

**Program Review and Certification Standards**  
**J. Facility Standards**

Standard J1	Guideline J1	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
<p>The agency and any housing units utilized by the agency comply with all applicable building, housing, zoning, environmental, fire, health, safety, and life safety codes, ADA policies, Section 504 of the Rehabilitation Act, and fair housing laws. Facility-based programs with clients have their Building and Occupancy Permits posted.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The agency has all occupancy permits available for review.</li> <li><input type="checkbox"/> The agency has documentation that shows use of buildings is consistent with zoning.</li> <li><input type="checkbox"/> The agency can show proof that building(s) passed the fire safety inspection.</li> <li><input type="checkbox"/> The agency can state if it has any pending litigation or investigation for civil rights or fair housing complaints.</li> <li><input type="checkbox"/> The agency can confirm that all programs comply with the new construction, reasonable accommodation, and rehabilitation requirements of Section 504 of the Rehabilitation Act, if applicable.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> CSB inspected occupancy permits and proof that building(s) passed the fire safety inspection.</li> <li><input type="checkbox"/> Agency confirmed it does not have pending litigation or investigation for civil rights or fair housing complaints.</li> <li><input type="checkbox"/> Agency confirmed that all programs comply with the new construction, reasonable accommodation, and rehabilitation requirements of the Rehabilitation Act, if applicable.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Compliant</li> <li><input type="checkbox"/> Compliant with conditions</li> <li><input type="checkbox"/> Non-compliant</li> <li><input type="checkbox"/> N/A</li> </ul>		1	PSH, TH, RRH/ Navigator, Shelters
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Standard J2	Guideline J2	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"/> Staff can describe the process for ensuring clients have access to telephones.	<input type="checkbox"/> CSB inspected phones for client use.  <input type="checkbox"/> Agency staff described the process for ensuring clients have access to telephones.	<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 J3	Guideline J3	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
Shelter clients may use the shelter as a legal residence for the purpose of voter registration.	<input type="checkbox"/> Agency staff encourages clients to register to vote and provides information to clients regarding voting rights. This information can be disseminated as part of the	Self-certification	<input type="checkbox"/> Compliant  <input type="checkbox"/> Compliant with conditions		3	TH, Shelters

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	intake process. <input type="checkbox"/> Voter registration forms are available on site.		<input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A		
<b>Discussion and Basis for Conclusion</b>  Agency signed in separate packet.					

Standard J4	Guideline J4	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
The proper number of beds or apartment units is provided according to the CSB partnership agreement.	<input type="checkbox"/> The facility has at least the number of beds or units as stated in the CSB contract. <input type="checkbox"/> Each CoC-funded unit must have at least one bedroom or living/sleeping room for each two persons. <input type="checkbox"/> The bathroom must be contained within the unit, afford privacy, and be for the exclusive use of the occupants. <input type="checkbox"/> The unit must have suitable space and equipment to store, prepare, and serve food in a sanitary manner, including an oven and stove or range, a	<input type="checkbox"/> CSB monitored beds via QI reports. <input type="checkbox"/> Agency confirmed that each CoC-funded unit has at least one bedroom or living/sleeping room for each two persons and has space and equipment to store, prepare, and serve food, per the guidelines.	<input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A		1	PSH, J2H, TH

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	<p>refrigerator, and a kitchen sink with hot and cold running water. Hot plates are not acceptable substitutes for stoves or ranges. 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 building or premises.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Children of the opposite sex, other than very young children, cannot be required to occupy the same bedroom or living / sleeping room.</li> <li><input type="checkbox"/> If household composition changes, the agency must relocate the household to a more appropriately sized unit with continued access to appropriate supportive services.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Agency confirmed that children of the opposite sex, other than very young children, are not required to occupy the same bedroom or living/ sleeping room.</li> </ul>				
<p><b>Discussion and Basis for Conclusion</b></p> <p>This standard incorporates guidance from HUD on CoC unit requirements.</p>						

