

CSBG State Plan Online Submission

OFFICE OF COMMUNITY SERVICES (OCS)

DIVISION OF COMMUNITY ASSISTANCE (DCA)

COMMUNITY SERVICES BLOCK GRANT (CSBG)

AUGUST 13, 2019



ADMINISTRATION FOR
CHILDREN & FAMILIES


Today's Focus

- Online Data Collection (OLDC) system Refresher
- Completing the CSBG State Plan (CSP) – Live Demo
- Submitting the CSP



OCS Guidance

- Action Transmittal 2019–05:
Application for FFY2020 Funds for States and Territories (based on the availability of CSBG funds)
 - ✓ Released July 30, 2019
- State Plans due September 1, 2019
- Review Authorized Official information for accuracy
 - ✓ OGM to send award information to Authorized Official
 - ✓ Authorized Official must match designation letter



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Office of Community Services | 330 C Street, S.W., Washington, DC 20201
www.acf.hhs.gov/ocs

Community Services Block Grant
Action Transmittal

AT#: CSBG-AT-2019-05
DATE: July 29, 2019
TO: CSBG States and Territories
SUBJECT: Application for Fiscal Year (FY) 2020 CSBG Funds Based on the Availability of CSBG Funds
ATTACHMENT(S): Attachment A: Submission Groups by State and Attachment B: Pre-Populated Questions

RELATED REFERENCES:
Community Services Block Grant Act, Title VI, Subtitle B, of the Omnibus Budget Reconciliation Act of 1981, Public Law 97-35, as amended; Human Services Amendments of 1994, P.L.103-252; the FY 1996 CSBG Appropriation Legislation, P.L.104-134; CFR Title 45, Part 96; Coats Human Services Reauthorization Act of 1998, P. L. 105-285; Department of Health and Human Services Block Grant Regulations and Current Poverty Income Guidelines.

PURPOSE:
To inform states and U.S. territories of the Community Services Block Grant (CSBG) application requirements for Federal Fiscal Year (FFY) 2020. To qualify for FFY 2020 CSBG funding, states and territories must submit their state plan applications to the Office of Community Service (OCS) by September 1, 2019 using the approved online CSBG State Plan format. States and territories shall submit their information electronically through the Administration for Children and Families (ACF) On-Line Data Collection system (OLDQC).

BACKGROUND:
According to Section 676(b) of the CSBG Act, states, including territories, must prepare and submit a State Plan for CSBG funding. OCS provides funds to CSBG grantees based on the determination that their State Plan, which also serves as an application, is complete and in accordance with all requirements of the CSBG Act.



CSBG State Plan Overview

- Received OMB Clearance July 2, 2018
- Revised and automated CSBG State Plan
 - ✓ Incorporates the three performance management efforts
 - ✓ Accessed through ACF's Online Data Collection System (OLDC)
 - ✓ Increase efficiency, improves data analysis



FFY2020 State Plan Submissions

- The following states are **required** to submit a one- or two-year state plan for FFY2020
 - ✓ If your state is not listed below **and** you do not plan to revise/update your accepted plan, please join the webinar on August 20

Alaska	Illinois	Montana	Puerto Rico	Wyoming
Arkansas	Iowa	Nevada	Rhode Island	
California	Kansas	New Mexico	South Carolina	
Colorado	Kentucky	New York	Tennessee	
Delaware	Louisiana	North Carolina	Texas	
Florida	Maine	North Dakota	Utah	
Georgia	Minnesota	Ohio	Vermont	
Hawaii	Mississippi	Oklahoma	West Virginia	
Idaho	Missouri	Pennsylvania	Wisconsin	



FFY2020 State Plan Requirements

- A full FFY2020 Submission includes:
 - ✓ CSBG Eligible Entity Master List
 - ✓ Standard Form for Federal Assistance (SF-424M)
 - ✓ CSBG State Plan, including:
 - Assurances (Section 14)
 - Certifications (Section 15)
 - ✓ Certified by the Authorized Official (as noted in the Designation letter)



FY2019 Annual Report Requirements

- As of this year, submitted separately as the CSBG Annual Report
 - ✓ Due March 31, 2020
- State no longer required to send a submission plan to OCS
- Additional information forthcoming



New OGM Requirement

- Office of Grants Management will issue the official Notice of Grant Award via email to the “Authorized Official” within the SF-424M
 - ✓ The Authorized Official must match the designee within the designation letter
- Verify that the Authorized Official contact information is correct no later than September 1, 2019
- OCS will continue to send a copy of the Notice of Grant Award to the CSBG Program Contact



OLDC Refresher



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OLDC Overview and Roles

- Official ACF website to submit forms
- Allows forms to be submitted quickly and securely
- OLDC roles are based on Grantee Job Types
 - ✓ **Authorized Official** – Reviews and certifies forms
 - Must match the designee within the designation letter
 - OGM will use this information for Award Letters
 - ✓ **Grant Administrator** – Ability to enter data (complete forms), submit, and un-submit reports
 - ✓ **Data Entry (Optional)** – Only able to enter data (complete forms)

**If there are no changes to last year's roles,
there is no need to submit a new form!**



OLDC Accounts

- States should have **at least one** individual per job type:
 - ✓ Grant Administrator
 - ✓ Authorized Official
 - ✓ Data Entry Person (Optional)

- Individuals must have their own accounts:
 - ✓ Individuals must be from the state lead agency (not state associations, contractors, or eligible entities)
 - ✓ Individuals should not share their passwords
 - ✓ Individuals must have CSBG assigned to their account



