

CSBG Eligible Entity Master List

CSBG State Plan FY2019

Office of Community Services (OCS)
Division of Community Assistance (DCA)
Community Services Block Grant (CSBG)
July 30, 2018



Welcome!



Today's Focus

- Action Transmittal 02-2018
- CSBG Eligible Entity Master List



Heads up!

The CSBG State Plan Opens:
Wednesday, August 15, 2018



Reminder...

All Plans Due:
Saturday, September 1, 2018



CSBG State Plan Background Refresher



CSBG State Plan Overview

- Approved by Office of Management and Budget (OMB) and implemented in FY 2016
- Received new OMB Clearance July 2, 2018 for 3 years
- Revised and automated CSBG State Plan
 - Incorporates the 3 performance management efforts
 - Accessed through ACF's Online Data Collection System (OLDC)
 - Increases efficiency, improves data analysis



CSBG State Plan Content Areas

1. CSBG Cover Page (SF-424M)
2. Section 1: CSBG Administrative Information
3. Section 2: State Legislation and Regulation
4. Section 3: State Plan Development and Statewide Goals
5. Section 4: CSBG Hearing Requirements
6. Section 5: CSBG Eligible Entities
7. Section 6: Organizational Standards for Eligible Entities
8. Section 7: State Use of Funds
9. Section 8: State Training and Technical Assistance
10. Section 9: State Linkages and Communication
11. Section 10: Monitoring, Corrective Action, and Fiscal Controls
12. Section 11: Eligible Entity Tripartite Board
13. Section 12: Individual and Community Income Eligibility Requirements
14. Section 13: Results Oriented Management and Accountability (ROMA) System
15. Section 14: CSBG Programmatic Assurances and Information Narrative
16. Section 15: Federal Certifications



CSBG State Plan Submission Groups

- All states have submitted a plan at least once.
- Two submission groups this year:

GROUP A

The following states are required to submit a one- or two-year plan for FY2019:

| | | | | |
|-----------------------------|-----------------|--------------------|-------------------------|----------------------|
| Alaska | Alabama | Arizona | Connecticut | Delaware |
| District of Columbia | Florida | Georgia | Kansas | Maryland |
| Massachusetts | Michigan | Mississippi | Nebraska | New Hampshire |
| New Jersey | Oregon | Puerto Rico | South Carolina | South Dakota |
| Utah | Vermont | Virginia | Washington State | Wyoming |

GROUP B

The following states are required to submit a SF-424M for FY2019, but may submit an update to their currently accepted plan:

| | | | | |
|----------------------|---------------------|-----------------------|---------------------|------------------|
| Arkansas | California | Colorado | Hawaii | Idaho |
| Illinois | Indiana | Iowa | Kentucky | Louisiana |
| Maine | Minnesota | Missouri | Montana | Nevada |
| New Mexico | New York | North Carolina | North Dakota | Ohio |
| Oklahoma | Pennsylvania | Rhode Island | Tennessee | Texas |
| West Virginia | Wisconsin | | | |

Group A: States with Accepted One- or Two-Year Plans: Ending FY 2018

- States with accepted one- or two-year plans ending September 30, 2018
- States (25) must complete the CSBG Eligible Entity Master List and a new plan
- The plan will be subject to all requirements of the CSBG Act, including the public hearing requirement



Group B: States with Accepted Two-Year Plans: End FY 2019

- States with accepted two-year plans ending September 30, 2019:
 - **Option 1:** Solely complete the CSBG Eligible Entity Master List and the SF-424M as separate forms through OLDC.
 - **Option 2:** Complete the CSBG Eligible Entity Master List and submit revisions to the CSBG State Plan. Must include the appropriate designee to certify the report.



OCS Guidance

- Action Transmittal (AT) 2018-02, *Application for FY2019 Funds for State and Territories* (based on the availability of CSBG funds)
 - Released July 27, 2018

Community Services Block Grant
Action Transmittal
Transmittal No. CSBG-AT-2018-01

U.S. Department of Health and Human Services
Administration for Children and Families
Office of Community Services
330 C Street, S.W., 5th Floor
Washington, DC 20201
<https://www.acf.hhs.gov/programs/ocs/programs/csbg>
Date: July 27, 2018

TO: Community Services Block Grant (CSBG) States and U.S. Territories Grantees

GUIDANCE INTENDED FOR: ☒ STATES
☐ TRIBES/TRIBAL ORGANIZATIONS
☐ TERRITORIES

SUBJECT: Application for Fiscal Year (FY) 2019 Community Services Block Grant (CSBG) Funds Based on the Availability of CSBG Funds

RELATED REFERENCES: Community Services Block Grant Act, Title VI, Subtitle B, of the Omnibus Budget Reconciliation Act of 1981, Public Law 97-35, as amended; Human Services Amendments of 1994, P.L. 103-252; the FY 1996 CSBG Appropriation Legislation, P.L. 104-134; CFR Title 45, Part 96; Coats Human Services Reauthorization Act of 1998, P.L. 105-285; Department of Health and Human Services Block Grant Regulations and Current Poverty Income Guidelines.

