FY24 CSBG Annual Report Webinar Series

Understanding and Troubleshooting SmartForms

Office of Community Services (OCS)
Division of Community Assistance (DCA)

December 5, 2024

Meet the Presenters

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Management Analyst
Office of Community Services

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Director of Research
NASCSP

Webinar Agenda

- Welcome
- Reporting Requirements
- Understanding the SmartForms
- Accessing SmartForms
- Completing Module 2 and Module 4
- Exporting XMLs
- Submitting Comments
- Completing Module 3
- Resources and Reminders

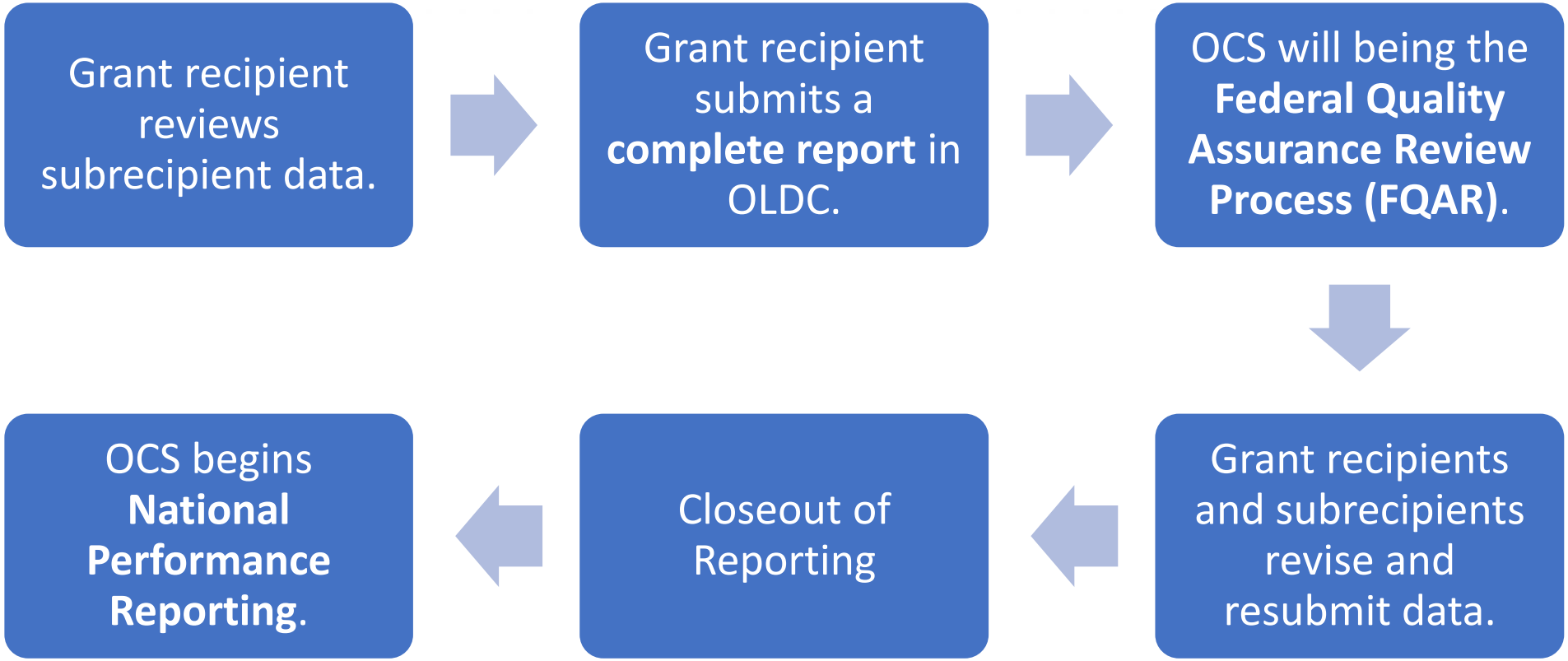
REPORTING REQUIREMENTS

It's in the Act

Each State shall **annually prepare and submit** to the Secretary a report on the **measured performance** of the State and the **eligible entities in the State**… any information collected by the State relating to such performance. Expenditure of funds…including an **accounting of funds spent on administrative costs** by the State and **the eligible entities**…and **direct delivery of local services** … information on the **number of** and **characteristics of clients served**…

CSBG Act, Section 678E(a)(2), 42 USC § 9917

FY24 CSBG Annual Report Process



ADMINISTRATION FOR CHILDREN & FAMILIES
Office of Community Services

CSBG
Community Services Block Grant

Grant Recipient Submits Complete Report

SmartForm State Database

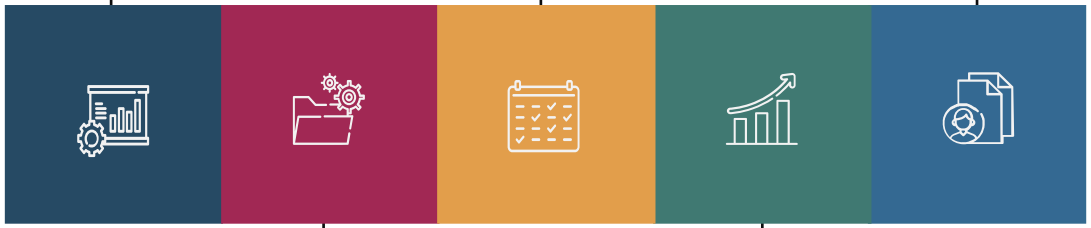
CSBG eligible entities submit data to state via the SmartForm or State Database. States then review the data.

OLDC Upload

States uploads the XMLs for all CSBG eligible entities into OLDC via GrantSolutions.

Annual Report Review

OCS sends Review Memo with feedback to the states for subsequent revisions.



XML Export

States export the data into XMLs.

Submit Data to OCS

States directly enter data into OLDC and submit the state-level data for Module 1. States submit the aggregated state-level data and local-level data to OCS in OLDC by submitting the state-level form for Modules 2-4.

ADMINISTRATION FOR CHILDREN & FAMILIES
Office of Community Services

CSBG
Community Services Block Grant

What is a Complete Module 2 (M2) and Module 4 (M4)?

- Successful upload of all XMLs for **all reporting** eligible entities
- Submission of the state-level form within GrantSolutions
- Comments clarifying your data (Optional)

Collection

CSBG Eligible Entities **Submit Data** (and comments) to CSBG lead agency.

- Via state database or **SmartForms**

XML Export

States Review Data and **Export** to **XMLs.**

OLDC Upload

States **Upload XMLs** to the On-Line Data Collection (OLDC).

- XMLs Save (OLDC auto-function)

Submit Data to OCS

States **Submit State-Level Form** (including **attaching** comments) in OLDC.

Note: Module 3 SmartForms are attached to the Module 3 Form within OLDC.

General Information

- There are separate XMLs for Module 2 and Module 4.
  - An individual XML must be submitted for each CSBG eligible entity that received funding in FY24.
- Module 3 must be attached as a SmartForm.

UNDERSTANDING THE SMARTFORM

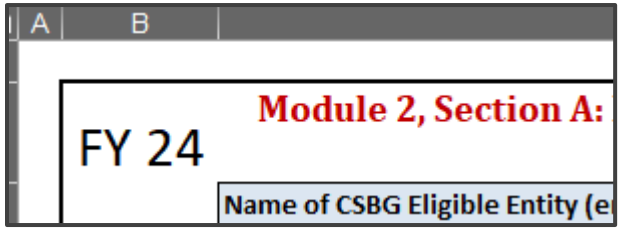
Release

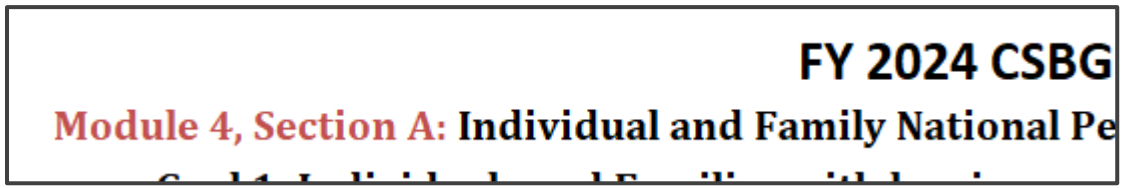
- **M2, M3, and M4 SmartForms:** released November 26, 2024
  - Data and Evaluation Specialist sent Box.com link to **all** states and territories within their Region(s).
    - If not received, please email your Data and Evaluation Specialist and copy CSBGData@acf.hhs.gov.
  - Local agencies should contact their state or territory office for their SmartForms.

