



NATIONAL ASSOCIATION FOR STATE COMMUNITY SERVICES PROGRAMS

CSBG Annual Report Submission for State Systems

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Agenda

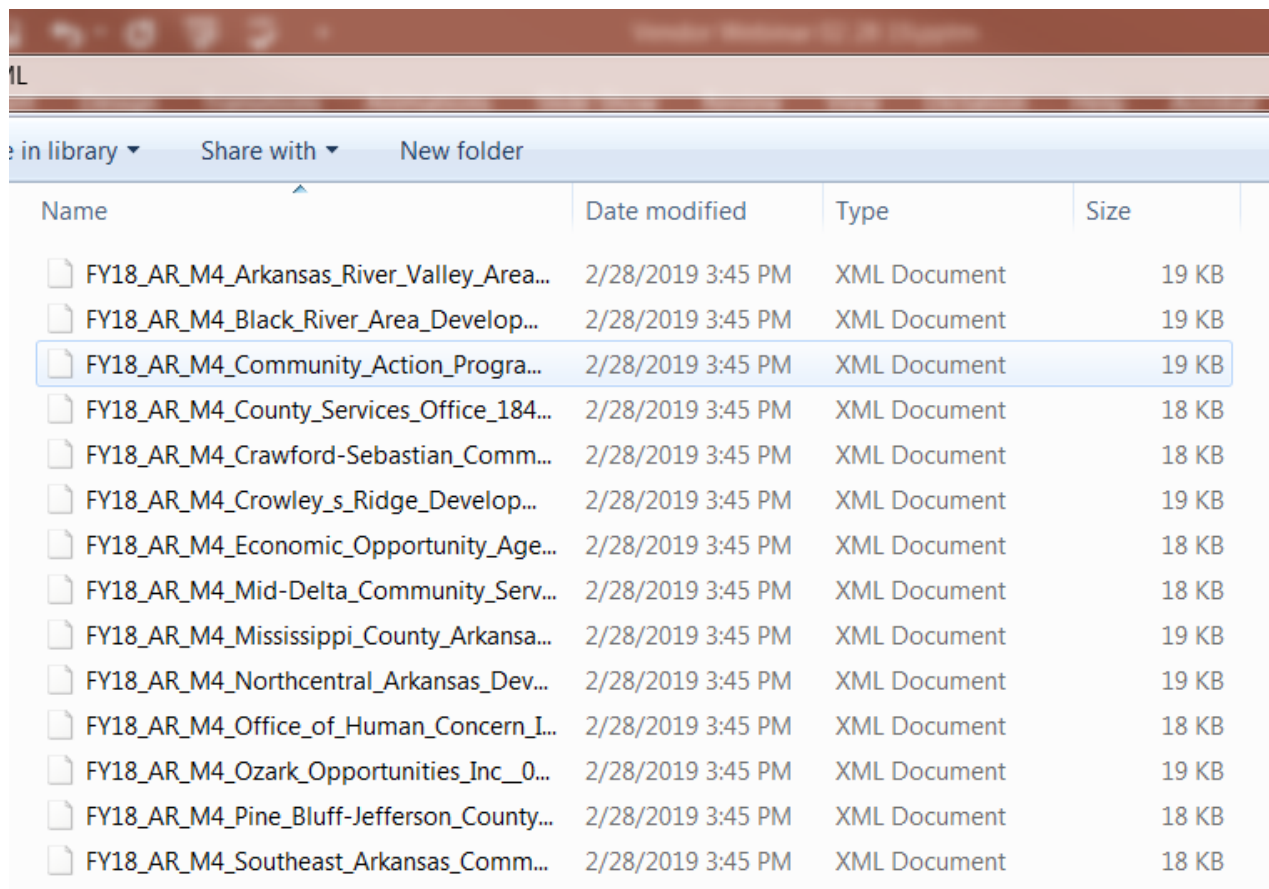
- Basic Requirements
- Common Areas of Growth
- Frequently Asked Questions
- Questions

