



## **CSBG Tribal Annual Report On-Line Data Collection (OLDC) Submission Step-by-Step Instructions**

The Community Services Block Grant (CSBG) Tribal Annual Report is an annual requirement as specified by the CSBG Act Section 678E. CSBG tribal grant recipients must submit their Fiscal Year (FY) 2024 CSBG Tribal Annual Report by March 31, 2025, via the On-Line Data Collection (OLDC) via [GrantSolutions.gov](https://www.grantsolutions.gov).

The following is a step-by-step guide to submit the CSBG Tribal Annual Report via OLDC.

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## ***Introduction***

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New for FY24 Tribal Annual Report submissions, CSBG tribal grant recipients will complete either the Tribal Annual Report or Tribal Annual Report (Short Form). The Tribal Annual Report is reporting for CSBG direct-funded tribes and tribal organizations receiving \$50,000 or more in annual funding. The Tribal Annual Report (Short Form) is for reporting CSBG direct-funded tribes and tribal organizations receiving less than \$50,000 in annual funding. The aim of offering two reports by funding amount is to reduce burden and increase equity for tribes and tribal organizations receiving CSBG funding. CSBG tribal grant recipients will no longer use the SF-424M to submit their Tribal Annual Reports.

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## ***GrantSolutions and OLDC Accounts***

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### *Requesting New Accounts*

There is a new process for **requesting new accounts** for OLDC via [GrantSolutions.gov](https://grantsolutions.gov). Please complete the [Recipient User Account Request Form](#) and the [OLDC Access Form](#) and submit both to the [GrantSolutions Helpdesk](#) to request a new account creation.

Here are some tips to complete the OLDC Access Form:

- Include the city on the address line.
- Double-click on the checkbox to select the option to check the box.

The following OLDC roles are available for CSBG user accounts:

- A **Grant Administrator** is responsible for administering CSBG and can perform all report functions including:
  - Initializing a new report
  - Editing reports, including entering new data, making revisions, and attaching documents
  - Reviewing reports
  - Certifying reports
  - Submitting reports
  - Unsubmitting reports

- A **Data Entry Person** is a supporting role and can perform the following report functions:
  - Editing reports, including entering new data, making revisions, and attaching documents
  - Reviewing reports
- The **Authorized Official** is the designated official authorized to administer CSBG and can perform the following report functions:
  - Reviewing reports
  - Certifying reports

The functions for each role are default, but all functions can be added to any role or user account as necessary.

### *Updating Existing Accounts*

#### Changing your User Role or Account Functions

If you have an **existing account** but wish to change your user role or account functions, please send an email to [CSBGData@acf.hhs.gov](mailto:CSBGData@acf.hhs.gov) specifying the requested change(s) needed for your account.

#### Requesting Access to Notice of Awards

The Notice of Award (NOA) is now available through the Grants Management Module (GMM) via GrantSolutions. This is a new function that must be added to existing accounts via request. To access the NOA, you must have **your tribe** assigned to your account. To do so, please email the [GrantSolutions Helpdesk](#), and request that they assign **your tribe** to your account in the GMM.

Everyone in your tribe who would like to directly access the NOA must have the **tribe** assigned to their account. Send one email for all current OLDC account holders who would like to access the NOA. Please include their name, email address, and GrantSolutions username. They may also request that you submit a new [Recipient User Account Request Form](#). For additional information about using the GMM, please see this [video](#).

If you have questions about OLDC access, email [CSBGData@acf.hhs.gov](mailto:CSBGData@acf.hhs.gov).

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## Logging in to GrantSolutions

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Follow the instructions under [Accessing Online Data Collection \(OLDC\)](#) to log into OLDC via GrantSolutions. Additional training resources are located on the [Grant Recipient Support and Reference](#) page.

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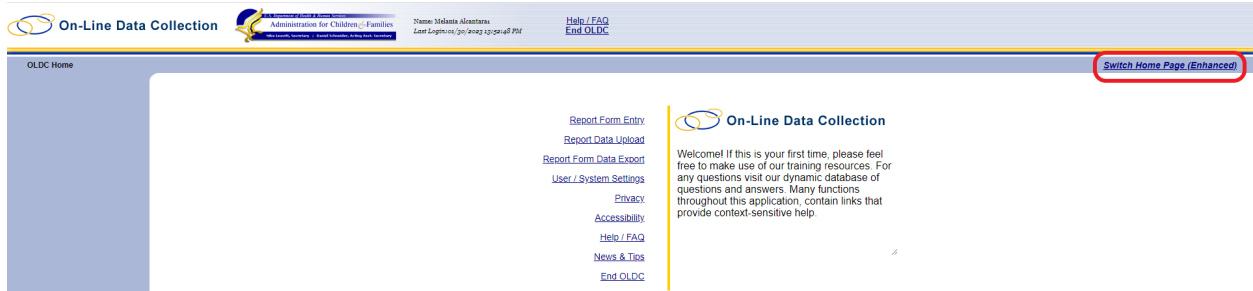
## Regular vs Enhanced View

