

**STATE OF NEW JERSEY
COMMUNITY SERVICES BLOCK
GRANT PROGRAM**

BIENNIAL STATE PLAN

2014 – 2015



State of New Jersey
Chris Christie, *Governor*

Department of Community Affairs
Richard E. Constable, III
Commissioner

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A. ADMINISTRATIVE STRUCTURE

1. State Administrative Agency
 - a. Role of the State Designated Agency

The New Jersey Department of Community Affairs (DCA) is designated to administer the Community Services Block Grant under the provisions of Public Law 97-35, Omnibus Budget Reconciliation Act of 1981 (OBRA); Public Law 98-668, Human Services Re-authorization Act of 1986; July 6, 1982, Federal Register, "Block Grant Programs: Final Rules;" October 13, 1987, Federal Register, amendment to the "Block Grant Programs: Final Rules;" Public Law 101-501, Augustus F. Hawkins Human Services Re-authorization Act of 1990; P. L. 103-252, Human Services Amendments of 1994 and the Poverty Income Guidelines as required under Section 673(2) of the Act.

The Community Services Block Grant (CSBG) program will provide a range of services and activities having a measurable and potentially major impact on the causes of poverty in New Jersey. The activities will be directed toward assisting low-income participants and families. The mission of the Department of Community Affairs, Division of Housing and Community Resources, Office of Community Action is to work with the Community Action network of New Jersey to promote family self-sufficiency and healthy communities for low-income people residing in the state. Through the use of Results Oriented Management and Accountability concepts (ROMA) the state will be able to measure the impact of CSBG programs and how they impact the low-income population.

The State Plan (Plan) was prepared to comply with all statutory requirements for receiving a CSBG allocation. The Plan is available for public access at www.nj.gov/dca/divisions/dhcr/offices/comact.html and at the DCA prior to and after submission to the Secretary of the U.S. Department of Health and Human Services (HHS) and throughout the two-year award period covered by the Plan.

The Plan sets forth the state's policy goals and objectives, the requirements eligible entities must meet to qualify for funds, and the procedures the state intends to implement in administering the program.

The function of the DCA, as the lead CSBG agency for the state, is to allocate and administer funds to twenty-six (26) eligible community based organizations, which offer essential services having an immediate impact on the primary needs of low-income individuals and a potentially measurable impact on the causes of poverty. To the maximum extent possible, the state will work with designated agencies to advocate efforts to address the causes of poverty. In addition to the basic requirements contained in contracts between DCA and its eligible entities, the provisions of OMB Circulars A-102, A-110, A-133, A-087 and A-122 will apply to the administration of the program as appropriate.

DCA will allow staff to attend U.S. Department of Health and Human Services' Office of Community Services' Administration for Children and Families sponsored CSBG conference, training, technical assistance, planning or other activities in the areas of internal controls, monitoring, data collection and fiscal management related training programs to help ensure DCA provides the highest quality support to the eligible entities and increase accountability in the administration and management of the CSBG program.

b. New Jersey CSBG Goals and Objectives

CSBG funds are intended to combat the central causes of poverty. For FFY 2014 and 2015 the DCA will utilize funds appropriated for the program to provide for the implementation of the following goals and objectives which address the overall CSBG purpose and which meet the requirements of Section 672 of the CSBG Act. Following each objective are measurable methodologies that outline the specific activities to be undertaken to accomplish the stated objectives.

Goal 1: Self Sufficiency

Provide direction and services that increase the number of individuals who become self-sufficient.

OBJECTIVE 1: Increase the resource base of programs designed to eliminate poverty therefore increasing the quality and quantity of programs targeting underserved families and individuals.

METHODS:

- Seek and identify additional funding sources that will complement services provided under the CSBG program.
- Fund programs which complement the services provided by CSBG eligible entities.
- Utilize ROMA¹ and standardized Logic Models to determine benchmarks of client/family self-sufficiency.

Goal 2: Improve Community Conditions

Facilitate improvement of the conditions in which low-income people live.

OBJECTIVE 1: Increase the resource base for development of projects designed to improve communities and neighborhoods therefore enhancing the quality of living conditions for underserved families and individuals.

METHODS:

- Fund programs that seek to fill identified gaps in service delivery.
- Fund programs which complement the services provided by CSBG eligible entities.
- Fund projects designed to address identified community needs.
- Utilize ROMA and standardized Logic Models to determine the impact of CSBG Programs on communities and neighborhoods.

Goal 3: Collaboration

Provide direction and resources that increase collaboration among other community based providers, state agencies, local and county governments.

OBJECTIVE 1: Respond to local and statewide needs and conditions through the strengthening of communities' ability to coordinate resources and activities designed to eliminate poverty.

METHODS:

- Coordinate a minimum of four meetings annually between a network of New Jersey Community Action Agencies, Community Action Partnership of NJ and CSBG staff, allowing time to network, share ideas, and collaborate on similar or complementary projects.
- Collaborate with other statewide and local initiatives that share the vision of

¹ See Attachment A

eliminating poverty by participating in forums, attending relevant meetings, and sharing information on an on-going basis, to improve linkages to service providers on the state and local levels.

- Staff will share information gleaned from participation in statewide and local forums with Community Action Agencies (CAAs) and other state sponsored programs on a regular basis.
- Identify and disseminate information regarding funding opportunities to CAA and other community partners, as appropriate.
- Staff will reach out to other state departments to develop collaborations that will enhance the effectiveness of the CSBG funds.

OBJECTIVE 2: Ensure that CAAs are complementary of other community service providers in offering a range of comprehensive services for low-income families and individuals, in an attempt to create measurable impacts on the causes of poverty in the community leading to self-sufficiency for underserved families.

METHODS:

- Inventory and assess social service programs provided within the state through the development and continued maintenance of a comprehensive uniform database.
- Fund programs that seek to fill identified gaps in service delivery.

OBJECTIVE 3: To increase the participation of community members in an effort to empower residents to respond to the unique problems and needs within their communities.

METHODS:

- Assess the needs of targeted neighborhoods and low-income families to identify gaps in services.
- Ensure active participation of low-income residents on local tripartite boards.
- Replicate, as appropriate, programs that have demonstrated effectiveness. The state will use the joint meetings between the Office of Community Action, the New Jersey Community Action network and Community Action Partnership of New Jersey to showcase "Best Practice" models governing programs, service delivery, and the effective/cost efficient administration of the CSBG grant.

Goal 4: Data Collection and Analysis

Strengthen the organizations' ability to collect and analyze data and to use that information for the purposes of strengthening and improving programs and achieving measurable outcomes.

OBJECTIVE 1: Implement the 16 National Indicators² that require CSBG funded CAAs to report on outcomes that occur as a result of services provided. Standardized Logic Models have been developed to collect data on a uniform basis so reporting accurately reflects program delivery and reporting on CSBG funded activities and programs using CSBG leveraged funds. Software has been disseminated to Community Action Agencies so that data collection is compiled uniformly, thus producing reports and data that better reflect the conditions of poverty (and its' amelioration) in the state.

METHODS:

- Implement the 16 National Indicators through the use of standardized Logic Models and ROMA.

² See Attachment B

- Provide technical assistance on outcomes-based reporting.

OBJECTIVE 2: Distribute annual outcomes data to interested parties for the purposes of strengthening and improving programs.

METHODS:

- Require CAAs to submit, at minimum, quarterly reports utilizing the 16 National Indicators.
- Prepare an Annual Report on the CSBG program and distribute to interested parties.
- Expense and report CSBG funds to document effectiveness.

Goal 5: Needs Assessment/Capacity Building

Increase, develop, and strengthen programs and services that address the problems identified in the communities' needs assessments.

OBJECTIVE 1: Develop and implement innovative and effective community-based strategies attacking the causes and effects of poverty by requiring agency needs assessments as an instrument to determine programs and services.

