CSBG Tribal Annual Report
On-Line Data Collection (OLDC) Submission
Step-by-Step Instructions

The Community Services Block Grant (CSBG) Tribal Annual Report is an annual requirement as specified by the CSBG Act Section 678E. CSBG tribal grant recipients must submit their Fiscal Year (FY) 2022 CSBG Tribal Annual Report by March 31, 2023, via the On-Line Data Collection system (OLDC) via GrantSolutions.gov.

The following is a step-by-step guide to submit the CSBG Tribal Annual Report via OLDC.

Contents

Before you begin

An Important Reminder: Save Often!

Saving often will ensure that you do not lose any information inputted into the system. The On-Line Data Collection system (OLDC) will time out after 30 minutes of inactivity. Clicking on page titles and action buttons (such as saving) will count as 'activity.'

Please note that filling in form fields without saving or clicking a corresponding blue action button (e.g., Save, Validate, Submit, Certify) does not register as activity within the system.

The timeout warning message will display if you have been inactive for too long. If you have left the screen and miss the message without saving, unsaved input will be lost. Clicking "*OK*" will count as activity and return you to the form.

GrantSolutions and OLDC Accounts

Requesting New Accounts

There is a new process for **requesting new accounts** for OLDC via GrantSolutions.gov. Please complete the Recipient User Account Request Form and the OLDC Access Form and submit both to the GrantSolutions Helpdesk to request a new account creation.

Here are some tips to complete the OLDC Access Form:

- Include the city on the address line
- Double-click on the checkbox to select the option to check the box

The following OLDC roles are available for CSBG user accounts:

- A **Grant Administrator** is responsible for administering CSBG and can perform all report functions including:
  o Initializing a new report
  o Editing reports, including: inputting new data, making revisions, and attaching documents
  o Reviewing reports
  o Certifying reports
  o Submitting reports
  o Unsubmitting reports

- A **Data Entry Person** is a supporting role and can perform the following report functions:
  - Editing reports, including: inputting new data, making revisions, and attaching documents
  - Reviewing reports

- The **Authorized Official** is the designated official authorized to administer CSBG and can perform the following report functions:
  - Reviewing reports
  - Certifying reports

The functions for each role are default, but all functions can be added to any role/user account as necessary.

Updating Existing Accounts

Changing your User Role or Account Functions

If you have an **existing account**, but wish to change your user role or account functions, please send an email to Niki Frazier-Curry and Monique Alcantara specifying the requested change(s) needed for your account.

Requesting Access to Notice of Awards

The Notice of Award (NOA) is now available through the Grants Management Module (GMM) via GrantSolutions. This is a new function that must be added to existing accounts via request. To access the notice of award (NOA), you must have **your tribe** assigned to your account. To do so, please email the GrantSolutions Helpdesk, and request that they assign **your tribe** to your account in the Grants Management Module (GMM).

Everyone in your tribe who would like to directly access the NOA must have the **tribe** assigned to their account. Send one email for all current OLDC account holders who would like to access the NOA. Please include their name, email address, and GrantSolutions username. They may also request that you submit a new Recipient User Account Request Form. For additional information about using the GMM, please see this video.

If you have questions about OLDC access, email Niki Frazier-Curry and Monique Alcantara.

Logging in to GrantSolutions

Follow the instructions under Accessing Online Data Collection (OLDC) to log into OLDC via GrantSolutions. Additional training resources are located on the Grant Recipient Support and Reference page.

Regular vs Enhanced View

You can navigate through OLDC using the **regular** view or the **enhanced** view of the homepage. It is recommended that you use the **enhanced** view, which is the default for accounts. The remainder of this guide is based on the **enhanced** view.

If upon logging in you notice that you are defaulted to the **regular** view of the homepage (see image below), please take the following steps to update your default to the **enhanced** view.