New State Systems

- Any state developing a new system to generate the XML should coordinate with NASCSP (mkamran@nascsp.org) and OCS (Melania.Alcantara@acf.hhs.gov) to ensure the XML will pass through successfully.

```
ion="1.0" encoding="UTF-8"?>
  xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
ent name="CSBG_M4">
nplexType>
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



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.

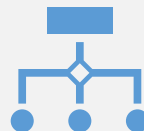
General Process



State Office staff must complete the XML upload into OLDC.



Vendors cannot get passwords to OLDC.



There is no process 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 XML

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
- Strange Characters in XML

Special Characters

- Vendors will need to deal with special characters when passing data
 - There are just five: < (<), & (&), > (>), " ("), and ' (').
 - <http://xml.silmaril.ie/specials.html>

Comments

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

Validations

- A list of all validations is on the vendor portal, along with the data dictionary.
- One thing to note 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 in the SmartForms for TTA only; no comments are necessary on this item.
- Year to Year flags were updated from FY18 to FY19. Please review to ensure your validations align with the validations in the SmartForms.

Common Areas of Growth

- Please double check and ensure auto-calculated fields are calculating correctly.
 - Module 2, A.2k
 - Module 2, C.3b.13, C.3m, C.3n, C.4o, C.4p, C.5e, C.6g, C.7, C.8
 - Module 4, NPI Columns IV and V
 - Module 4, All Characteristics Report Totals

Common Areas of Growth

- Please ensure NPI subset issues are properly handled. No subset should ever exceed a value in the parent row.
 - FNPI 1h
 - FNPI 2c
 - FNPI 2d
 - FNPI 5i
 - FNPI 6
- The following NPIs are auto-calculated totals of the children rows.
 - FNPI 2c
 - FNPI 2d
 - FNPI 5i

Common Areas of Growth

- Auto-calculated FNPIs.


FNPI 2c The number of children and youth who demonstrated improved positive approaches toward learning, including improved attention skills. (auto total).	0	0	0	#DIV/0!	#DIV/0!
FNPI 2c.1 Early Childhood Education (ages 0-5)				#DIV/0!	#DIV/0!
FNPI 2c.2 1st grade-8th grade				#DIV/0!	#DIV/0!
FNPI 2c.3 9th grade-12th grade				#DIV/0!	#DIV/0!
FNPI 2d The number of children and youth who are achieving at basic grade level (academic, social, and other school success skills). (auto total)	0	0	0	#DIV/0!	#DIV/0!
FNPI 2d.1 Early Childhood Education (ages 0-5)				#DIV/0!	#DIV/0!
FNPI 2d.2 1st grade-8th grade				#DIV/0!	#DIV/0!
FNPI 2d.3 9th grade-12th grade				#DIV/0!	#DIV/0!

- Non-auto-calculated subsets

FNPI 1h The number of employed participants in a career-advancement related program who entered or transitioned into a position that provided increased income and/or benefits.				#DIV/0!	#DIV/0!
FNPI 1h.1 Of the above, the number of employed participants who Increased income from employment through wage or salary amount increase .				#DIV/0!	#DIV/0!
FNPI 1h.2 Of the above, the number of employed participants who increased income from employment through hours worked increase .				#VALUE!	#DIV/0!
FNPI 1h.3 Of the above, the number of employed participants who increased benefits related to employment.				#DIV/0!	#DIV/0!

Common Areas of Growth

- Please pay attention to Module 4, All Characteristics Report totals and where they should align.
 - Individual-level characteristics should all align with Item A, except for C.7 Military Status and C.8 Work Status, which should align with individuals 18+.
 - Household-level characteristics D.14 and D.15 should align with D.13.
 - Any given item in the All Characteristics Report can never be greater than Item A if individual-level characteristic or Item B if household-level characteristic.



A reminder that it is just as important to keep the front-end of the form in your system updated to match the official OMB forms.

Common Areas of Growth

- Changes from FY18 to FY19.
 - New XML data fields were added in Module 4, Section C for Military Status and Education. This means that totals and validations should also properly update accordingly to incorporate the new data points.

3. Education Levels	Number of Individuals	
	[ages 14-24]	[ages 25+]
a. Grades 0-8		
b. Grades 9-12/Non-Graduate		
c. High School Graduate		
d. GED/Equivalency Diploma		
