Submitting the CSBG Annual Report

Introduction
As a reminder, each Module must be submitted separately within OLDC. Each Module can be selected from the Report Name dropdown. The Annual Report does not require certification by the Authorized Official. Upon completing each Module, be sure to validate, and then click submit. While the Data Entry person is able to do the final validation, only the Grant Administrator is able to submit.

This document primarily focuses on the steps for submitting Modules 2 and 4:
- Uploading the XMLs
- Initializing the Module
- Attaching comments forms (as applicable)
- Submitting the Module

Please click the links below to jump ahead as necessary.

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Uploading XMLs

Prior to accessing Module 2 and 4 through the Report Form Entry, you must first upload the XMLs through *Report Data Upload* function. The *Report Data Upload* is located on the left-hand side of the OLDC homepage under *Report Form Entry*. This functionality has to be added to each person individually. While our developer has made every attempt to add this functionality to everyone, we learned that there are some who do not have access. If you or a colleague do not have access to this functionality, please send an email to Monique Alcantara and Niki Frazier requesting access.

To upload the XML, access the *Report Data Upload* page, and then take the following steps:

1. Select the **Program Name**: Community Services Block Grant
2. Select the **Grantee Name**: [Your state]
3. Select the **Report Name**: either Module 2 or Module 4
   a. **Note**: you must upload each XML under the correct Module – i.e., Module 2 XMLs can only be uploaded under Module 2
4. Select the **Report Period**: 10/01/2017 – 09/30/2018
5) Once you have completed all of the fields, you will then see a box appear; you can drag and drop multiple files at once into the box or select files one-by-one by clicking “here” within the box.

![Drag a file or click here to upload](image)

**Report Data Upload**

<table>
<thead>
<tr>
<th>Program Name:</th>
<th>Community Services Block Grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grantee Name:</td>
<td>AR {1 710422536 A3} (1993-2019) Arkansas - No. 01</td>
</tr>
<tr>
<td>Report Name:</td>
<td>Module 2 (CSBG Module 2)</td>
</tr>
<tr>
<td>Report Period:</td>
<td>10/01/2017 - 09/30/2018</td>
</tr>
</tbody>
</table>

**Note:** To check the status of your uploaded reports, select the plus sign next to *My Upload Process*. The uploaded files will either be in *Pending, Saved, or Failed*. In order to continue, all uploads should be in *Saved* status. If an Upload status shows as *Failed*, please send the failed XMLs and SmartForms to Monique Alcantara and Niki Frazier, as well as Katy Kujawski and Kyle Gasser of the National Association of State Community Services Programs (NASCSP).

![My Upload Status](image)

<table>
<thead>
<tr>
<th>File Name</th>
<th>Status</th>
<th>Date Uploaded</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY18_VT_M2_BROC_-_Community_Action_in_Southwest_Vermont_16220535.xml</td>
<td>Pending 04/18/2019 11:12:36 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY17_TN_M4_Blount_County_Community_Action_Agency_Inc_966721562.xml</td>
<td>Failed 04/08/2019 05:41:29 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY17_TN_M2_Blount_County_Community_Action_Agency_Inc_966721552.xml</td>
<td>Failed 04/08/2019 05:41:08 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AnnualReport_Module2_CF_Com_04252019.xml</td>
<td>Saved 04/03/2019 05:25:20 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AnnualReport_Module4_CF_Com_0442019.xml</td>
<td>Saved 04/04/2019 10:17:48 PM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6) Once you are done adding all of the XMLs for each Module, return to the OLDC homepage.
Initializing Module 3

1) Select *Report Form Entry* from the left hand side of the screen
2) Complete the fields within the Form Selection screen, as applicable:
   a. **Program Name** – select Community Services Block Grant (should come up automatically if you do not administer any other programs)
   b. **Grantee Name** – select Your State
   c. **Report Name** – select Module 3 (CSBG Module 3)
   d. **Reporting Period** – select the plus sign (+) under the *Actions* column next to the FFY2018 reporting period (10/01/2017 – 09/30/2018) [the last option]

**NOTE:** The Plus Sign is only visible under Google Chrome. If you do not have Google Chrome, scroll over the blue space under actions, and you will see word “edit” appear as a screen tip. Once you see that word, click in that space, and it will initialize the form.

3) This will initialize Module 3 for you and take you to the Report page.
Initializing Modules 2 and 4

1) From OLDC home, you will select Report Form Entry from the left-hand side of the screen, then select the report Module, view, validate, and submit each Module.

2) From the Form Selection screen, select Program Name (Community Services Block Grant); Grantee Name (Your State); Report Name (Module 2 or Module 4). Reminder: each Module must be submitted separately.

3) The Grantee and Subgrantees will appear under the Grantee Status Bar. Click on the Edit icon under Actions (shown as a sheet of paper and pencil).
Attaching Documents – All Modules

Module 3 SmartForms should be attached to the Module 3 Form.

Modules 2 and 4: Comment fields from XMLs do not carry over to OLDC and will have to be uploaded to OLDC as attachments. As a reminder: the comments for each Module must be submitted separately. One form can be submitted for each Module.

Note: though these images show Module 2, the steps are the same for Modules 2, 3, and 4.

1) From the Report Sections screen, click the View/Add Attachments buttons.

2) Select Choose File (these have to be done one-by-one; we are working to fix this in the future).
3) Attach selected file(s). Repeat until all files are uploaded and then click Close.
Submitting the Modules – All Modules

After you have added attachments (if applicable), you can validate and submit.

Note: though these images show Module 2, the steps are the same for all four Modules.

1) Hit Validate on the Report Sections Screen. This will validate all sections.

2) The submit button will now be visible. Hit Submit and OK to close the popup message.
3) The report status will change to submitted. Hit OK to close the popup message.