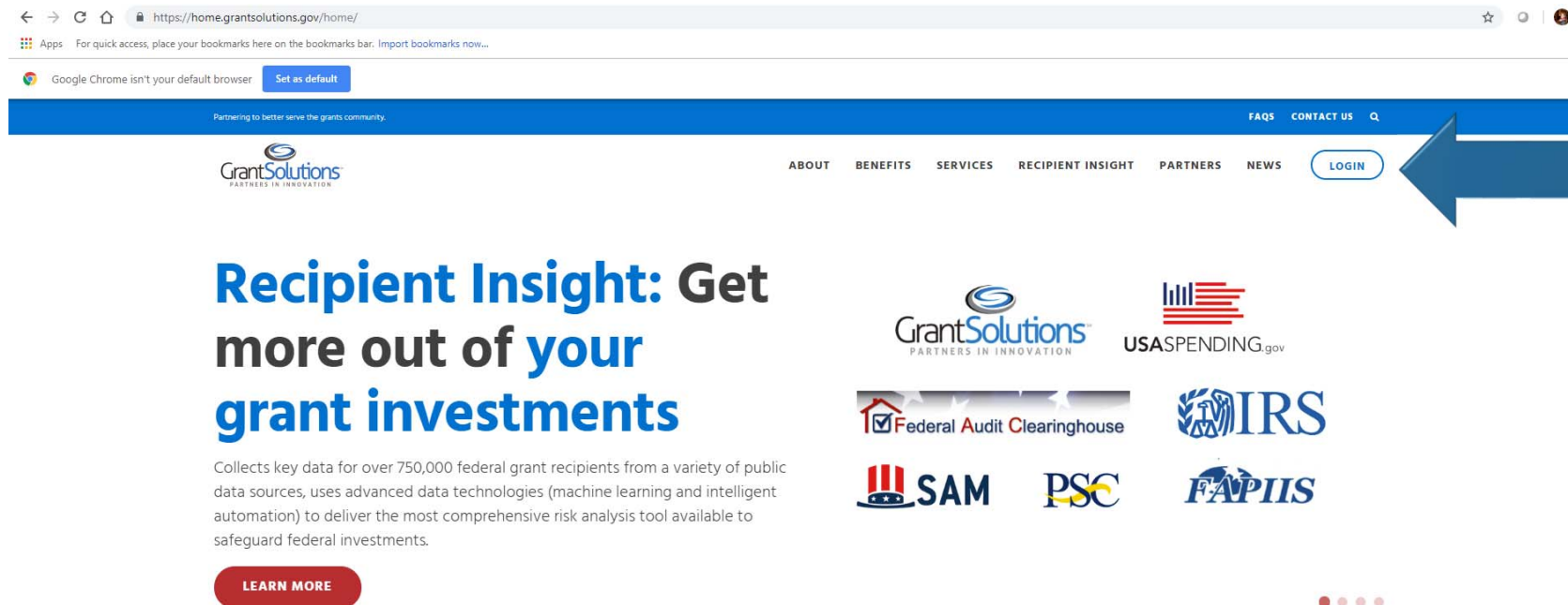
Username and Passwords

- **Current users** should verify that you have an account and the right role
- **New users** must submit an OLDC Access Form
 - ✓ Form is available in AT 2018-02 or by request via email
 - ✓ Submit form no later than August 20, 2019 to Niki Frazier
- **New Users** will receive *two separate emails* from notifications@grantsolutions.gov
 - ✓ Email one: username
 - ✓ Email two: password
 - ✓ Contact the Monique and Niki if you do not receive the emails:
melania.alcantara@acf.hhs.gov
nikita.frazier@acf.hhs.gov



Logging into OLDC

- Access the On-Line Data Collection system (OLDC) via GrantSolutions: <https://www.grantsolutions.gov>
- Preferred browser: Chrome (used for this presentation)
- Compatible browsers: Firefox and Internet Explorer



The screenshot shows the GrantSolutions.gov homepage. The browser address bar displays <https://home.grantsolutions.gov/home/>. The website header includes the GrantSolutions logo, a navigation menu with links for ABOUT, BENEFITS, SERVICES, RECIPIENT INSIGHT, PARTNERS, NEWS, and a LOGIN button. A large blue arrow points to the LOGIN button. Below the header, the main content area features the heading "Recipient Insight: Get more out of your grant investments" and a description of the tool. To the right, there are logos for GrantSolutions, USASPENDING.gov, Federal Audit Clearinghouse, IRS, SAM, PSC, and FAPIIS. A red "LEARN MORE" button is located at the bottom left of the main content area.

Partnering to better serve the grants community.

GrantSolutions™ PARTNERS IN INNOVATION

ABOUT BENEFITS SERVICES RECIPIENT INSIGHT PARTNERS NEWS LOGIN

Recipient Insight: Get more out of your grant investments

Collects key data for over 750,000 federal grant recipients from a variety of public data sources, uses advanced data technologies (machine learning and intelligent automation) to deliver the most comprehensive risk analysis tool available to safeguard federal investments.

