

PR&C Submittable Documentation

<https://csb.submittable.com/submit/17eb4b00-a4e6-4f39-9d71-5b579d3138cd/2024-prc-documentation>

PR&C documentation should be submitted one week prior to each agency's review. If you do not already have an account, select "Create Your Account" or "Sign Up".

Only one submission can be submitted per agency. Select "Manage Collaborations" if you want several users to make updates to the submission. The application will be saved as a draft until all required fields are completed and the application is submitted.



2024 PR&C documentation

[2024 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.

 [Manage Collaborators](#)

Agency Name *

Limit: 300 characters

What year were the agency policies last submitted? *

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

2024 PR&C documentation

Agency Name *

Limit: 300 characters

What year were the agency policies last submitted? *

If requesting an on-site review, please provide the wifi name and password of the facility.

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

Upload a file. No files have been attached yet.

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. Require for all program types except HP.

- 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.

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)



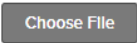
Upload a file. No files have been attached yet.

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.



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.

- Several questions have a link to another form that needs to be completed (i.e. ICQ). Click on the link to open the additional form to be completed. Be sure to select submit when the form is completed.

D1- Internal Control Questionnaire completed each year.

Complete additional **ICR** form.

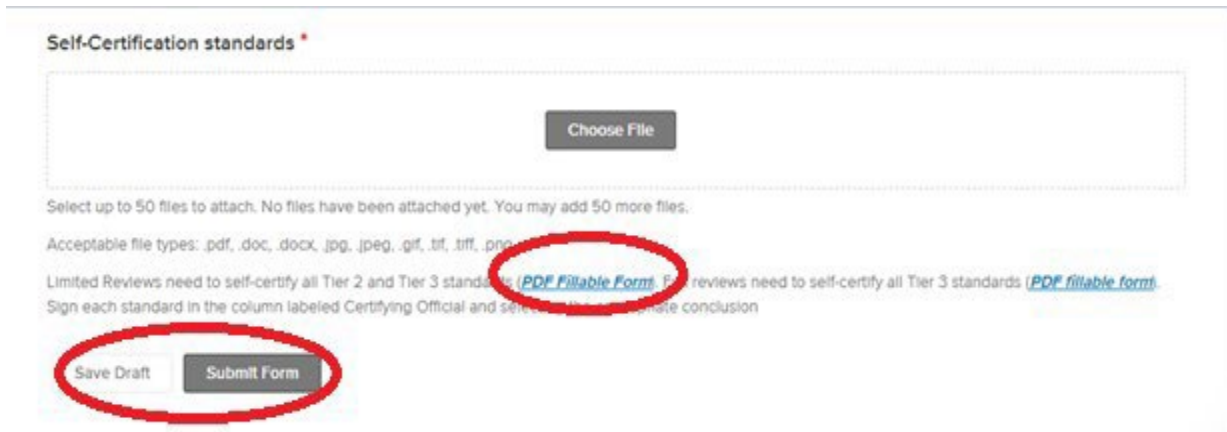
The agency maintains a financial management system that is accurate, clear, and current.

The agency's financial management system can identify each grant's revenue and expenses separately. For federal grants, the system must include the title and Assistance Listing (formerly CFDA) number.