PURPOSE: To inform states and U.S. territories of the CSBG application requirements for FY 2019. To qualify for FY 2019 CSBG funding, states must submit their state plan applications to the Office of Community Services (OCS) by September 1, 2018 using the approved online CSBG State Plan format. States shall submit their information electronically through the Administration for Children and Families' (ACF) On-Line Data Collection (OLDC) system.

BACKGROUND: According to Section 676(b) of the Community Services Block Grant (CSBG) Act, states, including territories, must prepare and submit a State Plan for CSBG funding. The Office of Community Services (OCS) provides funds to CSBG grantees based on the determination that their State Plan, which also serves as an application, is complete and in accordance with all requirements of the CSBG Act.

The CSBG State Plan is a critical document for both state and federal oversight of CSBG. The CSBG State Plan – submitted through the Administration for Children and Families (ACF) On-Line Data Collection system (OLDC) – integrates and aligns requirements from the CSBG Act with elements of the overall CSBG Performance Management and Accountability Framework, which includes 1) organizational standards for CSBG eligible entities, 2) accountability measures for states and OCS, and 3) Results Oriented Management and Accountability (ROMA). Ultimately, this

Elements of a CSBG State Plan

- **A new complete plan** includes:
 1. The CSBG Eligible Entity Master List (a **new** form available in OLDC);
 2. The Standard Form for Federal Assistance (SF-424M) [the cover page of the CSBG State Plan];
 3. CSBG State Plan Sections 1 – 14; and
 4. Certifications as defined by CSBG Statute (Section 15 of the CSBG State Plan).



CSBG Eligible Entity Master List Background



What is the CSBG Eligible Entity Master List?

- CSBG Eligible Entity Master List consists of:
 - Each Eligible Entity
 - Doing Business As Name (if applicable)
 - DUNS number
 - Public or Non-Profit
 - Address
 - Geographical Area Served



How do States Benefit from the CSBG Eligible Entity Master List?

- It allows for...
 - Linkage to State Plan, Section 5
 - Linkage to Module 1, Section C
 - Linkage to Modules 2 and 4
 - A more succinct method for collecting and storing eligible entity information for your state
 - Only requires an update when there is change



Elements of the CSBG Eligible Entity Master List

- All states must complete the Eligible Entity Master List at least once
 - Implementation: FY 2019 CSBG State Plan
 - Submission: CSBG State Plan due date (FY 2019 – September 1, 2018)
- Only requires re-submission when there is a change to eligible entity list
- The form does not require certification



On the bright side...

**The CSBG Eligible Entity Master
List Opens:
Thursday, August 2, 2018**



Completing the CSBG Eligible Entity Master List





[Report Form Entry](#)

[User / System Settings](#)

[End OLDC](#)

[Privacy](#)

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On-Line Data Collection

For most users, this is the first step in the process of locating and working with your specific reports. The following screens present a series of questions to help you select the appropriate report form. This same process is used to check the status of any current or submitted report.



This training is done from the *Enhanced Home Page*. If when you log-in your screen looks like this, click **Switch Home Page (Enhanced)** in order to switch to the *Enhance Home Page*.





[Report Form Entry](#)

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My Recent Activity

Activity Report

Report Due



[Page Help](#)

No items to display

The *Enhanced Home Page* allows easier access to your *Recent Activity*.





[Report Form Entry](#)

[User / System Settings](#)

[End OLDC](#)

[Privacy](#)

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My Recent Activity

Activity Report

Report Due



[Page Help](#)

No items to display

To start: Select **Report Form Entry**

Form Selection

Please use the drop-down lists below to make selections. Steps must be completed in order.

Step 1: [Program Name:](#)

Step 2: [Grantee Name:](#)

Step 3: [Report Name:](#)

Step 1: Program Name – Select Community Services Block Grant

Step 2: Grantee Name – Select your state (this will be your only option)

Step 3: Report Name – Select CSBG Eligible Entity Master List (CSBG-Master List)

Please use the drop-down lists below to make selections. Steps must be completed in order.

Step 1: [Program Name:](#) Community Services Block Grant

Step 2: [Grantee Name:](#) CA [1 946001347 K4] (1993-2019) California - No. 01

Step 3: [Report Name:](#) CSBG Eligible Entity Master List (CSBG - Master List)

Step 4: [Select Action:](#) Select Action

Optional: [List of Reports :](#)

| Report Description | Report Status | Created Date | Updated Date |
|---------------------|---------------|--------------|--------------|
| No items to display | | | |

Enter

Step 4: Select Action – Select **New** (your only option)

Then click **Enter**



Please use the drop-down lists below to make selections. Steps must be completed in order.

Step 1: Program Name: Community Services Block Grant

Step 2: Grantee Name: CA [1 946001347 K4] (1993-2019) California - No. 01

Step 3: Report Name: CSBG Eligible Entity Master List (CSBG - Master List)

Step 4: Select Action: New

Optional: List of Reports :

| Report Description | Created Date | Updated Date |
|--|--------------|--------------|
| <div>Report Description</div> <div>Enter Report Description : CA - EE Master List x</div> <div>Create Report Cancel</div> | | |

Enter

Report Description will pop-up

Enter **“Your State – EE Master List”**

Then click **Create Report**



Report Sections

Program Name: Community Services Block Grant
Grantee Name: California - No. 01
Report Name: CSBG - EE Master List
Description of the report: CA - EE Master List

This table displays the sections of the report form and the status of each. Return to this screen to Validate, Certify, or Submit.

