# Submitting the CSBG Eligible Entity Master List

# Introduction

As a reminder, every state must have an up to date CSBG Eligible Entity Master List **submitted** within OLDC. The state only has to revise the CSBG Eligible Entity Master List when there is an update to the eligible entities within the state. The Authorized Official is not required to certify the CSBG Eligible Entity Master List. Upon completing the CSBG Eligible Entity Master List, be sure to validate, and then click submit. While the Data Entry person can validate, only the Grant Administrator can submit.

This document primarily focuses on the possible actions for submitting the CSBG Eligible Entity Master List:

- Creating a new CSBG Eligible Entity Master List (not required)
  - Creating a new CSBG Eligible Entity Master List
  - Adding an Eligible Entity
- Revising the CSBG Eligible Entity Master List
  - o Un-submitting a previously submitted Master List
  - Revising an Eligible Entity Entry
- Submitting the CSBG Eligible Entity Master List

Please click the links below to jump ahead as necessary.

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# I. Submitting a new CSBG Eligble Entity Master List

All states submitted their original CSBG Eligible Entity Master List in 2018. No state is required to submit a new form unless their EIN changes, and therefore, they are required to report under a new *Grantee Name*.

## i. Creating a New CSBG Eligible Entity Master List

## Step One

From the OLDC Homepage, select *Report Form Entry*, and complete the fields as appropriate:

- ✓ Program Name: Community Services Block Grant
- ✓ Grantee Name: Select your state
- ✓ Report Name: CSBG Eligible Entity Master List (CSBG Master List)

### Then select *Create New Report*.



# Step Two:

In the *Report Description Pop-Up*, type in the report description. Then select *Create Report*.

In the example, we used the [state acronym] CSBG ML<sup>1</sup>. However, there is no specific instruction for this step.

	Form	Selection					
Program Name:					*		
Grantee Name:	AK [1 900215292 A1] (1993-2003)	Alaska - No. 01					*
Report Name:	CSBG Eligible Report Descript	tion scription : AK CSBG ML Create R	eport				•
Show 15 • entries				Search:	4	( )(	•
Report Description	Report Status	Created Date	Updated Date	Actions			
	No c	lata available in table					

- H H F

# ii. Adding an Eligible Entity

# Step One:

From the *Report Section* page, under the *Perform Action* column, select *Edit Section* and then *Go*.

DC Home	Form Selection	Report Sections	Report Form Status						
			Des	R <u>Program Nat</u> <u>Grantee Nat</u> <u>Report Nat</u> <u>cription of the rep</u>	eport Sections ne: Community Sen ne: Alaska - No. 01 ne: CSBG - EE Mas ort: AK CSBG ML	vices Block Grant ter List			
This table Selection: •	e displays the secti s in the dropdown Create Section - In Clear Section Data Delete Section - Pe Edit Section - Oper Print Section - Ope	ons of the report for lists may include: dicated by an asteris - Deletes all data sa irmanently deletes th is the form section in ns a new browser w	m and the status of k (*), copies that sec used for that section. hat section and data. a data-entry versior indow with the report	each. Return to th ion and creates a in a print-friendly v	nis screen to Validate new blank section. rersion.	, Certify, or Submit.			
Show 30	● ▼ entries		I	View/Add Attachm	ents Validate Pri Select Action: Clear Section Data	nt Full Report		Search:	
		Section Nar	ne:		Edit Section Print Section	11		Section Status:	
CSBG	Model State Plan	- Eligible Entities	Master List		Select Action:	Go	Initialized		
Showing	1 to 1 of 1 entries			View/Add Attachm	ents Validate Pri	nt Full Report		Previous	1 Next

# Step Two:

To add an eligible entity, select Add Eligible Entity<sup>1</sup>.

