

Community Services Block Grant (CSBG) Model State Plan

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

Public reporting burden for this collection of information is estimated to average 31 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.

Section 1
CSBG Administrative Information

1.1. Identify whether this is a one-year or a two-year plan. One-Year Two-Year

1.1a. Provide the federal fiscal years this plan covers: Year One FY19, Year Two
FY20

GUIDANCE: If a state indicates “One-Year” under 1.1., they will only have to provide a response for “Year One”

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 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

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

1.2a. Lead agency **New Jersey Department of Community Affairs**

GUIDANCE: This should only include the exact name of the lead agency and an acronym (as applicable).

EXAMPLE: Office of Community Services (OCS)

1.2b. Cabinet or administrative department of this lead agency [**Check One and narrative where applicable**]

- Community Affairs Department
- Community Services Department
- Governor’s Office
- Health Department
- Housing Department
- Human Services Department
- Social Services Department
- Other, describe: [**Narrative, 100 characters**]

1.2c. Cabinet or Administrative Department Name: Provide the name of the cabinet or administrative department of the CSBG authorized official

Division of Housing and Community Resources, Office of Community Services

1.2d. Authorized official of the lead agency. The authorized official could be the director, secretary, commissioner etc. as assigned in the designation letter (attached under item 1.3.). The authorized official is the person indicated as authorized representative on the SF-424M. **[Narrative, 50 Characters each]**

Name Sheila Y. Oliver Title Lieutenant Governor and Commissioner

1.2e. Street Address 101 South Broad Street

1.2f. City Trenton

1.2g. State NJ

1.2h. Zip Code 08625

1.2i. Work Telephone Number and Extension (if applicable) 609-292-6420

1.2j. Fax Number 609-984-6696

1.2k. Email Address Sheila.Oliver@dca.nj.gov

1.2l. Lead Agency Website
<http://www.nj.gov/dca/divisions/dhcr/offices/community.html>

Note: Item 1.2. pre-populates the Annual Report, Module 1, Item A.1.

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 designated agency has changed. **[Attach a document.]**

GUIDANCE: The designation letter should be updated whenever there is a change to the designee.

Instructional Note: The letter should be from the chief executive officer of the state and include, at minimum, the designated state CSBG lead agency and title of the authorized official of the lead agency who is to administer the CSBG grant award.

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 regarding to the state point of contact 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 **[Date Picker and Check all the apply]**

- | | | |
|--|---|---|
| <input type="checkbox"/> Agency Name | <input type="checkbox"/> Point of Contact | <input type="checkbox"/> Street Address |
| <input type="checkbox"/> City | <input type="checkbox"/> State | <input type="checkbox"/> Zip Code |
| <input type="checkbox"/> Office Number | <input type="checkbox"/> Fax Number | <input type="checkbox"/> Email Address |
| <input type="checkbox"/> Website | | |

1.4a. Agency Name: NJ Department of Community Affairs

1.4b. Point of Contact Name [Narrative, 50 characters each]

Name Kate Butler Title Administrator

1.4c. Street Address 101 South Broad Street

1.4d. City Trenton

1.4e. State NJ

1.4f. Zip Code 08625

1.4g. Office Telephone Number 609-633-6265

1.4h. Fax 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.

GUIDANCE: Under this question, please respond yes and provide the information if there is an entity or organization that serves in the capacity of a state community action association that is located within your state, whether voluntarily or contractually. If the entity that serves as the state community action association is located outside of the state, or if there is only a single eligible entity within the state that also performs the functions of a Community Action Association, please answer no to this question.

There is currently a state Community Action Association within the state. ● Yes ○ No

Has information in regards to the state Community Action Association 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. **[Date Picker and Check all the apply]**

- | | | |
|---|--|--|
| <input type="checkbox"/> Agency Name | <input checked="" type="checkbox"/> Executive Director | <input checked="" type="checkbox"/> Street Address |
| <input checked="" type="checkbox"/> City | <input type="checkbox"/> State | <input checked="" type="checkbox"/> Zip Code |
| <input checked="" type="checkbox"/> Office Number | <input type="checkbox"/> Fax Number | <input checked="" type="checkbox"/> Email Address |
| <input type="checkbox"/> Website | <input type="checkbox"/> RPIC Lead | |

1.5a. Agency name Community Action Partnership of NJ

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 Code 08809
- 1.5g.** Telephone Number 908-619-5147
- 1.5h.** Fax Number **N/A**
- 1.5i.** Email Address communityactionpartnershipnj@comcast.net
- 1.5j.** State Association Website <http://communityactionpartnershipnj.org/>
- 1.5k.** State Association currently serves as the Regional Performance Innovation Consortia (RPIC) lead Yes No

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 Items 2.1. and/or Item 2.2. **[Attach a document and/or provide a link, 1500 characters]**

GUIDANCE: The labeling of all attachments should include the question number for which the document provides supplementary information, the question heading, and the type of document provided. As an example, a state statutory document could be labeled as:

2.3. Legislation/Regulation Document, Washington D.C. Statute

- 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

- 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 CSBG Lead Agency. DCA is a state agency that was created to provide administrative 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 and the Department responds to issues of public concern including: fire and building safety, housing production, community planning and development, and local government management and finance. The Community Services Block Grant Program (CSBG) is within the Housing and Community Resource 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 agencies for provision of health, education, employment and housing and other services to New Jerseyans with low incomes. Ninety percent 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.

New Jersey's State Plan goals, as related to the administration of the CSBG program, include the following:

1. Provide direction and resources that increase and support collaboration amongst 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;
6. Provide direction and support to Eligible Entities in meeting the CSBG Organizational Standards (Information Memo #138).

GUIDANCE: States should take into account feedback from OCS, their eligible entities, and the

Instructional Note: For examples of “goals,” see State Accountability Measure 1Sa(i).

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

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 applies 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) **[Narrative, 500 characters]**

3.3b. Analysis of local-level tools [Check all that applies 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 accessed in the State Plan development process included CSBG Organizational Standards, Agency Self-Assessments, Eligible Entity Strategic Plans and the current T/TA 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)
- CSBG Tribal Training and Technical Assistance (T/TA) provider
- Regional Performance Innovation Consortium (RPIC)
- Association for Nationally Certified ROMA Trainers (ANCRT)
- Federal CSBG Office
- Organizations not identified above (specify) NJ Dept of Human Services, NJ Dept of State, NJ Dept of Labor, NJ Dept of Children and Families, the Anti-Poverty Network, 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.