- **State Databases:**
  - States establish availability.

SmartForm General Information

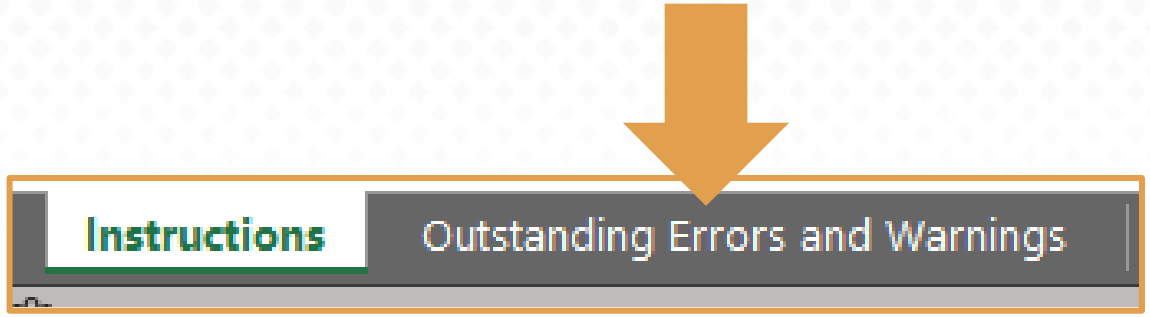
- Pre-populated with:
  - Eligible Entity Name
  - Unique Entity Identifier (UEI)
  - Fiscal Year (FY)
  - Previous Year Data
- Eligible entities complete and submit SmartForms to the state or territory.





Standard Functions

- An Instructions tab
- An Errors and Warnings tab (except Module 3)
- Previous year's data (except Module 3)
  - Module 2: Side-by-Side Comparison
  - Module 4: Year to Year Comparison tabs *(after data is entered)*
- Macros
  - Must "Enable Content" to activate macros.
    - May need to also "Edit Workbook."
  - If you do not see this button when you open the form:
    - **State offices**: email your Data and Evaluation Specialist
    - **Local agencies**: email your state or territory lead agency.



Naming Convention and Data Retention

- **Identifying Information:** Contains the FY, State Abbreviation, Module, and the CSBG eligible entity
- Shorten from previous years
  - Shorten CSBG eligible entity name when possible.
  - Removal of UEI No.
- When saving:
  - **Leave base of name as is.**
  - **CSBG Eligible Entity can be further shorten if you choose**
  - **Add version number or date to end.**

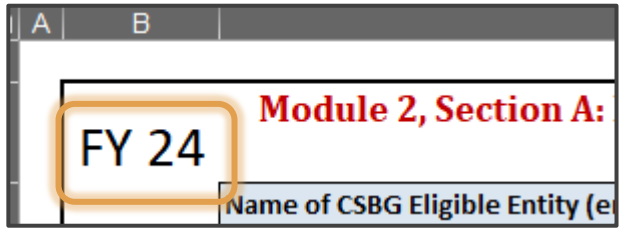
RETAIN YOUR DATA

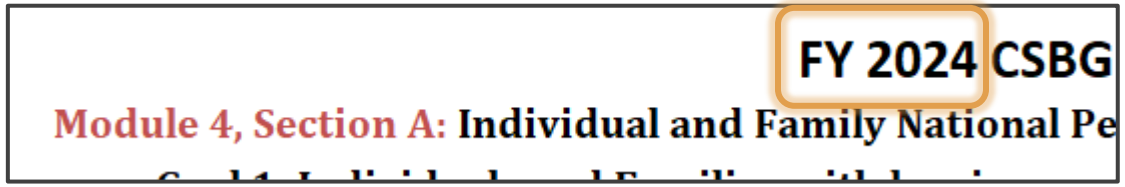
OCS encourages all states, territories, and CSBG eligible entities to save the data until the OCS sends the FY24 finalization and close out email.

Option 1 – add version no.: FY24_AL_M2_Walker_County_CAA_**v1**
Option 2 – add date: FY24_AL_M2_Walker_County_CAA_**120524**
Option 3 – add both: FY24_AL_M2_Walker_County_CAA_**v1_120524**

Verifying Correct FY

- Naming Convention: Verify date in naming convention
- Verify that the data is being submitted in the FY24 SmartForm.
  - Maintain as part of the naming convention – also serves as an indicator that it is the right form.
- Directly impacts the XML and the ability to upload.






```
−<CSBG_M2 xsi:noNamespaceSchemaLoc
  <GRANTEENAME>HAWAII DEPART
  <ELIGIBLEENTITY>HI County Econ
  <orgAbbrev>ACF</orgAbbrev>
  <programAcronym>CSBG</programA
  <UEI>WSJQMSPP4EJ5</UEI>
  <reportPeriodStartDate>2023-10-01</r
  <reportPeriodEndDate>2024-09-30</re
```

```
−<CSBG_M4 xsi:noNamespaceSchemaLoc
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  <ELIGIBLEENTITY>HI County Econo
  <orgAbbrev>ACF</orgAbbrev>
  <programAcronym>CSBG</programA
  <UEI>WSJQMSPP4EJ5</UEI>
  <reportPeriodStartDate>2023-10-01</r
  <reportPeriodEndDate>2024-09-30</re
```
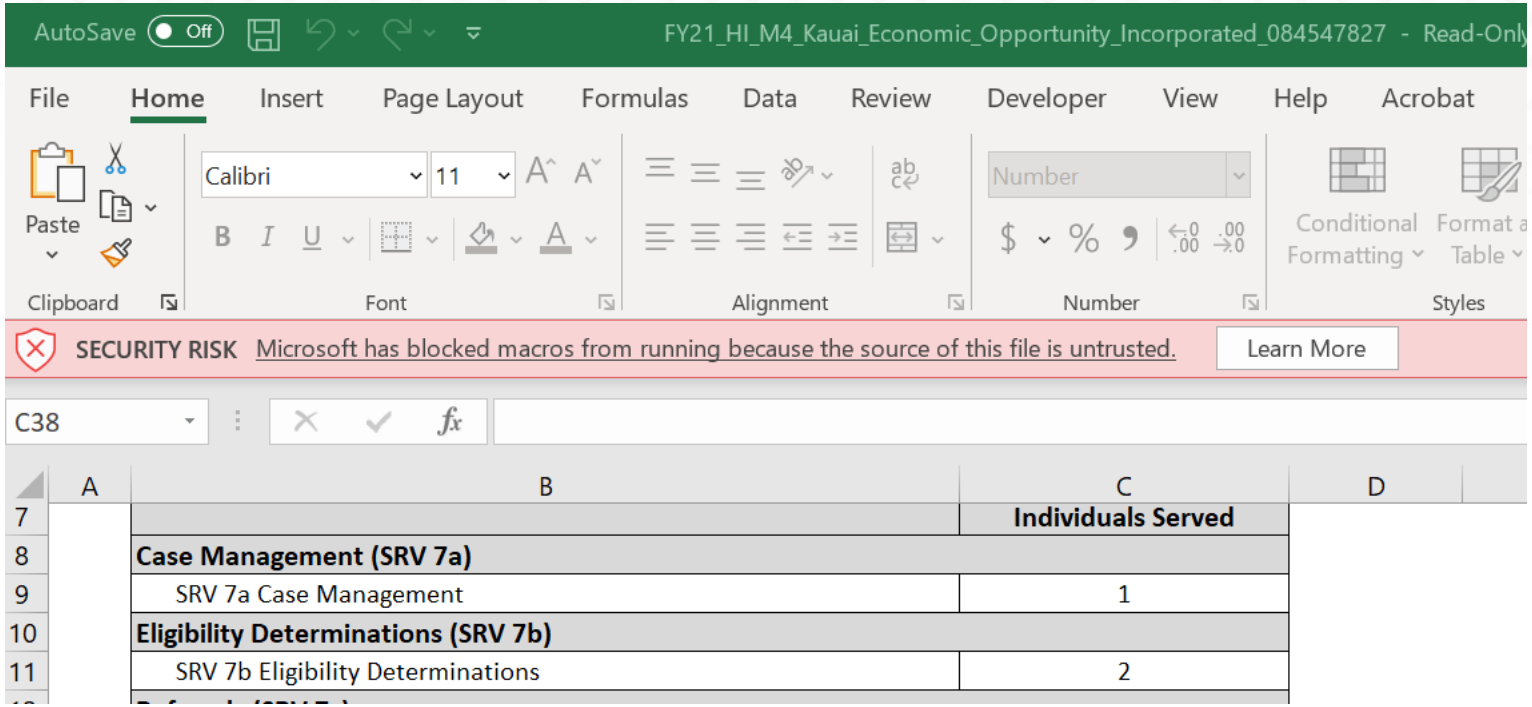

ACCESSING SMARTFORMS

Download and Save SmartForm

- Save the file in a folder where you are able to retrieve it later.
- Avoid temporary locations such as your desktop or download folder. A best practice is to create a folder for the fiscal year.
- Save your SmartForm and all revisions there.