			Report Pr	ogress				
	Initialized	Edit-S	aved	7	Validated	SL	ubmitted	
	<		]					
			Save View/Add Attac	hments Validate				
		THE PAPE	RWORK REDUCTION A	ACT OF 1995 (Pub. L	104-13)			
Public repor	Public reporting burden for this collection of information is estimated to average 1.67 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information.							
	An agency may not conduct or s	ponsor, and a person is not	required to respond to, a	collection of informa	tion unless it displays a	currently valid OMB contr	rol number.	
U.S. DEPARTM	IS DEPARTMENT OF HEALTH AND HUMAN SERVICES OMB Clearance No.: 0970-0382							
ADMINISTRATI	ON FOR CHILDREN AND FAMILIES						Expiration D	ate: 00/30/2021
		Comm	unity Services E Model Sta Eligible Entities	Block Grant (0 te Plan 5 Master List	CSBG)			
The followin your CSBG a tracking to Do not inclu of the CSBG Note: Wheth The only sp Organization	The following is a listing of all CSBG Eligible Entities within your state. This should include all eligible entities that receive funding under the <u>"not less than 90% funds"</u> of our CSBG Allocation. This information will be used to complete questions regarding your eligible entities within the State Plan and Annual Report. As well as be used as i tracking tool in the case that the name of an entity changes, there are designations or re-designations, terminations or reductions, or mergers. Do not include entities that only receive remainder/discretionary funds from the state or tribes/tribal organizations that receive direct funding from OCS under <u>Section 677</u> of the CSBG Act. Vote: Whether nonprofit or public, entities that receive CSBG funds are generally considered to be Community Action Agencies for the purpose of administering CSBG. The only specific exceptions outlined in the CSBG Act are <u>Limited Purpose Agencies</u> , Migrant and Seasonal Farmworker organizations, and Tribes and Tribal							
DUNS #	CSBG Eligible Entity	Official Name	Geographical Ar	rea P	or Non-profit	Type of Entity	Status	Actions
			Add Eligible Save View/Add Attac	hments Validate				

<sup>&</sup>lt;sup>1</sup> Each eligible entity must be entered one at a time.

### **Step Three:**

A pop-up warning message will appear, reminding you to save, select ok.



Save View/Add Attachments Validate

### **Step Four:**

Complete the form with the details as they pertain to each eligible entity:

- ✓ DUNS NUMBER<sup>2</sup> provide the official Data Universal Numbering System (DUNS) registered to the eligible entity. Note:.
- ✓ CSBG ELIGIBLE ENTITY OFFICIAL NAME provide the official eligible entity name as it is associated with the DUNS number. Do not include any additional information in this text box, including but not limited to acronyms or a more commonly known name.
- ✓ DOING BUSINESS AS NAME (if applicable) provide the acronym, doing business as, or more commonly known name. This field is optional.
- ✓ ADDRESS provide the official street address, city, state, and zip code as associated with the DUNS number.
- ✓ GEOGRAPHICAL AREA SERVED the geographical area(s) served by the eligible entity.
- ✓ PUBLIC OR NON-PROFIT identify whether the entity is public or non-profit
- ✓ TYPE OF ENTITY<sup>3,4</sup> identify the type of entity; options include Community Action Agency, Limited Purpose Agency, Migrant or Seasonal Farmworker, Tribe or Tribal Organization.

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13)						
Public reporting burden for this collection of information is estimated to av	erage 1.67 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed,					
	and reviewing the collection of information.					
An agency may not conduct or sponsor, and a person is not	required to respond to, a collection of information unless it displays a currently valid OMB control number.					
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	OMB Clearance No.: 0970-0382					
ADMINISTRATION FOR CHILDREN AND FAMILIES	Expiration Date: 06/30/2021					
Comn	nunity Services Block Grant (CSBG)					
	Model State Plan					
Eligible Entities Master List						
Note: Whether nonprofit or public, entities that receive CSBG funds are generally considered to be Community Action Agencies for the purpose of administering CSBG. The only specific exceptions outlined in the CSBG Act are <u>Section 677</u> of the CSBG Act.						
Data Element Response						
DUNS #						
SBG Eligible Entity Official Name						
CSBG Eligible Entity DBA						
Street Address						
City						
State	Select •					
Zip Code						
Geographical Area						
Public or Non-profit	Select •					
<u>Type of Entity</u>	Community Action Agency Limited Purpose Agency Migrant or Seasonal Farmworker Organization Tribe or Tribal Organization					

<sup>&</sup>lt;sup>2</sup> The DUNS No. is also used this number is also used to identify eligible entities for the CSBG Annual Report – Modules 2 – 4.

<sup>&</sup>lt;sup>3</sup> To select more than one Type of Entity, hold down the CTRL button as you select each option.