The State Office takes various steps to develop the State Plan:

- Conducting quarterly meetings with the 25 Eligible Entities and CSBG staff which allow 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,
- Reviewing the comments/concerns noted on the completed grant applications annually upon submission,
- Conducting frequent site visits by Grant Managers with Eligible Entity staff and occasional State Staff attendance at Eligible Entity board meetings,
- Analyzing the results of an annual survey to determine areas in which agencies desire more training about CSBG grant management, and
- 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 has 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.

The State uses many different methods to solicit feedback from the Eligible Entities and encourages 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. NJ's Eligible Entities do not typically attend the scheduled Public Hearings. Consequently, during FY19, the State will again distribute an electronic Satisfaction Survey to the Eligible Entities, using Survey Monkey. This survey will supplement the ACSI survey undertaken by HHS. A copy of the draft State Plan will be sent to the Eligible Entities for solicitation of their feedback before the final approval of the Plan. Once the plan is approved by the Commissioner, the State will distribute copies of the finalized State Plan to all eligible entities and post the plan on the Department's website.

3.5. Eligible Entity Overall Satisfaction: Provide the state's target for eligible entity Overall Satisfaction during the performance period.

Year One: 77% Year Two: 78%

Instructional Note: The state's target score will indicate improvement or maintenance of the states' Overall Satisfaction score from the most recent American Customer Survey Index (ACSI) survey of the state's eligible entities.

Note: Item 3.5 is associated with State Accountability Measure 8S and may pre-populate the state’s annual report form.

GUIDANCE: The targets reported here should match the future target set in the Annual Report, Section B, Table B.2.

GUIDANCE: Review the [ACSI IM](#) about setting targets for your eligible entity overall satisfaction that are realistic, reasonable, attainable, and possible.

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 work with DCA's Communication Department to disseminate the State Plan to the public for review and comments one week 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 seven days before the Public Hearing date in the Atlantic City Press, the Asbury Park Press, the Newark Star Ledger, and the Reporte Hispano.
- Post a draft of the State Plan on the official DCA website at least one week before public hearing date for review and comments from the public.
- Send a draft of the State Plan to all Eligible Entities and legislature at least one week before public hearing date for review and comments from the public.

GUIDANCE: Under this question, detail how the state provided the State Plan to the public, including providing sufficient time (ideally no fewer than 30 days) for the public to provide feedback prior to the public hearing. Distribution to the public should include distribution directly to the eligible entities (e.g. via email or publication on a public website with specific notification to the eligible entities) in the state as well as any other interested parties.

- 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 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 one week 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.

Instructional Note: A public hearing is required for each new submission of the State Plan. The date(s) for the public hearing(s) must have occurred in the year prior to the first federal fiscal year covered by this plan. Legislative hearings are held at least every

three years, and must have occurred within the last three years prior to the first federal fiscal year covered by this plan.

Date	Location	Type of Hearing <i>[Select an option]</i>	If a Combined Hearing was held confirm that the public was invited.
8/17/18	101 S. Broad St., Trenton	<input checked="" type="radio"/> Public <input type="radio"/> Legislative <input type="radio"/> Combined	<input type="checkbox"/>
May 16 and 17, 2018	Hearing of the Senate Budget and Appropriations Committee, State House Annex, Trenton, NJ 08625	<input type="radio"/> Public <input checked="" type="radio"/> Legislative <input type="radio"/> Combined	<input type="checkbox"/>

GUIDANCE: A combined hearing refers to having one joint public and legislative hearing.

4.4. Attach supporting documentation or a hyperlink for the public and legislative hearings.

A public hearing regarding the proposed FY2019 New Jersey CSBG State Plan was held on August 17, 2018, at the NJ Department of Community Affairs, 101 South Broad Street, Trenton, NJ 08625. In regard to the Legislative hearing, it is noted that the budget of the NJ Department of Community Affairs, including the CSBG portion thereof, is presented every year to the Senate and Assembly Appropriations Committees as part of the review of the Governor’s comprehensive annual budget recommendations. While questions/ issues regarding CSBG do not arise every year, the process for legislative input exists at each of the budget hearings. The NJ Office of Legislative Services (OLS) provides non-partisan assistance to the legislative budget committees during the annual review process, including obtaining additional information on issues that have arisen or are likely to arise during the budget hearings. In addition to the annual appearance of the DCA Commissioner before the Assembly and Senate Budget and Appropriations Committee, a copy of the proposed FY2019 State Plan was sent to the relevant legislators with an invitation to respond with any suggestions or concerns. These Assembly and Senate Budget and Appropriations Committee hearings are open to the public and any CSBG constituents or interested parties can provide testimony to the legislators. New Jersey’s comprehensive budget approval process, as well as the distribution of the proposed State Plan to legislators, presented ample opportunity for legislators to provide input on the State Plan and all other CSBG matters of concern.

GUIDANCE: Supporting documentation may include, but is not limited to, agendas, sign-in sheets, transcripts, and notices/advertisements of the hearings. All attachments should include the question number, question heading, type of document and the date of the hearing/meeting (as applicable).

EXAMPLE: An agenda would be named: 4.4. Public and Legislative Hearings Agenda 062117

Section 5 CSBG Eligible Entities

5.1. CSBG Eligible Entities: In the table below, indicate whether eligible entity in the state public or private, the type(s) of entity, and the geographical area served by the entity.

# CSBG Eligible Entity	# CSBG Eligible Entity	Geographical Area Served by county (Provide all counties)	Public or Nonprofit	Type of Agency
1	Bayonne Economic Opportunity Foundation BEOF	City of Bayonne	Nonprofit	Community Action Agency (CAA)
2	Affordable Housing Alliance AHA	Monmouth County	Nonprofit	Community Action Agency (CAA)
3	Burlington County Community Action Partnership BCCAP	Burlington County	Nonprofit	Community Action Agency (CAA)
4	Camden County Council on Economic Opportunity CCOEO	Camden County	Nonprofit	Community Action Agency (CAA)
5	Essex County	Essex County	Nonprofit	Community Action Agency (CAA)
6	Gateway Community Action Partnership	Atlantic, Salem, Gloucester, and Cumberland County	Nonprofit	Community Action Agency (CAA)
7	Greater Bergen Community Action	Bergen County	Nonprofit	Community Action Agency (CAA)
8	HOPES	City of Hoboken	Nonprofit	Community Action Agency (CAA)

