

**Program Review and Certification Standards
A. Organizational Structure and Management**

Standard A1	Guideline A1	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
Agency must be a registered 501(c)3 and maintain a Columbus Foundation Power Philanthropy Portrait.	<input type="checkbox"/> Up-to-date 501(c)3 documents are kept on file at the agency <input type="checkbox"/> Agency has a Power Philanthropy Portrait updated annually	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 except Access Ohio
Discussion and Basis for Conclusion						
Agency signed in separate packet.						

Standard A2	Guideline A2	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
The governing board is responsible for the selection and annual performance review of the Chief Administrative Officer (e.g. Executive Director, CEO).	<input type="checkbox"/> When a new Chief Administrative Officer has been hired, Board minutes reflect the Board's role in the selection process. <input type="checkbox"/> Otherwise, Board minutes verify that the chief administrative officer had a performance review by the	Voluntary self-certification	<input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant		Vol	All programs

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	Board sometime within the past 12 months.		<input type="checkbox"/> N/A			
Discussion and Basis for Conclusion						
Agency signed in separate packet.						

Standard A3	Guideline A3	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
The governing board will be informed about the needs of homeless persons on (at least) an annual basis. The governing board will include at least one homeless or formerly homeless individual, unless otherwise approved by HUD.	<input type="checkbox"/> Board minutes or other documentation reflect recent opportunities for board members to gather information about the homeless population. Examples include presentation of results from focus groups, arranging a resident panel discussion, or participating in the annual Board2Board dialogue. <input type="checkbox"/> The Board includes at least one homeless or formerly homeless individual.	<input type="checkbox"/> CSB staff reviewed agency's Board minutes or other documentation and confirmed board member's recent opportunities to gather information about the homeless population. <input type="checkbox"/> CSB staff reviewed Board roster and recent minutes to ensure a homeless or formerly homeless person attends board meetings. <input type="checkbox"/> CSB has an up-to-	<input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A		1	All programs except Prevention only programs

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		date form documenting the homeless person on the board.				
Discussion and Basis for Conclusion						

Standard A4	Guideline A4	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
The governing board is responsible for the acquisition and management of resources and the review of budgets and expenditures on (at least) a quarterly basis.	<input type="checkbox"/> Board minutes reflect when the Board reviewed financial statements on at least a quarterly basis.	Voluntary self-certification	<input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A		Vol	All programs
Discussion and Basis for Conclusion						
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Standard A5	Guideline A5	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
<p>The governing board will cause its books and records to be audited annually by an independent certified public accountant consistent with the following guidelines:</p> <ul style="list-style-type: none"> <input type="checkbox"/> the audit is performed in accordance with generally accepted accounting principles; <input type="checkbox"/> the audit is performed within six (6) months after the close of the agency's fiscal year; and <input type="checkbox"/> the audit and management letter is submitted to CSB within thirty (30) days after it has been accepted by the agency's Board. 	<ul style="list-style-type: none"> <input type="checkbox"/> The agency submits a copy of the most recent audit and management letter within thirty (30) days after the Board has accepted the audit. <input type="checkbox"/> Board minutes reflect that the Board has reviewed the audit and management letter, if applicable. <input type="checkbox"/> If the agency expects a delay in receiving these documents, the agency notifies CSB and provides a date upon which CSB will receive the documents. 	<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 align="center">All programs</p>

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Discussion and Basis for Conclusion

Agency signed in separate packet.

- * CSB staff initials for Tier 1 and Tier 2
- * Agency staff signature for Tier 3 and Voluntary

CSB certifying official signature

Date

CSB certifying official legibly printed name

Agency:
Date of Review: