OLDC Guidance:
CSBG Eligible Entity List

Introduction

This guidance is to assist Community Services Block Grant (CSBG) grant recipients (states and territories) submit the CSBG Eligible Entity List via the On-Line Data Collection system (OLDC) via GrantSolutions.gov.

All CSBG grant recipients submitted their initial CSBG Eligible Entity List in Federal Fiscal Year (FFY) 2018. All updates to the CSBG Eligible Entity List should be a revision to the initial submission. This guidance provides steps to:

- Accessing the CSBG Eligible Entity List
- Revising the CSBG Eligible Entity List
- Adding a New CSBG Eligible Entity
- Revising a CSBG Eligible Entity
- Deleting a CSBG Eligible Entity
- Validating the CSBG Eligible Entity List
- Submitting the CSBG Eligible Entity List

Please click the links below to move to the necessary section.

Contents

Accessing the CSBG Eligible Entity List

1. From the OLDC homepage, select **Report Form Entry** from the menu on the lefthand side

This will take you to the Form Selection page

2. Complete the available fields accordingly:
   - **Program Name:** Community Services Block Grant *this will always be the program for the CSBG Eligible Entity List*
   - **Grantee Name:** [Your state/territory]
   - **Report Name:** CSBG Eligible Entity Master List (CSBG – Master List)

*As a reminder, do not select "Create New Report" – you'll always revise the previously submitted form.

A table will appear under the fields

There are four available actions:

Report Description	Report Status	Created Date	Updated Date	Actions
AS - EE Master List	Submitted (Revision #2)	08/27/2021	08/27/2021	📄 📊 🖨 👁

Actions Icon	Action	Description
📄	Revise	Revise a **submitted** report
✏	Edit	Edit a form that is **not in submitted** status
📊	Report Status	Access the Report Status page
🖨	Print Latest Version	Print a PDF of the full report
👁	View Latest Report	Opens the report as a read-only and does not allow revisions/editing. Use to review a report that does not require revisions or edits.

Revising the CSBG Eligible Entity List

1. Select the **Revise** or **Edit** icon
   The icon which appears is dependent on the Report Status of the report (see page 2)

This will take you to the Main Report Sections page

2. To edit the List, under the Perform Action column, select the dropdown arrow, and then choose **Edit Section** from the available options, then click **Go**

This will take you to the Report Progress page, and display the complete list of CSBG eligible entities. This default view shows up to 25 entities. To view more or less entities:

*Option 1: select the **Show 25 entries** dropdown, and click the appropriate number*

Option 2: scroll to the bottom of the list and select the page number or "Previous" or "Next"

Action Agency	Saved -- Validated	🖉 ❌
	Previous 1 2 3 Next	

Proceed to Adding, Revising, or Deleting a CSBG Eligible Entity.

Adding a New CSBG Eligible Entity

1. From the **Main Report Progress page**, scroll to the bottom of the CSBG eligible entities list

2. Click the **Add Eligible Entity** button

3. Complete the fields:
   - **UEI #:** Provide the Unique Entity Identifier (UEI) for the CSBG eligible entity
   - **DUNS #:** This is a read-only field and should remain blank
   - **CSBG Eligible Entity Official Name:** Provide the official name of the CSBG eligible entity
   - **CSBG Eligible Entity DBA:** As applicable, provide the "doing-business-as" (DBA) name of the CSBG eligible entity, if different from the agency's official name. If there is no DBA, leave blank
   - **CSBG Eligible Entity Executive Director:** Provide the name of the Executive Director (or similar position) of the CSBG eligible entity
   - **Street Address:** Provide the physical street address of the CSBG eligible entity. If no physical address is available, provide the P.O. Box. If the CSBG eligible entity has multiple locations, provide the primary address.
   - **City:** Provide the city of where the CSBG eligible entity is located
   - **State:** Provide the state of where the CSBG eligible entity is located
   - **Zip Code:** Provide the zip code of where the CSBG eligible entity is located