Selections in the dropdown lists may include:

- Create Section - Indicated by an asterisk (*), copies that section and creates a new blank section.
- Clear Section Data - Deletes all data saved for that section.
- Delete Section - Permanently deletes that section and data.
- Edit Section - Opens the form section in a data-entry version.
- Print Section - Opens a new browser window with the report in a print-friendly version.

[View/Add Attachments](#) [Validate](#) [Print Full Report](#)

Show entries

Search:

| <u>Section Name:</u> | <u>Perform Action:</u> | <u>Section Status:</u> |
|---|--|------------------------|
| CSBG Model State Plan - Eligible Entities Master List | <div><div>Select Action:</div><div>Clear Section Data</div><div>Edit Section</div><div>Print Section</div></div> <div>Go</div> | Initialized |

Showing 1 to 1 of 1 entries

Previous Next

[View/Add Attachments](#) [Validate](#) [Print Full Report](#)



Report Sections

Under **Perform Action** – Select “**Edit Section**”

Then click **Go**



Report Progress

| | | | |
|---|---|--|--|
| Initialized <input checked="" type="checkbox"/> | Edit-Saved <input type="checkbox"/> | Validated <input type="checkbox"/> | Submitted <input type="checkbox"/> |
|---|---|--|--|

[Save](#) [View/Add Attachments](#) [Validate](#)

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13)

Public reporting burden for this collection of information is estimated to average 1.67 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES

OMB Clearance No.: 0970-0382
Expiration Date: 06/30/2021

Community Services Block Grant (CSBG)
Model State Plan
Eligible Entities Master List

The following is a listing of all CSBG Eligible Entities within your state. This should include all eligible entities that receive funding under the "not less than 90% funds" of your CSBG Allocation. This information will be used to complete questions regarding your eligible entities within the State Plan and Annual Report. As well as be used as a tracking tool in the case that the name of an entity changes, there are designations or re-designations, terminations or reductions, or mergers. Do not include entities that only receive remainder/discretionary funds from the state or tribes/tribal organizations that receive direct funding from OCS under [Section 677](#) of the CSBG Act.

Note: Whether nonprofit or public, entities that receive CSBG funds are generally considered to be Community Action Agencies for the purpose of administering CSBG. The only specific exceptions outlined in the CSBG Act are [Limited Purpose Agencies](#), Migrant and Seasonal Farmworker organizations, and Tribes and Tribal Organizations.

| DUNS # | CSBG Eligible Entity Official Name | Geographical Area | Public or Non-profit | Type of Entity | Status | Actions |
|-------------------------------------|------------------------------------|-------------------|----------------------|----------------|--------|---------|
| Add Eligible Entity | | | | | | |

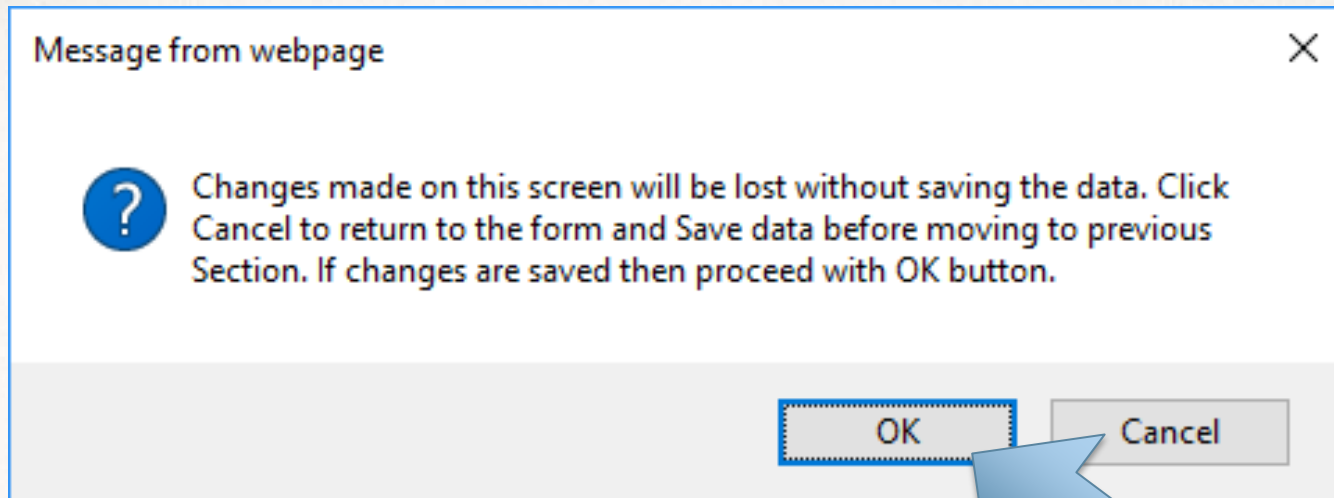
[Save](#) [View/Add Attachments](#)

Report Progress

To add a new Entity – Click **Add Eligible Entity**

NOTE: Do not Add your eligible entity list as an attachment. This will not be accepted or allow for linkage to the State Plan nor Annual Report





This message from webpage will pop-up every time you select *Add New Eligible Entity*

Click **OK**

NOTE: No changes can be made from this screen, so there is no need to hit "Save"