9	Mercer County	Mercer County	Nonprofit	Community Action Agency (CAA)
10	North Hudson Community Action Partnership	Hudson County	Nonprofit	Community Action Agency (CAA)
11	NORWESCAP	Warren, Sussex, Hunterdon, and Morris Counties	Nonprofit	Community Action Agency (CAA)
12	O.C.E.A.N., Inc.	Ocean, Atlantic, and Cape May Counties	Nonprofit	Community Action Agency (CAA)
13	Passaic County	Passaic County	Nonprofit	Community Action Agency (CAA)
14	Paterson Task Force	City of Paterson	Nonprofit	Community Action Agency (CAA)
15	Plainfield Action Services	City of Plainfield	Nonprofit	Community Action Agency (CAA)
16	PRAB	Western Middlesex County	Nonprofit	Community Action Agency (CAA)
17	Somerset Community Action Partnership SCAP	Somerset County	Nonprofit	Community Action Agency (CAA)
18	Union County	Union County	Nonprofit	Community Action Agency (CAA)
19	United Community Corporation UCC	City of Newark	Nonprofit	Community Action Agency (CAA)
20	United Passaic Organization UPO	City of Passaic	Nonprofit	Community Action Agency

				(CAA)
21	United Progress, Inc. UPI	City of Trenton	Nonprofit	Community Action Agency (CAA)
22	CATA	Statewide	Nonprofit	Community Action Agency (CAA)
23	NJ Association on Corrections NJAC	Statewide	Nonprofit	Community Action Agency (CAA)
24	City of Jersey City Division of Community Development	Jersey City	Nonprofit	Community Action Agency (CAA)
25	Jewish Renaissance Foundation	Eastern Middlesex County	Nonprofit	Community Action Agency (CAA)

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

GUIDANCE: Under *Type of Entity*, select more than one type by holding down the CTRL key while making selections.

Note: Whether nonprofit or public, entities that receive CSBG funds are generally considered to be Community Action Agencies for the purpose of administering CSBG. The only specific exceptions outlined in the CSBG Act are Limited Purpose Agencies, Migrant and Seasonal Farmworker organizations, and Tribes and Tribal Organizations

Instructional Note: Limited Purpose Agency refers to an eligible entity that was designated as a limited purpose agency under Title II of the Economic Opportunity Act of 1964 for fiscal year 1981, that served the general purposes of a community action agency under Title II of the Economic Opportunity Act, that did not lose its designation as a limited purpose agency under Title II of the Economic Opportunity Act as a result of failure to comply with that Act and that has not lost its designation as an eligible entity under the CSBG Act.

Instructional Note: 90 percent funds are the funds a state provides to eligible entities to carry out the purposes of the CSBG Act, as described under Section 675C of the CSBG Act. A state must provide “no less than 90 percent” of their CSBG allocation, under Section 675B, to the eligible entities.

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

GUIDANCE: The following three questions will only need to be answered based on your response to 5.3.

5.3a. Designation and Re-Designation: Identify any new entities that have been designated 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
N/A	N/A	N/A	N/A
ADD-A-ROW FUNCTION. Note: States will be able to add a row as needed.			

GUIDANCE: A designation refers to an entity that was not receiving funding in the previous federal fiscal year(s) and/or was not included in the previous CSBG State Plan. Re-designation refers to an entity that is already designated/receiving funds but is now receiving funds to serve an additional geographic area previously served by another entity. A permanent re-designation **must be conducted consistent with procedures outlined in Section 676A of the CSBG Act.** An interim re-designation may be noted when an entity has been identified to provide services after a voluntary relinquishment pending official designation of a permanent entity consistent with the requirements of Section 676A. See CSBG Act 676A, *Designation and Redesignation...*, for more information.

5.3b. De-Designations and Voluntary Relinquishments: Identify any entities that are no longer receiving CSBG funding. Include any eligible entities 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.

CSBG Eligible Entity	Reason
N/A	N/A
ADD-A-ROW FUNCTION. Note: States will be able to add a row as needed.	

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.
N/A	N/A	N/A	N/A
ADD-A-ROW FUNCTION. Note: States will be able to add a row as needed.			

GUIDANCE: This question refers to the merger of two or more existing CSBG eligible entities only. If an organization that was not previously a CSBG eligible entity merges is the surviving organization in a merger with a CSBG eligible entity, the new entity should be listed under 5.3a. as a new designation, while the previously funded CSBG eligible entity should be included under 5.3b.

Section 6 Organizational Standards for Eligible Entities

Note: Reference IM 138, *State Establishment of Organizational Standards for CSBG Eligible Entities*, 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. **[Select one]**

- COE CSBG Organizational Standards
- Modified version of COE CSBG Organizational Standards
- Alternative set of organizational standards

Note: Item 6.1. pre-populates the Annual Report, Module 1, Item D.1.

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. **[Narrative, 2500 characters]**

6.1b. Alternative Organizational Standards: If using an alternative set of organizational standards, attach the complete list of alternative organizational standards. **[Attachment (as applicable)]**

6.1c. Alternative Organizational Standards: 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.

- There were no changes from the previous State Plan submission **[Narrative, 2500 characters if not selected]**

Provide reason for using alternative standards **[Narrative, 2500 characters]**

Describe rigor compared to COE-developed Standards **[Narrative, 2500 characters]**

6.2. Implementation: Check the box that best describes how the state officially adopted 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. **[Check all that applies and narrative (as applicable)]**

- Regulation
- Policy
- Contracts with eligible entities
- Other, describe: **[Narrative, 5000 characters]**

6.3. Organizational Standards Assessment: Describe how the state will assess eligible entities against organizational standards this federal fiscal year(s). **[Check all that apply]**

- Peer-to-peer review (with validation by the state or state-authorized third party)
- Self-assessment (with validation by the state or state-authorized third party)
- Self-assessment/peer review with state risk analysis
- State-authorized third party validation
- Regular, on-site CSBG monitoring
- Other

6.3a. Assessment Process: Describe the planned assessment process.

The State Office is currently awaiting NJOMB approval to finalize purchase of an electronic Organizational Standards software program. It will dovetail with our current performance management data collection software, EmpowOR, as provided by Miles Technologies. Pending this approval, the State Office has distributed a checklist of acceptable documentation and a flash drive to each eligible entity, so that the NJ CSBG grantees may provide verification of their compliance with the Organizational Standards.

GUIDANCE: Descriptions should also include improvements to the process made since the previous year including any new processes to increase efficiency or consistency of assessments.

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

GUIDANCE: The following question will only need to be answered based on your response to 6.4.

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: **[Auto – calculated]**

CSBG Eligible Entity	Exemption Provided	Description/Justification
N/A	N/A	N/A
ADD a ROW function Note: Rows will be able to be added for each additional exception.		

