

# CSBG State Plan Online Data Application Submission

Office of Community Services (OCS)  
Division of Community Assistance (DCA)  
Community Services Block Grant (CSBG)  
August 15, 2018

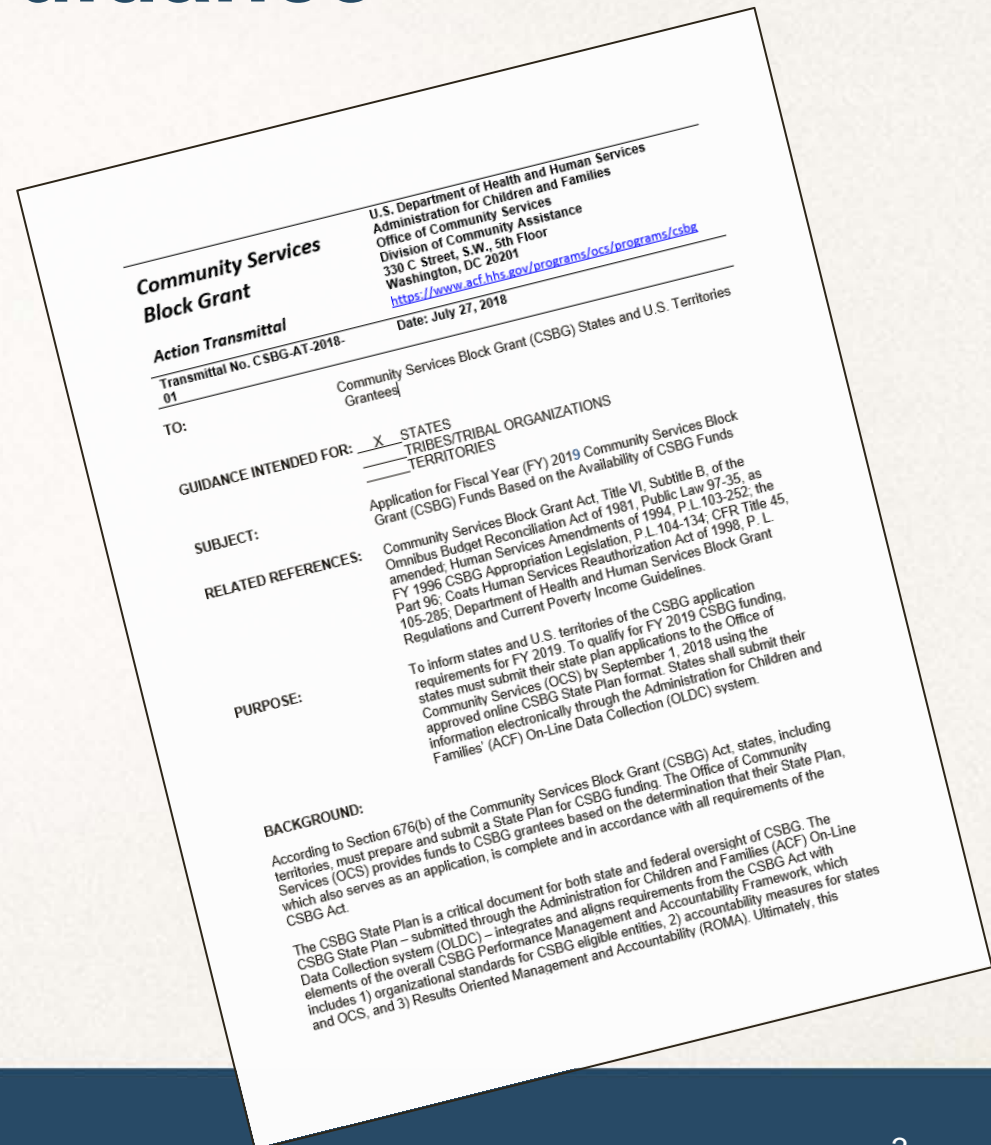


# Welcome!



# 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



# Overview and Reminders



# Today's Focus

- Online Data Collection (OLDC) system Refresher
- Completing the CSBG State Plan (CSP) – Live Demo
- Submitting the CSP





# Reminder...

All Plans Due:  
Saturday, September 1, 2018



# CSBG State Plan Overview

- Received OMB Clearance July 2, 2018
- 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 Submission Groups

## GROUP A

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

Alabama	Alaska	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 solely required to submit a SF-424M for FY2019, but may submit updates to their accepted plans*

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			





# CSBG State Plan Webinar Series

Webinar Title	Description	Date	Audience
<b>Changes to CSP</b>	A one-time webinar focused on the revisions made to the CSP	January 9	All states
<b>State Plan Prep!</b>	An annual webinar focused on refreshers to help you in completing your state plan	March 15	Group A
<b>Button Down: Designation Letter(s), Authorizing Officials, Certifications</b>	An annual webinar focused on requirements around the designation letter, authorizing officials, and certifications	April 17	Group A
<b>CSBG Eligible Entity Master List</b>	A one-time webinar on how to complete the new CSBG Eligible Entity Master List	July 30	All States
<b>Submitting the SF-424M!</b>	An annual webinar focused on refreshers for submitting the SF-424M	August 6	Group B
<b>Great! We Made It!</b>	A one-time webinar focused on the final changes made to the CSBG State Plan	August 14	All states
<b>Submitting the Plan!</b>	An annual webinar focused on refreshers for submitting the CSBG State Plan in OLDC	August 15	Group A

**All recorded webinars can be found on the NASCSP website.**



# OLDC Refresher



# OLDC Overview

- Allows for forms to be submitted quickly and securely
- OLDC roles are based on Grantee **Job Types**
  - **Data Entry** – Create, edit and enter data into forms
  - **Authorized Official** – Reviews and certifies forms
  - **Grant Administrator** – Perform all actions of Data Entry and Authorized Official, as well as submitting and unsubmitting forms

If the roles from last year remain the same, there is no need to submit a new form!

# Register OLDC Accounts

- Individuals must have their own account
- Each state should have at least one user per job type
  - Grant Administrator
  - Authorized Official
  - Data Entry Person (Optional)
- Each person must have CSBG assigned to their account
- Verify that you have an account and the right role
  - Link to OLDC Access Form is available in AT 2018-02
  - Submit completed forms by **August 17, 2018**
  - Niki Frazier, [nikita.frazier@acf.hhs.gov](mailto:nikita.frazier@acf.hhs.gov)





# Username and Passwords

- **New users** will receive their username and passwords via two emails

- Received from:

[notifications@grantsolutions.gov](mailto:notifications@grantsolutions.gov)

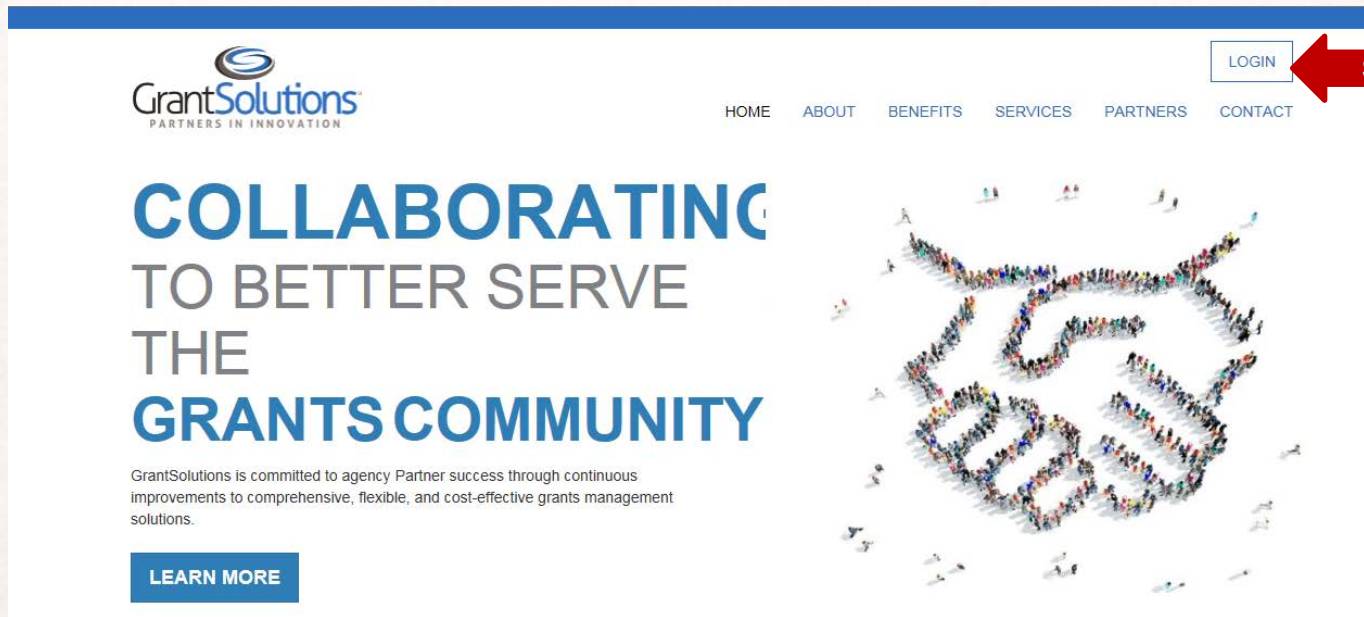
- Contact support if either email is not received

**Phone: 1-866-577-0771**  
[help@grantsolutions.gov](mailto:help@grantsolutions.gov)



## Logging into OLDC

- All users will access the Online Data Collection (OLDC) system via GrantSolutions (<https://www.grantsolutions.gov>)
  - Chrome, Firefox or Internet Explorer



The screenshot shows the GrantSolutions website homepage. At the top left is the GrantSolutions logo with the tagline "PARTNERS IN INNOVATION". To the right is a navigation menu with links for HOME, ABOUT, BENEFITS, SERVICES, PARTNERS, and CONTACT. A "LOGIN" button is located in the top right corner, highlighted by a red arrow pointing left with the text "Start Here". The main content area features the headline "COLLABORATING TO BETTER SERVE THE GRANTS COMMUNITY" in large blue and grey text. Below this is a paragraph of text: "GrantSolutions is committed to agency Partner success through continuous improvements to comprehensive, flexible, and cost-effective grants management solutions." At the bottom left of the main content area is a blue button labeled "LEARN MORE". On the right side of the main content area is a large graphic of a hand holding a globe, composed of many small human figures.

