



CSBG Annual Report Updates and FAQ

New!

- Missed our recent CSBG Annual Report Webinar? Check out the [Slides | Recording](#).
- OCS Released this [Dear Colleague Letter](#) announcing a deadline extension of the Annual Report. Modules 1, 2, 3 and 4 are now due to OCS by **April 30, 2019**.

FAQ:

Q: How will states and local agencies receive SmartForms?

A: SmartForms will be populated with local agency names and DUNS numbers and will be sent to State Offices. The State Offices will distribute SmartForms to their local agencies.

Q: When will agencies submit their reports to their State Office?

A: Agencies will submit their reports to their State Office based on their state's defined submission timeline.

Q: We don't have a state wide database, but my local agencies have agency-wide databases, will they be able to export data from their database to the SmartForm so they can submit it to the state?

A: Yes, there will be functionality that will allow vendors to export data to SmartForms.

Q: Is it acceptable if a local agency is not doing community level work and has nothing to submit for Module 3?

A: If an agency isn't doing community level work, they aren't required to submit a Module 3 form. However, it is expected that they start to think about how they could engage in community level work and that in subsequent years have something to report in Module 3.

Q: How will states submit the new Annual Report to OCS?

A: For Modules 2 and 4, State Offices will upload an XML generated from either a SmartForm or your statewide system to OLDC by April 30, 2019. For Module 3, SmartForms will be submitted to OCS via OLDC as an attachment.

Q: States have had to pay for SmartForms in the past, will they have to pay for the new SmartForms?

*A: No, SmartForms for Modules 2, 3, and 4 will be available to State Offices for **FREE**. SmartForms will be pre-populated for State Offices with each agency name and DUNS number as provided in the Master CSBG Eligible Entity List.*

Q: Do the SmartForms have data checks built in?



A: Yes, the SmartForms have some data validations built in to ensure that data was entered correctly. For example, users will receive an error message if they enter a number for the “number of participants served” and don’t enter anything for “actual results”.

Q: Will the new data be compared to previous year’s data?

A: A few select data points will be compared to previous year’s data. The former Section F will be compared to the current Module 2, Section C. We will also look at very high-level data points such as the total number of people served.

Q: When will SmartForms be available?

A: Module 2 and 4 SmartForms will be available as soon as the XML can be tested against OLDC. We anticipate testing to be completed in December. We will be able to release the Module 3 SmartForm sooner and will keep the network updated on release dates.

Q: When will the Data Dictionary be released?

A: The Data Dictionary is undergoing some updates. It will be released as soon as it is finalized.

Q: Where are the CSBG Annual Report Instruction Manuals located?

A: The instruction manual can be found on our website. Links to each Module are found [here](#).

Q: Where can I find additional tools and resources?

A: All available tools and resources can be found on the [NASCS website](#).

If you have any questions, contact **Katy Kujawski** at kkujawski@nascsp.org

Any State who would like NASCS to pre-review Module 3 submissions, or other parts of the Annual Report, let Katy Kujawski know no later than **November 21st**