



State of New Jersey
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Commissioner

PROGRAM POLICY BULLETIN #12-01

DATE: October 4, 2012

TO: NJ Community Action Agency (CAA) Executive Directors

AFFECTED PROGRAMS: All Programs that Utilize Non-Discretionary CSBG Funds

SUPERSEDES: PPB #11-02

SUBJECT: **Financial Status Reports Approval Process**

POLICY SUMMARY: This policy bulletin addresses the issue of how Community Service Block Grant (CSBG) grantees receive reimbursement for CSBG cost incurred.

This policy is effective immediately for all non-discretionary funds starting with FFY'11 funds, October 1, 2010- September 30, 2012.

DISCUSSION: CSBG eligible entities are required to submit an original signed payment voucher and Financial Status Report (FSR) to receive reimbursement for cost(s) incurred. Each grantee, when submitting an FSR in SAGE, must upload the following documents:

- General Ledger for the CSBG Grant
- Cash Disbursement Ledger (check register) for the CSBG Grant
- CSBG - ROMA Quarterly Report
- NPI Quarterly data

All uploads must be for the period covered by the FSR. DCA staff, prior to approval of payment, will review the Cash Disbursement Ledger and the General Ledger against the submitted FSR to ensure that the expense was paid against the CSBG Grant.

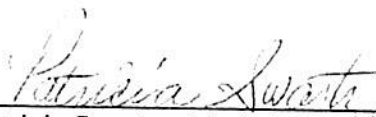


If all reviewed items are found acceptable, DCA will process the FSR. If any items are found unacceptable or questionable, the FSR will not be processed until the issue is resolved. If items being reviewed are found not to be acceptable, DCA will notify the Grantee of the finding and require that additional information be submitted or adjustments be made on the FSR.

In addition to the above documentation, grantees are required to maintain sufficient records in accordance with all applicable laws to substantiate any expenditure claimed under the CSBG program. Such substantiation shall include but not be limited to contracts, invoices, bills, cancelled checks, payment receipts, payroll records and other similar documentation. Such additional documentation shall be made available to the DCA or its agents upon reasonable request. Any reported and approved expenses found at a later date to be unsupported by sufficient documentation beyond the documentation provided at the time of the FSR submittal, must be refunded to the DCA.

This policy is an attempt to ensure financial accountability for all FSRs. Please contact your assigned NJDCA/DHCR CSBG Program Representative should you have any questions regarding this issue.

SIGNED:


Patricia Swartz, Administrator
Office of Community Action
Division of Housing & Community Resources

c. Gregory Vida, Acting Director
CSBG State Staff