

Submitting the CSBG Annual Report

Introduction

As a reminder, each Module must be submitted separately within OLDC. Each Module can be selected from the Report Name dropdown. The Annual Report does not require certification by the Authorized Official. Upon completing each Module, be sure to validate, and then click submit. While the Data Entry person is able to do the final validation, only the Grant Administrator is able to submit.

This document primarily focuses on the steps for submitting Modules 2 and 4:

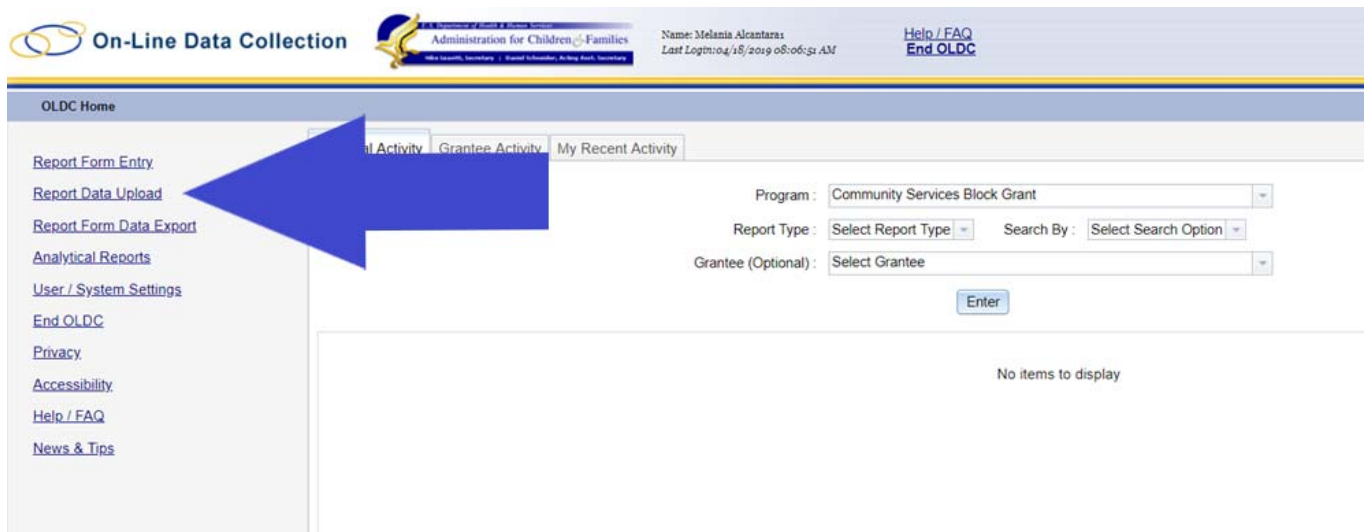
- Uploading the XMLs
- Initializing the Module
- Attaching comments forms (as applicable)
- Submitting the Module

Please click the links below to jump ahead as necessary.

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Uploading XMLs

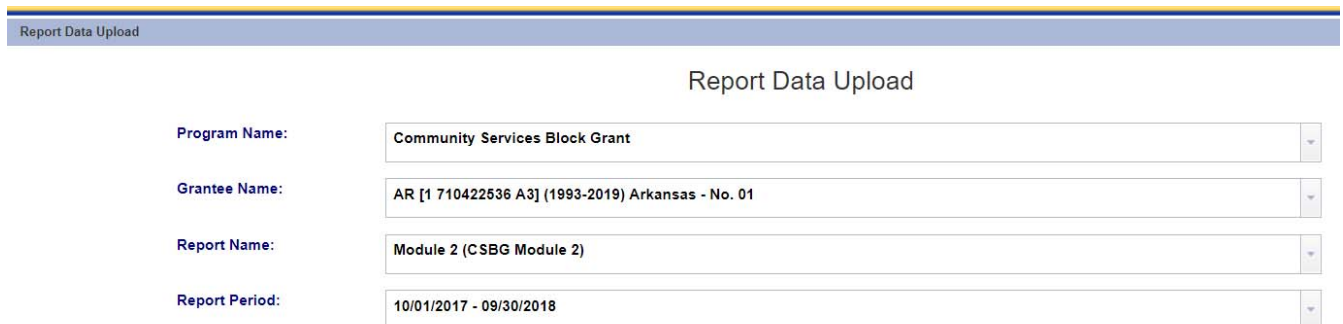
Prior to accessing Module 2 and 4 through the Report Form Entry, you must first upload the XMLs through *Report Data Upload* function. The *Report Data Upload* is located on the left-hand side of the OLDC homepage under *Report Form Entry*. This functionality has to be added to each person individually. While our developer has made every attempt to add this functionality to everyone, we learned that there are some who do not have access. If you or a colleague do not have access to this functionality, please send an email to CSBGData@acf.hhs.gov requesting access.