METHODS:

- Assess the needs of targeted neighborhoods to identify gaps in services.
- Collaborate with interested municipalities to develop comprehensive strategic plans designed to address identified needs.
- Fund projects designed to address identified needs.
- Replicate, as appropriate, programs that have demonstrated effectiveness.

2. Eligible Entities

New Jersey's Plan for the use of FFY 2014 and FFY 2015 CSBG funds is formulated on the expectation that not less than 90% of the funds allotted to the state under Section 674 must be made available to eligible entities as defined in Section 673(1), as amended. Actual distribution will depend upon Congressional appropriation of CSBG funds.

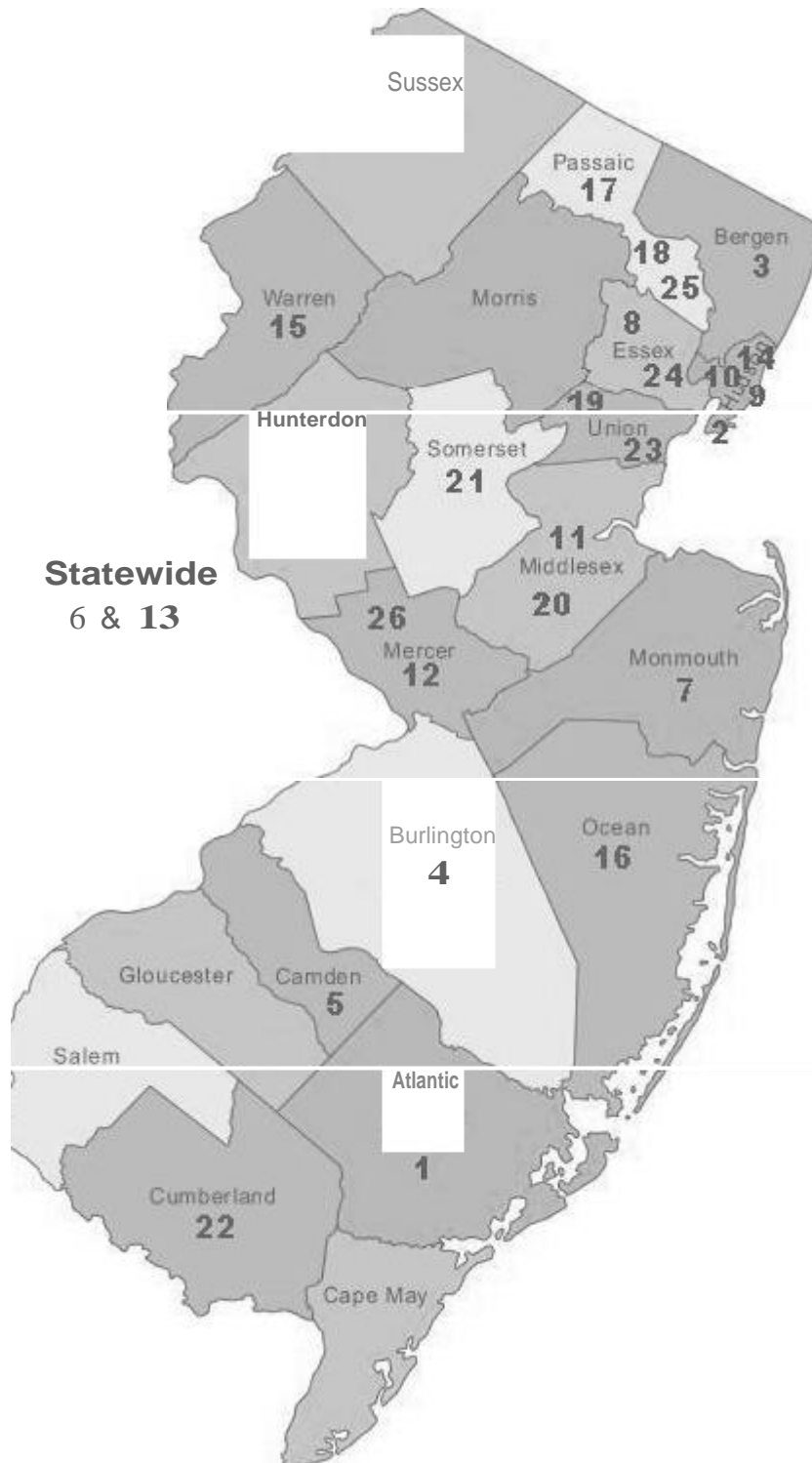
a. New Jersey CAAs & Limited Purpose Agencies (LPAs)

- | | |
|--|--|
| <p>1. Atlantic Human Resources, Inc. (AHR) 1410 Adriatic Avenue Atlantic City, NJ 08401</p> | <p>4. Burlington County Community Action Program, Inc. (Burlington CAP) 718 Route 130 South Burlington, NJ 08016 Camden County</p> |
| <p>2. Bayonne Economic Opportunity Foundation, Inc. (BEOF) 555 Kennedy Boulevard PO Box 1032 Bayonne, NJ 07002</p> | <p>5. Council On Economic Opportunity, Inc. (Camden OEO) 538 Broadway Camden, NJ 08103</p> |
| <p>3. Greater Bergen Community Action Program, Inc. (Greater Bergen CAP) 241 Moore Street Hackensack, NJ 07601</p> | <p>6. Comité de Apoyo a los (LPA) Trabajadores Agrícolas (CATA) 4 South Delsea Drive P.O. Box 510 Glassboro, NJ 08028</p> |

7. Service Area:
Monmouth County
Agency to be
determined Current
interim agency:
OCEAN Inc.
8. Essex County
Department of Citizen Services
Division of Community Action
50 South Clinton Avenue 3rd Fl.
East Orange, NJ 07018
9. HOPES
124 Grand Street
Hoboken, NJ 07030
10. City of Jersey City
Division of Community Development
30 Montgomery Street – Suite 404
Jersey City, NJ 07302
11. Jewish Renaissance Foundation (JRF)
149 Kearny Avenue
Perth Amboy, NJ 08861
12. Mercer County
Division of Community Health
and Senior Services
M^c Dade Administration Building
640 South Broad Street
P.O. Box 8068
Trenton, NJ 08650-8068
13. New Jersey Association on
Correction, Inc. (NJAC) (LPA)
986 South Broad Street
Trenton, NJ 08611
14. North Hudson Community Action
Corporation, Inc. (NHCAC)
5301 Broadway
West New York, NJ 07093
15. Northwest NJ Community Action
Program, Inc. (NORWESCAP)
350 Marshall Street
Phillipsburg, NJ 08865
16. Ocean Community Economic Action
Now, Inc. (OCEAN, Inc.)
40 Washington Street
P.O. Box 1029
Toms River, NJ 08753
17. Passaic County
Department of Human Services
401 Grand Street
Paterson, NJ 07505
18. Paterson Task Force for Community
Action, Inc. (PTF)
9 Colt Street
Paterson, NJ 07505
19. Plainfield Action Services
City Hall Annex
510 Watchung Avenue
Plainfield, NJ 07061
20. PRAB
90 Jersey Avenue
PO Box 240
New Brunswick, NJ 08903-0240
21. Somerset Community Action
Program, Inc. (SCAP)
429 Lewis Street
P.O. Box 189
Somerset, NJ 08875-0189
22. Gateway Community Action
Partnership
110 Cohanse Street
Bridgeton, NJ 08302
23. Union County
Department of Human Services
Administration Building 4th Floor
Elizabethtown Plaza
Elizabeth, NJ 07207
24. United Community Corporation, Inc.
(UCC)
31 Fulton Street
Newark, NJ 07102
25. United Passaic Organization, Inc. (UPO)
41 Myrtle Street
Passaic, NJ 07055
26. United Progress, Inc. (UPI)
162 West State Street
Trenton, NJ 08608

b. Geographic areas served

The DCA currently contracts with twenty-three CAAs, serving 24 service areas and two (2) LPAs, as defined in Section 673(1) of P.L.97-35. Low-income persons throughout the state receive assistance through any one of the twenty-five eligible entities or the entities' delegate agency (ies), within the twenty-six geographical service areas.