<sup>&</sup>lt;sup>4</sup> If the eligible entity does not fit under one of the types listed, select Community Action Agency. Per the CSBG Act, Section 677, "whether nonprofit or public, entities that receive CSBG funds are generally considered to be CAAs for the purpose of administering CSBG."

## **Step Five:**

Once you are done completing the fields, click validate at the bottom of the screen. Then click *Go To Main*.

YOU MUST VA	YOU MUST VALIDATE EACH ELIGIBLE ENTITY REPORT.						
Model State Plan Eligible Entities Master List							
Note: Whether nonprofit or public, entities that receive of administering CSBG. The only specific exceptions o	CSBG funds are generally considered to be Community Action Agencies for the purpose utlined in the CSBG Act are <u>Section 677</u> of the CSBG Act.						
Data Element	Response						
DUNS #	123456789						
CSBG Eligible Entity Official Name	Division of Community Assistance						
CSBG Eligible Entity DBA	CSBG						
Street Address	330 C Street SW						
City	Washington						
State	District of Co T						
Zip Code	20201						
Geographical Area	Washington						
Public or Non-profit	Public •						
<u>Type of Entity</u>	Community Action Agency Limited Purpose Agency Migrant or Seasonal Farmworker Organization Tribe or Tribal Organization						
	Go to Main Save Validate						

# **REPEAT Steps 2 – 5 UNTIL ALL ELIGIBLE ENTITIES HAVE BEEN ENTERED. THEN PROCEED TO Submitting the CSBG Eligible Entity Master List.**

# **II. Revising the CSBG Eligible Entity Master List**

# i. Un-submitting a previously submitted Master List

In order to edit your CSBG Eligible Entity Master List, you must first un-submit the form.

## DO NOT CREATE A NEW MASTER LIST IF YOU HAVE PREVIOUSLY SUBMITTED A MASTER LIST.

### **Step One:**

From the OLDC home page, select *Report Form Entry* on the left side of the screen.

DC Home								Switch Home P (Regul
ort Form Entry	My Recent Activity	Approval Activity	Grantee Activi	ty				
ort Data Upload								Page
/ System						Search Box	9	Export P
9 <u>5</u>	Program No	Grantee Name	Grant	Report Name	Reporting Period	Activity Date	Report Status	Actions
<u>DLDC</u> EX. ISIBILITY FAQ	Community Services Block Grant	NJ [1 216000928 B4 ] NEW JERSEY Department of Community Affairs - No. 01(O.C.E.A.N. Inc.)	N/A	Module 4 - CSBG(196)	10/01/2017 - 09/30/2018	06/03/2019 01:06:38 PM	Submitted (Revision #1)	Actions -
<u>&amp; Tips</u>		NJ [1 216000928 B4 ] NEW JERSEY						
	Rows : 10 -							20.1

# Step Two:

Complete the form as appropriate:

- ✓ Program Name: Community Services Block Grant
- ✓ Grantee Name: Select your state
- ✓ Report Name: CSBG Eligible Entity Master List (CSBG Master List)

Then select the bar graph icon under Actions, which will take you to the Report Status page.

DC Home Form Selection							
	Form	Selection					P
Program Name:	Program Name:     Community Services Block Grant       Grantee Name:     AK [1 900215292 A1] (1993-2003) Alaska - No. 01						
Grantee Name:							
Report Name: CSBG Eligible Entity Master List (CSBG - Master List)							
Report Name:	CSBG Eligible Entity Maste	er List (CSBG - Master Li	st)		_	-	
Report Name:	CSBG Eligible Entity Maste	er List (CSBG - Master Li	st)			*	
Report Name:	CSBG Eligible Entity Maste	er List (CSBG - Master Li Create New	v Report			*	
Report Name: Show 15 T entries	CSBG Eligible Entity Maste	er List (CSBG - Master Li Create New	st) / Report Search:		7	× N	

# Step Three:

Select Unsubmit Report under Report Actions.

On-Line Data	Collection	of Houlds & Houses Services Stration for Children & Fai services 1 Basial Schweider, Acting Asst. 5	nilies Name: Melania Last Login:06/	Alcantara1 10/2019 10:18:18 AM	<u>Help / FAQ</u> End OLDC
OLDC Home Form Selection	Report Form Status				
	This screen displays th	y Services Block Grant o. 01 E Master Liet ML Is, along the service of files	. To continue entering report		
			Report Form St	atus	
	Report Submissions:	Report Status:	Status Date:	Report Action:	Print:
	View Original	Submitted	06/10/2019	Unsubmit Report	HTML Print Form
		O	riginal File Attac	hments	·
	Attachment Type:	File Name:	Uploaded Dat	e: Upload Status	Uploaded By

# Step Four:

You will receive a warning message confirming that you want to un-submit the Master List, click *Ok*.

the bookm	arks bar. Import bookmarks now	oldcstg.grantsolutions.gov says			
ata	Collection	This will officially withdraw your submission the date, you may not be able to re-submit Central Grants Office. Do you want to continue to unsubmit?	n from ACF. Depending on without assistance from the ani	ia Alcantara1 5/10/2019 10:18:18 AM	<u>Help / FAQ</u> End OLDC
ction	Report Form Status		OK Cancel		
	This screen display	Program Grante Repo Description of the s the status of report for form info	<u>m Name:</u> Communi <u>e Name:</u> Alaska - N <u>rt Name:</u> CSBG - E <u>he report:</u> AK CSBG ms and their revisio rmation, click on 'Gr	ity Services Block Grant No. 01 EE Master List & ML ons, along with attached file rantee Selection'.	s. To continue entering report
			Report Form S	tatus	
	Report Submissions:	Report Status:	Status Date:	Report Action:	Print:
	View Original	Submitted	06/10/2019	Unsubmit Report	HTML Print Form
		0	riginal File Atta	ohmonto	

# Step Five:

The Report Status will change to *Saved – Validated*. Select *Edit Original* under Report Submissions, which will take you to the *Report Sections page*.

On-Line Data	Collection	er of Health & Hanna Services histration for Children & Familie Sucretary   Based Schemder, Acting Aust. Sucreta	s Name: Melania Last Login:06/.	Alcantara1 (10/2019 10:18:18 AM	Help / FAQ End OLDC
OLDC Home Form Selection	Report Form Status				
	This screen displays t	Program N Grantee N Report N Description of the r he status of report forms form informa	Name: Community Name: Alaska - Ni Name: CSBG - Et eport: AK CSBG and their revision ation, click on 'Gra	y Services Block Grant o. 01 E Master List ML ns, along with attached files antee Selection'.	s. To continue entering report
	Depart Cubmissioner	R	eport Form St	atus	Drints
	Edit Original	Saved Validated	06/10/2019	Delete Report	HTML Print Form T Go

# ii. Revising an Eligible Entity Entry

## Step One:

From the *Report Section* page, under the *Perform Action* column, select *Edit Section* and then *Go*.

OLDC I	Home	Form Selection	Report Sections	Report Form Statu	\$			
					Report Sections			
т	Program Name:       Community Services Block Grant         Grantee Name:       Alaska - No. 01         Report Name:       CSBG - EE Master List         Description of the report:       AK CSBG ML							
S	elections	in the dropdown	lists may include:					
	• () • () • [] • []	Create Section - In Clear Section Data Delete Section - Pe Edit Section - Oper Print Section - Ope	dicated by an asteri - Deletes all data sa ermanently deletes the is the form section in ns a new browser w	sk (*), copies that s aved for that section hat section and dat n a data-entry versi rindow with the rep	ection and creates a new blank section. n. a. on. rt in a print-friendly version.			
					View/Add Attachments Validate Print Full Report			
s	how 30	▼ entries			Select Action: Clear Section Data	Search:		
			Section Na	me:	Edit Section	Section Status:		

Print Section

Select Action:

View/Add Attachments Validate Print Full Report

▼ Go

Initialized

Previous 1 Next

Showing 1 to 1 of 1 entries

CSBG Model State Plan - Eligible Entities Master List

#### Step Two:

Once you are in the section, you are able to edit or delete an entry using the icons in the final column.

#### Community Services Block Grant (CSBG) Model State Plan Eligible Entities Master List

The following is a listing of all CSBG Eligible Entities within your state. This should include all eligible entities that receive funding under the "not less than 90% funds" of your CSBG Allocation. This information will be used to complete questions regarding your eligible entities within the State Plan and Annual Report. As well as be used as a tracking tool in the case that the name of an entity changes, there are designations or redesignations, terminations or reductions, or mergers.

