Linking Services, Solutions, Communities

Online Data Collection (OLDC) System:
Community Services Block Grant (CSBG) Fiscal Year 2016 (FY16)

Model State Plan Technical Webinar

August 6, 2015

The Grants Center of Excellence
www.grantsolutions.gov

Agenda

- Welcome
- Log In
- OLDC Home
- Enhanced Home Page
- Report Entry
  - Access Report
  - Report Sections Screen
  - Enter and Validate Data
  - Certify
  - Submit
  - Report Form Status Page
  - Revisions
- Track Report Status
- Resources
  - Tips and Tricks
  - Contact List
  - OLDC Documentation Website
  - Access Previous Webinars
- Questions and Answers

WELCOME

OCS- FEDERAL UPDATE

- Model State Plan is approved by the Office of Management and Budget!
- Webinar: Model State Plan Submission Process, July 29th
- CSBG IM #141: Application for FY 2016 Funds for States and Territories, July 31st
- Dear Colleague: State Plan Form Goes Live, August 5th

THANK YOU CSBG NETWORK!

LOG IN

Log In

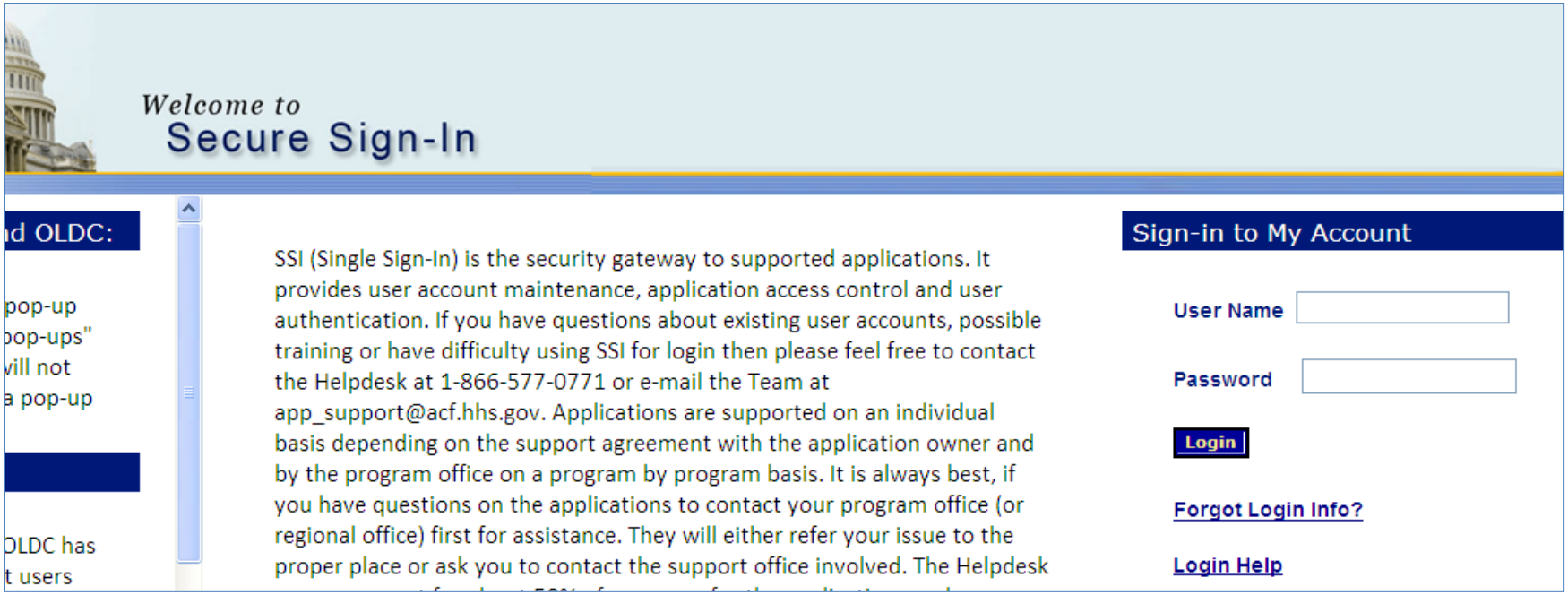
- Enter the secure web address in your browser's **Address** line
  - OLDC works best with **Google Chrome**, **Mozilla Firefox**, and **Internet Explorer 9 and above**

https://extranet.acf.hhs.gov/ssi/

- Save the web address as a Favorite for quick access

Log In

- The “Secure Sign-In Login” screen displays
- Enter your username and password, then click **Login**



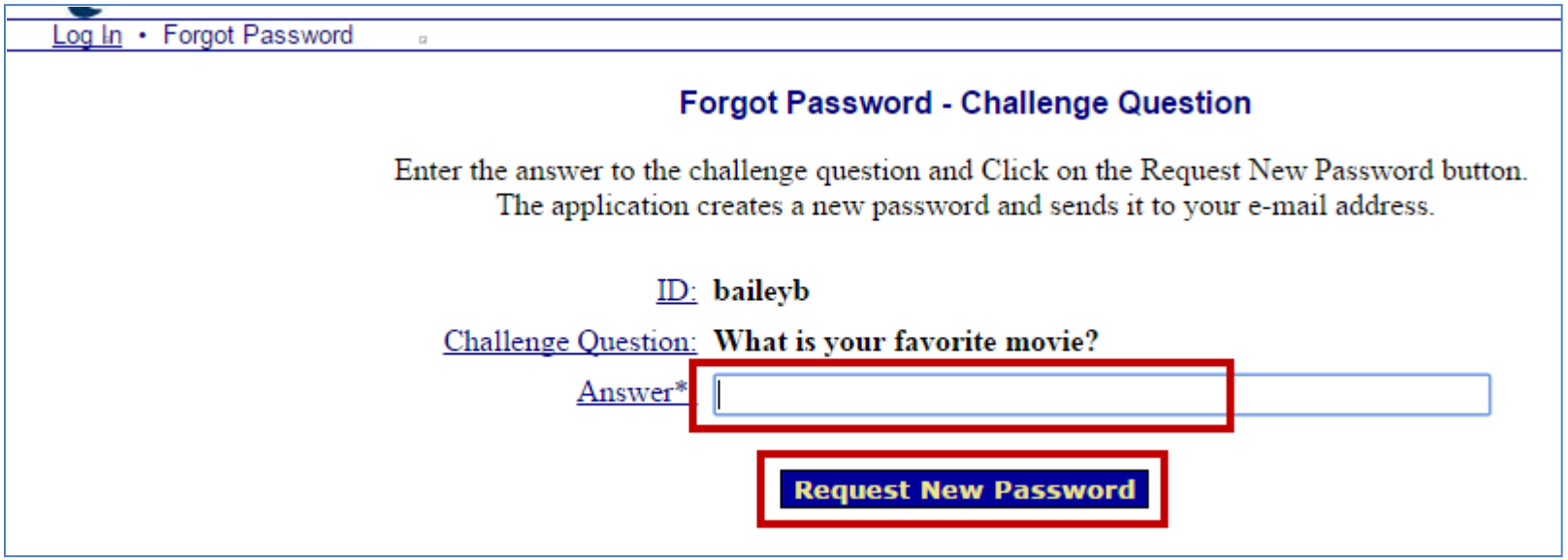
Log In

- If you do not remember your password:
  - Enter your User Name
  - Click the **Forgot Login Info?** link from the Login screen

If you do not know your user name, please contact the help desk for assistance at 866-577-0771

Log In

- The “Forgot Password – Challenge Question” screen appears
  - Answer the previously established Challenge Question
  - Click the **Request New Password** button



Log In

- The user receives two automatically generated
  - Email #1: Message letting the user know their password was changed
  - Email #2: New temporary password

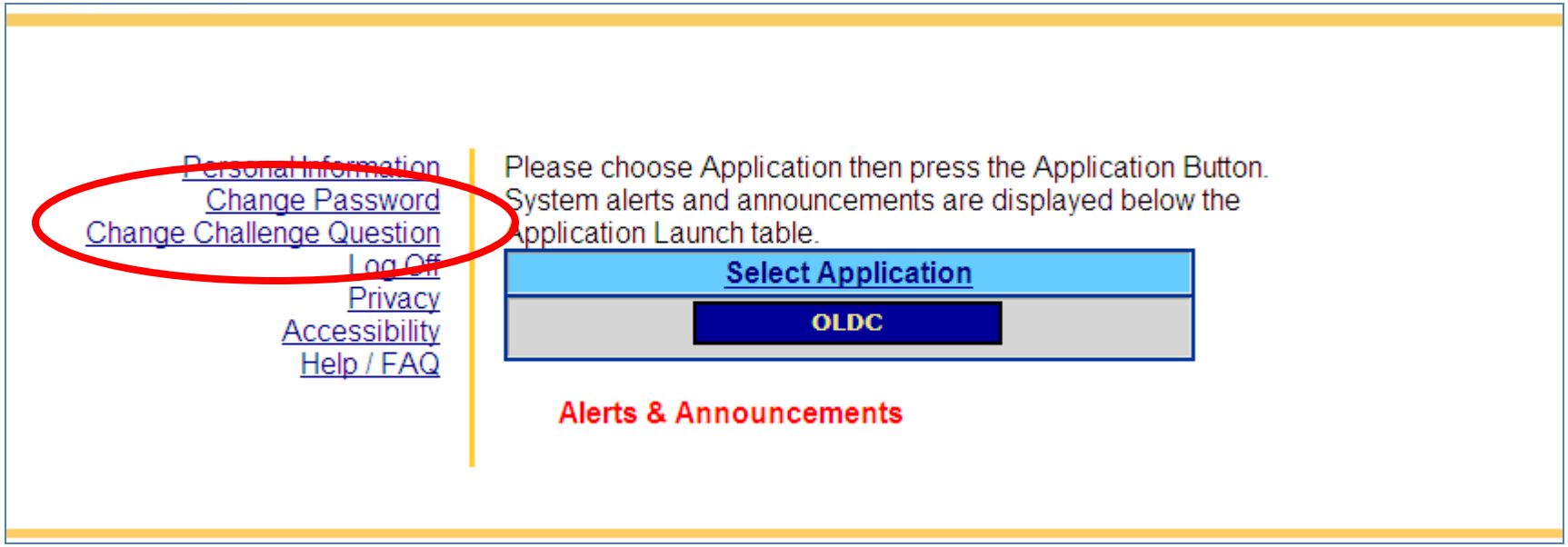
- The user is asked to change their password for security purposes upon logging in with the new temporary password

Log In

- Passwords must be changed every 420 days
  - A message prompts the user to change their password upon login
- If the password is not changed within the timeframe, the account is disabled for security purposes
  - Contact the Support Center to re-enable the account

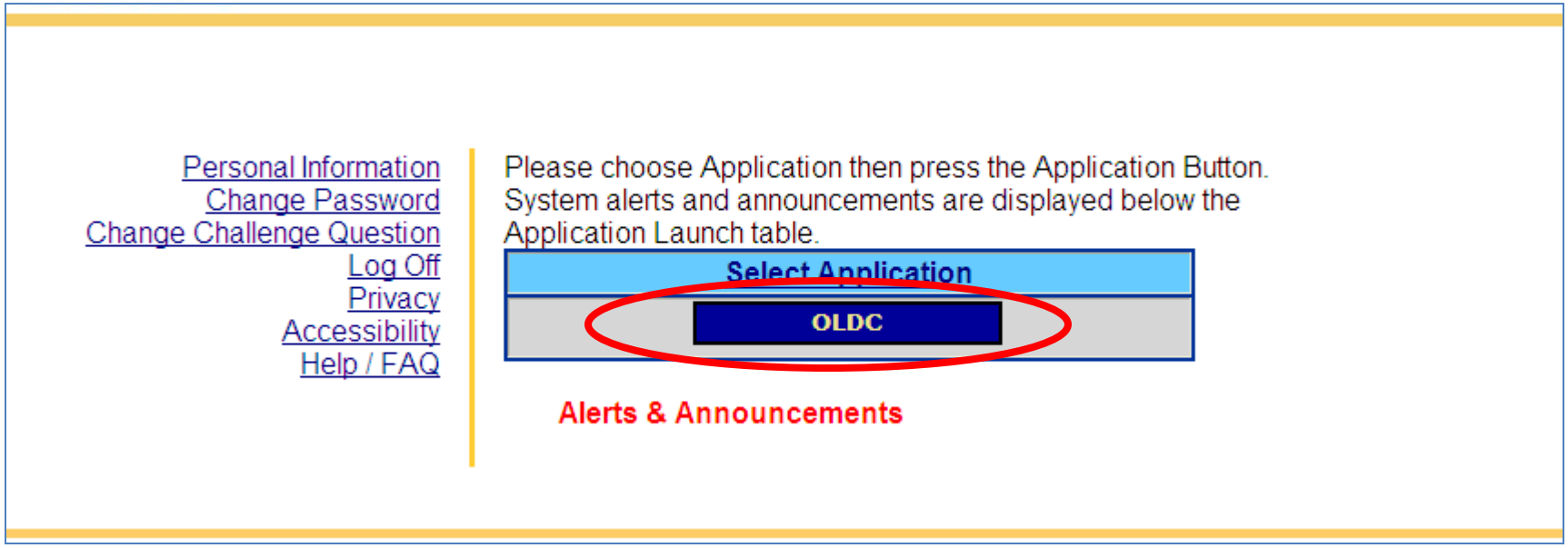
Log In

- The Secure Sign-In (SSI) “Home” screen displays. At any time, you may do one of the following:
  - Select **Change Password** to change your password
  - Select **Change Challenge Question** to change your challenge question or answer



Log In

- From the SSI Home screen, click the **OLDC**



If OLDC does not open, you may have a pop-up blocker on your computer. Disable your browser's pop-up blocker to open OLDC.