6.5. Performance Target: Provide the percentage of eligible entities that the state expects to meet all the state-adopted organizational standards for the FFY(s) of this planning period. **Year One: 65% Year Two: 70%**

Note: Item 6.5. is associated with State Accountability Measures 6Sa and pre-populate the Annual Report, Module 1, Table D.2.

GUIDANCE: Prior to setting the target, states should review [IM 138](#), review previous performance, and collaborate with the eligible entities and state association in identifying targets.

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. **[Check one and narrative where applicable]**

- 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;
2. 2.5 % may be allocated to all Entities based on grant performance, or direct funded to Entities;
3. 2.5% may be allocated to all Entities based on each agency’s leveraging of CSBG funds, or may be direct funded to all Entities.

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 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.

Year One: 90 % Year Two: 90%

Planned CSBG 90 Percent Funds- Year One (FY19)	
# CSBG Eligible Entity	Funding Amount
Bayonne Economic Opportunity Foundation BEOF	165,779.39
Affordable Housing Alliance AHA	873,534.76
Burlington County Community Action Partnership BCCAP	485,456.61
Camden County OEO	1,277,042.90

Essex County	1,024,181.26
Gateway Community Action Partnership	1,017,330.56
Greater Bergen Community Action	1,091,481.79
HOPES	194,041.73
Mercer County	276,667.20
North Hudson Community Action Partnership	915,215.18
NORWESCAP	779,580.58
O.C.E.A.N., Inc.	1,786,440.00
Passaic County	311,801.00
Paterson Task Force	746,194.01
Plainfield Action Services	209,141.71
PRAB	581,284.76
Somerset Community Action Partnership SCAP	273,992.07
Union County	877,689.11
United Community Corporation UCC	1,872,900.26
United Passaic Organization UPO	357,178.88
United Progress, Inc. UPI	599,351.68
CATA	88,859.65
NJ Association on Corrections NJAC	239,221.78
City of Jersey City Division of Community Development	933,576.04
Jewish Renaissance Foundation	570,322.14

Planned CSBG 90 Percent Funds- Year Two (FY20)	
# CSBG Eligible Entity	Funding Amount
Bayonne Economic Opportunity Foundation BEOF	165,779.39
Affordable Housing Alliance AHA	873,534.76
Burlington County Community Action	485,456.61

Partnership BCCAP	
Camden County OEO	1,277,042.90
Essex County	1,024,181.26
Gateway Community Action Partnership	1,017,330.56
Greater Bergen Community Action	1,091,481.79
HOPES	194,041.73
Mercer County	276,667.20
North Hudson Community Action Partnership	915,215.18
NORWESCAP	779,580.58
O.C.E.A.N., Inc.	1,786,440.00
Passaic County	311,801.00
Paterson Task Force	746,194.01
Plainfield Action Services	209,141.71
PRAB	581,284.76
Somerset Community Action Partnership SCAP	273,992.07
Union County	877,689.11
United Community Corporation UCC	1,872,900.26
United Passaic Organization UPO	357,178.88
United Progress, Inc. UPI	599,351.68
CATA	88,859.65
NJ Association of Corrections NJAC	239,221.78
City of Jersey City Division of Community Development	933,576.04
Jewish Renaissance Foundation	570,322.14

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

- 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 FY19 and FY20 CSBG Requests for Proposals to all Eligible Entities in early August of 2018 and August of 2019, respectively, with early October 2018 and October 2019 due dates for submittal of applications (60 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 the DCA Fiscal Division for review and approval (5 days);
6. Application moves to Director, DCA Division of Housing and Community Resources for review and approval (2 days);
7. Application moves to DCA Departmental Review Team for review and approval (3 days);
8. Application moves to DCA Commissioner for review and approval (2 days);
9. Grant announcements to Grantees and Legislators (3 days);
10. Upon notification from Federal OCS that CSBG funds have been distributed to NJ, the process of executing a Grant Agreement in SAGE with each Eligible Entity can begin, 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);
16. Grantee executed Agreement moves to DCA Commissioner for review and execution (2 days); and
17. Funds may be advanced in an amount not to exceed 35% of the total projected grant amount, upon request of the grantee (3 days).

Additionally, the CSBG Administrator and other State staff regularly track the process through the NJ electronic grant portal to ensure distribution of funds occurs no more than 30 days after OCS distributes the Federal award and it arrives at DCA from the NJ State Treasury. The State recognizes its obligation to distribute the funds within the allotted

time period and to facilitate this requirement, has moved back the initial application date by 10 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 pre-populate 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.

NJ’s CSBG Eligible Entities upload performance data on a routine basis to our web based program, EmpowOR. This system generates quarterly reports that are reviewed by grant managers. This year we are implementing a new feedback tool to highlight each agency’s success at the end of each quarter compared to projections provided in the annual application. Staff will discuss changes needed or supports needed to attain goals.

Administrative Funds [of the CSBG Act]

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 5 % **Year Two** 5 %

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

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 **Year Two** 20

7.8. State FTEs: Provide the number of state Full Time Equivalent (FTEs) to be funded with CSBG funds for the FFY(s) covered by this State Plan?

Year One 6 **Year Two** 6

Use of Remainder/Discretionary Funds [Section 675C(b) of the CSBG Act]

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

GUIDANCE: “No” should only be selected if the percentages provided under 7.2. and 7.6. equal to 100%.

If yes, provide the allocated percentage and describe the use of the remainder/discretionary funds in the table below. **Year One** 5% **Year Two** 5%

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

Instructional Note: The assurance under 676(b)(2) of the Act (Item 14.2 of this State Plan) specifically requires a description of how the state intends to use remainder/discretionary funds to “support innovative community and neighborhood-based initiatives related to the purposes of [the CSBG Act].” Include this description in Item 7.9f of the table below and/or attach the information.

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.