## Accessing OLDC

- Enter your username and password, then click “Login”

**THE GRANTS CENTER of EXCELLENCE** GRANTSOLUTIONS.GOV  
*Linking Services, Solutions, Communities*

**Unauthorized Access Warning**

This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes all devices/storage media attached to this system. This system is provided for Government-authorized use only. Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties. At any time, and for any lawful Government purpose, the government may monitor, record, and audit your system usage and/or intercept, search and seize any communication or data transiting or stored on this system. Therefore, you have no reasonable expectation of privacy. Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.

[IMPORTANT BROWSER SECURITY SETTINGS INFORMATION](#)  
[GMM PRIORITY KNOWN ISSUES - last updated 07/26/2017](#)  
[SYSTEM STATUS - AVAILABLE](#)  
[Planned Maintenance Schedule - updated 08/04/2017](#)  
[Grants.gov Planned Maintenance Schedule](#)

**Login to**  
Before logging in please read the Warning Notice

Username:

Password:

[LOGIN](#) [HHS PIV](#)

[Having trouble logging in?](#)  
[Forgot Password/Unlock Account](#)

[Register New Organization](#)  
[Request a User Account](#)

- If you are unable to log into OLDC, contact the GrantSolutions helpdesk at [help@grantsolutions.gov](mailto:help@grantsolutions.gov)

## Accessing OLDC continued

- The “GrantSolutions – Portal” screen appears. From the menu bar, select **OLDC**.





## OLDC Home Tabs: My Recent Activity

- **My Recent Activity:** Displays all forms recently accessed by the user. Possible *Actions* include:
  - **View:** View a form in read-only mode
  - **Edit:** Access the *Report Sections* screen in edit mode
  - **Report Status:** Navigate to the *Report Form Status* page

The screenshot shows the OLDC Home interface. The top navigation bar includes 'OLDC Home' and a link to 'Switch Home Page (Regular)'. The left sidebar contains links for 'Report Form Entry', 'User / System Settings', 'End OLDC', 'Privacy', 'Accessibility', 'Help / FAQ', and 'News & Tips'. The main content area has three tabs: 'My Recent Activity' (highlighted with a red box), 'Activity Report', and 'Report Due'. Below the tabs is a search box and a 'Page Help' icon. A table displays the following data:

Program Name	Grantee Name	Grant	Report Name	Reporting Period	Activity Date	Report Status	Actions
Temporary Assistance for Needy Families	MA [REDACTED] MASSACHUSETTS	N/A	Application SF-424M	10/01/2014 - 09/30/2015	06/12/2015 11:06:16 AM	Submitted with Warnings	Actions ▾

## OLDC Home Tabs: Activity Report

- **Activity Report:** Search for forms in progress, submitted, or approved over the past two years. To access historical data, use the *Report Form Entry* link from the main menu. Possible *Actions* include:
  - **View:** View a report in read-only mode
  - **Edit:** Access the *Report* screen in edit mode
  - **Report Status:** Navigate to the *Report Form Status* page

The screenshot displays the OLDC Home interface. At the top, there is a header with the logo for 'On-Line Data Collection' and the 'Administration for Children & Families'. The user's name 'Bill Bailey' and last login time '06/19/15 08:36:01 AM' are shown. A navigation menu on the left includes links for 'Report Form Entry', 'User / System Settings', 'End OLDC', 'Privacy', 'Accessibility', 'Help / FAQ', and 'News & Tips'. The main content area features a 'My Recent Activity' section with three tabs: 'My Recent Activity', 'Activity Report' (highlighted with a red box), and 'Report Due'. Below the tabs, there are dropdown menus for 'Program' (Community Services Block Grant) and 'Grantee' (MA [1 046002284 L3 ] MASSACHUSETTS), followed by an 'Enter' button. A 'Page Help' icon is visible on the right. At the bottom, a table displays report data, and a 'Refresh' button is present.

OLDC Home [Switch Home Page \(Regular\)](#)

[Report Form Entry](#)  
[User / System Settings](#)  
[End OLDC](#)  
[Privacy](#)  
[Accessibility](#)  
[Help / FAQ](#)  
[News & Tips](#)

My Recent Activity **Activity Report** Report Due

Program : Community Services Block Grant  
Grantee : MA [1 046002284 L3 ] MASSACHUSETTS

[Page Help](#)

This report was generated on: 06/19/2015:14:10:11

Grant	Report Name	Reporting Period	Due Date	Report Status	Actions
N/A	Application SF-424M	10/01/2013 - 09/30/2014	09/30/2015	Saved	<input type="button" value="Actions"/>

# OLDC Home Tabs: Report Due

- **Report Due:** Access plans that are currently available for submission. Once a plan is submitted, it is removed from this tab but can still be accessed from *My Recent Activity*, *Activity Report*, and from the *Report Form Entry* menu
  - **View:** View a plan in read-only mode
  - **Create:** Start a new plan by navigating to the *Report* screen in edit mode
  - **Edit:** Access an existing report in edit mode
  - **Report Status:** Navigate to the *Report Form Status* page

The screenshot shows the OLDC Home interface. At the top, there is a navigation bar with the logo 'On-Line Data Collection' and 'Administration for Children & Families'. The user is identified as 'Name: Bill Bailey' with a 'Last Login' of '06/19/15 08:36:01 AM'. There are links for 'Help / FAQ' and 'End OLDC'. Below this, the 'OLDC Home' section has a 'Switch Home Page (Regular)' link. A left sidebar contains links for 'Report Form Entry', 'User / System Settings', 'End OLDC', 'Privacy', 'Accessibility', 'Help / FAQ', and 'News & Tips'. The main content area has three tabs: 'My Recent Activity', 'Activity Report', and 'Report Due' (which is highlighted with a red box). Below the tabs, there are dropdown menus for 'Program' (Community Services Block Grant) and 'Grantee' (MA [1 046002284 L3 ] MASSACHUSETTS), with an 'Enter' button. A timestamp indicates 'This report was generated on: 06/19/2015:14:10:06' and a 'Refresh' button. A search box is also present. At the bottom, a table lists reports with columns for Grant, Report Name, Reporting Period, Due Date, Report Status, and Actions.

