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**Office of Community Services (OCS)
Community Services Block Grant Non-Discretionary
(CSBG-ND)**

PROGRAM POLICY BULLETIN #19-04

DATE: July 23, 2019

TO: NJ Community Action Agencies (CAA)
Executive Directors

AFFECTED PROGRAMS: All Programs Utilizing Community Services Block Grant Non-Discretionary (CSBG-ND) Funds

SUBJECT: **Intra-State Allocation Formula**

SUPERSEDES: #99-01

POLICY SUMMARY: Funds are distributed to CSBG grantees using a 'Hold Harmless plus Formula' policy as outlined in the New Jersey State CSBG Plan and as approved by the Department of Health and Human Services, Administration for Children and Families, Office of Community Services.

Ninety percent of each agency's annual allocation is guaranteed from year to year to be proportionally identical to the prior year funding and remaining funds are distributed as follows: 2.5% is allocated according to the agencies engagement with partner agencies to leverage funds and 5% is allocated according to annualized change rates of individuals living at or below 125% of the federal poverty level in each agency's catchment area and 2.5% is allocated according to the agency's performance during the prior year's contract.

DISCUSSION: CSBG Eligible Entities annual funding will be held harmless at 90% of each agency's base funding levels from the prior funding year.

Additional funds are distributed as follows:

2.5% of each agency's annual funding will be allocated in relation to the agency's successes during the most recent contract term at leveraging other funding sources to further support and expand CSBG services while seeking to avoid any duplication of services.

5% of each agency's annual funding will be allocated according to the poverty rates within each agency's geographic catchment area at or below 125% of the Federal Poverty Guideline as reflected in the most recent updated figures of the decennial census. The Department will utilize the newest poverty data available each year in the form of data from the American Community Survey (ACS). Each spring, as soon as the Bureau of the Census releases the ACS, the Department will directly access New Jersey poverty data from the Census website for the purpose of calculating the movement of those living in poverty in New Jersey. As the release of the data used to adjust the CSBG agencies allocations is received in mid-contract each year, the Department will no longer hold this demographic shift data until the receipt of a subsequent allocation for distribution to the Eligible Entities. Instead, the Department will share this information with each agency as soon as it is available so that each agency may plan for the effect that these demographic changes might have on the overall allocation of the current contract.

2.5% of the additional funds will be allocated to New Jersey eligible entities in relation to their levels of performance during the most recent grant contract. These factors are outlined in the annual CSBG-ND RFP as released by the Department and as adjusted from time to time and include evaluations of 1. performance 2. timeliness and 3. completeness of required reporting. Each year the agency that receives the lowest application score is denied this 2.5% of its allocation and these funds are instead provided to the agency that received the highest score in the application review.



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