**Community Services Block Grant (CSBG)
Model State Plan
Eligible Entities Master List****Note:** Whether nonprofit or public, entities that receive CSBG funds are generally considered to be Community Action Agencies for the purpose of administering CSBG. The only specific exceptions outlined in the CSBG Act are [Section 677](#) of the CSBG Act.

| Data Element | Response |
|--|--|
| DUNS # | <input type="text"/> |
| CSBG Eligible Entity Official Name | <input type="text"/> |
| CSBG Eligible Entity DBA | <input type="text"/> |
| Street Address | <input type="text"/> |
| City | <input type="text"/> |
| State | Select ▼ |
| Zip Code | <input type="text"/> |
| Geographical Area | <input type="text"/> |
| Public or Non-profit | Select ▼ |
| Type of Entity | <input type="text"/> Community Action Agency Limited Purpose Agency Migrant or Seasonal Farmworker Organization Tribe or Tribal Organization |

Iterative Form

Note: each *Data Element* is clickable and will provide more information on what is requested as a response.



Community Services Block Grant (CSBG) Model State Plan Eligible Entities Master List

Note: Whether nonprofit or public, entities that receive CSBG funds are generally considered to be Community Action Agencies for the purpose of administering CSBG. The only specific exceptions outlined in the CSBG Act are [Section 677](#) of the CSBG Act.

| Data Element | Response |
|--|---|
| DUNS # | <input type="text" value="123456789"/> |
| CSBG Eligible Entity Official Name | <input type="text" value="Test Eligible Entity 1"/> |
| CSBG Eligible Entity DBA | <input type="text" value="Test1"/> |
| Street Address | <input type="text" value="123 Main Street"/> |
| City | <input type="text" value="Sacramento"/> |
| State | <input type="text" value="California"/> |
| Zip Code | <input type="text" value="12345"/> |
| Geographical Area | <input type="text" value="Montgomery County"/> |
| Public or Non-profit | <input type="text" value="Public"/> |
| Type of Entity | <div> <input checked="" type="radio"/> Community Action Agency <input type="radio"/> Limited Purpose Agency <input type="radio"/> Migrant or Seasonal Farmworker Organization <input type="radio"/> Tribe or Tribal Organization </div> |

[Go to Main](#)
[Save](#)
[Validate](#)

DUNS

The DUNS # refers to the official Data Universal Numbering System and should be the official DUNS # registered to the eligible entity.

This should be 9 digits.



Community Services Block Grant (CSBG) Model State Plan Eligible Entities Master List

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| Data Element | Response |
|--|---|
| DUNS # | <input type="text" value="123456789"/> |
| CSBG Eligible Entity Official Name | <input type="text" value="Test Eligible Entity 1"/> |
| CSBG Eligible Entity DBA | <input type="text" value="Test1"/> |
| Street Address | <input type="text" value="123 Main Street"/> |
| City | <input type="text" value="Sacramento"/> |
| State | <input type="text" value="California"/> |
| Zip Code | <input type="text" value="12345"/> |
| Geographical Area | <input type="text" value="Montgomery County"/> |
| Public or Non-profit | <input type="text" value="Public"/> |
| Type of Entity | <div> <input checked="" type="checkbox"/> Community Action Agency <input type="checkbox"/> Limited Purpose Agency <input type="checkbox"/> Migrant or Seasonal Farmworker Organization <input type="checkbox"/> Tribe or Tribal Organization </div> |

[Go to Main](#)
[Save](#)
[Validate](#)

CSBG Eligible Entity Official Name

Provide the official eligible entity name as it is associated with the DUNS #.

Do not include any additional information in this text box, this includes but is not limited to an acronym or more commonly known name.

RIGHT: Office of Community Services
 WRONG: Office of Community Services (OCS)



**Community Services Block Grant (CSBG)
Model State Plan
Eligible Entities Master List**

Note: Whether nonprofit or public, entities that receive CSBG funds are generally considered to be Community Action Agencies for the purpose of administering CSBG. The only specific exceptions outlined in the CSBG Act are [Section 677](#) of the CSBG Act.

| Data Element | Response |
|--|---|
| DUNS # | <input type="text" value="123456789"/> |
| CSBG Eligible Entity Official Name | <input type="text" value="Test Eligible Entity 1"/> |
| CSBG Eligible Entity DBA | <input type="text" value="Test1"/> |
| Street Address | <input type="text" value="123 Main Street"/> |
| City | <input type="text" value="Sacramento"/> |
| State | <input type="text" value="California"/> |
| Zip Code | <input type="text" value="12345"/> |
| Geographical Area | <input type="text" value="Montgomery County"/> |
| Public or Non-profit | <input type="text" value="Public"/> |
| Type of Entity | <div><div>Community Action Agency</div><div>Limited Purpose Agency</div><div>Migrant or Seasonal Farmworker Organization</div><div>Tribe or Tribal Organization</div></div> |

[Go to Main](#) [Save](#) [Validate](#)

CSBG Eligible Entity DBA

Provide **ONLY** the acronym or more commonly known name.

This is the only field that is **not** required. This field will not link to any other form, but may be useful to your program specialist.

