	<ul style="list-style-type: none"> <li data-bbox="457 191 905 365">❑ The bathroom must be contained within the unit, afford privacy, and be for the exclusive use of the occupants (except SROs). <li data-bbox="457 410 905 1052">❑ Permanent housing units must have suitable space and equipment to store, prepare, and serve food in a sanitary manner, including an oven and stove or range, a refrigerator, and a kitchen sink with hot and cold running water. Hot plates are not acceptable substitutes for stoves or ranges (except SROs). A microwave may be substituted for an oven and stove if the tenant agrees and if microwaves are furnished to both subsidized and unsubsidized tenants in the same premises. <li data-bbox="457 1097 905 1336">❑ For CoC-funded PSH and RRH, if household composition changes, the agency must relocate the household to a more appropriately sized unit with continued access to 					
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	appropriate supportive services.					
Discussion and Basis for Conclusion						

Standard J2	Guideline J2	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
<p>The facility must be kept in a safe and sanitary condition and units must meet HUD Housing Quality Standard (HQS) or HUD Habitability Standards, as applicable, and all applicable local codes.</p> <p>Shelters meet the ESG shelter and housing standards in 2 CFR Part 576.403.</p>	<p><input type="checkbox"/> For CoC- and HOME-funded programs, an initial and annual HUD HQS inspection is required. For ESG- and CSB-funded programs, a HUD Habitability initial and annual inspection is required. CSB will not pay rent for units that do not pass inspection.</p> <p><input type="checkbox"/> Site-based facilities have a housekeeping and maintenance plan. Evidence that the plan is being implemented can be staff initials when chores or routine maintenance tasks are completed.</p> <p><input type="checkbox"/> Shelter ESG standards include minimum standards for emergency shelters,</p>	<p><input type="checkbox"/> Discussion: Staff explained the housekeeping and maintenance plan.</p> <p><input type="checkbox"/> File Review: CSB reviewed HQS or Habitability Inspection forms as applicable.</p> <p><input type="checkbox"/> Other: For single sites and where services are provided, CSB noted the general upkeep and identified any unfavorable conditions.</p> <p><input type="checkbox"/> Other: CSB reviewed maintenance records, exit signs, and exit passageways.</p>	<p><input type="checkbox"/> Compliant</p> <p><input type="checkbox"/> Compliant with conditions</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> N/A</p>		1	PSH, TH, RRH, Shelters, and Prevention (only if client moves to a new unit)

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	structure and materials, access, space and security, interior air quality, water supply, sanitary facilities, thermal environment, illumination and electricity, food preparation, sanitary conditions, and fire safety.					
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Discussion and Basis for Conclusion

Standard J3	Guideline J3	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
A First Aid kit is accessible to staff and residents and stocked with sufficient supplies to handle multiple incidents.	<input type="checkbox"/> A well-stocked first aid kit is kept in a common area where staff and residents can gain quick access in case of an emergency. <input type="checkbox"/> The kit is stocked with common supplies to handle minor accidents.	<input type="checkbox"/> <u>Other</u> : CSB inspected First Aid kits.	<input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A		1	Single-site PSH, TH, Shelters, and any location where on-site services are provided

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Standard J4	Guideline J4	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
<p>The program complies with all lead-based paint requirements.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> A written lead-based paint policy is available for review. <input type="checkbox"/> Lead-based requirements apply to all units built before 1978 that are OR CAN BE occupied by families with children less than 6 years of age or pregnant women. Even if a unit is not currently occupied by a family, but is large enough or configured such that a child under the age of 6 or a pregnant woman can be living or spending time, then the unit needs to meet lead-based paint requirements. For all practical purposes, the requirements apply to any unit built prior to 1978. <input type="checkbox"/> A unit inspection and lead-based paint visual assessment conducted by a certified lead-based paint evaluator, acknowledgement that the HUD approved Lead-Based Paint Pamphlet was received by the client, 	<ul style="list-style-type: none"> <input type="checkbox"/> <u>File Review:</u> CSB reviewed client files for evidence of the lead-based paint requirements. <input type="checkbox"/> <u>File Review:</u> If any units failed the visual assessment, CSB discussed with staff steps taken. <input type="checkbox"/> <u>Other:</u> Quarterly email to the Ohio Dept. of Health listing active CoC- and HOME-funded unit addresses. <input type="checkbox"/> <u>Other:</u> CSB staff conducted a lead-based paint visual assessment for shelters, as needed. 	<ul style="list-style-type: none"> <input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A 		<p align="center">1</p>	<p>PSH, TH, RRH, Shelters, and Prevention</p>