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Standard J5	Guideline J5	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
<p>The proper number of beds or apartment units is provided according to the CSB partnership agreement.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The facility has at least the number of beds or units as stated in the CSB contract.</li> <li><input type="checkbox"/> Each program participant must have an acceptable place to sleep and adequate space and security for themselves and their belongings.</li> <li><input type="checkbox"/> Children of the opposite sex, other than very young children, cannot be required to occupy the same bedroom or living / sleeping room.</li> <li><input type="checkbox"/> If household composition changes, it is recommended that the agency relocate the household to a more appropriately sized unit with continued access to appropriate supportive services, if existing lease requirements and financial assistance allows.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> CSB counted beds in shelters. CSB monitored PSH beds via QI reports.</li> <li><input type="checkbox"/> Agency confirmed that each program participant has an acceptable place to sleep and security for themselves and their belongings.</li> <li><input type="checkbox"/> Agency confirmed that children of the opposite sex, other than very young children, are not required to occupy the</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Compliant</li> <li><input type="checkbox"/> Compliant with conditions</li> <li><input type="checkbox"/> Non-compliant</li> <li><input type="checkbox"/> N/A</li> </ul>		1	<p>All programs except PSH, J2H, TH</p>

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		same bedroom or living/ sleeping room.				
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This standard incorporates guidance from HUD on ESG unit requirements.

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"/> There are clean linens available and a process for ensuring that linens are regularly laundered. <input type="checkbox"/> A bed/crib/cot is available to each shelter resident.	<input type="checkbox"/> CSB inspected linens and laundry capabilities. <input type="checkbox"/> CSB inspected the 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
<p>In congregate facilities, restrooms should have an adequate number of showers and toilets for the number of clients housed in the facility. There is warm and cold running water. Facilities are clean and in good working order, and each program participant must have access to sanitary facilities that are in proper operating condition, are private, and are adequate for personal cleanliness and the disposal of human waste. The water is free from contamination.</p>	<ul style="list-style-type: none"> <li><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.</li> <li><input type="checkbox"/> Local building codes provide definition of adequacy.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> CSB inspected showers, toilets, and water.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Compliant</li> <li><input type="checkbox"/> Compliant with conditions</li> <li><input type="checkbox"/> Non-compliant</li> <li><input type="checkbox"/> N/A</li> </ul>		2	PSH, TH, Shelters
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Standard J8	Guideline J8	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
The general appearance of the building is well maintained. Facilities are in good repair. Windows and doors operate properly and are not broken and can be secured properly. The facility is in a fit and habitable condition.	<input type="checkbox"/> The facility is kept in decent, safe and sanitary repair. <input type="checkbox"/> Windows, doors and other structures work properly and are not in disrepair. <input type="checkbox"/> If the program has scattered sites, the apartment buildings chosen are in a decent, habitable condition.	<input type="checkbox"/> CSB noted the general upkeep and identified unfavorable conditions, if any.	<input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A		2	PSH, TH, RRH/ Navigator, Shelters
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Standard J9	Guideline J9	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
Facilities providing services to children ensure: > There are childproof electrical outlets; > There are precautions in place to prevent children from falling out windows;	<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	<input type="checkbox"/> CSB inspected the facility for child safety and privacy measures. <input type="checkbox"/> Agency confirmed that it permits 24-hour access to the family's unit	<input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A		2	All programs with children

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<ul style="list-style-type: none"> <li>&gt; Doors open from inside without a key;</li> <li>&gt; There are precautions in place to protect children from burns;</li> <li>&gt; There are precautions in place to protect children from injury from fans; and</li> <li>&gt; There is an area for children to nap without disturbance from other residents.</li> </ul>	<p>could be harmful to children, such as stove, fans, etc.</p> <p><input type="checkbox"/> The facility must permit 24-hour access to the family's unit so that children may nap without disturbance from other shelter residents.</p>	<p>so that children may nap without disturbance from other shelter residents.</p>				
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Standard J10	Guideline J10	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
<p>The facility has heating units for winter and the ability to create airflow in hot weather. Fans and air conditioning, if available, are in good operating condition.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Heating units should be adequate for the size of the building.</li> <li><input type="checkbox"/> If air conditioning is unavailable, the agency should use fans to create adequate airflow during the</li> </ul>	<p><input type="checkbox"/> CSB inspected furnaces, air conditioners, and maintenance records, or reviewed housing</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Compliant</li> <li><input type="checkbox"/> Compliant with conditions</li> <li><input type="checkbox"/> Non-compliant</li> <li><input type="checkbox"/> N/A</li> </ul>		2	PSH, TH, RRH/Navigator, Shelters