3. Distribution and Allocation of Funds

The Department received its full FFY'12 annual CSBG allocation from the federal government. New Jersey's FFY'13 CSBG award is \$17,323,122 an approximate decrease of 6.1% from FFY'12. The distribution figures listed below represent 90% of the CSBG funds available.

The following agencies received base funding as indicated:

| <u>AGENCY</u> | <u>CSBG Funding</u> |
|--------------------------------|---------------------|
| Agency Serving Monmouth County | \$ 779,436 |
| AHR | \$ 767,348 |
| BEOF | \$ 147,073 |
| GREATER BERGEN CAP | \$ 956,080 |
| BCCAP | \$ 428,620 |
| CCCEO | \$1,105,762 |
| CATA | \$ 78,943 |
| ESSEX COUNTY | \$ 925,324 |
| GATEWAY | \$ 898,596 |
| HOPES | \$ 183,372 |
| JERSEY CITY | \$ 870,054 |
| JRF | \$ 500,520 |
| MERCER COUNTY | \$ 243,376 |
| NJAC | \$ 212,525 |
| NHCAC | \$ 822,516 |
| NORWESCAP | \$ 684,592 |
| OCEAN INC. | \$ 777,065 |
| PASSAIC COUNTY | \$ 278,038 |
| PTF | \$ 656,783 |
| PLAINFIELD ACTION SERVICES | \$ 186,208 |
| PRAB | \$ 508,095 |
| SCAP | \$ 240,291 |
| UNION COUNTY | \$ 775,268 |
| UCC | \$1,704,224 |
| UPO | \$ 309,232 |
| UPI | \$ 551,469 |
| Total | \$15,590,810 |

B. DESCRIPTION OF CRITERIA AND DISTRIBUTION FORMULA

Beginning with CSBG funds provided to New Jersey under the FFY 2000 budget, allocations of the 90% of those funds mandated to go to "eligible entities" (i.e. CAAs) were determined by a revised and more appropriate formula. This revised formula reflects each agency's prior year funding level, its percentage of the State's low-income population, its success at leveraging other funds to support and expand the CSBG program, and its overall performance as a CAA. Under this revised formula, eligible entities are held harmless at a percentage of their base funding levels for the prior funding year.

The years that the national decennial census data are released and beginning with CSBG funds provided to New Jersey under the FFY 2014 budget, the balance of the award, after the 90% of those funds mandated to go to New Jersey eligible entities, will be determined by their geographic catchment area's percentage of the state's 125% poverty population.

In any years where less funding is appropriated than can provide funding at these levels the following will be applied:

- For geographically discrete eligible entities, reductions will be inversely proportional to each agency's percentage of New Jersey's 125% poverty population according to the most recent national decennial census, and will be further weighted by each agency's base funding level.
- For LPAs whose CSBG authorized geographic areas of service overlap with other eligible entities, reductions should be at the same percentage as is reflected in the statewide reduction.

In any years where more funding is appropriated than is needed to maintain the designated hold harmless level, funds in excess of those needed to maintain those levels will be applied as follows:

1. New Jersey's 125% Poverty Population:

50% of the additional funds will be allocated to certain New Jersey geographically discrete eligible entities in a continuing effort to bring their base CSBG funding in line with their geographic catchment area's percentage of the state's 125% poverty population according to the most recent national decennial census. Should sufficient funds to reach that objective ever be provided, this 50% category or any remaining portion thereof will be allocated to all of New Jersey's geographically eligible entities in proportion to their percentage of New Jersey's 125% poverty population according to the most recent national decennial census, as well as to all LPAs in proportion to their percentages of the prior year's statewide CSBG allocation.

2. Leveraging:

25% of the additional funds will be allocated to New Jersey eligible entities in relation to their success during the most recent fully reported contract year at leveraging other funds to further support and expand the CSBG program.

3. Performance:

25% of the additional funds will be allocated to New Jersey eligible entities in relation to their levels of performance during the most recently completed contract year.

A full explanation of how the above allocations of federal CSBG funds will be determined has been provided to each NJ eligible entity via state Information Memorandum No. 99-101. Any subsequent changes will similarly be disseminated.

C. DESCRIPTION OF DISTRIBUTION AND USE OF RESTRICTED FUNDS

1. Allocation and Use of Funds

New Jersey will distribute at least ninety percent (90%) of the funds allocated to the state to eligible entities as defined in Section 675(1).

Funds awarded to eligible entities pursuant to this plan must be utilized to ensure compliance with Section 675C of the Community Services Block Grant Act. A contract between the DCA and each grantee will govern the individual use of funds. The DCA may condition the agencies' receipt of CSBG funds on such terms as it

deems appropriate, as demonstrated in Section D of the Grant/Loan Agreement, provided the terms are consistent with the federal law governing the block grant. The DCA will require justification that the proportion of administrative funds is in appropriate relation to the amount of overall program and other administrative funds available, and will not exceed determined limit on administrative costs.

2. Coordination and Integration of Programs

It is the Department's intent to:

- a. Provide information to eligible entities on recipients of funding for direct community services in order to better coordinate services with the local recipients of such funds.
- b. Encourage and facilitate active participation with Department administered state programs and initiatives through both monthly Issues coalition meetings and quarterly CAA Network conferences.
- c. Promote coordination between eligible entities and the private sector, as well as increase coordination between the DCA and other relevant departments of state government (i.e. Department of Human Services and the Department of Labor and Workforce Development).
- d. Ensure that each community action agency has an active tripartite board. In the case of a public organization receiving funds, such an organization must either establish (1) a board of which at least one-third of members are persons chosen in accordance with democratic selection procedures to represent the poor, or (2) use some other mechanism approved by the state to assure low-income citizen participation in the planning, administration and evaluation of projects.

D. DESCRIPTION OF DISTRIBUTION AND USE OF DISCRETIONARY FUNDS

An amount not greater than 5% of the state's allocation will be reserved for state priorities and special initiatives as determined by the Commissioner of the DCA. The DCA anticipates priority initiatives including, but not necessarily limited to, the following:

1. Projects addressing state or Departmental priorities;
2. Capacity Building of CAA's (i.e. Board Training, Management Training, Case Management, Financial Management, Client Social Service Tracker (CSST) Software);
3. Projects (local, regional or statewide) of a pilot or demonstration nature with strong potential for meaningful replication, if proven viable.

2011 Summary of CSBG Discretionary Special Initiatives Grants

| <u>AGENCY</u> | <u>PROGRAM DESCRIPTION</u> | <u>AWARD</u> |
|---|--|---------------------|
| Newark Now | To enhance case management support for clients of Newark Now's Individual Development Account Program | \$ 15,000 |
| NORWESCAP | To provide enhanced case management to Individual Development Account program-enrolled clients so as to minimize program participation attrition | \$ 15,000 |
| Affordable Housing Alliance | To market and administer the Individual Development Account matching savings program in Mercer, Monmouth and Ocean Counties so as to increase participation by 50% above the current level. | \$ 15,000 |
| Camden County Council on Economic Development | To assist at least 50 Burlington, Camden and Gloucester County low-income individuals or families in becoming financially self-sufficient through participation in the Individual Development Account matched savings program. | \$ 15,000 |
| Bergen County Community Action Partnership Inc. | To assist at least 20 Bergen County low-income individuals or families in becoming financially self-sufficient through participation in the Individual Development Account matched savings program. | \$ 15,000 |
| Greensgrow Philadelphia Project | To make fresh and healthy foods available in nine underserved neighborhoods of Camden City through operation of mobile market produce trucks | \$ 25,000 |
| Camden City Garden Club | For a comprehensive educational initiative to enable Camden youth to grow food and garden | \$ 25,000 |
| New Jersey Alliance Boys & Girls Club | For distribution to affiliates of the Boys and Girls Clubs Alliance statewide to support programs and services for low-income, at risk youth. | \$100,000 |
| Greater Newark Conservancy | To support the youth farm stand and urban farm programs | \$ 50,000 |
| Friends of the Lifers Youth Corp | To support the Growing Hands Urban Farm project, which will provide training for 20 men and women in Earth Box and Hydroponic farming techniques | \$ 50,000 |
| Proceed Inc. | For enhanced case management serving the participants of the Individual Development Account program serving Union, Middlesex, Essex Counties and Jersey City, so as to ameliorate program attrition | \$ 15,000 |
| NORWESCAP | To purchase protein items for the NORWESCAP Food Bank to be distributed to non-profit feeding charities | \$ 4,791 |

