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)
  - o Creating a new CSBG Eligible Entity Master List
  - o Adding an Eligible Entity
- Revising the CSBG Eligible Entity Master List
  - o Un-submitting a previously submitted Master List
  - o Revising an Eligible Entity Entry
- Submitting the CSBG Eligible Entity Master List

Please click the links below to jump ahead as necessary.

Contents

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*.

Form Selection

Program Name:	Community Services Block Grant
Grantee Name:	AK [1 900215292 A1] (1993-2003) Alaska - No. 01
Report Name:	CSBG Eligible Entity Master List (CSBG - Master List)

Create New Report

Search: _____

Show 15 ▾ entries

Report Description	Report Status	Created Date	Updated Date	Actions
		No data available in table		

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[1]. However, there is no specific instruction for this step.

ii. Adding an Eligible Entity

Step One:

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

Step Two:

To add an eligible entity, select *Add Eligible Entity[1]*.

---

[1] 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.

quick access, place your bookmarks here on the bookmarks bar. Import bookmarks now...

Descri

oldcstg.grantsolutions.gov says

Changes made on this screen will be lost without saving the data. Click
Cancel to return to the form and Save data before moving to previous
Section. If changes are saved then proceed with OK button.

OK   Cancel

Report Progress

Initialized	Edit-Saved	Submitted
☑	☐	☐

Save   View/Add Attachments   Validate

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES ADMINISTRATION FOR CHILDREN AND FAMILIES	OMB Clearance No.: 0970-0382 Expiration Date: 06/30/2021

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 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 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 Limited Purpose Agencies, 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

Add Eligible Entity

Save   View/Add Attachments   Validate

Step Four:

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

- ✓ DUNS NUMBER[2] – 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[3,4] – 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 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 unless it displays a currently valid OMB control number.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES

OMB Clearance No.: 0970-0382
Expiration Date: 06/30/2021

Community 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 Section 677 of the CSBG Act.

Data Element	Response
DUNS #	
CSBG Eligible Entity Official Name	
CSBG Eligible Entity DBA	
Street Address	
City	
State	Select
Zip Code	
Geographical Area	
Public or Non-profit	Select
Type of Entity	Community Action Agency Limited Purpose Agency Migrant or Seasonal Farmworker Organization Tribe or Tribal Organization

---

[2] The DUNS No. is also used this number is also used to identify eligible entities for the CSBG Annual Report – Modules 2 – 4.

[3] To select more than one Type of Entity, hold down the CTRL button as you select each option.

[4] 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 VALIDATE EACH ELIGIBLE ENTITY REPORT.

Community 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 Section 677 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 ▼
Zip Code	20201
Geographical Area	Washington
Public or Non-profit	Public ▼
Type of Entity	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.

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.

Step Three:

Select *Unsubmit Report* under Report Actions.

Step Four:

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

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*.

ii. Revising an Eligible Entity Entry

Step One:

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

Step Two:

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

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*.

Step Three:

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

Report Sections

Program Name: Community Services Block Grant
Grantee Name: Alaska - No. 01
Report Name: CSBG - EE Master List
Description of the report: AK CSBG ML

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 a blank section.
- 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 version.

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

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**