

CSBG SF-424M

Online Submission FY2019

Office of Community Services (OCS)
Division of Community Assistance (DCA)
Community Services Block Grant (CSBG)
August 7, 2018



Welcome!



OCS Guidance

- Action Transmittal (AT) 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



Today's Focus

- Online Data Collection (OLDC) system Refresher
- Accessing OLDC
- Completing the SF-424M
- Submitting the SF-424M



Reminder...

All Reports Due:
Saturday, September 1, 2018



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			

CSBG 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



Username and Passwords

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

notifications@grantsolutions.gov

- Contact support if either email is not received

Phone: 1-866-577-0771
help@grantsolutions.gov

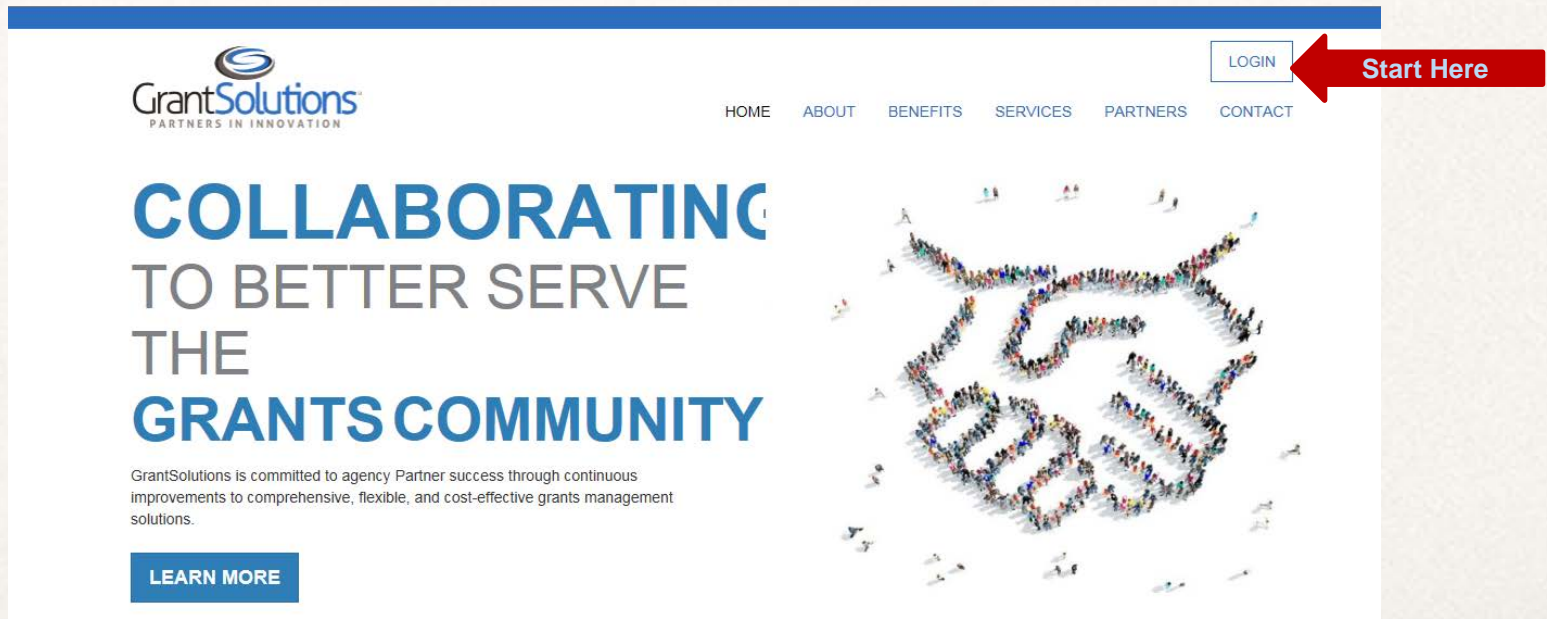
Accessing OLDC



LIVE DEMO

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: HOME, ABOUT, BENEFITS, SERVICES, PARTNERS, and CONTACT. Further right is a "LOGIN" button, which is highlighted by a red arrow pointing to it from the right. The arrow has the text "Start Here" written on it. Below the navigation menu, the main heading reads "COLLABORATING TO BETTER SERVE THE GRANTS COMMUNITY". Below this heading is a paragraph: "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 that says "LEARN MORE". On the right side of the page is a large graphic of a group of people standing in a circle, forming the shape of the United States map.