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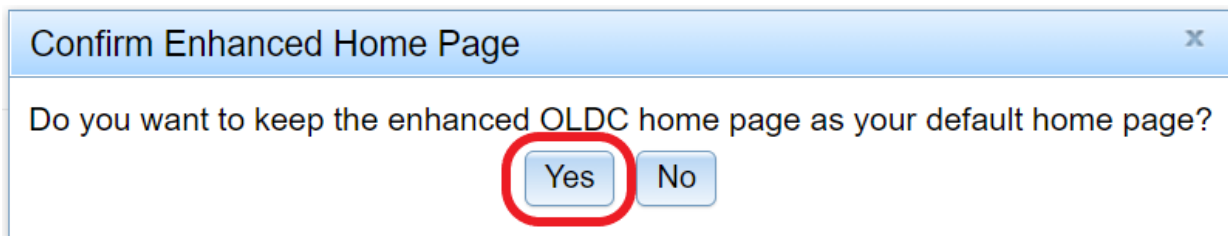
You can navigate through OLDC using the **regular** view or the **enhanced** view of the homepage. The **regular** view is the default for accounts. It is recommended that you use the **enhanced** view. The remainder of this guide is based on the **enhanced** view.

Please take the following steps to update your OLDC homepage from the **regular** view (see image below) to the **enhanced** view.

1. On the OLDC Home page, click on “Switch Home Page (Enhanced)”.



2. Click “Yes” on the Confirm Enhanced Home Page popup to make the enhanced view your default.




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## Accessing the Tribal Annual Report

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The CSBG Tribal Annual Report is submitted as an attachment to the Tribal Annual Report form for the associated reporting period or federal fiscal year (FFY) for which you are submitting the CSBG Tribal Annual Report.

1. From the OLDC homepage, click on “Report Form Entry” on the left side of the screen to open the Form Selection screen.



The screenshot shows the OLDC homepage. At the top left is the "On-Line Data Collection" logo. To its right is the logo for the "U.S. Department of Health & Human Services Administration for Children & Families", with the names "Mike Leavitt, Secretary" and "Daniel Schneider, Acting Asst. Secretary" listed below. Below these logos is a blue bar with the text "OLDC Home". On the left side, there is a vertical list of links: "Report Form Entry" (circled in red), "Report Data Upload", "User / System Settings", "Privacy", "Accessibility", "Help / FAQ", "News & Tips", and "End OLDC". On the right side, there are three buttons: "My Recent Activity", "Activity Report", and "Report Due".

2. On the Form Selection screen, complete the available fields as follows:
  - a. **Program Name:** Community Services Block Grant
  - b. **Grantee Name:** Select your Tribe or Tribal Organization Name (this should automatically populate)
  - c. **Report Name:** Tribal Annual Report (Tribal Annual Report)

### Form Selection

**Program Name:** Community Services Block Grant

**Grantee Name:** AL [1 630836859 A1] (2016-2025) MaChis Lower Creek Indian Tribe Of Alabama - No. 01

**Report Name:**

Select a Report Name

CSBG Eligible Entity Master List (CSBG - Master List)

Expenditures (FFR SF-425)

Expenditures - Archive (SF-269A)

Mandatory Grant Application (SF-424 - M)

Module 2 (CSBG Module 2)

No Property Attachment A (SF-429 A No Property)

PMS FFR (FFR SF-425 )

Review (CSBG Model Plan)

Status Report Attachment A (SF-429 A)

Status Report Attachment B (SF-429 B)

Status Report Attachment C (SF-429 C)

**Tribal Annual Report (Tribal Annual Report)**

3. The Reporting Period table will open. Find the reporting period that aligns with the reporting period for which you are reporting activities. (For FY 2024, the reporting period is 10/1/2023 – 9/30/2024.)
  - a. Click the Plus sign (+) under the Actions column to open the report.

OLDC Home Form Selection

### Form Selection

**Program Name:** Community Services Block Grant

**Grantee Name:** AL [1 630705119 A1] (1993-2024) POARCH BAND OF CREEK INDIANS - No. 01

**Report Name:** Tribal Annual Report (Tribal Annual Report)

Show 15 entries Search:

Reporting Period	Report Status	Actions
10/01/2024 - 09/30/2025		+
10/01/2023 - 09/30/2024		+
10/01/2022 - 09/30/2023		+

## The Tribal Annual Report Form

The Tribal Annual Report form sections are read-only and do not allow for edits.

