

2018 Program Review and Certification Standards

K. DCA Standards

New requirements are in red text and do not apply for the 2018 PR&C review. These requirements will be applicable in 2019.

Minor adjustments and clarifications and changes to Tiers are in green text. These changes are applicable for the 2018 PR&C review.

Bold are requirements that now apply for the 2018 PR&C review.

Standard K1	Guideline K1	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
At least 95% of DCA applications filed by the agency are accurate and complete. <i>*2018 monitored, not reviewed for compliance</i>	<input type="checkbox"/> DCA client files demonstrate that the file is complete and accurate and do not require follow-up with the case manager.	<input type="checkbox"/> <u>File Review</u> : CSB monitored DCA files (no onsite review).	<input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A		1	All programs
Discussion and Basis for Conclusion						

Standard K2	Guideline K2	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
DCA funding is properly documented. For ESG programs it is documented in accordance with 24 CFR 576. For CoC programs it is documented in accordance with 24 CFR 578.	<input type="checkbox"/> If applicable, DCA client files demonstrate compliance with current, applicable ESG or CoC regulations, as detailed in the Homeless Crisis Response System (HCRS) Policies and Procedures* found at www.csb.org, including all necessary documentation, proper understanding of the	<input type="checkbox"/> <u>File Review</u> : CSB reviewed DCA client files at CSB or partner agency site. <input type="checkbox"/> <u>Discussion</u> : CSB discussed HCRS* / ESG / CoC regulations with	<input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A		1	DCA

Agency:

Review Date:

2018 Program Review and Certification Standards

K. DCA Standards

	<p>distinction between rental assistance and other types of services, and any necessary income re-assessments.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Files for programs that use CSB funding should contain: check request, justification sheet, client signature form, signed lease or verification of housing, Franklin County Auditor's website printout, W-9, and/or property management agreement if applicable, income calculation sheet (AMI < 35%), household budget, CSP shelter stay printout, CSP entry/exit record printout or letter from provider if not CSP participant, CSP referral printout, legible copy of client's identification, and unit checklist or habitability and lead-based paint inspection forms. <input type="checkbox"/> Files for programs that use ESG or CoC (J2H) funding should contain: check request, justification sheet, client signature form, signed lease, rental assistance agreement, Franklin County Auditor's 	<p>staff.</p> <ul style="list-style-type: none"> <input type="checkbox"/> File Review: For the Job2Housing program, CSB reviewed complete DCA application documentation. 				
--	---	--	--	--	--	--

Agency:
Review Date:

2018 Program Review and Certification Standards
K. DCA Standards

	<p>website printout, W-9 and/or property management agreement if applicable, income calculation sheet (AMI < 35% or <50% for J2H), household budget, CSP shelter stay printout, CSP entry/exit record printout or letter from provider if not CSP participant, CSP referral printout, legible copy of client's identification, utility allowance, fair market rent and rent reasonableness calculation, habitability (HQS for J2H) and lead-based paint inspection forms.</p> <p><input type="checkbox"/> Files for prevention programs should include CSB funding documents as well as a lease, verification of housing, and letter from host family/friend or eviction notice, along with an assessment of other housing options and resources, that together indicate the household will be literally homeless in 30 days or less but for homeless prevention assistance.</p> <p><input type="checkbox"/> Files for programs that use ESG funding, after 90 days</p>				
--	--	--	--	--	--

Agency:
Review Date:

2018 Program Review and Certification Standards
K. DCA Standards

	<p>from receiving assistance, should also contain CSB-approved standardized self-declaration of income and verification of income forms.</p> <ul style="list-style-type: none"> <input type="checkbox"/> CSB should keep files for clients denied DCA requests. <input type="checkbox"/> Agency staff should include a standardized client file checklist to ensure proper documentation (recommended). <input type="checkbox"/> If direct financial assistance is provided through federal funding (including ESG or CoC), the agency will be notified and the lease agreement must be executed prior to receiving the assistance, in accordance with federal funding guidelines. <input type="checkbox"/> For ESG or CoC funded programs, DCA funds may only be spent on behalf of program participants where there is a legal lease that includes the participant's name on the document. 				
<p>Discussion and Basis for Conclusion</p>					

Agency:
Review Date:

**2018 Program Review and Certification Standards
K. DCA Standards**

Standard K3	Guideline K3	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
<p>The agency will only make payable and disburse checks to a verified vendor (e.g., landlord, utility company) providing services.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Staff can confirm that under no circumstance are checks made payable or released to clients. <input type="checkbox"/> The agency should retain W9s for landlords and documentation from utility providers. <input type="checkbox"/> Only authorized employees of the agency are permitted to pick up checks issued by CSB. The agency must provide CSB with a list of employees authorized to pick up checks and such employees must be able and willing to provide picture identification, if requested, before receiving checks. 	<ul style="list-style-type: none"> <input type="checkbox"/> <u>File Review</u>: For the Job2Housing program, CSB reviewed complete DCA application documentation. <input type="checkbox"/> <u>Discussion</u>: CSB discussed the check disbursement process with agency staff, including documentation of W9's. 	<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 		1	All programs
<p>Discussion and Basis for Conclusion</p>						

Agency:
Review Date:

**2018 Program Review and Certification Standards
K. DCA Standards**

Standard K4	Guideline K4	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
Agency has a quality assurance process to minimize the possibility of incomplete, inaccurate, and fraudulent applications.	<input type="checkbox"/> Agency staff can provide agency policies and procedures regarding DCA application processing. <input type="checkbox"/> Agency staff can describe the quality assurance process.	Self-certification	<input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A		3	All programs

*Homeless Crisis Response System (HCRS) Policy & Procedures previously called HEARTH P&P

CSB reviews Tier 1 standards annually and 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.

Agency:
Review Date: