

CSBG State Plan

Program Name: Community Services Block Grant

Grantee Name: NEW JERSEY Department of Community Affairs

Report Name: CSBG State Plan

Report Period: 10/01/2020 to 09/30/2021

Report Status: Saved -- Validated

Report Sections

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CSBG Cover Page (SF-424M)

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires:06/30/2021
COVER PAGE	

* 1.a. Type of Submission: <input type="radio"/> Application <input type="radio"/> Plan <input checked="" type="radio"/> Other (2 Year)	* 1.b. Frequency: <input type="radio"/> Annual <input checked="" type="radio"/> Other (2 Year)	* 1.c. Consolidated Application/ Plan/Funding Request? Explanation:	* 1.d. Version: <input checked="" type="radio"/> Initial <input type="radio"/> Resubmission <input type="radio"/> Revision <input type="radio"/> Update
		2. Date Received:	State Use Only:
		3. Applicant Identifier:	
		4a. Federal Entity Identifier:	5. Date Received By State:
		4b. Federal Award Identifier:	6. State Application Identifier:

7. APPLICANT INFORMATION

* a. Legal Name: New Jersey Department of Community Affairs			
* b. Employer/Taxpayer Identification Number (EIN/TIN): 1216000028B4		* c. Organizational DUNS: 80641743	
* d. Address:			
* Street 1:	NJ Department of Community Affairs	Street 2:	101 S. Broad Street
* City:	Trenton	County:	Mercer
* State:	NJ	Province:	08625-0811
* Country:	United States	* Zip / Postal Code:	08625 - 0811

e. Organizational Unit:

Department Name: Community Affairs	Division Name: Housing and Community Resources
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f. Name and contact information of person to be contacted on matters involving this application:

Prefix:	* First Name: Kathleen	Middle Name: A	* Last Name: Butler
Suffix:	Title: Administrator	Organizational Affiliation: Office of Community Services	
* Telephone Number: (609) 633-6265	Fax Number: (609) 292-9895	* Email: Kathleen.butler@dca.nj.gov	

*** 8a. TYPE OF APPLICANT:**
 A: State Government

b. Additional Description:

*** 9. Name of Federal Agency:**

	Catalog of Federal Domestic Assistance Number:	CFDA Title:
10. CFDA Numbers and Titles	93569	Community Services Block Grant

11. Descriptive Title of Applicant's Project
 Statewide Community Services

12. Areas Affected by Funding:
 100% of NJ's counties

13. CONGRESSIONAL DISTRICTS OF:

* a. Applicant NJ	b. Program/Project:
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Attach an additional list of Program/Project Congressional Districts if needed.

14. FUNDING PERIOD:		15. ESTIMATED FUNDING:	
a. Start Date:	b. End Date:	* a. Federal (\$):	b. Match (\$):

		\$0	\$0
* 16. IS SUBMISSION SUBJECT TO REVIEW BY STATE UNDER EXECUTIVE ORDER 12372 PROCESS?			
a. This submission was made available to the State under the Executive Order 12372			
Process for Review on :			
b. Program is subject to E.O. 12372 but has not been selected by State for review.			
c. Program is not covered by E.O. 12372.			
* 17. Is The Applicant Delinquent On Any Federal Debt?			
<input type="radio"/> YES			
<input checked="" type="radio"/> NO			
Explanation:			
18. By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)			
**I Agree <input checked="" type="checkbox"/>			
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.			
18a. Typed or Printed Name and Title of Authorized Certifying Official		18c. Telephone (area code, number and extension)	
		18d. Email Address	
18b. Signature of Authorized Certifying Official		18e. Date Report Submitted (Month, Day, Year)	
Attach supporting documents as specified in agency instructions.			

Section 1: CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No:0970-0382 Expires:06/30/2021
SECTION 1 CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter	

1.1. Identify whether this is a One-Year or a Two-Year Plan	<input type="radio"/> one-year <input checked="" type="radio"/> two-year
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1.1a. Provide the federal fiscal years this plan covers:	Year One	Year Two
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1.2. Lead Agency: Update the following information in relation to the lead agency designated to administer CSBG in the state, as required by Section 676(a) of the CSBG Act.

Information should reflect the responses provided in the Application for Federal Assistance, SF-424M.

Has information in regards to the state lead agency has changed since the last submission of the state plan? Yes No

If yes, provide the date of change and select the fields that have been updated 07/01/2020

<input type="checkbox"/> Lead Agency	<input type="checkbox"/> Department Type	<input type="checkbox"/> Department Name
<input checked="" type="checkbox"/> Authorized Official	<input type="checkbox"/> Street Address	<input type="checkbox"/> City
<input type="checkbox"/> Zip Code	<input type="checkbox"/> Business Number	<input type="checkbox"/> Fax Number
<input type="checkbox"/> Email Address	<input type="checkbox"/> Website	

1.2a. Lead agency

1.2b. Cabinet or administrative department of this lead agency *[Select one option and narrative where applicable]*

Community Services Department

Human Services Department

Social Services Department

Governor's Office

Community Affairs Department

Health Department

Housing Department

Other, describe

1.2c. Cabinet or Administrative Department Name: Provide the name of the cabinet or administrative department of the CSBG authorized official	Department of Community Affairs
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1.2d. Authorized official of the lead agency

Name: Sheila Y. Oliver	Title: Lieutenant Governor and Commissioner
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1.2e. Street Address	101 South Broad Street		
1.2f. City	Trenton	1.2g. StateNJ	1.2h. Zip 08625

1.2i. Telephone number and extension 609 292 - 6420 ext. 6420	1.2j. Fax number 609 984 - 6696
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1.2k. Email address Sheila.oliver@dca.nj.gov	1.2l. Lead agency website http://www.nj.gov/dca/divisions/dhcr/offices/community.html
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1.3. Designation Letter:			
Attach the state's official CSBG designation letter. A new designation letter is required if the chief executive officer of the state and/or the designated agency has changed.			
1.4. CSBG Point of Contact: provide the following information in relation to the designated state CSBG point of contact. The state CSBG point of contact should be the person that will be the main point of contact for CSBG within the state.			
Has Information in regards to the state point of contact has changed since the last submission of the state plan? <input checked="" type="radio"/> Yes <input type="radio"/> No			
If yes, provide the date of change and select the fields that have been updated Date picker and check all the apply 07/01/2020			
<input type="checkbox"/>	Agency Name	<input checked="" type="checkbox"/>	Point of Contact
<input type="checkbox"/>	City	<input type="checkbox"/>	Zip Code
<input type="checkbox"/>	Fax Number	<input type="checkbox"/>	Email Address
<input type="checkbox"/>		<input type="checkbox"/>	Street Address
<input type="checkbox"/>		<input type="checkbox"/>	Office Number
<input type="checkbox"/>		<input type="checkbox"/>	Website
1.4a. Agency Name NJ Department of Community Affairs			
1.4b Point of Contact Name			
Name: Kathleen Butler NJ Department of Community Affairs		Title: Administrator, Office of Community Services	
1.4c. Street Address		101 South Broad Street	
1.4d. City		Trenton	1.4e. State NJ 1.4f. Zip 08625
1.4g. Telephone Number 609 633 - 6265 ext.		1.4h. Fax Number 609 292 - 9798	
1.4i. Email Address kathleen.butler@dca.nj.gov		1.4j. Agency Website http://www.nj.gov/dca/divisions/dhcr/offices/community.html	
1.5. Provide the following information in relation to the State Community Action Association.			
There is currently a state Community Action Association within the state. <input checked="" type="radio"/> Yes <input type="radio"/> No			
Has Information in regards to the state Community Action Association has changed since the last submission of the state plan? <input checked="" type="radio"/> Yes <input type="radio"/> No			
If yes, provide the date of change and select the fields that have been updated Date picker and check all the apply 07/01/2020			
<input type="checkbox"/>	Agency Name	<input type="checkbox"/>	Executive Director
<input type="checkbox"/>	City	<input type="checkbox"/>	State
<input checked="" type="checkbox"/>	Office Number	<input type="checkbox"/>	Fax Number
<input checked="" type="checkbox"/>	Website	<input type="checkbox"/>	RPIC Lead
<input type="checkbox"/>		<input type="checkbox"/>	Street Address
<input type="checkbox"/>		<input checked="" type="checkbox"/>	Zip Code
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Email Address
1.5a. Agency Name			
1.5b. Executive Director or Point of Contact			
Name: Georjean Trinkle		Title: Executive Director	
1.5c. Street Address		1802 State Route 31 North Suite 2-355	
1.5d. City		Clinton	1.5e. State NJ 1.5f. Zip 8809
1.5g. Telephone number 908 229 - 1412 ext.		1.5h. Fax number -	
1.5i. Email Address communityactionpartnershipnj@comcast.net		1.5j. State Association Website www.capnj.org	
1.5k. State Association currently serves as the Regional Performance Innovation Consortia (RPIC) lead <input type="radio"/> Yes <input checked="" type="radio"/> No			

Section 2: State Legislation and Regulation

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
Community Services Block Grant (CSBG)

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SECTION 2 State Legislation and Regulation

2.1. CSBG State Legislation:

State has a statute authorizing CSBG Yes No

2.2. CSBG State Regulation:

State has regulations for CSBG Yes No

2.3. Legislation/Regulation Document: Attach the legislation and/or regulations or provide a hyperlink(s) to the documents indicated under Item 2.1. and/or Item 2.2.

NJ has no CSBG regulations.

2.4. State Authority:

Select a response for each of the following items about the state statute and/or regulations authorizing CSBG:

2.4a. Authorizing Legislation: State legislature enacts authorizing legislation or amendments to an existing authorizing statute, last federal fiscal year Yes No

2.4b. Regulation Amendments: State established or amended regulations for CSBG last federal fiscal year Yes No

2.4c. Designation: State statutory or regulatory authority designates the bureau, division, or office in the state government that is to be the state administering agency Yes No

Section 3: State Plan Development and Statewide Goals

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
Community Services Block Grant (CSBG)

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SECTION 3

State Plan Development and Statewide Goals

3.1. CSBG Lead Agency Mission and Responsibilities:

Briefly describe the mission and responsibilities of the state agency that serves as the CSBG Lead Agency.

The New Jersey Department of Community Affairs (DCA) is the identified NJ Community Services Block Grant (CSBG) administrative department. DCA is a State agency that was created to provide guidance, financial support and technical assistance to local governments, community development organizations, businesses and individuals to improve the quality of life in New Jersey. DCA offers a wide range of programs. The Department responds to issues of public concern including, fire and building safety, housing production, housing supports, community planning and development, and local government management and finance. The CSBG program is within the Housing and Community Resources Division. The mission of the Division is to strengthen and revitalize communities through the delivery of affordable housing, supportive services and the provision of financial and technical assistance to communities, local government and community based organizations. CSBG is responsible for funding non-profit and governmental entities for the provision of health, education, employment and housing and other services to help New Jerseyans with low incomes alleviate the causes and conditions of poverty. Pursuant to the CSBG Act, 90% of the annual allocation must go to designated Community Action Agencies (CAAs).

3.2. State Plan Goals:

Describe the state's CSBG-specific goals for state administration of CSBG under this State Plan.

(Note: This information is associated with State Accountability Measure 1Sa(i) and pre-populates the State's Annual Report, Module 1, Item B.1.)