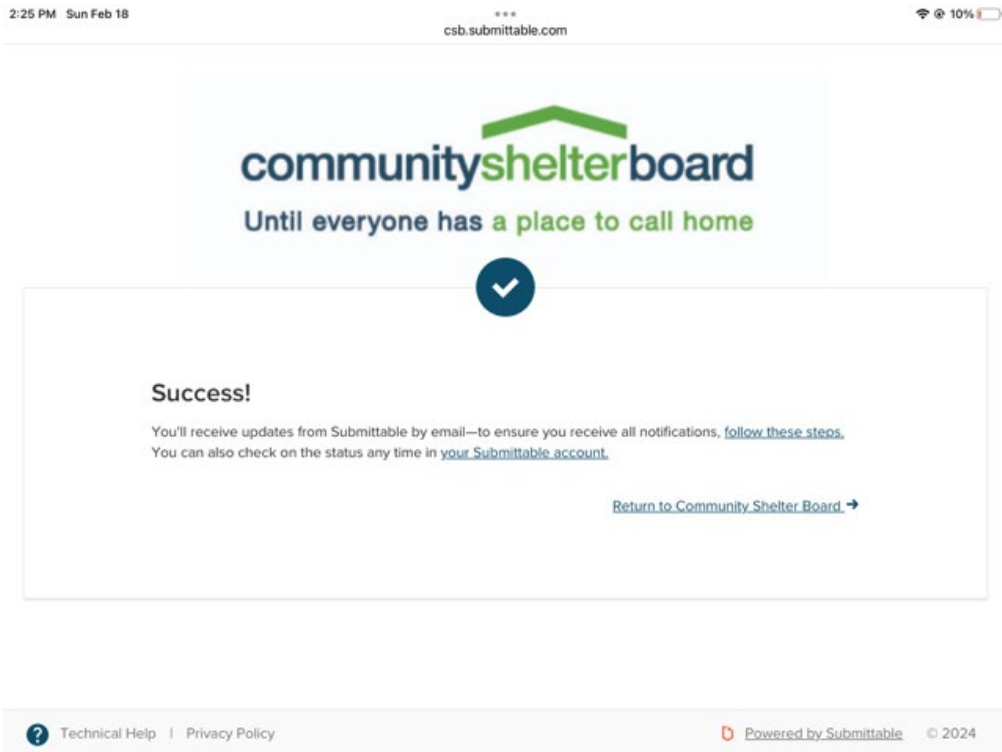
Financial staff is qualified to maintain a high-quality financial management system in compliance with federal and other funding requirements.

There is an adequate separation of duties.

- Self-certification standards have a link to a PDF-fillable form document that needs to be completed. Click on the link to open the document. For EVERY standard, select the status and sign electronically. When all standards have been signed, select “Choose File” to upload the completed document.
- Select “Save Draft” until you have upload all of the required documentation, then select “Submit Form”

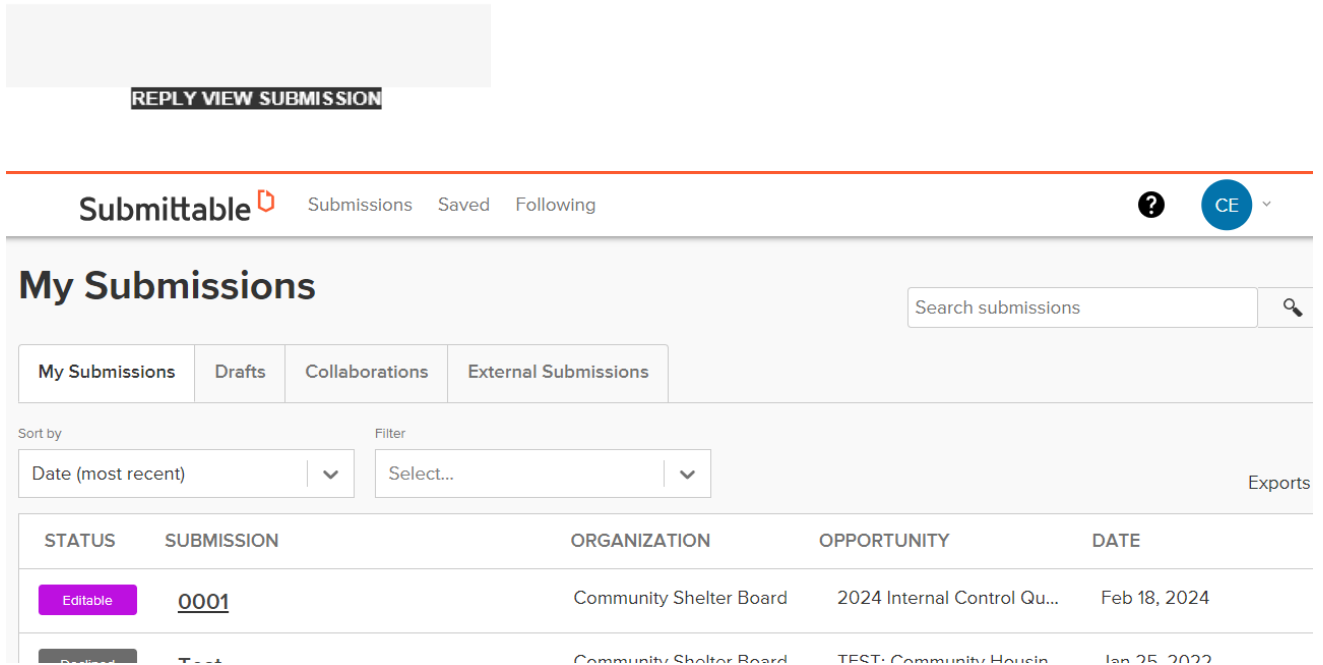


- Once your documentation is submitted, you’ll see confirmation of the submission. The status will display as “In-Process”.

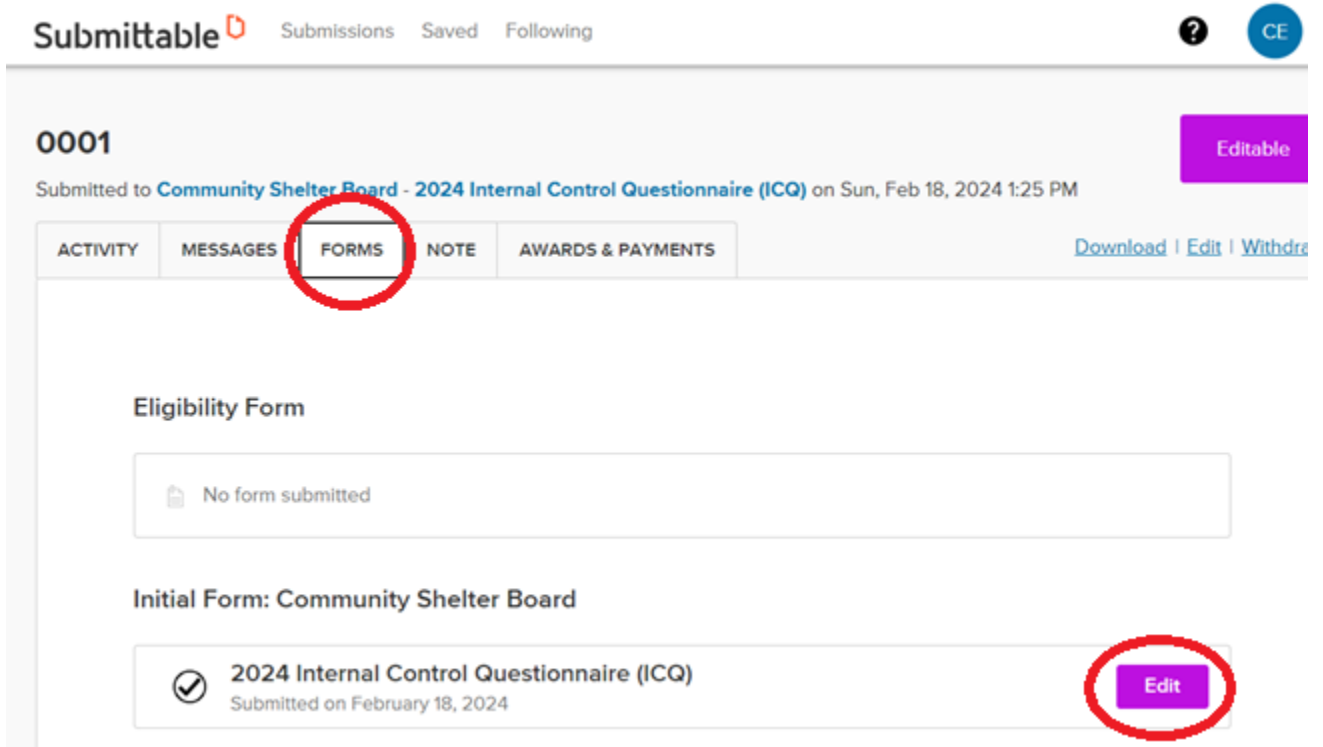


- If CSB opens your submission for editing, either click on the “Reply View

Submission” from the email you received, or log into Submittable and select your submission with the status of “Editable”.



- Make sure you are on the “FORMS” tab and select Edit by the form that needs changed.



- 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.

1. Please upload an organizational chart that illustrates the actual lines of authority and responsibility. The chart should include the names of the employees and their job titles. *



2023_Maryhaven_Handbook_.pdf



No more files may be attached here.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpl, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff, .ppt, .pptx, .xls, .xlsx, .zip

2. Have there been any substantive changes to the financial policies and procedures environment

I certify that I have completed the Internal Control Questionnaire to the best of my knowledge and that the provided information is true and accurate. *

Save Draft

Submit Form