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	<p>and acknowledgement that the warning statement was given to the client must be documented in the client's file.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Evidence of the acknowledgements is either included in a statement in the lease (with the household initials) or by giving the household a form where a retained portion confirms they received the information. <input type="checkbox"/> If applicable, the Lead-Based Paint Poisoning Prevention Act, as amended by the Residential Lead-Based Paint Hazard Reduction Act of 1992 applies. 					
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Standard J5	Guideline J5	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
There is reasonable access to a public or private telephone for use by clients and phones are readily accessible for 911 / emergency calls.	<input type="checkbox"/> Pay phones or other phones in good working order are available for client use.	<input type="checkbox"/> <u>Discussion:</u> Staff described the process for ensuring clients have access to telephones. <input type="checkbox"/> <u>Other:</u> CSB inspected phones for client use.	<input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A		2	Single-site PSH, TH, Shelters, and any location where on-site services are provided
Discussion and Basis for Conclusion						

Standard J6	Guideline J6	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
A bed, crib, or cot with clean and appropriate linens and bedding is provided for each client except in extenuating overflow situations.	<input type="checkbox"/> Bed, cribs, or cots and clean linen are available and there is a process for ensuring linens are regularly laundered.	<input type="checkbox"/> <u>Other:</u> CSB inspected linens and laundry capabilities. <input type="checkbox"/> <u>Other:</u> CSB inspected sleeping facilities.	<input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A		2	Shelters
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Standard J7	Guideline J7	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
Restrooms have an adequate number of showers and toilets for the clients housed in the facility. Restrooms and showers affirm the client's identity. There is warm and cold running water. Facilities are clean and in good working order, and each client has access to sanitary facilities that are in proper operating condition, private, and adequate for personal cleanliness and disposal of human waste. The water is free from contamination.	<ul style="list-style-type: none"> <input type="checkbox"/> The facility has clean restrooms that are in good working order. Restrooms can be dormitory style or individual, depending on the type of housing or shelter. <input type="checkbox"/> Where possible, restrooms include a single stall option and are labeled as all-gender with a simple sign. Where and when accommodations need to be made for individual clients, they are client-informed and consider best practices. <input type="checkbox"/> Local building codes provide definition of adequacy. 	<ul style="list-style-type: none"> <input type="checkbox"/> <u>File Review</u>: CSB reviewed inspection forms as applicable. <input type="checkbox"/> <u>Other</u>: CSB reviewed maintenance records, inspections, and any grievances regarding the facility. 	<ul style="list-style-type: none"> <input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A 		2	Single-site PSH, TH, Shelters, and any location where on-site services are provided.
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Standard J8	Guideline J8	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
<p>Facilities providing services to children ensure:</p> <ul style="list-style-type: none"> > There are childproof electrical outlets; > Precautions are taken to prevent children from falling out windows; > Doors open from inside without a key; > Precautions are taken to protect children from burns; > Precautions are taken to protect children from injury from fans; and > There is an area for children to nap without disturbance. 	<ul style="list-style-type: none"> <input type="checkbox"/> The facility has taken measures to childproof electrical outlets and windows. <input type="checkbox"/> Children are not able to lock themselves in any rooms. <input type="checkbox"/> The facility restricts access to areas or equipment that could be harmful to children. <input type="checkbox"/> The facility must permit 24-hour access to the family's unit so that children may nap without disturbance. 	<ul style="list-style-type: none"> <input type="checkbox"/> <u>File Review:</u> CSB reviewed inspection forms. <input type="checkbox"/> <u>Discussion:</u> Agency confirmed that it permits 24-hour access to the family's unit so that children may nap without disturbance. <input type="checkbox"/> <u>Other:</u> CSB inspected congregate facilities for child safety and privacy measures. 	<ul style="list-style-type: none"> <input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A 		2	All programs serving children where on-site services are provided
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Standard J9	Guideline J9	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
<p>In congregate facilities, there are secure designated spaces for storing a client’s personal belongings. Agencies must provide reasonable access to clients. In non-congregate facilities, clients, have 24-hour access to their belongings or the space where their belongings are stored.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> The facility provides lockers or storage trunks or makes other accommodations for clients to store belongings. <input type="checkbox"/> Clients have access to belongings as needed. Access to clients’ belongings and storage space should not be denied in non-congregate facilities where there is little danger of theft because personal belongings are not stored in a congregate space. <input type="checkbox"/> Staff track all reported incidents of lost or stolen property and can demonstrate appropriate and necessary corrective action(s) taken to ensure secure storage of and access to personal belongings. 	<ul style="list-style-type: none"> <input type="checkbox"/> <u>Discussion:</u> Staff described the process by which clients have access to their belongings and corrective action for lost/stolen property. <input type="checkbox"/> <u>Other:</u> Staff showed CSB the secure space for clients’ personal belongings. 	<ul style="list-style-type: none"> <input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A 		2	Single-site TH, Shelters
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Standard J10	Guideline J10	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
There is a place for clients who work third shift to sleep during the day when they are not at work.	<input type="checkbox"/> Agencies must provide a dark, quiet place that is suitable for sleeping and free from disturbance from other shelter residents to clients who work third shift.	<input type="checkbox"/> <u>Other</u> : If there are clients in the facility who work third shift, CSB inspected their sleeping space, if possible without disturbing sleeping clients.	<input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A		2	Shelters
Discussion and Basis for Conclusion						