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<p>Each room or space has a natural or mechanical means of ventilation. The interior air is free of pollutants at a level that might threaten or harm the health of residents.</p>	<p>summer.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The facility has a log that documents the furnace and air conditioner maintenance schedule, which includes changing the filter.</li> <li><input type="checkbox"/> Scattered site programs should ensure that the buildings and landlords providing housing meet this standard.</li> </ul>	<p>inspection results.</p>				
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Standard J11	Guideline J11	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
<p>The facility must be kept in a safe and sanitary condition and apartment units shall meet HUD's Housing Quality Standard (HQS) or HUD Habitability</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> An annual inspection within <b>30</b> days of the client's anniversary date certifies HQS compliance as required by HUD.</li> <li><input type="checkbox"/> The condition of the facility</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> CSB reviewed evidence of the inspection in the file.</li> <li><input type="checkbox"/> Agency explained the</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Compliant</li> <li><input type="checkbox"/> Compliant with conditions</li> <li><input type="checkbox"/> Non-compliant</li> </ul>		<p align="center">1</p>	<p>PSH, TH, RRH/ Navigator</p>

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<p>Standards, as applicable, and all other applicable local codes.</p>	<p>is safe and sanitary.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The facility has a housekeeping and maintenance plan to ensure upkeep. Evidence that the plan is being implemented can consist of initials when chores or routine maintenance tasks are completed, as well as the environment being clean and safe.</li> <li><input type="checkbox"/> Scattered site programs should ensure that the buildings it uses meet this standard.</li> <li><input type="checkbox"/> If a RRH/Navigator program, a habitability inspection must be completed on all households served, using CSB's Housing Inspection Form.</li> </ul>	<p>facility's housekeeping and maintenance plan to ensure upkeep.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> CSB reviewed habitability inspection forms for RRH/Navigator program.</li> </ul>	<p><input type="checkbox"/> N/A</p>		
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Annual inspection was changed from 90 days to within 30 days of the client's anniversary date per HUD guidelines.

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Standard J12	Guideline J12	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
<p>There is adequate natural or artificial illumination to permit normal indoor activities, including reading small print where posted. In facility-based programs with clients, hallways, stairwells and exits are well lit, and there are back-up batteries for exit lights. There are exit signs with symbols capable of being understood regardless of the language of all shelter residents. Exits are clearly marked.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The facility or unit has lighting that is bright enough to permit reading or other similar activities indoors. The lighting in these areas is bright enough to prevent accidents due to inability to see the area.</li> <li><input type="checkbox"/> Exit lights have a system of battery back-up in the event of a power failure.</li> <li><input type="checkbox"/> Signs clearly mark exits and are universal so that anyone can understand them regardless of whether the client is illiterate or not proficient in the English language.</li> <li><input type="checkbox"/> All exits are available and passable in case of an emergency.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> CSB inspected lighting or reviewed the housing inspection.</li> <li><input type="checkbox"/> CSB confirmed that exit signs are clearly marked and emergency lights are functional.</li> <li><input type="checkbox"/> CSB confirmed that all exits are available and passable in case of an emergency.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Compliant</li> <li><input type="checkbox"/> Compliant with conditions</li> <li><input type="checkbox"/> Non-compliant</li> <li><input type="checkbox"/> N/A</li> </ul>		2	PSH, TH, RRH/ Navigator, Shelters

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Standard J13	Guideline J13	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
<p>In congregate facilities, there are secure designated spaces available for storing a client’s personal belongings (such as clothing and toiletries) during the time they are residing at the shelter. Reasonable access by the residents must be provided. 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"> <li><input type="checkbox"/> The facility provides lockers, storage trunks or makes other accommodations that allow residents to store their belongings.</li> <li><input type="checkbox"/> Residents have access to their 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.</li> <li><input type="checkbox"/> Shelter staff can describe the process by which clients have access to their belongings.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Agency staff showed CSB the secure space for clients’ personal belongings.</li> <li><input type="checkbox"/> Agency staff described the process by which clients have access to their belongings.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Compliant</li> <li><input type="checkbox"/> Compliant with conditions</li> <li><input type="checkbox"/> Non-compliant</li> <li><input type="checkbox"/> N/A</li> </ul>		2	TH, Shelters