- **CSBG Eligible Entity Website Address:** Provide the website for the CSBG eligible entity. If no website, note that the CSBG eligible entity does not have a website
- **Geographical Area:** Provide the geographical area(s) that the CSBG eligible entity serves. Separate each area by comma
- **Public or Non-profit:** Select whether the CSBG eligible entity is a Public or Non-Profit Agency
- **Type of Entity:** Select the type of entity: Community Action Agency, Limited Purpose Agency, Migrant or Seasonal Farmworker Organization, and/or Tribe or Tribal Organization. To select more than one type, press the CTRL button on your keyboard while selecting your options

CSBG - EE Master List - Google Chrome — □ ✕

🔒 stage.grantsolutions.gov/oldcwb/reportprocessing.oldc

Iterative Row - UEI # 60

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   OMB Clearance No.: 0970-0382
ADMINISTRATION FOR CHILDREN AND FAMILIES   Expiration Date: 06/30/2024

Community Services Block Grant (CSBG)
Model State Plan
Eligible Entities 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
UEI #	UEI123456789
DUNS #	
CSBG Eligible Entity Official Name	Example CSBG Eligible Entity
CSBG Eligible Entity DBA	
CSBG Eligible Entity Executive Director	Mary Smith
Street Address	
City	Washington
State	District of Co ∨
Zip Code	54321
CSBG Eligible Entity Website Address	www.examplewebsite.com
Geographical Area	Several different counties
Public or Non-profit	Non-Profit ∨
Type of Entity	Community Action Agency / Limited Purpose Agency / Migrant or Seasonal Farmworker Organization / Tribe or Tribal Organization

4. Click the **Validate** button at the top or bottom of the form. OLDC will verify that all fields have required fields been completed.
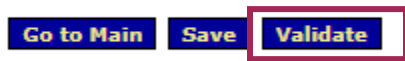
If all fields have not been completed, you'll receive an **Error** or **Warning** message at the top of the form.

Errors are in **red** font and must be cleared prior to submitting.

Warnings are in **orange** font and are a queue that a field may have been missed. These do not need to be cleared to submit.

You may click "Long Description" for more information about the error. To clear the Error or Warning (as necessary), complete the missing field.

Then click the **Validate** button again until all **Errors** are cleared.

5. Once you've cleared all **Errors**, click **Go to Main** to return to the full list of CSBG eligible entities.

If no additional revisions are needed, proceed to Validating the CSBG Eligible Entity List.

Revising a CSBG Eligible Entity

Each CSBG Eligible Entity entry allows for two actions:

Actions Icon	Action	Description
	Edit	Edit the Eligible Entity entry
	Delete	Delete the Eligible Entity entry. This action cannot be reversed.

1. From the **Main Report Progress** page, click the **Edit** icon button from the Actions column for the applicable Eligible Entity

This will open the CSBG eligible entity entry

2. Make the required revisions to the appropriate fields (see page 3 for more information about completing each field).

3. Once all revisions are complete, click the **Validate** button at the top or bottom of the form. OLDC will verify that all fields have required fields been completed.

If all fields have not been completed, you'll receive an **Error** or **Warning** message at the top of the form.

Then click the **Validate** button again until all **Errors** are cleared.