LIVE DEMO

Accessing OLDC

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

THE GRANTS 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



Accessing OLDC

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



LIVE DEMO

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. At the top, there's a header bar with 'OLDC Home' on the left and a link 'Switch Home Page (Regular)' on the right. Below the header, there's a navigation menu with links: '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, there's a table with 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 ▼

On the right side of the table, there's a 'Search Box' and a 'Page Help' link.



LIVE DEMO

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, the header includes the 'On-Line Data Collection' logo, the 'Administration for Children & Families' logo, and user information for 'Name: Bill Bailey' and 'Last Login: 06/19/15 08:36:01 AM'. Navigation links for 'Help / FAQ' and 'End OLDC' are present. The main content area features a 'Switch Home Page (Regular)' link and a sidebar with links: 'Report Form Entry', 'User / System Settings', 'End OLDC', 'Privacy', 'Accessibility', 'Help / FAQ', and 'News & Tips'. The 'Activity Report' tab 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), followed by an 'Enter' button. A timestamp indicates the report was generated on 06/19/2015 at 14:10:11, with a 'Refresh' button. A search box is also visible. At the bottom, a table lists report data.

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	Actions

LIVE DEMO

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 displays the OLDC Home interface. At the top, the header includes the 'On-Line Data Collection' logo, the 'Administration for Children & Families' logo, and user information for Bill Bailey. The main navigation bar shows 'OLDC Home' and a 'Switch Home Page (Regular)' link. 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 features 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), followed by an 'Enter' button. A timestamp indicates the report was generated on 06/19/2015 at 14:10:06. A table below lists four reports with columns for Grant, Report Name, Reporting Period, Due Date, Report Status, and Actions. The first two reports are for 'Application SF-424M' and 'Model State Plan(CSBG)' with due dates of 09/29/2016. The last two are for 'Application SF-424M' and 'Model State Plan(CSBG)' with due dates of 09/30/2015 and a status of 'Saved'.