| | | |
|--|---|------------------|
| Food Bank of South Jersey | To purchase and distribute food to community providers serving low-income persons at or below 125% of the federal poverty guidelines. | \$ 28,212 |
| Community Food Bank of New Jersey | For storing and distributing food to food pantries throughout New Jersey for distribution to people with incomes at or below 125% of federal poverty guidelines | \$ 149,355 |
| Rural Development Corporation, Inc. | To distribute donated food to the network of food pantries, soup kitchens and shelters in South Jersey | \$ 9,535 |
| Mercer Street Friends Center | To partially cover the costs to receive, store and distribute food to shelters, soup kitchens and food pantries in Mercer County | \$ 9,850 |
| The Food bank of Monmouth and Ocean Counties, Inc. | To acquire 37,000 pounds of food for distribution to low-income families in Monmouth and Ocean Counties. | \$ 26,891 |
| City Works Inc. | To complement the healthy living initiatives being undertaken in Trenton's North Ward neighborhood under the auspices of the Partnership for Healthy Kids by providing healthy food and portable salad bars in the North Ward | \$ 25,000 |
| North Ward Center | To offer English as a Second Language (ESL) classes to low-income residents of Newark City. | \$100,000 |
| Integrity Inc. | To enhance the case management services dedicated to assisting low-income women recovering from substance abuse so as to stabilize their housing, employment, and emotional health; and to facilitate family reunification for those with children. | \$ 75,000 |
| Oxford House | To establish two instances of the Oxford House model supporting substance abuse recovery for low-income women in Bergen and Passaic Counties. | \$ 75,000 |
| Team Walker | To educate students on healthy food choices and healthy ways of living by providing educational materials on nutrition and offering active recreational activities | \$ 50,000 |
| TOTAL | | \$893,634 |

E. DESCRIPTION OF USE OF ADMISTRATIVE FUNDS

An amount not greater than 5% of the state's allocation will be reserved to defray the state's expenses to administer the Block Grant.

The following is a breakdown of the state's administrative expenses for FFY 2012 CSBG allocation.

FFY 2013 Award - \$17,323,122 5% Administrative Funds – \$866,156

| | |
|-----------------------|------------------|
| Salaries | \$500,000 |
| Fringes (45.35%) | \$226,750 |
| Indirect Cost (11.6%) | <u>\$58,000</u> |
| | \$784,750 |

| | |
|--|------------------|
| Non – Personnel (Travel, Training, Equipment, Subscription, Consumable Supplies, Printing, Postage, Telephone) | <u>\$81,406</u> |
| | \$866,156 |

F. STATE COMMUNITY SERVICES PROGRAM IMPLEMENTATION

1. Program Overview

The New Jersey CSBG Program awards annual CAA contracts consistent with the authorized 24-month federal award period. The DCA will distribute the FFY 2014 and 2015 CSBG Requests for Proposals to all eligible organizations in July 2013 and July 2014 respectively, with October 2013 and October 2014 due dates for submittal of applications. Applications will be submitted on the Department of Community Affairs (DCA) State Access to Grants Electronically (SAGE) system. Applications will be reviewed by the DCA in the order in which they are submitted. Every attempt will be made to provide assistance to applicants having difficulty completing and submitting the application. Notice of grant awards will be made as completed applications are reviewed and approved for funding.

a. The Service Delivery System

All eligible agencies are required to submit an application on the DCA electronic grants system. Applicants are required to submit such fundamental information as a description of the agency's service area, demographic information, a description of the causes of poverty in the area, a current assessment of the needs of the population to be served, quantifiable goals and objectives, a description of programs to be operated, a list of members of their Boards of Directors and the sectors represented, and proposed budget.

In addition, applicants are required to project the number of clients to be served by each program, and a listing of all other sources of funds, amounts, and purposes of grants received. Applicants must submit work plans on a standardized Logic Model format (see Attachment C) which includes the correlating ROMA goal, service activity to be funded, number of outcomes, methodology of how service is to be provided, and measurements to determine program success. The following page lists the types of programming that can be undertaken by eligible entities.

NEW JERSEY STANDARD CSBG FFY' 2014 - 2015 LOGIC MODELS (ROMA COMPLIANT)

- | | |
|---|--|
| 1.2 Affordable Housing [Family Goal] | 4.1 Food Bank |
| 5.1 Agency Development | 6.2 Food Pantry |
| 6.5 Agency Service Count | 6.2 Homelessness Prevention |
| 1.2 Alcohol - Substance Abuse | 1.2 Housing Counseling |
| 6.2 Case Management for Emergent Needs | 2.1 Housing Rehabilitation [Community Goal] |
| 1.1 Case Management Towards Self- Sufficiency | 6.1 Independent Living Support Services |
| 6.3 Child Care Food Program | 1.3 Individual Development Account |
| 3.2 Community Decision-Making | 6.5 Information & Referral – (Includes 211Help Line) |
| 2.2 Community Quality of Life | 6.3 Parent Development |
| 2.1 Community Services' Improvement | 4.1 Partnerships |
| 1.2 Day Care | 6.3 Post-TANF Information & Referral |
| 1.2 Education and Training | 6.3 School Readiness/Child Development |
| 1.2 Eliminate Employment Barriers | 6.2 Supplementary Food & Gift Distribution |
| 6.2 Emergency Shelter | 6.2 Tenant Advocacy |
| 1.1 Employment Readiness | 1.3 VITA (Volunteer Income Tax Assistance) |
| 6.2 Energy Assistance | 2.1 Weatherization |
| 6.4 Family Support | 6.3 WIC |
| 1.3 Financial Literacy | 6.3 Youth After-School/Summer Programs |
| 1.3 First Time Homebuyer Education | 6.3 Youth At-Risk |
| | 6.3 Youth At-Risk Transitional Housing |
| | Customized Indicator |
| | Customized Indicator Instructions |

Geographical Service Areas

| AGENCY | AREA SERVED |
|---|---|
| 1. Atlantic Human Resources | Atlantic and Cape May Counties |
| 2. Bayonne Economic Opportunity Foundation (BEOF) | City of Bayonne (Hudson County) |
| 3. Greater Bergen CAP | Bergen County |
| 4. Burlington County CAP | Burlington County |
| 5. Camden OEO | Camden County |
| 6. CATA (Farm Workers) | Statewide |
| 7. Agency TBD OCEAN Inc. | Monmouth County |
| 8. Essex County | Essex County (except City of Newark) |
| 9. HOPES | City of Hoboken (Hudson County) |
| 10. Jersey City | City of Jersey City (Hudson County) |
| 11. Jewish Renaissance Foundation | Middlesex County - East |
| 12. Mercer County | Mercer County (except City of Trenton) |
| 13. NJ Association on Corrections | Statewide |
| 14. North Hudson CAC | Hudson County (except cities of Bayonne, Hoboken and Jersey City) |
| 15. Northwest NJ Community Action Program (NORWESCAP) | Hunterdon, Morris, Sussex and Warren Counties |
| 16. OCEAN Inc. | Ocean County |
| 17. Passaic County | Passaic County (except cities of Passaic and Paterson) |
| 18. Paterson Task Force (PTF) | City of Paterson (Passaic County) |
| 19. Plainfield Action Services | City of Plainfield (Union County) |
| 20. PRAB | Middlesex County -West |
| 21. Somerset CAP (SCAP) | Somerset County |
| 22. Gateway Community Action Partnership | Cumberland, Gloucester and Salem Counties |
| 23. Union County | Union County (except City of Plainfield) |
| 24. United Community Corporation (UCC) | City of Newark (Essex County) |
| 25. United Passaic Organization (UPO) | City of Passaic (Passaic County) |
| 26. United Progress Inc. (UPI) | City of Trenton (Mercer County) |

b. Linkages

A network of New Jersey Community Action Agencies along with the Community Action Partnership of New Jersey, coordinates and establishes linkages between governmental and other social services programs to ensure the effective delivery of such services to low-income individuals and to avoid duplication of such services.

