CSBG Model State Plan FY 2017
ATTACHMENT A
Online Data Collection (OLDC) Technical Updates

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:

1.3.Designation Letter:
  Attach the State's official **CSBG designation letter.** *If either the governor or designated agency has changed, update the letter accordingly.* 📋

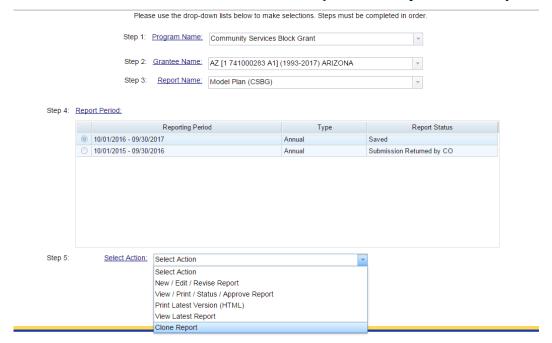The recommended name for the attachment would be: 1.3 Designation Letter.

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

Cloning – New Feature

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. Additionally, the plan will have to be reviewed and re-validated before submission.
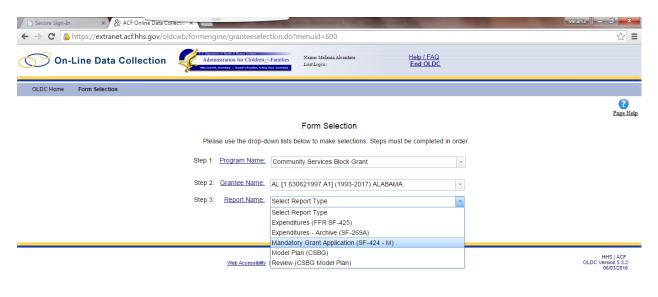
An additional error will be added to the State Plan that will prevent the user from validating. This error will block submission of the plan until August 1, 2016. After which, the plan can be re-validated to allow for submission.

The FY 2017 CSBG Model Plan can be cloned from *Step 5* on the Report Form Entry screen:

Please use the drop-down lists below to make selections. Steps must be completed in order.

Step 1: Program Name: Community Services Block Grant

Step 2: Grantee Name: AZ [1 741000283 A1] (1993-2017) ARIZONA

Step 3: Report Name: Model Plan (CSBG)

Step 4: Report Period:

	Reporting Period	Type	Report Status
◉	10/01/2016 - 09/30/2017	Annual	Saved
○	10/01/2015 - 09/30/2016	Annual	Submission Returned by CO

Step 5: Select Action: Select Action

Select Action
New / Edit / Revise Report
View / Print / Status / Approve Report
Print Latest Version (HTML)
View Latest Report
Clone Report

Submitting the SF-424M Separately (Group C)

For States within Group C (see IM 147 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:

Skip Logics – New Feature

A new feature has been added to the online Model Plan. 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.