

CSBG Tribal Annual Report Submission Process

OFFICE OF COMMUNITY SERVICES
NOVEMBER 21, 2019



Agenda

- Introductions
- CSBG Annual Report Requirement
- Annual Report Submission Process



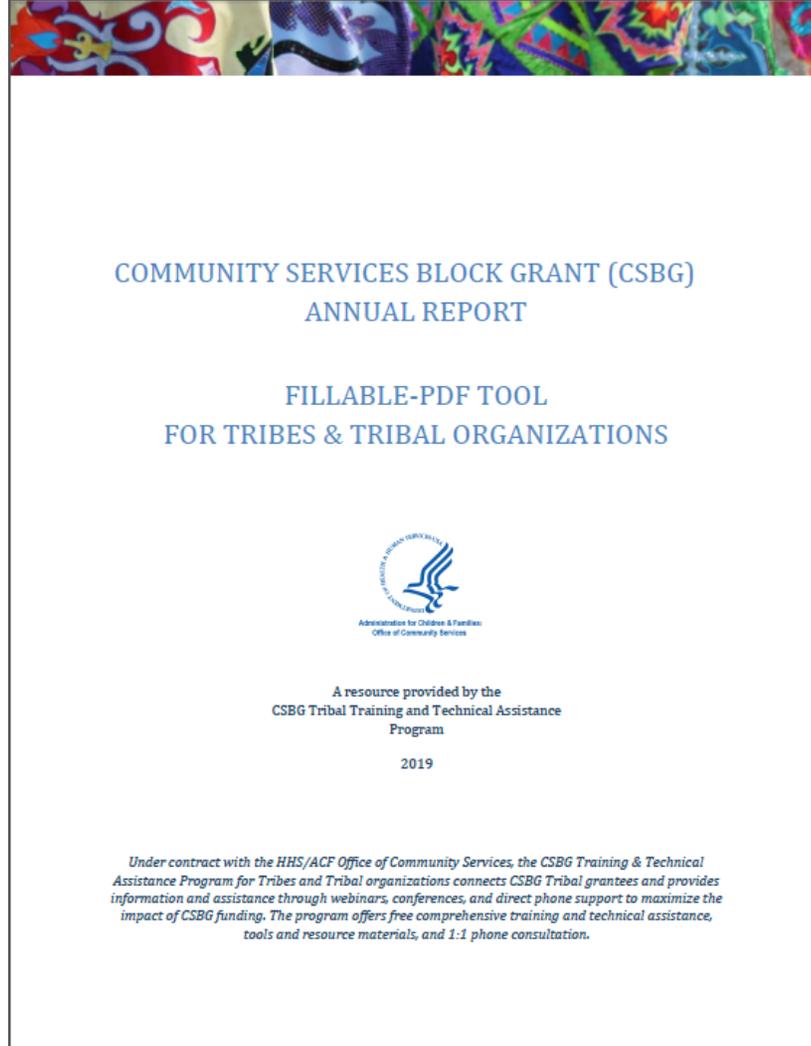
Annual Report Requirement

- CSBG Act Section 678E(a)(2) ANNUAL REPORT.— Each State shall annually prepare and submit to the Secretary a report on the measured performance of the State and the eligible entities in the State...
- Due December 30, 2019
- Annual Report should detail the following:
 - (a) An accounting of how funds were spent on the delivery of services;
 - (b) Information on the number of and characteristics of clients served;
 - (c) How the CSBG program met its goals and objectives;
 - (d) Information on the types of projects/activities supported by CSBG funds;
 - (e) Information on CSBG accomplishments; and
 - (f) Outcome data that addresses progress toward the implementation of the CSBG national goals.