Grant	Report Name	Reporting Period	Due Date	Report Status	Actions
N/A	Application SF-424M	10/01/2014 - 09/30/2015	09/29/2016		Actions ▾
N/A	Model State Plan(CSBG)	10/01/2014 - 09/30/2015	09/29/2016		Actions ▾
N/A	Application SF-424M	10/01/2013 - 09/30/2014	09/30/2015	Saved	Actions ▾
N/A	Model State Plan(CSBG)	10/01/2013 - 09/30/2014	09/30/2015		Actions ▾

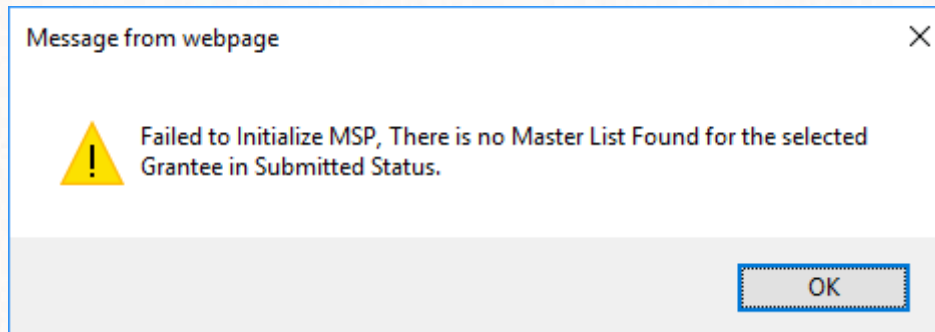
# Submitting New CSBG State Plans





# CSBG Eligible Entity Master List

- First **Submit** CSBG Master List



# Report Form Entry

On-Line Data Collection

U.S. Department of Health & Human Services  
Administration for Children & Families  
Mika Leavitt, Secretary | Daniel Schneider, Acting Asst. Secretary

Name: c sbgm spz  
Last Login: 08/14/2018 15:55:24 PM

[Help / FAQ](#)  
[End OLDC](#)

OLDC Home    Form Selection

[Page Help](#)

### 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**

Step 3: Report Name: Select **State Plan**



## Report Form Entry continued

**Form Selection**

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:](#) AZ [1 741000283 A1] (1993-2019) Arizona - No. 01

Step 3: [Report Name:](#) State Plan (CSBG)

Step 4: [Report Period:](#)

	Reporting Period	Type	Report Status
<input type="radio"/>	10/01/2019 - 09/30/2020	Annual	
<input checked="" type="radio"/>	10/01/2018 - 09/30/2019	Annual	

Step 5: [Select Action:](#) New / Edit / Revise Report

Step 4: Report Period: Select **FFY 2019 (October 1, 2018 – September 30, 2019)**

Step 5: Select Action: Select **New / Edit / Revise Report**



# Accessing Reports

Report Sections

Program Name: Community Services Block Grant  
Grantee Name: California - No. 01  
Report Name: CSBG State Plan  
Report Period: 10/01/2018 - 09/30/2019

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:

Section Name:	Perform Action:	Section Status:
CSBG Cover Page (SF-424M)	Select Action: <input type="button" value="Go"/>	Initialized
Section 1: CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter	Select Action: <input type="button" value="Go"/>	Initialized
Section 2: State Legislation and Regulation	Select Action: <input type="button" value="Go"/>	Initialized

- “Report Sections” contains 16 sections (including the cover page)
- Each section’s data is entered separately and sections may be saved individually





# Form Entry: Report Sections

- Report Section actions
  - **Clear Section Data:** To delete all data previously saved for a section, click the drop-down arrow next to a section, select **Clear Section Data**, and click **Go**
  - **Edit Section:** To begin entering data for a section, click the drop-down arrow next to a section, select **Edit Section**, and click **Go**
  - **Print:** To print a section, click the drop-down arrow next to a section, select **Print Section**, and click **Go**

You must complete Section 1 prior to completing other sections for validation purposes!

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

<u>Section Name:</u>	<u>Perform Action:</u>	<u>Section Status:</u>
CSBG Cover page (SF-424M)	Select Action: <input type="button" value="Go"/>	Initialized
Section 1: CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter	Select Action: <input type="button" value="Go"/>	Initialized
Section 2: State Legislation and Regulation	Select Action: <input type="button" value="Go"/>	Initialized
Section 3: State Plan Development and Statewide Goals	Select Action: <input type="button" value="Go"/>	Initialized

Select Action: ▼

Select Action:

Clear Section Data

Edit Section

Print Section



# Cover Page (SF-424m)

- If submitting a one-year plan, select:

1.a. Type of Submission: **Plan**  
 1.b. Frequency: **Annual**  
 1.d. Version: **Initial**

- If submitting a two-year plan, select:

1.a. Type of Submission: **Plan**  
 1.b. Frequency: **Other (2 Year)**  
 1.d. Version: **Initial**