The screenshot shows the OLDC Home page. The left sidebar contains a menu with the following items: Report Form Entry, Report Data Upload (highlighted with a blue arrow), Report Form Data Export, Analytical Reports, User / System Settings, End OLDC, Privacy, Accessibility, Help / FAQ, and News & Tips. The main content area shows search filters for Program (Community Services Block Grant), Report Type (Select Report Type), Search By (Select Search Option), and Grantee (Optional) (Select Grantee). There is an Enter button and a message that says "No items to display".

To upload the XML, access the *Report Data Upload* page, and then take the following steps:

- 1) Select the **Program Name:** Community Services Block Grant
- 2) Select the **Grantee Name:** [Your state]
- 3) Select the **Report Name:** either Module 2 or Module 4
 - a. **Note:** you must upload each XML under the correct Module – i.e., Module 2 XMLs can only be uploaded under Module 2
- 4) Select the **Report Period:** 10/01/2017 – 09/30/2018



The screenshot shows the Report Data Upload page. The page title is "Report Data Upload". The form contains four fields: Program Name (Community Services Block Grant), Grantee Name (AR [1 710422536 A3] (1993-2019) Arkansas - No. 01), Report Name (Module 2 (CSBG Module 2)), and Report Period (10/01/2017 - 09/30/2018).

- 5) Once you have completed all of the fields, you will then see a box appear; you can drag and drop multiple files at once into the box or select files one-by-one by clicking “here” within the box.

Report Data Upload

Program Name:


Grantee Name:

Report Name:

Report Period:



Note: To check the status of your uploaded reports, select the plus sign next to *My Upload Process*. The uploaded files will either be in *Pending*, *Saved*, or *Failed*. In order to continue, all uploads should be in *Saved* status. If an Upload status shows as *Failed*, please send the failed XMLs and SmartForms to your [Data & Evaluation Specialist](#) and CSBGData@acf.hhs.gov of the National Association of State Community Services Programs (NASCSPP).

My Upload Status 

Search an item

Show **5** entries

File Name	Status	Date Uploaded	Actions
▼ FY18_VT_M2_BROC_-_Community_Action_in_Southwest_Vermont_162205835.xml	● Pending	04/18/2019 11:52:36 AM	
▼ FY17_TN_M4_Blount_County_Community_Action_Agency_Inc_966721552.xml	● Failed	04/08/2019 05:41:29 PM	
▼ FY17_TN_M2_Blount_County_Community_Action_Agency_Inc_966721552.xml	● Failed	04/08/2019 05:41:08 PM	
▼ AnnualReport_Module2_CFC_04052019.xml	● Saved	04/08/2019 05:29:20 PM	
▼ AnnualReport_Module4_CFC_04042019.xml	● Saved	04/04/2019 10:37:48 PM	

- 6) Once you are done adding all of the XMLs for each Module, return to the OLDC homepage.