Do not include entities that only receive remainder/discretionary funds from the state or tribes/tribal organizations that receive direct funding from OCS under Section 677 of the CSBG Act.

Note: Whether nonprofit or public, entities that receive CSBG funds are generally considered to be Community Action Agencies for the purpose of administering CSBG. The only specific exceptions outlined in the CSBG Act are <u>Limited Purpose Agencies</u>, Migrant and Seasonal Farmworker organizations, and Tribes and Tribal Organizations.

DUNS #	CSBG Eligible Entity Official Name	Geographical Area	Public or Non-profit	Type of Entity	Status	Actions			
<u>123456789</u>	Division of State Assistance	Montgomery	Public	Community Action Agency	ntry ated				
<u>234567891</u>	Division of Energy Assistance	Arlington	Public	Limited Purpose Agency	Entry				
<u>345678912</u>	Division of Community Discretionary and Demonstration Programs	Alexandria	Non-Profit	Community Action Agency	Saved Validated				
<u>456789123</u>	Division of Social Services	Washington	Non-Profit	Community Action Agency Migrant or Seasonal Farmworker Organization	Saved Validated	×			
Add Eligible Entity									

## iii. Deleting an Eligible Entity entry

Select the red X in the final column. You will receive a warning message asking whether you are sure you want to delete. Click okay, and the eligible entity will be deleted.

Note: if you delete an eligible entity, please report this under 5.3 of the CSBG State Plan.

### iv. Editing an Eligible Entity entry

Once you select the *edit* icon in the final column, you will be taken to the eligible entity report. Edit the required fields, select validate, and then *Go to Main* (see steps four and five of Adding an Eligible Entity).

# **III. Submitting the CSBG Eligible Entity Master List**

#### Step One:

Once you are done entering/revising all of the eligible entities within your state, you will have to validate the state-level form.

From the Report Progress page, click Validate.



#### If there are no errors, the Report Status and Section Status will both show as Saved-Validated.





If there are errors, you will have to clear the errors prior to trying to validate again.

### Step Two:

Once the state-level form is validated, towards the top of the page, select *Report Sections*, and then *Go* to *Report Sections*.

On-	Line Data C	Collection	Sectors of Annual & Brown Sectors Aministration for Children & Families Leastle Sectory - Based Education Action Sectors	Name: Melania Alcantara1 Last Login:06/10/2019 10:18:18 AM	Help / FAQ End OLDC		
OLDC Home	Form Selection	Report Sections - Report	Report Form Status				
		Go To Report Sections					
	CSBG Model State Plan - Eligible Entities Master List						
		Descripti	Program Name: Community S Grantee Name: Alaska - No. ( Report Name: CSBG - EE M ion of the report: AK CSBG ML Report Status: Saved Valio Section Status: Saved Valio	ervices B, ck Grant )1 laster List lated lated			
			Report Progress	3			
	Initialized	Edi	t-Saved	Validated	Submitted		
Save View/Add Attachments Validate      THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13)      Public reporting burden for this collection of information is estimated to average 1.67 hours per response, including the time for reviewing instructions, gathering and     maintaining the data needed, and reviewing the collection of information.  An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information.							
U.S. DEPAR	TMENT OF HEALTH A	ND HUMAN SERVICES			OMB Clearance No.: 0970-0382		
II							

#### **Step Three:**

#### From the Report Sections screen, select Submit

#### Report Sections



This table displays the sections of the report form and the status of each. Return to this screen to Validate, Certify, or Submit.

Selections in the dropdown lists may include:

- Create Section Indicated by an asterisk (\*), copies that section and creates
   Clear Section Data Deletes all data saved for that section.

- Delete Section Permanently deletes that section and data.
  Edit Section Opens the form section in a data-entry version.
  Print Section Opens a new browser window with the report in a print-friendly.

#### View/Add Attachments Validate Submit Print Full Report

lank section.

Show 30 • entries	Search:		
Section Name:	Perform Action:	Section Status:	
CSBG Model State Plan - Eligible Entities Master List	Select Action:  Go	Saved Validated	
Showing 1 to 1 of 1 entries	·	Previous 1 Next	
View/Add Attachments	Validate Submit Print Full Report		