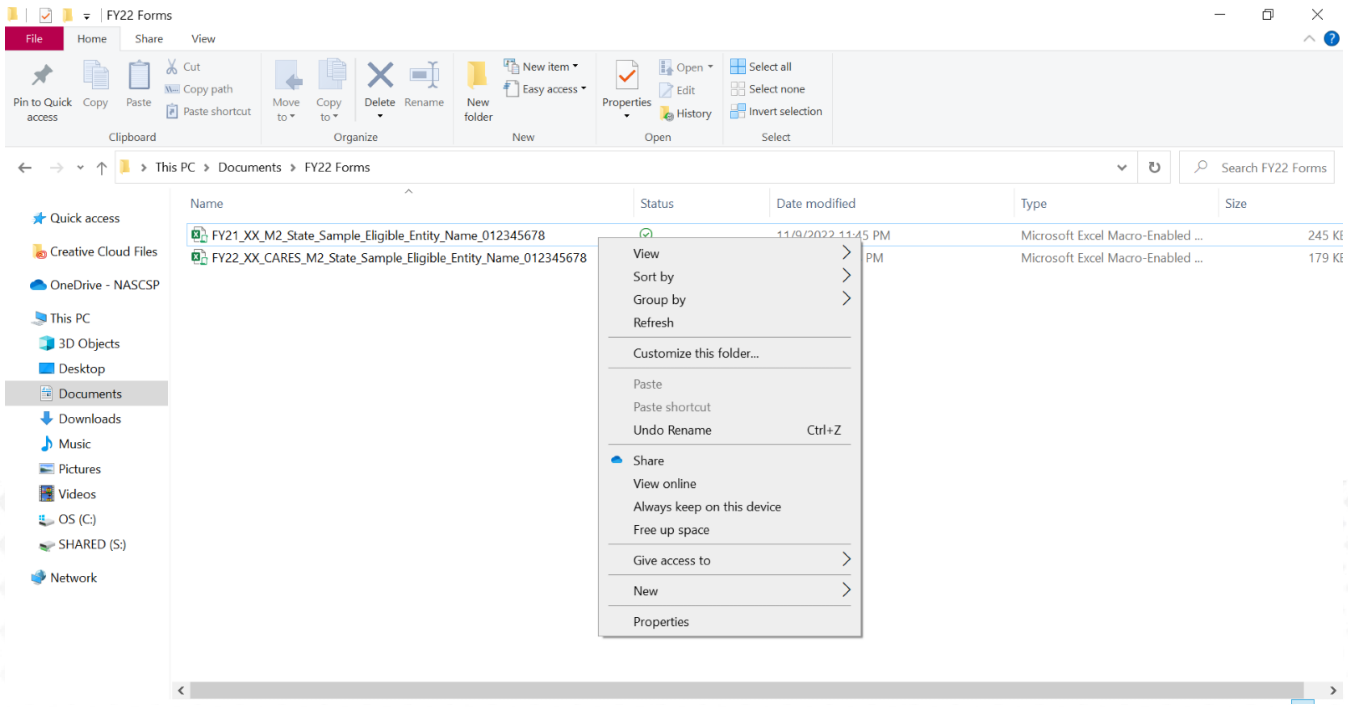
Unblock Macros



You may see the "Security Risk" message above instead of "Enable Content" when you open your forms. If you see this message, you must unblock macros.