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

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U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
 Administration for Children and Families  
 Community Services Block Grant (CSBG)

Form Approved  
 OMB No: 0970-0382  
 Expires: 08/31/2016

**COVER PAGE**

<p>* 1.a. Type of Submission:</p> <p><input type="radio"/> Application</p> <p><input checked="" type="radio"/> <b>Plan</b></p> <p><input type="radio"/> Other (2 Year)</p>	<p>* 1.b. Frequency:</p> <p><input type="radio"/> Annual</p> <p><input checked="" type="radio"/> <b>Other (2 Year)</b></p>	<p>* 1.c. Consolidated Application/Plan/Funding Request?</p> <p>Explanation:</p>	<p>* 1.d. Version:</p> <p><input checked="" type="radio"/> <b>Initial</b></p> <p><input type="radio"/> Resubmission</p> <p><input type="radio"/> Revision</p> <p><input type="radio"/> Update</p>
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## Form Entry: Enter Data

- Data Entry Types
  - **Text boxes:** Enter free text. The character limitations vary for each text box. Text may be copied and pasted from MS Word.
  - **Radio buttons:** Circular; signifies that you can only select one option.
  - **Checkboxes:** Square; signifies that you can select all that apply.
  - **Add rows and select drop-downs:** Enter data, select items from a pre-populated drop-down list, and add additional rows when necessary.

## Form Entry: Action Buttons

**View/Add Attachments**

**Validate**

**Print Full Report**

- Report Section screen buttons
  - **View/Add Attachments:** Allows you to view attachments from this button
    - **Do not attach files** using this button - all allowable attachments are attached to specific cells within the sections
  - **Validate:** Checks the Plan for errors or missing data
    - If there are no issues, the Plan is validated and ready to be certified by the Authorized Official
  - **Print Full Report:** Prints all sections as one complete report






## Report Entry: Attachments

- **Attachments:** Only attach files at the cell level
  - View all attachments from the “Report Form status” page or using the **View/Add Attachments** button
- Click the **paper clip icon** within a cell to attach one or more files
- Naming attachments:
  - Question Number and Header/Descriptive words (*ex. 1.3. Designation Letter*)
  - No special characters (except for the period)
- Attachments should be PDF format and not password protected



### 1.3. Designation Letter:

Attach the State's official [CSBG designation letter](#). A new designation letter is required if the chief executive officer of the state and/or the designated agency has changed. 



## Report Entry: Adding Attachment

Manage Attachments

Cell Level Attachments

CSBG designation letter. A new designation letter is required if the chief executive officer of the state and/or the designated agency has changed.

Local Attachment:  Browse...

**Attach File**

Cell Level Attachments Form Level Attachments

Show 10 entries Search:

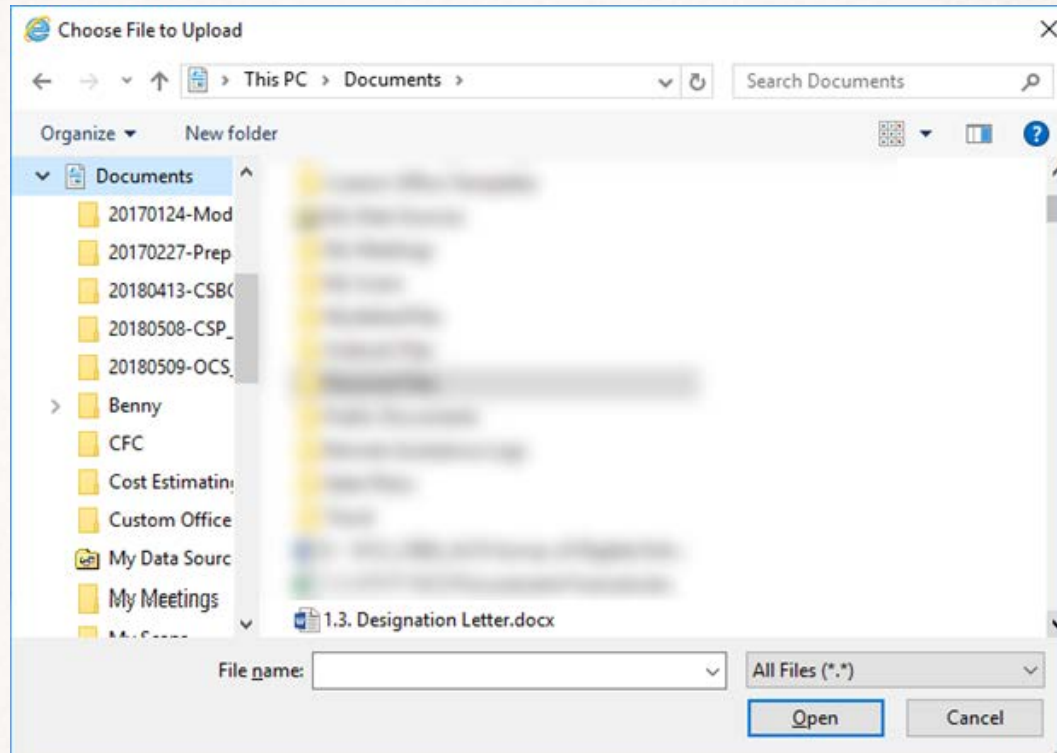
Cell Location	File Name	Uploaded Date	Upload Status	Uploaded By	Actions
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

**Close**

- The “Cell Level Attachments” screen pops-up
- Click **Browse**

## Report Entry: Adding Attachments continued



- In Windows Explorer window, select the correct file
- Click **Open**

# LIVE DEMO

## Report Entry: Adding Attachments – Success!

- The “Cell Level Attachments” will pop-up
- Click Attach File

Manage Attachments

Cell Level Attachments

CSBG designation letter.A new designation letter is required if the chief executive officer of the state and/or the designated agency has changed.

