



NATIONAL ASSOCIATION FOR STATE COMMUNITY SERVICES PROGRAMS

FY20 CSBG Annual Report Submission

Agenda

- General Reporting Process
- Vendor Portal
 - Unprotected SmartForms
 - Validations
 - XML
 - Additional Fields
- Updates
- Questions

Acronyms

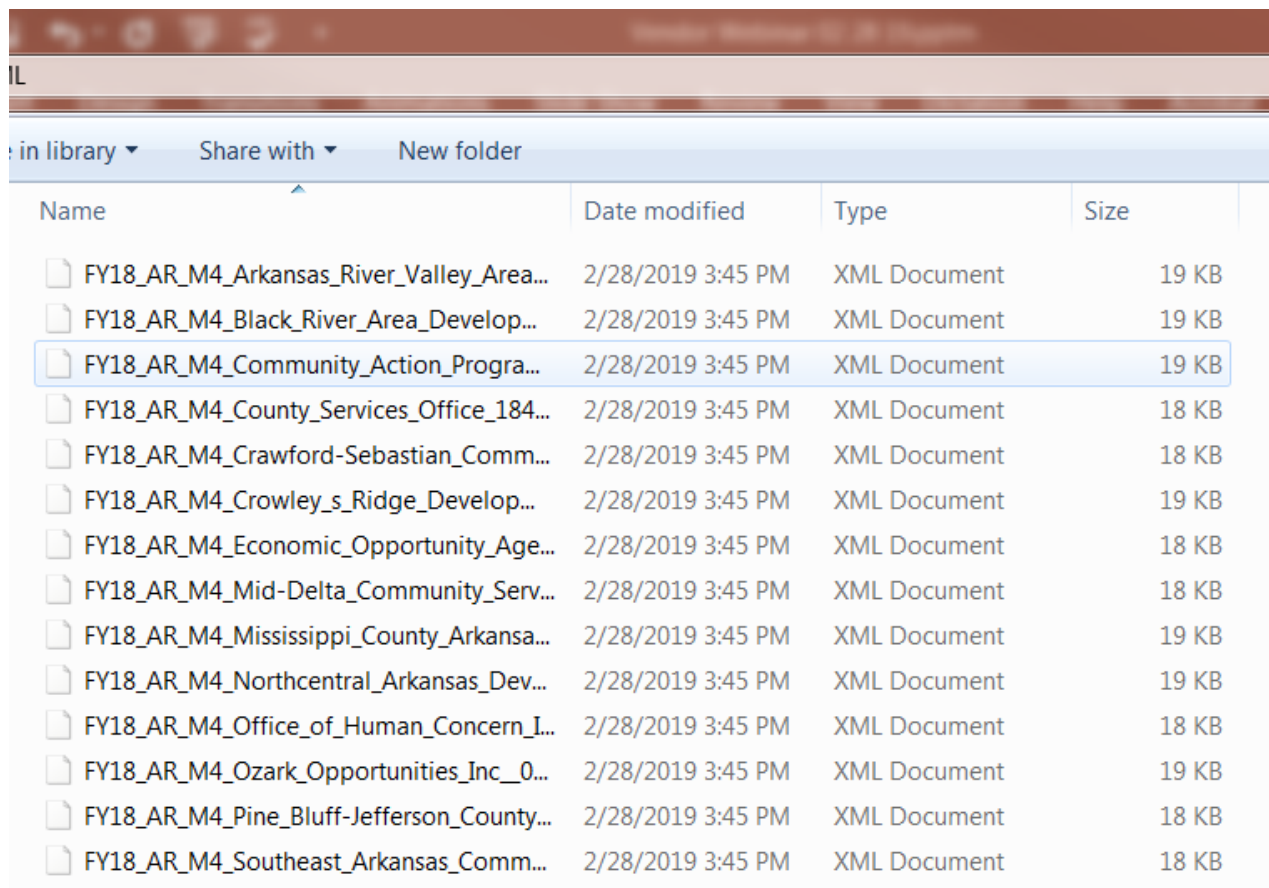
- OCS – the Office of Community Services who administers CSBG
- OLDC – the OnLine Data Collection system that OCS uses to collect CSBG data
- GST – the Grant Solutions Team, OCS's contractor to build and maintain OLDC
- NASCSP – the National Association for State Community Services Programs, OCS's TTA provider for the CSBG Annual Report

```
ion="1.0" encoding="UTF-8"?>
  xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
  element name="CSBG_M4">
    complexType>
      sequence>
        s:element name="GRANTEENAME" type="xs:string" />
        s:element name="ELIGIBLEENTITY" type="xs:string" />
        s:element name="orgAbbrev" type="xs:string" />
        s:element name="programAcronym" type="xs:string" />
        s:element name="duns" type="xs:string" />
        s:element name="reportPeriodStartDate" type="xs:string" />
        s:element name="reportPeriodEndDate" type="xs:string" />
        s:element name="grantNumber" type="xs:string" />
        s:element name="subGrantee" type="xs:unsignedByte" />
        s:element name="M4CA1Individuals" type="xs:decimal" />
        s:element name="M4CB1Households" type="xs:decimal" />
        s:element name="M4CC1aGenderMale" type="xs:decimal" />
```