Use of Remainder/Discretionary Funds – Year One FY19		
Remainder/Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)	Planned \$	Brief Description of Services and/or Activities
7.9a. Training/technical assistance to eligible entities	\$75,000	CAPNJ and DCA Training
7.9b. Coordination of State-operated programs and/or local programs	\$0	These planned services/activities will be described in State Plan Section 9, State Linkages and Communication [Read Only]
7.9c. Statewide coordination and communication among eligible entities	\$0	These planned services/activities will be described in State Plan Section 9, State Linkages and Communication [Read Only]
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need	\$0	N/A
7.9e. Asset-building programs	\$0	N/A
7.9f. Innovative programs/activities by eligible entities or other neighborhood group	\$899, 903.60	Nonprofit and governmental agencies serving families of very low incomes.
7.9g. State charity tax credits	\$0	N/A
7.9h. Other activities [Specify under Column 4]	\$0	Specify the other activities funded through discretionary funds here. N/A
Totals	\$974,903.60	

Use of Remainder/Discretionary Funds – Year Two FY20		
Remainder/Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)	Planned \$	Brief Description of Services and/or Activities
7.9a. Training/technical assistance to eligible entities	\$75,000	CAPNJ and DCA Training
7.9b. Coordination of State-operated programs and/or local programs	\$0	These planned services/activities will be described in State Plan Section 9, State Linkages and Communication [Read Only]
7.9c. Statewide coordination and communication among eligible entities	\$0	These planned services/activities will be described in State Plan Section 9, State Linkages and Communication [Read Only]
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need	\$0	N/A
7.9e. Asset-building programs	\$0	N/A
7.9f. Innovative programs/activities by eligible entities or other neighborhood group	\$899, 903.60	Nonprofit and governmental agencies serving families of very low incomes.
7.9g. State charity tax credits	\$0	N/A
7.9h. Other activities [Specify under Column 4]	\$0	Specify the other activities funded through discretionary funds here. N/A
Totals	\$974,903.60	

GUIDANCE: If the percentages provided under 7.2. and 7.6. do not equal 100%, the remaining percentage should be reported under 7.9. If the state does not have any remainder/discretionary fund activities (as listed in 7.9a. – 7.9g.), the remainder should be described in 7.9h.

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 does not have remainder/discretionary funds
- The state partially carries out some activities
- CSBG eligible entities (if checked, include the expected number of CSBG eligible entities to receive funds) **[Numeric response, 0 – 100]**
- 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 [**Narrative, 2500 characters**]

Note: This response will link to the corresponding CSBG assurance in 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.

This year, DCA set aside \$75,000 for State staff and agency training needs. DCA will further increase transparency on the use of discretionary funds through the dissemination of all subsequent draft State plans, and 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. NJ will include current distribution commentary from all sources with the copy of the State Plan that is distributed for public review.

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

SECTION 8

State Training and Technical Assistance

8.1. Training and Technical Assistance Plan: 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. Add a row for each activity: indicate the timeframe; whether it is training, technical assistance or both; and the topic. (CSBG funding used for this activity is referenced under item 7.9a., Use of 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 3Sc and pre-populates the Annual Report, Module 1, Table F.1.

GUIDANCE: Table 8.1. should only include the trainings that are being paid for using state discretionary training and technical assistance funds as noted under 7.9a.

Training and Technical Assistance – Year One			
Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of “Other”
FY 19 Ongoing/Multiple Quarters	Both-Trainings and Technical Assistance	Various, including but not limited to: <ul style="list-style-type: none"> • 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 	N/A
FY 19 Annually	Training -State Conference	Various, including but not limited to: <ul style="list-style-type: none"> • ROMA • Organizational Standards • Finance • Human Resources • Advocacy • Innovative Programs 	N/A
FY 19 Ongoing/Multiple Quarters	Training- ROMA Implementers	Various, including but not limited to: <ul style="list-style-type: none"> • Professional Development • Peer Learning Opportunities 	N/A
FY 19 Ongoing/Multiple Quarters	Training -Workshops	Various, including but not limited to: <ul style="list-style-type: none"> • Board Development Issues • Uniform Guidance • Community Commons • Organizational Leadership 	N/A

Training and Technical Assistance – Year One			
Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of “Other”
ADD A ROW function Note: Rows will be able to be added for each additional training			

Training and Technical Assistance – Year Two			
Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of “Other”
FY 20 Ongoing/Multiple Quarters	Both-Trainings and Technical Assistance	Various, including but not limited to: <ul style="list-style-type: none"> • 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 	N/A
FY 20 Annually	Training -State Conference	Various, including but not limited to: <ul style="list-style-type: none"> • ROMA • Organizational Standards • Finance • Human Resources • Advocacy • Innovative Programs 	N/A
FY 20 Ongoing/Multiple Quarters	Training- ROMA Implementers	Various, including but not limited to: <ul style="list-style-type: none"> • Professional Development • Peer Learning Opportunities 	N/A
FY 20 Ongoing/Multiple Quarters	Training -Workshops	Various, including but not limited to: <ul style="list-style-type: none"> • Board Development Issues • Uniform Guidance • Community Commons • Organizational Leadership 	N/A
ADD A ROW function Note: Rows will be able to be added for each additional training			

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

[Prepopulated with the budget allocation for years one and two under 7.9a]

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 works (CAP NJ) closely with NJ CAAs to address training needs. Once needs have been identified CAP NJ works with its partners to secure the resources needed to provide training. A training calendar has been developed in collaboration with the New Jersey Department of Community Affairs (NJ DCA). Training activities are carried out with our Regional Performance and Innovation Consortia (RPIC) partners, NJ DCA, NASCSP, CAP and CAPLAW. CAP NJ holds 6 meetings per year and uses this time for training opportunities in addition to those offered by NJ DCA. CAP NJ and NJDCA participate in monthly conference calls to discuss the status of the current Training/Technical Assistance (T/TA) plans. Additional calls are scheduled as needed. Staff from both agencies participate in the monthly RPIC calls. As high priority needs are identified, the results are shared with the NJ CAA network. A training calendar is collaboratively developed each year. To provide convenient training, activities will be conducted in person after NJDCA Quarterly meetings, on weekends and evenings and via webinar. The current calendar includes 3 Regional Board trainings and sessions on Cultural Competency, Data Collection, Exceeding the Organizational Standards, Strategic Planning and Organizational Leadership.

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

Note: 8.2 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 Eligible Entities upload performance data on a routine basis to our web based program, EmpowOR. This system generates quarterly reports, and are reviewed by grant managers. This year we are implementing a new feedback tool to highlight each agency's success at the end of each quarter compared to projections provided in the annual application, 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.) **[Check all that applies and narrative where applicable]**

CSBG eligible entities (if checked, provide the expected number of CSBG eligible

entities to receive funds) **[Numeric response, 0 – 100]**

- 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 **[Narrative, 1000 characters]**

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.