RIGHT: OCS

WRONG: Office of Community Services (OCS)



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| CSBG Eligible Entity Official Name | <input type="text" value="Test Eligible Entity 1"/> |
| CSBG Eligible Entity DBA | <input type="text" value="Test1"/> |
| Street Address | <input type="text" value="123 Main Street"/> |
| City | <input type="text" value="Sacramento"/> |
| State | <input type="text" value="California"/> |
| Zip Code | <input type="text" value="12345"/> |
| Geographical Area | <input type="text" value="Montgomery County"/> |
| Public or Non-profit | <input type="text" value="Public"/> |
| Type of Entity | <div> <input checked="" type="radio"/> Community Action Agency <input type="radio"/> Limited Purpose Agency <input type="radio"/> Migrant or Seasonal Farmworker Organization <input type="radio"/> Tribe or Tribal Organization </div> |

[Go to Main](#)
[Save](#)
[Validate](#)

Street Address

Provide the official street address for the eligible entity as it is associated with the DUNS #.

Only include the:

- Street Number
- Street Name (no abbreviations)
- Suite/Office/Floor Number (as applicable)



Community Services Block Grant (CSBG) Model State Plan Eligible Entities Master List

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| Street Address | <input type="text" value="123 Main Street"/> |
| City | <input type="text" value="Sacramento"/> |
| State | <input type="text" value="California"/> |
| Zip Code | <input type="text" value="12345"/> |
| Geographical Area | <input type="text" value="Montgomery County"/> |
| Public or Non-profit | <input type="text" value="Public"/> |
| Type of Entity | <div> <div>Community Action Agency</div> <div>Limited Purpose Agency</div> <div>Migrant or Seasonal Farmworker Organization</div> <div>Tribe or Tribal Organization</div> </div> |

[Go to Main](#)
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City

Provide the official city for the eligible entity as it is associated with the DUNS #.



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| DUNS # | <input type="text" value="123456789"/> |
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| Street Address | <input type="text" value="123 Main Street"/> |
| City | <input type="text" value="Sacramento"/> |
| State | <input type="text" value="California"/> |
| Zip Code | <input type="text" value="12345"/> |
| Geographical Area | <input type="text" value="Montgomery County"/> |
| Public or Non-profit | <input type="text" value="Public"/> |
| Type of Entity | <div> <div>Community Action Agency</div> <div>Limited Purpose Agency</div> <div>Migrant or Seasonal Farmworker Organization</div> <div>Tribe or Tribal Organization</div> </div> |

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State

Select the official state for the eligible entity as it is associated with the DUNS #.

This should be your state.



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| State | <input type="text" value="California"/> |
| Zip Code | <input type="text" value="12345"/> |
| Geographical Area | <input type="text" value="Montgomery County"/> |
| Public or Non-profit | <input type="text" value="Public"/> |
| Type of Entity | <div> <input checked="" type="checkbox"/> Community Action Agency <input type="checkbox"/> Limited Purpose Agency <input type="checkbox"/> Migrant or Seasonal Farmworker Organization <input type="checkbox"/> Tribe or Tribal Organization </div> |

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Zip Code

Provide the official zip code for the eligible entity as it is associated with the DUNS #.

This should be 5 digits.



**Community Services Block Grant (CSBG)
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Eligible Entities Master List**

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| Data Element | Response |
|--|--|
| DUNS # | 123456789 |
| CSBG Eligible Entity Official Name | Test Eligible Entity 1 |
| CSBG Eligible Entity DBA | Test1 |
| Street Address | 123 Main Street |
| City | Sacramento |
| State | California |
| Zip Code | 12345 |
| Geographical Area | Montgomery County |
| Public or Non-profit | Public |
| Type of Entity | Community Action Agency Limited Purpose Agency Migrant or Seasonal Farmworker Organization Tribe or Tribal Organization |

[Go to Main](#) [Save](#) [Validate](#)

Geographical Area

Provide the *Geographical Area(s)* served by the eligible entity.

Please provide the accurate name for each area served. Each “area” should be separated by commas or semi-colons.

RIGHT: Montgomery County, Prince Georges County

WRONG: Counties of: Montgomery and Prince Georges

This is important for the upcoming CSBG Performance Management site



Community Services Block Grant (CSBG) Model State Plan Eligible Entities Master List

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| City | <input type="text" value="Sacramento"/> |
| State | <input type="text" value="California"/> |
| Zip Code | <input type="text" value="12345"/> |
| Geographical Area | <input type="text" value="Montgomery County"/> |
| Public or Non-profit | <input type="text" value="Public"/> |
| Type of Entity | <div> <input checked="" type="radio"/> Community Action Agency <input type="radio"/> Limited Purpose Agency <input type="radio"/> Migrant or Seasonal Farmworker Organization <input type="radio"/> Tribe or Tribal Organization </div> |

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Public or Non-profit

Select whether this is a public or non-profit eligible entity.

Only one option can be selected.