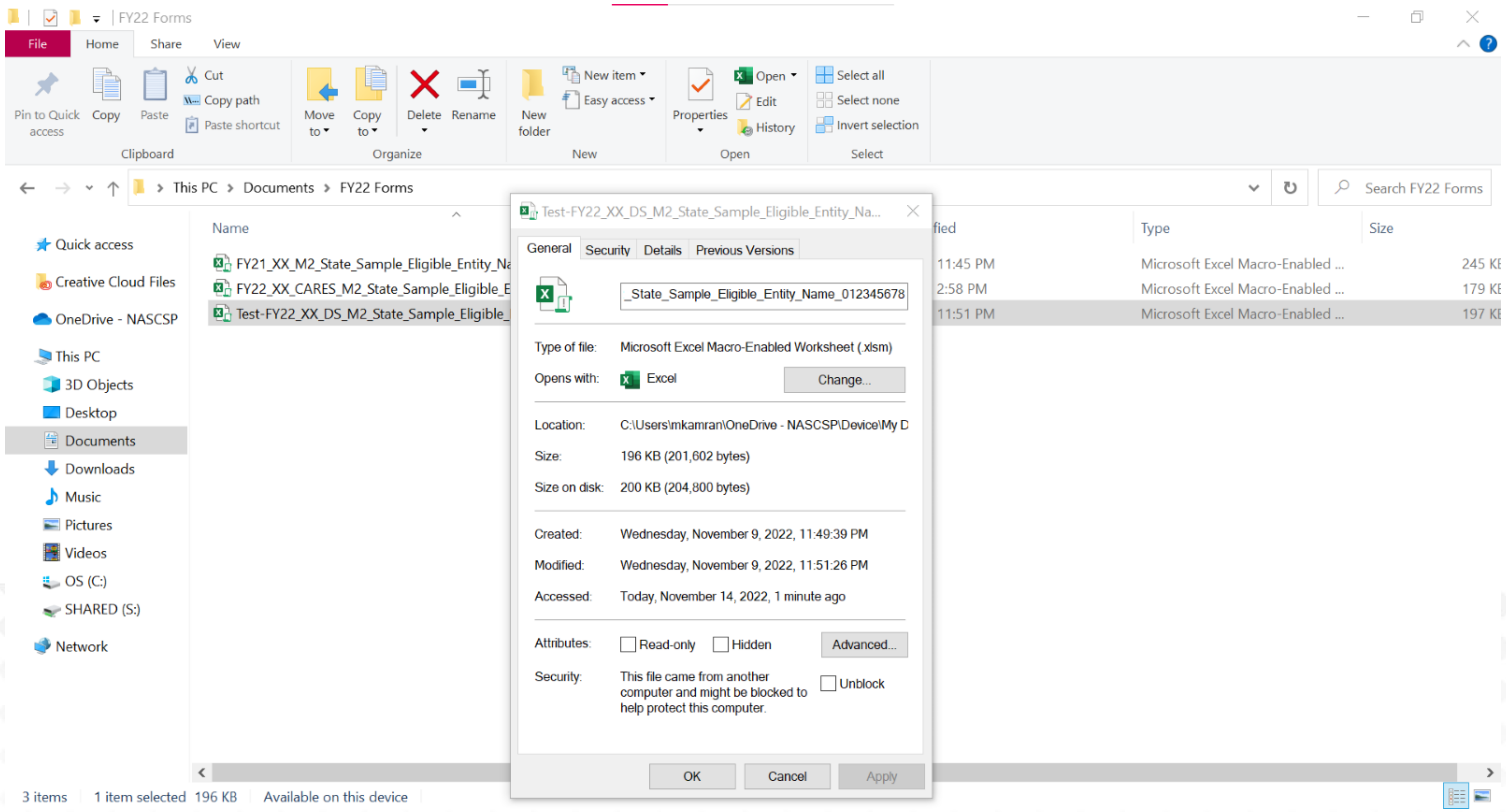
To Unblock Macros

1. Close your form and pull up the folder in which your form lives.
2. Right-click on the form.
3. Click on properties.



To Unblock Macros continued

4. After clicking on properties, you should see the pop-up dialogue box below.
5. Select “Unblock.”
6. Click “Ok.”

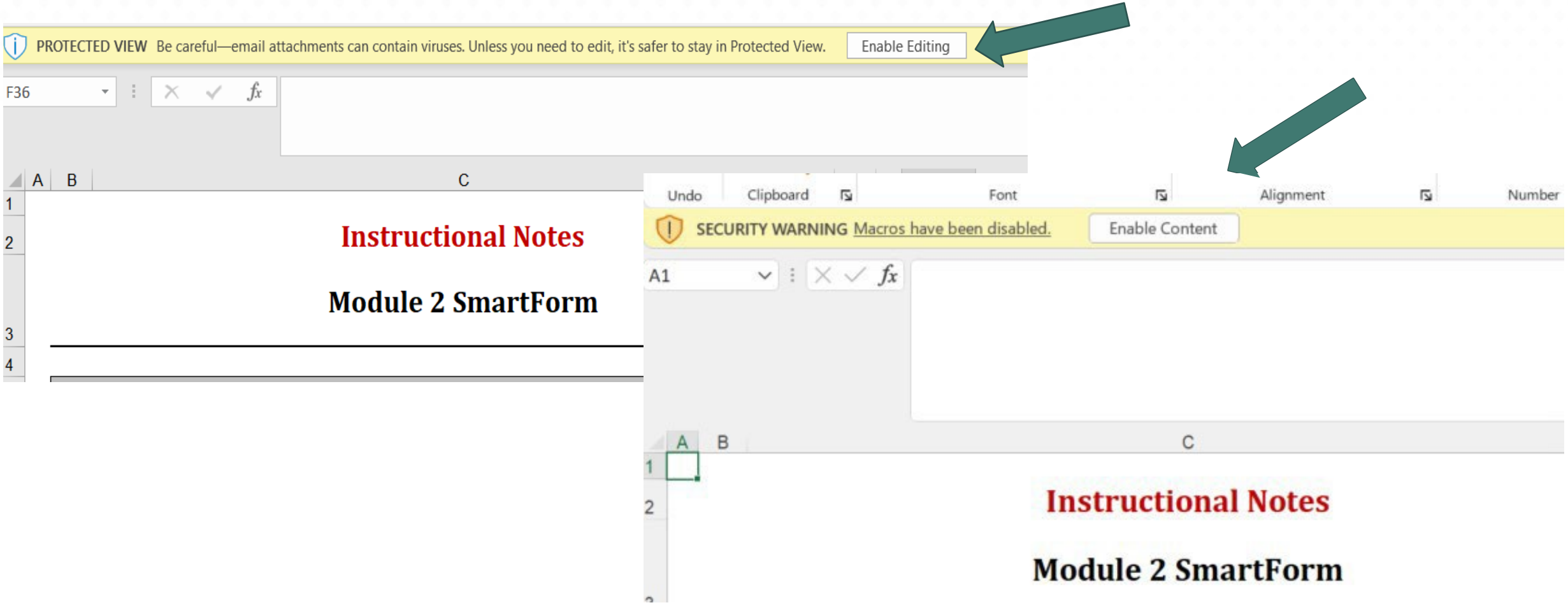


To Unblock Macros – Final Tips

You may only see the **Security Risk** message if you have the newest version of Excel. If you do not see the **Security Risk** message, and you don't see the option to **Unblock** when you right-click on the form, you may not need to perform these steps.

Check to see if you can **Enable Content** or **Enable Editing** in the form and export to XML. That will let you know if your form is unblocked.

Enabling Editing



REMEMBER: This activates the macros that allows the form to work properly

Why is it Important to Enable Macros?

- Locks cells
- Ensures validations function properly
- If not enabled results in upload issues:
  - XML does not save successfully
  - Data not transferred correctly into appropriate fields
  - FQAR: More errors, warnings, or both on the Review Memo

13. Sources of Household Income	Number of Households
a. Income from Employment Only	1
b. Income from Employment and Other Income Source	2
c. Income from Employment, Other Income Source, and Non-Cash Benefits	3
d. Income from Employment and Non-Cash Benefits	4
e. Other Income Source Only	5
f. Other Income Source and Non-Cash Benefits	6
g. No Income	7
h. Non-Cash Benefits Only	8
i. Unknown/not reported	
j. TOTAL (auto calculated)	**36**

13. Sources of Household Income	Number of Households
a. Income from Employment Only	1
b. Income from Employment and Other Income Source	2
c. Income from Employment, Other Income Source, and Non-Cash Benefits	3
d. Income from Employment and Non-Cash Benefits	4
e. Other Income Source Only	5
f. Other Income Source and Non-Cash Benefits	6
g. No Income	7
h. Non-Cash Benefits Only	8
i. Unknown/not reported	
j. TOTAL (auto calculated)	**36**

Answer in the chat…

- **Why are Macros Important?**
  A. They are key to being healthy
  B. They ensure that the SmartForms function properly.
  C. They are not important and serve no purpose.
  D. They lock cells within the SmartForms.

There is more than one answer.

Answer in the chat…

- **Why are Macros Important?**
  A. They are key to being healthy
  B. **They ensure that the SmartForms function properly.**
  C. They are not important and serve no purpose.
  D. **They lock cells within the SmartForms.**

COMPLETING MODULES 2 AND 4

Warning vs. Error

Warning

- Flags a data point.
- There are **no expenditures** (A.2i.) reported for Agency Capacity Building, but **there are agency capacity building activities** identified in A.4. (Module 2).
- Individuals who receive services may **attempt to obtain** (FNPIs, **Individuals Served**, Column I) and **achieve** (FNPIs, **Actual Results**, Column III) unanticipated outcomes, such as FNPI 1d. In these cases, **targets** (FNPIs, Column II) were not likely set in advance (Module 4).

Error

- Indicates a data point that should be corrected.
- If you specify **Other Federal Resources**, you **must enter** a **description**, **CFDA #**, and a **$ value**. (Module 2, Section C)
- Individuals who receive services attempt to obtain **outcomes** (FNPIs, Column I), but no **target** or **actual results** (FNPIs, Columns II and III) are provided. The entire row **must** be completed. Entering zeroes are acceptable (Module 4).

Entering Data in Module 2

FY 22

A.1 **CSBG Eligible Entity Reporting Period:**

A.1a. **July 1-June 30**	☑
A.1b. **October 1-September 30**	☐
A.1c. **January 1-December 31**	☐

A.2 **CSBG Expenditures:**

CSBG Expenditures Domains	CSBG Funds
A.2a. **Employment**	
A.2b. **Education and Cognitive Development**	$ 2,344
A.2c. **Income, Infrastructure, and Asset Building**	
A.2d. **Housing**	$ 5,500
A.2e. **Health and Social/Behavioral Development** *(includes nutrition)*	$ 150,000
A.2f. **Civic Engagement and Community Involvement**	
A.2g. **Services Supporting Multiple Domains**	$ 80,015
A.2h. **Linkages** *(e.g. partnerships that support multiple domains)*	$ 450,321
A.2i. **Agency Capacity Building** *(detailed below in Table A.4)*	$ 155,000
A.2j. **Other** *(e.g. emergency management/disaster relief)*	
A.2k. **Total CSBG Expenditures (auto calculated)**	**$ 843,180**

A.3 **Of the CSBG funds reported above, report the total amount used for Administration*.**	

*for more information on what qualifies as Administration, refer to IM37

FY 21

A.1 CSBG Eligible Entity **Reporting Period:**

A.1a. **July 1-June 30**	
A.1b. **October 1-September 30**	
A.1c. **January 1-December 31**	

A.2 **CSBG Expenditures:**

CSBG Expenditures Domains	CSBG Funds
A.2a. **Employment**	$ -
A.2b. **Education and Cognitive Development**	$ -
A.2c. **Income, Infrastructure, and Asset Building**	$ -
A.2d. **Housing**	$ 4,498.00
A.2e. **Health and Social/Behavioral Development** (includes nutrition)	$ 176,421.00
A.2f. **Civic Engagement and Community Involvement**	$ -
A.2g. **Services Supporting Multiple Domains**	*$ 76,824.00*
A.2h. **Linkages** (e.g. partnerships that support multiple domains)	$ 521,901.00
A.2i. **Agency Capacity Building** *(detailed below in Table A.4)*	$ -
A.2j. **Other** (e.g. emergency management/disaster relief)	$ -
A.2k. **Total CSBG Expenditures (auto calculated)**	**$ 779,644.00**

A.3 **Of the CSBG funds reported above, report the total amount used for Administration*.**	$ 64,432.00

*for more information on what qualifies as Administration, refer to IM37

WARNING

ERROR

*There should be no **ERRORS** (red cells) in the final submission.

