



State of New Jersey  
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**PROGRAM POLICY BULLETIN #15-06**

**DATE:** May 1, 2015


**TO:** N J Community Action Agencies

**AFFECTED PROGRAMS:** Community Services Block Programs – Non discretionary

**SUBJECT:** Procedures to Petition for Board Representation

**POLICY SUMMARY:** Pursuant to Section 676(b)(10) of the Federal CSBG Act, eligible entities are required to establish procedures under which a low income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation.

**DISCUSSION:** One of the assurances that the State is required by the CSBG Act to make to the U S Department of Health and Human Services as part of the State Plan and application process is the State's obligation to require all eligible entities to have policies and procedures in place that establish a process for individuals or organizations to petition for adequate representation on the organization's Tripartite Board. By this Program Policy Bulletin #15-06, as well as by the Grant Agreement executed by all CSBG grantees, the State requires that all eligible entities adopt a policy and procedures relating to such a petition process. Eligible entities may be required to provide a copy of their policy/procedures relating to this assurance, and compliance will also be reviewed as part of the State's on-site monitoring process.

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

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

