NATIONAL ASSOCIATION FOR STATE COMMUNITY SERVICES PROGRAMS

FY19 CSBG Annual Report Submission

Recording: April 2020

- General Reporting Process

- Vendor Portal
  - Unprotected SmartForms
  - Validations
  - XML
  - Additional Fields
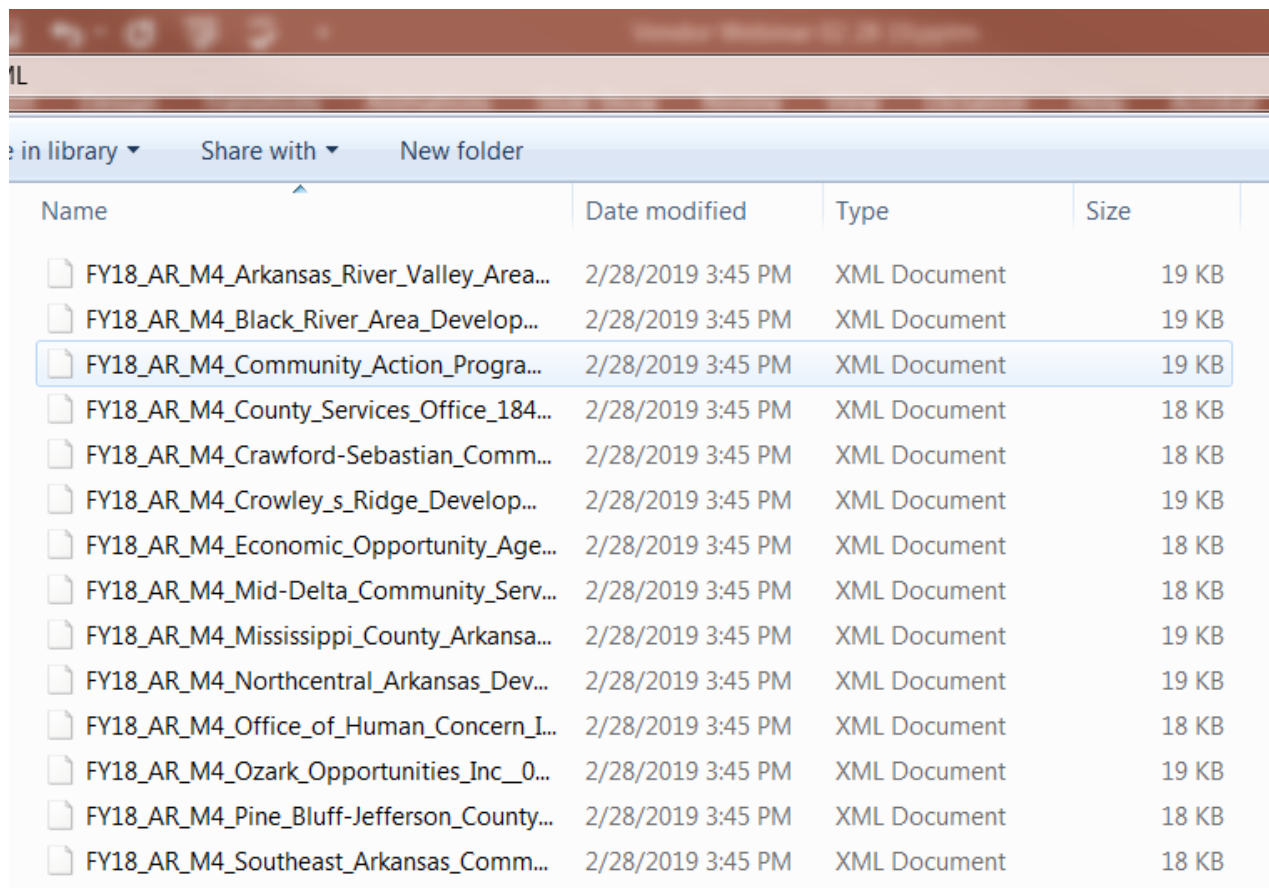
- Updates

- Questions

Acronyms

- OCS – the Office of Community Services who administers CSBG

- OLDC – the OnLine Data Collection system that OCS uses to collect CSBG data

- GST – the Grant Solutions Team, OCS's contractor to build and maintain OLDC

- NASCSP – the National Association for State Community Services Programs, OCS's TTA provider for the CSBG Annual Report

General Reporting Process

General Process

- **All submissions of Module 2 and 4 to OLDC will occur via an XML file.**

- **Module 3 has to be submitted in the Excel SmartForm.**
  - It is an attachment in OLDC.

- **If you would like blank unprotected SmartForms for any reason, contact Muska Kamran (mkamran@nascsp.org).**

General Process

- Each agency needs a separate XML for Module 2 and a separate XML for Module 4.

- We cannot accept one XML that contains all agency level data.

- For Module 3, each initiative needs to be in its own workbook.

General Process

State Office staff must complete the XML upload into OLDC.

Vendors cannot get passwords to OLDC.