CFDA Numbers

Please remember to be mindful of proper data entry in the other resources.

C.3f. Corporation for National and Community Service (CNCS) programs				C.3f.	
C.3g. Federal Emergency Management Agency (FEMA)				C.3g.	
C.3h. Department of Transportation				C.3h.	
C.3i. Department of Education				C.3i.	
C.3j. Department of Justice				C.3j.	
C.3k. Department of Treasury				C.3k.	
C.3l. Other Federal Resources					
C.3l.i.	X	CFDA #:	00.000	C.3l.i.	$ 1
C.3l.ii.		CFDA #:		C.3l.ii.	
C.3l.iii.		CFDA #:		C.3l.iii.	
C.3l.iv.		CFDA #:		C.3l.iv.	
C.3m. Total Other Federal Resources (autocalculated)				C.3m.	$ 1
C.3n. Total: Non-CSBG Federal Resources Allocated (autocalculated)				C.3n.	$ 1

Entering Data in Module 4

FY 2022 CSBG Annual Report

Module 4, Section A: Individual and Family National Performance Indicators (FNPIs) - Data Entry Form

Goal 1: Individuals and Families with low incomes are stable and achieve economic security.

Employment Indicators

Name of CSBG Eligible Entity Reporting:	City of Glendale		
State:	Arizona	**DUNS:**	077523579

Employment (FNPI 1)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V] (% auto calculated)	NPI Entry Status
FNPI 1a The number of unemployed youth who obtained employment to gain skills or income.	100	85		0%	0%	Row Incomplete
FNPI 1b The number of unemployed adults who obtained employment (up to a living wage).						
FNPI 1c The number of unemployed adults who obtained and maintained employment for at least 90 days (up to a living wage).	100	150	14	14%	9%	OK
FNPI 1d The number of unemployed adults who obtained and maintained employment for at least 180 days (up to a living wage).						
FNPI 1e The number of unemployed adults who obtained employment (with a living wage or higher).						

Column III is required.

Go to instructions

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Go to Errors and Warnings

There are buttons to help you navigate through Module 4 as you do data entry.

Demographic Data in Module 4, Section C, Subsections E and F

These are for programs you are unable to un-duplicate demographic data for, such as “batch reporting”.

E. Number of Individuals Who May or May Not be Included in the Totals Above *(due to data collection system integration barriers)*

a. Please list the unduplicated number of INDIVIDUALS served in each program*:

Program Name	Number of Individuals

F. Number of Households Who May or May Not be Included in the Totals Above *(due to data collection system integration barriers)*

a. Please list the unduplicated number of HOUSEHOLDS served in each program*:

Program Name	Number of Households

Comparison Tabs in Module 4

Indicators:	FY 2021	FY 2022	% Change	from FY21 – FY22	FY 2021	FY 2022	% Change	from FY21 – FY22
Employment (FNPI 1)	I.) Number of Participants Served	I.) Number of Individuals Served	I.) Number of Participants Served	I.) Number of Individuals Served	III.) Actual Results (#)	III.) Actual Results (#)	III.) Actual Results (#)	III.) Actual Results (#)
FNPI 1a The number of unemployed **youth** who obtained employment to gain skills or income.	156	150	-4%	-6	156	125	-25%	-31
FNPI 1b The number of unemployed **adults** who obtained employment **(up to a living wage)**.	63	200	217%	137	9	198	2100%	189
FNPI 1c The number of unemployed **adults** who obtained and maintained employment for at least 90 days **(up to a living wage)**.	15				2			
FNPI 1d The number of unemployed **adults** who obtained and maintained employment for at least 180 days	6				4			
FNPI 1e The number of unemployed **adults** who obtained employment **(with a living wage or higher)**.								
FNPI 1f The number of unemployed **adults** who obtained and maintained employment for at least 90 days **(with a living wage or higher)**.								
FNPI 1g The number of unemployed **adults** who obtained and maintained employment for at least 180 days **(with a living wage or higher)**.								
FNPI 1h The number of employed participants in a career-advancement related program who **entered or transitioned** into a position that provided increased income and/or benefits.	4							
FNPI 1h.1 Of the above, the number of employed participants who Increased income from employment through **wage or salary amount increase.**	4							
FNPI 1h.2 Of the above, the number of employed participants who increased income from employment through **hours worked increase**.								
FNPI 1h.3 Of the above, the number of employed participants who **increased benefits** related to employment.	4							

Indicators:	FY 2021	FY 2022	% Change	from FY21 – FY22	FY 2021	FY 2022	% Change	from FY21 – FY22
Education and Cognitive Development (FNPI 2)	I.) Number of Participants Served	I.) Number of Individuals Served	I.) Number of Participants Served	I.) Number of Individuals Served	III.) Actual Results (#)	III.) Actual Results (#)	III.) Actual Results (#)	III.) Actual Results (#)
FNPI 2a The number of **children** (0 to 5) who demonstrated improved emergent literacy skills.	595				550			
FNPI 2b The number of **children** (0 to 5) who demonstrated skills for school readiness.	595				535			
FNPI 2c The number of **children** and **youth** who demonstrated improved positive approaches toward learning, including improved attention skills. (auto total).	2115	0		-2115	2060	0		-2060

... | Services Civic Eng. & Comm Inv. | Outcomes Across Mult Domains | Support Services | ALL Characteristics | Year to Year Comparisons NPIs | Year to Year Comparisons SRVs | Year to Year ALL Characteristic

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The year-to-year comparisons for Module 4 are on the last three tabs. They are there primarily for reference and will not be called out in Errors and Warnings. The only year-to-year variance called out in the Errors and Warnings for Module 4 would be if the All Characteristics Item A and Item B, Service, or NPI has a significant variance.

Outstanding Errors and Warning Tab

How to Use:

- Review all Errors and Warnings.
  - Errors: clear or provide a comment with your submission.
- Double click on any error or warning, and it will take you to the item.

Tab	Data Field	Severity	Message Description
Section A. Local CSBG Expen	A.1 CSBG Eligible Entry Reporting Period	Error	Select only one CSBG Eligible Entry Reporting Period
Section A. Local CSBG Expen	M2A3Admin	Warning	The value you have entered is greater than 20% of total CSBG expenditures (A.2k) reported.

Instructions | Outstanding Errors and Warnings | Section A. Local CSBG Expen | Section B. Local Agency Capacit | Section C. Local CSBG Resources

Note: the severity column is color coded here for illustration purposes

Errors and Warnings in Module 2

A.1 **CSBG Eligible Entity Reporting Period:**

A.1a. **July 1-June 30**	☑
A.1b. **October 1-September 30**	☐
A.1c. **January 1-December 31**	☐

A.2 **CSBG Expenditures:**

CSBG Expenditures Domains	CSBG Funds
A.2a. **Employment**	$ 300,000
A.2b. **Education and Cognitive Development**	$ 400,000
A.2c. **Income, Infrastructure, and Asset Building**	$ 4,000
A.2d. **Housing**	$ 915,000
A.2e. **Health and Social/Behavioral Development** *(includes nutrition)*	$ 90,000
A.2f. **Civic Engagement and Community Involvement**	
A.2g. **Services Supporting Multiple Domains**	
A.2h. **Linkages** *(e.g. partnerships that support multiple domains)*	
A.2i. **Agency Capacity Building** *(detailed below in Table A.4)*	
A.2j. **Other** *(e.g. emergency management/disaster relief)*	
A.2k. **Total CSBG Expenditures (auto calculated)**	**$ 1,709,000**

A.3 **Of the CSBG funds reported above, report the total amount used for Administration*.**	$ 600,000

*for more information on what qualifies as Administration, refer to IM37

The value you have entered is greater than 20% of total CSBG expenditures (A.2k) reported.
The value entered for the current year is either more than double or less than half of the value reported last year.

A.1 CSBG Eligible Entity **Reporting Period:**

A.1a. **July 1-June 30**
A.1b. **October 1-September 30**
A.1c. **January 1-December 31**

A.2 **CSBG Expenditures:**

CSBG Expenditures Domains
A.2a. **Employment**
A.2b. **Education and Cognitive Development**
A.2c. **Income, Infrastructure, and Asset Building**
A.2d. **Housing**
A.2e. **Health and Social/Behavioral Development** (includes nutrition)
A.2f. **Civic Engagement and Community Involvement**
A.2g. **Services Supporting Multiple Domains**
A.2h. **Linkages** (e.g. partnerships that support multiple domains)
A.2i. **Agency Capacity Building** *(detailed below in Table A.4)*
A.2j. **Other** (e.g. emergency management/disaster relief)
A.2k. **Total CSBG Expenditures (auto calculated)**

for
Administration*.

*for more information on what qualifies as Administration, refer to IM37

Errors and Warning messages show up on the data entry tabs as well.

Module 4 Errors and Warnings: FNPIs

Employment Indicators

Name of CSBG Eligible Entity Reporting:			
State:		**DUNS:**	

Employment (FNPI 1)	**I.) Number of Individuals Served** in program(s) (#)	**II.) Target (#)**	**III.) Actual Results (#)**	**IV.) Percentage Achieving Outcome** [III/ I = IV] (%	**V.) Performance Target Accuracy** (III/II = V] (%	**NPI Entry Status**
FNPI 1a The number of unemployed **youth** who obtained employment to gain skills or income.	100	200		0%	0%	Row Incomplete

Go to Errors a

Column III is required.

Errors and Warning messages show up on the data entry tabs as well.

Module 4 Errors and Warnings: All Characteristics Report (ACR)

FNPI 5i The number of individuals with **no recidivating event** for six months.	50	25	25	50%	100%	
FNPI 5i.1 Youth (ages 14-17)	50	25	25	50%	100%	OK

Employment (FNPI 1)	I.) Number of Individuals Served in program(s)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome	V.) Performance Target Accuracy (III/II = V) (%	NPI Entry Status
FNPI 1a The number of unemployed **youth** who obtained employment to gain skills or income.	50	25	25	50%	100%	OK

2. Age	Number of Individuals
a. 0-5	
b. 6-13	
c. 14-17	15
d. 18-24	15
e. 25-44	

Employment NPIs	FNPI 1a The number of unemployed youth who obtained employment to gain skills or income.	Warning	More youths are reported under I than what was reported on the All Characteristics section.
Health NPIs	FNPI 5i.1 Youth (ages 14-17)	Warning	More youths are reported under I than what was reported on the All Characteristics section.
Health NPIs	FNPI 5i.1 Youth (ages 14-17)	Warning	More youths are reported under III than what was reported on the All Characteristics section.

All Characteristics Connection

Module 4 Errors and Warnings: ACR - Totals

Verify that Totals are not more or less than the total number of individuals served

A. Total unduplicated number of all INDIVIDUALS about whom one or more characteristics were obtained: 100
B. Total unduplicated number of all HOUSEHOLDS about whom one or more characteristics were obtained:

C. INDIVIDUAL LEVEL CHARACTERISTICS

1. Gender	Number of Individuals
a. Male	50
b. Female	75
c. Other	5
d. Unknown/not reported	20
e. TOTAL (auto calculated)	150

6. Ethnicity/Race	Number of Individuals
a. Ethnicity	
a.1. Hispanic, Latino or Spanish Origins	
a.2. Not Hispanic, Latino or Spanish Origins	
a.3. Unknown/not reported	
a.4. TOTAL (auto calculated)	0

Section C.1 Status

ERROR: TOTAL COUNT CANNOT BE GREATER THAN THE TOTAL UNDUPLICATED NUMBER OF ALL INDIVIDUALS (ITEM A)

Section C.6a Status

1E > A

Vs.

A. Total unduplicated number of all INDIVIDUALS about whom one or more characteristics were obtained: 200
B. Total unduplicated number of all HOUSEHOLDS about whom one or more characteristics were obtained:

C. INDIVIDUAL LEVEL CHARACTERISTICS

1. Gender	Number of Individuals
a. Male	50
b. Female	75
c. Other	5
d. Unknown/not reported	20
e. TOTAL (auto calculated)	150

6. Ethnicity/Race	Number of Individuals
a. Ethnicity	
a.1. Hispanic, Latino or Spanish Origins	
a.2. Not Hispanic, Latino or Spanish Origins	
a.3. Unknown/not reported	
a.4. TOTAL (auto calculated)	0

Section C.1 Status

ERROR: TOTAL COUNT SHOULD NOT BE LESS THAN THE TOTAL UNDUPLICATED NUMBER OF ALL INDIVIDUALS (ITEM A)

Section C.6a Status

1E < A

Module 4 Errors and Warnings: Age-Specific

2. Age	Number of Individuals
a. 0-5	50
b. 6-13	100
c. 14-17	50
d. 18-24	
e. 25-44	
f. 45-54	
g. 55-59	
h. 60-64	
i. 65-74	
j. 75+	
k. Unknown/not reported	
l. TOTAL (auto calculated)	200

Section C.2 Status

3. Education Levels	Number of Individuals	
	[ages 14-24]	[ages 25+]
a. Grades 0-8	25	
b. Grades 9-12/Non-Graduate	25	
c. High School Graduate	25	
d. GED/Equivalency Diploma		
e. 12 grade + Some Post-Secondary		
f. 2 or 4 years College Graduate		
g. Graduate of other post-secondary school		
h. Unknown/not reported		
i. TOTAL (auto calculated)	75	0

Section C.3 Status

ERROR: THE TOTAL NUMBER OF INDIVIDUALS REPORTED IN EDUCATION LEVELS FOR C.3i [ages 14-24] EXCEEDS THE SUM OF C.2c & C.2d

Aged 14-17 = 50

Tip: Verify age-specific data points.

Education Level 14-17 = 75

Module 4 Errors and Warnings: Parent and Child

	Yes	No	Unknown
b. Health Insurance*	50	50	100

*If an individual reported that they had Health Insurance please identify the source of health insurance below.

Health Insurance Sources

c.1. Medicaid	75
c.2. Medicare	
c.3. State Children's Health Insurance Program	
c.4. State Health Insurance for Adults	
c.5. Military Health Care	
c.6. Direct-Purchase	
c.7. Employment Based	
c.8. Unknown/not reported	
c.9. TOTAL (auto calculated)	75

13. Sources of Household Income	Number of Households
a. Income from Employment Only	
b. Income from Employment and Other Income Source	25
c. Income from Employment, Other Income Source, and Non-Cash Benefits	
d. Income from Employment and Non-Cash Benefits	25
e. Other Income Source Only	
f. Other Income Source and Non-Cash Benefits	
g. No Income	
h. Non-Cash Benefits Only	
i. Unknown/not reported	
j. TOTAL (auto calculated)	50

Section D.13 Status

Below, please report the types of Other income and/or non-cash benefits received by the households who reported sources other than employment

14. Other Income Source	Number of Households
a. TANF	
b. Supplemental Security Income (SSI)	35
c. Social Security Disability Income (SSDI)	
d. VA Service-Connected Disability Compensation	

NO ITEM IN OTHER INCOME SOURCE (SECTION 14) CAN BE GREATER THAN THE SUM OF D.13b, D.13c, D.13e, & D.13f.

15. Non-Cash Benefits	Number of Households
a. SNAP	
b. WIC	
c. LIHEAP	50

Section D.15 Status

NO ITEM IN NON CASH BENEFITS (SECTION 15) CAN BE GREATER THAN THE SUM OF D.13c, D.13d, D.13f, and D.13h.

Tip: Double check the "Of the . . ., how many have . . ." data points

Module 4 Errors and Warnings: Demographics

Education and Cognitive Development Services (SRV 2)	Unduplicated Number of Individuals Served
Child/Young Adult Education Programs (SRV 2a-j)	
SRV 2a Early Head Start	25
SRV 2b Head Start	50
SRV 2c Other Early-Childhood (0-5 yr. old) Education	25

2. Age	Number of Individuals
a. 0-5	50

This is an example of where a manual check is needed as there is no validation written into the SmartForm. Please verify that age specific services do not exceed the number of individuals served within that age-range in the All Characteristics Report (Module 4, Section C).