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 FY19 period were influenced by the ACSI survey as reflected in the State of NJ T/TA plan and through collaboration with the State Association. The most requested training topics will be incorporated into a year-long training program beginning in October 2018. NJ’s Eligible Entities do not typically attend the scheduled Public Hearings. Consequently, during FY19, the State will again distribute an electronic Satisfaction Survey to administer to the Eligible Entities using the tool, Survey Monkey. This survey will supplement the ACSI survey undertaken by HHS. In January 2018, State Office staff implemented mandatory trainings for new agency board members. These trainings are held every three months in different regions of the state. Each new board member will be required to attend one of these training sessions within six months of appointment/election. Each presentation will be held at one of the 25 CAAs and will include the entire board of the host. 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. While the State office has not formally revised the NJ T/TA plan on file, additional practices have been put in place this year including: designated State Office staff have been assigned to create and be responsible for a new fiscal training and monitoring function, to keep abreast of internal Default Risk assessments and to work individually with agencies to improve noted weakness, and to create, provide or research trainings and materials through which agencies might attain better fiscal fitness. The State office expects to make changes to the upcoming T/TA plan and to more fully utilize the training expertise of the new State Association Director.

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

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 intends 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 additional information as needed. **[Check all that apply from the list below and provide a Narrative, 5000 Characters]**

Note: This response will link to the corresponding CSBG assurance, Item 14.5. In addition, this information is associated with State Accountability Measure 7Sa and pre-populates the 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 avoids the duplication of services. CSBG staff serve on various state-wide boards, 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, the State Council for Adult Literacy Education Services (SCALES), and providing additional opportunities to network with counterparts in other State agencies and share information that assist in ensuring that services provided to CSBG-eligible participants are not duplicated by the various State departments and programs.

9.2. State Linkages and Coordination at the Local Level: Describe the linkages and

coordination at the local level that the state intends 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 (as required by assurances under Section 676(b)(5) – (6)).

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 ensure that local resources are used effectively to address the most pressing needs of low-income people. In February 2018, DCA provided agencies with an overall Community Needs Assessment training. 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. Review and suggestions were made regarding target population, sample population, partnerships, quantifying data, collection methods used, sample size/assessed, and findings.

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.

9.3. Eligible Entity Linkages and Coordination

9.3a. State Assurance of Eligible Entity Linkages and Coordination: Describe how the state will assure that 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)).

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 for funding. DCA reviews the partnerships and scope of services that each Eligible Entity uploaded with their most recent application to identify any duplication of services or service areas. DCA also provides each Eligible Entity with technical assistance regarding their Community Needs Assessment to ensure duplication of services is not occurring across the agencies. A proper assessment of the

community and engagement of other stakeholders in the community will prevent duplication while still supporting collaboration.

Note: This response will link to the corresponding CSBG assurance, Item 14.5. and pre-populates the Annual Report, Module 1, Item G.3a.

- 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.

Each Eligible Entity is required to develop a Community Needs Assessment (CNA) 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. ROMA methodology directs Eligible Entities to identify potential partnership and collaboration opportunities within each community.

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

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 Lead Office, within the New Jersey Department of Community Affairs (DCA), has been collaborating with the New Jersey Department of Labor (DOL) 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 Community Action Programs (CAPs) 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. The State Office is currently working with the SETC to realize this coordination.

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).

See LIHEAP State Plan FY19 attached

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

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.

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 low-income people in their target area. All New Jersey Eligible Entities have established partnerships which are described in their annual applications for funding

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

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.

One of the methods by which the State may calculate annual allocations includes an analysis of each entity’s success during the most recent contract year in leveraging other public and private funds to further support and expand their CSBG program. 2.5% of an agency's annual allocation may be determined through this process.

Note: This response will link to the corresponding assurance, Item 14.3c.

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.

The State Office staff is in regular with contact the head of the Community Action Partnership of New Jersey (CAPNJ). CAPNJ reports on its activities during the quarterly meetings hosted by NJDCA. DCA encourages agencies to coordinate their efforts through partnerships and sharing of resources and expertise.

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

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	<ul style="list-style-type: none"> Annual 	<ul style="list-style-type: none"> Meetings/Presentations Email DCA Website Public Inspection Notice in Newspapers 	N/A

Communication Plan			
Subject Matter	Expected Frequency	Format	Brief Description of "Other"
		<ul style="list-style-type: none"> • Letters/Hard Copies 	
State Plan Development	<ul style="list-style-type: none"> • Biennial 	<ul style="list-style-type: none"> • Email • DCA Website • Electronic Submission to OLDC • Letters/Hard Copies 	
Organizational Standards Progress	<ul style="list-style-type: none"> • Quarterly • As Needed 	<ul style="list-style-type: none"> • Meetings/Presentations • Email • Letters/Hard Copies 	
State Accountability Measures Progress	<ul style="list-style-type: none"> • Quarterly • As Needed 	<ul style="list-style-type: none"> • Meetings/Presentations • Email • Letters/Hard Copies 	
Community Needs Assessments/Community Action Plans	<ul style="list-style-type: none"> • Annual 	<ul style="list-style-type: none"> • SAGE/Application 	Eligible Entities are required to update their most current version of C.N.A every year during application process. The C.N.A must be up dated every 3 years.
State Monitoring Plans and Policies	<ul style="list-style-type: none"> • Triennial 	<ul style="list-style-type: none"> • Meetings/Presentations • Email • Letters/Hard Copies • 1:1 • Phone Calls 	Eligible Entities are scheduled for Triennial fiscal/programmatic inspection. Monitoring is conducted by third party consultant hired by DCA, and by CSBG Staff.
Training and Technical Assistance (T/TA) Plans	<ul style="list-style-type: none"> • As Needed 	<ul style="list-style-type: none"> • Email • Mailing • Letters/Hard Copies 	
ROMA and Performance Management	<ul style="list-style-type: none"> • Quarterly • As Needed 	<ul style="list-style-type: none"> • Meetings/Presentations • Email • Letters/Hard Copies • 1:1 • Phone Calls 	Eligible Entities will have their performance reviewed and monitored by CSBG staff quarterly with the dashboard template. These templates will be

Communication Plan			
Subject Matter	Expected Frequency	Format	Brief Description of "Other"
			distributed electronically via email. If there are concerns, CSBG staff will schedule 1:1 to discuss concerns. ROMA trainings are coordinated by the State Association.
State Interagency Coordination	<ul style="list-style-type: none"> As Needed 	<ul style="list-style-type: none"> Meetings/Presentations Email Letters/Hard Copies 1:1 Phone Calls 	Eligible Entities have constant contact with CSBG staff either in person or by email.
CSBG Legislative/Programmatic Updates/Training	<ul style="list-style-type: none"> Monthly Quarterly As Needed 	<ul style="list-style-type: none"> Meetings/Presentations Email Letters/Hard Copies 1:1 Phone Calls 	Eligible Entities have constant contact with CSBG staff either in person or by email.
Tripartite Board Requirements	<ul style="list-style-type: none"> Quarterly 	<ul style="list-style-type: none"> SAGE/FSR Mailing Email Letters/Hard Copies 1:1 Phone Calls 	Eligible entities must keep their Board of Directors list in SAGE updated. CSBG Staff review this list with every FSR submission.
Meeting Updates	<ul style="list-style-type: none"> Quarterly 	<ul style="list-style-type: none"> Meetings/Presentations 	Meetings with Eligible Entities, CSBG Staff, CAPNJ.
Ongoing Communication	<ul style="list-style-type: none"> Twice-Monthly 	<ul style="list-style-type: none"> Email 	Eligible Entities have constant contact with CSBG staff either in person or by email.
CSBG Website	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> Website 	Updated
	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	
ADD A ROW function Note: Rows will be able to be added for each additional training			

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.