LEARN MORE

GrantSolutions™ PARTNERS IN INNOVATION

USASPENDING.gov

Federal Audit Clearinghouse

IRS

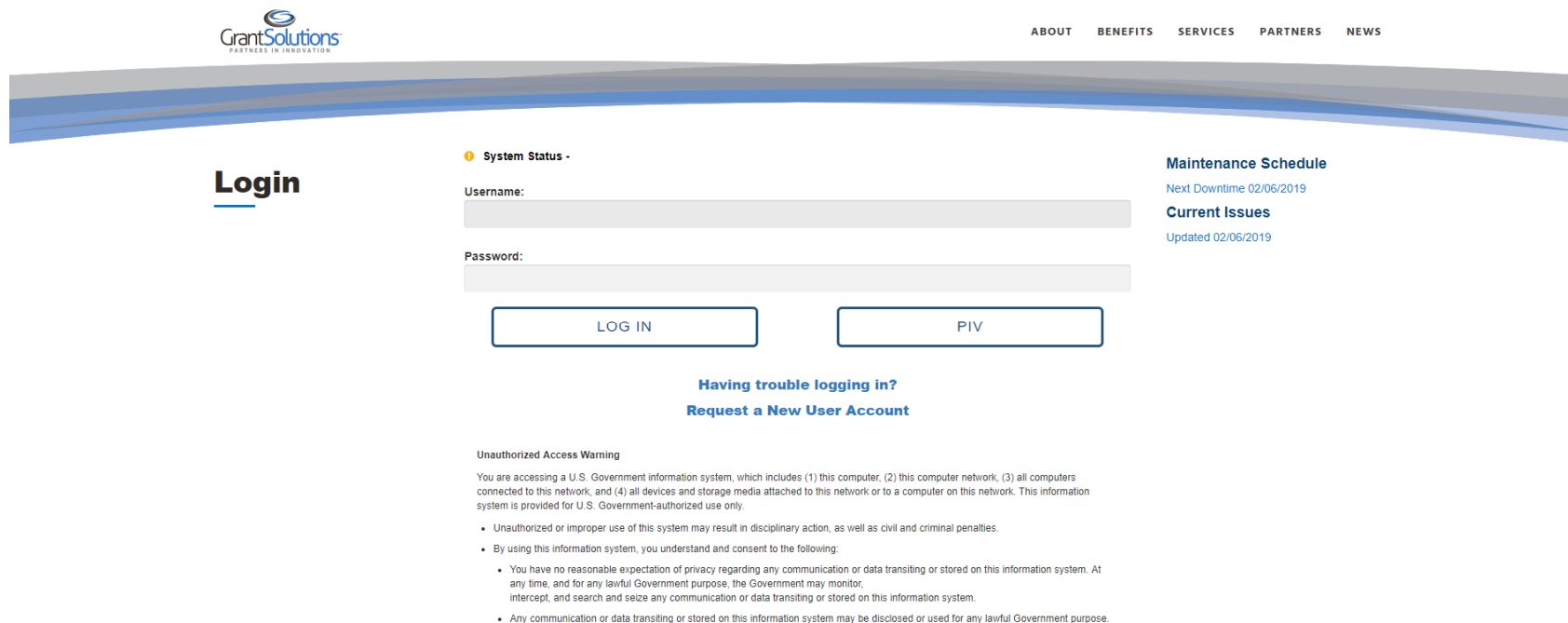
SAM PSC FAPIIS



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Accessing OLDC

- Enter your username and password
- Click “Log In”
- If you are unable to login, contact Monique and Niki



The screenshot shows the GrantSolutions login interface. At the top left is the GrantSolutions logo with the tagline 'PARTNERS IN INNOVATION'. To the right is a navigation menu with links: ABOUT, BENEFITS, SERVICES, PARTNERS, and NEWS. The main content area features a 'Login' heading on the left. In the center, there is a 'System Status' indicator, followed by input fields for 'Username:' and 'Password:'. Below these are two buttons: 'LOG IN' and 'PIV'. To the right of the login fields, there is a 'Maintenance Schedule' section with 'Next Downtime 02/06/2019' and a 'Current Issues' section with 'Updated 02/06/2019'. Below the login buttons, there are links for 'Having trouble logging in?' and 'Request a New User Account'. At the bottom, there is an 'Unauthorized Access Warning' section with a paragraph of text and a bulleted list of terms of use.

GrantSolutions
PARTNERS IN INNOVATION

ABOUT BENEFITS SERVICES PARTNERS NEWS

Login

System Status -

Username:

Password:

LOG IN PIV

Maintenance Schedule
Next Downtime 02/06/2019

Current Issues
Updated 02/06/2019

Having trouble logging in?
Request a New User Account

Unauthorized Access Warning

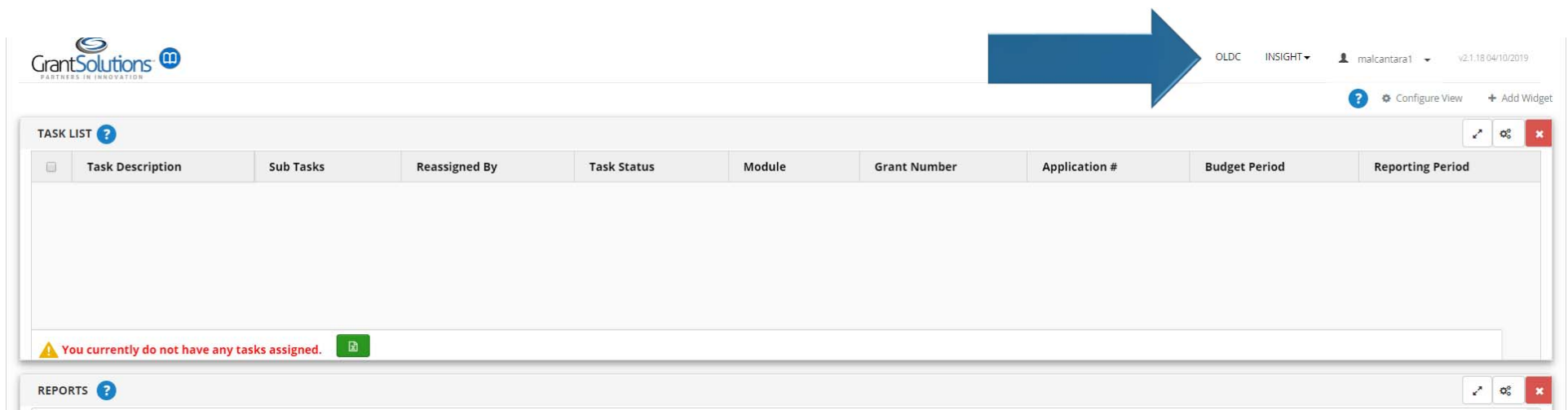
You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
 - You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system. At any time, and for any lawful Government purpose, the Government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.
 - Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.



Accessing OLDC continued

- The “GrantSolutions – Portal” screen appears. From the menu bar, select **OLDC**



The screenshot shows the GrantSolutions Portal interface. At the top left is the GrantSolutions logo with the tagline "PARTNERS IN INNOVATION". The top right navigation bar includes the "OLDC" menu item, which is highlighted by a large blue arrow. Other items in the navigation bar include "INSIGHT", a user profile for "malcantara1", and the version "v2.1.18 04/10/2019". Below the navigation bar are two main sections: "TASK LIST" and "REPORTS". The "TASK LIST" section contains a table with columns: Task Description, Sub Tasks, Reassigned By, Task Status, Module, Grant Number, Application #, Budget Period, and Reporting Period. Below the table is a message: "You currently do not have any tasks assigned." with a green button. The "REPORTS" section is partially visible at the bottom.