c. Coordination with Other Public and Private Resources

It is the intent of the state to promote community based planning and encourages the use of entities in the private sector of the community in efforts to ameliorate poverty in the community. Low-income persons in New Jersey's twenty-one (21) counties are currently served by twenty-six (26) community based agencies. Given our diversified population and needs, it is in the best interest of the state to permit program diversity provided that local priorities are consistent with the intent and requirements of the CSBG Act.

The state encourages its designated agencies to coordinate their planning and service delivery with each county's Human Services Advisory Council (HSAC) planning process. Such coordination would ensure that local resources are used effectively to address the most pressing needs of low-income people. Priorities from previous years' HSAC assessments include, but not limited to, education, job training, economic development, health care, child care, all of which address the causes of poverty. The Community Action network have held local and regional symposiums on poverty to better identify local needs to ensure maximum feasible participation in determining services and programs to benefit the low-income residents of the state.

The state will also coordinate employment and training activities with entities providing activities through statewide and local workfare investment systems under the Workforce Investment Act of 1998.

d. Innovative Community and Neighborhood-based Initiatives

The state requires that local agencies identified as eligible for funding provide a range of services and activities having a measurable and potentially major impact on the causes of poverty in the areas to be served through the implementation of innovative programs. Additionally, the state will invite relevant representatives from the public, private, and local sectors to meetings held between the Department and the Community Action Agencies to address possible linkages for the better administration of CSBG services.

2. Community Needs Assessment

In accordance with P. L. 103-252, Human Services Amendments of 1994, Section 675(c) (13), states are required to secure from each eligible entity as a condition to its receipt of funding under the CSBG Act, a community action plan which includes: (1) a community needs assessment; (2) a description of the service delivery system targeted to low-income individuals and families in the service area; (3) a description of how linkages will be developed to fill identified gaps in services through information, referral, case management, and follow up; (4) a description of how funding under the Act will be coordinated with other public and private resources; and (5) a description of outcome measures to be used to monitor success in promoting self-sufficiency, family stability and community revitalization. In keeping with this statutory requirement, a separate Community Action Plan is required, and will be reviewed in a comprehensive state monitoring visit.

The DCA requires that the CAAs complement existing needs assessments with targeted needs assessments for their target population.

3. Tripartite Boards

In the application for funding, agencies eligible for CSBG funds are required to document board representation that is set forth in Section 676B of the CSBG Act. Board composition and meetings will further be reviewed during periodic monitoring by the state during the period of the award. Eligible entities are required to maintain a file of

Board meeting minutes for the state to review during on-site monitoring visits by state staff.

4. State Charity Tax Program (Not Applicable)

5. Programmatic Assurances

In administering the requirements of the Community Services Block Grant, the DCA agrees to the below listed assurances which appear in Section 676 of the Act.

a. Assurance '676(b) (1)

Funds made available through this grant or allotment will be used:

- (1) To support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under Part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farm workers, and elderly low-income individuals and families to enable the families and individuals to:
 - (i) remove obstacles and solve problems that block the achievement of self-sufficiency (including self-sufficiency for families and individuals who are attempting to transition off a state program carried out under Part A of Title IV of the Social Security Act);
 - (ii) secure and retain meaningful employment;
 - (iii) attain an adequate education, with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiatives;
 - (iv) make better use of available income;
 - (v) obtain and maintain adequate housing and a suitable living environment;
 - (vi) obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs; and
 - (vii) achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;
- (2) Several CAAs administer youth programs that give priority to the prevention of youth problems and crime, and for collaboration with the community in meeting the needs of today's youth. An example of these activities are illustrated as follow

Mercer County - Mercer County has been able to contract with Rise a social services agency located in Hightstown, to provide a summer camp program called the Safe Dates program. This program aims to raise student awareness of what constitutes healthy and abusive relationships; to raise students awareness of dating abuse, its causes and its consequences; to change adolescent norms about dating violence; and to equip students with the skills and resources necessary, including positive communication, anger management and conflict resolution, to help themselves or friends in abusive dating relationships.

- (3) Several CAAs effectively administer and coordinate programs with other programs. An example of these activities are illustrated as follows:

Burlington County Community Action Program – To reduce duplication and maximize its leverage, BCCAP continually coordinates its services with other social service agencies in the community. Each program within BCCAP has developed and works to maintain a network of linkages with other providers on behalf of the program's clients.

Through information, case management, and follow-up, clients are services according to their needs through the wide variety of programs that BCCAP offers. If the services are not available at BCCAP, clients are linked with our community agencies to ensure that they receive all available community resources. The Case Manager provides guidance to clients and helps them develop a plan to achieve self-sufficiency goals. Follow-up is performed to determine the outcome of the services.

Agencies that BCCAP regularly coordinates with are:

Municipal Welfare Directors
Burlington County Department of Community Development
Burlington County Board of Social Services
Emergency Services of Catholic Charities
Providence House of Catholic Charities
Affordable Housing Coalition of Burlington County
Christian Caring Center
St. Vincent de Paul

BCCAP staff contacts other service providers during the client intake/interview process to avoid duplication of services and to maximize BCCAP resources.

- b. Assurance '676(b)(4)

All state CSBG funded eligible entities operate food pantries or make referrals to local food pantries in the service area. In addition, a number of CAAs provide congregate feeding programs, gleaning activities, operate regional food banks, so that nutritious food is made more available to the poor. An example of these activities are illustrated as follows:

Paterson Task Force – As Paterson Task Forces' community needs assessment has determined it is hard for children to focus on learning when their thoughts are on food. Wishing for a meal can displace dreams of a future. Paterson Task Force provides healthy, nutritious meals for low-income children all over the City of Paterson and surrounding Passaic County. The Food and Nutrition Program provides breakfasts, lunches and dinners through 12 different agencies; as well as a balanced snack. This program operates all year round and feeds children from pre-school age (three to five year olds) on up to students in after school programs. Paterson Task Force has provided the community with a successful Food and Nutrition program that has fed thousands of children and provided Holiday Community events such as Thanksgiving Basket Giveaways and other events providing food to the needy of the community.

c. Assurance '676(b)(5)

The CAA eligible entity is required to submit their own individual strategy bi-annually on how they will coordinate and establish linkages between governmental and other social service programs to assure effective delivery of services to the poor and to avoid duplication of services. Most of the CAAs sit on their local HSAC, which serves to identify and coordinate services on a county level. In addition, CAAs are required to describe how partnerships and linkages are maintained in order to provide access to employment and job training programs. Some of the CAAs administer programs that provide actual job training and placement of TANF clients while others refer clients to job training and placement services.