1. On the OLDC Home page, click on "Switch Home Page (Enhanced)".
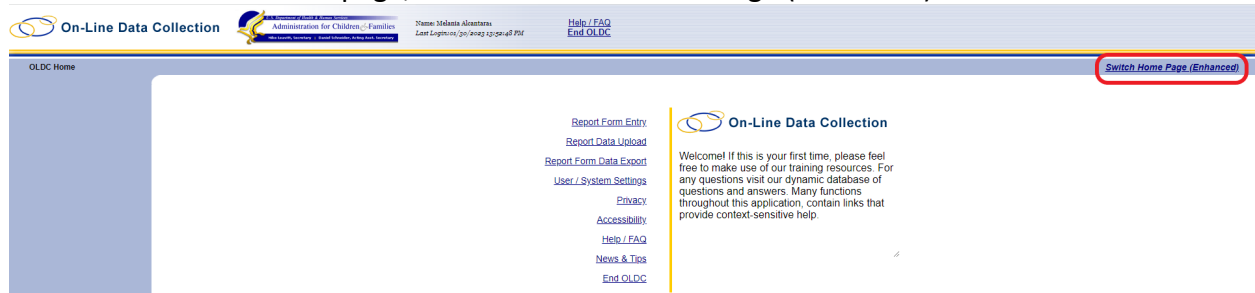
2. Click "Yes" on the Confirm Enhanced Home Page popup to make the enhanced view your default.
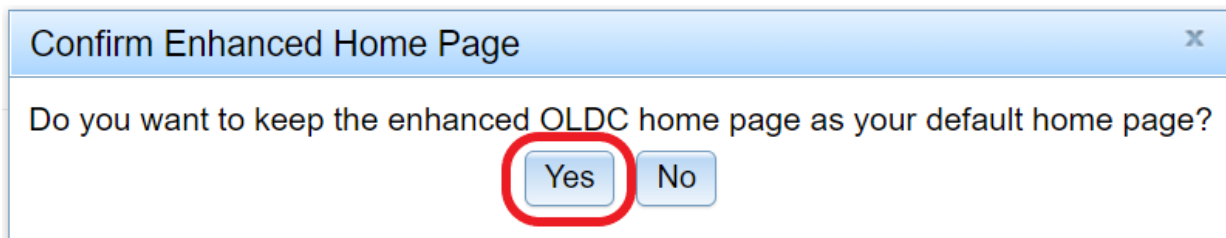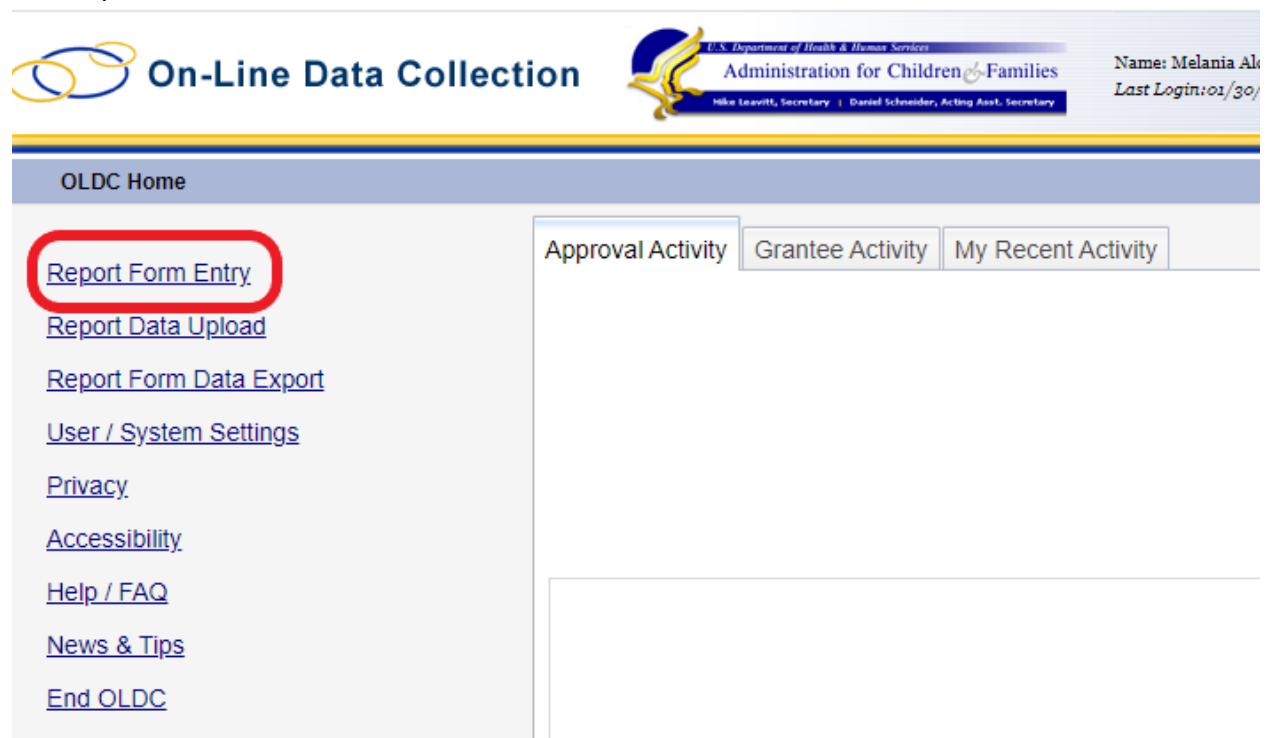
Accessing the SF-424M

