



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS
101 SOUTH BROAD STREET
PO Box 811
TRENTON, NJ 08625-0811

PHILIP D. MURPHY
Governor

LT. GOVERNOR SHEILA Y. OLIVER
Commissioner

**Community Services Block Grants, Non-Discretionary
(CSBG ND)
PROGRAM POLICY BULLETIN #19-01**

DATE: July 23, 2019

TO: NJ Community Action Agency (CAA) Executive Directors

AFFECTED PROGRAMS: All Programs That Utilize CSBG Non-Discretionary (CSBG-ND) Funds

SUPERSEDES: #08-01

SUBJECT: **State Policy for the mandatory use of EmpowOR Software for Reporting of CSBG ROMA performance data**

POLICY SUMMARY: In accordance with the 2019/2020 Annual New Jersey Community Services Block Grant State Plan, the Division of Housing and Community Resources, Office of Community Services (OCS), mandates CSBG ND grantees use of EmpowOR Software by Miles Technologies in order to meet the requirements of Section 678E of the Federal CSBG Grant Act for reporting of grant performance data. Grantees shall enter performance data at least weekly, and will submit quarterly performance reports from the EmpowOR database directly to the DCA Grant Manager within 30 days of the end of each quarter. OCS staff will review outcomes with agency staff and post outcomes of each review on the grantee's contract page within the Department's System for Administering Grants Electronically (SAGE) system.

This policy is effective immediately.

DISCUSSION: Section 678E of the Federal CSBG Grant Act stipulates that in order for eligible entities to receive annual CSBG funding, the agency must administer the CSBG Program by participating in a performance measurement system which may be used by the state and eligible entities to measure the performance in carrying out the requirements of Section 678E.

In order to meet the requirements of Section 678E of the Federal CSBG Grant Act, the State previously contracted with the New Jersey Community Action Agency to purchase CSST Software System from Miles Technologies. Miles Technologies has since



replaced the CSST software with EmpowOR Software.

EmpowOR meets State and Federal CSBG and ROMA reporting requirements. CSBG-ND grantees are expected to ensure performance data for all CSBG funded services is input at least weekly, whether those services are provided by the grantee directly or by a sub-grantee, and to create quarterly data reports from EmpowOR for electronic submission to the OCS Grant Manager within 30 days after the end of each quarter. These reports shall be labeled with the quarter and the service period, i.e., Quarter 1, 10/1/2019 – 12/31/2019. OCS staff will review each quarterly report with grantee staff and provide feedback/technical assistance according to the entities success or failure in meeting the grantee's own performance projections as outlined in the current contract. Timely and complete submission of EmpowOR ROMA data report is required for the processing of Financial Status Reports per CSBG policy #19-02, FSRs and Advances. OCS's internal Quarterly Performance Review forms will also reflect the prior year's performance data for the purposes of comparison and will be uploaded to the grantees contract page in SAGE.

OCS will provide annual training on software updates or improvements to agency staff. Grantees may participate in the EmpowOR webinars according to the schedule routinely disseminated to each agency via email and available at the EmpowOR website at

<https://drive.google.com/file/d/1Rp06EbS9hFeU2R0W7vtAhBAFT4HsK-9U/view?usp=sharing>

Additional EmpowOR training videos are available on You Tube at <https://www.youtube.com/playlist?list=PL-CKwCRJu3sDzvN47YB1mugZnVzx4KF-z>

Grantees may also access the EmpowOR users' manual at https://drive.google.com/drive/folders/0BxyxiAhzy_RhTXZ1QVh3UDdiUm8 or on the EmpowOR system through the Help icon. Agencies should direct any inquiries on performance management and reporting to the OCS Senior Grant Manager.

Delinquent reporting shall be included in the scoring calculation for each agency's annual application.



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