

Submitting the CSBG CARES Supplemental State Plan

Introduction

The CSBG CARES Supplemental State Plan is a supplemental to the FFY2020 CSBG State Plan and is submitted through OLDC. Upon completing each section, please validate. Once all sections are complete and the Plan is validated, the Authorized Official must certify the Plan. While the Data Entry person may do the final validation, only the Grant Administrator is able to submit.

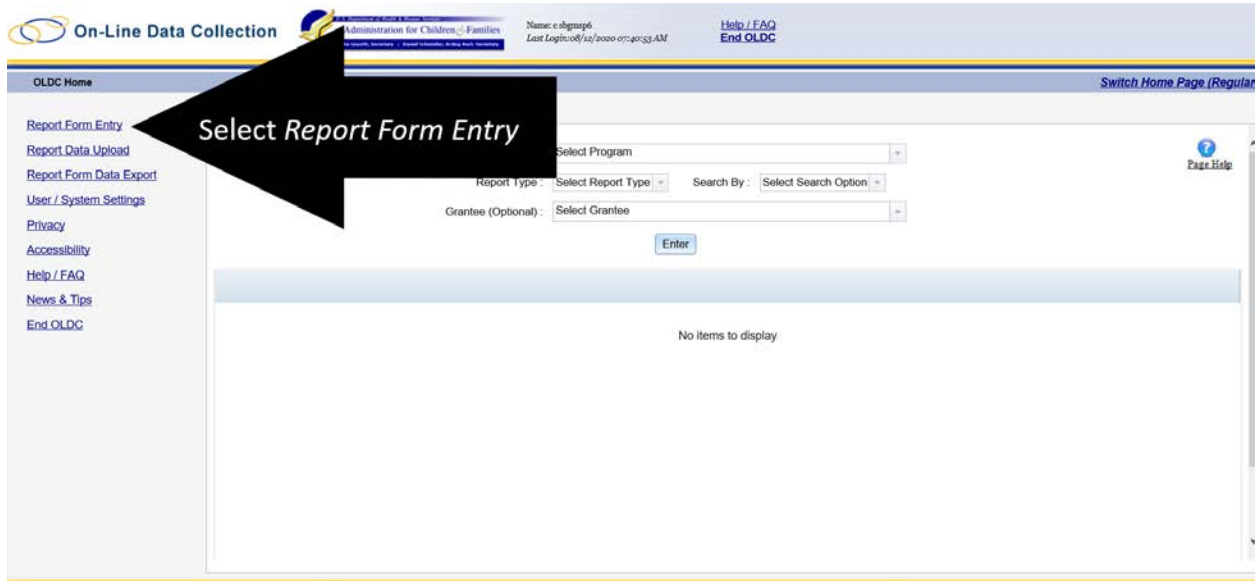
Please click the links below to jump ahead as necessary.

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Initializing the CSBG CARES Supplemental State Plan

From the OLDC Home Page:

- 1) Select **Report Form Entry** from the left-hand side of the screen. This will take you to the Form Selection screen.



On-Line Data Collection Administration for Children, Youth & Families
Name: c:\dgm\p6 Last Login: 08/12/2020 07:40:53 AM Help / FAQ End OLDC

OLDC Home Switch Home Page (Regular)

Report Form Entry
Report Data Upload
Report Form Data Export
User / System Settings
Privacy
Accessibility
Help / FAQ
News & Tips
End OLDC

Select Program
Report Type: Select Report Type Search By: Select Search Option
Grantee (Optional): Select Grantee
Enter

No items to display

- 2) Complete the fields within the Form Selection screen, as applicable:
 - a. **Program Name** – select Community Services Block Grant CARES Act
 - b. **Grantee Name** – select Your State
 - c. **Report Name** – select State Plan (CSBG)
 - d. **Reporting Period** – select the plus sign (+) under the **Actions** column next to the FFY2018 reporting period (10/01/2019 – 09/30/2020) [the last option]

Form Selection


Program Name: Community Services Block Grant CARES Act

Grantee Name: AK [1 936001185 A1] (2019-2021) ALASKA - No. 01

Report Name: State Plan (CSBG)

Show 15 entries Search:

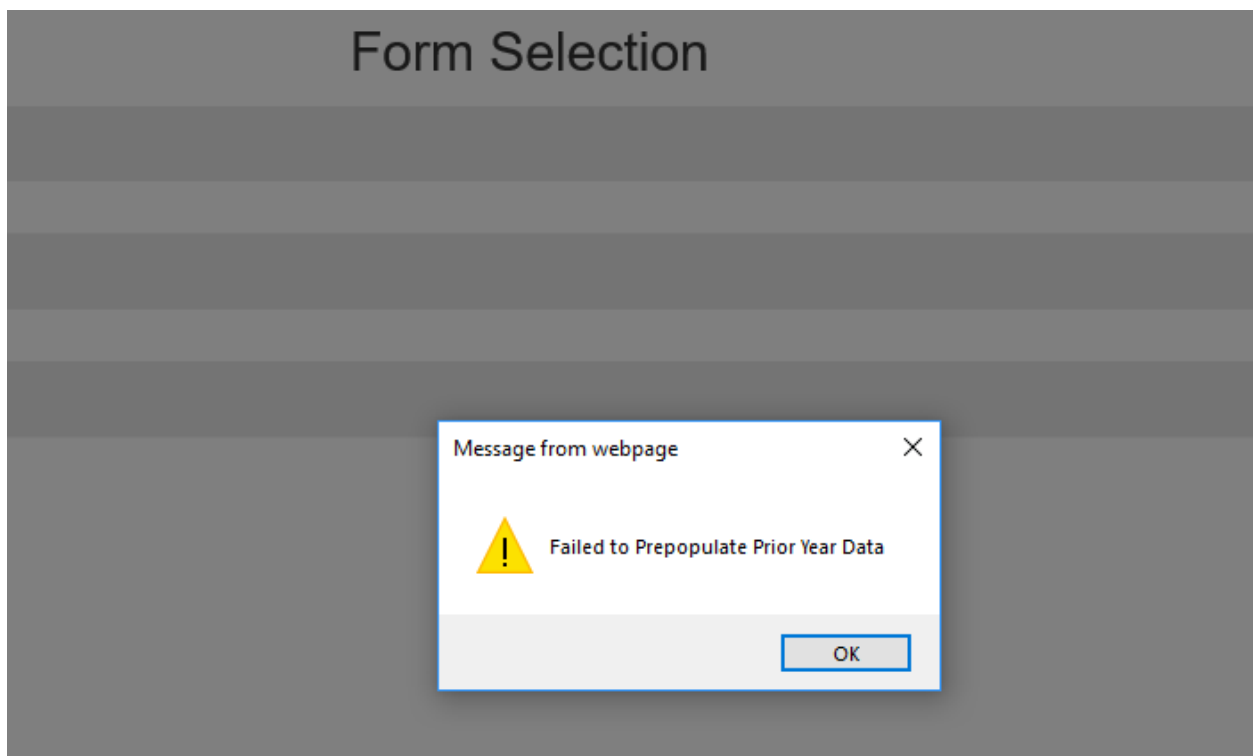
Reporting Period	Report Status	Actions
10/01/2022 - 09/30/2023		+
10/01/2021 - 09/30/2022		+
10/01/2020 - 09/30/2021		+
10/01/2019 - 09/30/2020		+



- 3) This will initialize the CSBG CARES Supplemental State Plan for you and take you to the Report page.

NOTE: If your FFY2019 or FFY2020 CSBG State Plan is not in submitted status, the CSBG CARES Supplemental State Plan will not populate.

If you receive this error message, please contact Monique Alcantara and Niki Frazier.



Completing the State Plan

From the Report Sections screen, you can see all the sections of the report and the status of each. Please note: the status of each section will show as initialized until you “Save” or “Validate”. Once you “Save” or “Validate” the status will change to:

- 1) Saved – with errors: this means that there are errors within the section that you must complete.
- 2) Saved – Validated: this means that there are no more errors and you can certify and then submit.
- 3) Saved – With Warnings: a warning serves as a clue that you may have missed a question. You can certify and submit with warnings.

Upon completing, you will return to this screen to Validate, Certify, or Submit.

You can complete the following action for the Full Plan:

- View/Add Attachments – please do not use this function to add attachments. We will not accept form-level attachments.
- Validate – validate checks for any errors.
- Print Full Report – Prints the full report, not including attachments.

The following actions can be completed for each section. Please note: you do not need to return to this screen to move to the next section:

- Clear Section Data - Deletes all data saved for that section.
- 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.

Edit Section

- 1) From the Section that you would like to work on, select the down arrow under the Perform Action Column.

Section Name:	Perform Action:
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: ▼ Go
Section 3: State Plan Development and Statewide Goals	Select Action: ▼ Go
Section 4: CSBG Hearing Requirements	Select Action: ▼ Go

- 2) From the dropdown menu, select Edit section

Show 30 ▼ entries

Section Name:	Perform Action:
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: ▼ Go
Section 3: State Plan Development and Statewide Goals	Select Action: ▼ Go

- 3) Select Go to go to the Section.

Section Name:	Perform Action:
CSBG Cover Page (SF-424M)	Edit Section ▼ 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: ▼ Go

This will take you to the section, and you can begin completing the CSBG CARES State Plan.

Response Options

Date Picker

Any field that requests a date provides a date picker. To use, select the down arrow next to the empty field, and a calendar will appear.

TIP: Select the date in this order: year, month, date.



Text Box

Characterized by an empty white field that allows you to add a narrative.

