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PROGRAM POLICY BULLETIN #15-03

DATE: May 1, 2015

TO: NJ Community Action Agencies

AFFECTED PROGRAMS: Community Services Block Programs – Non discretionary

SUPERSEDES: Policy Bulletin # 96-4

SUBJECT: Biennial CSBG State Plan

POLICY SUMMARY: The CSBG State Plan, submitted by NJDCA every two years, is the basic planning document used by the State in administering the CSBG program. The State Plan is included by reference in each CSBG grant agreement, and thus is binding upon all CSBG grantees. As part of the State Plan development process, the State requires input from each Community Action Agency.

DISCUSSION: A biennial State Plan is a mandated item that New Jersey must submit for approval to the Federal government as part of the application for CSBG funding. In order to develop a comprehensive State Plan, it is necessary for DCA to consider and include in the Plan certain documentation from each CAA. The information that each CAA must submit may change from time to time as federal requirements are altered, but includes such information as follows: CAA’s goals and objectives; programs and activities planned for the term covered by the State Plan being developed; demographic information on clients expected to be served during the period in question; a Community Action Plan for the period covered by the State Plan; and the Strategic Plan for the CAA.

The State will notify all CAA’s of the format and type of information required for submission, and CAA’s must comply with the requirements on the schedule specified.

SIGNED: Patricia Swartz
 Patricia Swartz, Administrator
 Office of Community Action
 Division of Housing and Community Resources

C. Manuel Garcia, Deputy Director, Division of Housing & Community Resources
 CSBG State Staff