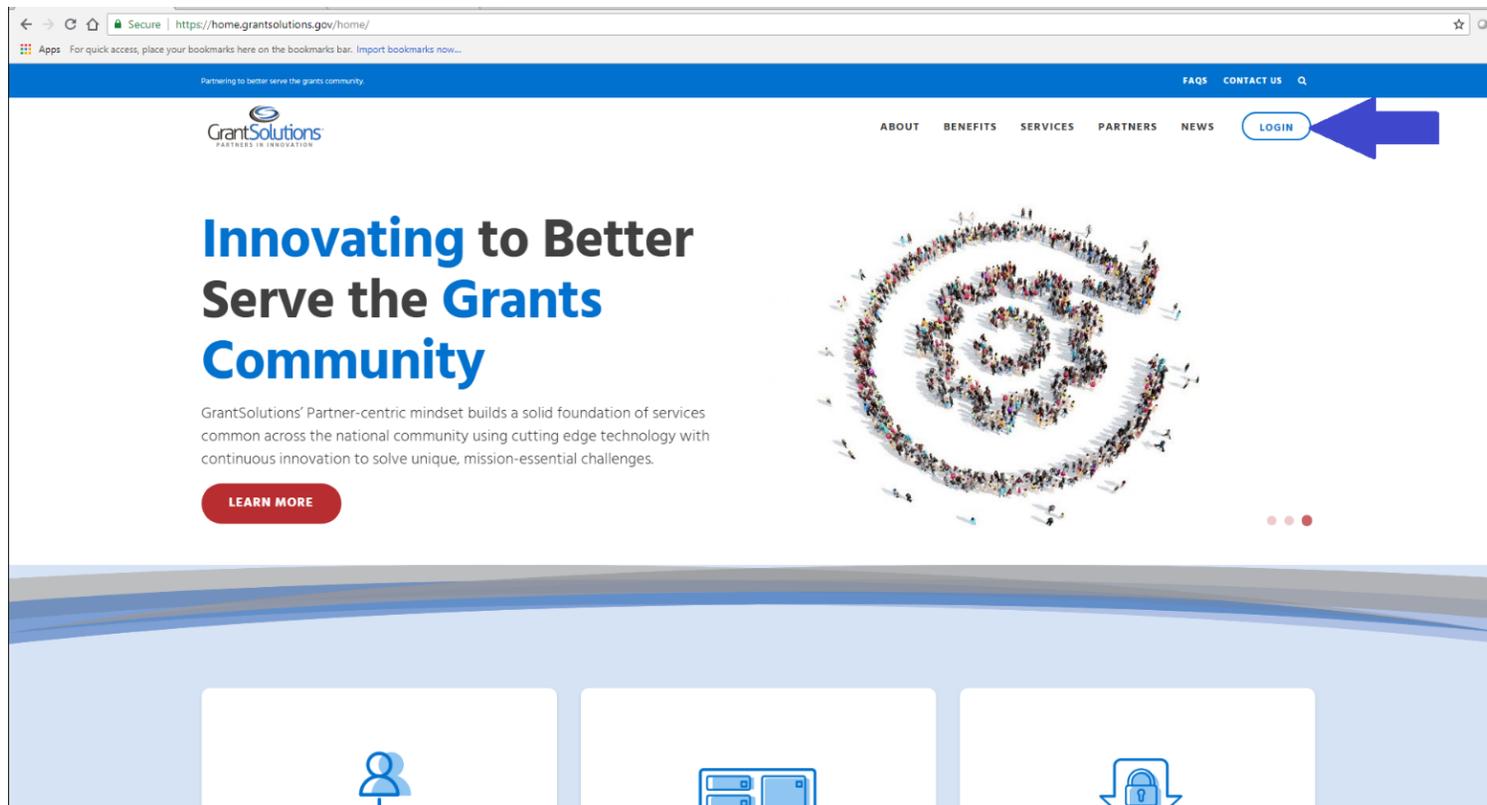
Annual Report Fillable Tool and Guide

CSBG FY19 Annual Report Fillable-PDF



Logging In

- After entering the website, <https://home.grantsolutions.gov/home/>, the GrantSolutions homepage displays.
- Click **Login**.



Logging In

- From the GrantSolutions Login screen, enter your username and password.
- Click the **Log In** button.

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GrantSolutions
PARTNERS IN INNOVATION

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Login

ALERT from SAM.gov : Notarized letter appointing the authorized Entity Administrator for both existing and new entities is needed before your SAM.gov registration will be activated or renewed.