One-line text Box

Multi-line text box.

Radio Buttons

Characterized by a circle and allows you to select **ONE** option. To select, click the appropriate circle.

TIP: You are unable to unselect an option. However, to change your response, click a different circle.

<input type="radio"/> Historic
<input type="radio"/> Base + Formula
<input type="radio"/> Formula Alone
<input type="radio"/> Formula with Variables
<input type="radio"/> Hold Harmless + Formula
<input type="radio"/> Other

Check Boxes

Allows you to select as many options as are applicable.

<input type="checkbox"/> CSBG eligible entities <i>(if checked, provide the expected number of CSBG eligible entities to receive funds)</i>
<input type="checkbox"/> Other community-based organizations
<input type="checkbox"/> State Community Action association
<input type="checkbox"/> Regional CSBG technical assistance provider(s)
<input type="checkbox"/> National technical assistance provider(s)
<input type="checkbox"/> Individual consultant(s)
<input type="checkbox"/> Tribes and Tribal Organizations
<input type="checkbox"/> Other

<input type="checkbox"/> CSBG eligible entities <i>(if checked, provide the expected number of CSBG eligible entities to receive funds)</i>
<input type="checkbox"/> Other community-based organizations
<input checked="" type="checkbox"/> State Community Action association
<input type="checkbox"/> Regional CSBG technical assistance provider(s)
<input checked="" type="checkbox"/> National technical assistance provider(s)
<input checked="" type="checkbox"/> Individual consultant(s)
<input type="checkbox"/> Tribes and Tribal Organizations
<input type="checkbox"/> Other

Dropdowns

After selecting the dropdown arrow next to “Select”, a list of options will appear. You are then able to select ONE option from the list.

Expected Frequency

Select ▼

Select

Daily

Weekly

Twice-Monthly

Monthly

Quarterly

Semi-Annually

Annually

Biannual

Triennial

As needed

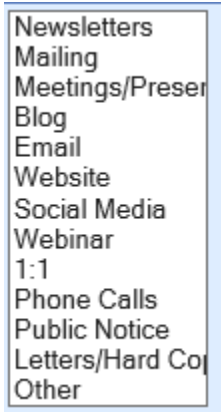
Upon Request

Not Applicable

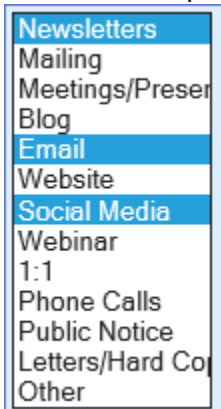
Weekly ▼

Select All List

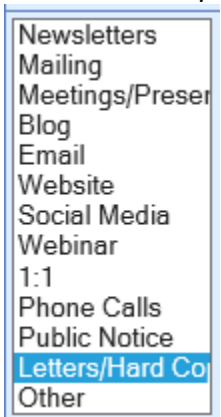
Hold the CTRL button on your keyboard and select multiple options. You are also able to select just one option.



Selected Multiple Options: "Newsletters", "Email", & "Social Media"



Selected One Option: "Letters/Hard Copies"



Auto-calculations

These will calculate after clicking “Save” or “Validate” twice

\$0

These will calculate automatically as you complete the fields above

\$0.00

Exception to 7.7.: 7.7 will validate after completing 7.2, 7.3, and 7.6 (as applicable). You must click validate three times.

7.7. Summary of State Allocations: Provide a total breakdown of planned amounts. Please note that this table will automatically populate with the totals from 7.2, 7.3, and 7.6 above.

50 Percent Funds	Administrative Funds	Discretionary Funds	Total
\$0.00	\$0.00	\$0.00	\$0.00

Skip Logic

When you respond to certain questions, you may be required to provide a narrative or answer another question.

In the example below, you have two options:

<input type="radio"/> No change to the standard assurance in the CSBG State Plan.
<input type="radio"/> Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below
Coordination of Other Programs

If you select the first option, you move to the next question. However, if you select the second option, a text box will appear, and you are required to provide a narrative response.

<input type="radio"/> No change to the standard assurance in the CSBG State Plan.
<input checked="" type="radio"/> Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below
<div></div>
Coordination of Other Programs

Tables

1) Adding a Row

Tables allow you to add a row as necessary. To “ADD” click “ADD” at the bottom of the table and a new row will appear.

	Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"	Delete
1	Select	Select	Select		<input type="checkbox"/>
Add Training & Technical Assistance: 1 <input type="button" value="Add"/> <input type="button" value="Delete Marked Rows"/>					

A new row will appear:

	Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"	Delete
1	Select	Select	Select		<input type="checkbox"/>
2	Select	Select	Select		<input type="checkbox"/>

2) Delete Rows: You are also able to delete rows.

