

# 2021 Program Review & Certification

This is an overview of updates made to the 2021 Program Review & Certification documents and process. There are very few substantive changes, and most adjustments are simplifications and clarifications.

Some of these changes are in response to partner agency questions and feedback during last year's PR&C process and some reflect regulatory requirements.

The next 2 slides identify changes to the Monitoring Guide for Subrecipients.



# 2021 Program Review & Certification

## Monitoring Guide for Subrecipients - updated January 2021

- < Clarified that the monitoring guide applies to partner agencies as sub-recipients. If the partner agency sub-grants funding, the partner agency is responsible to monitor their sub-sub-recipients. Sub-recipient references throughout the remainder of the monitoring guide were replaced with partner agency.
- < Data Treatment Guidance
  - Updated Columbus Service Point to Homeless Management Information System
  - Updated timeframe to review and added record retention period
- < Service Provision Guidance
  - Replaced CMHA with CSB Housing Department (details in addendum 1)
- < Fiscal, Personnel, and Governance Guidance
  - Submission of invoices includes reconciliation of leasing and rental assistance clients
  - Removed invoice review of CoC application budget



# 2021 Program Review & Certification

## Monitoring Guide for Subrecipients - updated January 2021

### < Administrative Process

- Changed corrective action plan to QI plan

### < Service Provision Compliance

- Clarified 100% compliance is needed for rent reasonableness, rent calculation, and inspections for compliance determination
- Added compliant with conditions QI plan example

### < Addendum 1

- Added a name to the document- Rental Assistance and Leasing Programs Jointly Operated by CSB and Partner Agencies
- Replaced CMHA with CSB Rental Assistance
- Clarified documentation at enrollment as detailed in Standard E3

# 2021 PR&C Standards Updates

The following slides list the standards with updates this year.

Standard changes are in in green font (monitored this year) or red front (reviewed, but not monitored) and easily identified.

# 2021 PR&C Standards Updates

## A

**Organizational Structure, Management, & Personnel**  
Updated A1, A4

- < Updates made regarding active participation in board meetings and VAWA prohibitions

## D

**Fiscal Administration**  
Updated D2, D3, D4, D5, D7

- < Added guideline regarding duplication of service and costs charged to appropriate funding sources
- < Updates made to indirect cost rate information
- < Clarified cost allocation criteria
- < Included that match costs must be eligible CoC costs
- < Moved program income details to the cost matrix



# 2021 PR&C Standards Updates

**E**

**Program Operations**  
Updated E1, E2, E3, E7, E11

- < Added policies H3 (income determination), M3 (data collection), M5 (annual reviews)
- < Guidelines for shelter exits and re-entry references HCRS P&P
- < Updated homelessness status documentation at enrollment and clarified guidelines
- < Removed guideline restricting prevention assistance timeframe
- < Changed E11 client/staff ratio to tier 2

**G**

**Services Planning**  
Updated G1, G2, G4

- < Removed IHSP duplications
- < Updated IHSP program type exceptions
- < Updated guideline for Safety program screening exception

# 2021 PR&C Standards Updates

## H

**Housing**  
Updated H2, H3, H5, H9

- < Replaced CMHA with CSB Housing Department
- < Clarified terminable for cause, renewable, and term lease requirements
- < Added income determination policy and VAWA requirements

## J

**Facilities**  
Updated J1, J2, J4

- < Clarified occupancy guidelines by funding source
- < Updated initial and annual inspections and monitoring of maintenance records
- < Clarified three lead-based paint requirements

# 2021 PR&C Standards Updates

M

**Data Collection**  
Updated M3, M5, M8

- < Added data collection policy and annual review policy
- < Clarified that income is verified at admission to PSH programs, income evaluation forms and back-up documentation must be on file, and what appropriate back-up documentation is acceptable
- < Consolidated standard M9 with standard M8 regarding privacy policy guidelines



# 2021 COVID-19 References

## [COVID-19-provider-guidance](#)



### < Waivers

- [COVID19-waiver-checklist-updated-11/2/21](#)

### < Standards impacted by COVID-19 waivers will be monitored based on the timeframe in the CSB communication

- [RRH-HP-PSH-COVID19-Guidance 10/19/20.pdf](#)

### < Monitoring Addendum

- [2021-PRC-monitoring-addendum-memo.pdf](#)

Ask questions - we want the visit to be as easy as possible and want to help with any aspect of compliance prior to, during, and after the PR&C.

# 2021 PR&C Documentation Resources

## < [Housing Materials](#)

- Direct Client Assistance Resources
- Fair Market Rent and Rent Reasonableness calculator
- Utility Allowances
- Habitability and housing quality standards inspection forms
- Lead-based paint resources (updated EPA pamphlet May 2021)
- Annual Permanent Supportive Housing Resident Service Needs and Move Up Assessment
- VAWA Resources (NEW)

## < [Homeless Crisis Response System Policies and Procedures](#)

- HP and RRH Case Review & Closure Checklist
- Annual PSH Provider Assessment of Services Needs and Utilization

## < [Shelter Materials](#)

- Housing Assistance Screening Tool (HAST)