

Model State CSBG Plan Submission
Office of Community Services
OLDC Technical Webinar Q&A
August 6, 2015

- 1. How do we ensure that our division director has access to certify the plan?** Please provide your division director's name and email to Niki Frazier at nikita.frazier@acf.hhs.gov. She will be able to check whether they have access to the CSBG Model State Plan, and their role. If access has not been granted, you will be provided with the OLDC access form for completion. Once submitted and pending no further action, access may be granted within one business day.
- 2. Can two users with appropriate roles enter data simultaneously on the Model State Plan (MSP)?** Yes, two users with administrator or data entry roles can enter data simultaneously into the MSP. However, two users will not be able to work within the same section simultaneously.
- 3. Does the 2500 character limit for text boxes include spaces?** Yes, the 2500 character limit includes all letters, spaces, special characters and extra lines (i.e. hitting the enter button).
- 4. What file types are we able to attach?** Allowable files include .TXT; MS Office 2003 (.DOC, .PPT, and .XLS); MS Office 2007/2010 (.DOCX, .PPTX, AND .XLSX); Images (.GIF, .JPG, and .JPEG), and PDFs. The name of the documents that are being attached should not include any special characters, such as the pound sign (#) or a slash (/).
- 5. What is the file size limit?** The file size limit is 10 megabytes or 10MB.
- 6. If a file is over 10MB, could we alternatively post a link to where the information is on our website?** Depending on which question that you respond to within the Model State Plan, hyperlinks to information on websites are an acceptable response. For example, as part of Section 2, Question 2.3, states may submit a hyperlink in response. For additional clarification, please contact your OCS program specialist.
- 7. Is there a limit on the number of attachments?** No, there is no limit on the number of attachments.
- 8. Where can the SF-424M be found in the new Model State Plan (MSP) on the Online Data Collection System (OLDC)? Is the SF-424M submitted separately?** The SF-424M for CSBG State Plan submission is now included within the Model State Plan in the OLDC system and has been titled "Cover Page (SF-424M)." States must submit SF-424M as part of the Model State Plan.

For territories and tribes, please use the singular Mandatory SF-424 form that can be completed without Model State Plan entry.

- 9. Under the Cover Page (SF-424M), when it says “attach per agency instructions,” have instructions been sent about what documents need to be attached?** There is no required attachment for the SF-424M by the Office of Community Services.
- 10. Can OCS remove the option to add an attachment to the Cover Page (SF-424M) to avoid confusion for the authorizing official?** No. Unfortunately this option can’t be removed in this year’s process. The SF-424M is a federal Office of Management and Budget (OMB)-approved form and OCS is unable to alter any aspect of the approved form at this time.
- 11. Within the Cover Page (SF-424M), will all the roles see the certify button?** No. Only the authorized official and grant administrator will be able to see the button enabling certification. Additionally, the certify button will only appear after the plan is validated with no errors.
- 12. It appears that States can only enter a single or one-year fiscal reporting period. This seems inconsistent for States submitting a two-year plan. Please advise.** The OLDC system only allows for a one-fiscal year reporting period. However, this does not affect States submitting a two-year plan. When selecting the reporting period, choose the upcoming 2016 fiscal year (October 1, 2015 – September 30, 2016). Within the Cover Page (SF-424M) form, please select whether you are completing a one- or two-year plan. Please see the following chart for further instruction on making the appropriate selection within the Cover Page (SF-424M) in regards to your plan length.

Plan Length	1.a. Type of Submission	1.b. Frequency	1.d. Version
One-Year Plan	Plan	Annual	Initial
Two-Year Plan	Plan	Other (2 Year)	Initial

- 13. When completing Table 5.1 under Section 5, if an agency is a public agency, does it have to be a Local Government Agency or can you choose Community Action Agency?** The template in OLDC does allow a Local Government Agency to be identified as a Community Action Agency. As a general rule, a public agency that has been identified as a Community Action Agency in prior CSBG Information Survey submissions would likely be labeled in this way in these new forms. While procedures for officially designating a Community Action Agency differ in each State, only those public agencies that are specifically identified as Community Action Agencies (e.g. in their organizational title, the agency mission, or another official local or state designation process) should be identified as Community Action Agencies in Table 5.1. Please reach out to your OCS program specialist for further assistance to address this question as necessary.
- 14. How and where do we add the signed assurance of collaboration with faith based**

organizations as described in IM-141? In the Model State Plan, all assurances will be found in Section 14. The faith-based organization assurance as described in IM 141 can be found in Section 9, Question 9.6.