Local Attachment: C:\Users\Melania.Alcanta Browse... **Attach File**

Cell Level Attachments Form Level Attachments


Show 10 entries Search:

Cell Location	File Name	Uploaded Date	Upload Status	Uploaded By	Actions
No data available in table					

Showing 0 to 0 of 0 entries Previous Next **Close**

Success Message  
pops-up once  
complete!

Message from webpage

 The file is successfully uploaded. Once the virus scan is complete, the Uploaded Status will change from Pending to Saved.


Note: The form cannot be Certified or Submitted until all attachments are in the Saved status.

**OK**



# Report Entry: Attachments continued

- The “Cell Level Attachments” screen refreshes and the document is attached
- The *Attachments* table contains the following columns:
  - **Cell Location:** Cell to which the document was attached
  - **File Name:** Document name link. Click the link to open the attachment
  - **Uploaded Date:** Shows date of upload
  - **Upload Status:** Should show as “Saved”
  - **Uploaded By:** Shows the username of the uploader
  - **Actions:** This allows you to Delete the attachment(s)
- Repeat the previous steps to add additional attachments
- Click **Close** when finished.

Cell Location	File Name	Uploaded Date	Upload Status	Uploaded By	Actions
Section 1: CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter CSBG designation letter.A new designation letter is required if the chief executive officer of the state and/or the designated agency has changed.	<a href="#">1.3. Designation Letter.docx</a>	08/15/2018	Saved	c sbgmsp2	

Showing 1 to 1 of 1 entries

Previous 1 Next

**Close**

# Allowable Attachments

- Attachments minimized
  - Character Limit Updated

Item No.	Item Title
1.3.	Designation Letter [Required]
2.3.	Legislation/Regulation
4.4.	Public Hearing Documentation [Required]
6.1b.	Alternative Organizational Standards [Required, as applicable]
10.2.	Monitoring Policies
15.1.	Lobby Certification
15.2.	Drug-free Workplace Certification
15.3.	Debarment Certification
15.4.	Environmental Tobacco Smoke



# Report Entry: Skip Logic

- Hides questions that are dependent on the response to a previous question
  - Hidden questions do not change the number order

## EXAMPLE

Item 3.3a. requests narratives if you select “Other”

If you choose either of the “Other” options a narrative field will appear

# CSP REVISIONS



# Section 1 – 1.1 and 1.1a.

- CSBG Administrative Information
- 1.1 and 1.1a. Length of Plan and Time Period

1.1 Identify whether this is One-Year or a Two-Year Plan	<input type="radio"/> One-Year <input checked="" type="radio"/> Two-Year	
1.1a Provide the Federal Fiscal Years this plan covers:	Year One <input type="text" value="2019"/>	Year Two <input type="text" value="2020"/>

## Your response will impact the following questions:

3.5.	6.5.	7.2.	7.6.	7.7.
7.8.	7.9.	8.1.	8.1a.	10.1.





# Section 1 – 1.2 - 1.5

## Pre-populations, Updates and Pre-populations

1.2. and 1.4.	Pre-populates - Identify if there are any changes - Update those specific items
1.2b, 1.2d., & 1.4b.	Require new responses
1.5.	New Question

**1.2. Lead Agency:** Update the following information in relation to the lead agency designated to administer CSBG in the state, as required by [Section 676\(a\)](#) of the CSBG Act.  
*Information should reflect the responses provided in the Application for Federal Assistance, SF-424M.*

Has information in regards to the state lead agency has changed since the last submission of the state plan?  Yes  No

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**1.3. Designation Letter:**  
 Attach the State's official [CSBG designation letter](#). If either the governor or designated agency has changed, update the letter accordingly. 📁

**Instructional Note:** The letter should be from the chief executive officer of the state and include, at minimum, the designated state CSBG lead agency and title of the authorized official of the lead agency who is to administer the CSBG grant award.

**1.4. CSBG Point of Contact:** Provide the following information in relation to the designated State CSBG point of [contact](#). The State CSBG point of contact should be the person that will be the main point of contact for CSBG within the State.

Has Information in regards to the state point of contact has changed since the last submission of the state plan?  Yes  No

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**1.5. Provide the following information in relation to the [State Community Action Association](#). There is currently a state Community Action Association within the state.  Yes  No**

Information in regards to the state Community Action Association has changed since the last submission of the state plan.  Yes  No



# Section 5 – 5.1. – 5.2.

**5.1. CSBG Eligible Entities:**  
 In the table below, list each eligible entity in the State, and indicate public or private, the type(s) of entity, and the geographical area served by the entity.  
 Note: Table 5.1 pre-populates the Annual Report, Module 1, Table C.1.