New Jersey's State Plan goals, as related to the administration of the CSBG program, are to: 1. Provide direction and resources that increase and support collaboration amongst CSBG grantees, also known as Eligible Entities, other community based providers, State agencies, and local and county governments; 2. Provide direction, support and capacity building strategies to Eligible Entities so as to increase the number of individuals who become more self-sufficient; 3. Provide direction and support to Eligible Entities so as to facilitate improvement of the conditions in which individuals and families with low incomes live; 4. Facilitate the ability of Eligible Entities to collect and analyze data and to use that information for the purposes of strengthening and improving programs and achieving measurable outcomes; 5. Increase, develop and strengthen programs and services that address the problems identified in the Eligible Entities' Community Needs Assessments; and 6. Provide direction and support to Eligible Entities in meeting the CSBG Organizational Standards.

3.3. State Plan Development:

Indicate the information and input the state accessed to develop this State Plan.

3.3a. Analysis of state-level tools [Check all that apply and narrative where applicable]

State Performance Indicators and/or National Performance Indicators (NPIs)

U.S. Census data

State performance management data (e.g., accountability measures, ACSI survey information, and/or other information from annual reports)

Monitoring Visits/Assessments

Tools not identified above (specify)

3.3b. Analysis of local-level tools [Check all that apply and narrative where applicable]

Eligible entity community needs assessments

Eligible entity community action plans

Public Hearings/Workshops

Tools not identified above (e.g., State required reports)[specify]

Additional information reviewed in the State Plan development process included CSBG Organizational Standards compliance statistics, Agency Self-Assessments, Eligible Entity Strategic Plans and the current Training and Technical Assistance plan.

3.3c. Consultation with [Check all that applies and narrative where applicable]

Eligible entities (e.g., meetings, conferences, webinars; not including the public hearing)

State Association

National Association for State Community Services Programs (NASCSPP)

Community Action Partnership (The Partnership)

Community Action Program Legal Services (CAPLAW)

<input type="checkbox"/> CSBG Tribal Training and Technical Assistance (T/TA) provider				
<input checked="" type="checkbox"/> Regional Performance Innovation Consortium (RPIC)				
<input checked="" type="checkbox"/> Association for Nationally Certified ROMA Trainers (ANCRT)				
<input checked="" type="checkbox"/> Federal CSBG Office				
<input checked="" type="checkbox"/> Organizations not identified above [Specify] NJ Dept of Human Services, NJ Dept of State, NJ Dept of Labor, NJ Dept of Children and Families, and the NJ Department of Agriculture.				
3.4. Eligible Entity Involvement				
3.4a. Describe the specific steps the State took in developing the State Plan to involve the eligible entities.				
<i>(Note: This information is associated with State Accountability Measures 1Sa(ii) and may pre-populate the State's annual report form)</i>				
The State Office takes various steps throughout the year to gather information used to develop the State Plan: 1. Conducting quarterly meetings with the 25 Eligible Entities and CSBG staff which allows time to network, share ideas, and provide updates on Federal and State initiatives, solicit programming feedback to the State Office, and to facilitate collaboration between agencies. 2. Reviewing the comments/concerns noted in the annual applications, 3. Conducting frequent site visits, 4. Occasional State Staff attendance at Eligible Entity board meetings, 5. Analyzing the results of an annual survey to determine areas in which agencies desire more training, and 6. Designating one CSBG staff member as the Training Coordinator, with the responsibility to plan and manage the provision of training.				
3.4b. Performance Management Adjustment: Describe how the state adjusted its State Plan development procedures under this State Plan, as compared to previous plans in order to:				
1) encourage eligible entity participation and 2) ensure the State Plan reflects input from eligible entities?				
Any adjustment should be based on the State's analysis of past performance in these areas, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the State is not making any adjustments, provide further detail.				
<i>(Note: This information is associated with State Accountability Measures 1Sb(i) and (ii) and pre-populate the Annual Report, Module 1, Item B.1.)</i>				
In addition to the items listed in 3.4a, the State Office reminds the grantees and the State Association that the State Plan is being developed and that we welcome all comments. As always, we distribute the draft plan to the grantees for review and comment.				
3.5. Eligible Entity Overall Satisfaction: <i>Provide the State's target for eligible entity Overall Satisfaction during the performance period:</i>				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Year One</td> <td style="width: 50%; padding: 5px;">77</td> </tr> <tr> <td style="width: 50%; padding: 5px;">Year Two</td> <td style="width: 50%; padding: 5px;">79</td> </tr> </table>	Year One	77	Year Two	79
Year One	77			
Year Two	79			
Instructional Note: The state's target score will indicate improvement or maintenance of the state's Overall Satisfaction score from the most recent American Customer Survey Index (ACSI) survey of the state's eligible entities. <i>(Note: Item 3.5 is associated with State Accountability Measure 8S and may pre-populate the State's annual report form)</i>				

Section 4: CSBG Hearing Requirements

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires:06/30/2021
SECTION 4 CSBG Hearing Requirements	

4.1. Public Inspection:
Describe the steps taken by the state to disseminate this State Plan to the public for review and comments prior to the public hearing, as required under Section 676(e)(2) of the Act.

State staff will work with DCA's Communications Department to disseminate the State Plan to the public for review and comments prior to the public hearing date. The following steps are taken during this time: Get quotes from newspapers for public notice, process a purchase order, and send the Public Inspection Notice to be posted each day for five days before the Public Hearing date in the Atlantic City Press, the Asbury Park Press, the Newark Star Ledger, and the Reporte Hispano. Send a draft of the State Plan to all Eligible Entities and the Legislature at least five days before the public hearing date for review and comment.

4.2. Public Notice/Hearing:
Describe how the state ensured there was sufficient time and statewide distribution of notice of the public hearing(s) to allow the public to comment on the State Plan, as required under Section 676(a)(2)(B) of the CSBG Act.

State staff distribute the State Plan in various ways to the public for review and comments for at least five days prior to the public hearing date. The public hearing time and location is noted in the Public Inspection Notice posted in the newspaper, on the official DCA website, and in the electronic email sent to the Eligible Entities and Legislature to ensure sufficient time to allow the public to comment on the State Plan.

4.3. Public and Legislative Hearings:
In the table below, specify the date(s) and location(s) of the public and legislative hearing(s) held by the designated lead agency for this State Plan, as required under Section 676(a)(2)(B) and Section 676(a)(3) of the Act.

	Date	Location	Type of Hearing [Select an option]	If a combined hearing was held, confirm that the public was invited
1	08/24/2020	101 South Broad Street, Trenton, NJ	Public	<input type="checkbox"/>

4.4. Attach supporting documentation or a hyperlink for the public and legislative hearings.
 The budget of the NJ Dept of Comm. Affairs is presented each year to the Senate and Assembly Appropriations Committees. The State Office provides a copy of the plan to the Legislature. Should questions arise, the Legislators may ask DCA questions directly or work with the NJ Office of Legislative Services, which provides nonpartisan assistance to budget committees. Due to the COVID 19 Pandemic, the State of extended FY20 until October 1, 2020 and has not, to date held public budget hearings.

Section 5: CSBG Eligible Entities

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
Community Services Block Grant (CSBG)**

**Form Approved
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SECTION 5 CSBG Eligible Entities

5.1. CSBG Eligible Entities:

In the table below, indicate whether each eligible entity in the state, is public or private, the type(s) of entity, and the geographical area served by the entity.

Note: Table 5.1 pre-populates the Annual Report, Module 1, Table C.1.

Types of Entities include Community Action Agency, Limited Purpose Agency, Local Government Agency, Migrant or Seasonal Farmworker Organization, Tribe or Tribal Organization, and Other

#	CSBG Eligible Entity	Geographical Area Served by county (Provide all counties)	Public or Nonprofit	Type of Entity [choose all that apply]
1	Bayonne Economic Opportunity Foundation	City of Bayonne	Non-Profit	Community Action Agency
2	Affordable Housing Alliance	Monmouth County	Non-Profit	Community Action Agency
3	Burlington County Community Action Partnership	Burlington County	Non-Profit	Community Action Agency
4	Camden County Council on Economic Opportunity	Camden County	Non-Profit	Community Action Agency
5	Essex County	All of Essex County, except for Newark	Public	Community Action Agency
6	Gateway Community Action Partnership	Salem, Gloucester, Cumberland Counties	Non-Profit	Community Action Agency
7	Greater Bergen Community Action	Bergen County	Non-Profit	Community Action Agency
8	HOPES	Hoboken	Non-Profit	Community Action Agency
9	Mercer County	Mercer County, except for Trenton	Public	Community Action Agency
10	North Hudson Community Action Partnership	Hudson County, Bayonne, Jersey City, Hoboken	Non-Profit	Community Action Agency
11	NORWESCAP	Warren, Sussex, Huterdon, Morris Counties	Non-Profit	Community Action Agency
12	O.C.E.A.N. Inc.	Ocean, Atlantic, Cape May Counties	Non-Profit	Community Action Agency
13	Passaic County	Passaic County, except for Paterson and Passaic City	Public	Community Action Agency
14	Paterson Task Force	City of Paterson	Non-Profit	Community Action Agency
15	Plainfield Action Services	City of Plainfield	Public	Community Action Agency
16	Puerto Rican Action Board	Western Middlesex County	Non-Profit	Community Action Agency
17	Somerset County Action Partnership	Somerset County	Non-Profit	Community Action Agency
18	Union County	Union County, except for Plainfield	Public	Community Action Agency
19	United Community Corporation	City of Newark	Non-Profit	Community Action Agency
20	United Passaic Organization	City of Passaic	Non-Profit	Community Action Agency
21	United Progress, Inc.	City of Trenton	Non-Profit	Community Action Agency
22	Comite de Apoyo a los Trabajadores Agrícolas	Statewide	Non-Profit	Limited Purpose Agency
23	New Jersey Association on Corrections	Statewide	Non-Profit	Limited Purpose Agency
24	City of Jersey City-division of Community Development	Jersey City	Non-Profit	Community Action Agency
25	Jewish Renaissance Foundation	Eastern Middlesex County	Non-Profit	Community Action Agency

5.2. Total number of CSBG eligible entities 25

5.3. Changes to Eligible Entities List:

Within the tables below, describe any changes that have occurred to the Eligible Entities within the state since the last federal fiscal Year (FFY), as applicable.

One or more of the following changes were made to the eligible entity list: [Check all that apply].

- Designation and/or Re-Designation
- De-designations and/or Voluntary Relinquishments
- Mergers
- No Changes to Eligible Entities List

5.3a. Designation and Re-Designation: Identify any new entities that have beendesignated as eligible entities, as defined under Section 676A of the Act, since the last federal fiscal year.Include any eligible entities designated to serve an area previously not served by CSBG as well as any entities designated to replace another eligible entity that was terminated (de-designated) or that voluntarily relinquished its status as a CSBG eligible entity.

CSBG Eligible Entity	Type	Start Date	Geographical Area Served	Delete

5.3b. Designation and Voluntary Relinquishments: Identify any entities that are no longer receiving CSBG funding. Include any eligible entities that have been terminated (de-designated) as defined under Section 676(c) and Section 676C of the Act, or voluntarily relinquished their CSBG eligible entity status since the last Federal Fiscal Year (FFY). Include any eligible entities designated to serve an area previously not served by CSBG as well as any entities designated to replace another eligible entity that was terminated (de-designated)

CSBG Eligible Entity	Reason	Delete

5.3c. Mergers: In the table below, provide information about any mergers or other combinations of two or more eligible entities that were each listed in the prior year State Plan.