New Jersey's Workforce Investment Boards (WIBs) were initially established in 1995 through Executive Order #36, well before they became mandatory under the Federal Workforce Investment Act (WIA) of 1998. There are 17 Workforce Investment Boards covering New Jersey's 21 counties and they have actively advocated for CAA inclusion in statewide Workforce Investment initiatives to provide comprehensive job training and placement along with extensive social service support for New Jersey residents, particularly the unemployed and underemployed. Eligible entities are encouraged to have an active relationship with the WIB, with the objective of linking WIB employment activities with CAA programs. An example of these activities are illustrated as follows:

Paterson Task Force – Unemployment and underemployment is a consistent challenge for Paterson residents. Much of this is due to adequate job and career planning. Paterson Task Force employment programs address this need and are structured to enhance participants' marketable skills. The objective of the Commercial Driver's License (CDL) Program is to prepare participants to qualify for the growing number of job opportunities available for truck and bus driver positions. The transportation industry is one of the most important industries in America. It is the backbone of all other industries. Accordingly, transportation is a growth area in Northern NJ and throughout the region. Paterson Task Force's CDL program includes courses designed to help participants pass the NJ CDL Examination to obtain Class B or Class C licenses and prepare for their career. Paterson Task Force staff maintains relationships with industry professionals to ensure that the program is current with industry standards and create opportunities for program completers.

d. Assurance '676(b)(6)

Most of the State's eligible entities receive Weatherization and Low Income Heating Assistance Program (LIHEAP) funds to provide home energy assistance to low-income residents.

Bergen County Community Action Partnership – As a grant recipient in New Jersey to receive an award of \$1 million from the US Department of Energy (DOE) for Weatherization and Green Technology Training, BCCAP is on target to reach its training goal of 40 students and the construction of a state-of-the-art green Technology TRAINING Center in Garfield. Graduating students have been placed in Weatherization and in the related building trades field and have attained Building Performance Institute (BPI) certification, Lead Renovator certification and OSHA 10.

e. Assurance '676(b)(9)

Each CSBG funded entity is required to report annually the linkages and partnerships established with other social service providers in rendering services to low-income people in their target area. All of the state's eligible entities have established partnerships which are described in their annual applications for funding. Some examples of these activities are illustrated as follows:

Union County – The County of Union, Department of Human Services – Division of Planning (UCDHS/Planning) is responsible for CSBG funds. The UCDHS/Planning will subcontract for the provision of services to non-profit/community-based agencies following the review/approval from the local Human Services Advisory Council (HSAC) which is comprised of volunteers from a broad range of human service sectors including consumers and advocates. Each subcontract includes proposed objectives, NPI outcomes and CSBG eligibility criteria.

The following is a list of programs and services that are anticipated to be provided/supported with FY2014 and FY2015 CSBG funds:

Employment – Provide individuals with securing employment through a job fair and/or referrals to employers; provide unemployed individuals support to secure employment for 30 or more hours per week and to maintain employment for a minimum of 90 days; assist individuals with employment counseling services which will include referrals for Adult Basic Education classes.

Economic Utilization/Budget Management – Provide low income individuals and families with financial literacy (as a result of completing the counseling services participants will increase their financial literacy skills); assist low-income eligible individuals and families with developing a monthly household budget and maintaining the budget for 90+ days; assist low-income eligible individuals and families with opening/maintaining a savings account for the first time (making deposits at least three months in a row); and provide low-income eligible individuals and families with credit repair and counseling services

Community Decision Making – Provide opportunities for volunteers to participate in community organizations, government boards, or councils that provide input to decision-making and policy setting through community action efforts. They will also meet to coordinate community activities and/or learn about services as a result of the outreach completed.

Emergency Assistance – Provide low-income persons with emergency services such as: emergency food assistance in the form of food pantry, food box program or food vouchers on a temporary basis; emergency payments to vendors/landlords, including rent, security, fuel and utility assistance to assist persons with remaining in their residence or relocating to other housing, avoiding disruption/restoring utility service and avoiding fuel crisis; and housing in emergency shelter and transitional housing with supportive services on a temporary basis.

Family Support – Self-Sufficiency – assist low-income persons with removing/reducing at least one barrier to family stability as identified through the self-sufficiency tool/assessment completed in conjunction with comprehensive case management leading towards program participants self-sufficiency. Health- Assist low income persons with obtaining accessible and affordable health care services.

Information and Referral – Provide expanded resources and opportunities in order to achieve family and community outcomes for low-income persons through accurate referral/information, and anticipated access to services. Linkages will be made to appropriate community service providers for needed services as well as other direct services and/or internal programs. Screenings will be done for program eligibility. I & R will be completed through phone all or in-person services.

G. FISCAL CONTROLS AND MONITORING

1. State Program Monitoring

On-site visits are conducted by DCA program representatives on a regular basis to ensure that contractual obligations are being fulfilled, programmatic goals are being achieved, and that services are being provided in a timely, efficient, and effective manner. Program representatives are responsible for identifying potential and actual problems, and aiding agencies in implementing corrective actions. If deficiencies are identified, a corrective action plan must be developed giving the agency time for remediation. Since 2008, at a minimum, one-third of all Community Action Agencies receive a full on-site review annually.

- a. DCA program representatives ensure that all compliance requirements are addressed by the local agencies utilizing a standardized Field Monitoring Report. All monitoring reviews and reports are standardized and consistent. DCA program representatives are responsible for providing or arranging for training and technical assistance to local agencies in areas of program planning, management, board responsibilities, duties and procedures.

A Fiscal Report and Logic Models are filed by every agency on a quarterly basis. This report is due no later than 30 days after completion of the quarter. In order to receive reimbursement for expenses, the fiscal report must be accompanied by a signed invoice for payment. All agencies are also contractually required to submit Logic Models on their activities.

An auditing firm currently under contract with the State of New Jersey provides fiscal and program monitoring of CSBG grantees. An entrance conference is conducted prior to the monitoring. After each monitoring visit the firm produces a completed monitoring instrument, a summary report highlighting all findings and conducts exit conference with the Executive Director or his/her designee.

- b. Presently, each of New Jersey's twenty-one counties are served by one or more CAA or LPA to ensure that low-income persons throughout the state receive assistance through any one of the twenty-six eligible entities or the entities' delegate agency(ies). Should there be a need for a newly designated entity the state will comply with the requirements under Section 676(A) of the Act.
- c. The agencies must ensure compliance with applicable federal and state requirements and that the performance goals and objectives are being achieved in accordance with the Agreement. The agencies must continually monitor the performance of the CSBG supported activities to ensure that time schedules are being met, projected

outcome units by time periods are being accomplished, and other performance goals and objectives are being achieved in accordance with the activities delineated.

- d. The agencies shall inform the Department in writing of the following types of conditions that may affect project objectives and performance as soon as they become known:
- (1) Problems, delays, or adverse conditions which will materially affect the ability to attain project objectives, prevent the meeting of time schedules and goals, or preclude the attainment of project work units by established time periods. This disclosure shall be accompanied by a statement of the action taken, or contemplated, and any Department assistance needed to resolve the situation.
 - (2) Favorable developments or events that enable the time schedules and goals to be met sooner than anticipated or at less cost or to produce more work units than originally projected.