The CSBG Tribal Annual Report is submitted as an attachment to the SF-424M for the associated reporting period or federal fiscal year (FFY) for which you are submitting the CSBG Annual Report.

Your Tribe should have already submitted the applicable SF-424M to meet the requirement of the CSBG Tribal Plan or to meet the Administration for Children and Family (ACF) requirement to submit the SF-424M annually.

1. From the OLDC homepage, click on "Report Form Entry" on the left side of the screen to open the Form Selection screen.

2. On the Form Selection screen, complete the available fields as follows:
   a. **Program Name**: Community Services Block Grant
   b. **Grantee Name**: Select your Tribe or Tribal Organization Name (this should automatically populate)
   c. **Report Name**: Mandatory Grant Application (SF-424 – M)

Form Selection

Program Name:	Community Services Block Grant
Grantee Name:	AL [1 630836859 A1] (2016-2019) MACHIS LOWER CREEK - No. 01
Report Name:	Mandatory Grant Application (SF-424 - M)

3. The Reporting Period table will open. Find the reporting period that aligns with the reporting period for which you are reporting activities. (For FY 2022, the reporting period is 10/1/2021 – 9/30/2022.)
   a. Click the Revise symbol under the Actions column to open the SF-424M.

Form Selection

Program Name:	Community Services Block Grant
Grantee Name:	AL [1 630836859 A1] (2016-2019) MACHIS LOWER CREEK - No. 01
Report Name:	Mandatory Grant Application (SF-424 - M)

Show 15 entries   Search:

Reporting Period ⬍	Report Status ⬍	Actions ⬍
10/01/2022 - 09/30/2023	Submitted	
10/01/2021 - 09/30/2022	Submitted (Revision #1)	
10/01/2020 - 09/30/2021	Submitted (Revision #2)	

Completing the SF-424M

The SF-424M was previously submitted, therefore the form should already be completed. However, you must **review** the form for accuracy and **revise** as necessary.

1.a. **Type of Submission:** *Review for accuracy and revise as needed. Plan should be selected.*

1.b. **Frequency:** *Revise.* Update your response to *Other*, and in the available field, type "Tribal Annual Report for FY 2022.

1.c. **Consolidated Application/Plan/Funding Request?** *Skip as entry is not allowed.*

1.d. **Version:** *Revise.* Update your response to *Update*.