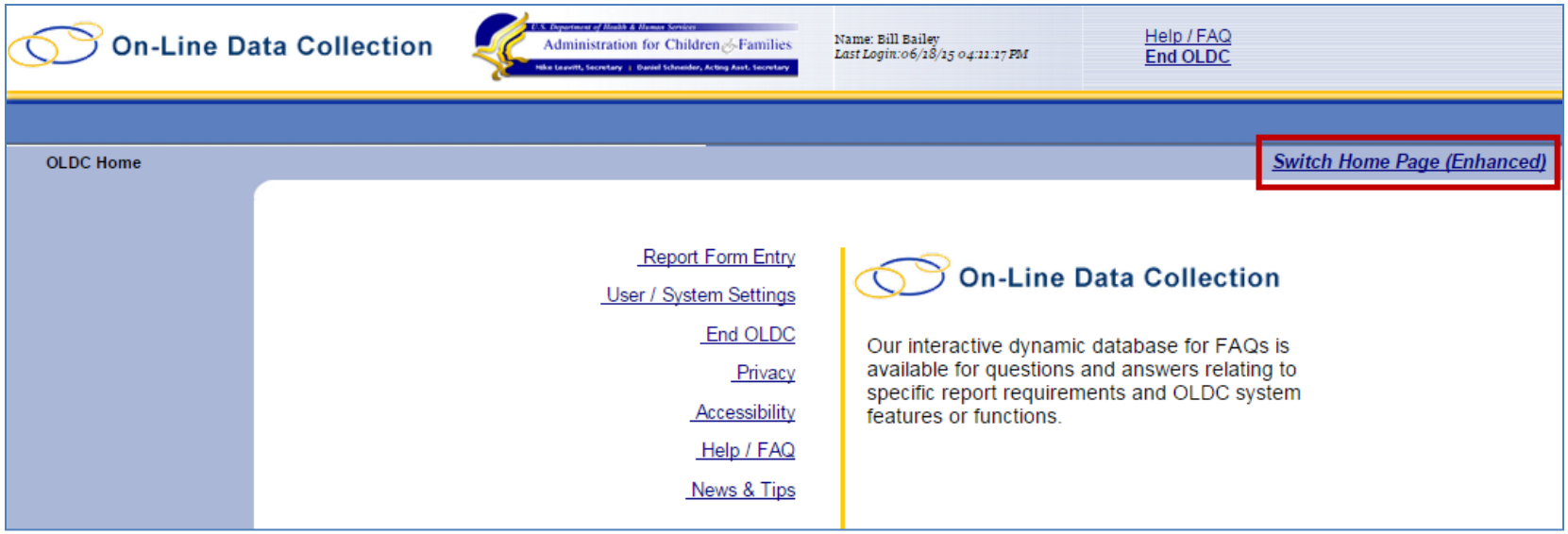
Log In

- The OLDC “Home” screen displays

OLDC HOME

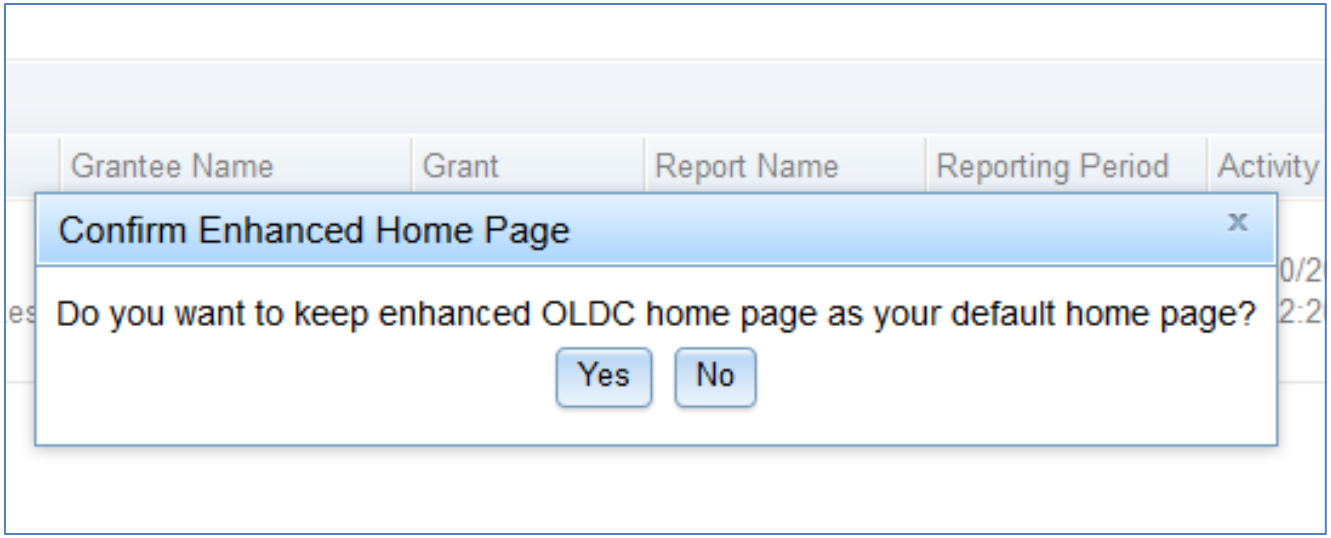
OLDC Home

- Switch to the *Enhanced Home Page* to improve navigation and ease of use
- To change the Home page to the enhanced view, click the link **Switch Home Page (Enhanced)**



OLDC Home

- A message appears asking “Do you want to keep the enhanced OLDC home page as your default home page?”
  - Click **Yes** to set the enhanced page as the new default each time OLDC is accessed.
  - Click **No** to enable the enhanced home page at this time. However, the next time OLDC is access, the regular home screen appears.



OLDC Home

- The new Home screen appears
- The enhanced Home page is divided into two sections
  - Main Menu links
  - Tabs

On-Line Data Collection

Administration for Children & Families

Name: Bill Bailey
Last Login:06/18/15 04:11:17 PM

Help / FAQ
End OLDC

OLDC Home

Switch Home Page (Regular)

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

Menu Links

My Recent Activity | Activity Report | Report Due

Tabs

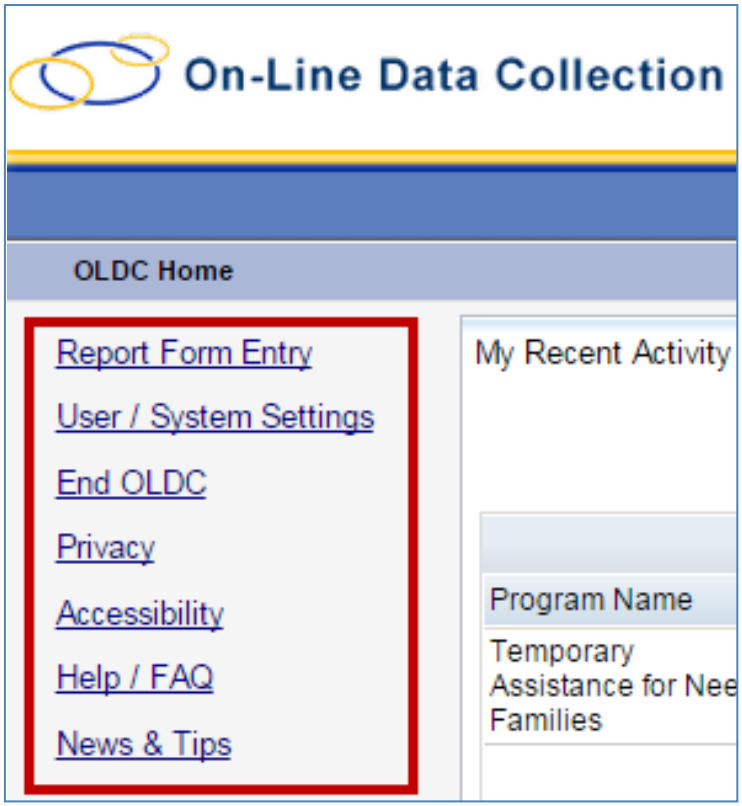
Page Help

Search Box

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

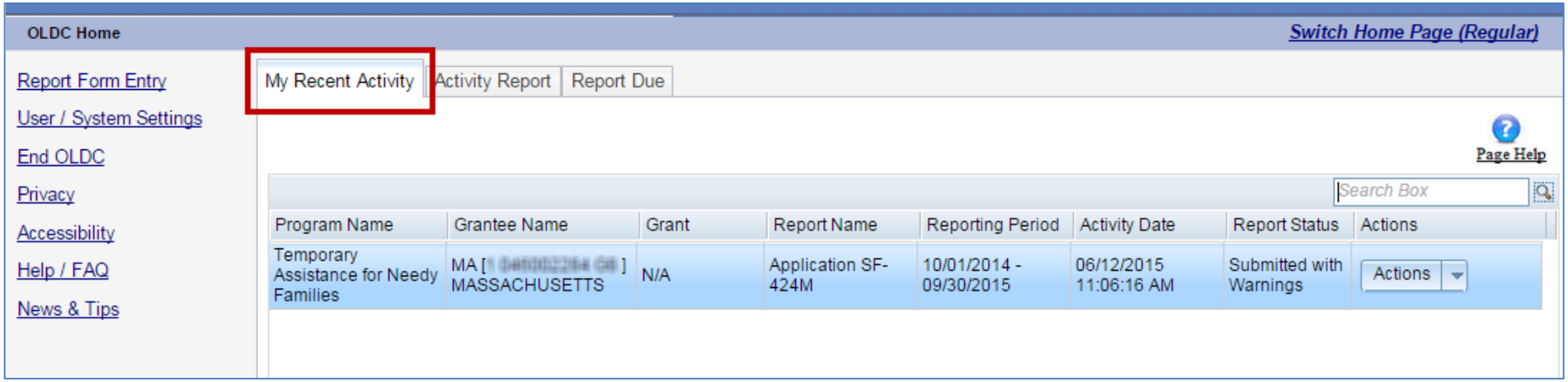
OLDC Home: Main Menu Links

- Report Form Entry
  - Enter data
  - Retrieve previous or current data
- User/System Settings
  - Customize the way OLDC is used
- News & Tips
  - OLDC Documentation
- End OLDC



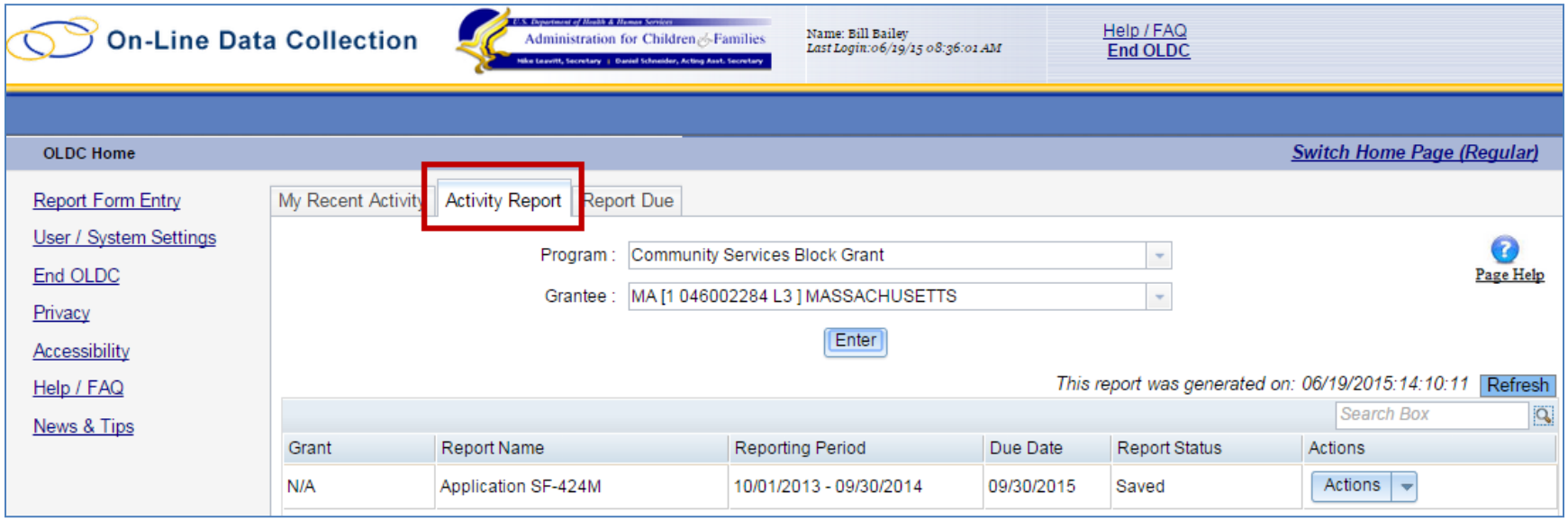
OLDC Home: Tabs

- **My Recent Activity**: Displays all reports recently accessed by the user. 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



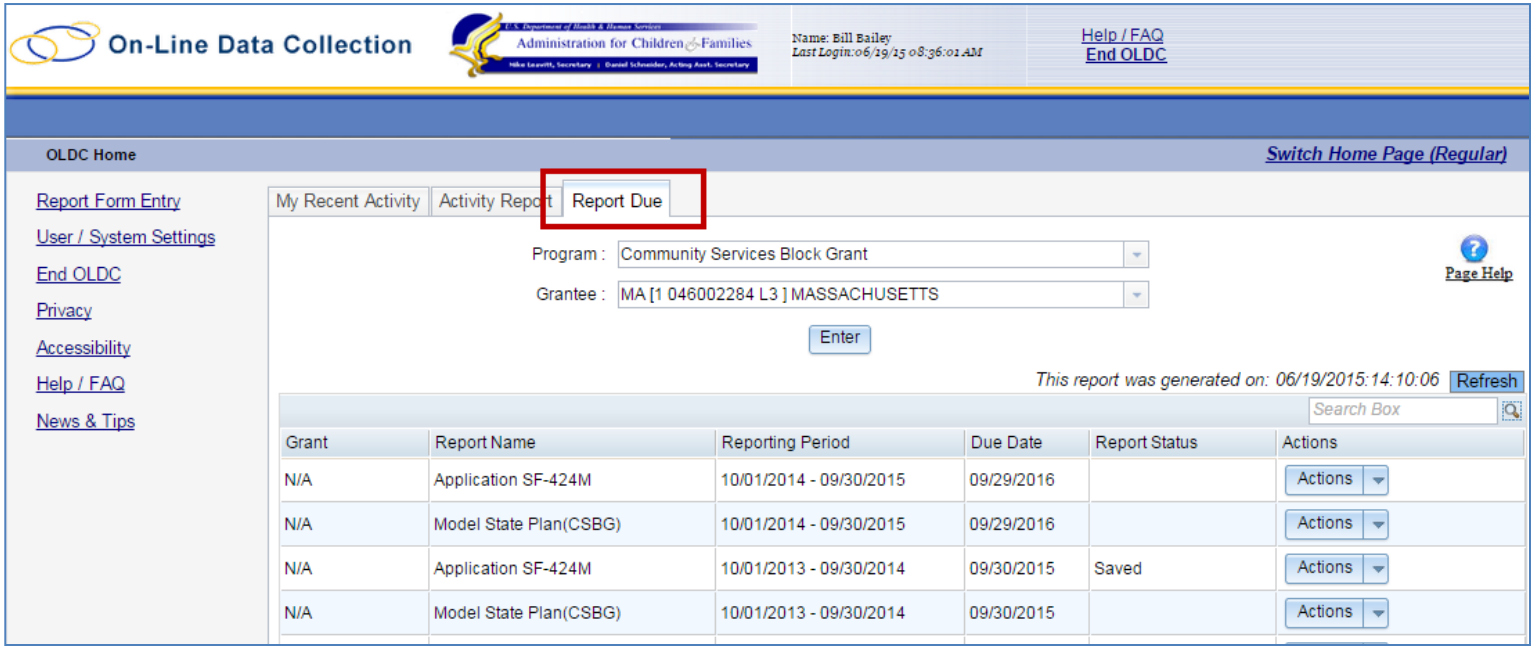
OLDC Home: Tabs

- **Activity Report**: Search for reports 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