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Standard J14	Guideline J14	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"/> A dark, quiet place that is suitable for sleeping and free from disturbance from other shelter residents should be provided to those clients who work 3rd shift.  <input type="checkbox"/> The sleeping space should be available for inspection.	<input type="checkbox"/> If there are clients in the facility who work third shift, CSB inspected their sleeping space.	<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 J15	Guideline J15	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
The agency will provide evidence that it has consulted with the Columbus Health	<input type="checkbox"/> The agency has letters, certifications, or other written evidence that it has consulted with the	Self-certification	<input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions		3	Shelters

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Department or other appropriate entities on sanitation, communicable diseases, hazardous material storage and use, and food handling.	appropriate certifying agencies regarding the referenced topics.  <input type="checkbox"/> Appropriate agencies include the Columbus Health Department, OSHA, and the Mid-Ohio Foodbank.		<input type="checkbox"/> Non-compliant  <input type="checkbox"/> N/A			
<b>Discussion and Basis for Conclusion</b>  Agency signed in separate packet.						

Standard J16	Guideline J16	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
Food preparation areas, if any, must contain suitable space and equipment to store, prepare, and serve food in a safe and sanitary manner. If the program provides food storage for a food pantry, there is evidence that the Mid-Ohio Food Bank has determined that adequate provisions have been made for sanitary handling and safe storage of foods.	<input type="checkbox"/> Letters, reports or other written documentation from an appropriate review and certifying body are kept on file for review.  <input type="checkbox"/> If the facility is not required to have a food license, the appropriate agency is consulted at least biannually.  <input type="checkbox"/> Agencies that provide supportive housing for persons with disabilities must provide meals or meal preparation facilities for	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, RRR/ Navigator, Shelters

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clients.					
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Standard J17	Guideline J17	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. All steps have handrails as required by applicable codes. 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, particularly in the winter.  <input type="checkbox"/> All steps and stairways have handles and treads.  <input type="checkbox"/> Scattered Site providers use landlords that ensure that all walkways are kept in safe conditions regardless of the season.  <input type="checkbox"/> The program provides advocacy on behalf of	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/ Navigator, Shelters, CPOA/ Homeless Hotline

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	clients regarding these issues, as needed.					
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<b>Standard J18</b>	<b>Guideline J18</b>	<b>Monitoring Method</b>	<b>Conclusion</b>	<b>Certifying Official*</b>	<b>Tier</b>	<b>Program Type</b>
There is a fire and disaster safety plan. In congregate shelters or single structure buildings, there are records of an annual fire inspection, a posted evacuation plan in symbols capable of being understood regardless of the language of all residents, an adequate fire detection system, regular fire drills, and adequate fire extinguishers. The program has documentation that employees are trained in fire safety procedures, including	<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. <input type="checkbox"/> Documentation of employee fire safety training is available for review.	<input type="checkbox"/> CSB reviewed the fire safety policy and saw evidence that safety plans and evacuation routes are posted and necessary precautions have been taken. <input type="checkbox"/> CSB reviewed documentation of employee fire safety training.	<input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A		2	PSH, TH, RRH/Navigator, Shelters

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<p>the use of fire extinguishers. In independent units and 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. Congregate shelters and single structure buildings have a fire detection system and fire extinguishers and independent units have working smoke detectors. There is a second means of exiting the building in the event of fire or other emergency.</p>						
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Standard J19	Guideline J19	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
<p>The facility must be in compliance with all applicable OSHA standards and have written plans for identification, treatment and control of medical and health conditions (contagious diseases, body infestations) which implements Universal Precautions Procedures as required by OSHA standards.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Facilities should show compliance with OSHA standards.</li> <li><input type="checkbox"/> The program has a written plan for handling infectious diseases and other health conditions that is available for review.</li> <li><input type="checkbox"/> There is a procedure regarding universal precautions that meets OSHA standards. The procedure contains plans for preventing the spread of infectious disease.</li> <li><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</li> </ul>	<p>Self-certification</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Compliant</li> <li><input type="checkbox"/> Compliant with conditions</li> <li><input type="checkbox"/> Non-compliant</li> <li><input type="checkbox"/> N/A</li> </ul>		<p align="center">3</p>	<p>PSH, TH, Shelters</p>