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

Completing the SF-424M

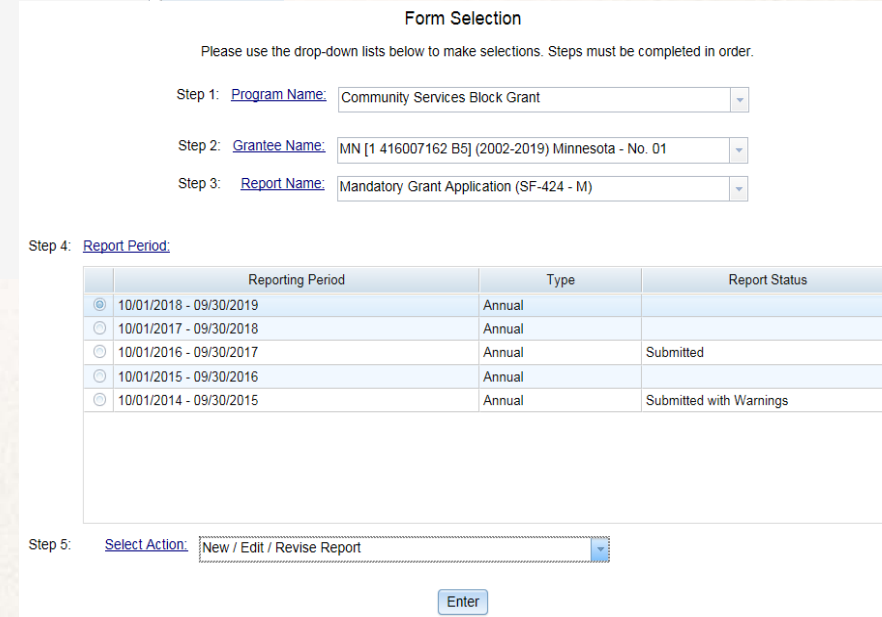
The SF-424M

- On October 1, 2013, ACF directed its program offices, including OCS, to require all mandatory grantees to submit applications electronically. (See [78 FR 60285-60286, October 1, 2013](#).) OCS requires CSBG grantees to use the OLDC system to submit data on the Application for Federal Assistance SF-424 Mandatory (SF-424M).
- A state must submit an electronic application (SF-424M) to receive CSBG funds. If a grantee submitted a two-year application for FYs 2018 and 2019, the grantee is still required to submit a SF-424M.

LIVE DEMO

Completing the SF-424M

- From the enhanced Home page, click the **Report Entry Form** tab in the left column
- On the *Form Selection* screen, complete steps 1 to 3
 - **Program Name:** “Community Services Block Grant”
 - **Grantee Name:** Your State
 - **Report Name:** “Mandatory Grant Application (SF-424M)”
 - **Report Period:** 10/01/2018 – 09/30/2019
 - **Select Action:** “New/Edit/Revise Report”



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:** MN [1 416007162 B5] (2002-2019) Minnesota - No. 01

Step 3: **Report Name:** Mandatory Grant Application (SF-424 - M)

Step 4: **Report Period:**

	Reporting Period	Type	Report Status
<input checked="" type="radio"/>	10/01/2018 - 09/30/2019	Annual	
<input type="radio"/>	10/01/2017 - 09/30/2018	Annual	
<input type="radio"/>	10/01/2016 - 09/30/2017	Annual	Submitted
<input type="radio"/>	10/01/2015 - 09/30/2016	Annual	
<input type="radio"/>	10/01/2014 - 09/30/2015	Annual	Submitted with Warnings

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

Enter



LIVE DEMO

Completing the SF-424M (cont.)

- 1.a. Type of Submission: Plan
- 1.b. Frequency: Other (Specify)
- 1.d. Version: Initial

Program Name: Community Services Block Grant
Grantee Name: Minnesota - No. 01
Report Name: Application SF-424M
Report Period: 10/01/2018 - 09/30/2019
Report Status: Initialized

Report Progress

Initialized ☒ Edit-Saved ☐ Validated ☐ Certified ☐ Submitted ☐

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

APPLICATION FOR FEDERAL ASSISTANCE
SF - 424 - MANDATORY

OMB APPROVED
Control No: 4040-0002
Expires 01/31/2019
Version 01.1

<p><u>* 1.a. Type of Submission:</u></p> <p><input checked="" type="radio"/> Plan <input type="radio"/> Funding Request</p>	<p><u>* 1.b. Frequency:</u></p> <p><input type="radio"/> Annual <input checked="" type="radio"/> Other</p> <p><u>* Other (Specify)</u></p> <p>2nd Year of FY 2018-2019 plan</p>	<p><u>* 1.c. Consolidated Application/Plan/Funding Request?</u></p> <p><u>Explanation:</u></p> <p>2. <u>Date Received:</u></p> <p>3. <u>Applicant Identifier:</u></p> <p>4a. <u>Federal Entity Identifier:</u></p> <p>4b. <u>Federal Award Identifier:</u></p>	<p><u>* 1.d. Version:</u></p> <p><input checked="" type="radio"/> Initial <input type="radio"/> Resubmission <input type="radio"/> Revision <input type="radio"/> Update</p> <p><u>State Use Only:</u></p> <p>5. <u>Date Received By State:</u></p> <p>6. <u>State Application Identifier:</u></p>
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LIVE DEMO

Completing the SF-424M (cont.)