Initializing Module 3

- 1) Select **Report Form Entry** from the left hand side of the screen
- 2) Complete the fields within the Form Selection screen, as applicable:
 - a. **Program Name** – select Community Services Block Grant (should come up automatically if you do not administer any other programs)
 - b. **Grantee Name** – select Your State
 - c. **Report Name** – select Module 3 (CSBG Module 3)
 - d. **Reporting Period** – select the plus sign (+) under the **Actions** column next to the FFY2018 reporting period (10/01/2017 – 09/30/2018) [the last option]

NOTE: The Plus Sign is only visible under Google Chrome. If you do not have Google Chrome, scroll over the blue space under actions, and you will see word “edit” appear as a screen tip. Once you see that word, click in that space, and it will initialize the form.

OLDC Home Form Selection

Form Selection

Program Name: Community Services Block Grant

Grantee Name: CT [1 066000798 E4] (1993-2019) CONNECTICUT - No. 01

Report Name: Module 3 (CSBG Module 3)

Show 15 entries Search:

Reporting Period	Type	Report Status	Actions
10/01/2019 - 09/30/2020	Annual		+
10/01/2018 - 09/30/2019	Annual		+
10/01/2017 - 09/30/2018	Annual		+

- 3) This will initialize Module 3 for you and take you to the Report page.

Initializing Modules 2 and 4

- 1) From OLDC home, you will select **Report Form Entry** from the left-hand side of the screen, then select the report Module.
- 2) From the Form Selection screen, select Program Name (Community Services Block Grant); Grantee Name (Your State); Report Name (Module 2 or Module 4).
Reminder: each Module must be submitted separately.

OLDC Home Form Selection

Form Selection

Program Name: Community Services Block Grant

Grantee Name: UT [1 876000545 E2] (1993-2019) UTAH - No. 01

Report Name:

Select a Report Name

Select a Report Name

- Annual Progress (Module - 1)
- CSBG Eligible Entity Master List (CSBG - Master List)
- Expenditures (FFR SF-425)
- Expenditures - Archive (SF-269A)
- Mandatory Grant Application (SF-424 - M)
- Model Plan (CSBG)
- Module 2 (CSBG Module 2)
- Module 3 (CSBG Module 3)
- Module 4 (CSBG Module 4)
- No Property Attachment A (SF-429 A No Property)
- Review (CSBG Model Plan)
- State Plan (CSBG)
- Status Report Attachment A (SF-429 A)
- Status Report Attachment B (SF-429 B)
- Status Report Attachment C (SF-429 C)

- 3) The Report Period will appear, select the appropriate dates. Then Grantee and Subgrantees will appear under the Grantee Status Bar. Click on the Edit icon under Actions (shown as a sheet of paper and pencil).

OLDC Home Form Selection

Form Selection


















Program Name: Community Services Block Grant

Grantee Name: UT [1 876000545 E2] (1993-2019) UTAH - No. 01

Report Name: Module 2 (CSBG Module 2)

Report Period: 10/01/2017 - 09/30/2018

Show 15 entries Search:

Grantee Name	Report Status	Revisions	Grantee Type	Actions
UTAH	Saved	Original	Grantee	  
Uintah Basin Association of Governments	Submitted	Original	SubGrantee	 
Bear River Association of Governments	Submitted	Original	SubGrantee	 
Community Action Services	Submitted	Original	SubGrantee	 
Family Connection Center	Submitted	Original	SubGrantee	 
Five County Association of Governments	Submitted	Original	SubGrantee	 
Six County Association of Governments	Submitted	Original	SubGrantee	 
Southeastern Utah Association of Local Governments	Submitted	Original	SubGrantee	 

Attaching Documents – All Modules

Module 3 SmartForms should be attached to the Module 3 Form.

Modules 2 and 4: Comment fields from XMLs do not carry over to OLDC and will have to be uploaded to OLDC as attachments. As a reminder: the comments for each Module must be submitted separately. One form can be submitted for each Module.

Note: though these images show Module 2, the steps are the same for Modules 2, 3, and 4.

1) From the Report Sections screen, click the View/Add Attachments buttons.