Task Description	Sub Tasks	Reassigned By	Task Status	Module	Grant Number	Application #	Budget Period	Reporting Period
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You currently do not have any tasks assigned.



LIVE DEMO – Please note that during the demo the federal version of the site was shown and your screen will appear as shown below rather than in the demo.

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 [Switch Home Page \(Regular\)](#)

[Report Form Entry](#) **My Recent Activity** [Activity Report](#) [Report Due](#)

[User / System Settings](#)

[End OLDC](#)

[Privacy](#)

[Accessibility](#)

[Help / FAQ](#)

[News & Tips](#)

? [Page Help](#)

Search Box

Program Name	Grantee Name	Grant	Report Name	Reporting Period	Activity Date	Report Status	Actions
Temporary Assistance for Needy Families	MA [040002204 GR] MASSACHUSETTS	N/A	Application SF-424M	10/01/2014 - 09/30/2015	06/12/2015 11:06:16 AM	Submitted with Warnings	Actions ▼



LIVE DEMO – Please note that during the demo the federal version of the site was shown and your screen will appear as shown below rather than in the demo.

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

The screenshot shows the OLDC Home page. At the top, there is a header with the "On-Line Data Collection" logo, the "Administration for Children & Families" logo, and user information for "Name: Bill Bailey" and "Last Login: 06/19/15 08:36:01 AM". There are links for "Help / FAQ" and "End OLDC". Below the header, the "OLDC Home" section is visible. On the left, there is a sidebar with links: "Report Form Entry", "User / System Settings", "End OLDC", "Privacy", "Accessibility", "Help / FAQ", and "News & Tips". In the main content area, there are three tabs: "My Recent Activity", "Activity Report" (which is highlighted with a red box), and "Report Due". Below the tabs, there are dropdown menus for "Program" (set to "Community Services Block Grant") and "Grantee" (set to "MA [1 046002284 L3] MASSACHUSETTS"). There is an "Enter" button below these dropdowns. To the right of the dropdowns, there is a "Page Help" icon. Below the dropdowns, there is a timestamp: "This report was generated on: 06/19/2015:14:10:11" and a "Refresh" button. At the bottom, there is a "Search Box" and a table with the following data:

Grant	Report Name	Reporting Period	Due Date	Report Status	Actions
N/A	Application SF-424M	10/01/2013 - 09/30/2014	09/30/2015	Saved	Actions



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LIVE DEMO – Please note that during the demo the federal version of the site was shown and your screen will appear as shown below rather than in the demo.

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

The screenshot shows the OLDC Home page. At the top, there is a header with the 'On-Line Data Collection' logo, the 'Administration for Children & Families' logo, and user information for Bill Bailey. Below the header, the 'OLDC Home' section contains a navigation bar with tabs: 'My Recent Activity', 'Activity Report', and 'Report Due' (which is highlighted with a red box). To the left of the tabs is a sidebar with links: 'Report Form Entry', 'User / System Settings', 'End OLDC', 'Privacy', 'Accessibility', 'Help / FAQ', and 'News & Tips'. Below the tabs, there are dropdown menus for 'Program' (Community Services Block Grant) and 'Grantee' (MA [1 046002284 L3] MASSACHUSETTS), followed by an 'Enter' button. A 'Page Help' link is also visible. Below these elements, a message states 'This report was generated on: 06/19/2015:14:10:06' with a 'Refresh' button. At the bottom, there is a table with columns: Grant, Report Name, Reporting Period, Due Date, Report Status, and Actions. The table contains one row with the following data: Grant: N/A, Report Name: Application SF-424M, Reporting Period: 10/01/2014 - 09/30/2015, Due Date: 09/29/2016, Report Status: (empty), and Actions: (dropdown menu). A 'Search Box' is located to the right of the table. The footer of the page features the 'CHILDREN & FAMILIES' logo.

Grant	Report Name	Reporting Period	Due Date	Report Status	Actions
N/A	Application SF-424M	10/01/2014 - 09/30/2015	09/29/2016		Actions

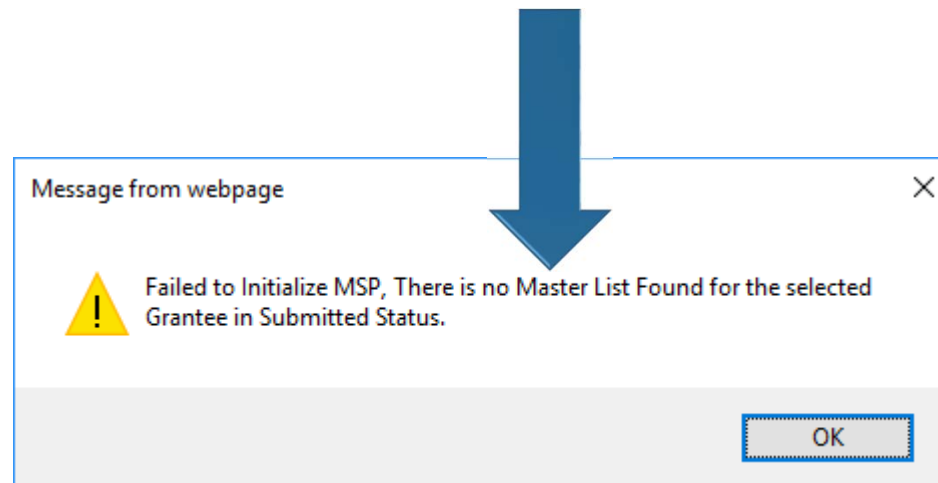
Submitting the CSBG State Plan



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To Do Before

- **Submit** the CSBG Eligible Entity Master List
- **Submit** the prior year's State Plan
- If both are not in submitted status, you will receive a “failed to initialize” message (the message will specify the report)