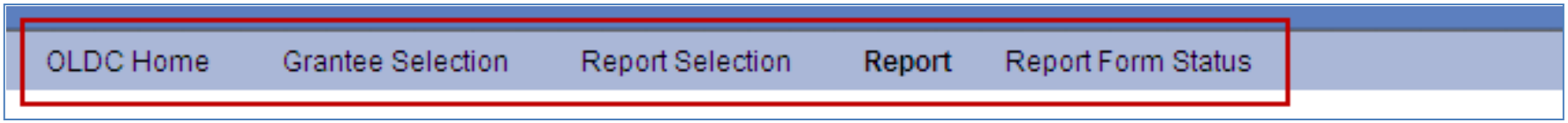
OLDC Home: Tabs

- **Report Due:** Access reports that are currently available for submission. Once a report 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 report in read-only mode
  - **Create**: Start a new report 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



OLDC Home: Navigation

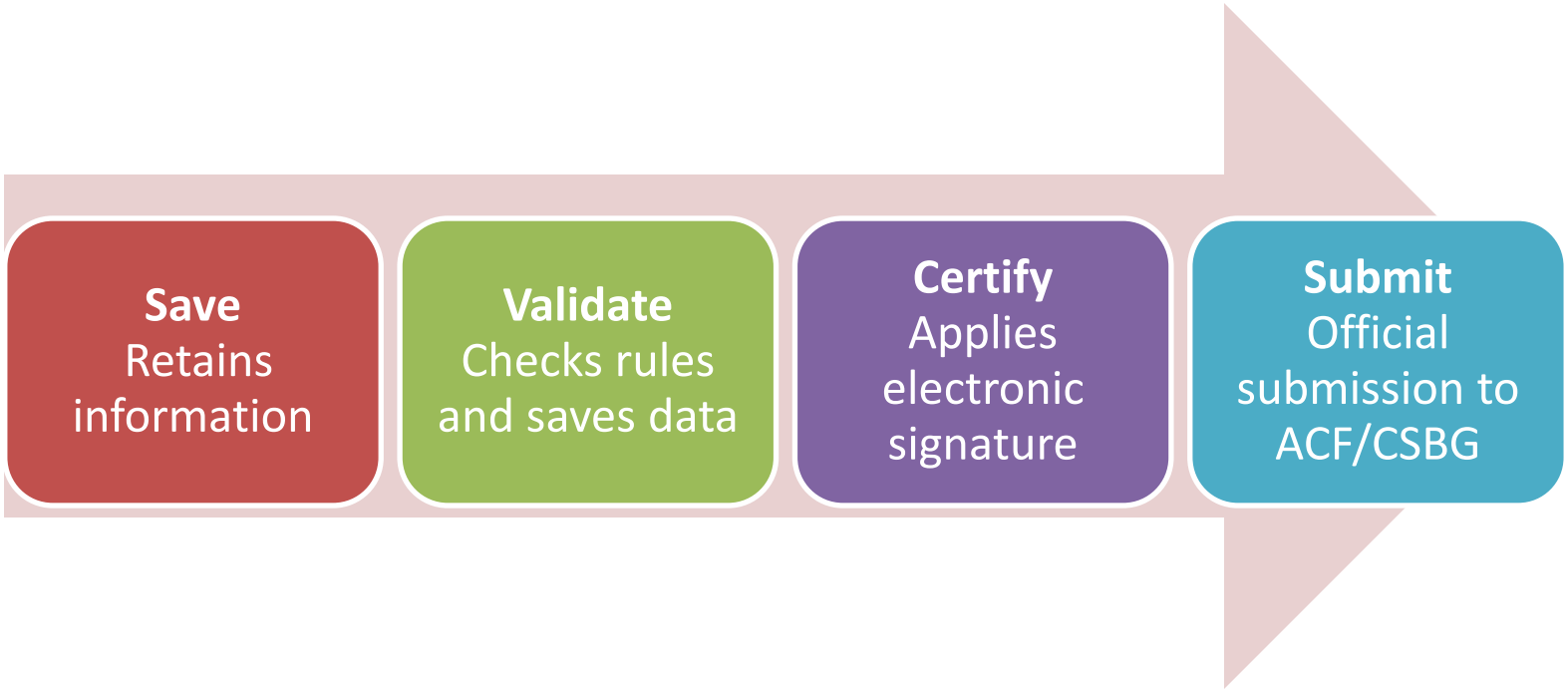
- Navigation Links (breadcrumbs)
  - The links appear and disappear towards the top of the page as different screens are accessed
  - Click any of the links in the navigation path to return to previous screens in OLDC
  - Use the *Report Form Status* link to navigate to the Report Form Status page (contains the report status, actions such as print or delete form, history, contacts, and a list of any attachments)



REPORT ENTRY

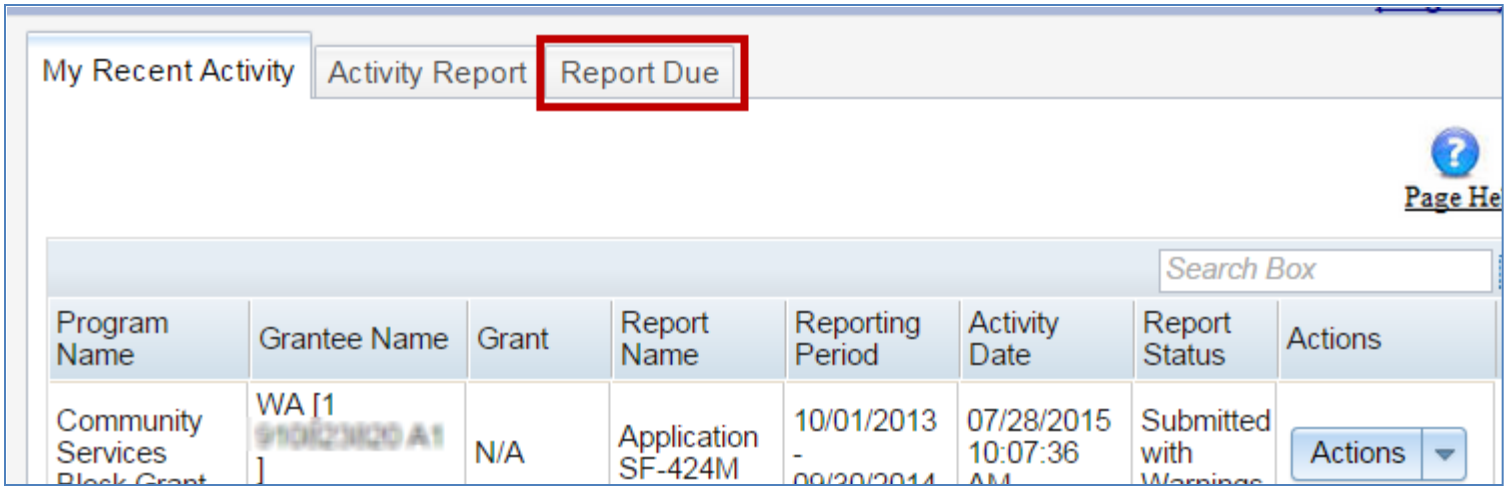
Report Entry

CSBG Model State Plan Submission Process Steps



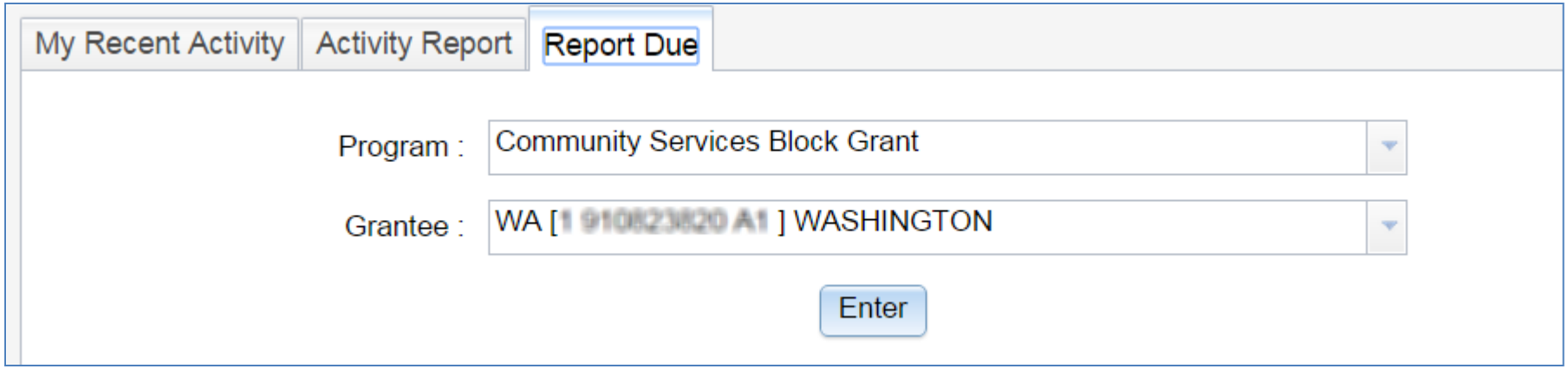
Report Entry: Access Reports

- Access the CSBG State Model Plan from the enhanced Home page
  - Click the **Report Due** tab



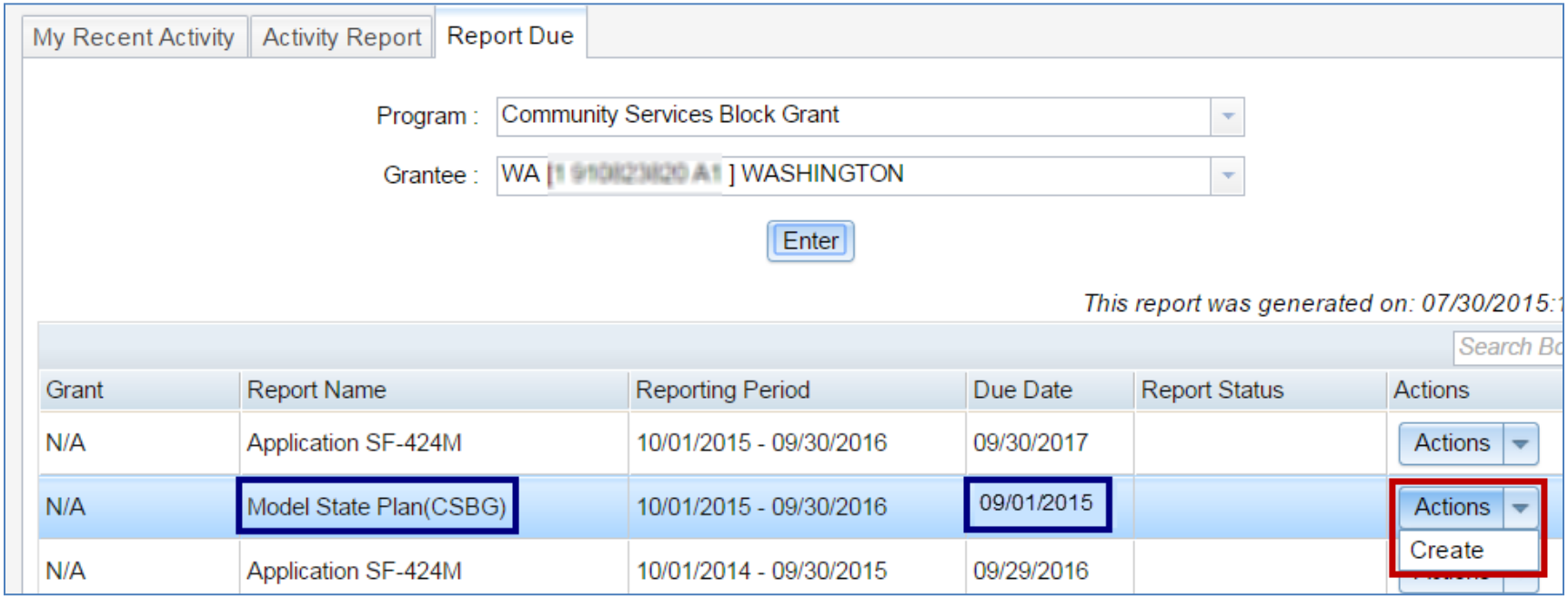
Report Entry: Access Reports

- Select a **Program** from the *Program* drop-down list
  - If the user is only assigned to one program, it appears by default
- Select a **Grantee** from the *Grantee* drop-down list
  - If the user is only assigned to one grantee organization, it appears by default
- Click the **Enter** button



Report Entry: Access Reports

- Available reports appear in the *Results Table*
- Locate the *Model State Plan (CSBG)* with the due date of *9/01/2015*
- From the *Actions* drop-down list, select **Create**



Report Entry: Report Sections Screen

- The "Report Sections" screen appears
- The Model State Plan contains 16 sections (including the Cover Page SF-424m)
- Each section's data is entered separately and sections may be saved individually

Report Sections

Program Name: Community Services Block Grant
Grantee Name: WA [1 910823820 A1] WASHINGTON
Report Name: Model State Plan(CSBG)
Report Period: 10/01/2015 - 09/30/2016

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.

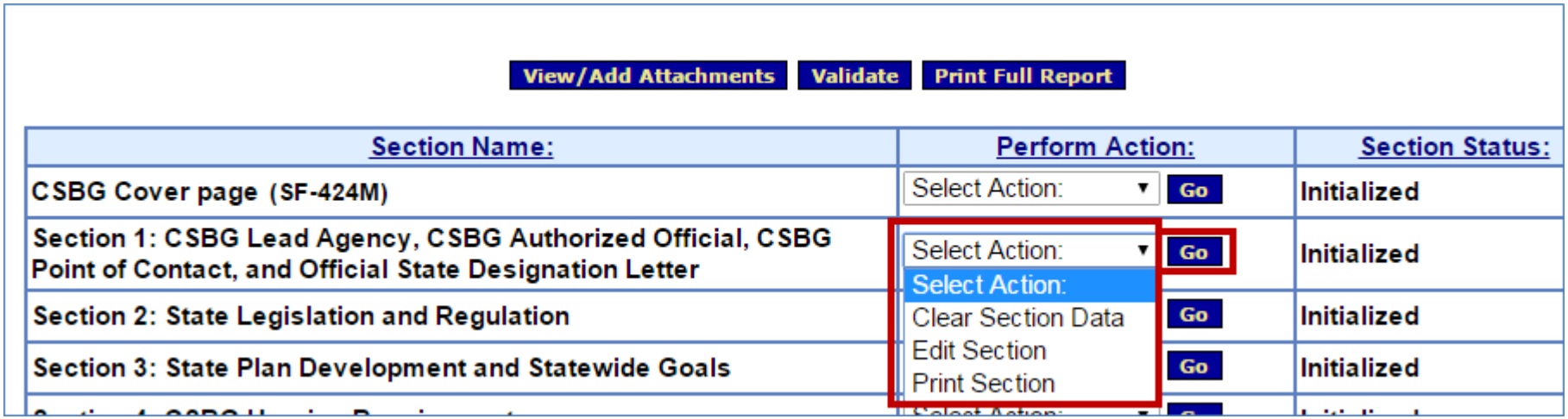
View/Add Attachments | Validate | Print Full Report