See page 5 for more information about **Errors** *and* **Warnings**

4. Once you've cleared all **Errors**, click **Go to Main** to return to the full list of CSBG eligible entities.

If no additional revisions are needed, proceed to Validating the CSBG Eligible Entity List.
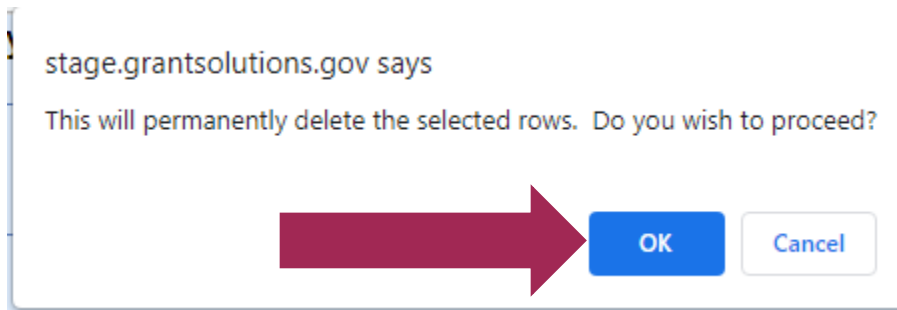
Deleting a CSBG Eligible Entity

Each CSBG Eligible Entity entry allows for two actions:

Actions Icon	Action	Description
	Edit	Edit the Eligible Entity entry
	Delete	Delete the Eligible Entity entry. This action cannot be reversed.

1. From the **Main Report Progress** page, click the **Delete** icon button from the Actions column for the applicable Eligible Entity

2. OLDC will confirm that you want to permanently delete the CSBG eligible entity entry in a pop-up window. Click **OK**.


This will permanently delete the CSBG eligible entity, and they will no longer appear on the List. If no additional revisions are needed, proceed to Validating the CSBG Eligible Entity List.

Validating the CSBG Eligible Entity List

Once all revisions are complete, you must validate the CSBG Eligible Entity List

1. From the **Main Report Progress** page, click the **Validate** button at the top of the screen.
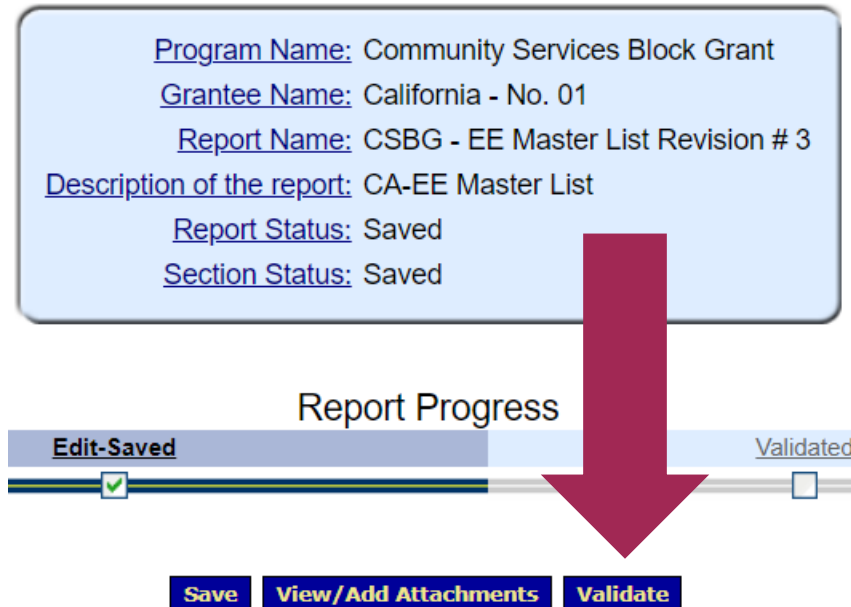
2. If all CSBG eligible entities are validated, the Report Status will change from "Saved" to "Saved – Validated". *Proceed to Submitting the CSBG Eligible Entity List*.
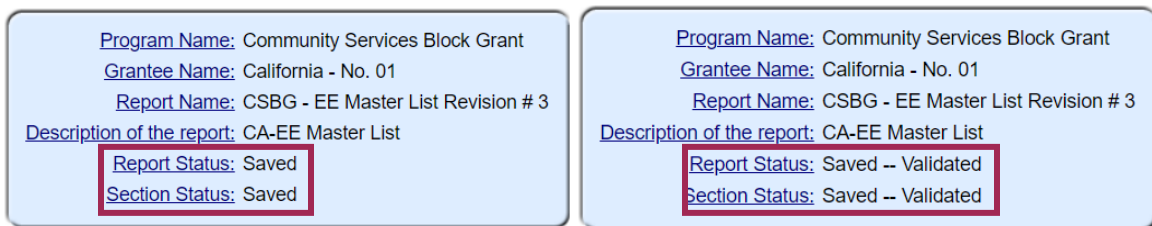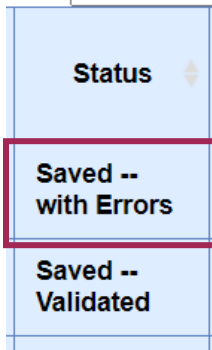