OLDIC Home Form Selection Report Report Form Status

Program Name: Community Services Block Grant  
Grantee Name: POARCH BAND OF CREEK INDIANS - No. 01  
Report Name: Tribal Annual Report - CSBG  
Report Period: 10/01/2023 - 09/30/2024  
Report Status: Initialized

Report Progress

Initialized	Edit/Saved	Validated	Submitted	In Review	CFO Approved
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Save](#) [View/Add Attachments](#) [Validate](#) [Print](#)

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

Form Approved  
OMB No: ##### - #####  
Expires: #####/#####/#####

**Tribal Annual Report**  
Cover Page

1. Federal Agency and Organizational Element to Which Report is Submitted Office of Community Services		2. Federal Grant or Other Identifying Number Assigned by the awarding Federal agency		3a. UEI X3G1ZDHMASNS
4. Recipient Organization				3b. EIN
4a. Address Line 1:				5. Recipient Identifying Number or Account Number:
4b. Address Line 2:				
4c. Address Line 3:				
4d. City:		4e. State:	4f. Zip 5:	4g. Zip 4:
6a. Project/Grant Period Start Date	6b. Project/Grant Period End Date:	7. Reporting Period End Date:		8. Final Report
10. Performance Narrative				9. Report or Frequency Annual
11. Other Attachments				

[Save](#) [View/Add Attachments](#) [Validate](#) [Print](#)

## Attaching the CSBG Tribal Annual Report

Follow the steps below you will attach your CSBG Tribal Annual Report. Do **not** use the View/Add Attachments button to attach your CSBG Tribal Annual Report document(s).

1. At the end of the form, click the paperclip symbol under **10. Performance Narrative**. Attach your CSBG Tribal Annual Report under this cell. This will open the **Cell Level Attachments** pop-up screen.
2. Note: All documents should be attached using the paperclip.

6a. Project/Grant Period Start Date	6b. Project/Grant Period End Date:	7. Reporting Period End Date:	8. Final Report
10. Performance Narrative			9. Report or Frequency Annual
11. Other Attachments			

3. On the **Cell Level Attachments** pop-up screen, click "Choose File". This will open a pop-up window showing the files available on your computer.

Cell Level Attachments

10. Performance Narrative

[Local Attachment](#)  No file chosen

Cell Level Attachments

Form Level Attachments

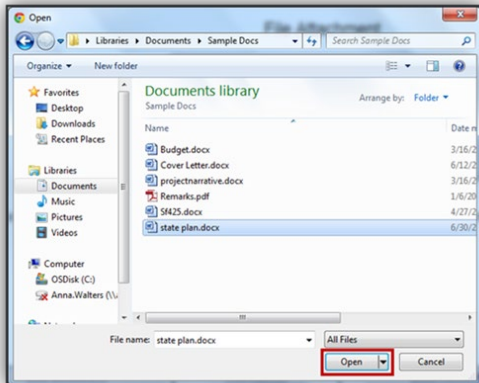
Show  entries Search:

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

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

- Navigate to the correct folder (as necessary) and select the CSBG Tribal Annual Report. Then click the “Open” button. The **Cell Level Attachments** pop-up screen will then reappear showing the selected file.



- Confirm that the selected document is listed and click the “Attach File” button.

The Cell Level Attachment pop-up screen will refresh automatically and display an attachments table with your document listed.

Click the “Close” button at the bottom of the File Attachment pop-up screen to return to the Report Form screen.



**Manage Attachments** ✕

**Cell Level Attachments**  
10. Performance Narrative

Local Attachment:  Test.pdf

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Show  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

GrantSolutions Privacy Policy Notice  
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**Note: OLDC will run a virus scan in the background while you continue to the next step.**

### *Validate the Report*

When you close the **Cell Level Attachment**, you will return to the Tribal Annual Report form. Prior to submitting, be sure to validate the report.

#### *Validate the Report*

On the Report Progress screen, click the **Validate** button.

**Save**
**View/Add Attachments**
**Validate**
**Print**

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## Submit the Report

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1. The report form is now ready to be submitted. Click **Submit**.



2. A pop-up message will appear saying: “This will officially submit your report. Do you wish to continue?” Click “OK” to continue.

**www.grantsolutions.gov says**

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



3. The Report Form Status screen will appear, and a pop-up message will display: “We have received your report. This page shows all reports we have received along with attachments.” Click **OK**.

**www.grantsolutions.gov says**

We have received your report. This page shows all reports we have received along with attachments.



4. Congratulations! You have submitted your CSBG Tribal Annual Report! You will see the report now listed in the Report Status History section of the Report Form Status page.

Report Form Status				
Report Submissions:	Report Status:	Status Date:	Report Action:	Print:
<a href="#">View Original</a>	Submitted	08/14/2020	<a href="#">Unsubmit Report</a>	HTML Print Form <input type="button" value="Go"/>

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## Making Edits after Submission

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If edits are needed after submission:

1. Click **Unsubmit Report** from the **Report Form Status** Page.

Report Form Status				
Report Submissions:	Report Status:	Status Date:	Report Action:	Print:
<a href="#">View Original</a>	Submitted	08/14/2020	<a href="#">Unsubmit Report</a>	HTML Print Form <input type="button" value="Go"/>

2. Make required revisions.
  3. Follow the steps under [Validate the Report](#).
  4. Follow the steps under [Submit the Report](#).
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## Need Assistance?

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### Help is available anytime!

For programmatic questions, contact your [Program Specialist](#).

For training and technical assistance, contact the [CSBG Tribal TTA team](#) or dial 301-244-3557.

For OLDC technical questions, contact [CSBGData@acf.hhs.gov](mailto:CSBGData@acf.hhs.gov).