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

with Eligible Entities and CAPNJ, as well as via email blasts.

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

GUIDANCE: Under this question, include how the state will provide information to local entities and state associations within 60 days of receiving feedback from OCS.

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.

The State will adjust the Communication Plan on an ongoing basis through analysis of the feedback received from: Eligible Entities, the Office of State Assistance, any public comment received on the State Plan and from the OCS 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 implementation of an annual training needs survey that will supplement the ongoing training and assessment of agencies on achievement within the Organizational Standards. The speed of fund distribution has been addressed through moving the due date of the State CSBG Application to early fall in an attempt to have the entire application process completed and approved and the foundation documents for the contract collected prior to the release of federal funds to the states. 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.

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

SECTION 10

Monitoring, Corrective Action, and Fiscal Controls

Monitoring of Eligible Entities (Section 678B(a) of the CSBG 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.

GUIDANCE: Monitoring that is specific to organizational standards should be referenced within Section 6, Item 6.3a.

Monitoring Schedule- Year One FY19						
# CSBG Eligible Entity	# CSBG Eligible Entity	Review Type	Target Date	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of “Other”
1	Bayonne Economic Opportunity Foundation BEOF	Full Onsite	FY19 Q4		6/22/17	
2	Affordable Housing Alliance AHA	Full Onsite	FY19 Q4		8/22/16	
3	Burlington County Community Action Partnership BCCAP	Full Onsite	FY19 Q4		8/16/16	
4	Camden County Council on Economic Opportunity CCOEO	Full Onsite	FY19 Q4		Late Summer 2018	
5	Essex County	Full	FY19 Q4		Late	

		Onsite			Summer 2018	
6	Gateway Community Action Partnership	Full Onsite	FY19 Q4		8/4/16	
7	Greater Bergen Community Action	Full Onsite	FY19 Q4		6/19/17	
8	HOPES	Full Onsite	FY19 Q4		7/17/17	
9	Mercer County	Full Onsite	FY19 Q4		6/05/17	
10	North Hudson Community Action Partnership	Full Onsite	FY19 Q4		8/22/17	
11	NORWESCAP	Full Onsite	FY19 Q4		9/01/16	
12	O.C.E.A.N., Inc.	Full Onsite	FY19 Q4		9/19/16	
13	Passaic County	Full Onsite	FY19 Q4		Late Summer 2018	
14	Paterson Task Force	Full Onsite	FY19 Q4		Late Summer 2018	
15	Plainfield Action Services	Full Onsite	FY19 Q4		7/25/16	
16	PRAB	Full Onsite	FY19 Q4		8/15/16	
17	Somerset Community Action Partnership SCAP	Full Onsite	FY19 Q4		7/26/16	
18	Union County	Full Onsite	FY19 Q4		Late Summer 2018	
19	United Community Corporation UCC	Full Onsite	FY19 Q4		Late Summer 2018	

20	United Passaic Organization UPO	Full Onsite	FY19 Q4		Late Summer 2018	
21	United Progress, Inc. UPI	Full Onsite	FY19 Q4		7/17/17	
22	CATA	Full Onsite	FY19 Q4		6/08/17	
23	NJ Association of Corrections NJAC	Full Onsite	FY19 Q4		7/28/16	
24	City of Jersey City Division of Community Development	Full Onsite	FY19 Q4		Late Summer 2018	
25	Jewish Renaissance Foundation	Full Onsite	FY19 Q4		6/15/17	

Monitoring Schedule- Year Two FY20						
# CSBG Eligible Entity	# CSBG Eligible Entity	Review Type	Target Date	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
1	Bayonne Economic Opportunity Foundation BEOF	Full Onsite	FY19 Q4		6/22/17	
2	Affordable Housing Alliance AHA	Full Onsite	FY19 Q4		Late Summer 2019	
3	Burlington County Community Action Partnership BCCAP	Full Onsite	FY19 Q4		Late Summer 2019	
4	Camden County Council on Economic Opportunity	Full Onsite	FY19 Q4		2018	

	CCOEO					
5	Essex County	Full Onsite	FY19 Q4		2018	
6	Gateway Community Action Partnership	Full Onsite	FY19 Q4		Late Summer 2019	
7	Greater Bergen Community Action	Full Onsite	FY19 Q4		6/19/17	
8	HOPES	Full Onsite	FY19 Q4		7/17/17	
9	Mercer County	Full Onsite	FY19 Q4		6/05/17	
10	North Hudson Community Action Partnership	Full Onsite	FY19 Q4		8/22/17	
11	NORWESCAP	Full Onsite	FY19 Q4		Late Summer 2019	
12	O.C.E.A.N., Inc.	Full Onsite	FY19 Q4		Late Summer 2019	
13	Passaic County	Full Onsite	FY19 Q4		2018	
14	Paterson Task Force	Full Onsite	FY19 Q4		2018	
15	Plainfield Action Services	Full Onsite	FY19 Q4		Late Summer 2019	
16	PRAB	Full Onsite	FY19 Q4		Late Summer 2019	
17	Somerset Community Action Partnership SCAP	Full Onsite	FY19 Q4		Late Summer 2019	
18	Union County	Full	FY19 Q4		2018	

		Onsite				
19	United Community Corporation UCC	Full Onsite	FY19 Q4		2018	
20	United Passaic Organization UPO	Full Onsite	FY19 Q4		2018	
21	United Progress, Inc. UPI	Full Onsite	FY19 Q4		7/17/17	
22	CATA	Full Onsite	FY19 Q4		6/08/17	
23	NJ Association of Corrections NJAC	Full Onsite	FY19 Q4		Late Summer 2019	
24	City of Jersey City Division of Community Development	Full Onsite	FY19 Q4		2018	
25	Jewish Renaissance Foundation	Full Onsite	FY19 Q4		6/15/17	