2. **Date Received** *Skip as entry is not allowed.*

3. **Applicant Identifier** *Skip as entry is not allowed.*

4a. **Federal Entity Identifier** *Skip as entry is not allowed.*

4b. **Federal Award Identifier** *Skip as entry is not required.*

5. **Date Received by State** *Skip as entry is not allowed.*

6. **State Application Identifier** *Skip as entry is not allowed.*

7. **Applicant Information:**

a. Legal Name: *Review for accuracy and revise as needed*
b. Employer/Taxpayer Identification Number (EIN/TIN): *Review for accuracy and revise as needed*
c. Organizational DUNS: *Review for accuracy and revise as needed*
c. Organizational UEI: *Review for accuracy and revise as needed*
d. Address: *Review for accuracy and revise as needed*

7. APPLICANT INFORMATION			
* a. Legal Name: Your Tribe or Tribal Organization			

* b. Employer/Taxpayer Identification Number (EIN/TIN):	000000000A2	*** c. Organizational DUNS:**	000000000	*** c. Organizational UEI:**	AB000CDEFGH00

* d. Address:			
* Street 1:	123 Main Street	**Street 2:**	
* City:	Washington	**County:**	
* State:	DC	**Province:**	
* Country:	United States	*** Zip / Postal Code:**	99508 -

e. Organizational Unit: *Skip as entry is not required*

f. Name and contact information of person to be contacted on matters involving this application: *Review for accuracy and revise as needed*. Your *First Name*, *Last Name*, *Title*, *Telephone Number*, and *Email* should be completed.

f. Name and contact information of person to be contacted on matters involving this application:			
Prefix:	*** First Name:** Melania	**Middle Name:**	*** Last Name:** Alcantara
Suffix:	**Title:** Management and Program Analyst	**Organizational Affiliation:**	
* Telephone Number: 2025550001	**Fax Number**	*** Email:** Melania.Alcantara@acf.hhs.gov	

8a. **Type of Applicant**: *Review for accuracy and revise as needed*. Select the appropriate option, from the dropdown:
I: Indian/Native American Tribal Government (Federally Recognized)
J: Indian/Native American Tribal Government (Other than Federally Recognized)
K: Indian/Native American Tribally Designated Organization

8b. **Additional Description:** *Skip* as entry is not required

* 8a. TYPE OF APPLICANT:
I: Indian/Native American Tribal Government (Federally Recognized)
b. Additional Description:

9. **Name of Federal Agency** *Skip as entry is not allowed.*

10. **CFDA Numbers and Titles 1** *Skip as entry is not allowed.*

11. **Descriptive Title of Applicant's Project** *Skip as entry is not allowed.*

12. **Areas Affected by Funding** *Skip as entry is not allowed.*

13. **Congressional Districts of**:
    a. **Applicant:** *Review for accuracy and revise as needed*. If you do not have a congressional district, enter the state abbreviation.
    b. **Program/Project:** *Skip as entry is not required*.
    Attach an additional list of Program/Project Congressional Districts if needed. *Skip as entry is not required*.

13. CONGRESSIONAL DISTRICTS OF:	
* a. Applicant	b. Program/Project:
Attach an additional list of Program/Project Congressional Districts if needed.	
📎	

14. **Funding Period:**
    a. **Start Date:** *Review for accuracy and revise as needed*. The date should be the start date of the federal fiscal year for which you are reporting. For FY 2022, this date should be 10/01/2021.
    b. **End Date:** *Review for accuracy and revise as needed*. The date should be the end date of the federal fiscal year for which you are reporting. For FY 2022, this date should be 09/30/2022.

14. FUNDING PERIOD:	
a. Start Date:	b. End Date:
10/01/2021	09/30/2022

15. **Estimated Funding.** *Skip as entry is not allowed.*

16. **Is Submission Subject to Review by state under executive order 12372 process?** *Skip as entry is not allowed.*

17. **Is the Applicant delinquent on any federal debt?** *Review for accuracy and revise as needed.* Select the correct response. If "Yes", provide an explanation in the available text box.

* 17. Is The Applicant Delinquent On Any Federal Debt?
● YES
○ NO
Explanation:
If yes is selected, provide an explanation here.

18. **Signature Attesting to Truth of Statements:** Click "I Agree." (Note: Entries for sub-items 18a-e cannot be entered. The data will fill automatically after the report is certified.)

18. By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)	
**I Agree ☐	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
18a. Typed or Printed Name and Title of Authorized Certifying Official	18c. Telephone (area code, number and extension)
	18d. Email Address
18b. Signature of Authorized Certifying Official	18e. Date Report Submitted (Month, Day, Year)

Attaching the CSBG Tribal Annual Report

After you have completed your review of the form, you'll have to attach your CSBG Tribal Annual Report.

1. At the end of the form, click the paperclip symbol next to "*Attach supporting documents as specified in agency instructions.*" This will open the **Cell Level Attachments** pop-up screen. Note: all documents should be attached via the paperclip.
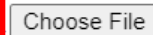
Attach supporting documents as specified in agency instructions.

2. On the **Cell Level Attachments** pop-up screen, click "Choose File". This will open another pop-up window showing the files available on your computer.

Manage Attachments   ✕

Cell Level Attachments

Attach supporting documents as specified in agency instructions.

Local Attachment [Choose File] No file chosen

Attach File

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

Close

GrantSolutions Privacy Policy Notice
No Personally Identifiable Information (PII) should be uploaded into GrantSolutions.

3. Navigate to the correct folder (as necessary), and select the CSBG Tribal Annual Report. Then click the "Open" button. The **Cell Level Attachments** pop-up screen will then reappear showing the selected file.
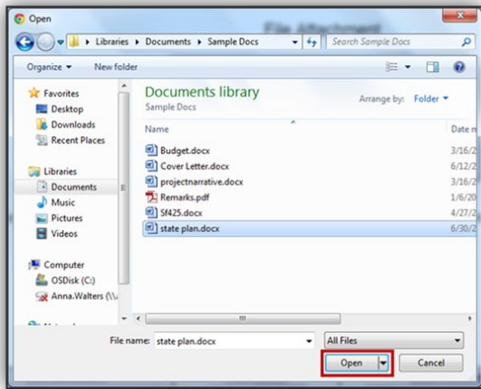
4. Confirm that the selected document is listed and click the **Attach File** button.

The Cell Level Attachment pop-up screen will refresh automatically and display an attachments table with your document listed.

Click the "Close" button at the bottom of the File Attachment pop-up screen to return to the Report Form screen.

Note: OLDC will run a virus scan in the background while you continue to the next step.

Validate the Report and Address Any Errors

When you close the **Cell Level Attachment**, you'll be returned to SF-424M Report form. Prior to submitting, you must validate the report to ensure that there are no errors on the form.

Validate the Report

1. On the Report Form screen, click the **Validate** button. This action will generate a list of errors and warnings at the top of the page (if found) and update the report status.
   a. **If the Report Status is** *Saved – Validated*: there are no errors, and the report is ready to be certified and submitted. Proceed to *Certify the Report.*
   b. **If the Report Status is** *Validated with Warnings*: the report is saved and validated, but there are some warnings. These warnings are allowable; however, they should be reviewed. The report is ready to be certified and submitted. Proceed to *Certify the Report.*
   c. **If the Report Status is** *Saved with Errors:* the report cannot be certified or submitted. The errors must be corrected and the report re-validated. See the following steps to clear errors.