- Complete items marked with an asterisk (*)
- No attachments
- Validate, certify and submit (can be certified by the grant administrator)

7. APPLICANT INFORMATION

* a. Legal Name: Minnesota

* b. Employer/Taxpayer Identification Number (EIN/TIN): 141600716285

* c. Organizational DUNS: 80384203

* d. Address:

* Street 1: 444 Lafayette Road

* City: ST. PAUL

* State: MN

* Country: United States

* Street 2:

* City:

* Province:

* Zip / Postal Code: 55155 - 3875

* e. Organizational Unit:

Department Name: Department of Human Services

Division Name: Office of Economic Opportunity

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: * First Name: Nikita

Suffix: Title:

* Middle Name:

* Last Name: Frazier

* Telephone Number: 202-401-471 * Fax Number:

* Email: nikita.frazier@ad.hhs.gov

* g. TYPE OF APPLICANT:

A. State Government

b. Additional Description:

* 9. Name of Federal Agency:

Administration for Children and Families, Office of Community Services

Catalog of Federal Domestic Assistance Number:

CFDA Title:

Delete

10. CFDA Numbers and Titles 1

Add CFDA Numbers and Titles: 1 Add Delete Marked Rows

11. Descriptive Title of Applicant's Project

12. Areas Affected by Funding:

13. CONGRESSIONAL DISTRICTS OF:

* a. Applicant: MN

b. Program/Project:

Attach an additional list of Program/Project Congressional Districts if needed.

14. FUNDING PERIOD:

a. Start Date: 10/01/2018

b. End Date: 09/30/2019

15. ESTIMATED FUNDING:

* a. Federal (\$): \$0

b. Match (\$): \$0

* 16. IS SUBMISSION SUBJECT TO REVIEW BY STATE UNDER EXECUTIVE ORDER 12372 PROCESS?

a. This submission was made available to the State under the Executive Order 12372 Process for Review only.

b. Program is subject to E.O. 12372 but has not been selected by State for review.

c. Program is not covered by E.O. 12372.

* 17. Is The Applicant Delinquent On Any Federal Debt?

☐ YES

☒ NO

Explanation:

LIVE DEMO

Certifying the SF-424M

- Do not attach any documents
- Read the certification disclaimer and check the “I Agree” box
- Hit “Validate”
- Hit “Certify” or the “Click to Sign” button

18. By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 28, Section 1001)

****I Agree** ☒

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

18a. Typed or Printed Name and Title of Authorized Certifying Official

18b. Signature of Authorized Certifying Official

18c. Telephone (area code, number and extension)

18d. Email Address

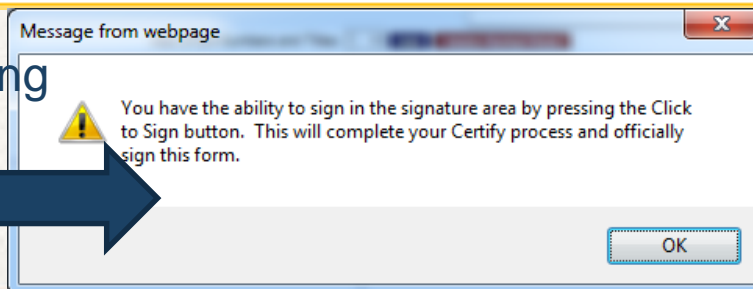
18e. Date Report Submitted (Month, Day, Year)

[Click to Sign](#)

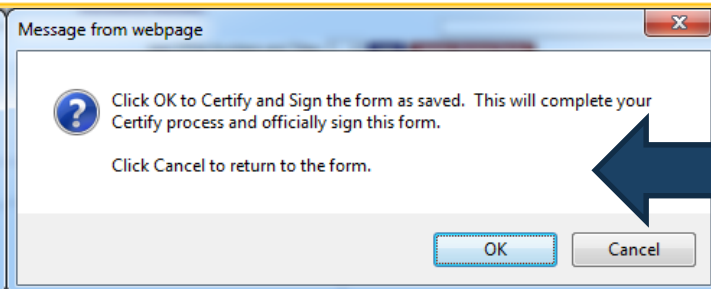
Attach supporting documents as specified in agency instructions. 0

Save View/Add Attachments Validate Certify Print

By hitting
click to
sign



By
Hitting
certify



LIVE DEMO

Submitting the SF-424M (cont.)