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

View/Add Attachments | Validate | Print Full Report

Report Entry: Report Sections Screen

- Report Section actions
  - **Clear Section Data**: To delete all data previously saved for a section, click the drop-down arrow next to a section, select **Clear Section Data**, and click **Go**
  - **Edit Section**: To begin entering data for a section, click the drop-down arrow next to a section, select **Edit Section**, and click **Go**
  - **Print**: To print a section, click the drop-down arrow next to a section, select **Print Section**, and click **Go**



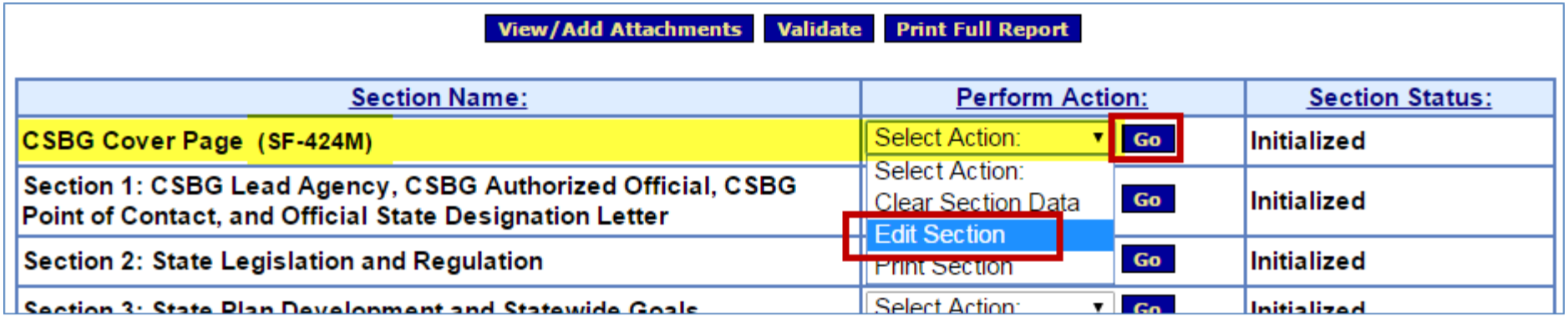
Report Entry: Report Sections Screen

- Report Section screen buttons
  - **View/Add Attachments**: View attachments from this button
    - Do **not** attach files using this button - all documents 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**: Print all sections as one complete report

Report Entry: Enter Data

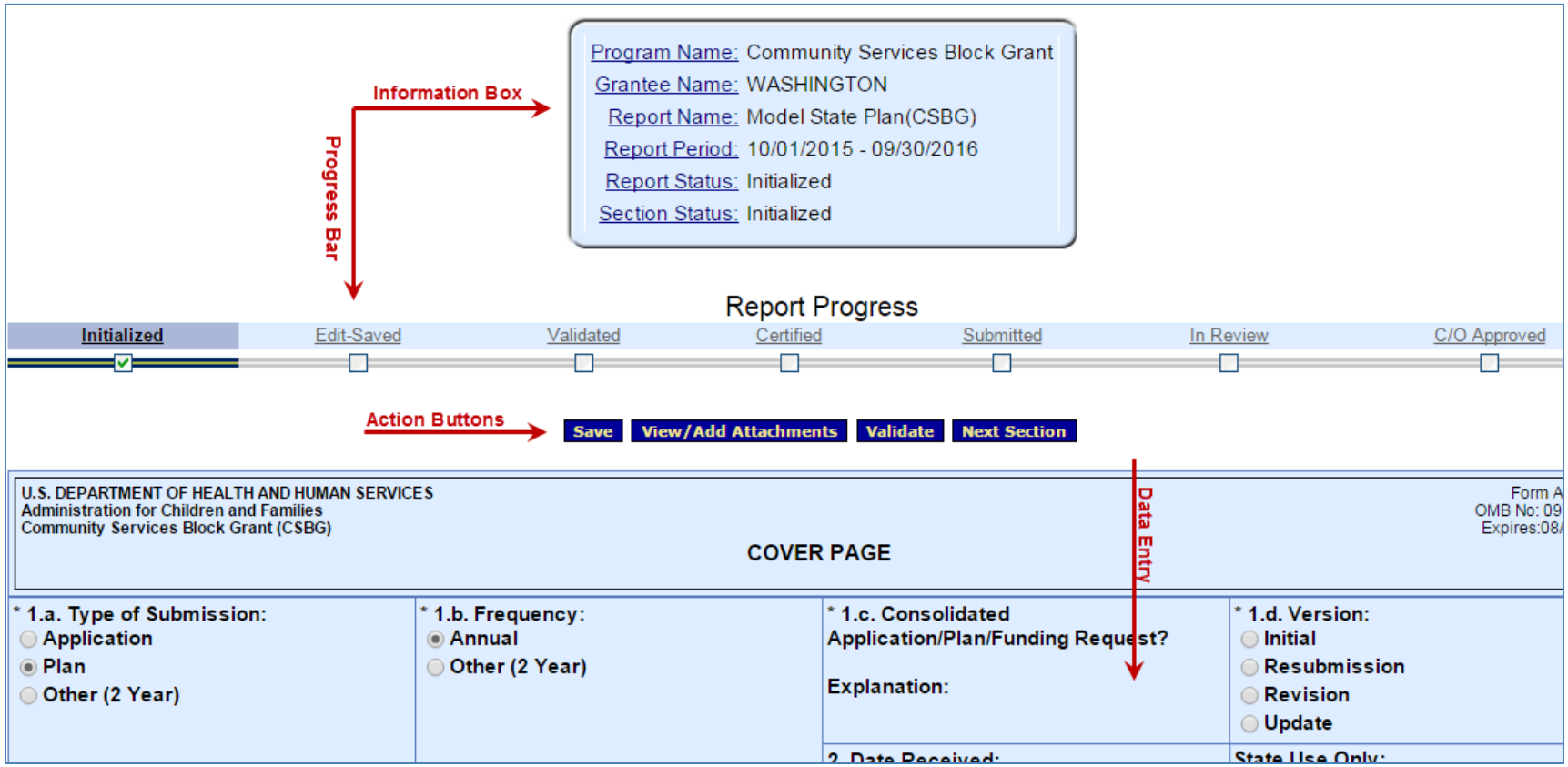
- To begin entering the Plan:
  1. Click the drop-down arrow next to a section
  2. Select **Edit Section**
  3. Click **Go**

Important! First complete the **CSBG Cover Page (424M)** as it impacts Plan validations



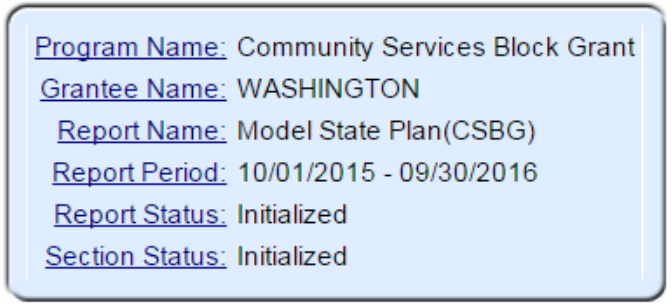
Report Entry: Enter Data

- The initialized section (Cover Page SF-424M) appears
- The section screen is divided into four parts: the **Information box, Report Progress Bar**, **Action buttons**, and **data entry**

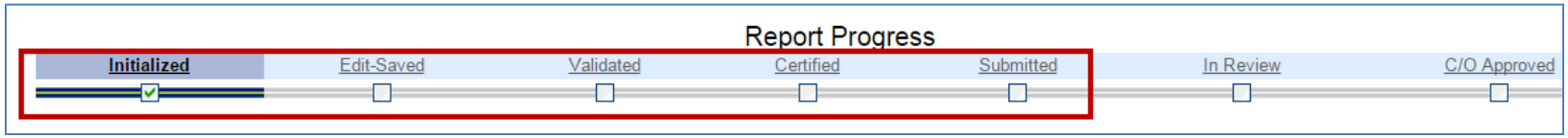


Report Entry: Enter Data

- The **Information** box displays all the selections used to create the report and section
  - Since data is not saved, the Report Status and Section Status are *Initialized*



- The **Report Progress** bar:
  - Visually displays the current status of the Report
  - Lists the steps that are already finished as well as those that need to be taken in order to complete the submission process
  - Grantees follow the Progress Bar to the Submitted status



Report Entry: Enter Data

- Just below the Information box and Report Progress bar are the Action buttons

- Individuals with the Data Entry or Grant Administrator Job Types are able to **Save**, **View/Add Attachments**, **Validate**, and navigate to the **Next/Previous Section**

Reminder: Documents should only be viewed from the View/Add Attachments button, not uploaded. Files are uploaded to individual cells in sections.

Report Entry: Enter Data

- Directly following the Action Buttons is the Report Form itself
- The Plan contains open fields were data is entered
  - Fields with an asterisk (*) are required

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
Community Services Block Grant (CSBG)

Form Approved
OMB No: 0970-0382
Expires:08/31/2016

COVER PAGE

* 1.a. Type of Submission:	* 1.b. Frequency:	* 1.c. Consolidated Application/Plan/Funding Request? Explanation:	* 1.d. Version:
○ Application ● Plan ○ Other (2 Year)	● Annual ○ Other (2 Year)		○ Initial ○ Resubmission ○ Revision ○ Update
		2. Date Received:	State Use Only:
		3. Applicant Identifier:	
		4a. Federal Entity Identifier:	5. Date Received By State:
		4b. Federal Award Identifier:	6. State Application Identifier:

7. APPLICANT INFORMATION

* a. Legal Name:

* b. Employer/Taxpayer Identification Number (EIN/TIN):

* c. Organizational DUNS:

* d. Address:

* Street 1:

Street 2:

Report Entry

- **Tip!** <u>Save Often</u>
  - After 30 minutes of inactivity you are disconnected from OLDC and any information not saved is lost
  - Activity includes Saving, Printing, Validating, Certifying, Submitting, navigating screens, etc.
  - *Warning…*Data entry and clicking the on-screen help links are not considered actions

Report Entry: Enter and Validate Data

- **Cover Page (SF-424M)**:
  - Choose one of the following three combinations for 1.a., 1.b., and 1.d.:

COVER PAGE

* 1.a. Type of Submission:	* 1.b. Frequency:	* 1.c. Consolidated Application/Plan/Funding Request?	* 1.d. Version:
○ Application ◉ Plan ○ Other (2 Year)	◉ Annual ○ Other (2 Year)	Explanation:	○ Initial ○ Resubmission ○ Revision ○ Update

Combination	1.a. Type of Submission	1.b. Frequency	1.d. Version
Combination 1	Plan	Annual	Initial
Combination 2	Plan	Other (2 Year)	Initial
Combination 3	*Other (2 Year)	*Other (2 Year)	*Update

*Only those grantees that previously submitted and had their 2 year Plan approved should choose Combination 3 “Other (2Year), Other (2 Year), Update”.

Report Entry: Enter Data

- Complete all required fields on the **Cover Page**
- Ensure the Certify checkbox is selected (add more)

Process for Review on :

b. Program is subject to E.O. 12372 but has not been selected by State for review.

c. Program is not covered by E.O. 12372.

* 17. Is The Applicant Delinquent On Any Federal Debt?

- YES
- NO

Explanation:

18. By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that
complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to con
accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to cri
penalties. (U.S. Code, Title 218, Section 1001)

**I Agree

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in th
specific instructions.

18a. Typed or Printed Name and Title of Authorized Certifying Official	18c. Telephone (area code

Report Entry: Enter Data

- Data Entry Types
  - **Text boxes**: Enter free text up to 2500 characters. Text may be copied and pasted from MS Word
  - **Radio buttons and Checkboxes**: Select one radio button or multiple checkboxes as needed
  - **Add rows and select drop-downs**: Enter data, select items from a pre-populated drop-down list, and add additional rows when necessary

Report Entry: Enter Data

- Ensure entry item 5.1 is accurate and complete before starting items 7.2 and 10.1
  - Item 5.1. *CSBG Eligible Entities* data populates items 7.2 and 10.1 upon **Save** or **Save and Validate**

5.1. CSBG Eligible Entities:
In the table below, list each eligible entity in the State, and indicate public or private, the type(s) of entity, and the geographical area served by the entity. *(This table should include every CSBG Eligible Entity to which the State plans to allocate 90 percent funds, as indicated in the table in item 7.2. Do not include entities that only receive remainder/discretionary funds from the State or tribes/tribal organizations that receive direct funding from OCS under Section 677 of the CSBG Act.)*

Types of Entities include Community Action Agency, Limited Purpose Agency, Local Government Agency, Migrant or Seasonal Farmworker Organization, Tribe or Tribal Organization, and Other

#	CSBG Eligible Entity	Public or Nonprofit	Type of Agency [choose all that apply]	Geographical Area Served by county (Provide all counties)	Brief Description of "Other"	Delete
1	Ohio HHS	Public	Community Action Agency (CAA) Limited Purpose Agency Local Government Agency Migrant or Seasonal Farmworker Organization	Stark County Franklin County	Ohio Counties	☐
2	Ohio Community Services	Public	Community Action Agency (CAA) Limited Purpose Agency Local Government Agency Migrant or Seasonal Farmworker Organization	Trumbull County	Ohio County	☐

Add CSBG Eligible Entities: 1 Add Delete Marked Rows

5.2 Total number of CSBG eligible entities 2

Report Entry: Enter Data

- Important! When a row is deleted in item 5.1 <u>after</u> 7.2 or 10.1 are started, the user must manually correct 7.2 and 10.1

Entry 7.2 before Entity deleted in entry 5.1

Planned CSBG 90 Percent Funds

	CSBG Eligible Entity	Year One Funding Amount $	Year One Funding Amount %	Year Two Funding Amount $	Year Two Funding Amount %
1	Ohio HHS	$100,000	0.00%	$100,000	0.00%
2	Ohio Community Services	$200,000	0.00%	$200,000	0.00%
Total		$300,000	0.00%	$300,000	0.00%

Add Section 7 - Group1 - CSBG Eligibility Entity: 1 Add Delete Marked Rows

Entry 7.2 after Entity deleted in entry 5.1

Planned CSBG 90 Percent Funds

	CSBG Eligible Entity	Year One Funding Amount $	Year One Funding Amount %	Year Two Funding Amount $	Year Two Funding Amount %
1	Ohio Community Services	$100,000	0.00%	$100,000	0.00%
2		$200,000	0.00%	$200,000	0.00%
Total		$300,000	0.00%	$300,000	0.00%

Add Section 7 - Group1 - CSBG Eligibility Entity: 1 Add Delete Marked Rows

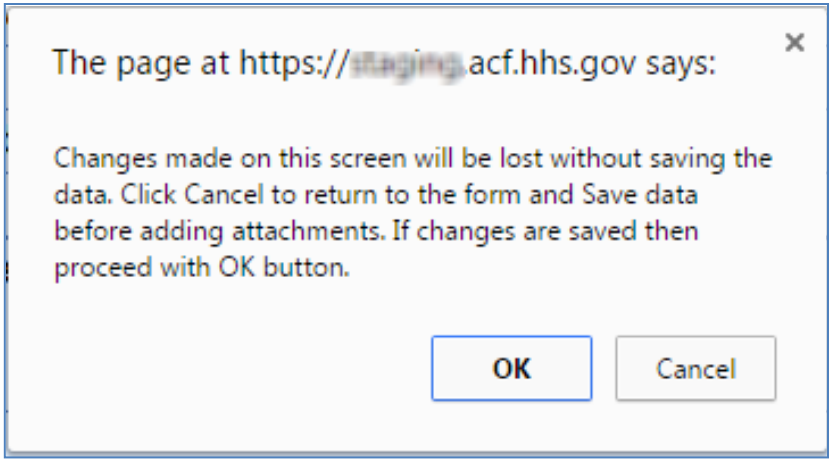
Report Entry: Enter Data

- **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

18a. Typed or Printed Name and Title of Authorized Certifying Official	18c. Telephone (area 18d. Email Address
18b. Signature of Authorized Certifying Official	18e. Date Report Sub
Attach supporting documents as specified in agency instructions.	

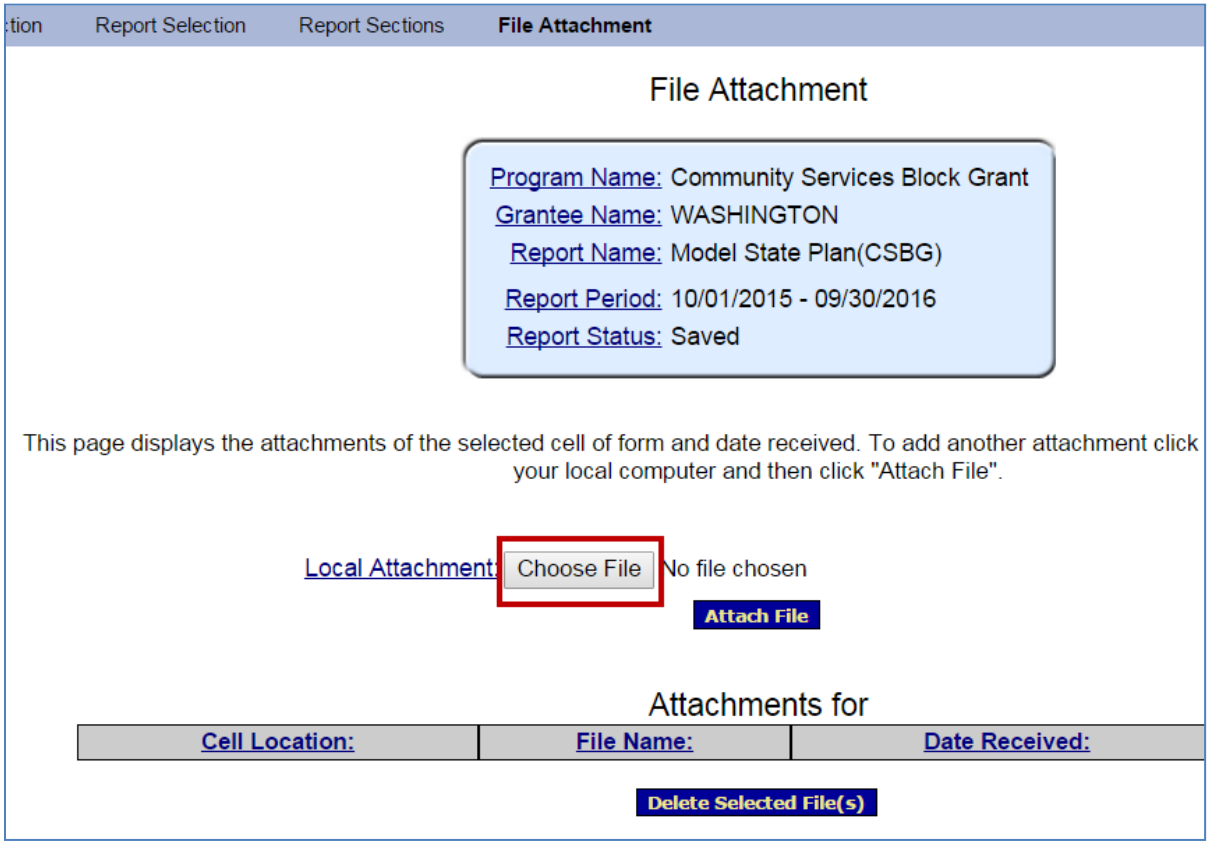
Report Entry: Enter Data

- The pop-up message “Changes made on this screen will be lost without saving the data.” appears. Click **OK** to continue or **Cancel** to return to the section page
  - The pop-up message appears even if the data is already saved



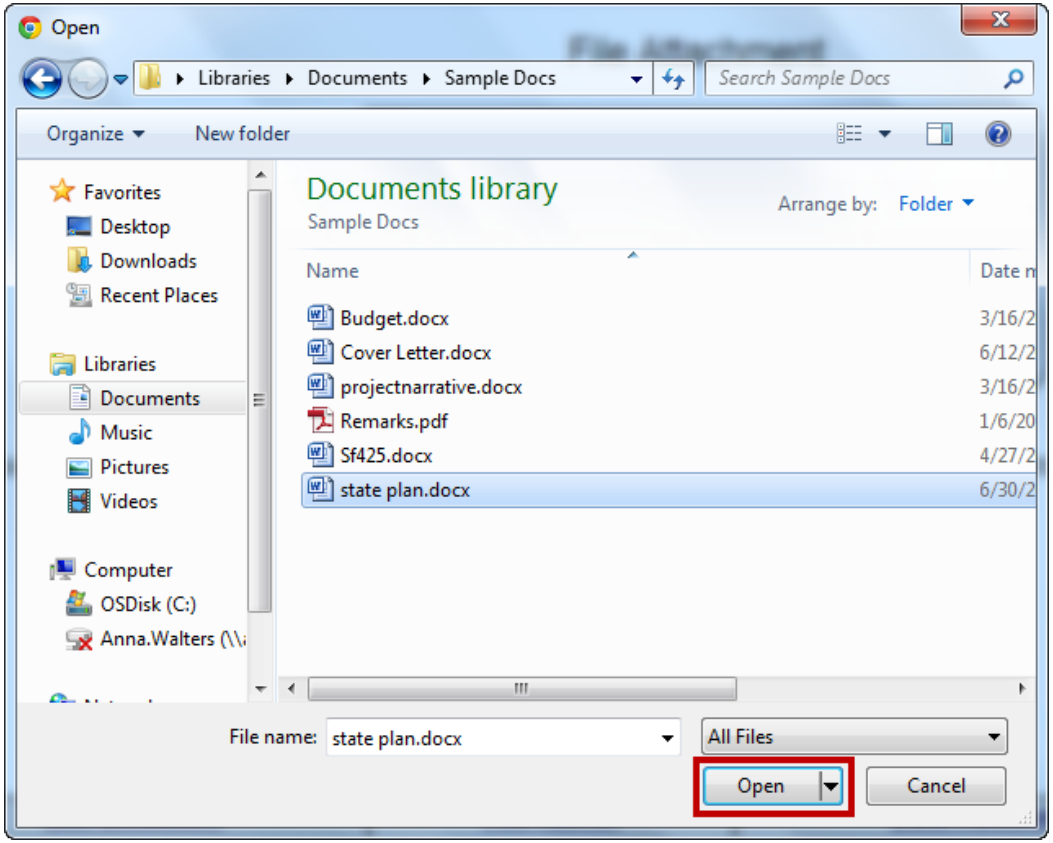
Report Entry: Enter Data

- The “File Attachment” screen appears
- Click the **Choose File** button



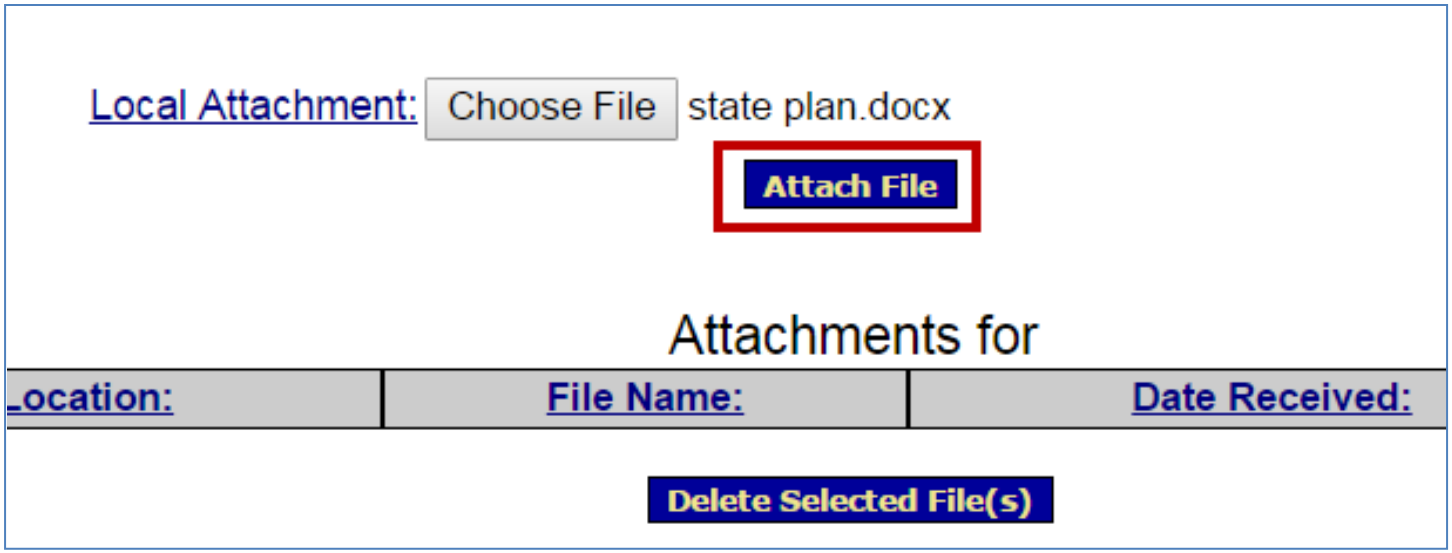
Report Entry: Enter Data

- Navigate for the document to attach
- Select the file and click the **Open** button



Report Entry: Enter Data

- The “File Attachment” screen reappears with the file name shown
- Click the **Attach File** button



Report Entry: Enter Data

- The “File Attachment” screen refreshes and the document is attached
- The *Attachments for* table contains the following columns:
  - **Cell Location**: Cell to which the document was attached
  - **File Name**: Document name link. Click the link to open the attachment
  - **Data Received**: Date file attached
  - **Delete**: Click **checkbox** and then click the **Deleted Selected File(s)** button to remove the attachment
- Repeat the previous steps to add additional attachments

Local Attachment: Choose File No file chosen

Attach File

Attachments for

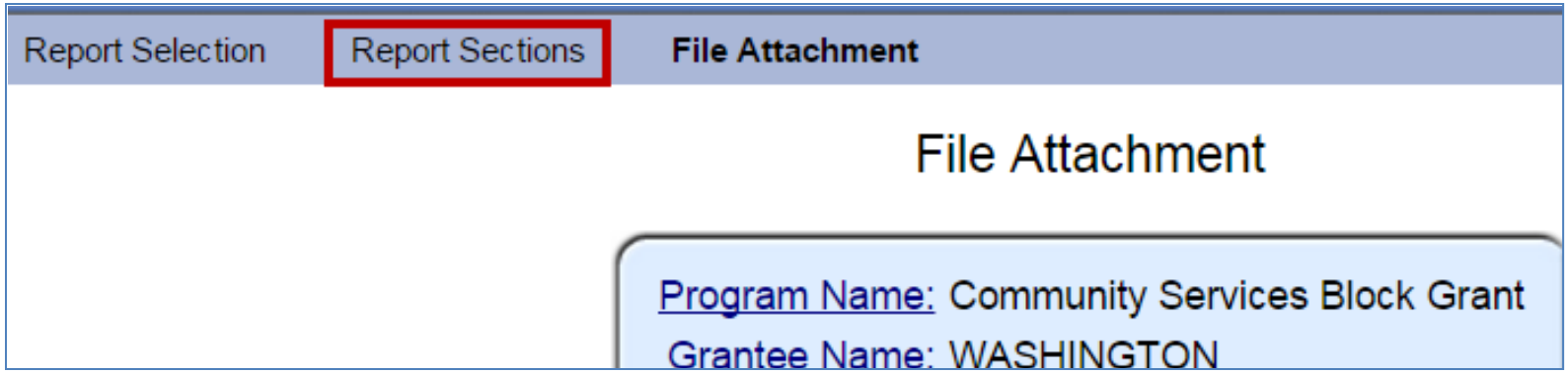
Cell Location:	File Name:	Date Received:	Delete:
CSBG Cover Page Attach supporting documents as specified in agency instructions.	STATE PLAN.DOCX	08/03/2015	☐

Delete Selected File(s)

Report Entry: Enter Data

- Use the navigation links towards the top of the screen to return to the “Report Sections” page

Important! The navigation link returns the user to the “Report Sections” screen, not to the section that was being edited.



