



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS
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Acting Commissioner

PROGRAM POLICY BULLETIN #15-02

DATE: May 1, 2015

TO: NJ Community Action Agencies

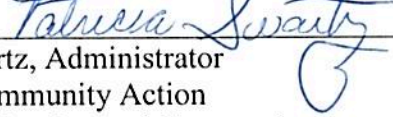
AFFECTED PROGRAMS: Community Services Block Programs – Non discretionary

SUPERSEDES: Policy Bulletin # 95-3

SUBJECT: Information Survey

POLICY SUMMARY: The US Department of Health & Human Services (DHHS) annually requires State CSBG Grantees to report on performance outcomes, organizational standards and services provided by their Community Action Agencies (“CAA”).

DISCUSSION: The Grant Agreement and this Program Policy Bulletin requires all CAA’s to collect, maintain and report client demographic and other pertinent data to the State so that the State may complete the Annual National CSBG Information Survey and submit same to the United States Department of Health and Human Services. All CAA’s are required to submit the annual information survey data requested by the Department of Community Affairs in a format and by the deadline that is announced by DCA each year.

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

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