Check the box at the end of the row(s) that needs to be deleted


	Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"	Delete
1	Select	Select	Select		<input type="checkbox"/>
2	Select	Select	Select		<input checked="" type="checkbox"/>
Add Training & Technical Assistance: 1 <input type="button" value="Add"/> <input type="button" value="Delete Marked Rows"/>					

Then click “Delete Marked Rows” at the bottom of the table

	Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"	Delete
1	Select	Select	Select		<input type="checkbox"/>
2	Select	Select	Select		<input checked="" type="checkbox"/>
Add Training & Technical Assistance: 1 <input type="button" value="Add"/> <input type="button" value="Delete Marked Rows"/>					

A pop-up will appear to confirm the deletion. Click Ok.

Message from webpage


 This will permanently delete the selected rows. Do you wish to proceed?

The row is no longer there


	Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"	Delete
1	Select	Select	Select		<input type="checkbox"/>
Add Training & Technical Assistance: 1 <input type="button" value="Add"/> <input type="button" value="Delete Marked Rows"/>					

Attaching Documents

Only one question allows for an attachment – 1.3 CSBG Designation Letter.

If there were no changes to the designation letter – such as the authorized official and/or CSBG state lead agency – you do not need to attach a new designation letter.

In order to attach, click the paper clip next to cell.

1.3. Designation Letter:
<u>Attach the state's official CSBG designation letter.</u> A new designation letter is required if the chief executive officer of the state and/or the designated agency has changed. 
<input type="checkbox"/> As the Authorized Official for CSBG, I confirm that there have been no changes within this state that will require a new designation letter, such as a change to the authorized official and/or authorized CSBG state lead agency.

The Cell Level Attachments will pop-up. Select “Browse”, and then choose your file.

Manage Attachments

Cell Level Attachments

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.

Local Attachment:

Browse...

Attach File

Cell Level Attachments

Form Level Attachments

Show 10 entries

Search:

Cell Location	File Name	Uploaded Date	Upload Status	Uploaded By	Actions
No data available in table					

Showing 0 to 0 of 0 entries

Previous

Next

Close

GrantSolutions Privacy Policy Notice

No Personally Identifiable Information (PII) should be uploaded into GrantSolutions.

You'll see that there is now text in the field, showing that a file has been selected. Click "Attach File".

Manage Attachments

Cell Level Attachments

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.

Local Attachment: C:\Users\Melania.Alcanta Browse...

Attach File

Cell Level Attachments Form Level Attachments

Show 10 entries Search:

Cell Location	File Name	Uploaded Date	Upload Status	Uploaded By	Actions
No data available in table					


Showing 0 to 0 of 0 entries Previous Next

Close

GrantSolutions Privacy Policy Notice
No Personally Identifiable Information (PII) should be uploaded into GrantSolutions.

The file will upload. Once successfully uploaded, you'll receive the following pop-up message, confirming that the file is attached but is in pending status until the virus scan is complete.

Message from webpage

 The file is successfully uploaded. Once the virus scan is complete, the Uploaded Status will change from Pending to Saved.

Note: The form cannot be Certified or Submitted until all attachments are in the Saved status.

OK

The virus scan will complete as you continue working on the plan. Click close to return to the section.

Manage Attachments

Cell Level Attachments

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.

Local Attachment:

Browse...

Attach File

Cell Level Attachments

Form Level Attachments

Show 10 entries

Search:

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 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.	1.3 Designation Letter.docx	08/13/2020	Pending	c sbgmsp6	