Original CSBG Eligible Entities	Surviving CSBG Eligible Entity	New Name (as applicable)	DUNS No.	Delete

Section 6: Organizational Standards for Eligible Entities

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires:06/30/2021
SECTION 6 Organizational Standards for Eligible Entities	
Note: Reference IM 138, <i>State Establishment of Organizational Standards for CSBG Eligible Entities</i> , for more information on Organizational Standards. Click HERE for IM 138.	
6.1. Choice of Standards: Confirm whether the state will implement the CSBG Organizational Standards Center of Excellence (COE) organizational standards (as described in IM 138) or an alternative set during the federal fiscal year(s) of this planning period	
<input checked="" type="radio"/> COE CSBG Organizational Standards <input type="radio"/> Modified version of COE CSBG Organizational Standards <input type="radio"/> Alternative set of Organizational Standards	
6.1a. Modified Organizational Standards: In the case that the state is requesting to use modified COE-developed organizational standards, provide the proposed modification for the FFY of this planning period including the rationale.	
6.1b. Alternative Organizational Standards: If using an alternative set of organizational standards, attach the complete list of alternative organizational standards.	
6.1c. Alternative Organizational Standards Changes: If using an alternative set of organizational standards:	
1) provide any changes from the last set provided during the previous State Plan submission; 2) describe the reasons for using alternative standards; and 3) describe how they are at least as rigorous as the COE- developed standards	
<input checked="" type="radio"/> There were no changes from the previous State Plan submission	
Provide reason for using alternative standards	
Describe rigor compared to COE-developed Standards	
6.2. Implementation: Check the box that best describes how the state officially adopt(ed) organizational standards for eligible entities in the state in a manner consistent with the state's administrative procedures act. If "Other" is selected, provide a timeline and additional information, as necessary. <i>[Check all that apply and narrative where applicable]</i>	
<input type="checkbox"/> Regulation	
<input checked="" type="checkbox"/> Policy	
<input type="checkbox"/> Contracts with eligible entities	
<input checked="" type="checkbox"/> Other, describe:	
Use of newly created, custom software from EmpowOR by CSST to archive and track documentation and compliance status. This software is co-located within the same portal as the software that NJ's CAAs use for ROMA performance data reporting.	
6.3. Organizational Standards Assessment: Describe how the state assess eligible entities against organizational standards this federal fiscal year(s). <i>[Check all that apply.]</i>	
<input type="checkbox"/> Peer-to-peer review (<i>with validation by the State or state-authorized third party</i>)	
<input checked="" type="checkbox"/> Self-assessment (<i>with validation by the State or state-authorized third party</i>)	
<input type="checkbox"/> Self-assessment/peer review with state risk analysis	
<input type="checkbox"/> State-authorized third party validation	
<input checked="" type="checkbox"/> Regular, on-site CSBG monitoring	
<input checked="" type="checkbox"/> Other State reviews software submissions.	
6.3a. Assessment Process: Describe the planned assessment process.	
In 2018, NJ addressed the need to assess Organizational Standards by moving the review of the Standards out of the triennial monitoring process and into a stand alone process. In February of 2020, the State Office initiated use of custom software for the review, archiving and tracking of compliance documentation for the Standards. The system provides a reminder function of document due dates at the one-year, three-year and five-year mark, as applicable.	
6.4. Eligible Entity Exemptions: Will the state make exceptions in applying the organizational standards for certain eligible entities due to special	

circumstances or organizational characteristics (as described in IM 138)? Yes No

6.4a. Provide the specific eligible entities the state will exempt from meeting organizational standards, and provide a description and a justification for each exemption

Total Number of Exempt Entities: 0

CSBG Eligible Entity	Description / Justification	Delete

6.5. Performance Target: Provide the percentage of eligible entities that the state expects to meet all the state-adopted organizational standards for FFY(S) for this planning period

Year One	78%	Year Two	85%
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Note: Item 6.5 is associated with State Accountability Measures 6Sa and prepopulate the Annual report, Module 1, Table D.2.

Section 7: State Use of Funds

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
Community Services Block Grant (CSBG)

Form Approved
OMB No: 0970-0382
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SECTION 7 State Use of Funds

Eligible Entity Allocation (90 Percent Funds) [Section 675C(a) of the CSBG Act]

7.1. Formula:

Select the method (formula) that best describes the current practice for allocating CSBG funds to eligible entities.

- Historic
- Base + Formula
- Formula Alone
- Formula with Variables
- Hold Harmless + Formula
- Other

7.1a. Formula Description: Describe the current practice for allocating CSBG funds to eligible entities.

Each Community Action Agency is held harmless at the time of a new application for 90% of funding received in the prior year. The remaining 10% of these funds will be distributed according to the following formulas: 1. 5% will be allocated based on the relative poverty level in each agency's service area (based on annual updates to the American Community Survey Data, released in the spring of each year); 2. 2.5% will be allocated to all Entities based on grant performance; 3. 2.5% will be allocated to all Entities based on each agency's success in leveraging of CSBG funds.

7.1b. Statute: Does a state statutory or regulatory authority specify the formula for allocating "not less than 90 percent" funds among eligible entities? Yes No

7.2. Planned Allocation:

Specify the percentage of your CSBG planned allocation that will be funded to eligible entities and "not less than of 90 percent funds" as described under Section 675C(a) of the CSBG Act.

In the table, provide the planned allocation for each eligible entity receiving funds for the fiscal year(s) covered by this plan.

Note: This information pre-populates the state's Annual Report, Module 1, Table E.2.

Year One	90.00%	Year Two	90.00%
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Planned CSBG 90 Percent Funds

CSBG Eligible Entity	Year One Funding Amount \$	Delete
Bayonne Economic Opportunity Foundation	\$174,010	
Affordable Housing Alliance	\$895,940	
Burlington County Community Action Partnership	\$504,006	
Camden County Council on Economic Opportunity	\$1,300,289	
Essex County	\$1,051,769	
Gateway Community Action Partnership	\$1,054,762	
Greater Bergen Community Action	\$1,117,883	
HOPES	\$197,843	
Mercer County	\$309,849	
North Hudson Community Action Partnership	\$936,011	
NORWESCAP	\$807,610	
O.C.E.A.N. Inc.	\$1,866,797	
Passaic County	\$309,085	
Paterson Task Force	\$764,872	
Plainfield Action Services	\$213,546	
Puerto Rican Action Board	\$609,557	
Somerset County Action Partnership	\$284,426	
Union County	\$910,472	

United Community Corporation	\$1,867,225
United Passaic Organization	\$362,714
United Progress, Inc.	\$596,013
Comite de Apoyo a los Trabajadores Agricolas	\$91,300
New Jersey Association on Corrections	\$245,493
City of Jersey City-division of Community Development	\$942,175
Jewish Renaissance Foundation	\$582,488
Total	\$17,996,135

CSBG Eligible Entity Year Two		
CSBG Eligible Entity	Year Two Funding Amount \$	Delete
Bayonne Economic Opportunity Foundation	\$174,010	
Affordable Housing Alliance	\$895,940	
Burlington County Community Action Partnership	\$504,006	
Camden County Council on Economic Opportunity	\$1,300,289	
Essex County	\$1,051,769	
Gateway Community Action Partnership	\$1,054,762	
Greater Bergen Community Action	\$1,117,883	
HOPES	\$197,843	
Mercer County	\$309,849	
North Hudson Community Action Partnership	\$936,011	
NORWESCAP	\$807,610	
O.C.E.A.N. Inc.	\$1,866,797	
Passaic County	\$309,085	
Paterson Task Force	\$764,872	
Plainfield Action Services	\$213,546	
Puerto Rican Action Board	\$609,557	
Somerset County Action Partnership	\$284,426	
Union County	\$910,472	
United Community Corporation	\$1,867,225	
United Passaic Organization	\$362,714	
United Progress, Inc.	\$596,013	
Comite de Apoyo a los Trabajadores Agricolas	\$91,300	
New Jersey Association on Corrections	\$245,493	
City of Jersey City-division of Community Development	\$942,175	
Jewish Renaissance Foundation	\$582,488	
Total	\$17,996,135	

7.3. Distribution Process:
Describe the specific steps in the state's process for distributing 90 percent funds to the eligible entities and include the number of days each step is expected to take; include information about state legislative approval or other types of administrative approval (such as approval by a board or commission).

1. The New Jersey CSBG Program awards annual funding to Eligible Entities consistent with the authorized 24-month federal award period. DCA will distribute FY21 and FY22 CSBG Requests for Proposals to all Eligible Entities in early August of 2020 and August of 2021, respectively, with early September 2020 and September 2021 due dates for submittal of applications (30 days); 2. All applications must be submitted, by applicants, on or prior to the due date via the Department of Community Affairs SAGE (System for Administering Grants Electronically); 3. Applications are initially reviewed and approved by the assigned CSBG Program Manager. If an application is defective, it is returned to the applicant for modification (15 days); 4. An Application approved by the Program Manager is thereupon reviewed and approved by the Supervisor, Office of Community Services (3 days); 5. Application moves to Director, DCA Division of Housing and Community Resources for review and approval (2 days); 6. Application moves to the DCA Fiscal Division for review and approval (5 days); 7. Application moves to DCA Departmental Review Team for review and approval (3 days); 8. Upon notification from the Federal OCS that CSBG funds have been distributed to NJ, or upon the receipt of funds through a delegation of authority, the process of application approval is permitted at the Commissioner's level (2 days); 9. Grant announcements to Grantees and Legislators (3 days); 10. Executing a Grant Agreement in SAGE with each Eligible Entity begins, with production of the Grant Agreement by the CSBG Program Managers and the Contract Office of the DCA Division of Housing and Community Resources (5 days); 11. Agreement moves to the Supervisor, Office of Community Services for review and approval (1 day); 12. Agreement moves to Fiscal Division for review and approval (2 days); 13. Agreement moves to Director, DCA Division of Housing and Community Resources for review and approval (2 days); 14. Agreement moves to Grantee for execution (2 days); 15. Grantee executed Agreement reviewed and approved by Fiscal Division (2 days); and 16. Funds may be advanced in an amount not to exceed 35% of the total projected grant amount, upon request of the grantee (3 days).

7.4. Distribution Timeframe:

Does the state plan to make funds available to eligible entities no later than 30 calendar days after OCS distributes the federal award? Yes
 No

7.4a. Distribution Consistency: If no, describe state procedures to ensure funds are made available to eligible entities consistently and without interruption.

Note: Item 7.4 is associated with State Accountability Measure 2Sa and may prepopulate the state's annual report form.

7.5. Performance Management Adjustment:
Describe the state's strategy for improving grant and/or contract administration procedures under this State Plan as compared to past plans. Any improvements should be based on analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any improvements, provide further detail.

Note: This information is associated with State Accountability Measure 2Sb and may prepopulate the state's annual report form.

NJ's CSBG Eligible Entities upload performance data on a routine basis to our web-based data reporting software, EmpowOR. This system generates quarterly reports that are reviewed by Grant Managers. The State Office uses a feedback review tool with grantees to highlight each agency's success at the end of each quarter compared to projections provided in the annual application. Staff discuss changes needed or supports needed to attain proposed goals.

Administrative Funds [Section 675C(b)(2) of the CSBG Act]

Note: This information pre-populates the state's Annual Report, Module 1, Table E.4.

7.6. Allocated Funds: Specify the percentage of your CSBG planned allocation for administrative activities for the FFY(s) covered by this State plan.

Year One (0.00%)	5.00	Year Two (0.00%)	5.00
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7.7. State Staff: Provide the number of state staff positions to be funded in whole or in part with CSBG funds for the FFY(s) covered by this State Plan

Year One	20.00	Year Two	20.00
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7.8. State FTEs: Provide the number of state Full Time Equivalents (FTEs) to be funded with CSBG funds for the FFY(s) covered by this State Plan

Year One	6.00	Year Two	6.00
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7.9. Remainder/Discretionary Funds Use: Does the state have remainder/discretionary funds, as described in Section 675C(b)(1) of the CSBG Act? Yes No

If yes, provide the allocated percentage and describe the use of the remainder/discretionary funds in the table below.

Year One (0.00%)	5.00%	Year Two (0.00%)	5.00%
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Use of Remainder/Discretionary Funds(See Section 675C(b)(1) of the CSBG Act)

Note: This response will link to the corresponding assurance, Item 14.2.

If a funded activity fits under more than one category in the table, allocate the funds among the categories. For example, if the state provides funds under a contract with the State Community Action association to provide training and technical assistance to eligible entities and to create a statewide data system, the funds for that contract should be allocated appropriately between Items 7.9a. - 7.9c. If allocation is not possible, the state may allocate the funds to the main category with which the activity is associated.

Note: This information is associated with State Accountability Measures 3Sa and pre-populates the annual report Module 1, Table E.7.

Remainder/Discretionary Fund Uses	Year One Planned \$	Brief description of services/activities and/or activities
7.9a. Training/technical assistance to eligible entities	\$75,000.00	These planned services/activities will be described in State Plan Item 8.1.
7.9b. Coordination of state-operated programs and/or local programs	\$0.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9c. Statewide coordination and communication among eligible entities	\$0.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need	\$0.00	

7.9e. Asset-building programs	\$0.00	
7.9f. Innovative programs/activities by eligible entities or other neighborhood groups	\$924,785.00	Discretionary grants to governmental entities and non-profits providing social service supports to CSBG income-eligible households to alleviate the causes and conditions of poverty and to increase self-sufficiency.
7.9g. State charity tax credits	\$0.00	
7.9h. Other activities, specify in column 3	\$0.00	
Total	\$999,785.00	
Remainder/Discretionary Fund Uses	Year Two Planned \$	Brief description of services/activities
7.9a. Training/technical assistance to eligible entities	\$75,000.00	These planned services/activities will be described in State Plan Item 8.1.
7.9b. Coordination of state-operated programs and/or local programs	\$0.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9c. Statewide coordination and communication among eligible entities	\$0.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need	\$0.00	
7.9e. Asset-building programs	0	
7.9f. Innovative programs/activities by eligible entities or other neighborhood groups	\$924,785.00	Discretionary grants to governmental entities and non-profits providing social service supports to CSBG income-eligible households to alleviate the causes and conditions of poverty and to increase self-sufficiency.
7.9g. State charity tax credits	\$0.00	
7.9h. Other activities, specify in column 3	\$0.00	
Total	\$999,785.00	

7.10. Remainder/Discretionary Funds Partnerships: Select the types of organizations, if any, the State Plans to work with (by grant or contract using remainder/discretionary funds) to carry out some or all of the activities in table 7.9.

[Check all that apply and narrative where applicable]

- The state directly carries out all activities (No Partnerships)
- The state partially carries out some activities
- CSBG eligible entities (*if checked, include the expected number of CSBG eligible entities to receive funds*) three
- Other community-based organizations
- State Community Action association
- Regional CSBG technical assistance provider(s)
- National technical assistance provider(s)
- Individual consultant(s)
- Tribes and Tribal Organizations
- Other

Note: This response will link to the corresponding CSBG assurance, item 14.2.

7.11. Performance Management Adjustment:

Describe any adjustments the state will make to the use of remainder/discretionary funds under this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.

Note: This information is associated with State Accountability Measures 3Sb, and may pre-populate the State's annual report form.

DCA sets aside \$75,000 each year for State staff and agency training programs, and for necessary software updates and technical assistance. DCA will further increase transparency on the use of all Discretionary funds through the disclosure of the specific dollar figures and specific programmatic services provided by the prior year's Discretionary grantees to all CSBG Non-Discretionary grantees.

Section 8: State Training and Technical Assistance

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
Community Services Block Grant (CSBG)

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SECTION 8 State Use of Funds

8.1. Describe the State's plan for delivering CSBG-funded training and technical assistance to eligible entities under this State Plan by completing the table below.

(CSBG funding used for this activity is referenced under item 7.9(a), Remainder/Discretionary Funds. States should also describe training and technical assistance activities performed directly by state staff, regardless of whether these activities are funded with remainder/discretionary funds.)

Note: This information is associated with State Accountability Measure 3Scand pre-populates the Annual Report, Module 1, Table F.1.

Training and Technical Assistance - Year One

	Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1	Ongoing / Multiple Quarters	Both	Other	Board Training, Strategic Planning for Agency Staff/Board Members, Financial Operations, Human Resources, ROMA, Risk Assessment, Organizational Leadership, Fundraising/Grant Writing, Community Needs Assessment, Service Delivery
2	All quarters	Training	Other	State Conference (ROMA, Organizational Standards, Finance, Human Resources, Advocacy, Innovative Programs)
3	Ongoing / Multiple Quarters	Training	Other	ROMA Implementers (Professional Development, Peer Learning Opportunities)
4	Ongoing / Multiple Quarters	Training	Other	Workshops (Board Development Issues, Uniform Guidance, Community Commons, Organizational Leadership)

Training and Technical Assistance - Year Two

	Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1	Ongoing / Multiple Quarters	Both	Other	Board Training, Strategic Planning for Agency Staff/Board Members, Financial Operations, Human Resources, ROMA, Risk Assessment, Organizational Leadership, Fundraising/Grant Writing, Community Needs Assessment, Service Delivery
2	All quarters	Training	Other	State Conference (ROMA, Organizational Standards, Finance, Human Resources, Advocacy, Innovative Programs) State Conference (ROMA, Organizational Standards, Finance, Human Resources, Advocacy, Innovative Programs)
3	Ongoing / Multiple Quarters	Training	Other	ROMA Implementers (Professional Development, Peer Learning Opportunities)
4	Ongoing / Multiple Quarters	Training	Other	Workshops (Board Development Issues, Uniform Guidance, Community Commons, Organizational Leadership)

8.1a. Training and Technical Assistance Budget: The planned budget for the training and technical assistance plan *(as indicated in the Remainder/Discretionary Funds table in item 7.9)*:

Year One	\$75,000	Year Two	\$75,000
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8.1b. Training and Technical Assistance Collaboration: Describe how the state will collaborate with the state association and other stakeholders in the planning and delivery of training and technical assistance.

The Community Action Partnership of New Jersey (CAPNJ) is the umbrella professional organization for NJ's CAAs and works closely with the State Office and the CSBG grantees to address training and technical assistance needs and DCA provides a nominal amount of operating funds for this purpose. Each year the State Office and CAPNJ collaborate on the creation of the Training and Technical Assistance Plan. Once needs have been identified, both work with partners to secure the resources needed to provide training. Training activities are carried out with our Regional Performance and Innovation Consortia (RPIC) partners, DCA, NASCSP, CAP, Software providers, staff from CAAs, outside experts and CAPLAW. CAPNJ holds several meetings per year and uses this time for training opportunities in addition to those offered in collaboration with DCA. CAPNJ and DCA participate in monthly conference calls to discuss the status of the current Training/Technical Assistance plans. Staff from both agencies also participate in the monthly RPIC calls. As high priority needs are identified, the results are shared with the CAA network. A training calendar is collaboratively developed each year. To provide convenient training, activities are conducted in person after DCA Quarterly meetings, on weekends and evenings, and via webinar.

8.2. TAPs and QIPs: Does the state have Technical Assistance Plans (TAPs) or Quality Improvement Plans (QIPs) in place for all eligible entities with unmet organizational standards, if appropriate? Yes No

Note: This information is associated with State Accountability Measure 6Sb. QIPs are described in Section 678C(a)(4) of the CSBG Act. If the State, according to their corrective action procedures, does not plan to put a QIP in place for an eligible entity with one or more unmet organizational standards, the State should put a TAP in place to support the entity in meeting the standard(s).

8.2a. Address Unmet Organizational Standards: Describe the state's plan to provide T/TA to eligible entities to ensure they address unmet Organizational Standards. NJ's CSBG State Office provides training to the entire group of CAAs and individually as needed, via webinars conducted by State staff and webinars conducted by the software provider. The State Association reinforces and supplements this guidance with collective and individualized training and technical support to Eligible Entities. The State Office routinely queries the database for areas of the Organizational Standards review and documentation process that are in need of clarification, revision or training, as well as identify unmet organizational standards and projections. Staff will discuss changes needed or supports needed to attain goals.

8.3. Training and Technical Assistance Organizations: Indicate the types of organizations through which the State Plans to provide training and/or technical assistance as described in item 8.1, and briefly describe their involvement. *[Check all that apply.]*

- CSBG eligible entities *(if checked, provide the expected number of CSBG eligible entities to receive funds)*
- Other community-based organizations
- State Community Action association
- Regional CSBG technical assistance provider(s)
- National technical assistance provider(s)
- Individual consultant(s)
- Tribes and Tribal Organizations
- Other

8.4. Performance Management Adjustment: Describe adjustments the state made to the training and technical assistance plan under this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.

Note: This information is associated with State Accountability Measures 3Sd may pre-populate the state's annual report form

The State uses many different methods to solicit feedback from the Eligible Entities and to encourage them to participate in discussion on the creation of the State Plan and about trainings/ technical supports needed for the smooth operation of CAAs. Collecting this data allows the State Office to compare current needs with those included in the previously approved State Plan and in formulating the current plan, including ways to address new findings, and enhance progress in areas of the Organizational Standards goals not yet completed. Training opportunities scheduled for the FY21 and FY22 period will be influenced by the independent ACSI satisfaction survey undertaken by HHS. NJ's Eligible Entities do not typically attend the scheduled Public Hearings to comment on training needs or other aspects of the plan. Consequently, during FY21 and FY22, the State will again distribute an electronic Satisfaction Survey to administer to the Eligible Entities using Survey Monkey. This survey will supplement the ACSI survey. State Office staff continue to conduct mandatory trainings for new board members at each agency. These trainings are held every three months in different regions of the state. Each new board member is required to attend one of these training sessions within one year of appointment/election. As is customary, a copy of the draft State Plan will be sent to the Eligible Entities to solicit additional feedback before the final approval of the Plan. Once the plan is approved by OCS, the State will distribute copies of the finalized State Plan to all Eligible Entities and post the plan on the Department's website. The State Office also tracks internal DCA Office of Auditing risk assessments in order to recognize overarching patterns so that staff may work individually with agencies to improve noted weakness, and to create, provide or research trainings and materials through which all agencies might attain better fiscal fitness. The State office expects to make changes to the upcoming, FY21 Technical Assistance and Training plan and to more fully utilize the training expertise of staff.

Section 9: State Linkages and Communication

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
Community Services Block Grant (CSBG)

Form Approved
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SECTION 9 State Linkages and Communication

Note: This section describes activities that the state may support with CSBG remainder/discretionary funds, described under Section 675C(b)(1) of the CSBG Act. The state may indicate planned use of remainder/discretionary funds for linkage/communication activities in Section 7, State Use of Funds, items 7.9(b) and (c).

9.1. State Linkages and Coordination at the state Level:

Describe the linkages and coordination at the state level that the State plans to create or maintain to ensure increased access to CSBG services to low-income people and communities under this State Plan and avoid duplication of services (as required by the assurance under Section 676(b)(5)).

