

Model State CSBG Plan Submission
Webinar Q & A
Responses from the Office of Community Services
7/29/2015

1. **When will we be able to log in to OLDC?** The Online Data Collection system, (OLDC) will open on August 5, 2015. Prior to entering data into the system, OCS encourages States to attend the **CSBG Model State Plan Technical System Training** on Thursday, August 6, 2015 from 1:00 PM to 2:30 PM ET.

To join the training:

- Step 1:** Join the Adobe Connect (Online) Meeting <http://hhs.adobeconnect.com/csbgoldc/>
Select the radio button Enter as a Guest
Enter your name
Click the Enter Room button

Step 2: Conference Phone Number

Dial: 800-369-1850

Passcode: 5594393

2. **Can we work in the OLDC system, save our information and return later to continue working throughout the month of August?** Yes, the system will allow States to enter data, save information and return later to complete working. Details on the process will be shared during the Technical System training, which States are strongly encouraged to attend.
3. **Will anyone be available to assist States with the OLDC system?** In addition to assistance from the OLDC Help Desk, our National Office team is poised to help States with technical issues and password resets. Our CSBG technical assistance team members for this plan submission period are Monique Alcantara and Niki Frazier, whose contact information is posted on today's webinar slides.
4. **Will today's webinar be available?** Yes, today's webinar will be posted in several locations, including the OCS website, the OLDC Technical Assistance web page and on the National Association for State Community Services Program's website. Please see the links below:
 - **NASCSP Resources on the CSBG Model State Plan** (archive of past webinars, links, and OCS Information Memoranda and Dear Colleague Letters) <http://nascsp.org/CSBG/929/Model-State-Plan-Information.aspx?iHt=14>

- **CSBG Resources on OLDC System**

Page <https://extranet.acf.hhs.gov/oldcdocs/materials.html>

5. **Has the CSBG Model State Plan been approved?** Yes. OCS is pleased to announce that the CSBG Model State Plan and the CSBG automated application were fully approved by the Office of Management and Budget on July 29, 2015. This is an historic advancement in the history of the Community Services Block Grant and we thank the entire network for your participation and input into the process.
6. **Please repeat the options regarding the Annual Report submission.** Section 678E(a)(2) of the CSBG Act requires all States to prepare and submit an annual report on the activities and performance of the State and State's eligible entities. **There are two options for compliance:**
 1. Provide a written narrative annual report that meets all requirements of the CSBG Act signed by the State Designated Official or State CSBG point of contact and sent via email to your Program Specialist.
 2. At least 15 days ahead of the September 1 application deadline, send an official letter to NASCSP, copied to OCS and signed by the State Designated Official or State CSBG point of contact, asking that NASCSP provide an electronic copy of the final approved CSBG Information Survey (IS) report directly to OCS. This will serve as the State's annual report.
7. **Were there any changes to the CSBG Model State Plan which we received May 20, 2015?** No. The May 20, 2015 draft version of the Model State CSBG Plan is now the final approved version of the CSBG Model State Plan. A final version of the document will be sent out with the Information Memorandum for FY '16 State Plans.
8. **Will the OLDC Technical Assistance webinar be posted if we cannot participate in the training next week?** Yes, it will be made available online immediately following the webinar.
9. **When will DSA begin the review process?** The review process will begin after the September 1, 2015 deadline.
10. **I used the model plan distributed for our Public Hearing...can we upload it? Or will we need to re-enter the data?** The new CSBG automated plan is mostly a data entry system, but certain questions will allow the option of uploading attachments. It will be possible, if you have used a Microsoft Word document, to cut and paste text into the application

11. **Is there a print option in OLDC where the plan can be printed in whole after the data is entered?** Yes, you will be able to print the entire State Plan after the information is entered into the system. More details on the process will be provided during next week's technical training.

12. **Are there minimum requirements for public comment based on the short turnaround this year?** There are no minimum requirements for public comment other than those that are contained within the CSBG Act. For more specific questions, please contact your OCS CSBG Program Specialist.