DCA conducts a two-part monitoring for the grantees. DCA hires an outside auditor to perform the triennial fiscal audit and DCA program staff go in and do a separate program audit. Mercadian was awarded a three-year contract, starting in 2017, to audit the DCA grantees. Normally, once a third-party contractor is hired to perform the audits, they will reach out to the grantees individually either via electronic mail and/or regular mail, introducing themselves and the date they anticipate being on site to conduct the audit (dates normally fall in between the months of August and October). Upon receiving the third-party contractor's final audit report, DCA schedules a visit for programmatic monitoring. DCA then issues the grantee a comprehensive report of both audits within 60 days of their completed visit. The following agencies are to be scheduled between August-October of 2018 for their next monitoring date:

- Camden County OEO
- Essex County
- Passaic County
- Paterson Task Force
- Union County
- UCC
- UPO
- Jersey City

GUIDANCE: Comprehensive monitoring includes a review of program, administrative, fiscal and organizational standards.

If you are monitoring an entity as a follow up to an issue with another program this can be listed under “Other.”

When providing the date of your last full onsite review – this could be for any type of review that took place onsite. No dates for desk reviews should be provided here.

10.2. Monitoring Policies: Provide a copy of state monitoring policies and procedures by attaching and/or providing a hyperlink. **[Attach a document or add a link]**

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?

60 days

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

**Corrective Action, Termination and Reduction of Funding and Assurance Requirements
(Section 678C of the Act)**

10.4. Closing Findings: Are state procedures for addressing eligible entity findings/deficiencies, and the documenting 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 the documenting closure of findings.

10.5. Quality Improvement Plans (QIPs): Provide the number of eligible entities currently on QIPs, if applicable.

None

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

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?

Pursuant to 4Saiii 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 assure 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) of the CSBG Act. ● 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; see also NJ Program Policy #14-02, in Report Attachments.

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." See also, NJ Program Policy #15-04, as a cell attachment in Section 12.

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. **[Narrative, 5000 characters]**

10.10. Eligible Entity Re-Designation: Do the state CSBG statute and/or regulations provide for re-designation of an existing eligible entity? ○ Yes ● No

10.10a. Re-Designation Citation: If yes, provide the citation(s) of the law and/or regulation.

10.10b. Re-Designation Procedures: If no, describe state procedures for re-designation of existing eligible entities and how the procedures were made available to eligible entities and the public.

Please see NJ Program Policy Bulletin #14-02 under form attachment "Designation and

Redesignation of Eligible Entities in Unserved Areas”.

GUIDANCE: Re-designation implies that an entity that is already designated/receiving funds is now performing the duties and receiving funds that were previously designated to another entity, in addition to the funding that they are already receiving. This is different from a merger as an entity is not absorbing another entity. This re-designation may be permanent (**requires a formula redistribution**) or temporary while the state has officially designated a new entity and has completed a formula redistribution. See CSBG Act 676A, *Designation and Redesignation...*, for more information.

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 create and be responsible for a new fiscal training and monitoring function, to keep abreast of internal Default Risk assessments and work individually with agencies to improve noted weakness, and to create, provide or research trainings and materials 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 (attached). See also New Jersey Department of Treasury Circular Letter 05-02 OMB at: <http://www.state.nj.us/infobank/circular/cir0502b.htm>

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.

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.

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

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

SECTION 11

Eligible Entity Tripartite Board

- 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.
- Attend Board meetings
 - Organizational Standards Assessment
 - Monitoring
 - Review copies of Board meeting minutes
 - Track Board vacancies/composition
 - 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 requires 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]**
- Annually
 - Semiannually
 - Quarterly
 - Monthly
 - As It Occurs
 - 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 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 states 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.

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. Additionally, DCA CSBG Program Policy #15-06, included as a Report Attachment, requires Eligible Entities to have such a policy and procedures in place.

Note: This response will link with the corresponding assurance, Item 14.10.

- 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 participation by low-income individuals in the development, planning, implementation, and evaluation of programs” as allowed under Section 676B(b)(2) of the CSBG Act? Yes No

11.4a. 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 Income Eligibility Requirements

12.1. Required Income Eligibility: Provide the income eligibility threshold for services in the state. **[Select one item below and numeric response where applicable.]**

- 125% of the HHS poverty line
- X % of the HHS poverty line (fill in the threshold): _____% **[Numeric response]**
- Varies by eligible entity **[Narrative, 5000 characters]**

GUIDANCE: Under *Varies by eligible entity*, provide the threshold and the reason that it varies by entity.

12.1a. 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 those 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, the kinds of information normally provided in a CAP are already provided in each agency's annual 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

- 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. **[Select one]**

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.

- The Results Oriented Management and Accountability (ROMA) System
- Another performance management system that meets the requirements of Section 678E(b) of the CSBG Act
- 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. CSBG application language – 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: That 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 Results Oriented Management and Accountability (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 NPIs.
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.

- 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.

Note: This response will also link to the corresponding assurance, Item 14.12.

- CSBG National Performance Indicators (NPIs)
- NPIs and others
- 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 ROMA or an alternative performance management system.

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.

Note: The activities described under Item 13.3 may include activities listed in "Section 8: 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.

- 13.4. Eligible Entity Use of Data:** Describe how the state plans to validate that the eligible entities are using data to improve service delivery.

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. 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 State's quarterly review of the data, the State CSBG office can determine if that entity is on track for serving the number of people indicated 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.

Note: This response will also link to the corresponding assurance, Item 14.12.

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.

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

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

- 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.

A Community Needs Assessment (CNA) must be submitted 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.

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

SECTION 14
CSBG Programmatic Assurances and Information Narrative
(Section 676(b) of the CSBG Act)

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 farmworkers, 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.

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.

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

[No response; links to 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...”

Eligible Entity Service Delivery System

- 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.

[No response; links to 9.3b.]

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.

[No response; links to 9.7]

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 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.

[No response; links to 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.

[No response; links to 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.”

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

[No response; links to 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).”

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

[No response; links to 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, item

9.6.

[No response; links to 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 under Eligible Entity Tripartite Boards, item 11.3

[No response; links to item 11.3]

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 State, as a condition to receipt of funding by the entity through a community 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.”

[No response; links to 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 section 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.

[No response; links to 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.

[No response for this item]

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

SECTION 15 Federal Certifications

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

15.1. 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.

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

15.2. 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) **101 S. Broad St, Trenton NJ 08625**

- 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]

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

15.3. Debarment

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 remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- (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.

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

15.4. 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.

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