Address Errors and Warnings

Errors and warnings will appear at the top of the screen. Errors are in **red** font and warnings are in **orange** font.
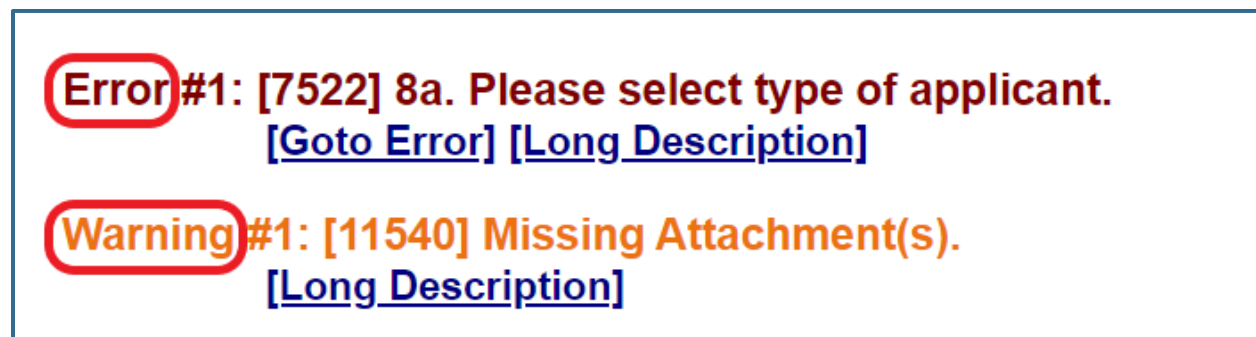
1. Review the error and/or warning messages. Errors require that you provide a response to the **question number** identified in the error message.

Error #1: [7522] 8a. Please select type of applicant.
[Goto Error] [Long Description]

2. Use the **Go to Error** link to jump to the field on the screen in question.

Error #1: [7522] 8a. Please select type of applicant.
[Goto Error] [Long Description]

3. Use the **Long Description** link for more detailed information about the issue.
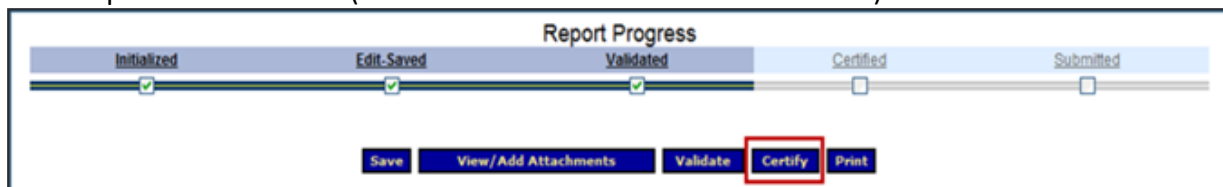
Error #1: [7522] 8a. Please select type of applicant.
[Goto Error] [Long Description]

4. Return to the Validate the Report, and repeat these steps until all errors are cleared and the Report status is either *Saved -- Validated* or *Validated with Warnings*.

Certify the Report
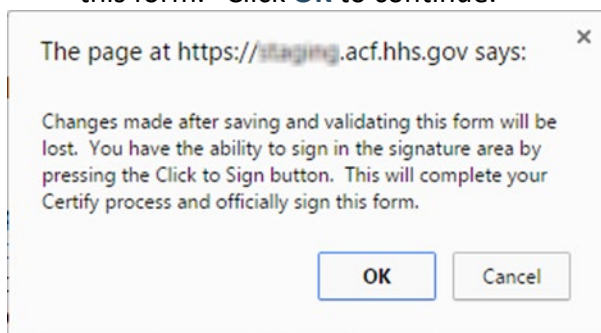
1. On the Report Form screen, click the *Certify* button to continue.

   Note: Only a person with the appropriate role and functions can electronically certify the report form in OLDC (see *GrantSolutions and OLDC Accounts*)

   Report Progress

Initialized	Edit-Saved	Validated	Certified	Submitted
☑	☑	☑	☐	☐

   Save   View/Add Attachments   Validate   **Certify**   Print

2. A pop-up message will appear saying: "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** to continue.

   The page at https://staging.acf.hhs.gov says:

   Changes made after saving and validating 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.