e. 12 grade + Some Post-Secondary		
f. 2 or 4 years College Graduate		
g. Graduate of other post-secondary school		
h. Unknown/not reported		
i. TOTAL (auto calculated)	0	0

7. Military Status	Number of Individuals	
a. Veteran		
b. Active Military		
c. Never Served in the Military		
d. Unknown/not reported		
e. TOTAL (auto calculated)		0

Common Areas of Growth


- Changes from FY18 to FY19.
 - FNPI 3e.1 became FNPI 3f and is no longer a subset of FNPI 3e.

FNPI 3e The number of individuals who used their savings to purchase an asset.				#DIV/0!	#DIV/0!
FNPI 3f The number of individuals who purchased a home.					

Common Areas of Growth

- Changes from FY18 to FY19.
 - Housing NPIs replaced the word households with individuals. This means agencies should be reporting individuals here.

Housing (FNPI 4)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] (% auto calculated)	V.) Performance Target Accuracy [III/II = V] (% auto calculated)
FNPI 4a The number of individuals experiencing homelessness who obtained safe temporary shelter .				#DIV/0!	#DIV/0!
FNPI 4b The number of individuals who obtained safe and affordable housing .				#DIV/0!	#DIV/0!
FNPI 4c The number of individuals who maintained safe and affordable housing for 90 days .				#DIV/0!	#DIV/0!
FNPI 4d The number of individuals who maintained safe and affordable housing for 180 days .				#DIV/0!	#DIV/0!
FNPI 4e The number of individuals who avoided eviction .				#DIV/0!	#DIV/0!
FNPI 4f The number of individuals who avoided foreclosure .				#DIV/0!	#DIV/0!
FNPI 4g The number of individuals who experienced improved health and safety due to improvements within their home (e.g. reduction or elimination of lead, radon, carbon monoxide and/or fire hazards or electrical issues, etc).				#DIV/0!	#DIV/0!
FNPI 4h The number of individuals with improved energy efficiency and/or energy burden reduction in their homes.				#DIV/0!	#DIV/0!



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

Supplemental Reports Review

- Module 2 - only expenditures and allocated resources (Sections A and C)
 - Additional fields A.2 and A.6 were added. The XML numbering does not match exactly the numbering on the front-end of the form. Refer to the [CARES supplemental OMB forms](#) for the front-end numbering in Module 2.
 - Systems should not be passing through data points that were blocked out of the supplemental forms.
 - For CARES, this includes:
 - C.3b.6
 - C.3b.8
 - C.3b.11
 - All State, Local, and Private Resources
 - For Disaster, Section C is even more limited. Refer to [Disaster supplemental OMB forms](#) for Module 2, Section C to see which items were blocked out (dark grey).
 - Double-check all auto-calculated totals.
- Module 4 – only services (Section B)
 - Additional services were added:
 - SRV 3r Direct Financial Assistance
 - SRV 7p Personal Protective Equipment (PPE)
 - SRV 7q COVID Testing

Frequently Asked Questions

- Can I report more than four other funding resources in Module 2 for C.3b.12, C.3l, and C.4n in the regular report?
 - At this point, no.
 - The XML only has fields allowing for four entries for each of these sub-sections.

Frequently Asked Questions

- Can I report a client in multiple areas under D.13 Sources of Household Income?
 - No. A client should only be placed in the item that describes their situation best.
 - In general, except for C.5c, D.14, and D.15, clients cannot be duplicated within a given demographic characteristic sub-section. The client must be reported where they fit best.

13. Sources of Household Income	Number of Households
a. Income from Employment Only	
b. Income from Employment and Other Income Source	
c. Income from Employment, Other Income Source, and Non-Cash Benefits	
d. Income from Employment and Non-Cash Benefits	
e. Other Income Source Only	
f. Other Income Source and Non-Cash Benefits	
g. No Income	
h. Non-Cash Benefits Only	
i. Unknown/not reported	
j. TOTAL (auto calculated)	0

Frequently Asked Questions

- How do I know if I need to make changes?
 - Work with your state office to be apprised of any changes in the OMB forms.
 - NASCSP will communicate if there are any changes to XMLs or OMB forms.
 - Visit the vendor portal every year to see what the current version of the data dictionary and validations are.
 - Review the unprotected SmartForms on NASCSP's website every year to see if there are any changes.



Questions?

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