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	cleaner, bleach, etc.					
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Standard J20	Guideline J20	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
A First Aid kit is complete and accessible to staff and residents and is stocked with sufficient supplies to handle multiple occurrences.	<input type="checkbox"/> A well-stocked first aid kit is kept in a common area where both staff and residents can gain quick access in case of an emergency. The kit is stocked with common supplies to handle minor accidents.	<input type="checkbox"/> 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	PSH, TH, Shelters

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Standard J21	Guideline J21	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
The program complies with all lead-based paint visual assessment requirements.	<input type="checkbox"/> A written lead-based paint policy is available for review. <input type="checkbox"/> <b>Lead-based requirements apply to all units built before</b>	<input type="checkbox"/> CSB reviewed client files for evidence of the inspection, lead-based	<input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions		1	PSH, TH, RRH/ Navigator, Shelters

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	<p>1978 that are occupied OR CAN BE occupied by families with children less than 6 years of age or pregnant women. Therefore, even if a unit is not currently occupied by a family, but is large enough or configured such that a family with a child under 6 years of age or a pregnant woman might move in at some time in the future, then the unit would need to meet lead-based requirements. For all practical purposes, the requirements apply to any unit built prior to 1978. Units must pass a lead-based paint visual assessment. A unit inspection and lead-based paint visual assessment conducted by a certified lead-based paint evaluator must be documented in the client's file.</p> <p><input type="checkbox"/> If applicable, the agency must provide a federal lead information pamphlet and</p>	<p>paint visual assessment, and provision of the pamphlet and warning statement.</p> <p><input type="checkbox"/> If any units failed the assessment, CSB discussed with agency staff steps taken.</p> <p><input type="checkbox"/> CSB staff conducted a lead-based paint visual assessment on shelters, as needed.</p>	<p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> N/A</p>			
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	<p>lead warning statement to all participants. Evidence 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.</p> <p><input type="checkbox"/> <b>If applicable</b>, the Lead-Based Paint Poisoning Prevention Act, as amended by the Residential Lead-Based Paint Hazard Reduction Act of 1992 applies.</p>					
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**Discussion and Basis for Conclusion**  
The Guideline for this standard has been revised.

Standard J22	Guideline J22	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
In site-based programs, staff is	<input type="checkbox"/> Residents are not able to lock staff out of the unit, nor are	Self-certification	<input type="checkbox"/> Compliant		3	PSH, TH,

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equipped with keys to all locks in the facility. In independent units, the clients are responsible for locking their unit, but staff maintains the ability to access the units at all times.	staff able to lock residents in. <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			Shelters
<b>Discussion and Basis for Conclusion</b>  Agency signed in separate packet.						

Standard J23	Guideline J23	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
In site-based programs with desk staff, staff members are responsible for monitoring the facility entrance and are 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"/> 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	PSH, TH, Shelters
<b>Discussion and Basis for Conclusion</b>						

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Standard J24	Guideline J24	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
There is evidence that radon testing has been done and necessary corrections made in buildings where clients have access to the basement.	<input type="checkbox"/> If clients do not have access to the basement, the facility is exempt from this Standard.  <input type="checkbox"/> Written evidence of testing results and remediation activities, such as reports or other correspondence, is maintained in the file.	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, Shelters
<b>Discussion and Basis for Conclusion</b>						
Agency signed in separate packet.						

Standard J25	Guideline J25	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
The agency will ensure 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"/> CSB discussed 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
<b>Discussion and Basis for Conclusion</b>						
This is a new standard.						

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\* CSB staff initials for Tier 1 and Tier 2

\*Agency staff signature for Tier 3 and Voluntary

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CSB certifying official signature

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Date

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CSB certifying official legibly printed name

Agency:

Date of Review: