Adding Attachments to the Model State Plan

Within the CSBG Model State Plan, there are questions that require additional information and request attachments. In order for documents to be attached and opened properly, please consider using the following naming convention:

- The name of the attachment should include the question number and the subject of the document. The subject of the document could be the header of each question. For example, Question 1.3 requests an attachment, as follows:

  The recommended name for the attachment would be: 1.3 Designation Letter.

- No special characters should be added to the name of the document.
- Preferably attachments should be in PDF format and not password protected.

Cloning

As you may recall from submitting your FY2017 State Plans, cloning allows for the previous fiscal year’s State Plan information to be copied as the starting point for the current fiscal year. Each question should be reviewed for accuracy.

While states may begin entering data into OLDC, plans may not be officially submitted until August 1, 2017. Before that date, states will receive an error message. After August 1, 2017, the error message will be turned off, and then states must re-validate the plan in order to submit.

The FY 2017 CSBG Model Plan can be cloned from Step 5 on the Report Form Entry screen:
**Submitting the SF-424M Separately (Group C)**

For States within Group C (see IM XX Attachment B) that have no modifications or additions to their FY 2016 State Plan, there is an option for solely submitting the SF-424M for FY 2017. The SF-424M can be submitted through Step 3 through the Report Form Entry screen:

![Image of SF-424M submission process](https://example.com/sf-424m-screen.png)

**Skip Logics**

As a reminder, the CSBG Model Plan now includes skip logic. This new feature will hide questions that only need to be answered dependent on the answer to your previous question.

For example, Item 2.3 only needs a response if “yes” is chosen for Items 2.1 and/or 2.2. If “yes” is chosen for either or both 2.1 and 2.2, then 2.3 will appear. If “no” is chosen for both 2.1 and 2.2, then 2.3 will remain hidden.