Report Entry: Validate

- Once data is entered and saved for each section, the entire form must be validated
  - Click Validate from a section or from the “Report Sections” screen

- Validate checks the form for errors or missing data
  - If there are no errors such as missing data, the form is validated and ready to be certified

Report Entry: Validate

- **Validated -- with Warnings**: The Plan is saved and validated and there are some errors on the saved form
  - These errors are allowable and the report may still be submitted
  - There are very few warnings in the CSBG Model State Plan

- **Saved with Errors**: An error message appears at the top of the Section. Plans with errors cannot be certified and have the status "Saved with Errors". Errors must be corrected

Error #32: [14509] 3.1 Lead Agency mission and responsibilities.
[Goto Error] [Long Description]

Error #33: [14510] 3.2 State Plan Goals.
[Goto Error] [Long Description]

Error #34: [14511] 3.3a State Plan Development - Analysis.
[Long Description]

Error #35: [14514] 3.3b State Plan Development - Consultation.
[Long Description]

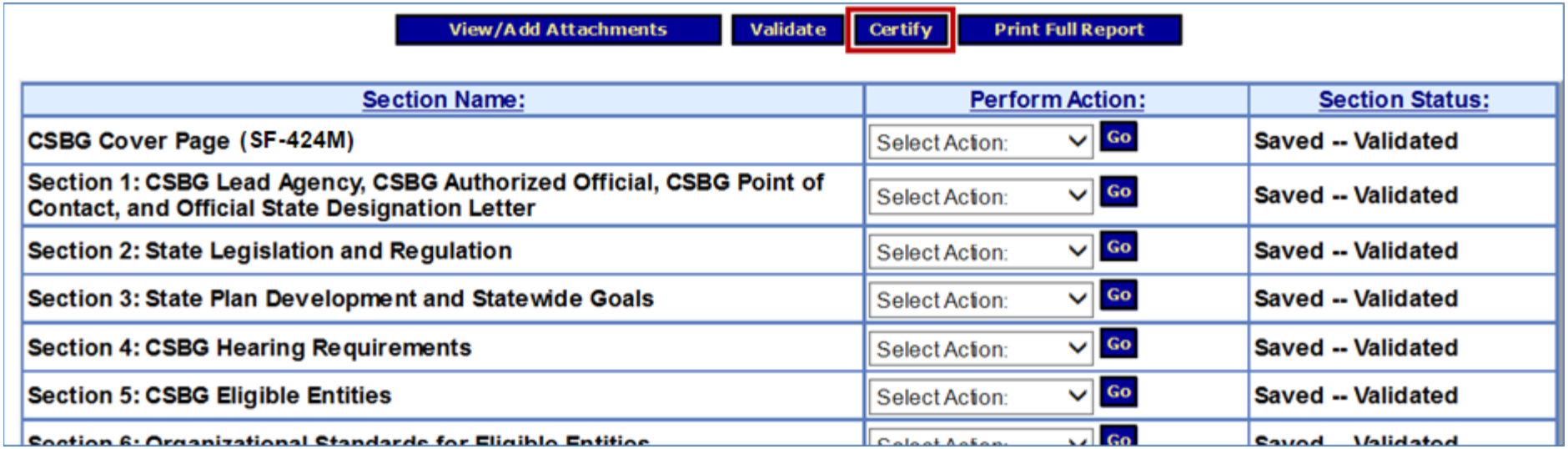
Error #36: [14518] 3.4a Eligibility Entity involvement.
[Goto Error] [Long Description]

Error #37: [14519] 3.4b Performance Management Adjustment.
[Goto Error] [Long Description]

Error #39: [15712] 3.5 Eligible Entity Overall Satisfaction.
[Goto Error] [Long Description]

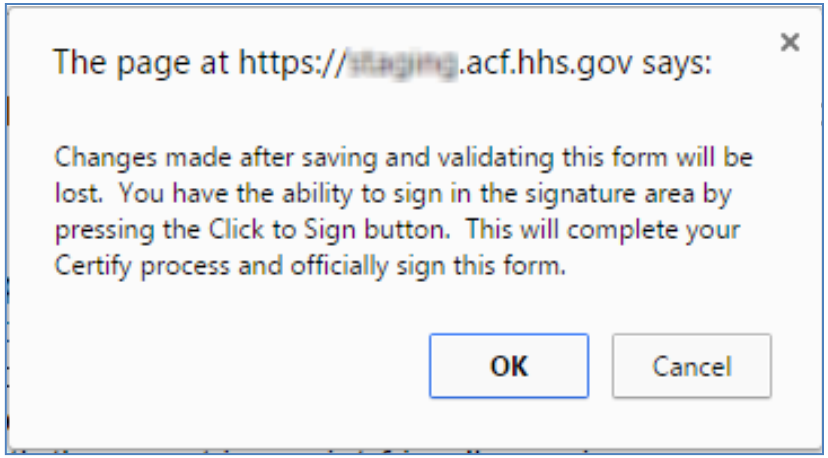
Report Entry: Certify

- After the entire Plan is successfully saved and validated (no errors), the *Authorized Official* certifies the report form with a digital signature
- From the "Report Sections" screen, click the **Certify** button



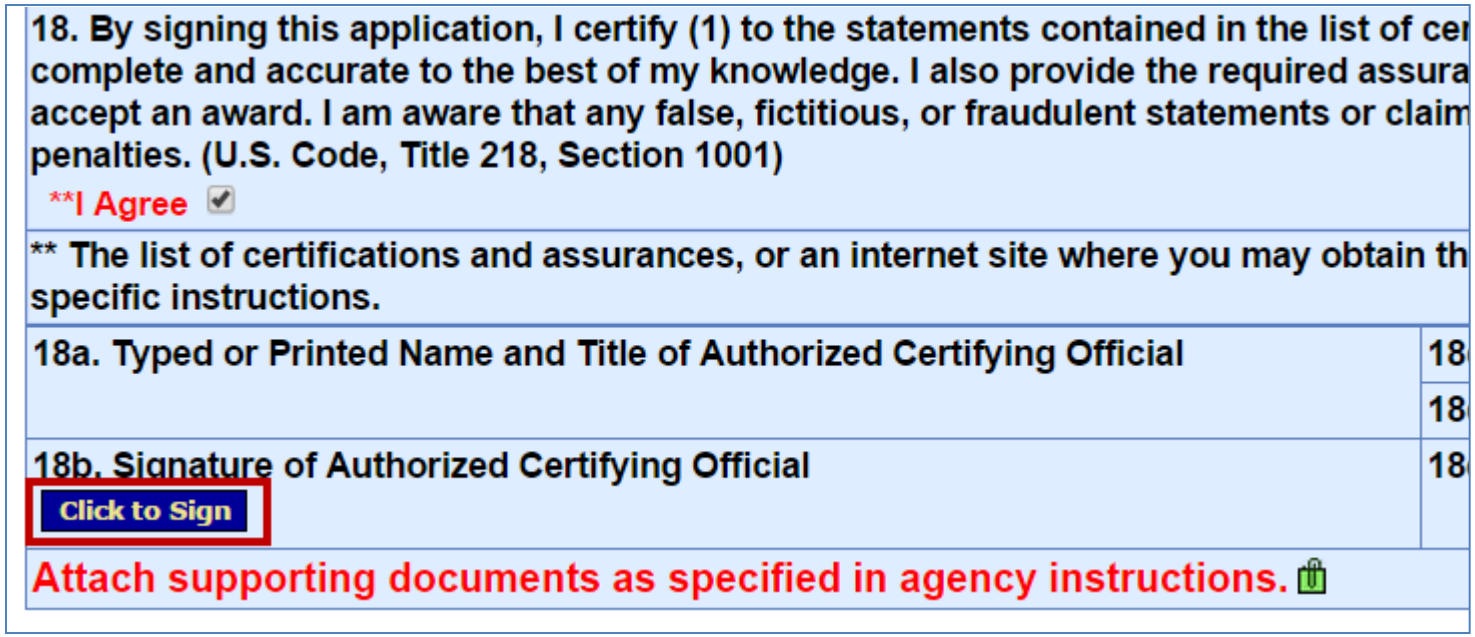
Report Entry: Certify

- The message “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.” appears.
- Click **OK**



Report Entry: Certify

- The bottom of the “CSBG Cover Page (SF-424M)” appears
- Under 18b, select the **Click the Sign** button


18. By signing this application, I certify (1) to the statements contained in the list of cer
complete and accurate to the best of my knowledge. I also provide the required assura
accept an award. I am aware that any false, fictitious, or fraudulent statements or claim
penalties. (U.S. Code, Title 218, Section 1001)

**I Agree

** The list of certifications and assurances, or an internet site where you may obtain th
specific instructions.

18a. Typed or Printed Name and Title of Authorized Certifying Official

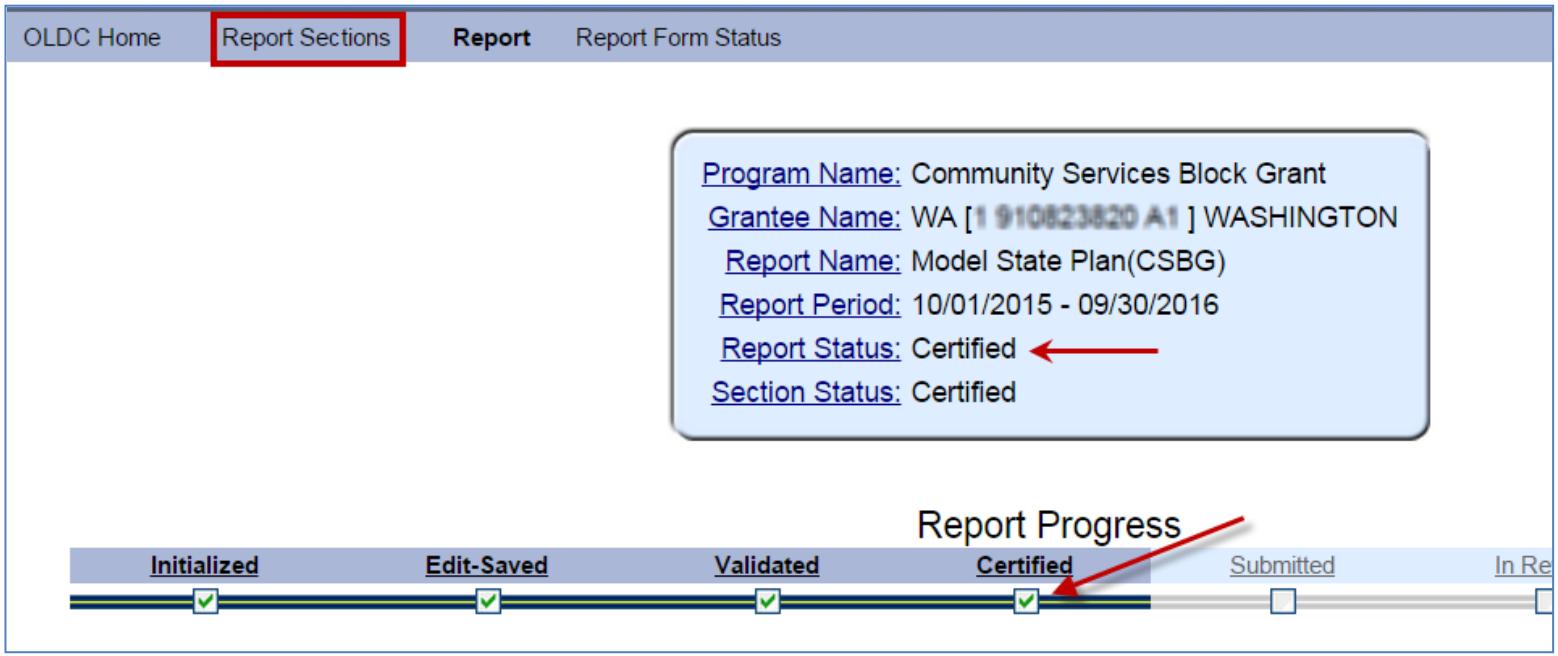
18b. Signature of Authorized Certifying Official

Click to Sign

Attach supporting documents as specified in agency instructions.

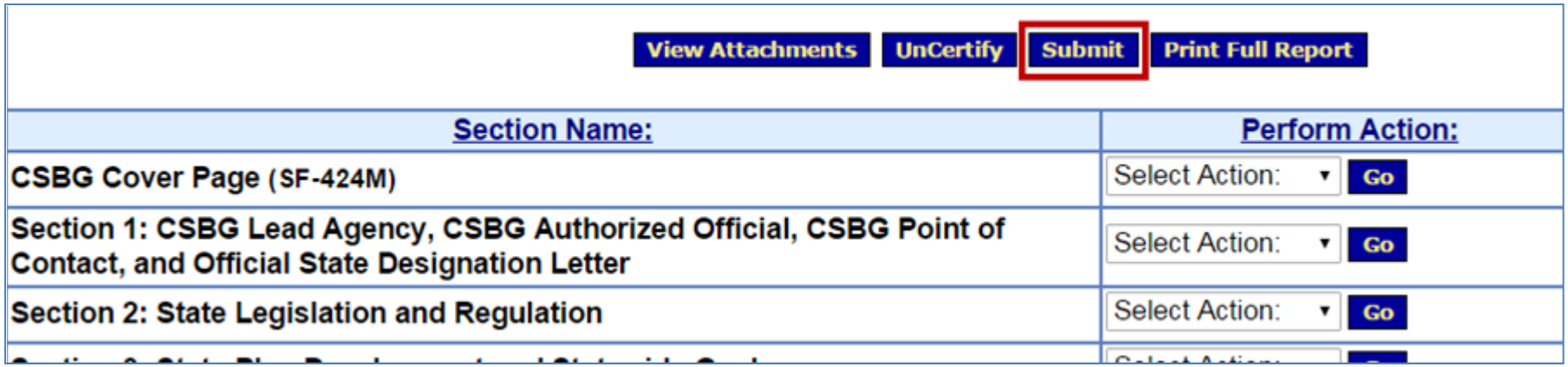
Report Entry: Certify

- The “Cover Page” refreshes and the status is Certified
- Click the **Report Sections** navigation link to return to the “Report Sections” screen



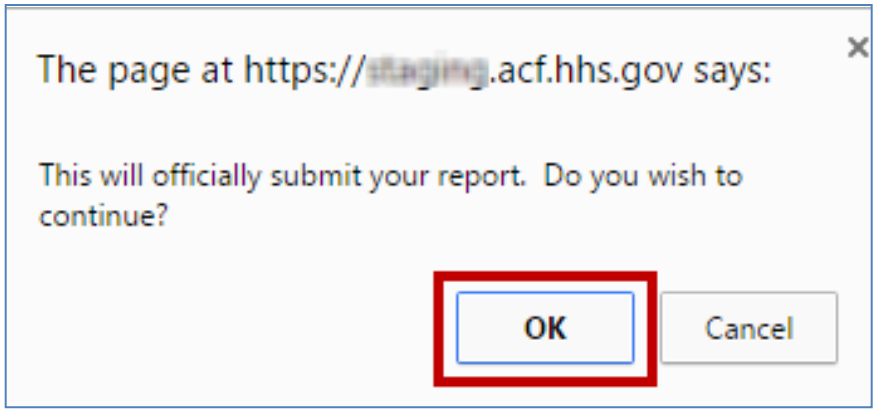
Report Entry: Submit

- The Plan is now ready to be submitted by the Grant Administrator
- Click the **Submit** button from the "Report Sections" screen



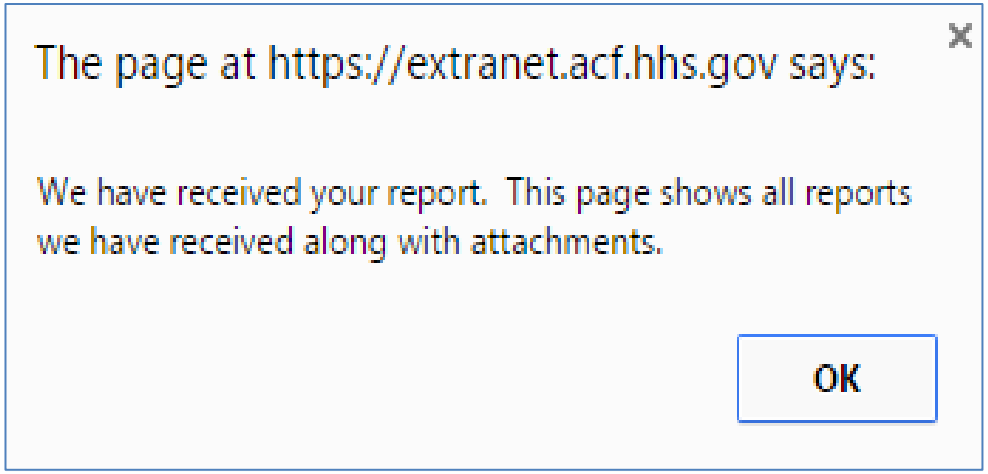
Report Entry: Submit

- The message appears “This will officially submit your report. Do you wish to continue?”
- Click **OK**



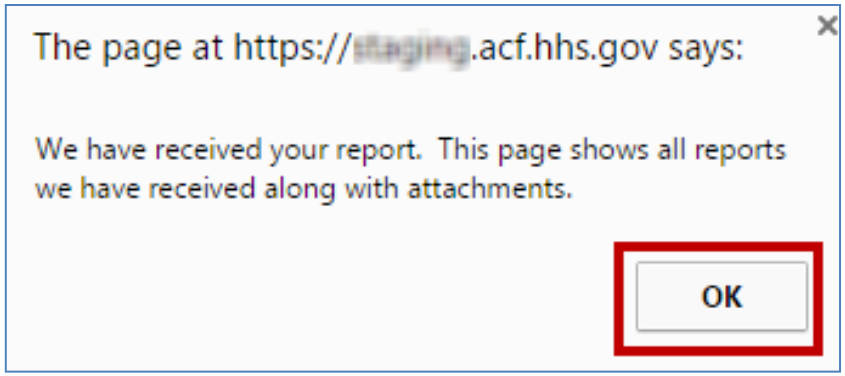
Report Entry: Submit

- The message “We have received your report. This page shows all reports we have received along with attachments” appears. Click **OK**



Report Entry: Submit

- The message “We have received your report. This page shows all reports we have received along with attachments” appears.
- Click **OK**



Report Entry: Submit

- Individuals set up to receive notifications are sent an email confirming receipt of the submission

Notice of Action from WASHINGTON for Report Form CSBG for Community Services Block Grant

On-Line_Data_Collection_System@acf.hhs.gov Add to contacts 8/04/15

To: [illegible]

Notification of Submission :

The Administration for Children and Families (ACF) has received the following:

Program : Community Services Block Grant

Grantee : WASHINGTON

Report : CSBG : Model State Plan(CSBG)

Period Covered : 10/01/2015 to 09/30/2016

Grant Period (if applicable)

Your report is being processed and will go through an approval procedure. Once reviewed by the Regional or Central Office, it cannot be changed except by contacting those offices directly. Contact your ACF Grants Officer if you need to have report access returned to you before the approval process is completed so that you may change the report information. Otherwise, if changes need to be made after the approval process is completed, you will be required to submit a revised report.