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).**



Name	Date modified	Type	Size
FY18_AR_M4_Arkansas_River_Valley_Area...	2/28/2019 3:45 PM	XML Document	19 KB
FY18_AR_M4_Black_River_Area_Develop...	2/28/2019 3:45 PM	XML Document	19 KB
FY18_AR_M4_Community_Action_Progra...	2/28/2019 3:45 PM	XML Document	19 KB
FY18_AR_M4_County_Services_Office_184...	2/28/2019 3:45 PM	XML Document	18 KB
FY18_AR_M4_Crawford-Sebastian_Comm...	2/28/2019 3:45 PM	XML Document	18 KB
FY18_AR_M4_Crowley_s_Ridge_Develop...	2/28/2019 3:45 PM	XML Document	19 KB
FY18_AR_M4_Economic_Opportunity_Age...	2/28/2019 3:45 PM	XML Document	18 KB
FY18_AR_M4_Mid-Delta_Community_Serv...	2/28/2019 3:45 PM	XML Document	18 KB
FY18_AR_M4_Mississippi_County_Arkansa...	2/28/2019 3:45 PM	XML Document	19 KB
FY18_AR_M4_Northcentral_Arkansas_Dev...	2/28/2019 3:45 PM	XML Document	19 KB
FY18_AR_M4_Office_of_Human_Concern_I...	2/28/2019 3:45 PM	XML Document	18 KB
FY18_AR_M4_Ozark_Opportunities_Inc_0...	2/28/2019 3:45 PM	XML Document	19 KB
FY18_AR_M4_Pine_Bluff-Jefferson_County...	2/28/2019 3:45 PM	XML Document	18 KB
FY18_AR_M4_Southeast_Arkansas_Comm...	2/28/2019 3:45 PM	XML Document	18 KB

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.

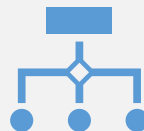
General Process



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.

Vendor Portal

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

Portal Login Credentials:



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



Password: NASCSPVendor111K

Protected: NASCSP Vendor Portal



CSBG Vendor Resources

- [CSBG Annual Report Technical FAQ](#) (Updated 3-3-21)
- Webinar- [Recording](#) | [Slides](#) (Updated 4-24-20)

FY 2020

- [Data Dictionary](#) (Excel)

XML

- [Download Zip Folder](#)

XSD

- [Download XSD Folder](#)

Smartforms

- [Download Zip Folder](#)

Additional Fields Needed In YMI

Vendor
Portal

Additional Fields Document

```
<?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	Program	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 Alabama	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 Cham	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
 - Decimals??

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 FY20.

Comments


- All comments will be an attachment in OLDC for FY20
- 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 FY20 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.

FY20 Regular CSBG Annual Report Update

- CSBG Annual Report (FY20)
 - OCS stated that there will be a deadline extension to June 30, 2021
 - OLDC should be open in early March.



All CSBG CARES and Disaster
activities will be included in the
regular CSBG Annual Report
AND
reported in separate reports.

Supplemental Report Update

- There will be a separate Module 1, 2, and 4 for both CSBG CARES and Disaster Supplemental funds each.
- Module 1 – reduced number of questions and modified
- Module 2 – only expenditures and allocated resources (Sections A and C)
- Module 4 – only services (Section B)

Supplemental Report Update

- Module 2 - only expenditures and allocated resources (Sections A and C)
 - OCS is adding a narrative opportunity
- Module 4 – only services (Section B)
 - OCS is adding two services:
 - Direct Financial Assistance
 - PPE

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	20
DATA Task Force	



Questions?

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NASCSP | Vendor Recording | FY20