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 highlevel 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: Are MOU's required for all partnerships reported in Module 2? For some we may have Collaboration Agreements or Letters of Support?
A: *No, MOUs or any formal written agreement is not required to report a partnership in Module 2. There are a number of relationship types that can be reported in Module 2. See the [Module 2 instruction manual](#) (page 12) which states:*

CSBG Eligible Entities work with other public and private organizations to expand service opportunities for individuals or families or to achieve community improvement outcomes. B.5. collects information on the number of organizations a CSBG Eligible Entity actively works with as identified by: • Financial agreements between a CSBG Eligible Entity and one or more business entities or financial institutions to promote individual or community economic development and/or infrastructure investment; • Formal arrangements, such as memoranda of understanding/agreement or service contracts, to coordinate referral and exchange of program participants; • Informal working relationships that expand service opportunities for individuals/families with low-income, including routine service referrals and follow-up contacts; and • Alliances that

advocate for expanded services or community opportunities for people with low incomes.

Q: Module 2 section C dialogue box at the bottom of the spreadsheet will not let me type comments.
A: That is an error in the form. More guidance on how to submit comments will be released shortly.

Q: In Module 2, the prior year data did not show up on the right. Did we receive the right form?
A: There could be an error in the form. Contact Kyle Gasser (kgasser@nascsp.org) to help problem solve a resolution.

Q: Where can I find additional tools and resources?
 A: All available tools and resources can be found on the [NASCSP website](http://www.nascsp.org).

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

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