If you feel you are getting this information in error, please forward this message to On-Line_Data_Collection_System@acf.hhs.gov

This is an automated e-Mail.

Report Entry: Report Form Status Page

- After submitting the Plan, the “Report Form Status” screen appears

OLDC Home **Report Form Status**

Program Name: Community Services Block Grant
Grantee Name: WA [1 910823820 A1] WASHINGTON
Report Name: Model State Plan(CSBG)
Report Period: 10/01/2015 - 09/30/2016

This screen displays the status of report forms and their revisions, along with attached files. To continue entering report forr information, click on 'Grantee Selection'.

Report Form Status

Report Submissions:	Report Status:	Status Date:	Report Action:	Print:
View Original	Submitted	08/04/2015	Unsubmit Report	Print as PDF Go

Original File Attachments

Attachment Type:	File Name:	Date Received:
Section 4: CSBG Hearing Requirements documentation or a hyperlink for the public and legislative hearings.	BUDGET.DOCX	08/03/2015

Reports: Status Page

- The "Report Form Status" page contains five sections
  1. Report Form Status: Contains button to View the Original report or any Revisions, the Report Status, Status Date, Report Action (such as Unsubmit for the Grant Administrator, and the Print as PDF option

Report Form Status				
Report Submissions:	Report Status:	Status Date:	Report Action:	Print:
View Original	Submitted	08/04/2015	Unsubmit Report	Print as PDF Go

Reports: Status Page

2. File Attachments: View all cell level attachments

Original File Attachments

Attachment Type:	File Name:	Date Received:
Section 13: Results Oriented Management and Accountability (ROMA) System 13.1a. If ROMA was selected in Item 13.1, attach and/or describe the State's written policies, procedures, or guidance documents on ROMA.	REMARKS.PDF	08/03/2015
Section 6: Organizational Standards for Eligible Entities 6.5a. If yes was selected in item 6.5, list which eligible entities the State will exempt from meeting organizational standards, and provide a description and a justification for each exemption.	PROJECTNARRATIVE.DOCX	08/03/2015
Section 6: Organizational Standards for Eligible Entities	REMARKS.PDF	08/03/2015
CSBG Cover Page Attach supporting documents as specified in agency instructions.	COVER LETTER.DOCX	08/03/2015

Reports: Status Page

3. Report Status History: History of all the actions taken on the report form, including Report Action, Date and Time, User Name, and Change

Report Status History

Report Submissions:	Report Action:	Date/Time:	User Name:	Change (if known):
Original	Submitted	08/04/2015 12:21:17 PM	Bill Bailey	
Original	Certified	08/04/2015 12:05:04 PM	Bill Bailey	Signed as Authorized Official
Original	Saved -- Validated	08/04/2015 11:18:11 AM	Bill Bailey	
Original	Saved -- with Errors	08/03/2015 03:35:07 PM	Bill Bailey	
Original	Saved -- with Errors	08/03/2015 03:32:43 PM	Bill Bailey	

Reports: Status Page

4. Contacts: People listed as primary contacts for the program and report

Contacts

Contact Name:	Telephone #:	E-mail:
Bala Ala	Not Available	vijip@smdi.com
Winston Gonzalez	Not Available	winston.gonzalez@acf.hhs.gov
ala bala	Not Available	vijip@smdi.com

Reports: Status Page

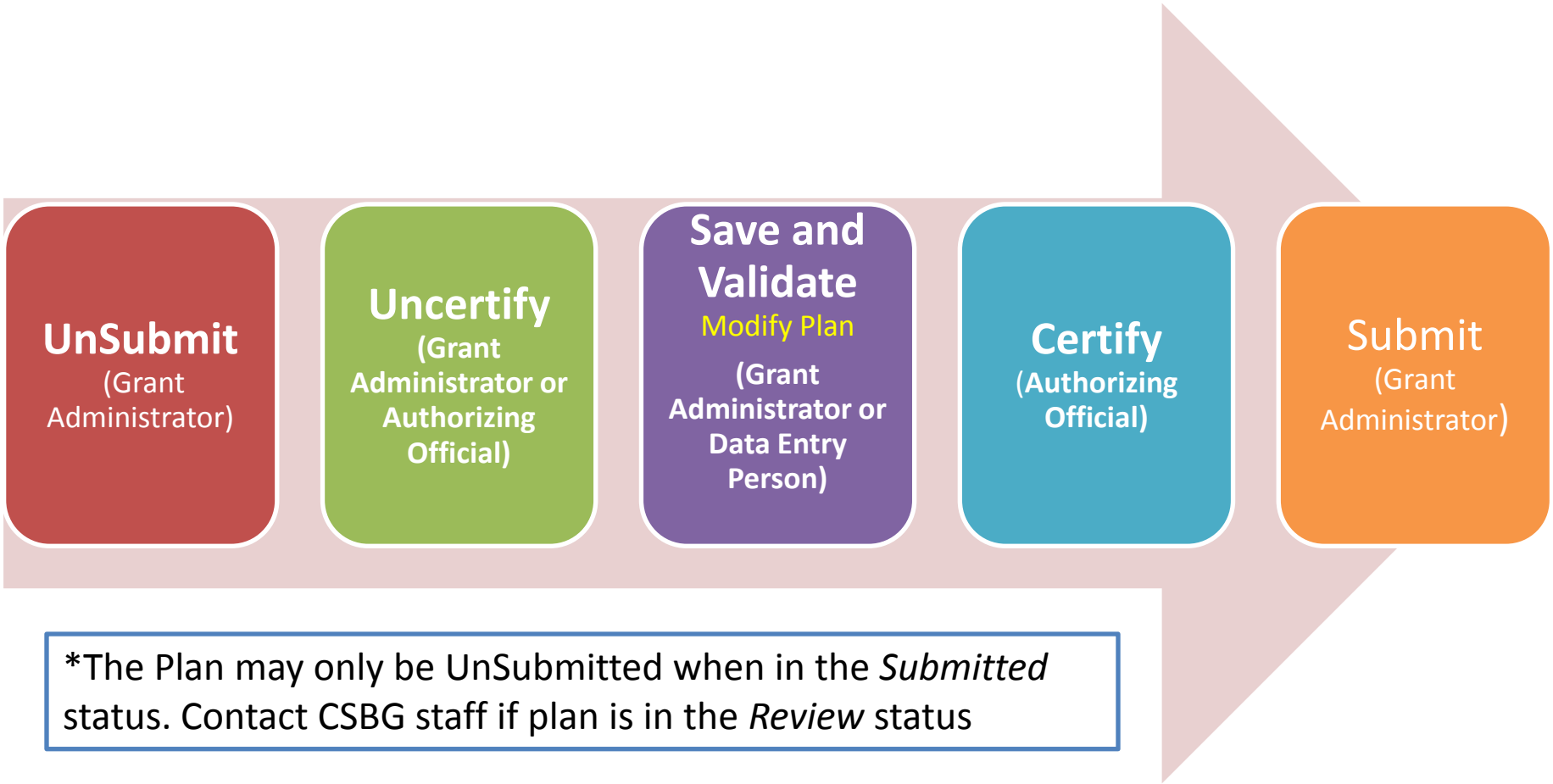
5. Remarks History: Contains any remarks added by Federal staff

Remarks History

Remark ID:	Date/Time:	User Name:	Remarks:

Report Entry

CSBG Model State Plan – UnSubmit for Changes



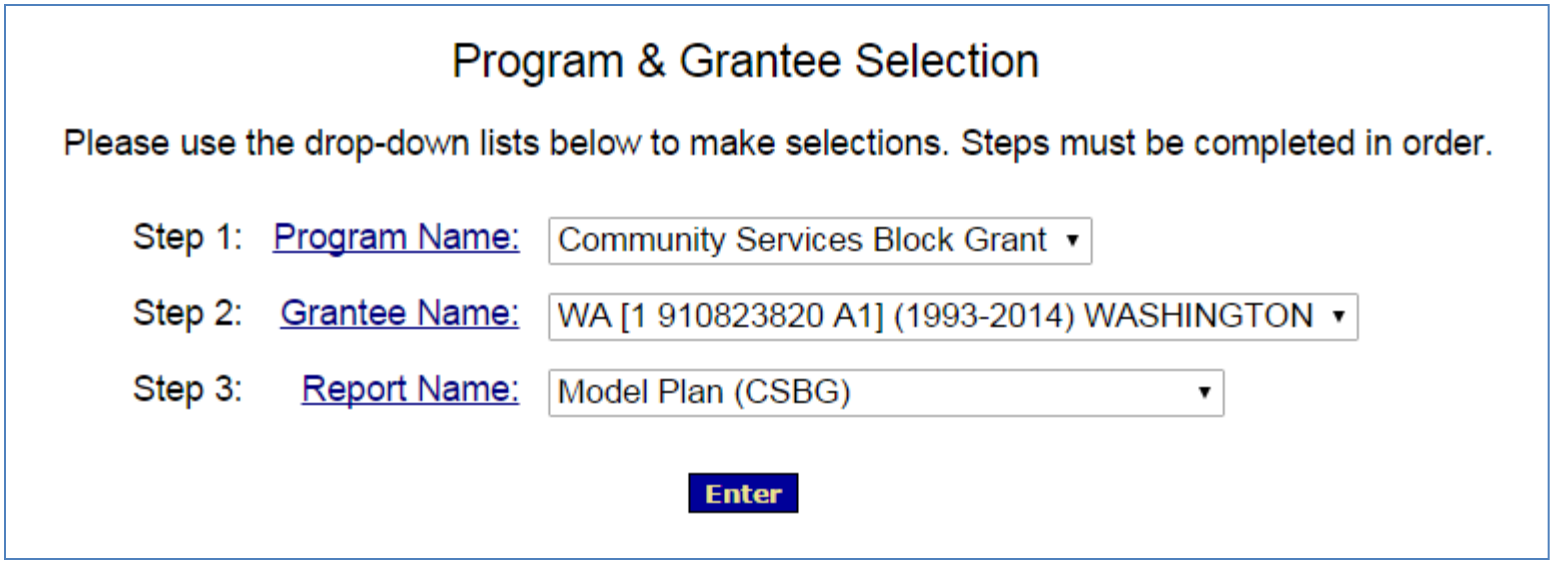
*The Plan may only be UnSubmitted when in the *Submitted* status. Contact CSBG staff if plan is in the *Review* status

Report Entry: Revision

- Once a Report Form is in the *Submission Accepted by CO* status, a Revision may be created
- To create a revision, from the Home page, select **Report Form Entry**

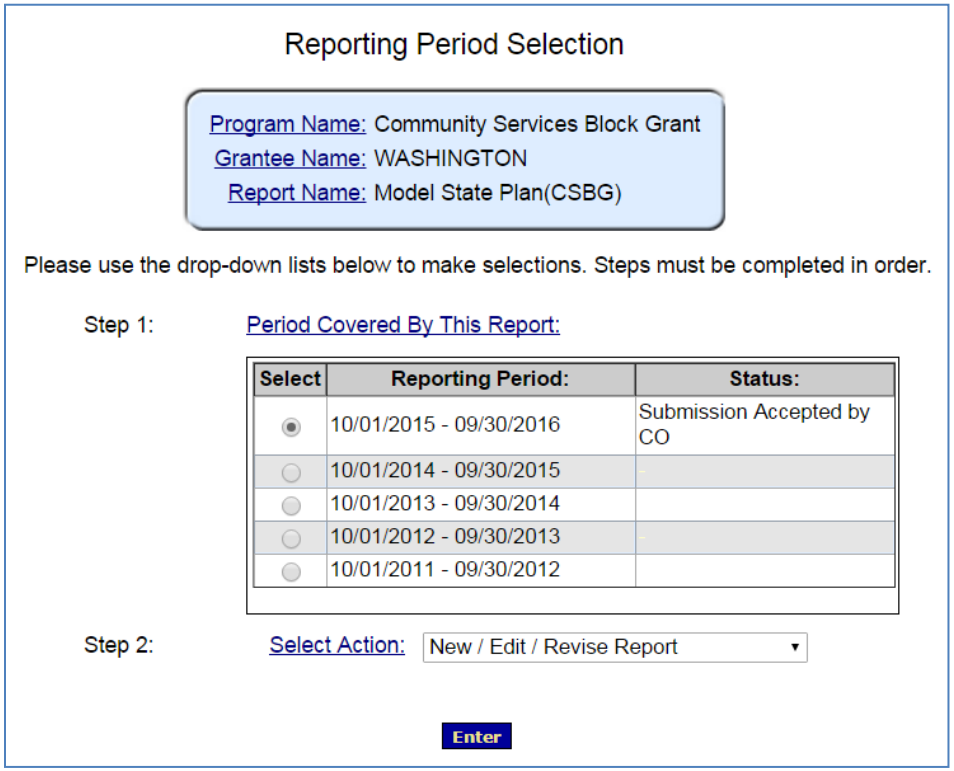
Report Entry: Revision

- The "Program & Grantee Selection" screen appears. Follow the below steps:
  1. Select the *Program Name* **Community Services Block Grant**
  2. Select the *Grantee Name* (**State**)
  3. Select the *Report Name* **Model Plan (CSBG)**
  4. Click the **Enter** button