Community Services Block Grant (CSBG) Model State Plan Eligible Entities Master List

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| State | <input type="text" value="California"/> |
| Zip Code | <input type="text" value="12345"/> |
| Geographical Area | <input type="text" value="Montgomery County"/> |
| Public or Non-profit | <input type="text" value="Public"/> |
| Type of Entity | <div> <input checked="" type="checkbox"/> Community Action Agency <input type="checkbox"/> Limited Purpose Agency <input type="checkbox"/> Migrant or Seasonal Farmworker Organization <input type="checkbox"/> Tribe or Tribal Organization </div> |

[Go to Main](#)
[Save](#)
[Validate](#)

Type of Entity

Select the type(s) of entity for this eligible entity. Options include:

- Community Action Agency
- Limited Purpose Agency
- Migrant or Seasonal Farmworker Organization
- Tribe or Tribal Organization

To select multiple options, hold down the CTRL button while making your selections.



**Community Services Block Grant (CSBG)
Model State Plan
Eligible Entities Master List**

Note: Whether nonprofit or public, entities that receive CSBG funds are generally considered to be Community Action Agencies for the purpose of administering CSBG. The only specific exceptions outlined in the CSBG Act are [Section 677](#) of the CSBG Act.

| Data Element | Response |
|--|---|
| DUNS # | <input type="text" value="123456789"/> |
| CSBG Eligible Entity Official Name | <input type="text" value="Test Eligible Entity 1"/> |
| CSBG Eligible Entity DBA | <input type="text" value="Test1"/> |
| Street Address | <input type="text" value="123 Main Street"/> |
| City | <input type="text" value="Sacramento"/> |
| State | <input type="text" value="California"/> |
| Zip Code | <input type="text" value="12345"/> |
| Geographical Area | <input type="text" value="Montgomery County"/> |
| Public or Non-profit | <input type="text" value="Public"/> |
| Type of Entity | <div><div>Community Action Agency</div><div>Limited Purpose Agency</div><div>Migrant or Seasonal Farmworker Organization</div><div>Tribe or Tribal Organization</div></div> |

[Go to Main](#) [Save](#) [Validate](#)

Type of Entity

If the eligible entity does not fit under one of the types listed, select **Community Action Agency**

Whether nonprofit or public, entities that receive CSBG funds are generally considered to be CAAs for the purpose of administering CSBG. The only specific exceptions outlined in the CSBG Act are Section 677 of the CSBG Act.



Community Services Block Grant (CSBG) Model State Plan Eligible Entities Master List

Note: Whether nonprofit or public, entities that receive CSBG funds are generally considered to be Community Action Agencies for the purpose of administering CSBG. The only specific exceptions outlined in the CSBG Act are [Section 677](#) of the CSBG Act.

| Data Element | Response |
|--|--|
| DUNS # | <input type="text" value="123456789"/> |
| CSBG Eligible Entity Official Name | <input type="text" value="Test Eligible Entity 1"/> |
| CSBG Eligible Entity DBA | <input type="text" value="Test1"/> |
| Street Address | <input type="text" value="123 Main Street"/> |
| City | <input type="text" value="Sacramento"/> |
| State | <input type="text" value="California"/> |
| Zip Code | <input type="text" value="12345"/> |
| Geographical Area | <input type="text" value="Montgomery County"/> |
| Public or Non-profit | <input type="text" value="Public"/> |
| Type of Entity | <div> <div>Community Action Agency</div> <div>Limited Purpose Agency</div> <div>Migrant or Seasonal Farmworker Organization</div> <div>Tribe or Tribal Organization</div> </div> |

[Go to Main](#)
[Save](#)
[Validate](#)

After you are done with each entity, select *Validate* at the bottom or top of the screen.



[Go to Main](#) [Save](#) [Validate](#)

Test Eligible Entity 1 (DUNS: 123456789)

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13)

Public reporting burden for this collection of information is estimated to average 1.67 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information.

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U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES

OMB Clearance No.: 0970-0382
Expiration Date: 06/30/2021

**Community Services Block Grant (CSBG)
Model State Plan
Eligible Entities Master List**

Note: Whether nonprofit or public, entities that receive CSBG funds are generally considered to be Community Action Agencies for the purpose of administering CSBG. The only specific exceptions outlined in the CSBG Act are [Section 677](#) of the CSBG Act.

| Data Element | Response |
|---------------|-----------|
| <u>DUNS #</u> | 123456789 |

If there are no errors, the screen will reload and you will see the Official Name and DUNS Number at the top of the form.



ADMINISTRATION FOR
CHILDREN & FAMILIES

- Error #1: [23767] DUNS # - Missing Value.
[\[Goto Error\]](#) [\[Long Description\]](#)
- Error #2: [23768] CSBG Eligible Entity Official Name - Missing Value.
[\[Goto Error\]](#) [\[Long Description\]](#)
- Error #3: [23770] Official Street Address - Missing Value.
[\[Goto Error\]](#) [\[Long Description\]](#)
- Error #4: [23771] Official City - Missing Value.
[\[Goto Error\]](#) [\[Long Description\]](#)
- Error #5: [23772] Official State - Missing Value.
[\[Goto Error\]](#) [\[Long Description\]](#)
- Error #6: [23773] Official Zip Code - Missing Value.
[\[Goto Error\]](#) [\[Long Description\]](#)
- Error #7: [23774] Official Geographical Area - Missing Value.
[\[Goto Error\]](#) [\[Long Description\]](#)
- Error #8: [23775] Public or Non-Profit - Missing Value.
[\[Goto Error\]](#) [\[Long Description\]](#)
- Error #9: [23776] Type of Entity - Missing Value.
[\[Goto Error\]](#) [\[Long Description\]](#)

Iterative Row - DUNS # 2

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If there are errors, the screen will reload and you will see the errors listed in **RED**. Click on the *Long Description* for additional details. *GoToError* will take you to the question.