There is no process this year for a direct transfer between systems.
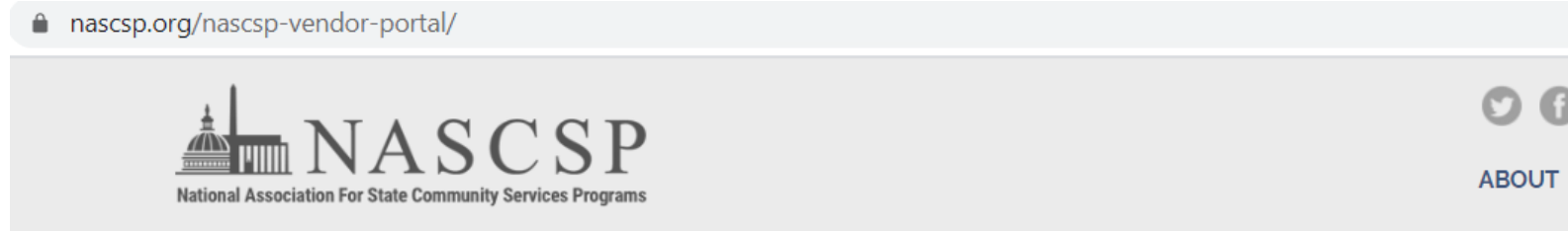
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Vendor Portal

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https://nascsp.org/nascsp-vendor-portal/

Portal Login Credentials:

Site: https://nascsp.org/nascsp-vendor-portal/

Password: NASCSPVendor111K

Vendor Portal

Additional Fields Document

```xml
<?xml version="1.0" encoding="UTF-8"?>

<CSBG_M4  xmlns:xsi = "http://www.w3.org/2001/XMLSchema-instance"  xsi:noNamespaceSch

    <GRANTEENAME>0</GRANTEENAME>
    <ELIGIBLEENTITY></ELIGIBLEENTITY>
    <orgAbbrev>0</orgAbbrev>
    <programAcronym>0</programAcronym>
    <duns>0</duns>
    <reportPeriodStartDate>2018-10-01</reportPeriodStartDate>
    <reportPeriodEndDate>2019-09-30</reportPeriodEndDate>
    <grantNumber>0</grantNumber>
    <subGrantee>1</subGrantee>
```

Grantee Name	Eligible Entity	Org Ab	Progran	DUNS	Report Period	Report Period	Grant Number
Alabama	Alabama Council on Human Relations, Inc.	ACF	CSBG	183860386	2018-10-01	2019-09-30	18B1ALCOSR
Alabama	Community Action Agency of Northeast Ala	ACF	CSBG	948061619	2018-10-01	2019-09-30	18B1ALCOSR
Alabama	Community Action Agency of Northwest Ala	ACF	CSBG	135457047	2018-10-01	2019-09-30	18B1ALCOSR
Alabama	Community Action Agency of South Alabam	ACF	CSBG	082145368	2018-10-01	2019-09-30	18B1ALCOSR
Alabama	Community Action Agency of TCRCC	ACF	CSBG	105370493	2018-10-01	2019-09-30	18B1ALCOSR
Alabama	Community Action Committee, Inc. of Chan	ACF	CSBG	082143496	2018-10-01	2019-09-30	18B1ALCOSR
Alabama	Community Action of Etowah County, Inc.	ACF	CSBG	826692808	2018-10-01	2019-09-30	18B1ALCOSR

What we know about failed XMLs…

- Contained incorrect information from the "Additional Fields" document.
- Structure did not match EXACTLY
  - More spacing or no spacing
  - Text flow between rows
  - Indentations
  - Field names are sensitive to capitalization
  - The carriage return in Module 2, row 72 is essential

Special Characters

- Vendors will need to deal with special characters when passing data
  - There are just five: < (<), & (&), > (>), " ("), and ' (').
  - http://xml.silmaril.ie/specials.html
- The issue with accepting characters outside of this list has appeared to be fixed for FY19.

Military Status

- <M4CC7aMilitaryVeteran>0</M4CC7aMilitaryVeteran>

- <M4CC7bMilitaryActive>0</M4CC7bMilitaryActive>

- <M4CC7cNoMilitaryStatus>0</M4CC7cNoMilitaryStatus>

- <M4CC7dMilitaryUnk>0</M4CC7dMilitaryUnk>

Comments

- All comments will be an attachment in OLDC for FY19
- There will be no comments passed in the XML

Validations

- A list of all validations is on the vendor portal.

- One thing to note for FY19 is that we are no longer considering the targeting error of 80%-120% or 100% achievement of results in the errors and warnings.
  - It is flagged for TTA only; no comments are necessary on this item.

NASCSP

National Association For State Community Services Programs

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Instruction Manuals

CSBG Annual Report Instruction Manuals

The CSBG Annual Report instruction manuals were created with significant input from the CSBG national partners (NASCSP, CAP, NCAF, and CAPLAW), the **DATA Taskforce**, OCS, and feedback from NASCSP trainings in over 35 states across the country. We thank all these groups for taking the time to provide feedback and edits on the manual to make it better and a more useful tool for the network.

- **Module 2- CSBG Eligible Entity Expenditures, Capacity, and Resources- Version 2**

- **Module 3- Community Level**
    - **Module 3 Attachment: CNPI Examples**
    - **Instructions on Module 3 SmartForms**

CSBG

Services and Technical Assistance

CSBG Resources

> Data Collection and Reporting

> Annual Report

Module 1

Module 2

Module 3

Module 4

> Instruction Manuals

Submit CSBG Annual Report Feedback

DATA Task Force

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Questions?

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