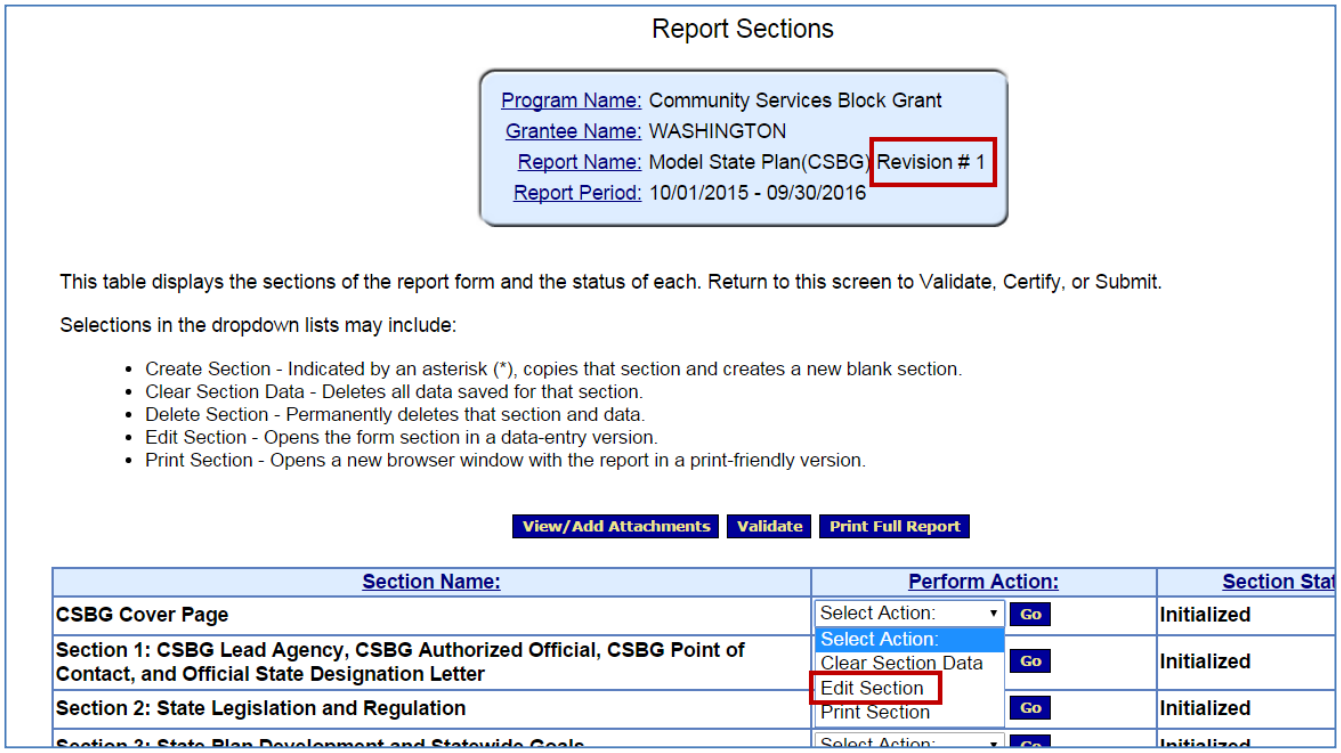
Report Entry: Revision

- The "Reporting Period Selection" screen appears. Follow the below steps:
  1. Under *Period Covered by This Report,* select the radio button to the left of the desired Reporting Period (the status must be Submission Accepted by CO)
  2. From the *Select Action* drop-down list, select **New/Edit/Revise Report**
  3. Click the **Enter** button



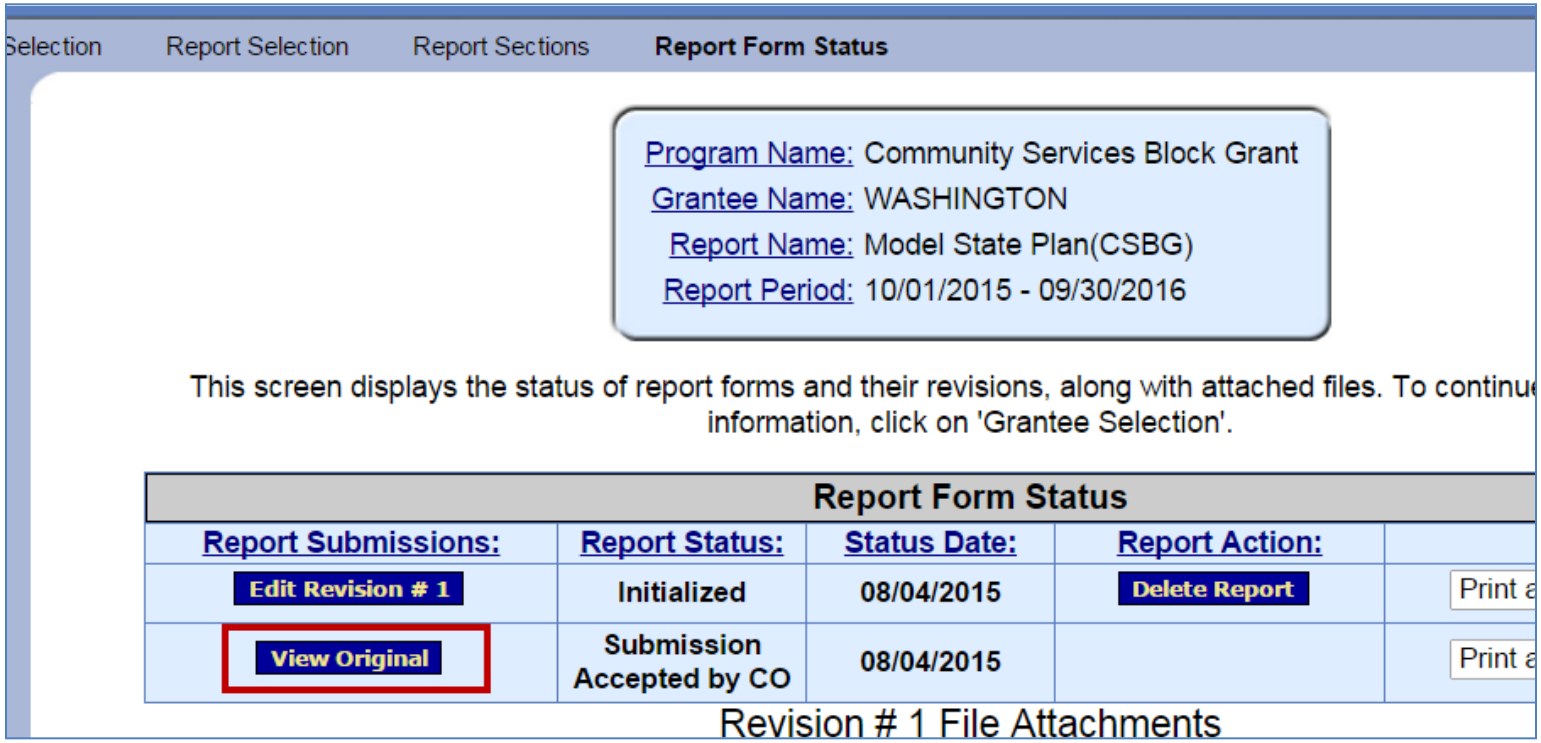
Report Entry: Revision

- The “Report Sections” screen displays. The Plan is a duplicate of the original submission but the sections are open for data entry
- The Revision number is visible from the Information box -Report Name line
- The report submission process is the same as for the original. The Plan must be Saved, Validated, Certified, and Submitted



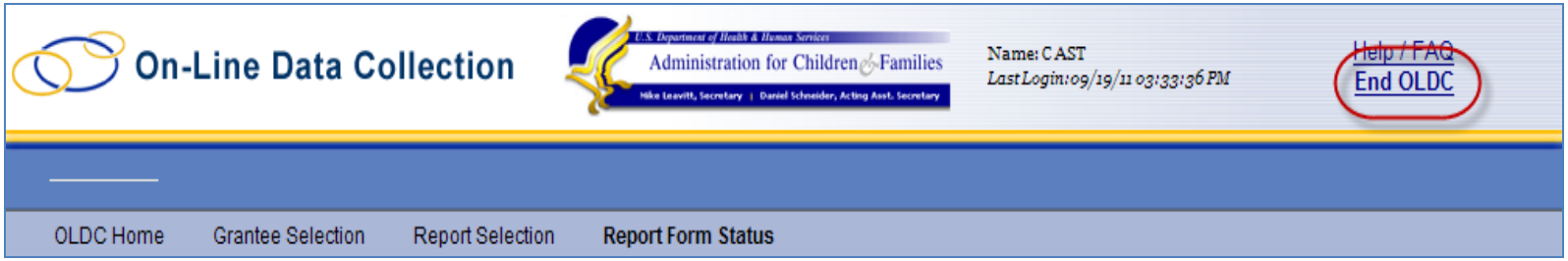
Report Entry: Revision

- The original report is retained for historical purposes and may be accessed from the "Report Form Status" page



Report Entry: End OLDC

- After each use, **End OLDC**
  - A report form is locked or unavailable for 30 minutes when someone working on a form exits OLDC without clicking End OLDC
  - When the person who locked the form logs back into OLDC and re-opens the form, it is then unlocked



TRACK REPORT STATUS

Track Report Status

- Once the Plan is submitted, track the approval status from the Enhanced Home page *My Recent Activity* or the *Activity Report* tabs

- Each tab contains a Report Status column that updates when an action is taken on the report

TIPS & FAQS

TIPS

- **Sections to complete first**
  - Cover Page (SF-424m)
  - Sections 5, 7, 9 and 10

- **Complete Section 14 last**

- **Completing the table in 5.1.**
  - Pre-populates 7.2 and 10.1

TIPS

- **Enhanced versus Regular Home Screen**
  - Switch to Enhanced, unless you are unable to
  - If you are unable to, contact Niki or I to assist you in starting the plan

- **Saving, Validating and Error Messages**
  - Save after each section
  - Validate at the end

TIPS

- **Save often!**
  - If you not completing an action the system will time out
  - Save before switching between sections
  - The save pop-up will come up even if you saved

- **"If this is the first year filling out the automated State Plan, skip the following question"**
  - Includes: 3.4b, 3.5, 6.6, 7.5, 7.11, 8.4, 9.11, and 10.14

- **System Errors**
  - Send an email to both Niki and I

FAQS

- **How do we submit the Annual Report?**
  - Provide a written narrative annual report that meets all the requirements of the Act
  - Send an official letter to NASCSP, copied to OCS, asking the NASCSP provide an electronic copy of the Information Survey (IS) report

- **When will DSA begin the review Process?**
  - After the September 1 deadline

- **Were there any changes to the CSBG Model State Plan which we received May 20, 2015?**
  - No. The May 20, 2015 draft version that was sent is now the final

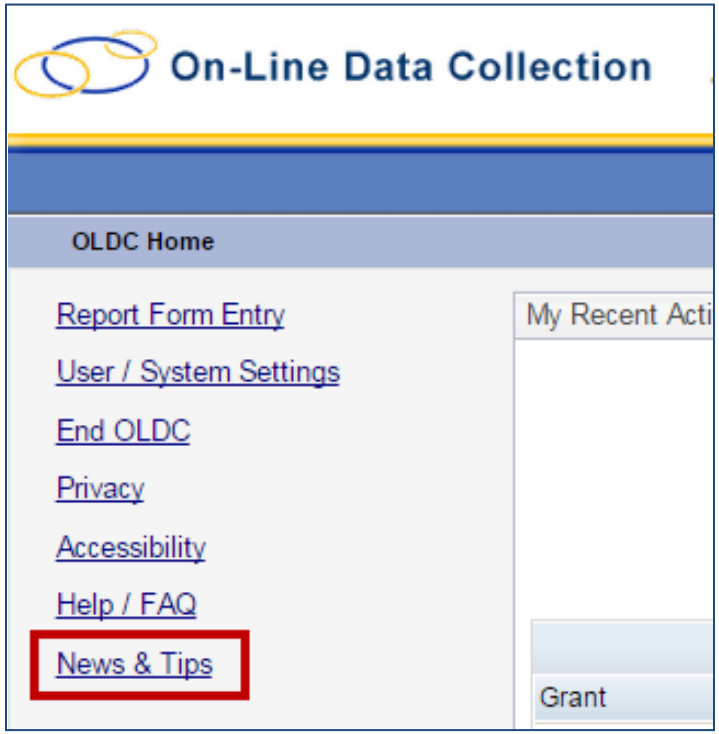
FAQS

- **Can we upload the word or PDF version of the Model Plan we distributed for our Public Hearing?**
  - No, but you're able to copy and paste
- **Is there a print option in OLDC?**
  - Yes, after completing the plan
- **Are there minimum requirements for public comment based on the short turnaround this year?**
  - Not outside of those that are contained within the CSBG Act

RESOURCES

Resources: OLDC Documentation Site

- Help resources are available by clicking the **News & Tips** link from the Main Menu



Resources: OLDC Documentation Site

- The "OLDC Documentation" site appears in a new window
- Scroll down to the section Community Services Block Grant (CSBG) Model State Plan Materials

Program Specific Documentation

Community Services Block Grant (CSBG) Model State Plan Materials

Webinar: CSBG Model State Plan Submission Process (July 29, 2015)

CSBG Model State Plan Submission Process Presentation (.pdf - 1.2 mb)

Model State CSBG Plan Submission Webinar Q & A Responses from the Office of Community Services (.pdf, 75 kb)

Webinar: Register for OLDC Accounts and Access the CSBG Model State Plan (June 24, 2015)

- View/Print Webinar Transcript (.pdf - 118 kb)

Register for an OLDC Account and Access the CSBG Model State Plan (.pdf - 1.59 mb)

Resources: OLDC Documentation Site

- Access CSBG Resources on the OLDC System page directly by going to:

https://extranet.acf.hhs.gov/oldcdocs/materials.html

- Additional Model State Plan related resources, including past webinars, can be accessed by going to:

http://nascsp.org/CSBG/929/Model-State-Plan-Information.aspx?iHt=14

CSBG Federal Staff Contacts

For Content-related Questions:

- Yolanda Brown, Program Specialist (Regions I, IV, & V)
  - (202) 690-5453 Yolanda.Wise@acf.hhs.gov

- James Gray, Program Specialist (Regions III, VII, & IX)
  - (202) 401-5705 James.Gray@acf.hhs.gov

- Sara Lee, Program Specialist (Regions II, VI, VIII, & X)
  - (202) 690-7884 Sara.Lee@acf.hhs.gov

CSBG Federal Staff Contacts

For Technical Questions and OLDC Access Concerns:

- Monique Alcantara, Management and Program Analyst
  - (202) 401-4666 Melania.Alcantara@acf.hhs.gov

- Niki Frazier, Senior Records Specialist
  - (202) 401- 4717 Nikita.Frazier@acf.hhs.gov

QUESTION & ANSWERS