Module 4 Errors and Warnings: Service Outcomes Connection

Employment Services (SRV 1)	Unduplicated Number of Individuals Served
Skills Training and Opportunities for Experience (SRV 1a-f)	
SRV 1a Vocational Training	
SRV 1b On-the-Job and other Work Experience	
SRV 1c Youth Summer Work Placements	
SRV 1d Apprenticeship/Internship	
SRV 1e Self-Employment Skills Training	
SRV 1f Job Readiness Training	
Career Counseling (SRV 1g-h)	
SRV 1g Workshops	
SRV 1h Coaching	
Job Search (SRV 1i-n)	
SRV 1i Coaching	
SRV 1j Resume Development	
SRV 1k Interview Skills Training	
SRV 1l Job Referrals	
SRV 1m Job Placements	
SRV 1n Pre-employment physicals,	
Post Employment Supports (SRV 1o-p)	
SRV 1o Coaching	
SRV 1p Interactions with employers	
Employment Supplies (SRV 1q)	
SRV 1q Employment Supplies	

Employment (FNPI 1)	I.) Number of Individuals Served in program(s)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome	V.) Performance Target Accuracy [III/II = V] %	NPI Entry Status
FNPI 1a The number of unemployed **youth** who obtained employment to gain skills or income.	50	25	25	50%	100%	OK

This is another example of where a manual check is needed. In this case, outcomes are reported under FNPIs (Module 4, Section A), but there are no services provided for that same domain (Module 4, Section B).

Module 4 Errors and Warnings: Related to Module 2

A.2 **CSBG Expenditures:**

CSBG Expenditures Domains	CSBG Funds
A.2a. **Employment**	$ 2,500

Employment Services (SRV 1)	Unduplicated Number of Individuals Served
Skills Training and Opportunities for Experience	SRV 1a-f)
SRV 1a Vocational Training	
SRV 1b On-the-Job and other Work Experience	
SRV 1c Youth Summer Work Placements	
SRV 1d Apprenticeship/Internship	
SRV 1e Self-Employment Skills Training	
SRV 1f Job Readiness Training	
Career Counseling (SRV 1g-h)	
SRV 1g Workshops	
SRV 1h Coaching	
Job Search (SRV 1i-n)	
SRV 1i Coaching	
SRV 1j Resume Development	
SRV 1k Interview Skills Training	
SRV 1l Job Referrals	
SRV 1m Job Placements	
SRV 1n Pre-employment physicals,	
Post Employment Supports (SRV 1o-p)	
SRV 1o Coaching	
SRV 1p Interactions with employers	
Employment Supplies (SRV 1q)	
SRV 1q Employment Supplies	

C.3. Federal Resources Allocated (Other than CSBG)		
C.3a. Weatherization (DOE) (*include oil overcharge $$*)	C.3a.	$ -

hazards or electrical issues, etc.)	
SRV 4t Energy Efficiency Improvements (e.g. insulation, air sealing, furnace repair, etc.)	100

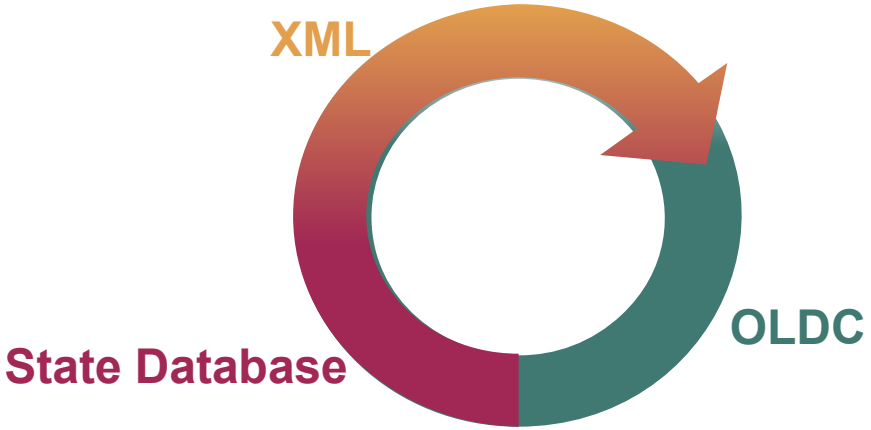
This is another example of a manual check as Module 2 and Module 4 SmartForms do not interact. If an agency reports an Expenditure (Module 2, Section A) or Resource (Module 2, Section C), then verify whether the agency also reported on the those services.

Exporting XMLs

Definition: Extensible Markup Language (XML)

XML, or Extensible Markup Language, lets you define and store data in a shareable manner. XML supports information exchange between computer systems such as websites, databases, and third-party applications.

Allows you to export the data from your database to a file that OLDC can read.



Exporting to XML

Go to the Outstanding Errors and Warnings tab to find the “XML Export” button.

XML Export

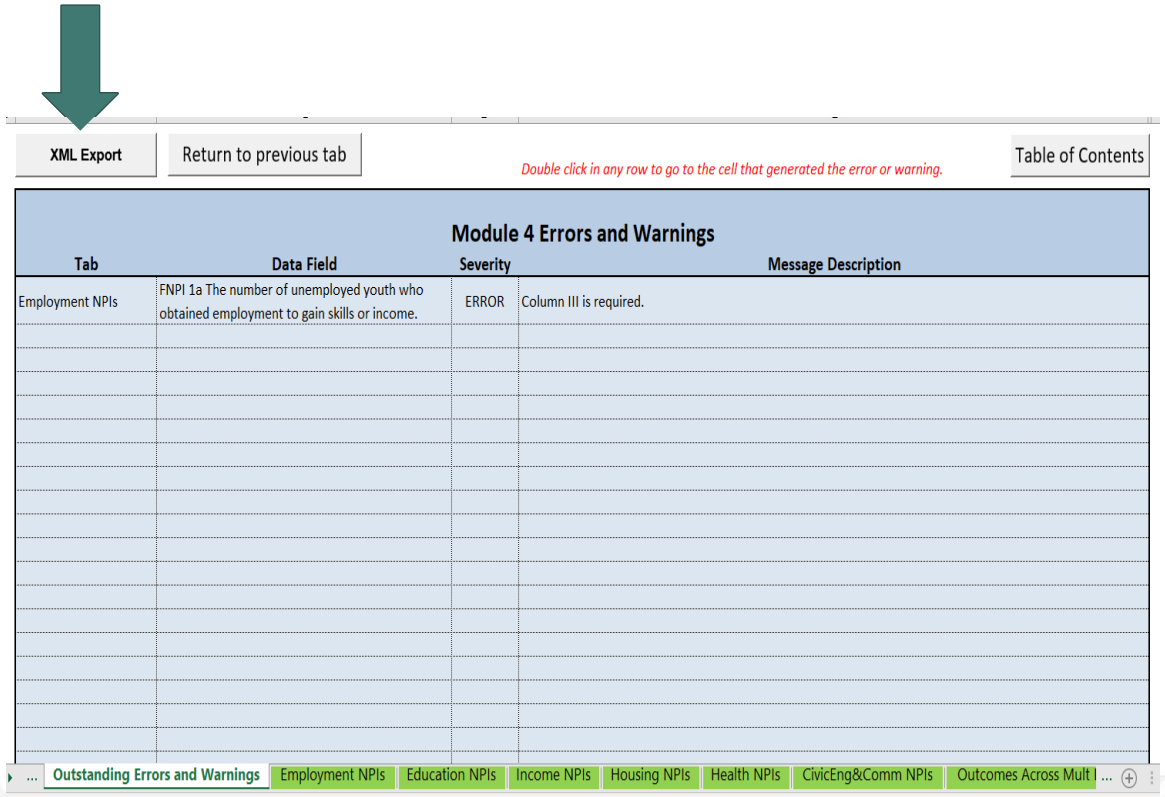
Double click in any row to go to the cell that generated the error or warning.