LIVE DEMO

Report Form Entry – *Access State Plan*

- From OLDC homepage, select *Report Form Entry* from left side of the screen

On-Line Data Collection

U.S. Department of Health & Human Services
Administration for Children & Families
Mike Leavitt, Secretary | David Schonberger, Acting Asst. Secretary

Name: Melania Alcantara
Last Login: 08/13/2019 12:07:40 PM

[Help / FAQ](#)
[End OLDC](#)

OLDC Home

[Report Form Entry](#)
[Report Data Upload](#)
[User / System Settings](#)
[End OLDC](#)
[Privacy](#)
[Accessibility](#)
[Help / FAQ](#)
[News & Tips](#)

Activity Approval Activity Grantee Activity

Program Name	Grantee Name	Grant	Report Name	Reporting Period
Community Services Block Grant	CO [1 840644739 B9] Colorado - No. 01	N/A	CSBG State Plan	10/01/2019 - 09/30/2020
Community Services Block Grant	CO [1 840644739 B9] Colorado - No. 01	N/A	CSBG State Plan	10/01/2018 - 09/30/2019



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Report Form Entry – *Form Selection*

- **Program Name:** Select **Community Services Block Grant**
- **Grantee Name:** Select ***Your State***
- ***Report Name:*** Select **State Plan (CSBG)**

The screenshot shows the OLDC Form Selection page. At the top, there is a header bar with the OLDC logo, the text "On-Line Data Collection", and the Department of Health & Human Services logo. Below the header, there is a navigation bar with links to "OLDC Home" and "Form Selection". The main content area is titled "Form Selection" and contains three dropdown menus for selecting a Program Name, Grantee Name, and Report Name. The Program Name dropdown is currently set to "Select a Program Name". The Grantee Name dropdown is currently set to "Select a Grantee Name". The Report Name dropdown is currently set to "Select a Report Name".

On-Line Data Collection

Department of Health & Human Services
Administration for Children & Families
Mika Lazowski, Secretary | David Schmandt, Acting Asst. Secretary

Name: Melania Alcantara
Last Login: 08/13/2009 12:07:40 PM

Help / FAQ
End OLDC

OLDC Home Form Selection

Form Selection

Program Name: Select a Program Name

Grantee Name: Select a Grantee Name

Report Name: Select a Report Name



LIVE DEMO

Report Form Entry – *Form Selection*

- **Report Period:** Select **FFY 2020 (October 1, 2019 – September 30, 2020)** by clicking the PLUS SIGN next to the appropriate dates.

Form Selection






Program Name:

Grantee Name:

Report Name:

Show entries

Search:

Reporting Period ▾	Due Date ▾	Type ▾	Report Status ▾	Actions
10/01/2019 - 09/30/2020	09/01/2019	Annual		
10/01/2018 - 09/30/2019	08/31/2018	Annual	Submission in Review by CO	   

**Note: The previous year's plan is in
Submission status**



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Report Section Homepage

- Cover Page: The SF-424M
- 15 Report Sections
- Each Section entered separately and saved individually

e Form Selection Report Sections Report Form Status

Report Sections

Program Name: Community Services Block Grant
Grantee Name: MAINE - No. 01
Report Name: CSBG State Plan
Report Period: 10/01/2019 - 09/30/2020

able displays the sections of the report form and the status of each. Return to this screen to Validate, Certify, or Submit.

tions in the dropdown lists may include:

- Create Section - Indicated by an asterisk (*), copies that section and creates a new blank section.
- Clear Section Data - Deletes all data saved for that section.
- Delete Section - Permanently deletes that section and data.
- Edit Section - Opens the form section in a data-entry version.
- Print Section - Opens a new browser window with the report in a print-friendly version.

[View/Add Attachments](#) [Validate](#) [Print Full Report](#)

Show entries

Search:

Section Name:	Perform Action:	Section Status:
CSBG Cover Page (SF-424M)	Select Action: <input type="button" value="Go"/>	Initialized
Section 1: CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter	Select Action: <input type="button" value="Go"/>	Initialized
Section 2: State Legislation and Regulation	Select Action: <input type="button" value="Go"/>	Initialized
Section 3: State Plan Development and Statewide Goals	Select Action: <input type="button" value="Go"/>	Initialized



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Report Section: Access Section

- Available Actions:
 - ✓ **Clear Section Data:** Delete all data previously saved for a section – including pre-populate data from the previous year
 - ✓ **Edit Section:** Edit data within the selected section
 - ✓ **Print:** Print a singular section (rather than the full report)
- To perform an action within a particular section:
 - ✓ Click the dropdown arrow next to a section
 - ✓ Select the appropriate action
 - ✓ Click Go

You must complete Section 1 prior to completing Sections 2 – 15 for validation purposes!

<u>Section Name:</u>	<u>Perfo</u>
CSBG Cover Page (SF-424M)	Select Action: ▼ Go
Section 1: CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter	Select Action: ▼ Go
Section 2: State Legislation and Regulation	Select Action: Clear Section Data Go
Section 3: State Plan Development and Statewide Goals	Edit Section Go
Section 4: CSBG Hearing Requirements	Print Section Go

Cover Page – SF 424M

- If submitting a one year plan, select:
 - ✓ 1.a. Type of Submission: **Plan**
 - ✓ 1.b. Frequency: **Annual**
 - ✓ 1.d. Version: **Initial**
- If submitting a one year plan, select:
 - ✓ 1.a. Type of Submission: **Plan**
 - ✓ 1.b. Frequency: **Other (2 Year)**
 - ✓ 1.d. Version: **Initial**

* 1.a. Type of Submission:
<input type="radio"/> Application
<input checked="" type="radio"/> Plan
<input type="radio"/> Other (2 Year)

* 1.b. Frequency:
<input checked="" type="radio"/> Annual
<input type="radio"/> Other (2 Year)

* 1.d. Version:
<input checked="" type="radio"/> Initial
<input type="radio"/> Resubmission
<input type="radio"/> Revision
<input type="radio"/> Update



