



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS
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PROGRAM POLICY BULLETIN #18-01

DATE: July 5, 2018
TO: CSBG Non-Discretionary Grantees
AFFECTED PROGRAMS: All Programs funded by CSBG-ND Funds
SUBJECT: Creation of Technical Assistance Plans (TAP)

POLICY SUMMARY:

This policy outlines the circumstances and conditions under which Non-Discretionary Community Services Block Grant (CSBG-ND) grantees shall enter into a Technical Assistance Plan (TAP) with the Office of Community Services (OCS), within the New Jersey Department of Community Affairs' (the Department) Division of Housing and Community Resources.

A TAP is a formal, written collaboration between a CSBG-ND grantee and the OCS for the purpose of providing needed, additional supports or for remediating a deficiency. This plan will be created collectively, with representatives of the CSBG-ND grantee and the Department.

TAPs may be used to address concerns raised during the monitoring process, the audit review process, the performance data review process, an Organizational Standards compliance review, or when lapses in administrative function are discovered through other means.

DISCUSSION:

At the inception of the TAP process, the grantee agency will receive a letter from the Director of the Division of Housing and Community Resources outlining the concerns triggering the creation of a TAP. A meeting will be held at the Department to discuss these concerns and to create a specific and detailed plan to address these concerns, pursuant to the attached TAP template. This plan will include supports or actions needed to achieve remediation, will specify desired outcomes and provide a timeline for completion.

Attendees at the meeting shall include the Executive Director and the Board President of the grantee agency, and Department staff, including, the Division Director, the Office of Community Services Administrator, the Grant Manager and a representative from the Office of Auditing.



The TAP plan will include 30, 60 and 90-day reporting requirements. Progress attained during each reporting period shall be provided in writing to the Grant Manager within one week of the expiration of each time frame. The overall plan shall last no more than 90 days, unless extended at the discretion of the Department. Within 15 days of the DCA's receipt of the final report, the Department shall provide a written summation of the TAP process to the grantee, noting achievements and any areas of continued concern.

Failure to ameliorate concerns enumerated in the TAP plan within the 90-day period, or within such period as outlined in an extension, shall trigger the creation, within 30 days, of a Quality Improvement Plan (QIP), as outlined in the Department's CSBG Policy, #18-03.

EVENTS TRIGGERING THE CREATION OF A TAP INCLUDE:

- Material or significant internal control or compliance findings in the annual audit
- Recurring and/or unresolved findings or questioned costs in the audit
- A 'Going Concern' statement or qualified or adverse opinion in the audit
- Adverse financial issues, including, but not limited to: a negative net asset balance; non-payment of payroll or other taxes; serious liquidity or cash flow problems; significant or recurring operating losses, and substantial issues disclosed in the financial statement footnotes
- Evidence that operational oversight, as conducted by the Board or by management, is insufficient
- Failure to achieve a minimum, average, 50% of projected performance outcomes for two quarters in a row
- The absence of an Executive Director for more than six months
- The Agency's default on any grant provided by the Department
- A determination that the agency is deficient in more than 25% of the items reviewed at the time of monitoring, pursuant to the CSBG Monitoring process
- Substantiated, but unaddressed, allegations of theft of CSBG grant monies or theft of client funds

Should a grantee decline to participate in either the TAP or QIP process, the State CSBG Office shall consider the grantee be under the auspices of such a plan, and at the end of the designated time frame for the TAP or the QIP, the grantee will automatically be advanced to the next step in the process, whether that be a QIP after an unsuccessful TAP, or the inception of the defunding process pursuant to HHS's IM #116, in the case of an unsuccessful QIP.



Kate Butler
Administrator
Office of Community Services
Division of Housing and Community Resources

NJ CSBG Programs Technical Assistance Plan Tracking Form

Date: _____

Agency: _____

Grant Manager: _____

Areas of Difficulty or Non-Compliance	Outcome / deliverable to remediate concern	Anticipated Completion Date	Resources Required and Source	Due Date	Completed?	Additional work required/ due date

Executive Director _____ Date _____
Chair, Board of Directors _____ Date _____
OCS Grant Manager _____ Date _____
OCS Administrator _____ Date _____
Division Director, Housing and Community Resources _____ Date _____