If any CSBG eligible entities are not Saved – with Errors, the Report Status will change from "Saved" to "Saved – With Errors". Proceed to the next step.
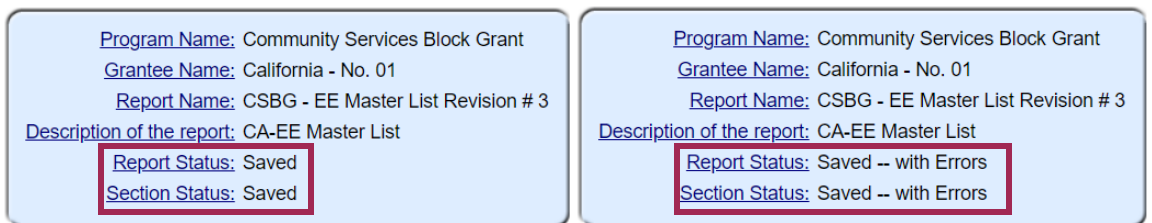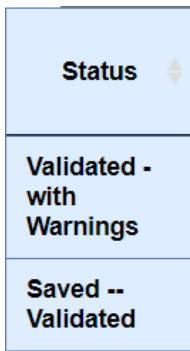
3. Under the **Status** column, identify the CSBG Eligible Entity entry (or entries) that are "**Saved – with Errors**".

UEI #	DUNS #	CSBG Eligible Entity Official Name	Geographical Area	Public or Non-profit	Type of Entity	Status	Actions
	▮▮▮▮	Example CSBG Eligible Entity 1	Example counties	Public	Community Action Agency	Saved -- with Errors	🗎 ✖
EXUEI1239134	▮▮▮▮	Example CSBG Eligible Entity 2	Example of counties	Public	Community Action Agency	Saved -- Validated	🗎 ✖

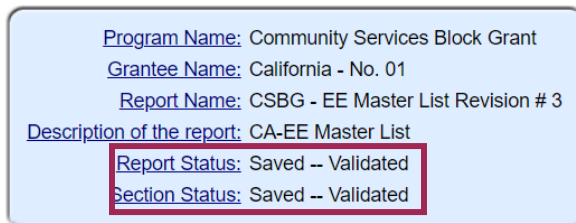| Status ↕ |
|---|
| Saved -- with Errors |
| Saved -- Validated |

Follow the steps for Revising a CSBG Eligible Entity to revise any CSBG eligible entity entry which status shows as "Saved – with Errors".

Once the status for each CSBG eligible entity shows as "Saved – Validated" or "Validated – with Warnings", click **Validate** again.

Status ↕
Validated - with Warnings
Saved -- Validated

The **Report Status** will change to **Saved – Validated**.

Program Name: Community Services Block Grant
Grantee Name: California - No. 01
Report Name: CSBG - EE Master List Revision # 3
Description of the report: CA-EE Master List
Report Status: Saved -- Validated
Section Status: Saved -- Validated

Proceed to Submitting the CSBG Eligible Entity List.
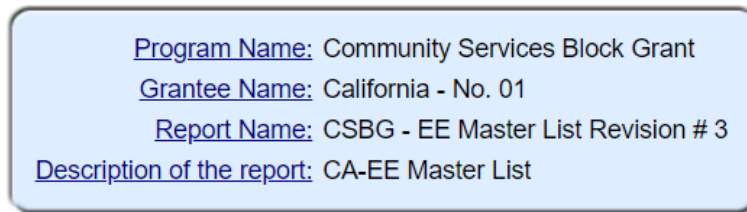
Submitting the CSBG Eligible Entity List