Data Entry: Action Buttons

- Report Section screen buttons
 - ✓ **View/Add Attachments:** Allows you to view attachments from this button
 - **Do not attach files** using this button - all allowable attachments are attached to specific cells within the sections
 - ✓ **Validate:** Checks the Plan for errors or missing data
 - If there are no issues, the Plan is validated and ready to be certified by the Authorized Official
 - ✓ **Print Full Report:** Prints all sections as one complete report
- Buttons are found at the top of each section and the Report Section homepage

View/Add Attachments

Validate

Print Full Report



Data Entry Options

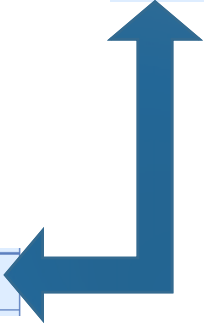
- If submitting a one year plan, select:
- Data Entry Types
 - ✓ **Narratives (Text Boxes):** Enter free text. The character limitations vary for each text box. Text may be copied and pasted from MS Word.
 - ✓ **Radio buttons:** Circular; signifies that you can only select one option.
 - ✓ **Checkboxes:** Square; signifies that you can select all that apply.
 - ✓ **Tables (Add rows and select drop-downs):** Enter data, select items from a pre-populated drop-down list, and add additional rows when necessary.
 - ✓ **Attachments (Paper Clip):** Attach a file, only specific questions will allow you to attach a file



Data Entry: Attachments

- Only attach files at the cell level
 - ✓ View all attachments from the “Report Form status” page or using the **View/Add Attachments** button
- Click the **paper clip icon** within a cell to attach one or more files
- Naming attachments:
 - ✓ Question Number and Header/Descriptive words (*ex. 1.3. Designation Letter*)
 - ✓ No special characters (except for the period)
- Attachments should be PDF format and not password protected

1.3. Designation Letter:
Attach the State's official [CSBG designation letter](#). A new designation letter is required if the chief executive officer of the state and/or the designated agency has changed. 



Data Entry: Adding Attachments

- Click the paperclip to go to “Cell Level Attachments”
- Click *Choose File*, select the appropriate file within the new window
- Click **Open**
- Success message pops up and file attaches

The screenshot shows a web application window titled "Manage Attachments". Inside, there's a section for "Cell Level Attachments" with a text description: "CSBG designation letter. A new designation letter is required if the chief executive officer of the state and/or the designated agency has changed." Below this, there's a "Local Attachment:" label, a "Choose File" button, and the text "No file chosen". An "Attach File" button is also present. A tabbed interface shows "Cell Level Attachments" as the active tab, with "Form Level Attachments" as an alternative. Below the tabs, there's a "Show 10 entries" dropdown and a "Search:" field. A table displays one entry with columns: Cell Location, File Name, Uploaded Date, Upload Status, Uploaded By, and Actions. The entry details are: Cell Location (Section 1: CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter CSBG designation letter. A new designation letter is required if the chief executive officer of the state and/or the designated agency has changed.), File Name (1.3. Designation Letter.docx), Uploaded Date (08/13/2019), Upload Status (Pending), and Uploaded By (Melania Alcantara1). The Actions column contains a red "X" icon. Below the table, it says "Showing 1 to 1 of 1 entries" and has "Previous", "1", and "Next" navigation links. A "Close" button is at the bottom right. At the very bottom, there's a "GrantSolutions Privacy Policy Notice" stating: "No Personally Identifiable Information (PII) should be uploaded into GrantSolutions."

Cell Location	File Name	Uploaded Date	Upload Status	Uploaded By	Actions
Section 1: CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter CSBG designation letter. A new designation letter is required if the chief executive officer of the state and/or the designated agency has changed.	1.3. Designation Letter.docx	08/13/2019	Pending	Melania Alcantara1	

Data Entry: Allowable Attachments

- Limited amount of attachments allowed
 - ✓ Character Limit Updated

Item No.	Item Title
1.3.	Designation Letter [Required]
2.3.	Legislation/Regulation
4.4.	Public Hearing Documentation [Required]
6.1b.	Alternative Organizational Standards [Required, as applicable]
10.2.	Monitoring Policies
15.1.	Lobby Certification
15.2.	Drug-free Workplace Certification
15.3.	Debarment Certification
15.4.	Environmental Tobacco Smoke



Data Entry: Skip Logic

- Hides questions that are dependent on the response to a previous question
 - ✓ Hidden questions do not change the number order

EXAMPLE

Item 3.3a. requests narratives if you select “Other”

If you choose either of the “Other” options a narrative field will appear




Printing Options: One Section

- To print a singular section, from the Report Sections screen
 - ✓ Under **Perform Action**, click the dropdown next to *Select Action*
 - ✓ Select *Print Section* and then hit *Go*
 - ✓ A PDF version of the section will pop-up; either save or print

Print lists may include:

Opens a new browser window with the report in a print-friendly version.
Opens the form section in a read-only version.

[View Attachments](#) [Approve](#) [Reject](#) [Print Full Report](#)

<u>Section Name:</u>	<u>Perform Action:</u>
ge (SF-424M)	Select Action: ▼ Go
G Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation	Print Section ▼ Go
e Legislation and Regulation	Select Action: ▼ Go
e Plan Development and Statewide Goals	Select Action: ▼ Go
G Hearing Requirements	Print Section 
G Eligible Entities	Select Action: ▼ Go
nizational Standards for Eligible Entities	Select Action: ▼ Go



LIVE DEMO

Printing Options: Full Form (Option 1)

- To print a full section, from the Report Sections screen
 - ✓ Select *Print Full Report*
 - ✓ A PDF version of the section will download; either save or print

• View Section - Opens the form section in a read-only version.