Describe or attach additional information as needed. [Check all that apply and narrative where applicable]

Note: This response will link to the corresponding CSBG assurance, item 14.5. In addition, this item is associated with State Accountability Measure 7Sa and may pre-populate the State's Annual Report, Module 1, Item G.1.

State Low Income Home Energy Assistance Program (LIHEAP) office

State Weatherization office

State Temporary Assistance for Needy Families (TANF) office

State Head Start office

State public health office

State education department

State Workforce Innovation and Opportunity Act (WIOA) agency

State budget office

Supplemental Nutrition Assistance Program (SNAP)

State child welfare office

State housing office

Other

In addition to CSBG, many other programs that provide services to New Jerseyans with low incomes are located within the NJ Department of Community Affairs, including LIHEAP, Weatherization, and various federal and state housing programs, including the Housing Choice Voucher Program. This proximity facilitates coordination and helps to avoid the duplication of services. CSBG staff serve on various state-wide committees, such as the New Jersey State Employment and Training Commission (SETC), the New Jersey Task Force for Prevention of Child Abuse (NJTFPCA), the Traumatic Brain Injury Commission (NJ Department of Human Services), the NJ Council on Developmental Disabilities, and the State Council for Adult Literacy Education Services (SCALES). These organizations provide opportunities to network with counterparts in other State agencies and share information that assists in efforts to minimize duplication of services and to work collaboratively to fill service gaps.

9.2. State Linkages and Coordination at the Local Level:

Describe the linkages and coordination at the local level that the state to create or maintain with governmental and other social services, especially antipoverty programs, to assure the effective delivery of and coordination of CSBG services to low-income people and communities and avoid duplication of services, (and as required by assurances under SectionsSections 676(b)(5) - (6))

Note: This response will link to the corresponding CSBG assurances, items 14.5 and 14.6., and pre-populates the Annual Report, Module 1, Item G.2.

The State encourages its Eligible Entities to coordinate their planning and service delivery not only with other Eligible Entities and nearby social service providers, but also with each County's Human Services Advisory Council (HSAC) and other organizational planning entities. Such coordination serves to promote the use of local resources that most effectively addresses the needs of people with low incomes in each County. In February 2018, DCA created an overall Community Needs Assessment training program. Following that training, agencies were individually assessed on their current Community Needs Assessment and process. Individual training and technical assistance was provided to Eligible Entities regarding their most recent Community Needs Assessments, which must be revised every three years. Review and suggestions were made regarding target population, sample population, partnerships, quantifying data, collection methods used, sample size/assessed, and findings. DCA will provide additional group and individual training and technical assistance in FY21.

9.3. Eligible Entity Linkages and Coordination

9.3a. State Assurance of Eligible Entity Linkages and Coordination:

Describe how the state will assure that the eligible entities will coordinate and establish linkages to assure the effective delivery of and coordination of CSBG services to low-income people and communities and avoid duplication of services (as required by the assurance under

Section 676(b)(5).

Note: This response will link to the corresponding CSBG assurance, item 14.5.

Each Eligible Entity is required to report annually on the linkages and partnerships established with other social service providers in rendering services to households with low incomes in their target area. All New Jersey Eligible Entities have established partnerships that are described in their annual applications. DCA also provides each Eligible Entity with technical assistance regarding their Community Needs Assessment to recognize and minimize duplication of services and to come to understand where service gaps exist so they may work collaboratively with their partners to address these needs.

9.3b State Assurance of Eligible Entity Linkages to Fill Service Gaps:

Describe how the eligible entities will develop linkages to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations, according to the assurance under Section 676(b)(3)(B) of the CSBG Act.

Note: This response will link to the corresponding CSBG assurance, item 14.3b., and pre-populates the Annual Report, Module 1, Item G.3b.

Each Eligible Entity is required to develop a Community Needs Assessment that includes a description of how the entity will identify and implement linkages to fill gaps in services through information, referrals, case management, and follow up. DCA further requires that Eligible Entities report annually in their application for funding, and in their end-of-year data reporting, on the linkages and partnerships established with other social service providers in their target area. Pursuant to the New Jersey standard Grant Agreement for CSBG Non-Discretionary funds, Section D, item J - 'the Recipient shall plan, coordinate and implement programs in a manner consistent with the Comprehensive Human Services Advisory Council Plan (HSAC) for serving households with low incomes in their catchment area.' New Jersey's 21, county-based, HSACs were created pursuant to N.J.A.C. 10:2, as planning, advisory, and advocacy organizations dedicated to meeting the human service needs of the local community, and coordinating and enhancing the delivery of human services through collaborative relationships within the county, amongst other counties, and with private and State agencies. In addition, all New Jersey Eligible Entities receive ROMA training, which provides methodologies to identify potential partnership and collaboration opportunities within each community so as to have the ability to recognize and fill service gaps.

9.4. Workforce Innovation and Opportunity Act (WIOA) Employment and Training Activities:

Does the state intend to include CSBG employment and training activities as part of a WIOA Combined State Plan, as allowed under the Workforce Innovation and Opportunity Act (as required by the assurance under Section 676(b)(5) of the CSBG Act)? Yes
 No

Note: This response will link to the corresponding CSBG assurance, item 14.5.

9.4a. WIOA Combined Plan: If the state selected "yes" under item 9.4, provide the CSBG-specific information included in the state's WIOA Combined Plan. This information includes a description of how the state and the eligible entities will coordinate the provision of employment and training activities through statewide and local WIOA workforce development systems. This information may also include examples of innovative employment and training programs and activities conducted by community action agencies or other neighborhood-based organizations as part of a community antipoverty strategy.

The New Jersey State CSBG Office has been collaborating with the New Jersey Department of Labor to ensure coordination under the requirements of WIOA. Both Departments have shared contact information with all grantees, sub-grantees and Workforce Development Boards. CSBG, Employment and Training Programs, and WIOA Title I Adult programs, have similar eligibility requirements, serving individuals who have low incomes. Individuals who meet the eligibility for both programs can be co-enrolled, and receive services from both programs concurrently, with each program providing services not available through the other. This allows for leveraging of funds and maximizing services. Memoranda of Understanding between participating, local CSBG agencies and local Workforce Development Boards, who are responsible for the provision of WIOA services, describe the referral and coordination process in each local workforce area. The CSBG State Office will encourage those agencies not already involved with local Workforce Development Boards to establish informal connections or formal partnerships. To support these partner agreements and promote integrated service provision at the local level, DCA and the Labor and Workforce Development programs at DOL have shared and will continue to share local contact lists for CSBG grantees and Workforce Development Boards (WDBs) with the local area representatives. In resolution #2017-02, approved on June 6, 2017, the New Jersey State Employment and Training Commission (SETC) set aside monies from the Adult Education and Family Literacy Act (AEFLA) in an amount equivalent to 1.5% of the funds spent by Eligible Entities in the prior fiscal year on employment and training activities. These funds will be spent in support of coordination across existing programs in NJ as adult learners transition from beginning learners to family sustaining employment.

9.4b. Employment and Training Activities: If the state selected "no" under item 9.4, describe the coordination of employment and training activities, as defined in Section 3 of WIOA, by the state and by eligible entities providing activities through the WIOA system.

9.5. Emergency Energy Crisis Intervention:

Describe how the state will assure, where appropriate, that emergency energy crisis intervention programs under Title XXVI (relating to Low-Income Home Energy Assistance) are conducted in each community in the state, as required by the assurance under Section 676(b)(6) of the CSBG Act).

Note: This response will link to the corresponding CSBG assurance, item 14.6.

See the most recent LIHEAP State Plan, attached.

9.6. Faith-based Organizations, Charitable Groups, Community Organizations:

Describe how the state will assure local eligible entities will coordinate and form partnerships with other organizations, including faith-based organizations, charitable groups, and community organizations, according to the state's assurance under Section 676(b)(9) of the CSBG Act.

Note: this response will link to the corresponding assurance, item 14.9.

Each Eligible Entity is required to report annually on the linkages and partnerships established with other social service providers, including faith-based organizations, charitable groups and community organizations in rendering services to people with low incomes in their target area. All New Jersey Eligible Entities have established partnerships which are described in their annual applications for funding.

9.7. Coordination of Eligible Entity 90 Percent Funds with Public/Private Resources:

Describe how the eligible entities will coordinate CSBG 90 percent funds with other public and private resources, according to the assurance under Section 676(b)(3)(C) of the CSBG Act.

Note: this response will link to the corresponding assurance, item 14.3c.

One of the methods by which the State calculates annual allocations includes an analysis of each entity's success during the most recent contract year in leveraging public and private funds to further support and expand their CSBG program. Two and one half percent of an agency's annual allocation is determined through this process.

9.8. Coordination among Eligible Entities and State Community Action Association:

Describe state activities for supporting coordination among the eligible entities and the state community action association.

Note: This information will pre-populate the Annual Report, Module 1, Item G.5.

The State Office staff is in regular contact with the staff of CAPNJ, provides operating funds for CAPNJ, and coordinates the agenda of the quarterly meetings so CAPNJ can reports on its activities. DCA encourages agencies to coordinate their efforts, resources and expertise through partnerships with each other, and with the State Association.

9.9. Communication with Eligible Entities and the State Community Action Association:

In the table below, detail how the state intends to communicate with eligible entities, the state community action association, and other partners identified under this State Plan on the topics listed below. For any topic that is not applicable, select "Not Applicable" under Expected Frequency.

Communication Plan

Subject Matter	Expected Frequency	Format	Brief description of "Other"
Upcoming Public and/or Legislative Hearings	Annually	Email	
State Plan Development	Biannual	Email	
Organizational Standards Progress	Quarterly	Webinar	
State Accountability Measures Progress	Quarterly	Email	
Community Needs Assessments/Community Action Plans	Annually	Meetings/Presentation	
State Monitoring Plans and Policies	Triennial	Email	
Training and Technical Assistance (T/TA) Plans	As needed	Meetings/Presentation	
ROMA and Performance Management	Quarterly	Meetings/Presentation	
State Interagency Coordination	As needed	Meetings/Presentation	
CSBG Legislative/Programmatic Updates	Monthly	Email	
Tripartite Board Requirements	Quarterly	Email	

	Topic	Expected Frequency	Format	Brief Description of "Other"
1	Meeting updates	Quarterly	Email	
2	Ongoing Communication	Twice-Monthly	Email	
3	CSBG Website	As needed	Email	

9.10. Feedback to Eligible Entities and State Community Action Association:

Describe how the state will provide information to local entities and state community action associations regarding performance on state accountability measures.

Note: This information is associated with State Accountability Measure 5S(iii), and will pre-populate the Annual Report, Module 1, Item G.6

The State will provide feedback regarding performance on State Accountability Measures to Eligible Entities, as well as to CAPNJ, during the regular quarterly meeting hosted by CSBG staff, as well as via email blasts.

9.11. Performance Management Adjustment:

Describe any adjustments the state made to the Communication Plan in this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.

Note: This information is associated with State Accountability Measures 7Sb; this response may pre-populate the state's annual report form.