Showing 1 to 1 of 1 entries

Previous

1

Next

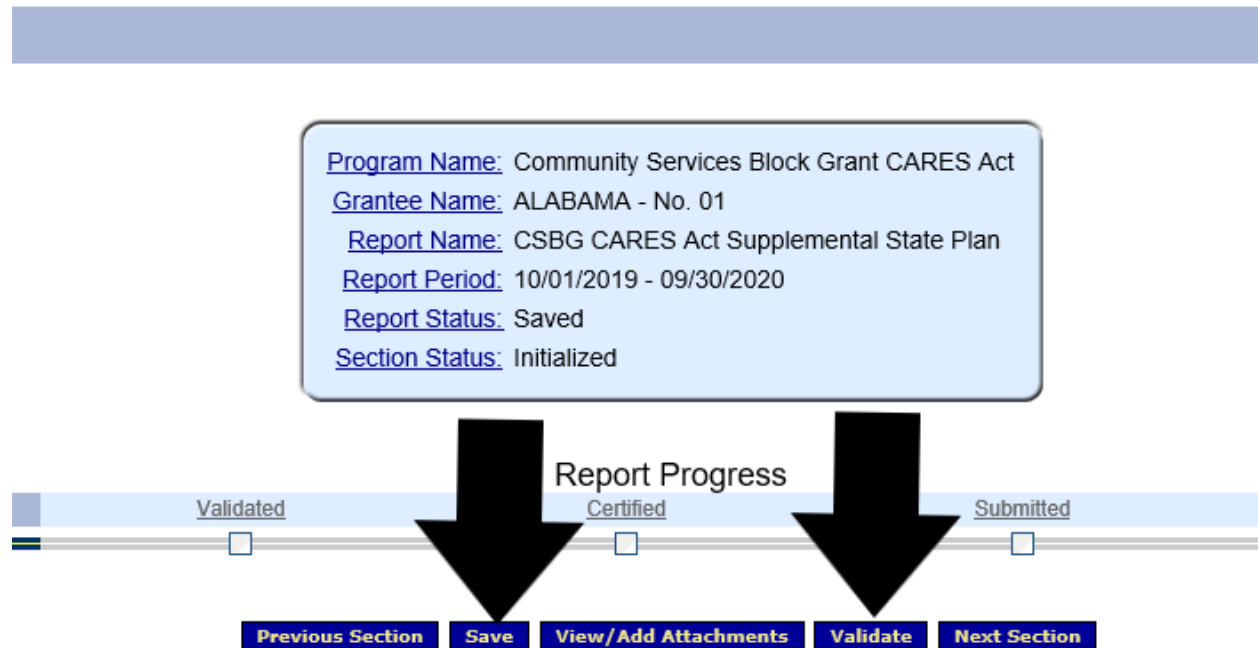
Close

Validating and Saving

Save: saves your progress but does not check for errors.

Validate: checks for errors and saves your progress. When you validate, it checks the entire report – even sections that you have not edited yet.

The Save and Validate buttons can be found at the top of each section.



YOU MUST SAVE OR VALIDATE AFTER COMPLETING EACH SECTION

TIP: Validate (instead of saving) after you complete each section. This will allow you to fix errors as you go rather than completing them at the end.

Errors and Warnings

After you have completed the section or the report, you must validate. Validate checks the form for any Errors or Warnings in the form. The Errors and Warnings appear at the top of each section after you Validate.

Errors are in red and are labeled as an error.

Warnings are in orange and are labeled as a warning.

[Previous Section](#) [Save](#) [View/Add Attachments](#) [Validate](#) [Next Section](#)

Error #55: [31450] 9.1. State-Level Linkages and Coordination.
[\[Long Description\]](#)



Error #56: [31303] 9.2 Training and Technical Assistance Plans Frequency.
[\[Goto Error\]](#) [\[Long Description\]](#)

Error #57: [31312] 9.2 State and Interagency Coordination Frequency.
[\[Goto Error\]](#) [\[Long Description\]](#)

Error #58: [31285] 9.2 State Monitoring Plans and Policies Frequency.
[\[Goto Error\]](#) [\[Long Description\]](#)

Error #59: [31294] 9.2 CSBG CARES Funding and Activities Frequency.
[\[Goto Error\]](#) [\[Long Description\]](#)

Warning #1: [31456] 9.2 Communication Plan Additional Subject Matter(s).
[\[Goto Error\]](#) [\[Long Description\]](#)



Errors

Errors must be cleared prior in order to certify and submit the plan. To clear the error, follow the instructions within the Long Description.

Error #56: [31303] 9.2 Training and Technical Assistance Plans Frequency.

[\[Goto Error\]](#) [\[Long Description\]](#)

Number of Errors - each error is numbered based on the number of errors within the plan. The #56 in this example shows that this is the 56th error within this plan.

Error #56:

Question Number and Title – each error is labeled based on the question that it is tied to. In this example, this error is tied to Question 9.2.

9.2 Training and Technical Assistance Plans Frequency.

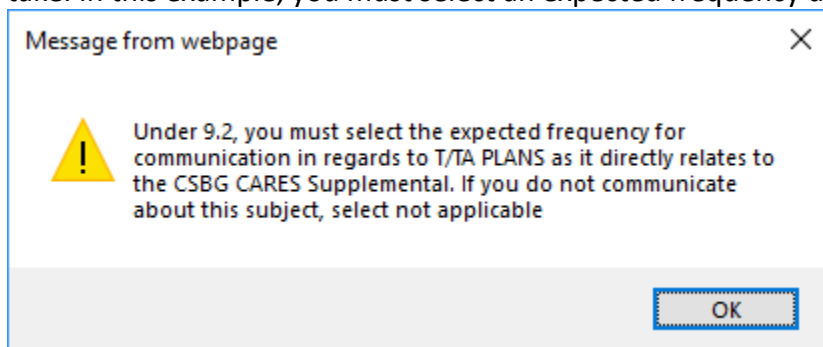
Goto Error – is a quick link that takes you to the question. Just click “Goto Error”.

[\[Goto Error\]](#)

Long Description – Click Long Description to receive more information about the error. Usually to clear the error, it means that you did not respond to a required question. If you are unsure how to respond to a question, please contact your [Program Specialist](#).