The Department may, at its discretion, make site visits to:

- (3) Review project accomplishments and management control systems;
- (4) Provide such technical assistance as may be required; and
- (5) Perform fiscal reviews to ensure that funds are being properly expended and in a timely manner.

e. Eligible Entities and Date of Audit

| Agency Name | Last Audit Received | Agency Name | Last Audit Received |
|-------------------------------|---------------------|-------------------|---------------------|
| AHR | July 30, 2012 | PRAB | July 17, 2012 |
| BEOF | November 1, 2012 | PTF | July 31, 2012 |
| Greater Bergen CAP | November 30, 2012 | SCAP | May 11, 2012 |
| Burlington CAP | November 21, 2012 | Gateway | March 4, 2013 |
| Camden OEO | November 30, 2012 | UCC | August 7, 2012 |
| CATA | July 27, 2012 | UPO | September 26, 2012 |
| HOPES | December 28, 2012 | UPI | July 16, 2012 |
| JRF | March 28, 2012 | County of Essex | March 19, 2013 |
| NJ Association on Corrections | December 27, 2011 | Jersey City | August 20, 2012 |
| North Hudson CAC | August 20, 2012 | County of Mercer | July 6, 2012 |
| NORWESCAP | May 30, 2012 | County of Passaic | October 19, 2012 |
| OCEAN Inc. | September 26, 2012 | Plainfield City | February 23, 2012 |
| | | Union County | November 27, 2012 |

2. Corrective Action, Termination and Reduction of Funding

DCA may suspend funding to a grantee when a monitoring, evaluation or independent audit report indicates noncompliance with an established policy, approved program, contract requirement, accounting procedure or fiscal control requirement. If problems identified are not corrected, DCA may terminate its contract with the local agency and reallocate the remaining funds to another eligible grantee. Action to reduce or terminate funding will not be taken until communication with the Governing Board fails to produce corrective action acceptable to DCA. DCA will consider the record, as well as past performance of the local agency, before reaching any determination. All

reductions and terminations of funding for cause will be carried out in compliance with the provision of the 1991 New Jersey Community Action Agency Act and Section 678C of the Community Services Block Grant Act.

For the purpose of making a determination with respect to termination or a reduction below the proportional share of funding agencies received in the previous fiscal year, the term "cause" includes:

- a. A statewide redistribution of funds under CSBG to respond to:
 - The results of the most recently available census or other appropriate data;
 - The establishment of a new eligible entity;
 - Severe economic dislocation; and
- b. Non-compliance with corrective measures to bring any agency or organization into compliance with the terms of its agreement to provide services under the CSBG Act. An agency's funds will only be withheld in the event that a corrective action plan's requirements for compliance are not accomplished within a time limit specified by the DCA.

DCA has found numerous deficiencies with the operation of Atlantic Human Resources, Inc. They have repeat A133 audit findings, issues with their two most recent monitoring and with the recently completed performance audit. DCA has determined that with the multiple, widespread and repeated deficiencies, we are moving to defund this agency. DCA will issue a request for proposal to identify an interim agency in their area which is comprised of Atlantic and Cape May Counties. If Atlantic Human Resources, Inc., voluntarily relinquish their community action designation, DCA will issue a request for designation. Regular updates will be provided to the Office of Community Service.

An aggrieved Community Action Agency shall be entitled to an administrative hearing in accordance with the "Administrative Procedure Act," P.L.1968, c 410 (C.52:14B-1 et seq.), and the Uniform Administrative Procedure Rules, N.J.A.C. In accordance with the "Administrative Procedure Act," the Commissioner or designee shall issue the final decision in all cases. The request for a hearing shall be filed with the Commissioner within 15 days of the receipt of the Department of Community Affairs' decision.

If requested by the Community Action Agency, the Commissioner's decision regarding the termination or reduction of funding shall be subject to the review of the Secretary of the U.S. Department of Health and Human Services, consistent with the CSBG Act.

DCA is in the process of defunding Checkmate. There was a pre-hearing settlement discussion which was inconclusive. No settlement was reached and a new date was set in August for the hearing. An August hearing was not held. Our Deputy Attorney General has reported the discovery documents were not provided. She expects the judge to move for dismissal and rule in favor of DCA. Once a final determination has been made, a request for designation will be issued. Regular updates will be provided to the Office of Community Service.

3. Fiscal Controls, Audits, and Withholding

a. Assurance '676(b)(7)

The state will permit and actively cooperate with federal investigations and reviews undertaken in accordance with Section 678D (b) (3) of the CSBG Act.

b. Assurance '676(b) (8)

All reductions and terminations of funding for cause will be carried out in compliance with the provision of the 1991 New Jersey Community Action Agency Act and Section 678C of the Community Services Block Grant Act.

c. Assurance '676(b)(10)

Agencies eligible for CSBG funds are required to document board representation in their applications for funding. The state will make every effort to ensure that governmental agencies endeavor to constitute a board whose composition is consistent with that set forth in Section 676B of the CSBG Act.

H. ACCOUNTABILITY AND REPORTING REQUIREMENTS

1. Results Oriented Management and Accountability - ROMA

The state requires submission of quarterly reports that provide for an accounting of both fiscal expenditures and programmatic outcome measures. The outcome units for each program are based on one or more of the six ROMA-defined National Goals and the 16 National Indicators for the CSBG program.

New Jersey developed 40 standardized Logic Models illustrating the six National Goals and 16 National Indicators. The state's eligible entities, who receive CSBG funds, must utilize these Logic Models. The Logic Models are required to be used in both the CAAs CSBG applications and reporting. The Logic Models not only track outcomes for all contracted services and programs but also the steps made towards those goals as benchmarks accomplished. These models have also been integrated directly into the Client Social Service Tracker (CSST), the automated information system used by New Jersey's CAA network. This allows the CAAs to document their clients' progress toward self-sufficiency and the impact of CAA services and activities by producing reports in the Logic Model format directly from their CSST database.

DCA is currently preparing for the release of "ROMA-the Next Generation" The state is anticipating changes with the current ROMA structure. Once received DCA will review these changes and modify the logic models as needed.

As part of the state's performance monitoring, and CAA accountability, performance outcomes in the logic models will be reviewed more closely. Specifically in regard to projected vs. actual units provided. This will allow the CAAs to more accurately reflect the services they are providing as well as assist in accurately predicting how many units of service they will provide. In addition, the state will be conducting follow-up monitoring visits to ensure that the recommendations from the monitoring results have been implemented. If not the state will determine if a corrective plan is needed.

Each grantee is required to submit a quarterly Financial Status Report (FSR) unless more frequent reporting is a requirement. The DCA utilizes a grant tracking system known as the System for Administering Grants Electronically (SAGE). The FSR must be submitted via SAGE at least quarterly. These expenditure reports must be supported by a programmatic report, the Logic Models. A grant manager reviews and provides the initial approval for all FSRs. The Office of Community Action administrator provides the second level approval for payments. The Division of Housing and Community Resources' fiscal office processes the payment. Final payment authorization is provided by the Department's fiscal office.

Annual 425 forms will be utilized to report expenditures to the US Department of HHS.

Quarterly financial reports will be sent to the state's Office of Management and Budget.

2. Annual Report

The state will prepare and submit by March 29, 2013, an annual report as required under Section 678E(2) of the Act to the Secretary detailing how the state and its eligible entities met its goals and objectives and information on the types of projects supported with FY2012 CSBG funds. The annual report will contain performance measurement outcome data which addresses the implementation of the national goals and measures.

Since becoming a federal requirement in 2005 all of the Community Action Agencies in New Jersey are mandated to submit detailed financial and programmatic data to the state. DCA program representatives are responsible for ensuring compliance with this federal requirement and that those performance goals and objectives achieved are accurately delineated. DCA program representatives compile the data submitted and report it on the CSBG IS Survey.

Profile of Participants Served

In 2012, the state of New Jersey was able to help 322,933 low-income individuals through a variety of programs supported by CSBG. The data obtained from agency interviews describe one or more attributes of the individuals and, in most cases, attributes of their entire family, participating in agency programs. Approximately 164,549 client families are included in the data on family characteristics reported. The data indicates that the typical CAA client:

- ❖ 102,393 – Member of a household with children;
- ❖ 34,454 – Severely poor;
- ❖ 101,420 – White/non-Latino;
- ❖ 119,215 – Hispanic or Latino
- ❖ 109,037 – Minorities, Black African American, American Indian and Alaska Native, Asian, Native Hawaiian and Other Pacific Islander, Other and Multi-race; and
- ❖ 75,105 – Family member working, seeking work, or recently in the workforce.