The State will adjust the Communication Plan on an ongoing basis through analysis of the feedback received from: Eligible Entities, the HHS Office of State Assistance, any public comment received on the State Plan or from the HHS Office of Community Services performance survey. The most recent OCS ACSI survey noted that the NJ State Office's responsiveness to CAA concerns was at 90% and an overall satisfaction rating was tallied at 75%, which is higher than the national average of 65%. The survey noted the need for improvement in the following areas - training effectiveness - 64%, speed of distribution of funds - 67%, and CAA input on use of discretionary funds at 50%. Training concerns are being addressed through the annual training needs survey that supplements the training schedules created by the State Office's ongoing analysis of contract implementation. The speed of fund distribution has been addressed in two ways: 1. The State Office has moved the application due date to an earlier point in the calendar, and for FY21, the

application will be due on September 1, 2020. This permits the State Office to have the entire application review process completed prior to the State's receipt of federal CSBG funds, at which time application approvals are permitted at the Commissioner's level. 2. In order to avoid waiting for the arrival of the federal funds, the State Office was granted a Delegation of Authority from the NJ Treasury, which permits the State to front DCA with 50% of funds anticipated by the annual award. These funds are now available to DCA on the first day of October each year. Concerns about Non-Discretionary grantee feedback on the use of and access to Discretionary funds are being addressed by the State Office's clear message to entities that they are free to apply to the Commissioner for consideration of a Discretionary application at any time.

Section 10: Monitoring, Corrective Action, and Fiscal Controls

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
Community Services Block Grant (CSBG)

Form Approved
OMB No: 0970-0382
Expires:06/30/2021

SECTION 10 State Use of Funds

Monitoring, Corrective Action and Fiscal Controls (Section 678B(a) of the Act)

10.1. Specify the proposed schedule for planned monitoring visits - including full on-site reviews; on-site reviews of newly designated entities; follow-up reviews - including return visits to entities that failed to meet State goals, standards, and requirements; and other reviews as appropriate.

This is an estimated schedule to assist states in planning. States may indicate "no review" for entities the state does not plan to monitor in the performance period.

Note: This information is associated with State Accountability Measure 4Sa(i); this response pre-populates the Annual Report, Module 1, Table H.1.

	CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
1	Bayonne Economic Opportunity Foundation	No review					
2	Affordable Housing Alliance	No review					
3	Burlington County Community Action Partnership	No review					
4	Camden County Council on Economic Opportunity	Full On-site	Onsite Review	FY1 Q1	08/15/2018	08/15/2018	
5	Essex County	Full On-site	Onsite Review	FY1 Q1	08/17/2018	08/17/2018	
6	Gateway Community Action Partnership	No review					
7	Greater Bergen Community Action	No review					
8	HOPES	No review					
9	Mercer County	No review					
10	North Hudson Community Action Partnership	No review					
11	NORWESCAP	No review					
12	O.C.E.A.N. Inc.	No review					
13	Passaic County	Full On-site	Onsite Review	FY1 Q1	08/20/2018	08/20/2018	
14	Paterson Task Force	Full On-site	Onsite Review	FY1 Q1	08/22/2018	08/22/2018	
15	Plainfield Action Services	No review					
16	Puerto Rican Action Board	No review					
17	Somerset County Action Partnership	No review					
18	Union County	Full On-site	Onsite Review	FY1 Q1	08/24/2018	08/24/2018	
19	United Community Corporation	Full On-site	Onsite Review	FY1 Q1	08/27/2018	08/27/2018	
20	United Passaic Organization	Full On-site	Onsite Review	FY1 Q1	08/29/2018	08/29/2018	
21	United Progress, Inc.	No review					
22	Comite de Apoyo a los Trabajadores Agricolas	No review					
23	New Jersey Association on Corrections	No review					

24	City of Jersey City-division of Community Development	Full On-site	Onsite Review	FY1 Q1	08/31/2018	08/31/2018	
25	Jewish Renaissance Foundation	No review					
	CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
1	Bayonne Economic Opportunity Foundation	No review					
2	Affordable Housing Alliance	Full On-site	Onsite Review	FY2 Q1	08/15/2019	08/15/2019	
3	Burlington County Community Action Partnership	Full On-site	Onsite Review	FY2 Q1	08/19/2019	08/19/2019	
4	Camden County Council on Economic Opportunity	No review					
5	Essex County	No review					
6	Gateway Community Action Partnership	Full On-site	Onsite Review	FY2 Q1	08/21/2019	08/21/2019	
7	Greater Bergen Community Action	No review					
8	HOPEs	No review					
9	Mercer County	No review					
10	North Hudson Community Action Partnership	No review					
11	NORWESCAP	Full On-site	Onsite Review	FY2 Q1	08/23/2019	08/23/2019	
12	O.C.E.A.N. Inc.	Full On-site	Onsite Review	FY2 Q1	08/26/2019	08/26/2019	
13	Passaic County	No review					
14	Paterson Task Force	No review					
15	Plainfield Action Services	Full On-site	Onsite Review	FY2 Q1	08/28/2019	08/28/2019	
16	Puerto Rican Action Board	Full On-site	Onsite Review	FY2 Q1	08/30/2019	08/30/2019	
17	Somerset County Action Partnership	Full On-site	Onsite Review	FY2 Q1	09/09/2019	09/09/2019	
18	Union County	No review					
19	United Community Corporation	No review					
20	United Passaic Organization	No review					
21	United Progress, Inc.	No review					
22	Comite de Apoyo a los Trabajadores Agricolas	No review					
23	New Jersey Association on Corrections	Full On-site	Onsite Review	FY2 Q1	09/11/2019	09/11/2019	
24	City of Jersey City-division of Community Development	No review					
25	Jewish Renaissance Foundation	No review					

10.2. Monitoring Policies:

Provide a copy of state monitoring policies and procedures by attaching and/or providing a hyperlink.

DCA conducts a two-part monitoring for the grantees. In the early spring of each year, the State Office staff conduct both a desk audit and a programmatic monitoring site visit. In the late summer, an outside auditor performs the triennial fiscal audit. Upon receiving the fiscal audit report, DCA issues the grantee a comprehensive report of both audits within 60 days of their completed visit.

10.3. Initial Monitoring Reports:

According to the state's procedures, by how many calendar days must the State disseminate initial monitoring reports to local entities?

Note: This item is associated with State Accountability Measure 4Sa(ii) and may pre-populate the state's annual report form.

(Section 678C of the Act)

10.4. Closing Findings:

Are state procedures for addressing eligible entity findings/deficiencies and documenting the closure of findings, included in the State monitoring protocols attached above? Yes No

10.4a. Closing Findings Procedures: If no describe state procedures for addressing eligible entity findings/deficiencies, and documenting the closure of findings.

10.5. Quality Improvement Plans (QIPs):

Provide the number of eligible entities currently on QIPs, if applicable.

Note: The QIP information is associated with State Accountability Measures 4Sc.

0

10.6. Reporting of QIPs:

Describe the state's process for reporting eligible entities on QIPs to the Office of Community Services within 30 calendar days of the State approving a QIP

Note: This item is associated with State Accountability Measures 4Sa(iii).

Pursuant to 4Sa(iii) and the monitoring policy, the State will report Eligible Entities on QIPs to OCS within 30 calendar days of the State approving the QIP.

10.7. Assurance on Funding Reduction or Termination:

The state assures, "that any eligible entity that received CSBG funding the previous fiscal year will not have its funding terminated or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in Section 678C(b)" per Section 676(b)(8). Yes No

Note: This response will link with the corresponding assurance under item 14.8.

Policies on Eligible Entity Designation, De-designation, and Re-designation

10.8. Eligible Entity Designation: Do the State CSBG statute and/or regulations provide for the designation of new eligible entities? Yes No

10.8a. New Designation Citation: If yes, provide the citation(s) of the law and/or regulation.

N.J.S.A. 52:27D-402.

10.8b. New Designation Procedures: If no, describe state procedures for the designation of new eligible entities and how the procedures were made available to eligible entities and the public

10.9. Eligible Entity Termination: Do State CSBG statute and/or regulations provide for termination of eligible entities Yes No

10.9a. Termination Citation: If yes, provide the citation(s) of the law and/or regulation.

N.J.S.A. 52:27D-402(a) states that a CAA "will not have its present or future funding terminated under this act or reduced below the proportional share of funding it received in the previous fiscal year unless after notice, and opportunity for hearing on the record, the State determines that cause existed for such termination or such reduction subject to review by the Commissioner as provided in the Community Services Block Grant Act."

10.9b. Termination Procedures: If no, describe state procedures for termination of new eligible entities and how the procedures were made available to eligible entities and the public

10.10. Does the State CSBG statute and/or regulations specify a process the State CSBG agency must follow to re-designate an existing eligible entity? Yes No

10.10a. If Yes, provide the citation(s) of the law and/or regulation.

10.10b. If No, describe State procedures for re-designation of existing eligible entities.
State Office policy #14-02, Designation and Re-designation of Eligible Entities outlines this process and is attached.

Fiscal Controls and Audits and Cooperation Assurance

10.11. Fiscal Controls and Accounting:

Describe how the state's fiscal controls and accounting procedures will a) permit preparation of the SF-425 Federal fiscal reports (FFR) and b) permit the tracing of expenditures adequate to ensure funds have been used appropriately under the block grant, as required by Block Grant regulations applicable to CSBG at 45 CFR 96.30(a).

Designated State Office staff have been assigned to keep abreast of internal Default Risk assessments, to work individually with agencies to improve noted weakness, and to create, provide or research trainings through which agencies might attain better fiscal fitness. The State has detailed policies and procedures that enable it to fully comply with all federal reporting requirements. These include the New Jersey Department of Community Affairs Administrative Procedure #1.70.7 -- Federal Grant Reporting: Financial Status, Performance and Special Reporting Requirements, and the CSBG SF425 Report Process Memo.

10.12. Single Audit Management Decisions:

Describe state procedures for issuing management decisions for eligible entity single audits, as required by Block Grant regulations applicable to CSBG at 45 CFR 75.521.

Note: This information is associated with State Accountability Measure 4Sd.

The State has detailed policies and procedures concerning the issuing of management decisions for Eligible Entities single audits. Specifically, with respect to single audit reports containing findings or disallowed costs requiring corrective actions by the Eligible Entity, a coordination of the receipt, review, and approval of the corrective action plan is performed in a timely manner between the cognizant division and the division(s) that funded the Eligible Entity. The cognizant division is charged with requesting the corrective action plan from the Eligible Entity and notifying all funding divisions of such request. Upon receipt of the corrective action plan, it is reviewed by the cognizant division and then forwarded to the funding divisions for its review and final approval. Once approved by the funding division, the audit is then accepted and the funding divisions are responsible for effectively monitoring the implementation of the corrective action plan. Among other things, sanctions may be imposed against Eligible Entities that do not comply with the audit requirements of their grant agreements, do not repay disallowed costs, or otherwise fail to respond to or fully satisfy corrective action plans resulting from findings or conditions identified during the review of their audit report. Moreover, in instances where the Eligible Entity demonstrates a continued inability or unwillingness to have an audit conducted in accordance with federal and state regulations and policies, the Department may take appropriate action using sanctions permissible under statute, regulation or contract.

10.13. Assurance on Federal Investigations:

The state will "permit and cooperate with Federal investigations undertaken in accordance with Section 678D" of the CSBG Act, as required by the assurance under Section 676(b)(7) of the CSBG Act. Yes No

Note: This response will link with the corresponding assurance, Item 14.7.

10.14. Performance Management Adjustment:

Describe any adjustments the state made to monitoring procedures in this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.

Note: This item is associated with State Accountability Measure 4Sb and may pre-populate the state's annual report form.

The State Office received an overall Monitoring satisfaction score of 83% on the most recent ASCI survey. Clarity of the Monitoring process and feedback was rated at 93%, while timeliness of Monitoring feedback was rated only at 76%. The State Office has implemented a new tracking system, which is overseen by a designated staff member to track all monitoring and report timelines to ensure that State Staff and Eligible Entity Staff provide documents in a timely fashion.