[\[Long Description\]](#)

When you click “Long Description” a message will pop-up that provides the action you must take. In this example, you must select an expected frequency under Question 9.2.



TIP: sometimes clearing one error will result in another error. Make sure to answer the question in full before moving to the next question.

Warnings

Warnings are just a caution or a tip that you may have missed a question based on your response. A warning **does not** have to be cleared in order to certify and submit the plan.

Warning #1: [31456] 9.2 Communication Plan Additional Subject Matter(s).
[\[Goto Error\]](#) [\[Long Description\]](#)

Number of Warnings - each warning is numbered based on the number of warnings within the plan. The #1 in this example shows that this is the 1st warning within this plan.

Warning #1:

Question Number and Title – each warning is labeled based on the question that it is tied to. In this example, this warning is tied to Question 9.2.

9.2 Communication Plan Additional Subject Matter(s).

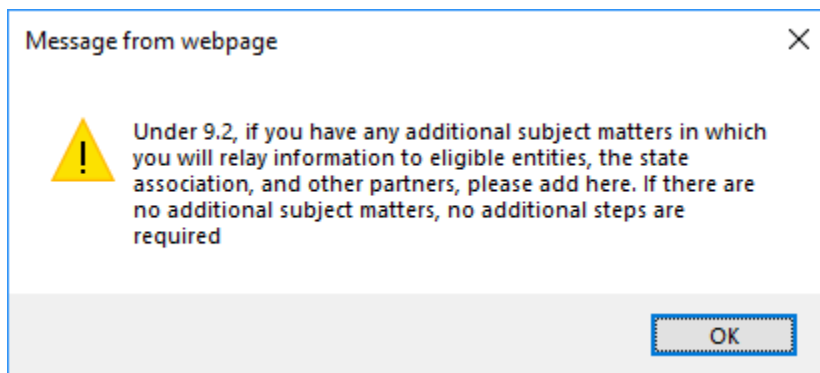
Goto Error – is a quick link that takes you to the question. Just click “Goto Error”.

[\[Goto Error\]](#)

Long Description – Click Long Description to receive more information about the warning. Usually to clear the error, it means that you did not respond to a required question. If you are unsure how to respond to a question, please contact your [Program Specialist](#).

[\[Long Description\]](#)

In this example, we’re just letting you know that you can add additional subject matters if the state chooses. However, it is not required so you can just ignore.



Once you have cleared the errors for a section, click Validate again and then move to the Next Section at the top or the bottom of the section.



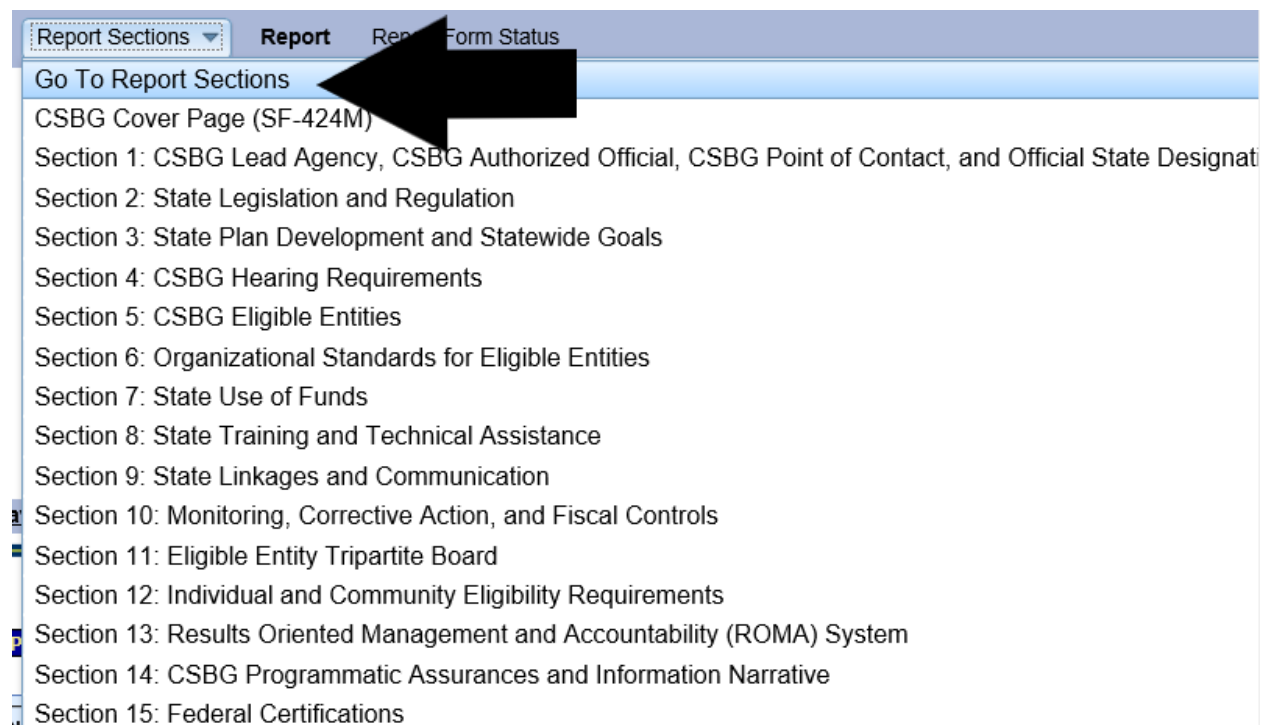
Final Validation

After you have cleared all the errors, go back to the Report Section Screen.