More specifically, the characteristics of those that were assisted are as follows:

Source of Family Income

- ❖ 98,091 are poor or near poor (with household incomes of less than 1.5 times the poverty line);
- ❖ 22,754 receive TANF;
- ❖ 9,457 receive SSI; and
- ❖ 4,763 receive General Assistance (State funded programs for emergencies).

Family Type

- ❖ 64,559 of the families are headed by a single parent/female;
- ❖ 4,532 of the families are headed by a single parent/male;
- ❖ 86,799 of the participants are children (0-17 years); and
- ❖ 34,600 of the participants are of age 55 or older.

Education Level

- ❖ 53,736 of the participants did not complete high school;
- ❖ 41,152 of the participants have a high school diploma/GED;

- ❖ 9,189 of the participants have a high school diploma/GED or higher; and
- ❖ 5,577 of the participants enrolled in post-secondary education.

Housing

- ❖ 106,827 of the participants are renters;
- ❖ 15,083 of the participants are homeowners; and
- ❖ 5,167 of the participants are homeless.

Other Characteristics

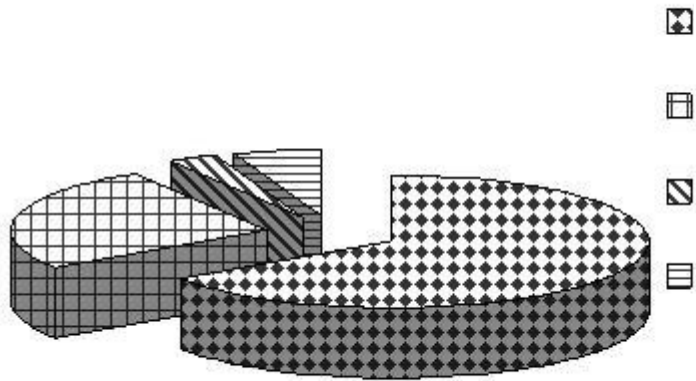
- ❖ 88,688 of participants lack health insurance; and
- ❖ 9,004 of the participants have disabilities.

CSBG Expenditures by Category of Service

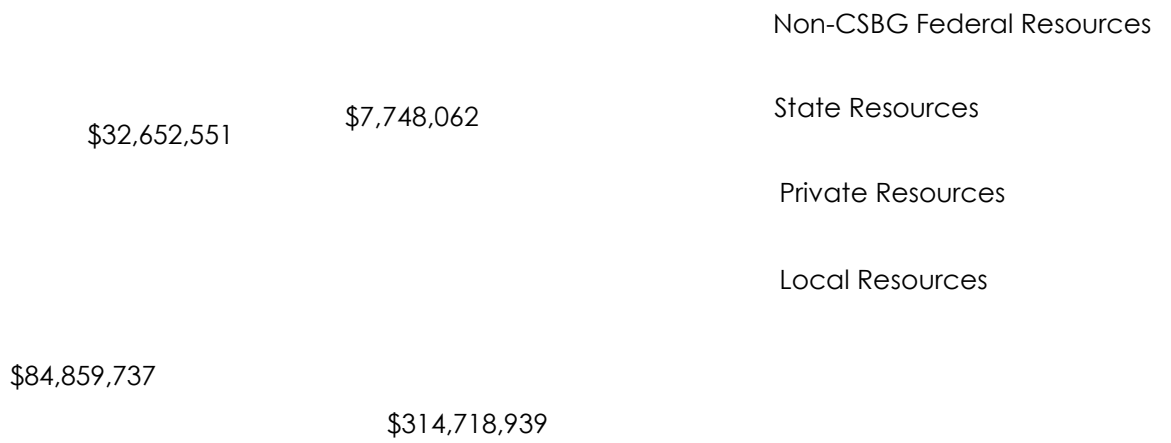
| TOTAL AGENCIES | | |
|-----------------------------------|-------------------------|---------------------|
| Category of Service | # of Agencies Reporting | CSBG Funds |
| Employment | 13 | \$1,093,734 |
| Education | 11 | \$1,829,847 |
| Income Management | 11 | \$1,181,903 |
| Housing | 12 | \$1,353,926 |
| Emergency Services | 18 | \$3,315,871 |
| Nutrition | 11 | \$1,215,988 |
| Linkages | 13 | \$1,785,431 |
| Self Sufficiency | 11 | \$1,001,713 |
| Health | 4 | \$242,481 |
| Other Special/Innovative Programs | 4 | \$735,027 |
| TOTAL AGENCIES | 26 | |
| TOTAL CSBG DOLLARS | | \$13,755,921 |

CSBG Expenditures by Demographic Category

| Demographic Category | # of Agencies Reporting | CSBG Funds |
|----------------------|-------------------------|------------|
| Youth | 8 | \$685,072 |
| Seniors | 4 | \$578,770 |



Non-CSBG Federal, State, Local and Private Resources



ATTACHMENT A

History of Results Oriented Management and Accountability - ROMA

ROMA was created in 1994 by an ongoing task force of federal, state, and local community action officials – the Monitoring and Assessment Task Force (MATF). Based upon principles contained in the Government Performance and Results Act of 1993, ROMA provides a framework for continuous growth and improvement among more than 1000 local community action agencies and a basis for state leadership and assistance toward those ends.

Since 1994, the Community Services Network has been guided by six broad anti-poverty goals established by the MATF:

- Goal 1:** Low-income people become more self-sufficient.
- Goal 2:** The conditions in which low-income people live are improved.
- Goal 3:** Low-income people own a stake in their community.
- Goal 4:** Partnerships among supporters and providers of service to low-income people are achieved.
- Goal 5:** Agencies increase their capacity to achieve results.
- Goal 6:** Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems.

To accomplish these goals, local community action agencies have been encouraged to undertake a number of ROMA implementation actions that focus on results-oriented management and results-oriented accountability:

Results-Oriented Management

- Assess poverty needs and conditions within the community;
- Define a clear agency anti-poverty mission for community action and a strategy to address those needs, both immediate and longer term, in the context of existing resources and opportunities in the community;
- Identify specific improvements, or results, to be achieved among low-income people and the community; and
- Organize and implement programs, services, and activities, such as advocacy, within the agency and among “partnering” organizations, to achieve anticipated results.

Results-Oriented Accountability

- Develop and implement strategies to measure and record improvements in the condition of low-income people and the communities in which they live that result from community action intervention;
- Use information about outcomes, or results, among agency tripartite boards and staff to determine the overall effectiveness, inform annual and long-range planning, support agency advocacy, funding, and community partnership activities.

ATTACHMENT B

16 National Indicators

Goal 1: Low-Income People Become More Self-Sufficient

National Performance Indicator 1.1 – Employment.

National Performance Indicator 1.2 – Employment Supports

National Performance Indicator 1.3 – Economic Asset Enhancement and Utilization

Goal 2: The Conditions in Which Low-Income People Live are improved

National Performance Indicator 2.1 - Community Improvement and Revitalization

National Performance Indicator 2.2 - Community Quality of Life and Assets

National Performance Indicator 2.3 - Community Engagement

National Performance Indicator 2.4 –Employment Growth from Recovery Act Funds

Goal 3: Low-Income People Own a Stake in Their Community

National Performance Indicator 3.1 – Civic Investment.

National Performance Indicator 3.2 – Community Empowerment through Maximum Feasible Participation

Goal 4: Partnerships among Supporters and Providers of Service to Low-Income People are Achieved

National Performance Indicator 4.1 – Expanding Opportunities through Community-Wide Partnerships

Goal 5: Agencies Increase Their Capacity to Achieve Results

National Performance Indicator 5.1 – Agency Development

Goal 6: Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems

National Performance Indicator 6.1 – Independent Living

National Performance Indicator 6.2 – Emergency Assistance

National Performance Indicator 6.3 – Child and Family Development

National Performance Indicator 6.4 – Family Supports (Seniors, Disabled, and Care Givers)

National Performance Indicator 6.5 – Service Counts