EXAMPLE OF ERROR MESSAGE

Message from webpage

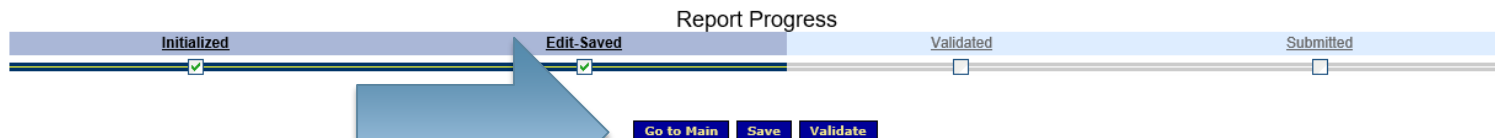


Please provide the DUNS # for each eligible entity within the state.

OK



[Program Name:](#) Community Services Block Grant
[Grantee Name:](#) California - No. 01
[Report Name:](#) CSBG - EE Master List
[Description of the report:](#) CA EE Master List
[Report Status:](#) Saved
[Section Status:](#) Saved
[Subsection Status:](#) Saved -- Validated



Next Eligible Entity 2 (DUNS: 123456789)

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U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES

OMB Clearance No.: 0970-0382
Expiration Date: 06/30/2021

**Community Services Block Grant (CSBG)
Model State Plan
Eligible Entities Master List**

100%

Once you have responded to each error, you must select *Validate* again and the errors will clear.

To add the next eligible entity, select **Go to Main** and start the process again. Repeat until all eligible entities have been entered.



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U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES







OMB Clearance No.: 0970-0382
Expiration Date: 06/30/2021

Community Services Block Grant (CSBG) Model State Plan Eligible Entities Master List

The following is a listing of all CSBG Eligible Entities within your state. This should include all eligible entities that receive funding under the "**not less than 90% funds**" of your CSBG Allocation. This information will be used to complete questions regarding your eligible entities within the State Plan and Annual Report. As well as be used as a tracking tool in the case that the name of an entity changes, there are designations or re-designations, terminations or reductions, or mergers.

Do not include entities that only receive remainder/discretionary funds from the state or tribes/tribal organizations that receive direct funding from OCS under [Section 677](#) of the CSBG Act.

Note: Whether nonprofit or public, entities that receive CSBG funds are generally considered to be Community Action Agencies for the purpose of administering CSBG. The only specific exceptions outlined in the CSBG Act are [Limited Purpose Agencies](#), Migrant and Seasonal Farmworker organizations, and Tribes and Tribal Organizations.

| DUNS # | CSBG Eligible Entity Official Name | Geographical Area | Public or Non-profit | Type of Entity | Status | Actions |
|---------------------------|------------------------------------|--|----------------------|--|--------------------|--|
| 123456789 | Test Eligible Entity 1 | Montgomery County | Public | Community Action Agency | Saved -- Validated |   |
| 123456789 | Test Eligible Entity 2 | Prince Georges County, Allegany County | Non-Profit | Community Action Agency | Saved -- Validated |   |
| 345678901 | Test Eligible Entity 1 | Arlington | Public | Community Action Agency Limited Purpose Agency | Saved |   |

Once you have completed entering all eligible entities, select **Validate** from the Main screen.



Error #1: [23786] All Eligible Entities are not validated.

[\[Goto Error\]](#) [\[Long Description\]](#)

Error #2: [23861] Duplicate DUNS Number.

[\[Goto Error\]](#) [\[Long Description\]](#)

Error #3: [23862] Duplicate Eligible Entity.

[\[Goto Error\]](#) [\[Long Description\]](#)

There are three possible errors.

All Eligible Entities are not validated.

Duplicated DUNS Number.







Duplicate Eligible Entity.



Error #1: [23786] All Eligible Entities are not validated.
[\[Goto Error\]](#) [\[Long Description\]](#)

All Eligible Entities are not validated.

This means that one of the eligible entities have not been validated.

| DUNS # | CSBG Eligible Entity Official Name | Geographical Area | Public or Non-profit | Type of Entity | Status | Actions |
|---------------------------|------------------------------------|--|----------------------|--|--------------------|--|
| 123456789 | Test Eligible Entity 1 | Montgomery County | Public | Community Action Agency | Saved -- Validated |   |
| 123456789 | Test Eligible Entity 2 | Prince Georges County, Allegany County | Non-Profit | Community Action Agency | Saved -- Validated |   |
| 345678901 | Test Eligible Entity 1 | Arlington | Public | Community Action Agency Limited Purpose Agency | Saved |   |

[Add Eligible Entity](#)

To fix:


- Select the correlating DUNS #
- Click *Validate* within the form specific to that eligible entity
- Then select *Go To Main* to return









Error #2: [23861] Duplicate DUNS Number.
[\[Goto Error\]](#) [\[Long Description\]](#)

Duplicate DUNS Number.