Types of Entities include Community Action Agency, [Limited Purpose Agency](#), Local Government Agency, Migrant or Seasonal Farmworker Organization, Tribe or Tribal Organization, and Other

#	CSBG Eligible Entity	Geographical Area Served by county (Provide all counties)	Public or Nonprofit	Type of Entity [choose all that apply]	Delete
<a href="#">1</a>	Test Eligible Entity 1	Montgomery County	Public	Community Action Agency	
<a href="#">2</a>	Test Eligible Entity 2	Prince Georges County, Allegany County	Non-Profit	Community Action Agency	
<a href="#">3</a>	Test Eligible Entity 3	Arlington	Public	Community Action Agency Limited Purpose Agency	

- Pre-populates from Eligible Entity Master List
- Read-only
- 5.2. auto-calculates based on number of entities



## Section 5 – 5.3.

### 5.3 Changes to Eligible Entities List:

Within the tables below, describe any changes that have occurred to the Eligible Entities within the state since the last federal fiscal Year (FFY), as applicable.

One or more of the following changes were made to the eligible entity list: **[Check all that apply]**.

- Designation and/or Re-Designation
- De-designations and/or Voluntary Relinquishments
- Mergers
- No Changes to Eligible Entities List

If there are no changes from your previous submission

Select *No Changes to Eligible Entities List*



# Section 5 – 5.3a. – 5.3c.

Designation and/or Re-Designation  
 De-designations and/or Voluntary Relinquishments  
 Mergers  
 No Changes to Eligible Entities List

**5.3a Designation and Re-Designation:** Identify any new entities that have been [designated](#) as eligible entities, as defined under Section 676A of the Act, since the last federal fiscal year. Include any eligible entities designated to serve an area previously not served by CSBG as well as any entities designated to replace another eligible entity that was terminated (de-designated) or that voluntarily relinquished its status as a CSBG eligible entity.

CSBG Eligible Entity	Type	Start Date	Geographical Area Served	Delete
<input type="text"/>	Select	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Add Section 5 - 5.3a Designation and Re-Designation: 1

**5.3b. Designation and Voluntary Relinquishments:** Identify any entities that are no longer receiving CSBG funding. Include any eligible entities that have been terminated (de-designated) as defined under Section 676(c) and Section 676C of the Act, or voluntarily relinquished their CSBG eligible entity status since the last Federal Fiscal Year (FFY). Include any eligible entities designated to serve an area previously not served by CSBG as well as any entities designated to replace another eligible entity that was terminated (de-designated)

CSBG Eligible Entity	Reason	Delete
<input type="text"/>	Select	<input type="checkbox"/>

Add Section 5 - 5.3b De-Designations and Voluntary Relinquishments: 1

**5.3c. Mergers:** In the table below, provide information about any [mergers or other combinations](#) of two or more eligible entities that were each listed in the prior year state plan

Original CSBG Eligible Entities	Surviving CSBG Eligible Entity	New Name (as applicable)	DUNS No.	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Add Section 5 - 5.3c Mergers: 1

If there are changes - select the type of change and the correlating table will appear.

**ENTER THE ELIGIBLE ENTITY OFFICIAL NAME AS SHOWN IN THE MASTER LIST**



# Section 6 – 6.4a.

Auto-calculates # of exempted eligible entities

6.4a. Provide the specific eligible entities the state will exempt from meeting organizational standards, and provide a description and a justification for each exemption

Total Number of Exempt Entities: 1

CSBG Eligible Entity	Description / Justification	Delete
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Add Section 6.4a Specific Eligible Entities: 1

The description/justification can be repeated.





## Section 7 – 7.2, 7.6. and 7.9.

- How are you planning to allocate the 100% of the CSBG funds that you receiving between:
  - Eligible Entities (7.2.)
  - Administrative Funds (7.6.)
  - Remainder/Discretionary Funds (7.9.)

**When combined the percentages provided should equal 100%**



# Section 9

**9.9 Communication with Eligible Entities and the State Community Action Association:**  
 In the table below, detail how the state intends to communicate with eligible entities, the State Community Action Association, and other partners identified under this State Plan on the topics listed below. For any topic that is not applicable, select "Not Applicable" under Expected Frequency.

Communication Plan			
Subject Matter	Expected Frequency	Format	Brief description of "Other"
Upcoming Public and/or Legislative Hearings	Select ▼		
State Plan Development	Select ▼		
Organizational Standards Progress	Select ▼		
State Accountability Measures Progress	Select ▼		

- Select the *Expected Frequency*
  - If you choose **Not Applicable** – Format and Brief Description will remain “read-only”
  - Every Other Option will open *Format* and *Brief Description*
  - Brief Description will only remain open if **Other** is chosen under *Format*

## Section 9

CSBG Legislative/Programmatic Updates		Select			
Tripartite Board Requirements		Select			
	Topic	Expected Frequency	Format	Brief Description of "Other"	Delete
1	<input type="text"/>	Select			<input type="checkbox"/>

Add Communication Plan: 1

- Option to add additional *Subject Matters*
- Click “Add” to add additional subject matters
- You are not required to add additional subject matters



# Section 10 – 10.1.

10.1. Specify the proposed schedule for planned monitoring visits - including full on-site reviews; on-site reviews of newly designated entities; follow-up reviews - including return visits to entities that failed to meet State goals, standards, and requirements; and other reviews as appropriate.

This is an estimated schedule to assist States in planning. States may indicate "no review" for entities the State does not plan to monitor in the performance period.

Note: This information is associated with [State Accountability Measure 4Sa\(i\)](#) ; this response pre-populates the Annual Report, Module 1, Table H.1.

	CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"	Delete
1	Test Eligible Entity 1	Select ▼						<input type="checkbox"/>
2	Test Eligible Entity 2	Select ▼						<input type="checkbox"/>
3	Test Eligible Entity 3	Select ▼						<input type="checkbox"/>

Add Monitoring Schedule - Year One: 1 ▼ Add Delete Marked Rows

- Only provide details for the entities that you plan to review in the Federal Fiscal Year
- Monitoring Type
  - Select “No Review” if there are not going to be reviewed
  - Fields will remain “Read-Only”

# Section 10 – 10.1.

	CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"	Delete
1	Test Eligible Entity 1	Full On-site	Desk Review	FY1 Q2	8/6/2018	8/10/2018	No details required unless "Other" is selected under Monitoring Type	<input type="checkbox"/>
2	Test Eligible Entity 2	No review						<input type="checkbox"/>
3	Test Eligible Entity 3	Other	Onsite Review	FY1 Q2	8/13/2018	8/17/2018	If "Other" is selected under Monitoring Type, please provide an explanation here	<input type="checkbox"/>

Add Monitoring Schedule - Year One: 1

- Brief Description of "Other"
  - No details required unless "Other" is selected under Monitoring Type
  - If "Other" is selected under Monitoring Type, please provide an explanation here





# Section 12 – 12.1

**12.1. Required Income Eligibility:**

Provide the income eligibility threshold for services in the state.

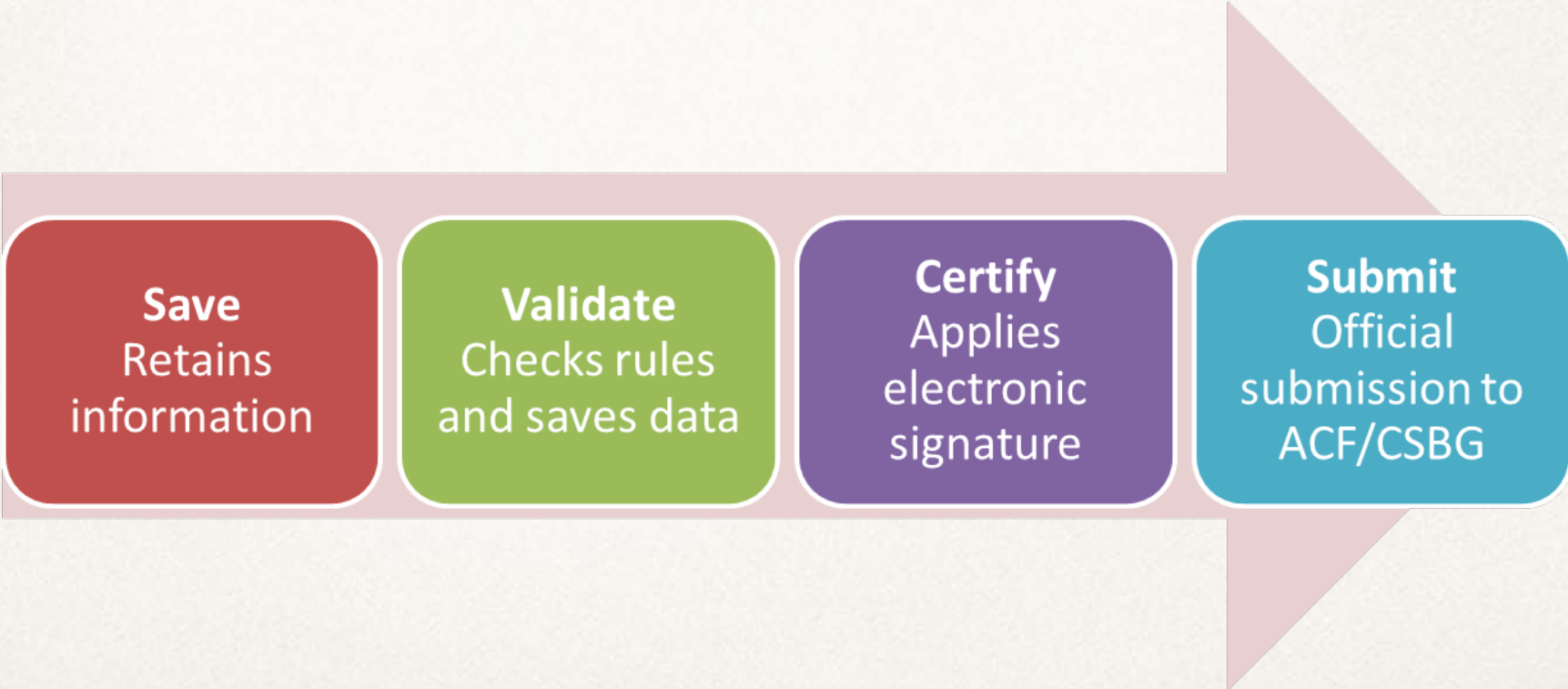
*[Check one item below.]*

125% of the HHS poverty line  X% of the HHS poverty line (fill in the threshold)  Varies by eligible entity

- Previously allowed *Select All that Applies* (Checkboxes)
- Now only allows *Select One* (Radio Button)
  - Additional details are required if *X%... or Varies by...* is selected



**CSBG State Plan Submission Process Steps**



# CSBG Federal Staff Contacts

## Program Questions, contact your CSBG Program Specialist

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## Technical Questions and OLDC Access Concerns

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Also copy  
[CSBGStates@acf.hhs.gov](mailto:CSBGStates@acf.hhs.gov) to  
ensure prompt response



# Questions?

