



State of New Jersey

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PROGRAM POLICY BULLETIN # 14-02

DATE: June 20, 2014

TO: NJ Community Action Agency (CAA) Executive Directors

AFFECTED PROGRAMS: All Community Action Agencies - CSBG Funds

SUBJECT: Designation & Redesignation of Eligible Entities in Un-Served Areas

POLICY SUMMARY: This policy bulletin addresses the process by which the State will designate and re-designate eligible entities in un-served areas of the State in accordance with Section 676A of the CSBG Act. This policy is effective immediately.

DISCUSSION:


If any geographic area of a State is not, or ceases to be, served by an eligible entity under this subtitle, the Department will follow Section 676A of the CSBG Act, which governs designation and re-designation of eligible entities. The process for designation/re-designation of an eligible entity is as follows:

1. Solicitation of applications from eligible entities through a "Request for Proposal For Designation as a Community Action Agency" (RFP) process;
2. Review and rating of the submitted applications by a DCA review team utilizing objective criteria that include, but are not limited, to the following:
 - Proof that applicant is a non-profit organization in good standing in State of New Jersey;
 - Proof that applicant has current Federal 501c(3) status;
 - Evidence that applicant maintains ongoing partnerships with other non-profit and/or governmental entities in the service area;
 - Provision by applicant of audited financial statements that indicate fiscal soundness and adequate liquidity;
 - Proof that applicant currently provides multiple programs and services;
 - Description of entity's current sources of funding and current budget;

- Evidence of applicant's ability to provide services based on the unmet needs in the community and description of the applicant's method of ascertaining those unmet needs;
- Applicant's ability to establish a Tripartite Board in conformity with CSBG requirements within the timeframe established by the State;
- Applicant demonstrates that expected outcomes for current programs are achieved;
- Applicant provides all other documentation as required by the RFP.

The State shall grant the designation to an organization of demonstrated effectiveness in meeting the goals and purposes of 42 USC 9901 and may give priority, in granting the designation, to eligible entities that are providing related services in the unserved area, consistent with the needs identified by a community-needs assessment.

If no private, nonprofit organization is identified or determined to be qualified under subsection (a) to serve the unserved area as an eligible entity the chief executive officer may designate an appropriate political subdivision of the State to serve as an eligible entity for the area. In order to serve as the eligible entity for that area, the political subdivision shall have a board or other mechanism as required in section 676B(b).

SIGNED: 
Patricia Swartz, Administrator
Office of Community Action, Div. of Housing & Community Resources

c. Manuel Garcia, Deputy Director
CSBG State Staff