- Disregard the Missing Attachments Warning
- Click “Submit With Warnings” button

[Program Name:](#) Community Services Block Grant
[Grantee Name:](#) Minnesota - No. 01
[Report Name:](#) Application SF-424M
[Report Period:](#) 10/01/2018 - 09/30/2019
[Report Status:](#) Certified -- with Warnings

Report Progress

Initialized

Edit-Saved

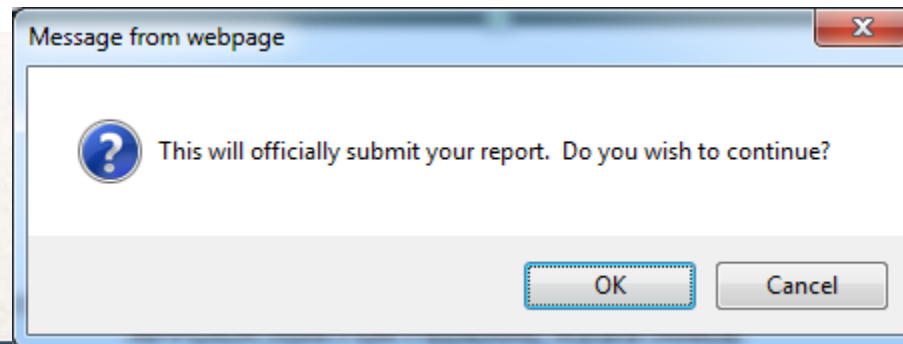
Validated

Certified

Submitted

[View Attachments](#) [UnCertify](#) [Submit With Warnings](#) [Print](#)

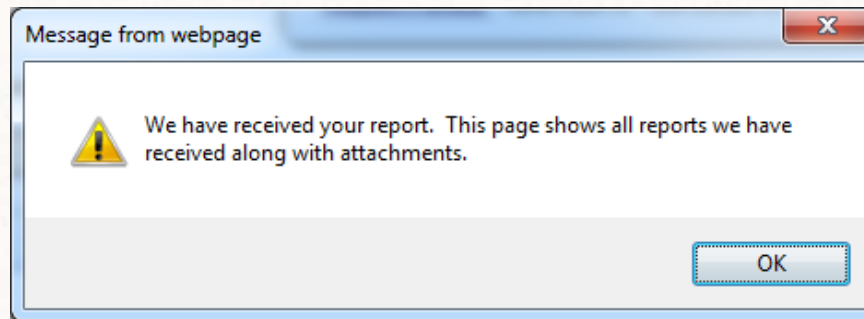
Warning #1: [11540] Missing Attachment(s).
[\[Long Description\]](#)



LIVE DEMO

Submitting the SF-424M (cont.)

- Your report has been submitted.



- The status shows on the Report Form Status page

Report Form Status

Program Name: Community Services Block Grant
Grantee Name: Minnesota - No. 01
Report Name: Application SF-424M
Report Period: 10/01/2018 - 09/30/2019

This screen displays the status of report forms and their revisions, along with attached files. To continue entering report form information, click on 'Grantee Selection'.

Report Form Status				
Report Submissions:	Report Status:	Status Date:	Report Action:	Print:
View Original	Submitted with Warnings	08/07/2018	Unsubmit Report	HTML Print Form Go

Show entries

Report Status History

Report Submissions:	Report Action:	Date/Time:	User Name:	Change (if known):
Original	Submitted with Warnings	08/07/2018 02:20:01 PM	c sbgmsp2	
Original	Certified -- with Warnings	08/07/2018 02:18:04 PM	c sbgmsp2	Signed as Authorized Official
Original	Validated - with Warnings	08/07/2018 02:17:11 PM	c sbgmsp2	

