

STATE OF NEW JERSEY • DEPARTMENT OF COMMUNITY AFFAIRS

SUBJECT: Procedure for Submitting and Amending Policies

NUMBER: 2.10.47

EFFECTIVE: November 2013

REVISED:

SANDY CDBG-DR

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PURPOSE:

This document establishes the procedures for submitting administrative and programmatic policies for approval that govern operations and activities funded with Community Development Block Grant – Disaster Recovery (CDBG-DR) funds. The document further establishes policies and procedures for amending existing policies, and for ensuring that impacted staff and contractors are aware of all policies and procedures impacting CDBG-DR activities.

POLICY:

A formal procedure for approval and notification is required to ensure that staff and contactors are aware of and implementing approved policies and procedures that impact their activities. Any policy or policy change, to be considered for adoption by the Sandy Division Director and the Assistant Commissioner must first receive approval from the Division Deputy Director, as submitted by the Assistant Director responsible for implementation of that policy.

PROCEDURE:

1. Request for policy or request for change in previously approved policy is initiated by staff or contractors and submitted on the "Policy Change Request Form" attached.

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2. The policy or amendment should be submitted on the form attached and directed to one of the following:
 - a. Housing Programs – SRD Assistant Director for Housing Recovery Programs
 - b. Non Housing Recovery Programs – SRD Assistant Director for Non Housing Recovery Programs
 - c. Finance – SRD Assistant Director for Budget and Finance
 - d. Information Technology/Data – DCA Director of Information Technology
 - e. Other policies –Deputy Director, Sandy Recovery Division (or designee)
3. Once the policy and/or amendment has been approved at the program level, it is transmitted to the Deputy Director, Sandy Recovery Division lead to either:
 - a. Format a new policy for approval, or
 - b. If amendment to previously approved policy, determine appropriate format and documentation process to memorialize change.
4. Deputy Director, Sandy Recovery Division lead will utilize the DCA policy template to create the official policy document or amend the existing policy document using a track/change format with date.
5. The policy document is then forwarded to the Sandy Recovery Division Director and Assistant Commissioner for approval. The policy approval form may include other signatories as appropriate.
6. Once approved, the signed document, along with a Word version of the document, is returned to the Deputy Director, Sandy Recovery Division to be forwarded to Archivist for numbering.
7. Archivist numbers and adds electronic signatures to policy document and forwards to DCA IT division which posts the policy on the DCA Intranet.

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8. Once signed and numbered, the policy document is returned to the Deputy Director, Sandy Recovery Division.
9. Deputy Director, Sandy Recovery Division will publish on the SIROMS "Sandy Recovery Program Policy Library."
10. CGI will establish an email notification for that Library:
 - a. A notice of the policy or policy change is to be sent via email to all potentially impacted DCA, SRD and contractor staff.
 - b. Each person receiving the email notification is asked to return verification via email that they received and read the policy.
 - c. This notification is kept in SIROMS to document receipt and acknowledgement.
 - d. The new or changed policy is to be posted in SIROMS policy portal.

(Note: until the SIROMS procedure is implemented, the appropriate DCA program manager is responsible for providing email notification and a copy of the policy to all relevant staff and contractors.)

11. At the point of notification, all relevant staff assumes responsibility for implementation.