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

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			

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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 <u>at least one</u> 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

Usernames 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
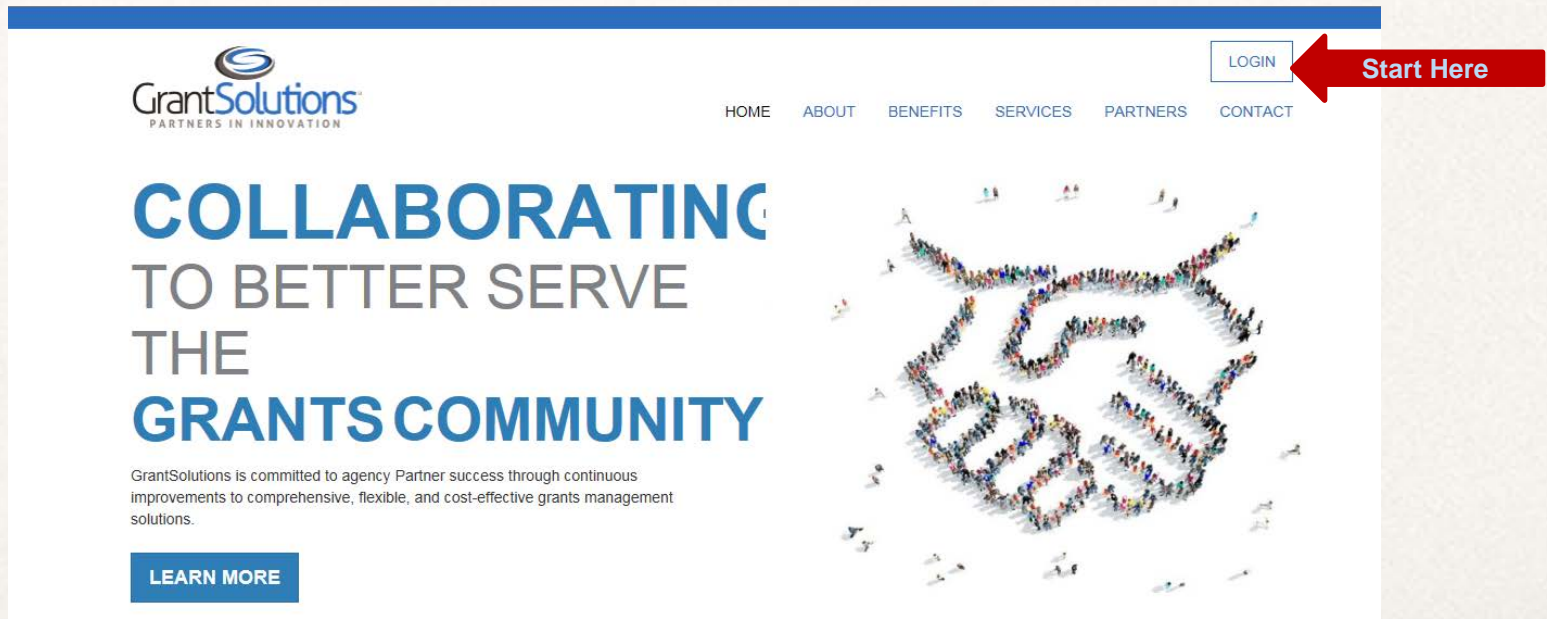
Accessing OLDC

Logging into OLDC

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

Accessing OLDC

- Enter your username and password, then click "Login"

- 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**.

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

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

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
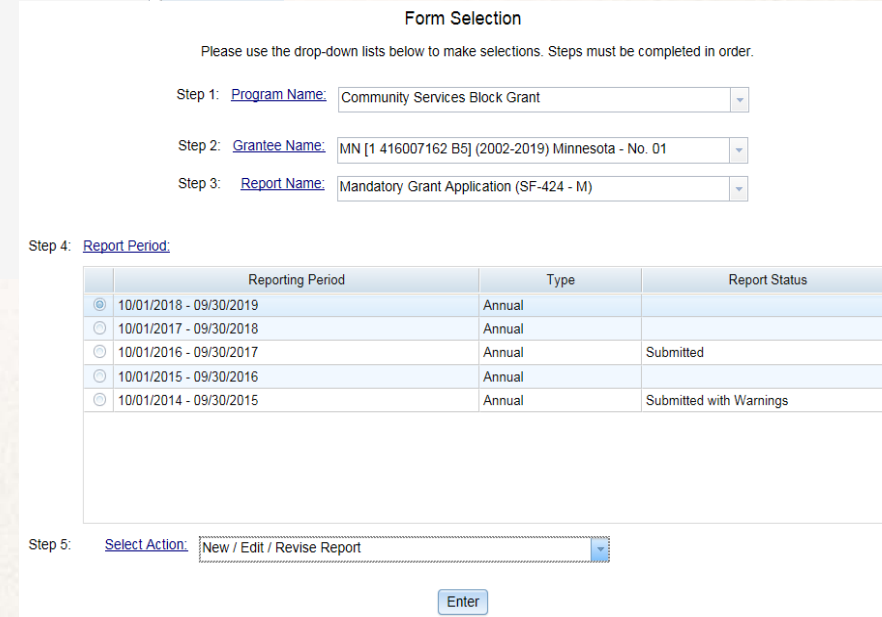
Completing the SF-424M

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.

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"

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Completing the SF-424M (cont.)

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

Completing the SF-424M (cont.)

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

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

By hitting click to sign
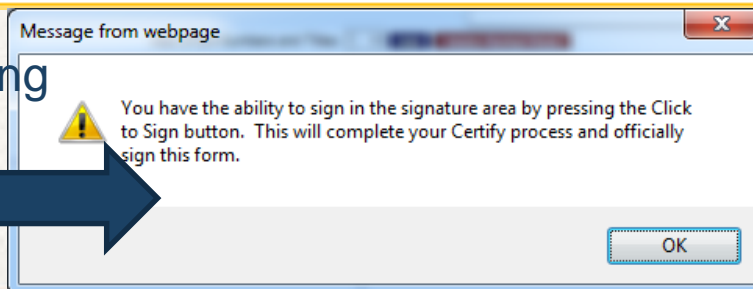
By Hitting certify
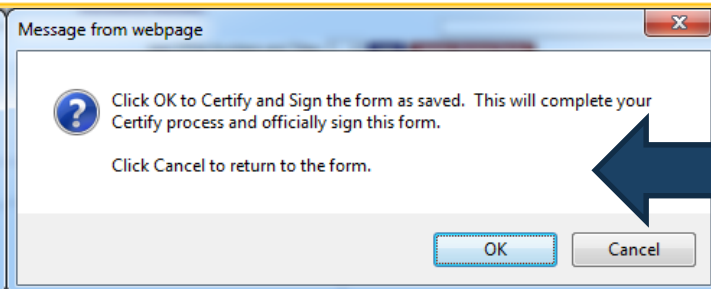
Submitting the SF-424M (cont.)

- Disregard the Missing Attachments Warning
- Click "Submit With Warnings" button
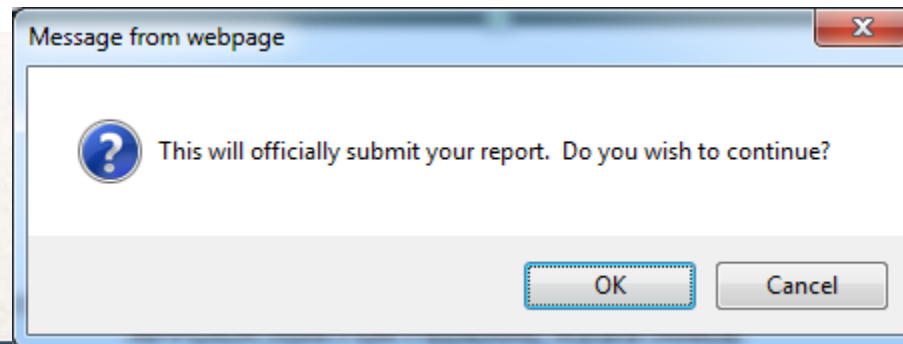
Submitting the SF-424M (cont.)

- Your report has been submitted.
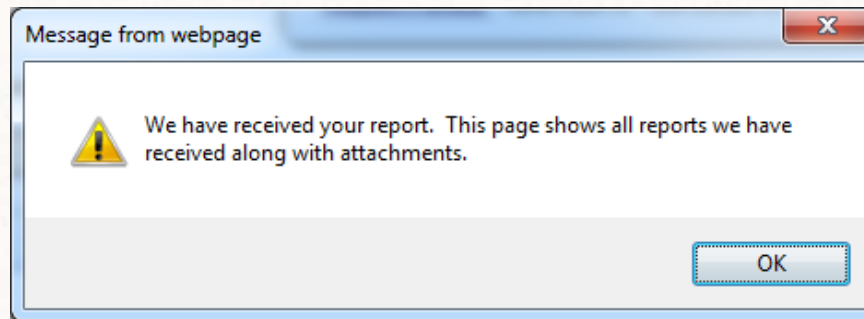
- The status shows on the Report Form Status page

CSBG State Plan Submission Process Steps

Save Retains information

Validate Checks rules and saves data

Certify Applies electronic signature

Submit Official submission to ACF/CSBG
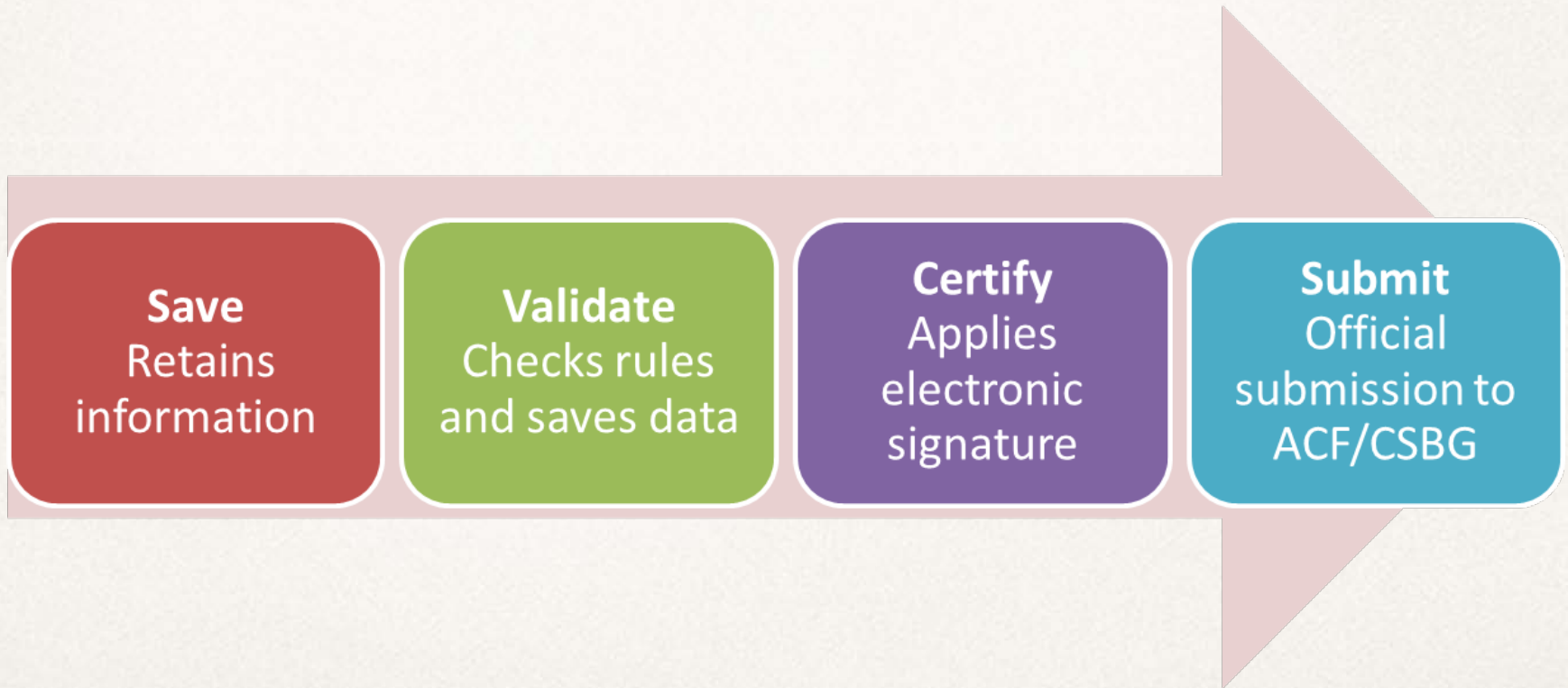
CSBG Federal Staff Contacts

- **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

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Questions?