Section 11: Eligible Entity Tripartite Board

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires:06/30/2021
SECTION 11 State Use of Funds	
11.1. Tripartite Board Verification: Verify which of the following measures are taken to ensure that the state verifies CSBG Eligible Entities are meeting Tripartite Board requirements under Section 676B(a)(2) of the CSBG Act[Check all that applies and narrative where applicable]	
<input checked="" type="checkbox"/> Attend Board meetings	
<input checked="" type="checkbox"/> Organizational Standards Assessment	
<input checked="" type="checkbox"/> Monitoring	
<input checked="" type="checkbox"/> Review copies of Board meeting minutes	
<input checked="" type="checkbox"/> Track Board vacancies/composition	
<input checked="" type="checkbox"/> Other Eligible Entities must list their board members, with associated information relating to the sector represented by that member, in their annual CSBG Grant Application, and must further maintain a current listing in the Agency Information section of SAGE (System for Administering Grants Electronically). This information is confirmed by the DCA Program Manager each time the entity submits a payment request or a grant amendment or revision, and payments are not approved when boards are out of compliance for more than 90 days.	
11.2. Tripartite Board Updates: Provide how often the state require eligible entities (which are not on TAPs or QIPs) to provide updates regarding their Tripartite Boards. This includes but is not limited to copies of meeting minutes, vacancy alerts, changes to bylaws, low-income member selection process, etc., [Select one and narrative where applicable]	
<input type="radio"/> Annually	
<input type="radio"/> Semiannually	
<input type="radio"/> Quarterly	
<input type="radio"/> Monthly	
<input type="radio"/> As it Occurs	
<input checked="" type="radio"/> Other See response to 11.1 above. Additionally, Eligible Entities are required to provide copies of all board meeting minutes following approval of same. Entities must submit a copy of their current Bylaws with the annual CSBG Grant Application submission, and notify Program Managers of amendments thereto. The necessary low-income member selection process is required to be contained either in the Bylaws, or in a separate document referred to in the Bylaws that is board approved.	
11.3. Tripartite Board Representation Assurance: Describe how the state will verify that eligible entities have policies and procedures by which individuals or organizations can petition for adequate representation on an eligible entity's Tripartite Board as required by the assurance under Section 676(b)(10) of the CSBG Act	
<i>Note: This response will link with the corresponding assurance, item 14.10.</i>	
Eligible Entities will be monitored to ensure that they have a policy and procedures by which individuals or organizations can petition for adequate representation on their Tripartite Board.	
11.4. Tripartite Board Alternative Representation: Does the state permit public eligible entities to use, as an alternative to a Tripartite Board, "another mechanism specified by the state to assure decision-making and participating by low income individuals in the development, planning, implementation, and evaluation of programs" as allowed under Section 676B(b)(2) of the CSBG Act. <input checked="" type="radio"/> Yes <input type="radio"/> No	
11.4a. Tripartite Board Alternative Mechanism: If yes, describe the mechanism used by public eligible entities as an alternative to a Tripartite Board.	
NJ CSBG Program Policy #15-07, included as a Report Attachment.	

Section 12: Individual and Community Eligibility Requirements

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires:06/30/2021
SECTION 12 Individual and Community Income Eligibility Requirements	
12.1. Required Income Eligibility: Provide the income eligibility threshold for services in the state. <i>[Check one item below.]</i>	
<input checked="" type="radio"/> 125% of the HHS poverty line <input type="radio"/> X% of the HHS poverty line (fill in the threshold) <input type="radio"/> Varies by eligible entity	
0%	% <i>[Response Option: numeric field]</i>
12.1a. Income Eligibility Policy and Procedures: Describe any state policy and/or procedures for income eligibility, such as treatment of income and family/household composition.	
The attached policies concern income eligibility and income determination procedures: #08-04 (State Policy for the Definition of Income for CSBG Funded Programs); #08-101 (Acceptable Forms of Income Verification); #09-04 (Requirements for Zero Income Documentation); and #15-05 (Frequency of Income Re-Determinations).	
12.2. Income Eligibility for General/Short-Term Services: Describe how the state ensures eligible entities generally verify income eligibility for those services with limited in-take procedures (where individual income verification is not possible or practical). An example of these services is emergency food assistance.	
For the first service provided to an individual wherein income verification is not possible or practical, such as food pantry requests, the State permits entities to verify eligibility using such documentation as is reasonably available. With any subsequent services provided to the client, the mandated verification procedures are to be applied.	
12.3. Community-targeted Services: Describe how the state ensures eligible entities' services target and benefit low-income communities for services that provide a community-wide benefit (e.g., development of community assets/facilities, building partnerships with other organizations).	
Each Eligible Entity is technically required to submit a Community Action Plan (CAP). However, in NJ, the kinds of information normally provided in a CAP are already provided in each agency's annual electronic application. In the balance of this document, that information collecting process will be referred to as a CAP plan for ease of reporting. Among other requirements, the entity must describe in the assessment how services and programs offered will target and benefit households with low incomes within their catchment area.	

Section 13: Results Oriented Management and Accountability (ROMA) System

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires:06/30/2021
SECTION 13 Results Oriented Management and Accountability (ROMA) System	
13.1. Performance Measurement System: Identify the performance measurement system that the state and all eligible entities use, as required by Section 678E(a) of the CSBG Act and the assurance under Section 676(b)(12) of the CSBG Act.	
<i>Note: This response will also link to the corresponding assurance, Item 14.12. and will pre-populate the Annual Report, Module 1, Item I.1.</i>	
<input checked="" type="radio"/> The Results Oriented Management and Accountability (ROMA) System	
<input type="radio"/> Another performance management system that meets the requirements by Section 678E(b) of the CSBG Act	
<input type="radio"/> An alternative system for measuring performance and results	
13.1a. ROMA Description: If ROMA was chosen in Item 13.1, describe the state's written policies, procedures, or guidance documents on ROMA.	
NJ eligible entities are provided with the following guidance on the ROMA philosophy and practice: 1. NJ's Eligible Entities are required to provide specific ROMA language. 2. CSBG Grant Agreement Section D, Assurances, provides the following guidance on ROMA practice: Client service and program expenditure data supported in whole or in part by CSBG funds will be managed so that they can be reported to the State utilizing the CSBG ROMA Outcome categories as delineated in Attachment C of the contract. 3. NJ now requires Eligible Entities to provide, in each annual application, a chart listing all proposed activities and the corresponding National Performance Indicators (NPIs) and Service numbers (SRVs). 4. There are currently six ROMA trainers in NJ, all of whom are nationally certified, and have, to date, provided ROMA training to all 25 CAAs, including more than 400 staff members of NJ Eligible Entities.	
13.1b. Alternative System Description: If an alternative system was chosen in Item 13.1, describe the system the state will use for performance measurement.	
(Empty space for alternative system description)	
13.2. Outcome Measures: Indicate and describe the outcome measures the state will use to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization, as required under Section 676(b)(12) of the CSBG Act.	
<i>Note: This response will also link to the corresponding assurance, Item 14.12.</i>	
<input checked="" type="checkbox"/> CSBG National Performance Indicators (NPIs)	
<input checked="" type="checkbox"/> NPIs and others	
<input checked="" type="checkbox"/> Others	
State Office staff will take particular note of Eligible Entities progress in promoting self-sufficiency, family stability, and community revitalization and will provide technical assistance in order to help Eligible Entities achieve strong performances in these areas.	
13.3. Eligible Entity Support: Describe how the state supports the eligible entities in using the ROMA or alternative performance measurement system.	
<i>Note: The activities described under Item 13.3 may include activities... listed in "Section 8: State Training and Technical Assistance." If so, mention briefly, and/or cross-reference as needed. This response will also link to the corresponding assurance, item 14.12.</i>	
Currently, the State has six certified ROMA trainers. One certified trainer is also a Certified ROMA Implementer. The State has been systematically training staff of all Eligible Entities and their sub-grantees in the ROMA system, and to date have trained over 400 Eligible Entity employees.	
13.4. Eligible Entity Use of Data: Describe how is the state plan to validate the eligible entities that are using data to improve service delivery?	
<i>Note: This response will also link to the corresponding assurance, Item 14.12.</i>	
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 three ROMA-defined National Goals and the 16 National Indicators of the CSBG program. The most recent quarterly report is reviewed each time an entity requests reimbursement; payments are withheld until all data reporting is complete and current. NJ no longer uses a static logic model, but requires agencies to provide a Services Page at the time of application. Eligible Entities then upload these service listings per NPI into our online database, EmpowOR, for performance data reporting. To ensure that Eligible Entities are using data to improve service delivery, each entity must project, as part of their annual application, the number of people they will serve. During the States quarterly review of the data, the State CSBG Office can determine if that entity is on track for serving the number of people projected in the application. Each entity uses their logic models as a planning tool. The services they provide and the number of people who have reached their outcome become an outline for the next year's application. Each entity reviews the information they have garnered from the quarterly reports and use it to identify the upcoming year's services and project the number of people they will serve.	
Community Action Plans and Needs Assessments	

13.5. Community Action Plan: Describe how the state will secure a Community Action Plan from each eligible entity, as a condition of receipt of CSBG funding by each entity, as required by Section 676(b)(11) of the CSBG Act.

Note: this response will link to the corresponding assurance, Item 14.11.

Each Eligible Entity must submit a Community Action Plan as part of the annual State CSBG application process.

13.6. Community Needs Assessment:

Describe how the State will assure that each eligible entity includes a community needs assessment for the community served (which may be coordinated with community needs assessments conducted by other programs) in each entity's Community Action Plan, as required by Section 676(b)(11) of the CSBG Act.

Note: this response will link to the corresponding assurance, Item 14.11.

A Community Needs Assessment must be submitted each year as part of the annual CSBG application process. The Assessment must be updated at least every three years. Additionally, as part of the Grant Agreement executed with DCA, each Eligible Entity agrees to plan, coordinate and implement programs in a manner consistent with the Comprehensive Human Services Advisory Council Plan for serving households with low incomes in their catchment area. In July 2017, State Office staff implemented a new review and training process to ensure CAAs have the technical assistance, and available resources, for the creation of a high-quality CNA. General technical assistance and training was provided to all the grantees during a one-day Community Needs Assessment training provided in both Northern NJ and Southern NJ locations in February 2018. Following the training, an individual analysis of the quality and content of each agency's CNA was performed by State Office staff in which general guidelines were updated, all agency staff present received individualized technical assistance, and a review with suggestions was provided on the most current CNA. The State Office will provide additional trainings on the Needs Assessment process during FY21.

Section 14: CSBG Programmatic Assurances and Information Narrative

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
Community Services Block Grant (CSBG)

Form Approved
OMB No: 0970-0382
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SECTION 14 State Use of Funds

14.1 Use of Funds Supporting Local Activities

CSBG Services

14.1a. 676(b)(1)(A): Describe how the state will assure "that funds made available through grant or allotment will be used -

(A) to support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under title IV of the Social Security Act, homeless families and individuals, migrant or seasonal farm workers, and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals--

- (i) to remove obstacles and solve problems that block the achievement of self sufficiency (particularly 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) to secure and retain meaningful employment;
- (iii) to attain an adequate education with particular attention toward improving literacy skills of the low-income families in the community, which may include family literacy initiatives;
- (iv) to make better use of available income;
- (v) to obtain and maintain adequate housing and a suitable living environment;
- (vi) to obtain emergency assistance through loans, grants, or other means to meet immediate and urgent individual and family needs;
- (vii) to 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 -
 - (I) document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and
 - (II) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

The State will assure that CSBG funds will be used for the purposes outlined above via the Annual Application submitted by the Eligible Entities, which includes a Community Action Plan, and also the provisions and assurances contained in the Grant Agreement executed between NJDCA and each Eligible Entity. Additionally, all Eligible Entities will be monitored on a regular basis to ensure compliance with all CSBG assurances.

Needs of Youth

14.1b. 676(b)(1)(B) Describe how the state will assure "that funds made available through grant or allotment will be used -

(B) to address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as--

- (i) programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and
- (ii) after-school child care programs;

The State will assure that CSBG funds will be used for the purposes outlined above via the Annual Application submitted by the Eligible Entities, which includes a Community Action Plan, and also the provisions and assurances contained in the Grant Agreement executed between NJDCA and each Eligible Entity. Additionally, all Eligible Entities will be monitored on a regular basis to ensure compliance with all CSBG assurances.

Coordination of Other Programs

14.1c. 676(b)(1)(C) Describe how the state will assure "that funds made available through grant or allotment will be used -

(C) to make more effective use of, and to coordinate with, other programs related to the purposes of this subtitle (including state welfare reform efforts)

The State will assure that CSBG funds will be used for the purposes outlined above via the Annual Application submitted by the Eligible Entities,

which includes a Community Action Plan, and also the provisions and assurances contained in the Grant Agreement executed between NJDCA and each Eligible Entity. Additionally, all Eligible Entities will be monitored on a regular basis to ensure compliance with all CSBG assurances.

State Use of Discretionary Funds

14.2 676(b)(2) Describe "how the state intends to use discretionary funds made available from the remainder of the grant or allotment described in section 675C(b) in accordance with this subtitle, including a description of how the state will support innovative community and neighborhood-based initiatives related to the purposes of this subtitle."

Note: The State describes this assurance under "State Use of Funds: Remainder/Discretionary," items 7.9 and 7.10

Eligible Entity Service Delivery, Coordination, and Innovation

14.3. 676(b)(3) "Based on information provided by eligible entities in the state, a description of..."

14.3a. 676(b)(3)(A) Describe "the service delivery system, for services provided or coordinated with funds made available through grants made under 675C(a), targeted to low-income individuals and families in communities within the state;

The State will assure that CSBG funds will be used for the purposes outlined above via the Annual Application submitted by the Eligible Entities, which includes a Community Action Plan, and also the provisions and assurances contained in the Grant Agreement executed between NJDCA and each Eligible Entity. Additionally, all Eligible Entities will be monitored on a regular basis to ensure compliance with all CSBG assurances.

Eligible Entity Linkages - Approach to Filling Service Gaps

14.3b. 676(b)(3)(B) Describe "how linkages will be developed to fill identified gaps in the services, through the provision of information, referrals, case management, and followup consultations."

Note: The state describes this assurance in the state linkages and communication section, item 9.3b.

Each Eligible Entity is required to develop a Community Needs Assessment that includes a description of how the entity will identify and implement linkages to fill gaps in services through information, referrals, case management, and follow up. DCA further requires that Eligible Entities report annually in their application for funding, and in their end-of-year data reporting, on the linkages and partnerships established with other social service providers in their target area. Pursuant to the New Jersey standard Grant Agreement for CSBG Non-Discretionary funds, Section D, item J - 'the Recipient shall plan, coordinate and implement programs in a manner consistent with the Comprehensive Human Services Advisory Council Plan (HSAC) for serving households with low incomes in their catchment area.' New Jersey's 21, county-based, HSACs were created pursuant to N.J.A.C. 10:2, as planning, advisory, and advocacy organizations dedicated to meeting the human service needs of the local community, and coordinating and enhancing the delivery of human services through collaborative relationships within the county, amongst other counties, and with private and State agencies. In addition, all New Jersey Eligible Entities receive ROMA training, which provides methodologies to identify potential partnership and collaboration opportunities within each community so as to have the ability to recognize and fill service gaps.

Coordination of Eligible Entity Allocation 90 Percent Funds with Public/Private Resources

14.3c. 676(b)(3)(C) Describe how funds made available through grants made under 675C(a) will be coordinated with other public and private resources."

Note: The state describes this assurance in the state linkages and communication section, item 9.7.

One of the methods by which the State calculates annual allocations includes an analysis of each entity's success during the most recent contract year in leveraging public and private funds to further support and expand their CSBG program. Two and one half percent of an agency's annual allocation is determined through this process.

Eligible Entity Innovative Community and Neighborhood Initiatives, Including Fatherhood/Parental Responsibility

14.3d. 676(b)(3)(D) Describe "how the local entity will use the funds [made available under Section 675C(a)] to support innovative community and neighborhood-based initiatives related to the purposes of this subtitle, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging parenting."

Note: The description above is about eligible entity use of 90 percent funds to support these initiatives. States may also support these types of activities at the local level using State remainder/discretionary funds, allowable under Section 675C(b)(1)(F). In this State Plan, the State indicates funds allocated for these activities under item 7.9(f).

The State will assure that CSBG funds will be used for the purposes outlined above via the Annual Application submitted by the Eligible Entities, which includes a Community Action Plan, and also the provisions and assurances contained in the Grant Agreement executed between NJDCA and each Eligible Entity. Additionally, all Eligible Entities will be monitored on a regular basis to ensure compliance with all CSBG assurances.

Eligible Entity Emergency Food and Nutrition Services

14.4. 676(b)(4) Describe how the state will assure "that eligible entities in the state will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals."

The State will assure that CSBG funds will be used for the purposes outlined above via the Annual Application submitted by the Eligible Entities, which includes a Community Action Plan, and also the provisions and assurances contained in the Grant Agreement executed between NJDCA and each Eligible Entity. Additionally, all Eligible Entities will be monitored on a regular basis to ensure compliance with all CSBG assurances.

State and Eligible Entity Coordination/linkages and Workforce Innovation and Opportunity Act Employment and Training Activities

14.5. 676(b)(5) Describe how the state will assure "that the state and eligible entities in the state will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services, and [describe] how the State and the eligible entities will coordinate the provision of employment and training activities, as defined in section 3 of the Workforce Innovation and Opportunity Act, in the state and in communities with entities providing activities through statewide and local workforce development systems under such Act."

Note: The state describes this assurance in the state linkages and communication section, items 9.1, 9.2, 9.3a, 9.4, 9.4a, and 9.4b.

State Coordination/Linkages and Low-income Home Energy Assistance

14.6. 676(b)(6) Provide "an assurance that the state will ensure coordination between antipoverty programs in each community in the state, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low income home energy assistance) are conducted in such community."

Note: The state describes this assurance in the state linkages and communication section, items 9.2 and 9.5.

Federal Investigations

14.7. 676(b)(7) Provide "an assurance that the state will permit and cooperate with Federal investigations undertaken in accordance with section 678D." Yes

Note: The state addresses this assurance in the Fiscal Controls and Monitoring section, item 10.13.

Funding Reduction or Termination

14.8. 676(b)(8) Provide "an assurance that any eligible entity in the state that received funding in the previous fiscal year through a community services block grant made under this subtitle will not have its funding terminated under this subtitle, or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the state determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in section 678C(b)." Yes

Note: The state addresses this assurance in the Fiscal Controls and Monitoring section, item 10.7.

Coordination with Faith-based Organizations, Charitable Groups, Community Organizations

14.9. 676(b)(9) Describe how the state will assure "that the state and eligible entities in the state will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the state, including religious organizations, charitable groups, and community organizations."

Note: The state describes this assurance in the state Linkages and Communication section, item 9.6.

Eligible Entity Tripartite Board Representation

14.10. 676(b)(10) Describe how "the state will require each eligible entity in the state to establish procedures under which a low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation."

Note: The state describes this assurance in the Eligible Entity Tripartite Board section, 11.3.

Eligible Entities will be monitored to ensure that they have a policy and procedures by which individuals or organizations can petition for adequate representation on their Tripartite Board.

Eligible Entity Community Action Plans and Community Needs Assessments

14.11. 676(b)(11) Provide "an assurance that the state will secure from each eligible entity in the services block grant made under this subtitle for a program, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State plan) that includes a community-needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs."

Note: The state describes this assurance in the ROMA section, items 13.5 and 13.6.

State and Eligible Entity Performance Measurement: ROMA or Alternate system

14.12. 676(b)(12) Provide "an assurance that the state and all eligible entities in the State will, not later than fiscal year 2001, participate in the

Results Oriented Management and Accountability System, another performance measure system for which the Secretary facilitated development pursuant to 678E(b), or an alternative system for measuring performance and results that meets the requirements of that section, and [describe] outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization."

Note: The state describes this assurance in the ROMA section, items 13.1, 13.2, 13.3, and 13.4.

Validation for CSBG Eligible Entity Programmatic Narrative Sections

14.13. 676(b)(13) Provide "information describing how the state will carry out the assurances described in this section."

Note: The state provides information for each of the assurances directly in section 14 or in corresponding items throughout the State Plan, which are included as hyperlinks in section 14.



By checking this box, the state CSBG authorized official is certifying the assurances set out above.

Section 15: Federal Certifications

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
Community Services Block Grant (CSBG)

Form Approved
OMB No:0970-0382
Expires:06/30/2021

SECTION 15 Federal Certifications

15.1. CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who

fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The box after each certification must be checked by the state CSBG authorized official.

15.1. Lobbying

After assurance select a check box:



By checking this box, the state CSBG authorized official is providing the certification set out above.

15.2. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645 (a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central point is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

Certification Regarding Drug-Free Workplace Requirements (Instructions for Certification)

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.

2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

3. For grantees other than individuals, Alternate I applies.

4. For grantees who are individuals, Alternate II applies.

5. Workplaces under grants, for grantees other than individuals, need to be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.

6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or state highway department while in operation, state employees in each local unemployment office, performers in concert halls or radio studios).

7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).

8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification.

Grantees' attention is called, in particular, to the following definitions from these rules:

Controlled substance means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);.

Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes;

Criminal drug statute means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

Employee means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grantees Other Than Individuals)

The grantee certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about--

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will - -

(1) Abide by the terms of the statement; and (2) Notify the employer in writing

of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within 10 calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted - -

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

Alternate II. (Grantees Who Are Individuals)

(a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

(b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

[55 FR 21690, 21702, May 25, 1990]

15.2. Drug-Free Workplace Requirements

After assurance select a check box:



By checking this box, the state CSBG authorized official is providing the certification set out above.

15.3. CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - -

Primary Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusive-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not

required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

**Certification Regarding Debarment, Suspension, and Other Responsibility Matters - -
Primary Covered Transactions**

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (federal, state or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - -
Lower Tier Covered Transactions**

Instructions for Certification

- 1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below**

- 2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other**

- 3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.**

- 4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.**

- 5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.**

- 6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.**

- 7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.**

- 8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.**

- 9. Except for transactions authorized under paragraph five of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction**

originated may pursue available remedies, including suspension and/or debarment.

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - -
Lower Tier Covered Transactions**

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

15.3. Debarment

After assurance select a check box:



By checking this box, the state CSBG authorized official is providing the certification set out above.

15.4. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through state or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity by signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the Act.

The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for the children's services and that all subgrantees shall certify accordingly.

15.4. Environmental Tobacco Smoke

After assurance select a check box:



By checking this box, the state CSBG authorized official is providing the certification set out above.

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13)

Public reporting burden for this collection of information is estimated to average 10 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.