Report Sections

Program Name: Community Services Block Grant
 Grantee Name: UTAH - No 01
 Report Name: Module 2 - CSBG
 Report Period: 10/01/2017 - 09/30/2018

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

Show 30 entries Search:

Section Name:	Perform Action:	Section Status:
Section A	Select Action: Go	Saved
Section B	Select Action: Go	Saved
Section C	Select Action: Go	Saved

Showing 1 to 3 of 3 entries Previous 1 Next

View/Add Attachments Validate Print Full Report

2) Select Choose File (these have to be done one-by-one; we are working to fix this in the future).

Manage Attachments

Form Level Attachments

Local Attachment Choose File No file chosen

Attach File

Cell Level Attachments Form Level Attachments

Show 10 entries Search:

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

Showing 0 to 0 of 0 entries Previous Next

Close

Section A
Section B
Section C

Showing 1 to 3 of 3 entries Previous 1 Next

View/Add Attachments Validate Print Full Report

3) Attach selected file(s). Repeat until all files are uploaded and then click *Close*.

OLDC Home Form Selection Report Sections Report Form Status

Form Level Attachments

[Local Attachment](#) | [Choose File](#) | No file chosen

Attach File

Cell Level Attachments |
 Form Level Attachments

Show 10 entries Search:

File Name	Uploaded Date	Upload Status	Uploaded By	Actions
Test.docx	04/17/2019	Pending	Melania Alicantara1	✖

Showing 1 to 1 of 1 entries Previous 1 Next

Close

[Web Accessibility](#) | [Privacy and Security Notice](#) | [Freedom of Information Act](#) | [Disclaimers](#) | [Feedback](#)

HHS | ACF
 4/12/2019
 04/09/2019

This table displays the sections of the report form and the Selections in the dropdown lists may include:

- Create Section - Indicated by an asterisk (*), copies
- Clear Section Data - Deletes all data saved for that
- Delete Section - Permanently deletes that section
- Edit Section - Opens the form section in a data-entry
- Print Section - Opens a new browser window with the

Show 30 entries

Section A
Section B
Section C

Showing 1 to 3 of 3 entries

Search:

Section Status:

Previous 1 Next

Submitting the Modules – All Modules

After you have added attachments (if applicable), you can validate and submit.

Note: though these images show Module 2, the steps are the same for all four Modules.

- 1) Hit Validate on the Report Sections Screen. This will validate all sections.

OLDC Home Form Selection **Report Sections** Report Form Status


Report Sections

Program Name: Community Services Block Grant
 Grantee Name: Kansas Housing Resources - No. 01
 Report Name: Module 4 - CSBG(196)
 Report Period: 10/01/2017 - 09/30/2018

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** 

Show 30 entries

Section Name:	Perform Action:	Section Status:
Section A: Individual and Family National Performance Indicators (NPIs)	Select Action: <input type="button" value="Go"/>	Saved
Section B: Individual and Family Services	Select Action: <input type="button" value="Go"/>	Saved
Section C: All Characteristics Report	Select Action: <input type="button" value="Go"/>	Saved

Showing 1 to 3 of 3 entries Previous 1 Next

- 2) The submit button will now be visible. Hit Submit and OK to close the popup message.

On-Line Data Collection  [View Help Page](#) [Exit Logging System](#)

strong.grantsolutions.gov says: This will officially submit your report. Do you wish to continue?

OLDC Home Form Selection **Report Sections** Report Form Status

Report Sections

Program Name: Community Services Block Grant
 Grantee Name: Kansas Housing Resources - No. 01
 Report Name: Module 4 - CSBG
 Report Period: 10/01/2017 - 09/30/2018

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** **Submit** 

Show 30 entries

Section Name:	Perform Action:	Section Status:
Section A	Select Action: <input type="button" value="Go"/>	Saved - Validated
Section B	Select Action: <input type="button" value="Go"/>	Saved - Validated
Section C	Select Action: <input type="button" value="Go"/>	Saved - Validated

Showing 1 to 3 of 3 entries Previous 1 Next

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

3) The report status will change to submitted. Hit OK to close the popup message.

On-Line Data Collection

oldcity.grantolutions.gov says
We have received your report. This page shows all reports we have received along with attachments.