1. From the Main Report Progress page, select **Report Sections**, then **Go to Report Sections**.
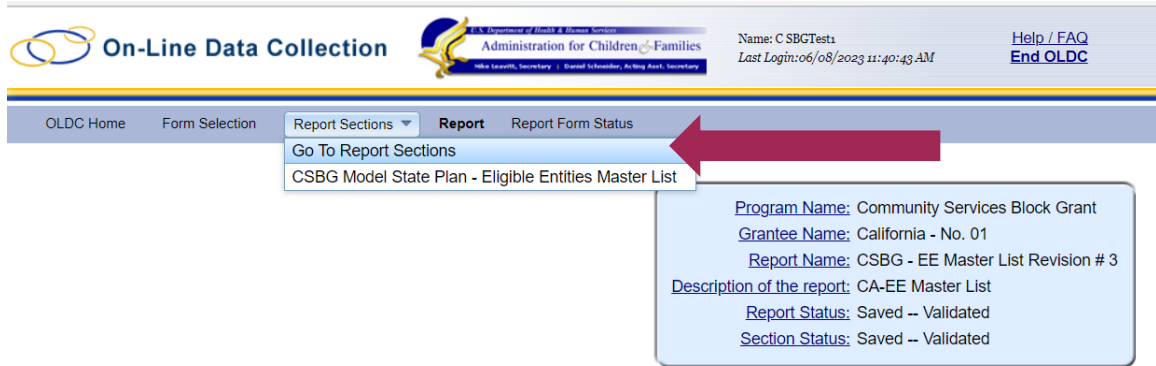
*This will take you to the **Report Sections** page.*
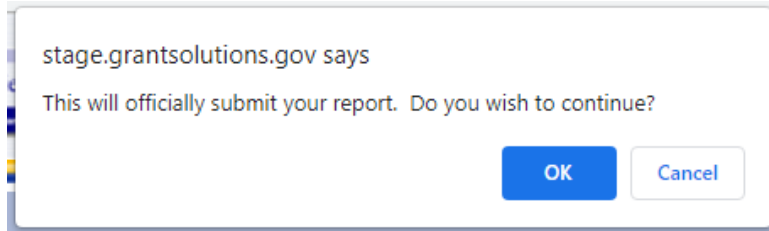
2. Click the **Submit** button.
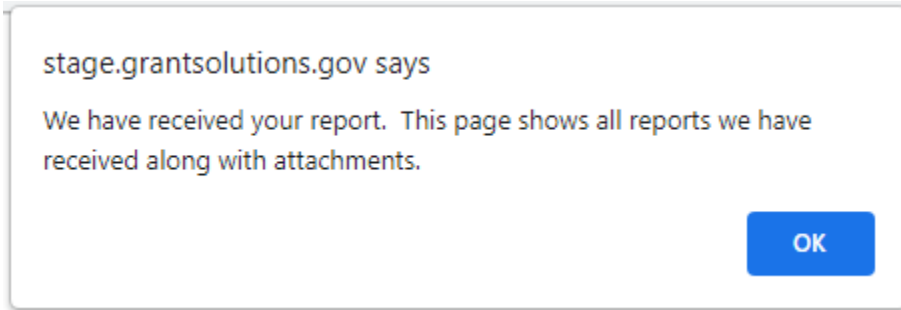

3. OLDC will confirm that this will officially submit your report, click **Ok**.

4. OLDC will confirm that OCS received your report, click **Ok**. OLDC will proceed to the Report Status page.

stage.grantsolutions.gov says

We have received your report. This page shows all reports we have
received along with attachments.

OK

The CSBG Eligible Entity List is officially submitted.