This means that two or more of the eligible entities have the same DUNS number.



| DUNS # | CSBG Eligible Entity Official Name | Geographical Area | Public or Non-profit | Type of Entity | Status | Actions |
|---------------------------|------------------------------------|--|----------------------|--|--------------------|--|
| 123456789 | Test Eligible Entity 1 | Montgomery County | Public | Community Action Agency | Saved -- Validated |   |
| 123456789 | Test Eligible Entity 2 | Prince Georges County, Allegany County | Non-Profit | Community Action Agency | Saved -- Validated |   |
| 345678901 | Test Eligible Entity 1 | Arlington | Public | Community Action Agency Limited Purpose Agency | Saved |   |

[Add Eligible Entity](#)

To fix:







- Review the DUNS # of each eligible entity in the first column
- When you find the duplicate DUNS #, select the correlating DUNS # of the entity that needs to be updated.
- The specific eligible entity form will populate.
- Edit the DUNS #, *Validate*, and then select *Go To Main* to return.



Error #3: [23862] Duplicate Eligible Entity. [\[Goto Error\]](#) [\[Long Description\]](#)

Duplicate Eligible Entity

This means that two or more of the eligible entities have the same Official Name.

| DUNS # | CSBG Eligible Entity Official Name | Geographical Area | Public or Non-profit | Type of Entity | Status | Actions |
|---------------------------|------------------------------------|--|----------------------|--|--------------------|--|
| 123456789 | Test Eligible Entity 1 | Montgomery County | Public | Community Action Agency | Saved -- Validated |   |
| 123456789 | Test Eligible Entity 2 | Prince Georges County, Allegany County | Non-Profit | Community Action Agency | Saved -- Validated |   |
| 345678901 | Test Eligible Entity 1 | Arlington | Public | Community Action Agency Limited Purpose Agency | Saved |   |

[Add Eligible Entity](#)

To fix:

- Review the Official Name of each eligible entity in the second column
- When you find the duplicate eligible entity:







Option 1: If it's an accidental duplicate, delete by selecting the red X under the **Actions** column.



Error #3: [23862] Duplicate Eligible Entity. [\[Goto Error\]](#) [\[Long Description\]](#)

Duplicate Eligible Entity

This means that two or more of the eligible entities have the same Official Name.

| DUNS # | CSBG Eligible Entity Official Name | Geographical Area | Public or Non-profit | Type of Entity | Status | Actions |
|---------------------------|------------------------------------|--|----------------------|--|--------------------|--|
| 123456789 | Test Eligible Entity 1 | Montgomery County | Public | Community Action Agency | Saved -- Validated |   |
| 123456789 | Test Eligible Entity 2 | Prince Georges County, Allegany County | Non-Profit | Community Action Agency | Saved -- Validated |   |
| 345678901 | Test Eligible Entity 1 | Arlington | Public | Community Action Agency Limited Purpose Agency | Saved |   |

[Add Eligible Entity](#)

To fix:

Option 2: If it's not an accidental duplicate, select the correlating DUNS # of the entity that needs to be updated.

- Edit the Official Name, *Validate*, and then select *Go To Main* to return.



OLDC Home Form Selection **Report Sections** Report Report Form Status

Go To Report Sections

CSBG Model State Plan - Eligible Entities Master List

Program Name: Community Services Block Grant
Grantee Name: California - No. 01
Report Name: CSBG - EE Master List
Description of the report: CA EE Master List
Report Status: Saved -- Validated
Section Status: Saved -- Validated

Report Progress



[Save](#) [View/Add Attachments](#) [Validate](#)

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U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES

OMB Clearance No.: 0970-0382
Expiration Date: 06/30/2021

Community Services Block Grant (CSBG)

Once you have responded to all the errors, re-Validate.

Now you are ready to submit.

Select **Report Sections** towards the top of the screen, and select **Go To Report Sections**.

Report Sections

[Program Name:](#) Community Services Block Grant
[Grantee Name:](#) California - No. 01
[Report Name:](#) CSBG - EE Master List
[Description of the report:](#) CA EE Master List

This table displays the sections of the report form and the status of each. Return to this screen to Validate, Certify, or Submit.

Selections in the dropdown lists may include:

- Create Section - Indicated by an asterisk (*), copies that section and creates a new blank section.
- Clear Section Data - Deletes all data saved for that section.
- Delete Section - Permanently deletes that section and data.
- Edit Section - Opens the form section in a data-entry version.
- Print Section - Opens a new browser window with the report in a print-friendly version.

[View/Add Attachments](#)
[Validate](#)
[Submit](#)
[Print Full Report](#)

Show entries

Search:

| Section Name: | Perform Action: | Section Status: |
|---|---|---------------------------------|
| CSBG Model State Plan - Eligible Entities Master List | Delete Go | Saved -- Validated |

Showing 1 to 1 of 1 entries

Previous Next



This will bring you back to the Report Sections page.

Select **Submit** and the following pop-up will appear. Click **Ok**.

Message from webpage

?

This will officially submit your report. Do you wish to continue?

OK

Cancel

CSBG Federal Staff Contacts

- **Program Questions**, contact your CSBG Program Specialist
 - **Crystal Crews**
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- **Technical Questions and OLDC Access Concerns**
 - **Monique Alcantara**
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 - AND**
 - **Niki Frazier**
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Also copy,
CSBGStates@acf.hhs.gov to
ensure prompt response



Questions?