- 15. Does the certifying official have to complete Sections 14 and 15, or by certifying the document show that they are in agreement?** By certifying the account, the certifying official shows that they are in agreement with the assurances (Section 14) and certifications (Section 15).
- 16. Should you only validate after all sections are completed? Or are you able to validate as often as is necessary?** It is possible to validate as often as necessary. However, please be aware that a validation will be performed for the entire plan, which means that error messages will appear for any sections that have not yet been completed. OCS recommends validating after you have completely filled out the plan, or at most after each section. If you do choose to validate after each section, however, errors will show for subsequent sections even if you have not yet gone into that section. All errors will clear after you complete the questions, and re-validate. Remember to save after each section.
- 17. Is validation just an opportunity to error/omission check?** Yes, the “validate” option is an opportunity to conduct an error and omission check. In order for you to be able to submit your application, all errors must be cleared from the application. Validating at the end of the process allows you to know that you have completely filled out an error-free plan.
- 18. On “print” will we see a list of all attachments?** No, at this time, you will not see the list of attachments. To see a list of attachments submitted as part of your plan, please click the “View/Add Attachments” button located at the top and bottom of every section within the CSBG MSP, and within the “Report Sections.”
- 19. Can you periodically check the status of the report after submission for errors and comments from OCS?** Yes, states will be able to check the status of plan review and acceptance throughout the process by viewing the “Report Form Status Page.” Additionally, you will receive an automatically-generated email from the system each time the status changes.
- 20. I have completely entered my plan and am having some issues. How should I proceed?** Please send any issues that you are having to both Monique Alcantara at melania.alcantara@acf.hhs.gov and Niki Frazier at nikita.frazier@acf.hhs.gov. When emailing, please include the MSP question number, and any possible screen shots of error messages.
- 21. When I try to switch to the new home page, it won't let me enter using either Internet Explorer or Chrome. Help!** If this happens, please send an email to both Monique Alcantara at melania.alcantara@acf.hhs.gov and Niki Frazier at nikita.frazier@acf.hhs.gov. OCS staff will be in contact shortly after to assist you in changing over to the enhanced home page.
- 22. While completing the plan, I notice that the options provided do not accurately represent what I need to provide. Is there any way to make changes at this point in the process?**

The content of the Model State Plan has been approved by the Office of Management and Budget for a three-year period and is unable to be changed. Although OCS has worked to include all information needed for submission of a complete CSBG plan, the OLDC system does allow States to upload additional documents in several sections. If you have significant issues or concerns about where to provide specific information relevant to your State plan, please contact your OCS Program Specialist for further consultation.

23. If we are one of the states that submitted a two-year plan last year, and are submitting an updated second year plan, when completing the Table 7.9, do we choose FY1 or FY2 when filling out data? Fiscal Year Two data should be selected to complete Table 7.9. States should complete Table 7.9, using data from its currently accepted two-year plan, if applicable. You may also provide Fiscal Year One data; however, it is not required.

24. How should States with currently approved 2-year plans fill out the 1.a., 1.b., and 1.d. within the Cover Page (SF-424M)? States with currently approved two-year plans should refer to the chart below for how to complete the Cover Page (SF-424M):

Plan Length	1.a. Type of Submission	1.b. Frequency	1.d. Version
Currently Approved 2-Year Plan Holders	*Other (2 Year)	*Other (2 Year)	*Update

25. Will the online state plan compensate for those 13 states who may submit a partial plan? Or will it pop up with all the errors for the sections that are not filled in? If you are from one of the 13 States with an existing two-year plan--and complete the Cover Page (SF-424M) as noted above--only the appropriate validations will appear within the plan for those 13 states. Only the 13 states who have previously been notified should complete the Cover Page (SF-424M) as noted above.