

**Program Review and Certification Standards
B. Statutory Compliance**

Standard B1	Guideline B1	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
<p>The agency has a written policy that prohibits requiring, mandating, or improperly influencing religious participation as a prerequisite to receiving agency services. Exit interviews and surveys request confirmation of client satisfaction that religious activities have been optional.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Agency has a policy in place and a process for communicating the policy to staff and clients. <input type="checkbox"/> A copy of the policy and the survey is available for review. <input type="checkbox"/> Agencies who engage in explicitly religious activities must perform such activities outside of programs supported with federal funds. The agency cannot use CoC funding to support or engage in explicitly religious activities. 	<ul style="list-style-type: none"> <input type="checkbox"/> The policy was reviewed and ensures a process is in place for communicating the religious activities policy to staff and clients. <input type="checkbox"/> A copy of the survey was reviewed. 	<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
<p>Discussion and Basis for Conclusion</p> <p style="color: red;">This standard changed from Tier 3 to Tier 2.</p>						

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Standard B2	Guideline B2	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
<p>The agency does not discriminate on the basis of race, religion, color, national origin, ancestry, sex, sexual orientation, gender identity, age, disability or other handicap, marital or familial status, military status, status with regards to public assistance, or any other class of persons protected by applicable law. The agency has a written nondiscrimination policy applicable to staff, trustees, volunteers and clients and there is evidence that it is being implemented. The agency operates in compliance with all applicable Equal Employment Opportunities and Affirmative Action requirements.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> In addition to a policy, the agency has a process for communicating these standards to staff, trustees, volunteers and clients. <input type="checkbox"/> Policies are posted in areas where all employees have access to them. <input type="checkbox"/> If the agency has multiple work sites, then the policy should be posted at each site where employees congregate. <input type="checkbox"/> If a client objects to the religious character of an agency that provides services, the agency must take reasonable efforts to refer the client to an alternative provider. <input type="checkbox"/> All individuals, including transgender individuals and other individuals who do not identify with the sex they were assigned at birth, must be given access to 	<ul style="list-style-type: none"> <input type="checkbox"/> The policy was reviewed and ensures a process is in place for communicating the Equal Employment Opportunities and Affirmative Action requirements to staff, trustees, volunteers and clients. <input type="checkbox"/> Policies were confirmed posted in areas where all employees have access to them at each site. <input type="checkbox"/> CSB confirmed posting of HUD's Notice on Equal Access Regardless of Sexual Orientation, Gender Identity, or Marital Status. 	<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

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	<p>programs, benefits, services, and accommodations in accordance with their gender identity without being subjected to intrusive questioning or being asked to provide documentation. Agencies must post HUD's Notice on Equal Access Regardless of Sexual Orientation, Gender Identity, or Marital Status.</p>	<p><input type="checkbox"/> The agency described efforts it takes to refer clients to alternate providers when the client objects to the religious character of the agency.</p>				
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Discussion and Basis for Conclusion

This standard changed from Tier 3 to Tier 2 and information on HUD's Notice on Equal Access Regardless of Sexual Orientation, Gender Identity, or Marital Status was added.

Standard B3	Guideline B3	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
<p>The agency has a uniform policy that prohibits sexual harassment which is applicable to staff, trustees, volunteers, vendors and clients.</p>	<p><input type="checkbox"/> In addition to a policy, the agency has a process for communicating the policy to staff, trustees, volunteers and clients.</p>	<p>Self-certification</p>	<p><input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant</p>		<p>3</p>	<p>All programs</p>

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			<input type="checkbox"/> N/A			
Discussion and Basis for Conclusion						
Agency signed in separate packet.						

Standard B4	Guideline B4	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
The agency has a Drug-Free Workplace Policy that is applicable to all staff and volunteers and which is posted in an area where all employees have access to it.	<input type="checkbox"/> The agency has a policy and a process for ensuring that all employees are educated regarding the policy. <input type="checkbox"/> The policy is posted in an area widely accessible to employees. <input type="checkbox"/> If the agency has multiple work sites, then the policy should be posted at each site where employees congregate.	<input type="checkbox"/> The policy was reviewed and ensures employees are educated about the Drug-Free Workplace Policy. <input type="checkbox"/> Signed copies of the Drug-Free Workplace acknowledgment are on file.	<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 B5	Guideline B5	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
The facility is in compliance with applicable provisions of the Americans with Disabilities Act. There is a written plan for reasonable accommodation of persons with disabilities.	<input type="checkbox"/> The agency has a policy and a procedure which addresses ADA compliance. <input type="checkbox"/> The agency can describe plans for accommodating persons with disabilities. Examples of reasonable accommodations include providing qualified sign language interpreters and/or providing materials in accessible formats such as Braille, audio or large type, as needed, by the individual with a disability.	<input type="checkbox"/> Agency explained the ADA policy and how they comply with said policy. <input type="checkbox"/> CSB staff reviewed written policy.	<input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A		2	All programs

Discussion and Basis for Conclusion

Standard B6	Guideline B6	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
The agency has a policy regarding firearms and other weapons, as it relates to employees, clients and volunteers. The policy also addresses the agency's stance	<input type="checkbox"/> The agency can produce the weapons policy for review. <input type="checkbox"/> If the agency prohibits concealed weapons and other weapons from the premises, appropriate signs are displayed and are available for inspection and clients are informed	<input type="checkbox"/> CSB staff reviewed written policy. <input type="checkbox"/> CSB staff verified that a weapons policy is	<input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant		2	All programs

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on the concealed carry law and whether weapons, including firearms, are permissible on the premises.	of this policy upon admission.	posted and in full view of entrants to the building.	<input type="checkbox"/> N/A			
Discussion and Basis for Conclusion						

Standard B7	Guideline B7	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
The agency has a written disaster recovery and crisis communication plan that is updated annually and distributed to all employees.	<input type="checkbox"/> The agency can produce a copy of the recovery and communication plan for review. <input type="checkbox"/> The plan should include, at a minimum, a clear definition of a disaster and/or crisis event, descriptions of actions taken following a disaster/crisis event, detailed contact lists of both key personnel and external stakeholders, individual staff responsibilities, data back-up procedures, and methodologies used to communicate, update and	<input type="checkbox"/> CSB staff reviewed written policy.	<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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	distribute the plan.					
Discussion and Basis for Conclusion						

*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:

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