View Attachments Approve Reject **Print Full Report**

Show 30 entries

Section Name:	Perform Action
CSBG Cover Page (SF-424M)	Select Action: <input type="button" value="Go"/>
Section 1: CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter	Select Action: <input type="button" value="Go"/>
Section 2: State Legislation and Regulation	Select Action: <input type="button" value="Go"/>
Section 3: State Plan Development and Statewide Goals	Select Action: <input type="button" value="Go"/>
Section 4: CSBG Hearing Requirements	Select Action: <input type="button" value="Go"/>
Section 5: CSBG Eligible Entities	Select Action: <input type="button" value="Go"/>
Section 6: Organizational Standards for Eligible Entities	Select Action: <input type="button" value="Go"/>
Section 7: State Use of Funds	Select Action: <input type="button" value="Go"/>
Section 8: State Training and Technical Assistance	Select Action: <input type="button" value="Go"/>
Section 9: State Linkages and Communication	Select Action: <input type="button" value="Go"/>
Section 10: Monitoring, Corrective Action, and Fiscal Controls	Select Action: <input type="button" value="Go"/>
Section 11: Eligible Entity Tripartite Board	Select Action: <input type="button" value="Go"/>
Section 12: Individual and Community Eligibility Requirements	Select Action: <input type="button" value="Go"/>
Section 13: Results Oriented Accountability (ROMA) System	Select Action: <input type="button" value="Go"/>
Section 14: CSBG Program Assurances and Information Narrative	Select Action: <input type="button" value="Go"/>


This printing option will NOT include attachments.

Note: this picture is from Google Chrome. If you use a different browser, how the download appears may differ.

CSBG State Plan_1....pdf

Printing Options: Full Form (Option 2)

- There are multiple options from the Report Form Status screen, the following are the recommended options:
 - ✓ **Print as PDF:** Prints a PDF version (*same as printing from the Report Section screen*)
 - ✓ **Print as PDF w/ attachments:** This PDF will include all attachments at the “cell-level”
- To Print:
 - ✓ Select the appropriate option
 - ✓ Select *Go*



Report Form Status		
<u>Status Date:</u>	<u>Report Action:</u>	<u>Print:</u>
08/13/2019	Approve Reject	Print PDF w/ Attachments ▼ Go

Original File Attachments



CSP Revisions



ADMINISTRATION FOR
CHILDREN & FAMILIES

Section 1: 1.1 & 1.1a *State Plan Length*

- Complete Section 1 first as it will impact other validations throughout the report
- **1.1 and 1.1a:** Identify whether this is a one- or two-year plan and the federal fiscal years (FFY) this plan covers
- Your response to 1.1 and 1.1a impacts the following questions:
 - ✓ 3.5
 - ✓ 6.5
 - ✓ 7.2
 - ✓ 7.6
 - ✓ 7.7
 - ✓ 7.8
 - ✓ 7.9
 - ✓ 8.1
 - ✓ 8.1a
 - ✓ 10.1

1.1 Identify whether this is One-Year or a Two-Year Plan	<input type="radio"/> One-Year <input checked="" type="radio"/> Two-Year	
1.1a Provide the Federal Fiscal Years this plan covers:	Year One <input type="text" value="2019"/>	Year Two <input type="text" value="2020"/>



Section 1: 1.2d, 1.4b, and 1.5 *Contacts & State Association*

- **1.2d. *Authorized Official*:** Requests the name and their title (no additional details are requested in this field)
- **1.4b. *CSBG Point of Contact*:** Requests the name and their title (no additional details are requested in this field)
- **1.5 *State Association* (NEW QUESTION):** Requests the State Association information (as applicable).
 - ✓ **As this is a new question, even if the agency has not changed since your last submission, you must select “YES” to complete the fields.**

1.5. Provide the following information in relation to the State Community Action Association .			
There is currently a state Community Action Association within the state. <input checked="" type="radio"/> Yes <input type="radio"/> No			
Has Information in regards to the state Community Action Association has changed since the last submission of the state plan? <input type="radio"/> Yes <input checked="" type="radio"/> No			
If yes, provide the date of change and select the fields that have been updated Date picker and check all the apply			
<input type="checkbox"/> Agency Name	<input type="checkbox"/> Executive Director	<input type="checkbox"/> Street Address	
<input type="checkbox"/> City	<input type="checkbox"/> State	<input type="checkbox"/> Zip Code	
<input type="checkbox"/> Office Number	<input type="checkbox"/> Fax Number	<input type="checkbox"/> Email Address	
<input type="checkbox"/> Website	<input type="checkbox"/> RPIC Lead		
1.5a. Agency Name			
1.5b. Executive Director or Point of Contact			
Name:		Title:	
1.5c. Street Address			
1.5d. City		1.5e. State	1.5f. Zip zip
1.5g. Telephone number - ext.		1.5h. Fax number -	
1.5i. Email Address		1.5j. State Association Website	
1.5k. State Association currently serves as the Regional Performance Innovation Consortia (RPIC) lead <input type="radio"/> Yes <input type="radio"/> No			



Section 5: 5.1 – 5.2 *Eligible Entities List*

- These are now read-only
- Pre-populates from the Eligible Entity Master List
- If you need to make an edit to the list, make it to the Master List **before** initializing your new state plan



Section 5: 5.3 *Changes to the Eligible Entities*

- Requests information on the changes to the Eligible Entities within your state (as applicable)
- If there are not changes from your previous submission, select *No Changes to Eligible Entities List*
 - ✓ If the name changed, select this option as well
- Reportable changes include:
 - ✓ Designation and/or Re-Designation
 - ✓ De-designation and/or Voluntary Relinquishment
 - ✓ Mergers
 - ✓ No Changes to Eligible Entities List
- How to Report (as applicable)
 - ✓ Select the type of change(s) as appropriate
 - ✓ Complete the appropriate table

WITHIN TABLES, ENTER THE ELIGIBLE ENTITY OFFICIAL NAME AS SHOWN IN THE MASTER LIST



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Section 6: 6.4a *Org Standards Exemptions*

- Organizational Standards Eligible Entity Exemptions
- Now requests whether there are any exemptions
- If yes, list eligible entities and then provide a description and/or justification for the exemption
 - ✓ The description/justification can be the same for all exempted entities
- For more information on exempted entities, see [IM 138 State Establishment of Organizational Standards for CSBG Eligible Entities](#)



