PR&C Submittable Documentation

communityshelterboard

Until everyone has a place to call home

PR&C documentation

2023 PR&C standards

Please do not include any client information or other PPI. Items marked with a red asterisk are required. Those items only required for specific programs are noted in the standard.

All tier 1 standard policies must be uploaded if there have been updates. Agencies can upload all policies that are applicable to CSB standards for future reviews if it's helpful.

PR&C documentation should be submitted one week prior to each agency's review.

Click on "Create Your Account" or "Sign Up".

Create one agency sign-on. Using the same sign-on, multiple users at each agency can update the application prior to submission. The application will be saved as a draft until all required fields are completed and the application is submitted. **To ensure that all information is properly saved, only one person should update the application at a time.**

o   Fields with an * are required.
o   Select "Choose File" where requested. The list of acceptable file types is listed below the "Choose File" button.

PR&C documentation

Agency Name *

What year were the agency policies last submitted? ⭕

A1- Board meeting minutes (most recent minutes with homeless representation) *

[Choose File]

Acceptable file types: .pdf, .doc, .docx

Provide the last board meeting minutes (within the last 12 months) showing participation of designated homeless/formerly homeless board member.

A1- Confirmation that agency's program plan was reviewed by board member with lived experience of homelessness

[Choose File]

o   For tier 1 standards that are required every year, attach the policy and note the changes or confirm that no changes were made to the policy since the last submission.

A2- Conflict of interest policy, if there have been changes since the last review.

[Choose File]

Select up to 3 files to attach. No files have been attached yet. You may add 3 more files.

Acceptable file types: .pdf, .doc, .docx

The agency has a conflict of interest policy that includes prohibiting conflict of interest and nepotism for staff and volunteers.
Conflict of interest policy, including governance policy showing the frequency the policy is resigned.

Briefly describe any changes, if applicable.

☐   I confirm there have been no changes since the last review

A2- Conflict of interest signed forms (limit 5) *

- Tier 2 standards are only required to be provided every 4 year. If your scheduling email notes this is the agency's full review year, please upload those policies.

A3- Religious participation policy (tier 2, required for full reviews)

<div style="border:1px dashed #ccc; padding:20px; text-align:center;">Choose File</div>

Upload a file. No files have been attached yet.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

The agency has a written policy that prohibits requiring, mandating, or improperly influencing religious participation as a prerequisite to receiving agency services.

- If documentation is only needed for select program types, it will be noted.

E2- Housing First (all program types) & disability-related supportive services policy (PSH, TH, RRH, CARR Team) if there have been changes since the last review.

<div style="border:1px dashed #ccc; padding:20px; text-align:center;">Choose File</div>
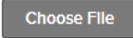
Select up to 2 files to attach. No files have been attached yet. You may add 2 more files.

Acceptable file types: .pdf, .doc, .docx

The program adheres to a Housing First model, working to efficaciously prevent literal homelessness or place people experiencing homelessness in housing without preconditions on housing assistance. Quick resolution of housing crises are the central priority of all programs.

Disability-related supportive services are voluntary, except where required by HUD regulations, and tenants are not required to engage in disability-related supportive services as a condition of their tenancy, in accordance with Housing First principles. Participation in supportive services that are not disability-related may be required as a condition of the program. Participation may be required if clients are at or have been at imminent risk of eviction and services are necessary to maintain tenancy (e.g., protective payee). Programs should not have sobriety requirements unless authorized by the CoC and HUD.

- Some questions have a link to the document that needs to be completed. Click on the link, complete the information and then select "Choose File" to upload the completed document.
- Select "Save Draft" until you have upload all of the required documentation, then select "Submit Form"

Self-Certification standards *

<div style="border:1px dashed #ccc; padding:20px; text-align:center;">Choose File</div>
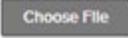
Select up to 50 files to attach. No files have been attached yet. You may add 50 more files.

Acceptable file types: .pdf, .doc, .docx, .jpg, .jpeg, .gif, .tif, .tiff, .png

Limited Reviews need to self-certify all Tier 2 and Tier 3 standards (*PDF Fillable Form*). Full reviews need to self-certify all Tier 3 standards (*PDF fillable form*). Sign each standard in the column labeled Certifying Official and select the appropriate conclusion

<div style="display:inline-block; border:1px solid #ccc; padding:10px;">Save Draft</div> <div style="display:inline-block; border:1px solid #ccc; padding:10px;">Submit Form</div>

o Once your application is submitted, the status will display as "In-Process".

Cathy Ellerbrock

My Submissions

| All Submissions | Active | Accepted | Declined | Withdrawn | Saved Drafts | Sort by date |

In-Progress **Beth Fetzer Rice**   Community Shelter Board - Homeless Families Foundation FY2...

o If CSB opens your submission for editing, make sure you are in the "FORMS" tab of the application. Select "Edit".

Editable   **Test**

Submitted to **Community Shelter Board - TEST: Community Housing Network FY23 Gateway Application** on 01/25/2022 (a day ago)

ACTIVITY   MESSAGES   FORMS   NOTE   Download | Edit | Withdraw

TEST: Community Housing Network FY23 Gateway Application   Edit
Submitted on 01/25/2022

Organization Name

Test

Contact Email

cellerbrock@csb.org

o To remove and replace a file upload, select the trash can, then upload the new document. When you are finished making all the edits, select "Submit Form" at the bottom of the application.

INSTRUCTIONS

Click on 'CHN program description' below to download last year's document. Make edits in track changes to remove or add information for FY23. Once completed, in the File upload section, select 'Choose Files' to upload the updated Word file with the track changes.

CHN program description

File upload *

CHN_FY23_Program_Description.docx

No more files may be attached here.

Acceptable file types: .doc, .docx

CSB will review and accept track changes, once approved. The final document will be the Gateway application schedule 2 in the FY23 contracts.