Standard J11	Guideline J11	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
There is a fire and disaster safety plan. In congregate shelters or single structures, there are records of an annual fire inspection, a posted evacuation plan in symbols that all residents can understand, a fire detection system, regular fire drills, and adequate fire extinguishers.	<input type="checkbox"/> The agency has a fire safety plan available for review. <input type="checkbox"/> The agency has written evidence that it receives a fire inspection each year and can produce the most current inspection report. <input type="checkbox"/> Evacuation routes are posted and easily understood. There is a second means of exiting the	<input type="checkbox"/> <u>Policy Review</u> : CSB reviewed the fire safety policy. <input type="checkbox"/> <u>File Review</u> : CSB reviewed the annual fire inspection. <input type="checkbox"/> <u>Other</u> : CSB saw evidence that safety plans and evacuation routes are posted.	<input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A		2	Single-site PSH, TH, Shelters, and any location where on-site services are provided

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	<p>building in the event of an emergency.</p> <ul style="list-style-type: none"> <input type="checkbox"/> The program has documentation that employees are trained in fire safety procedures, including the use of fire extinguishers. <input type="checkbox"/> Congregate shelters and single structure buildings have a fire detection system and fire extinguishers and independent units have working smoke detectors. <input type="checkbox"/> In scattered site units, there are working smoke detectors on each occupied level of the unit and posted evacuation plans. In multiple units with common entrances, there is record of an annual fire inspection. 	<ul style="list-style-type: none"> <input type="checkbox"/> <u>Other</u>: CSB reviewed documentation of employee fire safety training. 				
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Standard J12	Guideline J12	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
In site-based programs with desk staff, staff is responsible for monitoring the facility entrance and is aware of clients attempting to access the building.	<input type="checkbox"/> There is a mechanism, such as security cameras, to allow staff to see who requests access to the building.	<input type="checkbox"/> <u>Other</u> : CSB confirmed security measures at building access points.	<input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A		2	Single-site PSH, TH, Shelters, and any location where on-site services are provided
Discussion and Basis for Conclusion						

Standard J13	Guideline J13	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
The agency ensures that information technology is accessible to persons with disabilities, as required by Section 508 of the Rehabilitation Act.	<input type="checkbox"/> Section 508 requires that persons with disabilities can use information and data to the same extent as those without disabilities. <input type="checkbox"/> Information technology includes, but is not limited to, computers, fax machines, copiers, and telephones.	<input type="checkbox"/> <u>Discussion</u> : CSB discussed the requirement and how the agency complies with agency staff.	<input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A		2	All programs
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Standard J14	Guideline J14	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
<p>The agency and any housing units comply with all applicable building, housing, zoning, environmental, fire, health, safety, and life safety codes, Americans with Disabilities Act policies, Section 504 of the Rehabilitation Act, and fair housing laws. Site-based programs with clients have Building and Occupancy Permits posted.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> The agency has occupancy permits available for review. <input type="checkbox"/> The agency can document that use of buildings is consistent with zoning. <input type="checkbox"/> The agency can show proof that building(s) passed the fire safety inspection. <input type="checkbox"/> The agency can describe plans for accommodating persons with disabilities. Examples include providing qualified sign language interpreters and materials in formats such as Braille, audio, or large type. <input type="checkbox"/> The agency can state if it has any pending litigation or investigation for civil rights or fair housing complaints. <input type="checkbox"/> The agency can confirm that all programs comply with the new construction, reasonable accommodation, and 	<p>Self-certification</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A 		<p align="center">3</p>	<p>PSH, TH, RRH, Shelters, and any location where on-site services are provided</p>

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	rehabilitation requirements of Section 504 of the Rehabilitation Act.					
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Standard J15	Guideline J15	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
Shelter and TH clients may use the shelter or TH facility as a legal residence for the purpose of voter registration.	<input type="checkbox"/> Staff encourages clients to register to vote and provides information to clients on voting rights. This information can be disseminated as part of the intake process. <input type="checkbox"/> Voter registration forms are available on-site.	Self-certification	<input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A		3	TH, Shelters

Standard J16	Guideline J16	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
The agency implements Universal Precautions Procedures as required by Occupational Safety and Health Administration (OSHA), is in compliance with applicable standards, and has written plans for identification, treatment, and control of medical and health conditions. The agency	<input type="checkbox"/> Facilities show compliance with OSHA standards. <input type="checkbox"/> The agency has letters, certifications, or other written evidence that it has consulted with the appropriate certifying agencies regarding the referenced topics. <input type="checkbox"/> Appropriate agencies include the Ohio	Self-certification	<input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A		3	Site-based PSH, TH, and Shelters

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<p>consults with the Columbus Health Department or other appropriate entities on sanitation, communicable diseases, hazardous material storage and use, and food handling.</p>	<p>Department of Health, Franklin County Department of Health, Columbus Health Department, OSHA, and the Mid-Ohio Food Collective.</p> <ul style="list-style-type: none"> <input type="checkbox"/> The agency has written policies and procedures for detecting, controlling, and reporting communicable diseases according to Ohio Department of Health, Franklin County Public Health, and Columbus Public Health communicable disease reporting requirements located at https://idrsinfo.org/. <input type="checkbox"/> The agency reports communicable diseases to public health officials and CSB (via a major/unusual incident report) when detected by the end of the next business day. The policy and procedure includes or references procedures concerning universal precautions. 					
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	<input type="checkbox"/> The agency documents reports provided to public health officials and CSB when reportable communicable diseases are detected.					
	<input type="checkbox"/> Cleaning supplies and other toxic chemicals are kept in areas not accessible to residents without staff assistance. The facility has spill kits or other appropriate protocol for handling toxic substances, such as drain opener, oven cleaner, or bleach.					

Standard J17	Guideline J17	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
Food preparation areas must contain suitable space and equipment to store, prepare, and serve food in a safe and sanitary manner. If the program provides storage for a food pantry, there is evidence that the Mid-Ohio Food Collective has determined that	<input type="checkbox"/> Letters, reports, or other documentation from an appropriate review and certifying body are available for review. <input type="checkbox"/> If the facility is not required to have a food license, the appropriate agency is consulted at least biannually.	Self-certification	<input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A		3	PSH, TH, RRH, Shelters that provide on-site meals or food pantries

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adequate provisions have been made for sanitary handling and safe storage of foods.	<input type="checkbox"/> Agencies that provide supportive housing for persons with disabilities must provide meals or meal preparation facilities for clients.					
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Standard J18	Guideline J18	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
Exits, steps, and walkways are clear of debris, ice, snow, and other hazards. There is a process in place to maintain clear walkways. Steps have treads or similar accommodation to prevent slipping.	<input type="checkbox"/> All steps and stairways have handles and treads. All walkways are kept in safe conditions regardless of the season. The facility has a plan for ensuring that debris is regularly removed from walkways. <input type="checkbox"/> Scattered Site programs use landlords who ensure walkways are kept in safe conditions. <input type="checkbox"/> The program advocates for clients regarding these issues, as needed.	Self-certification	<input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A		3	PSH, TH, RRH, Shelters, and any location where on-site services are provided

Standard J19	Guideline J19	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
Staff has keys to all locks in the facility. In independent units,	<input type="checkbox"/> Residents are not able to lock staff out of the unit,	Self-certification	<input type="checkbox"/> Compliant		3	

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clients are responsible for locking their unit, but staff maintains the ability to access the units at all times.	<p>nor are staff able to lock residents in.</p> <input type="checkbox"/> Staff has a plan and procedure that does not violate landlord-tenant law for entering units, as appropriate, in case of emergency.		<input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A			Site-based PSH, TH, Shelters
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Standard J20	Guideline J20	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
The agency has done radon testing and made any necessary changes in buildings where clients have access to the basement.	<input type="checkbox"/> Written evidence of testing results and remediation activities, such as reports or other correspondence, is available for review.	Self-certification	<input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A		3	Site-based PSH, TH, Shelters

CSB reviews Tier 1 standards annually and Tier 2 standards every 4 years. For years when CSB does not review Tier 2 standards, agency staff certifies compliance with both Tier 2 and Tier 3 standards in the 'Certifying Official' column.

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