Section 7: 7.2, 7.6, and 7.9 *Funding Allocation*

- Planned Allocation of CSBG Funding
 - ✓ Eligible Entities (7.2)
 - ✓ Administrative Funds (7.6)
 - ✓ Remainder/Discretionary Funds (7.9)
- Now requests the overall planned allocation percentage for each allotment
 - The combined percentages should equal 100%
- **7.2 (Eligible Entities Distribution):** further requests the planned allocation for each entity in dollars
- **7.9 (Remainder/Discretionary Funding):** further requests the planned allocation for each activity funded under remainder/discretionary funding



Section 9: 9.9 *Communication Plan*

- Specific ***Subject Matters*** defined
 - ✓ Ability to add additional *Subject Matters* as applicable
 - ✓ To add, select **Add** under the table
- Required to select an ***Expected Frequency*** for each subject matter listed
 - ✓ If you choose ***Not Applicable***, remaining columns remain “read-only”
- Required to provide a ***Brief Description*** if ***Other*** is chosen under ***Format***



Section 10: 10.1 *Monitoring Schedule*

- Only provide details for the entities that you plan to review during the year(s) covered by the state plan
- If the entity will not be monitored, under **Monitoring Type**, select *No Review*
 - ✓ Other fields will remain read-only
- Monitoring Type (as defined by Section 678B of the CSBG Act)
 - ✓ This question asks **why** are you monitoring:
 - Full Onsite
 - New Designated Onsite
 - Follow-Up Review
 - Other – provide the reason under *Brief Description of Other*
- Review Type
 - ✓ This question asks **how** are you conducting the monitoring:
 - On-Site Review
 - Desk Review

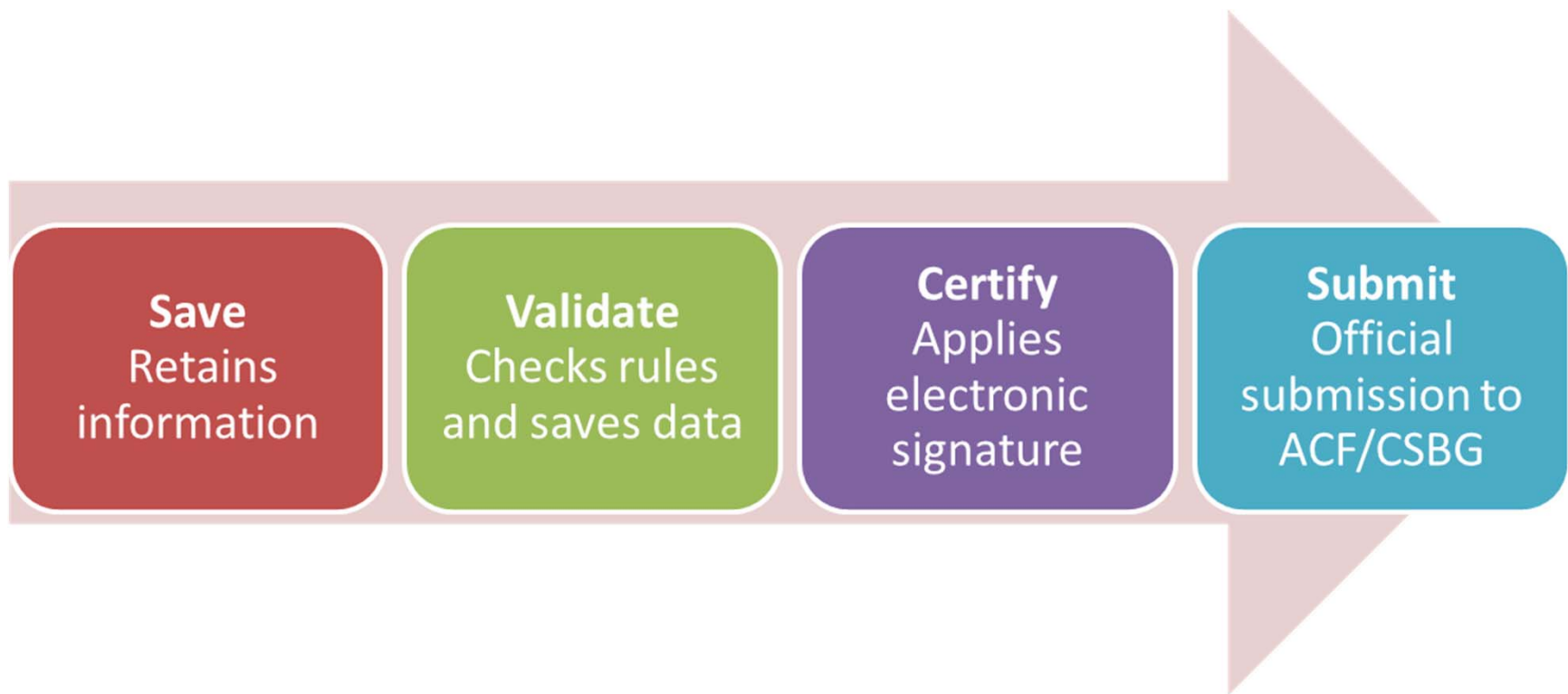
For any routine annual monitoring that is conducted through a desk review, select *Other* under **Monitoring Type**, enter “routine annual monitoring” under the **Brief Description**, and select *Desk Review* under the **Review Type**.

Note: you must conduct an full onsite review for each entity during each 3-year period.



Submission

CSBG State Plan Submission Process Steps



CSBG Federal Staff Contacts

➤ **Program Questions**, contact your CSBG Program Specialist

- ✓ Isaac Davis: Isaac.davis@acf.hhs.gov
 - Regions: I, III, V, VIII
- ✓ Jamia Furbush: Jamia.furbush@acf.hhs.gov
 - Regions II, IV, VI, VII, IX, X

➤ **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



Questions