To do this, at the top of each section click Report Sections from the breadcrumbs.



Within the menu options, select Go To Report Sections (the first option).



This will bring you back to the Report Sections screen.

If all sections are validated, you will see “Saved-Validated” for all the sections within the Section Status column.

Additionally, the option to certify will be at the top of the screen.

Report Sections

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

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

Selections 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](#) [Certify](#) [Print Full Report](#)

Show entries

Search:

Section Name:	Perform Action:	Section Status:
CSBG Cover Page (SF-424M)	Select Action: <input type="button" value="Go"/>	Saved -- Validated
Section 1: CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter	Select Action: <input type="button" value="Go"/>	Saved -- Validated
Section 2: State Legislation and Regulation	Select Action: <input type="button" value="Go"/>	Saved -- Validated
Section 3: State Plan Development and Statewide Goals	Select Action: <input type="button" value="Go"/>	Saved -- Validated
Section 4: CSBG Hearing Requirements	Select Action: <input type="button" value="Go"/>	Saved -- Validated
Section 5: CSBG Eligible Entities	Select Action: <input type="button" value="Go"/>	Saved -- Validated
Section 6: Organizational Standards for Eligible Entities	Select Action: <input type="button" value="Go"/>	Saved -- Validated
Section 7: State Use of Funds	Select Action: <input type="button" value="Go"/>	Saved -- Validated
Section 8: State Training and Technical Assistance	Select Action: <input type="button" value="Go"/>	Saved -- Validated
Section 9: State Linkages and Communication	Select Action: <input type="button" value="Go"/>	Saved -- Validated
Section 10: Monitoring, Corrective Action, and Fiscal Controls	Select Action: <input type="button" value="Go"/>	Saved -- Validated
Section 11: Eligible Entity Tripartite Board	Select Action: <input type="button" value="Go"/>	Saved -- Validated
Section 12: Individual and Community Eligibility Requirements	Select Action: <input type="button" value="Go"/>	Saved -- Validated
Section 13: Results Oriented Management and Accountability (ROMA) System	Select Action: <input type="button" value="Go"/>	Saved -- Validated
Section 14: CSBG Programmatic Assurances and Information Narrative	Select Action: <input type="button" value="Go"/>	Saved -- Validated
Section 15: Federal Certifications	Select Action: <input type="button" value="Go"/>	Saved -- Validated

PLEASE NOTE: THE CHECKMARKS SHOWN HERE ARE FOR DEMONSTRATION PURPOSES ONLY AND WILL NOT SHOW IN OLDG.

If all sections are not validated, the sections that are not validated will show as “Saved – with Errors.” You will have to go each section and clear the errors in order to proceed.

- Print Section - Opens a new browser window with the report in a print-friendly version.

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

Show 30 entries
Search:

Section Name:	Perform Action:	Section Status:
CSBG Cover Page (SF-424M)	Select Action: ▼ Go	Saved -- Validated
Section 1: CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter	Select Action: ▼ Go	Saved -- Validated
Section 2: State Legislation and Regulation	Select Action: ▼ Go	Saved -- Validated
Section 3: State Plan Development and Statewide Goals	Select Action: ▼ Go	Saved -- Validated
Section 4: CSBG Hearing Requirements	Select Action: ▼ Go	Saved -- Validated
Section 5: CSBG Eligible Entities	Select Action: ▼ Go	Saved -- with Errors
Section 6: Organizational Standards for Eligible Entities	Select Action: ▼ Go	Saved -- Validated
Section 7: State Use of Funds	Select Action: ▼ Go	Saved -- with Errors
Section 8: State Training and Technical Assistance	Select Action: ▼ Go	Saved -- with Errors
Section 9: State Linkages and Communication	Select Action: ▼ Go	Validated - with Warnings
Section 10: Monitoring, Corrective Action, and Fiscal Controls	Select Action: ▼ Go	Saved -- with Errors
Section 11: Eligible Entity Tripartite Board	Select Action: ▼ Go	Saved -- Validated
Section 12: Individual and Community Eligibility Requirements	Select Action: ▼ Go	Saved -- Validated
Section 13: Results Oriented Management and Accountability (ROMA) System	Select Action: ▼ Go	Saved -- Validated
Section 14: CSBG Programmatic Assurances and Information Narrative	Select Action: ▼ Go	Saved -- Validated
Section 15: Federal Certifications	Select Action: ▼ Go	Saved -- Validated

Showing 1 to 16 of 16 entries
Previous 1 Next

PLEASE NOTE: THE CHECKMARKS AND EXES SHOWN HERE ARE FOR DEMONSTRATION PURPOSES ONLY AND WILL NOT SHOW IN OLDG.