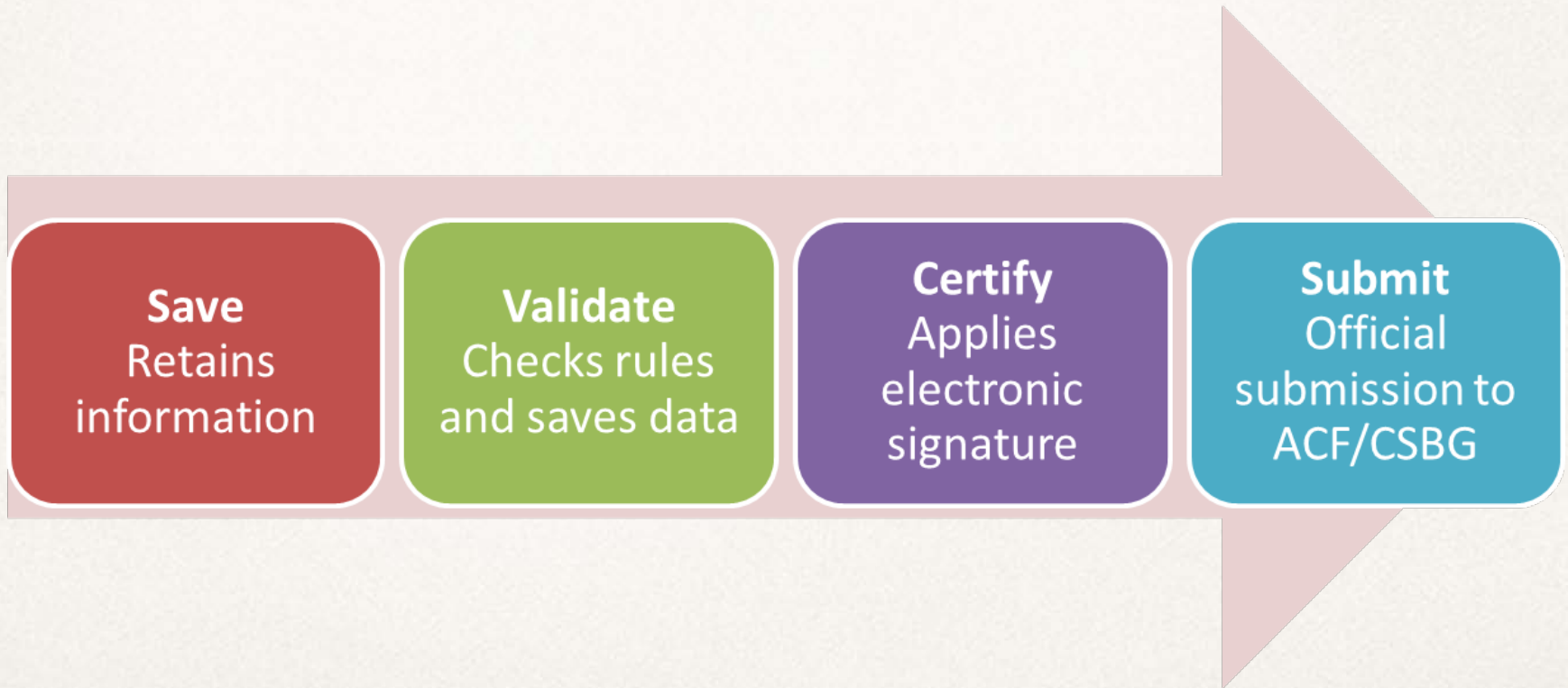
Search:



ADMIN

CHILDREN & FAMILIES

CSBG State Plan Submission Process Steps



CSBG Federal Staff Contacts

- **Program Questions**, contact your Program Specialist
 - **Crystal Crews**
Regions IV(b), V, VII
Crystal.crews@acf.hhs.gov
 - **Isaac Davis**
Regions III, VI, IX
isaac.davis@acf.hhs.gov
 - **Jamia Furbush**
Regions II, VIII, X
jamia.furbush@acf.hhs.gov
 - **Jonna Holden**
Regions I, IV(a)
jonna.holden@acf.hhs.gov
- **Technical Questions and OLDC Access Concerns**
 - **Monique Alcantara**
melania.alcantara@acf.hhs.gov
 - **Niki Frazier**
nikita.frazier@acf.hhs.gov

Also copy,
CSBGStates@acf.hhs.gov to
ensure prompt response



Questions?