Maintenance Schedule
Next Downtime 03/02/2019

Current Issues
Updated 02/13/2019

Username:

Password:

LOG IN **PIV**

Having trouble logging in?
[Request a New User Account](#)

Unauthorized Access Warning

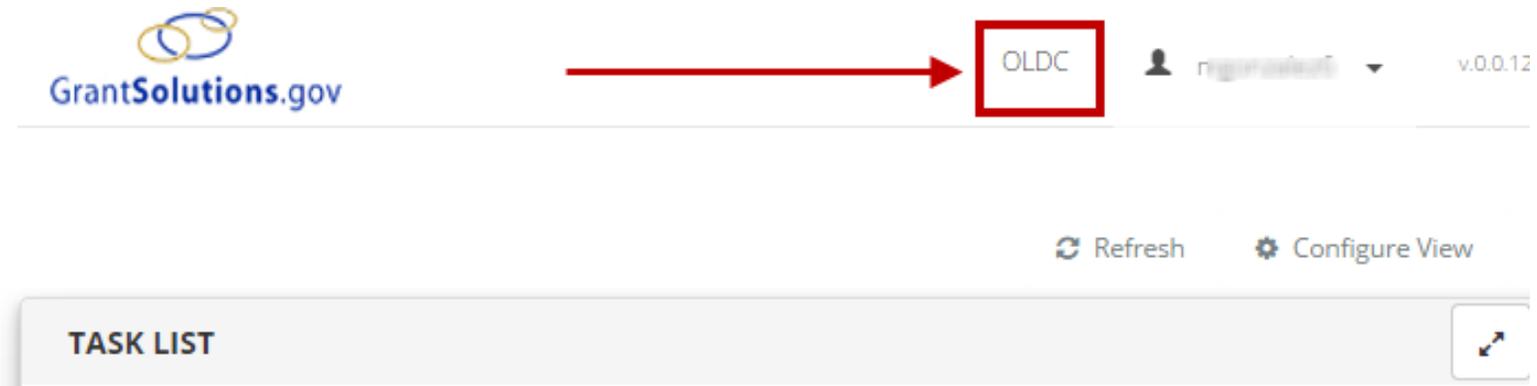
You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
 - You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system. At any time, and for any lawful Government purpose, the Government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.
 - Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.

 **ADMINISTRATION FOR CHILDREN & FAMILIES**

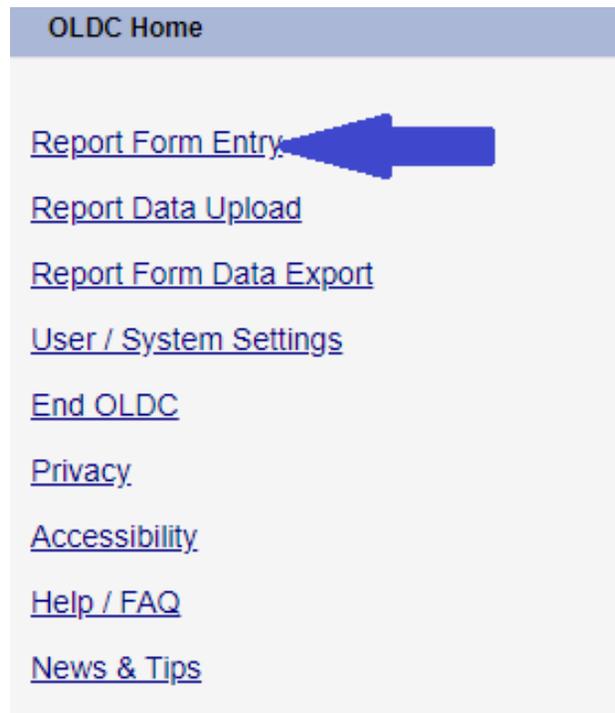
Accessing OLDC

- The “GrantSolutions – Portal” screen appears.
- From the menu bar, select **OLDC**.



Accessing the SF-424M

From the enhanced Home page, click **Report Form Entry** tab on the left side of the page.



Accessing the SF-424M

➤ From the Form Selection screen, complete each field:

1. Program Name: Community Services Block Grant
2. Grantee Name: Your Tribe
3. Report Name: Mandatory Grant Application (SF-424-M)
4. Click on the paper icon (Revise) under Actions to the right of the correct Reporting Period: (October 1, 2018 – September 30, 2019)

Form Selection

Program Name:

Grantee Name:

Report Name:

Show entries Search:

◀ ◀ 1 ▶ ▶ ▶

Reporting Period	Type	Report Status	Actions
10/01/2019 - 09/30/2020	Annual	Submitted	   
10/01/2018 - 09/30/2019	Annual	Submitted	   
10/01/2017 - 09/30/2018	Annual	Submitted (Revision #1)	   

Note: A green arrow points to the document icon in the Actions column for the reporting period 10/01/2018 - 09/30/2019.



Updating the SF-424M

- Select “Plan”, “Other” and “Update”.
- Enter “2019 Annual Report” in the text box.

Form Selection Report Report Form Status

Program Name: Community Services Block Grant
Grantee Name: AZ-MN-UT Navajo - No. 01
Report Name: Application SF-424M Revision # 1
Report Period: 10/01/2018 - 09/30/2019
Report Status: Initialized

Report Progress

Initialized Edit-Saved Validated Certified

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

APPLICATION FOR FEDERAL ASSISTANCE
SF - 424 - MANDATORY

<p><u>* 1.a. Type of Submission:</u></p> <p><input checked="" type="radio"/> Plan </p> <p><input type="radio"/> Funding Request</p>	<p><u>* 1.b. Frequency:</u></p> <p><input type="radio"/> Annual</p> <p><input checked="" type="radio"/> Other </p> <p><u>* Other (Specify)</u> 2019 Annual Report</p>	<p><u>* 1.c. Consolidated Application/Plan/Funding Request?</u></p> <p><u>Explanation:</u></p> <p><u>2. Date Received:</u></p> <p><u>3. Applicant Identifier:</u></p> <p><u>4a. Federal Entity Identifier:</u></p> <p><u>4b. Federal Award Identifier:</u></p>	<p><u>* 1.d. Version:</u></p> <p><input type="radio"/> Initial</p> <p><input type="radio"/> Resubmission</p> <p><input type="radio"/> Revision</p> <p><input checked="" type="radio"/> Update </p> <p><u>State Use Only:</u></p> <p><u>5. Date Received By:</u></p> <p><u>6. State Application:</u></p>
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Attaching Report

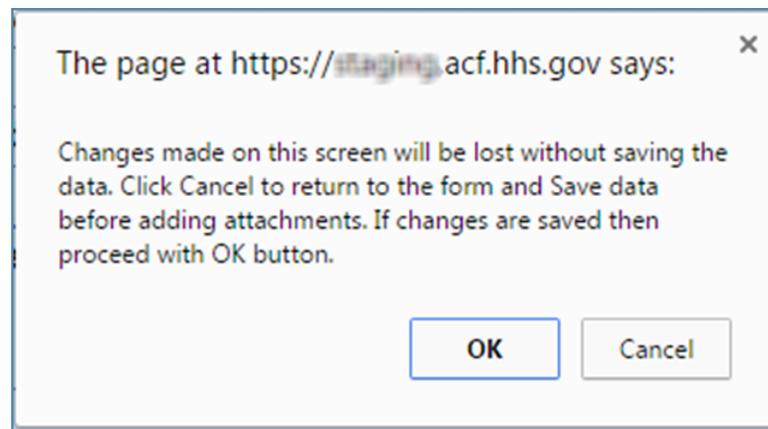
- All documents must be attached by clicking the paperclip icon in the field “Attach supporting documents as specified in agency instructions.”
- Convert annual report document to PDF before uploading in OLDC.
- Ensure document is not encrypted or password protected.
- Document file size cannot exceed 10MB.

18a. Typed or Printed Name and Title of Authorized Certifying Official	18c. Telephone (area
18b. Signature of Authorized Certifying Official	18d. Email Address
Attach supporting documents as specified in agency instructions	18e. Date Report Sub
	



Attaching Report

- The pop-up message “Changes made on this screen will be lost without saving the data” appears. Click **OK** to continue or **Cancel** to return to the section page.
 - The pop-up message appears even if the data is already saved.
 - The pop-up message will appear every time you navigate away from a section.



Attaching Report

- The “Cell Level Attachments” screen appears.
- Click the **Choose File** button.
- Select the applicable file and click the **Open** button.
- The “Cell Level Attachments” screen reappears with the file name shown.
- Click the **Attach File** button.

The screenshot displays the 'Manage Attachments' interface. At the top, there is a 'Cell Level Attachments' section with a red instruction: 'Attach supporting documents as specified in agency instructions.' Below this, there are links for 'Local Attachments' and a 'Choose File' button, which is highlighted with a red box. To the right of the 'Choose File' button is the text 'No file chosen' and an 'Attach File' button.

Below the 'Choose File' button, there is a 'Cell Level Attachments' tab and a 'Form Level Attachments' tab. The 'Cell Level Attachments' tab is active, showing a table with columns: 'Cell Location', 'File Name', 'Uploaded Date', 'Upload Status', 'Uploaded By', and 'Actions'. The table is currently empty, with the message 'No data available in table' and 'Showing 0 to 0 of 0 entries'. There are 'Previous' and 'Next' navigation buttons and a 'Close' button.

Below the table, there is a 'GrantSolutions Privacy Policy Notice' section with the text: 'No Personally Identifiable Information (PII) should be uploaded into GrantSolutions.'

Overlaid on the interface is a Windows File Explorer window showing the 'This PC > Documents > Training Docs' path. The file 'Test.pdf' is selected, with details: '6/13/2019 11:53 AM', 'Adobe Acrobat D...', and '32 KB'. The 'File name' field in the File Explorer shows 'Test.pdf' and the 'Open' button is highlighted with a red box.



Attaching Report

- Screen will show that the file is uploading
- A popup will appear announcing the start of a virus scan of the uploaded document(s)
- Click **OK**

Cell Level Attachments

Attach supporting documents as specified in agency instructions.

Local Attachment: Test.pdf

Uploading ...

Cell Level Attachments | Form Level Attachments

Show 10 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.

test.grantsolutions.gov says

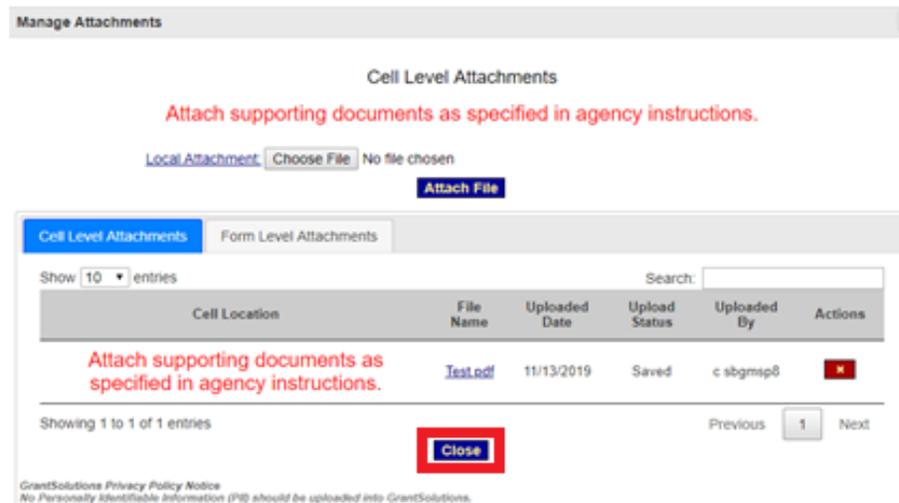
The file is successfully uploaded. Once the virus scan is complete, the Uploaded Status will change from Pending to Saved.

Note: The form cannot be Certified or Submitted until all attachments are in the Saved status.



Attaching Report

- The “Cell Level Attachments” screen refreshes and the document is attached.
- The *Attachments for* table contains the following columns:
 - **Cell Location:** Cell to which the document was attached.
 - **File Name:** Document name link. Click the link to open the attachment.
 - **Date Received:** Date file attached.
 - **Delete:** Click **checkbox** and then click the **Deleted Selected File(s)** button to remove the attachment.
- Repeat the previous steps to attach additional documents, if necessary.
- Click **Close** once all documents are attached



The screenshot shows a web application window titled "Manage Attachments". Inside, there is a section for "Cell Level Attachments" with a red instruction: "Attach supporting documents as specified in agency instructions." Below this, there are options for "Local Attachment" and "Choose File" (with "No file chosen" text), and an "Attach File" button. A table titled "Cell Level Attachments" is displayed, showing one entry. The table has columns for Cell Location, File Name, Uploaded Date, Upload Status, Uploaded By, and Actions. The entry shows a red instruction in the Cell Location column, a link "Test.pdf" in the File Name column, the date "11/13/2019" in the Uploaded Date column, "Saved" in the Upload Status column, "c_sbgmsp8" in the Uploaded By column, and a red delete icon in the Actions column. Below the table, there is a "Close" button and pagination controls showing "Showing 1 to 1 of 1 entries" and "Previous 1 Next". At the bottom, there is a small privacy notice: "GrantSolutions Privacy Policy Notice No Personally Identifiable Information (PII) should be uploaded into GrantSolutions."

Cell Location	File Name	Uploaded Date	Upload Status	Uploaded By	Actions
Attach supporting documents as specified in agency instructions.	Test.pdf	11/13/2019	Saved	c_sbgmsp8	



Validating Report

- From the Report screen, click the **Validate** button.



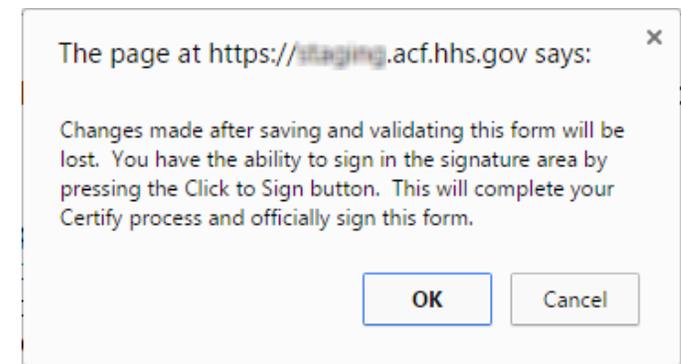
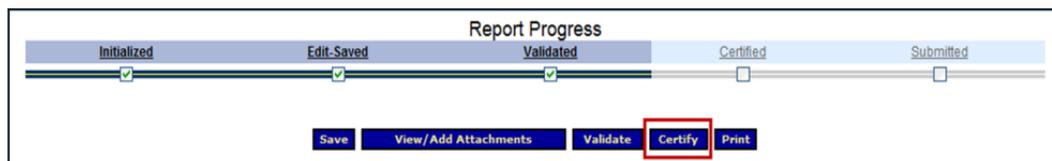
Validating Report

- **Saved -- Validated:** There are no errors and the form is ready to be certified.
- **Validated -- with Warnings:** The report form is saved and validated and there are some errors on the saved form. However, these errors are allowable and the report may still be submitted.
- **Saved with Errors:** An error message appears at the top of the form. Reports with errors cannot be certified and have the status “Saved with Errors”. Errors must be corrected.



Certifying Report

- After a report form has been successfully saved and validated, a person with the appropriate role can Certify the report form with a digital signature.
 - When clicking the Certify button, the following message appears: “Changes made after saving this form will be lost. You have the ability to sign in the signature area by pressing the **Click to Sign** button. This will complete your Certify process and officially sign this form.”
 - Click **OK**.



Certifying the Report

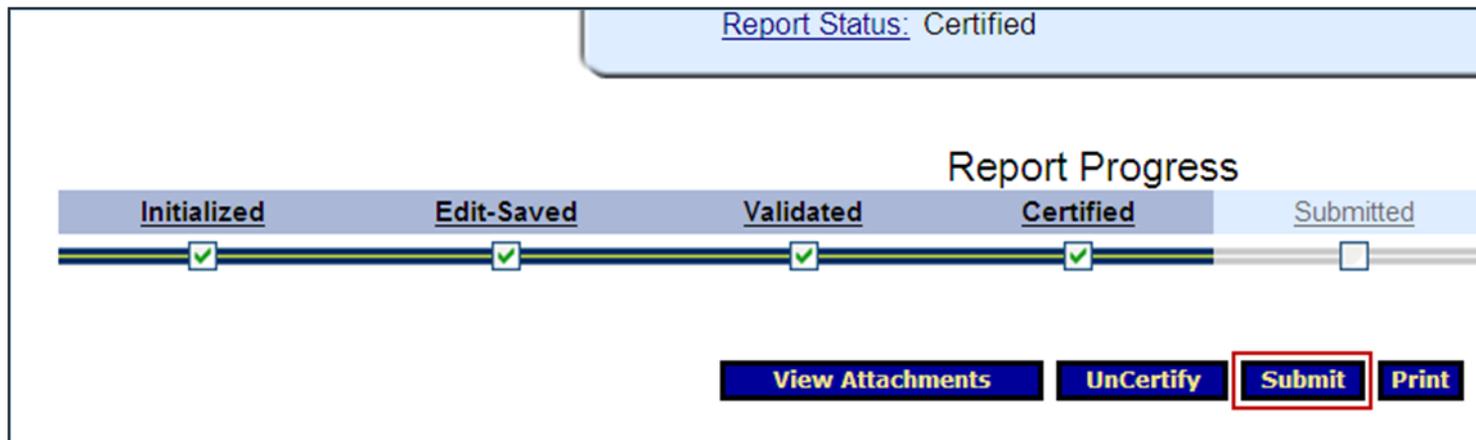
- The screen jumps to the Certification section. Click the **Click to Sign** button.

<u>specific instructions.</u>	
<u>18a. Typed or Printed Name and Title of Authorized Certifying Official</u>	<u>18c. Telephone (area co</u>
	<u>18d. Email Address</u>
<u>18b. Signature of Authorized Certifying Official</u>	<u>18e. Date Report Submit</u>
	
Attach supporting documents as specified in agency instructions. 	
    	



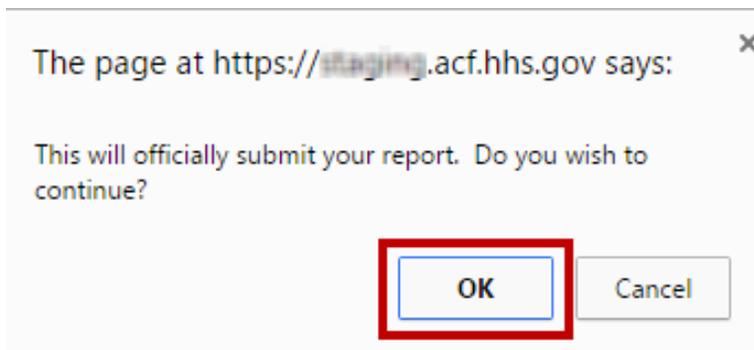
Submitting the Report

- When the form is electronically signed, it displays a Certified status.
- An **UnCertify** button is available in case there is a need to return to the report for editing.
- The report form is now ready to be submitted. Only a person with the role “Submit” has the Submit button. Click **Submit** to officially send the report to ACF.



Submitting the Report

- The “This will officially submit your report to ACF. Do you wish to continue” message displays. Click **OK**.
- After submitting a report form, the “Report Form Status” screen appears.
 - The message “We have received your report. This page shows all reports we have received along with attachments” displays. Click **OK**.



OLDC Home Form Selection Report Form Status

Program Name: Community Services Block Grant
Grantee Name: AZ-MN-UT Navajo - No. 01
Report Name: Application SF-424M
Report Period: 10/01/2018 - 09/30/2019

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 Revision # 1	Submitted	11/13/2019	Unsubmitted Report	HTML Print Form <input type="button" value="Go"/>
View Original	Submitted with Warnings	11/13/2019		HTML Print Form <input type="button" value="Go"/>

Revision # 1 File Attachments

Attachment Type:	File Name:	Uploaded Date:	Upload Status:	Uploaded By:
Attach supporting documents as specified in agency instructions.	Test.pdf	11/13/2019	Saved	c.sbgmsp8

Original File Attachments

Attachment Type:	File Name:	Uploaded Date:	Upload Status:	Uploaded By:
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Report Status History

Report Submissions:	Report Action:	Date/Time:	User Name:	Change (if known):
Revision # 1	Submitted	11/13/2019 04:26:32 PM	c.sbgmsp8	
Revision # 1	Certified	11/13/2019 04:26:22 PM	c.sbgmsp8	Signed as Authorized Official
Revision # 1	Saved - Validated	11/13/2019 04:25:44 PM	c.sbgmsp8	
Revision # 1	Initialized	11/13/2019 11:55:03 AM	c.sbgmsp8	
Original	Submitted with Warnings	11/13/2019 11:51:27 AM	c.sbgmsp8	
Original	Certified - with Warnings	11/13/2019 11:51:08 AM	c.sbgmsp8	Signed as Authorized Official
Original	Validated - with Warnings	11/13/2019 11:50:46 AM	c.sbgmsp8	



CSBG Federal Staff Contacts

- **For report content questions, contact:**
 - Isaac Davis, Program Specialist: Isaac.Davis@acf.hhs.gov
 - Jane Golden, Tribal Liaison: Jane.Golden@acf.hhs.gov
- **For OLDC technical questions, contact:**
 - Monique Alcantara: Melania.Alcantara@acf.hhs.gov
 - Niki Frazier: Nikita.Frazier@acf.hhs.gov

Also copy CSBGTribes@acf.hhs.gov to ensure prompt response.



Questions