Certify the Plan

Only the Authorized Official can certify the plan. The Authorized Official must match the designee in the Designation Letter as attached to this CSBG CARES Supplemental State Plan, Question 1.3 OR the FFY2020 CSBG State Plan as dated in Section 1 of this Plan.

Once all sections are validated, the Authorized Official may log in and from the Report Section screen, click Certify.

TIP: The Certify button will only appear when all sections are validated.

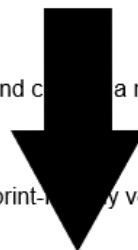
Report Sections

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

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- Print Section - Opens a new browser window with the report in a print-friendly version.



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


Show entries

Se

<u>Section Name:</u>	<u>Perform Action:</u>
----------------------	------------------------

After clicking Certify, you will get the following pop-up message. This pop-up message is just verifying that you are not making any more changes to the form, and you are ready to certify. Click ok.

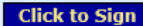

Message from webpage

 Changes made after saving and validating this form will be lost. You have the ability to sign in the signature area by pressing the Click to Sign button. This will complete your Certify process and officially sign this form.

OK

Cancel

This will automatically take the Authorized Official to the bottom of the CSBG Cover Page (SF-424M) section, where the Authorized Official can Click to Sign.

** I Agree <input checked="" type="checkbox"/>	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
18a. Typed or Printed Name and Title of Authorized Certifying Official	18c. Telephone (area code, number and extension)
18b. Signature of Authorized Certifying Official 	18d. Email Address 18e. Date Report Submitted (Month, Day, Year)
Attach supporting documents as specified in agency instructions. 	

After the Authorized Officials, clicks this will turn into an E-Sign.

18a. Typed or Printed Name and Title of Authorized Certifying Official	1
18b. Signature of Authorized Certifying Official 	1 0
Attach supporting documents as specified in agency instructions	

After this the Grant Administrator should log-in to Submit.

Submitting the CSBG CARES Supplemental State Plan

After certifying, the Grant Administrator can Submit the plan from the Report Sections screen.

At the top of the screen, click Submit.

The screenshot shows the 'On-Line Data Collection' interface. At the top, there is a header with the system name and the U.S. Department of Health & Human Services logo. A navigation bar contains links: 'OLDC Home', 'Form Selection', 'Report Sections' (which is highlighted), and 'Report Form Status'. On the right, user information is displayed: 'Name: c sbgmsp6' and 'Last Login: 08/13/2019'. The main content area is titled 'Report Sections' and contains a box with the following information: 'Program Name: Community Services Block Grant CARES Act', 'Grantee Name: Colorado - No. 01', 'Report Name: CSBG CARES Act Supplemental State Plan', and 'Report Period: 10/01/2019 - 09/30/2020'. Below this box, a large black arrow points downwards. Under the arrow, text explains that the table displays report sections and their status, and that selections in dropdown lists may include 'Print Section' and 'View Section'. At the bottom of the screen, there are four buttons: 'View Attachments', 'UnCertify', 'Submit', and 'Print Full Report'.

Report Sections

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

This table displays the sections of the report form and the status of each section. Click on the section name to return to this screen to Validate, or click on the status to view the section details.

Selections in the dropdown lists may include:

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

View Attachments **UnCertify** **Submit** **Print Full Report**

You'll receive this pop-up confirming that you want to submit. Click ok.

The screenshot shows a 'Message from webpage' dialog box. It contains a question mark icon and the text: 'This will officially submit your report. Do you wish to continue?'. At the bottom, there are two buttons: 'OK' and 'Cancel'.

Message from webpage

? This will officially submit your report. Do you wish to continue?

OK **Cancel**

This will take you to the Report Form Status page, where you will receive confirmation that the report has been submitted. Click ok and you are done!

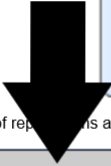
Report Form Status

Program Name: Community Services Block Grant CARES Act

Grantee Name: Colorado - No. 01

Report Name: CSBG CARES Act Supplemental State Plan

Report Period: 10/01/2019 - 09/30/2020



This screen displays the status of report submissions and their revisions, along with attached files. To continue entering report form information, click on the 'Unsubmit Report' or 'Review' buttons.

Report Form Status			
Report Submissions:	Report Status:	Status Date:	Report Action:
View Original	Submitted	08/13/2020	Unsubmit Report Review