NASCSP | NATIONAL ASSOCIATION FOR STATE COMMUNITY SERVICES PROGRAMS

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:

Table of Contents:

General
SmartForms
Module 2
Module 3
Module 4

General

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.*

SmartForms

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: Do SmartForms support the ability for symbols such as an ampersand to be used?
A: *No, the SmartForms do not support the ability for symbols to be used*

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 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: 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: What if my SmartForm isn't working as I think it should? For example, I don't see any highlighting or the XML export button.

A: *It could be that the macros on the form are not enabled. Marcos is programming on the back end of the form that allows for certain functionality to occur. If macros is not enabled, the form won't function as expected. You will know if macros is enabled, if you see a yellow bar at the top of the form when you first open the form. The bar will say "Enable Editing". Users will need to click the "Enable Editing" button to ensure the*

SmartForms are working correctly. Additionally, macros will be disabled if they are "save as" and the file type is changed. If an agency does not see this, please contact NASCSP

Module 2

Q: Are MOU's for all the partners available? For some we may have Collaboration Agreements or Letters of Support?
A: No, see page 12 of the [Module 2 Instruction Manual](#) 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 my reconciliation and justification. This is only happening on section C. Where should I type my justification for the highlighted questions.
A: Yes, the comment box in Module 2, Section C is locked. OCS will release guidance on submitting comments. We will update this FAQ when the guidance is released.

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.

Module 3

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: Could spellcheck or a copy and paste option be added for Module 3?
A: Because Module 3 is built with Macros, the spellcheck functionality does not work. Please read through submissions and/or cut and paste from Word.

Module 4

Q: Should all sections in Module 4 C match the General Total?
A: Not entirely, there are actually some exceptions to this:
- *Section 4 C 3 would not be matching because 3 is a fixed subset of an age group.*
- *Question 4 within 4 C is also a fixed subset.*
- *4 C 5 may not match as health insurance could possibly be greater than the total because of the two coverages.*
- *Military Status in question #7 would only be collected on adults 18+ in age **AND NOT** enrolled in school.*
- *Work statistics will only be collected on adults not enrolled in school.*
- *Some agencies may not count two households for Unrelated adults living together if there are two adults receiving benefits at the same address.*
- *Questions 14 and 15 will be different as there could be multiple other incomes and multiple non-cash benefit sources.*
- *Target, Enrolled, and Achieving will be a system requirement for 2019 reporting.*

Q: I noticed that I can't edit comments once they have been put in. Is there a way to unprotect the comment sections for Module 4?
A: Comments should be editable. Please contact Kyle Gasser (kgasser@nascsp.org) if you are having issues with your forms.

Q: **I am having an issue where Module 4, Section A is not printing out all of the wording. Can this be fixed so when I print it out for my records it shows all of the wording?**
A: Yes, please follow these steps to fix the issue: Click "Page Layout" in the top menu.

- *Click "Print Area."*
- *Click "Clear Print Area."*
- *Click "File," then "Print."*
- *At the bottom of the list of settings in the scaling settings, select "Fit All Columns on One Page."*

Q: Where can I find additional tools and resources?
A: All available tools and resources can be found on the NASCSP website.

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