   OK   Cancel

3. Click the *Click to Sign* button that appears under item 18b.

   specific instructions.

18a. Typed or Printed Name and Title of Authorized Certifying Official	18c. Telephone (area co
	18d. Email Address
18b. Signature of Authorized Certifying Official	18e. Date Report Submit
Click to Sign	

   Attach supporting documents as specified in agency instructions. 📎

   Save   View/Add Attachments   Validate   Certify   Print

4. When the form is successfully signed, it displays a *Certified* status on the Report Progress bar.

Submit the Report

1. The report form is now ready to be submitted.

   Note: Only a person with the appropriate role and functions can electronically certify the report form in OLDC (see *GrantSolutions and OLDC Accounts*)

2. A pop-up message will appear saying: "*This will officially submit your report. Do you wish to continue?*" Click "*OK*" to continue.

3. The Report Form Status screen will reappear, and a pop-up message will display: "*We have received your report. This page shows all reports we have received along with attachments.*" Click *OK*.

4. Congratulations! You have submitted your CSBG Annual Report! You will see the report now listed in the Report Status History section of the Report Form Status page.

Making Edits after Submission

If edits are needed after submission:

1. Complete Steps 1 and 2 of Accessing the SF-424M.

2. The Reporting Period table will open. Find the reporting period that aligns with the reporting period for which you are reporting activities. (For FY 2022, the reporting period is 10/1/2021 – 9/30/2022.)
   a. Click the *Report Form Status* symbol under the Actions column to open the Report Form Status screen which shows your submission details.

Form Selection

Program Name:	Community Services Block Grant
Grantee Name:	AL [1 630836859 A1] (2016-2019) MACHIS LOWER CREEK - No. 01
Report Name:	Mandatory Grant Application (SF-424 - M)

Show 15 ⌄ entries   Search: _____   ◄ ⏮ 1 ⏭ ►

Reporting Period ⬍	Report Status ⬍	Actions ⬍
10/01/2022 - 09/30/2023	Submitted	📄 📊 🖨 👁
10/01/2021 - 09/30/2022	Submitted (Revision #1)	📊 🖨 👁
10/01/2020 - 09/30/2021	Submitted (Revision #2)	📄 📊 🖨 👁

3. On the Report Form Status screen click *Unsubmit Report.*

Report Form Status			
Report Submissions:	**Report Status:**	**Status Date:**	**Report Action:**
View Original	Submitted with Warnings	01/31/2023	Unsubmit Report

4. Then select *Edit Original* to return to the SF-424M.

Report Form Status			
Report Submissions:	**Report Status:**	**Status Date:**	**Report Action:**
Edit Original	Certified -- with Warnings	01/31/2023	Submit Report 01/31/2023

5. At the top of the report, click **UnCertify**. This will allow you to edit the SF 424M report form, delete, and/or re-upload the edited attachment.
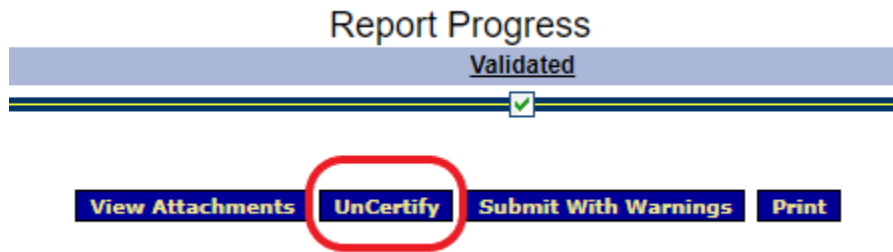
6. Make required revisions.

7. Follow the steps under Certify the Report

8. Follow the steps under Submit the Report

Need Assistance?

Help is available anytime!

For programmatic questions, contact your Program Specialist.
For training and technical assistance, contact the CSBG Tribal T/TA team or dial (301) 244-3557.
For OLDC technical questions, contact Niki Frazier-Curry and Monique Alcantara.