OK

Program Name: Community Services Block Grant
 Grantee Name: Kansas Housing Resources - No. 01
 Report Name: Module 2 - CSBG
 Report Period: 10/01/2017 - 09/30/2018

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

Report Submissions:	Report Status:	Status Date:	Report Action:	Print:
View Original	Submitted	04/18/2019	Download Report Revised	HTML, PDF Form Go

Report Status History

Report Submissions:	Rev	Date/Time:	User Name:	Change if known:
Original	Submitted	04/18/2019 08:44:51 PM	Nikita Frazier	
Original	Saved - Validated	04/18/2019 08:30:32 PM	Nikita Frazier	
Original	Saved	02/15/2019 08:44:26 AM	CSBG Test2	
Original	Saved	02/15/2019 08:43:51 AM	CSBG Test2	
Original	Saved	02/15/2019 08:40:21 AM	CSBG Test2	
Original	Saved - Validated	02/14/2019 08:03:18 PM	CSBG Test2	Unsubmitted for edit
Original	Submitted	02/14/2019 04:27:53 PM	CSBG Test2	
Original	Saved - Validated	02/14/2019 04:05:23 PM	CSBG Test2	
Original	Saved - Validated	02/14/2019 04:04:49 PM	CSBG Test2	
Original	Saved	02/14/2019 04:04:40 PM	CSBG Test2	

Showing 1 to 10 of 13 entries

Previous 1 2 Next

Unsubmitting Modules – All Modules

Note: This action should only be taken in the case that you need to provide a revision to a current report.

- 1) From OLDC home, you will select **Report Form Entry** from the left-hand side of the screen.
- 2) From the Form Selection screen, select Program Name (Community Services Block Grant); Grantee Name (Your State); Report Name (Module 2 or Module 4).

Reminder: each Module must be submitted separately.

OLDC Home Form Selection

Form Selection

Program Name: Community Services Block Grant










Grantee Name: UT [1 876000545 E2] (1993-2019) UTAH - No. 01

Report Name: Select a Report Name

- Select a Report Name
- Annual Progress (Module - 1)
- CSBG Eligible Entity Master List (CSBG - Master List)
- Expenditures (FFR SF-425)
- Expenditures - Archive (SF-269A)
- Mandatory Grant Application (SF-424 - M)
- Model Plan (CSBG)
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- Module 3 (CSBG Module 3)
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- No Property Attachment A (SF-429 A No Property)
- Review (CSBG Model Plan)
- State Plan (CSBG)
- Status Report Attachment A (SF-429 A)
- Status Report Attachment B (SF-429 B)
- Status Report Attachment C (SF-429 C)

- 3) The Report Period will appear, select the appropriate dates. Then Grantee and Subgrantees will appear under the Grantee Status Bar. On the first line (the overall state report) – click on the *Report Status* icon under Actions (shown as a bar graph)

Show 15 entries Search:

Grantee Name	Report Status	Revisions	Grantee Type	Actions
FLORIDA	Submitted	Original	Grantee	  
Community Action Program Committee, Inc.	Submitted (Revision #1)	Revision #1	SubGrantee	  
Economic Opportunities Council of Indian River County, Inc.	Submitted (Revision #1)	Revision #1	SubGrantee	  

4) This will take you to the Report Status page. Select unsubmit.

Program Name: Community Services Block Grant
Grantee Name: Alabama - No. 01
Report Name: Module 2 - CSBG
Report Period: 10/01/2017 - 09/30/2018

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

Report Form Status				
Report Submissions:	Report Status:	Status Date:	Report Action:	Print:
View Original	Submitted	04/30/2019	Unsubmit Report Review	HTML Print Form <input type="button" value="Go"/>

Original File Attachments



5) This will change the status to *Saved – Validated*. Return to the Form Selection screen OLDC homepage.

- a. Next, follow the instructions for **Uploading XMLs** on page 2.
Note: You do not need to re-upload all of the XMLs, just those that have a revision or that were not previously submitted.
- b. Once you have completed the steps for **Uploading XMLs**, you will then have to re-submit your Module at the state level. Follow the instructions for **Submitting the Modules – All Modules** on page 8.