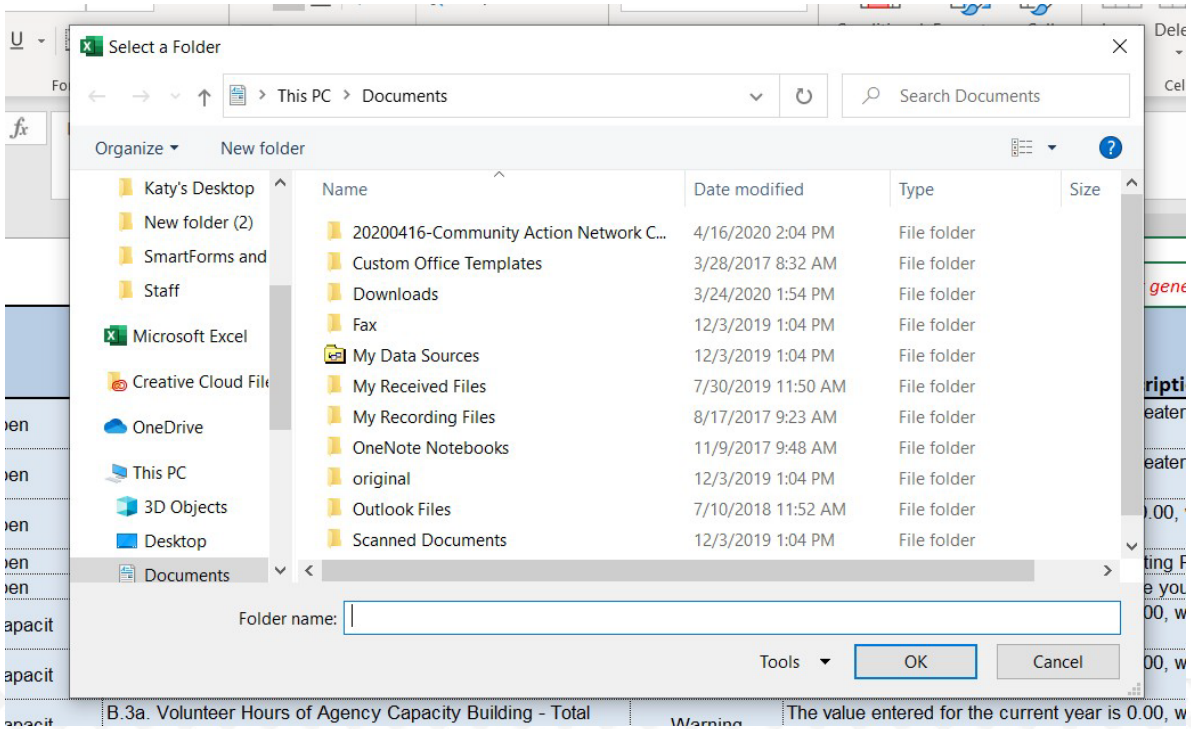
Module 2 Errors and Warnings

Tab	Data Field	Severity	Message Description
Section A. Local CSBG Expen	A.2b. CSBG Expenditures Domains - Education and Cognitive Development	Warning	The value entered for the current year is greater than $0.00, while last year, the value reported here was $0.00.
Section A. Local CSBG Expen	A.2i. CSBG Expenditures Domains - Agency Capacity Building	Warning	The value entered for the current year is greater than $0.00, while last year, the value reported here was $0.00.
Section A. Local CSBG Expen	A.3. CSBG Expenditures Domains - Administration	Warning	The value entered for the current year is $0.00, while last year, the value reported here was greater than $0.00.
Section A. Local CSBG Expen	A.1 CSBG Eligible Entry Reporting Period	ERROR	Select only one CSBG Eligible Entry Reporting Period
Section A. Local CSBG Expen	A.4 - Details on Agency Capacity Building Funded by CSBG	ERROR	You must select at least one checkbox since you reported funds in A.2i.
Section B. Local Agency Capacit	B.2a. Hours of Agency Capacity Building - Board Members	Warning	The value entered for the current year is 0.00, while last year, the value reported here was greater than 0.00.
Section B. Local Agency Capacit	B.2b. Hours of Agency Capacity Building - Agency Staff	Warning	The value entered for the current year is 0.00, while last year, the value reported here was greater than 0.00.
Section B. Local Agency Capacit	B.3a. Volunteer Hours of Agency Capacity Building - Total Hours	Warning	The value entered for the current year is 0.00, while last year, the value reported here was greater than 0.00.
Section B. Local Agency Capacit	B.3a.1. Volunteer Hours of Agency Capacity Building - Low-Income Hours	Warning	The value entered for the current year is 0.00, while last year, the value reported here was greater than 0.00.
Section B. Local Agency Capacit	B.4c. Staff with Certifications - CCAP	Warning	The value entered for the current year is 0, while last year, the value reported here was greater than 0.
Section B. Local Agency Capacit	B.4e. Staff with Certifications - Family Development	Warning	The value entered for the current year is 0, while last year, the value reported here was greater than 0.
Section B. Local Agency Capacit	B.4g. Number of Staff with Home Energy Professional Certifications	Warning	The value entered for the current year is 0, while last year, the value reported here was greater than 0.
Section B. Local Agency Capacit	B.4g.1. Number of Energy Auditors	Warning	The value entered for the current year is 0, while last year, the value reported

Instructions | Outstanding Errors and Warnings | Section A. Local CSBG Expen | Section B. Local Agency Capacit | Section C. Local CSBG Resources

Exporting to XML continued





Click on the “XML Export” Button. A pop-up dialogue box should appear. Select the folder you want to drop the XML in. Click “OK.”

Submitting Comments

FY24 Comment Template

- Please use the following template to submit comments to your state.
- Submit comments for Modules 2 and 4 on one form.

Please provide comments on any errors, warnings, or outliers that exist in the data that the CSBG eligible entities within your state are submitting to OCS. Thank you for your efforts on this submission of the CSBG Annual Report!

State	Agency	Module	Section	Data Point	Message Description	Justification

A Comment about Comments for CSBG Eligible Entities

- Agencies should review all their Errors and Warnings.
- If the data is correct but it flags in the form, agencies should provide a comment that explains that the data is correct.
  - This will minimize the amount of follow-up post submission during the FQAR.
- In the FY24 Review, OCS will not flag:
  - Targeting that is outside the 80-120% benchmarks.
  - NPIs where all targeted outcomes were obtained.
  - Year-to-Year Variances for NPIs, Services, and All Characteristics Report Sections C-F.
    - **Do not submit comments on these.**

A Comment about Comments for States and Territories

- Serves as a companion to the data submitted.
- Review each agency's comment memo before submitting to OCS.
  - ✓ Are all errors and warnings addressed?
  - ✓ Does the comment appropriately address the error or warning in a way that is understandable to OCS?
- If the agency does not sufficiently address the error or warning, you should reach back out to agencies for further clarification.
- Combine all agency comments for both Modules into one form.
- Inform agencies how to submit comments.

Submitting FY24 Comments

- **Attach** comments to either Module 2 or Module 4 state-level form in OLDC.
- One form can be submitted for both Modules.

Please provide comments on any errors, warnings, or outliers that exist in the data that the CSBG eligible entities within your state are submitting to OCS. Thank you for your efforts on this submission of the CSBG Annual Report!

State	Agency	Module	Section	Data Point	Message Description	Justification

Answer in the chat…

- **What does OCS do during the FQAR?**
  A. Review for validations that were included in the SmartForm
  B. Review for validations that are not included in the SmartForm.
  C. Review all provided comments.
  D. Review for data validity and quality.
  E. All of the Above

There is more than one answer.

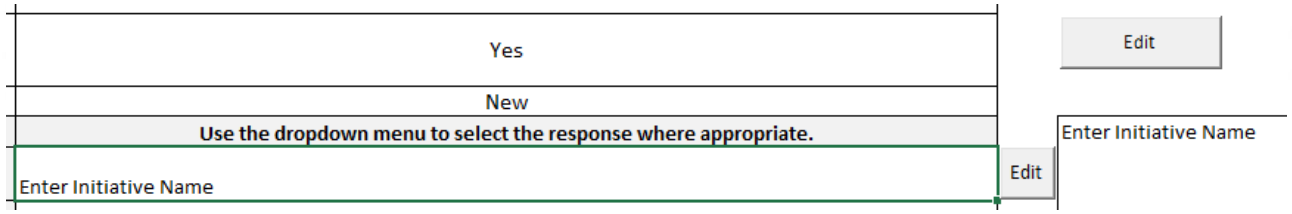
Answer in the chat…

- **What does OCS do during the FQAR?**
  A. Review for validations that were included in the SmartForm
  B. Review for validations that are not included in the SmartForm.
  C. Review all provided comments.
  D. Review for data validity and quality.
  E. **All of the above**

COMPLETING MODULE 3

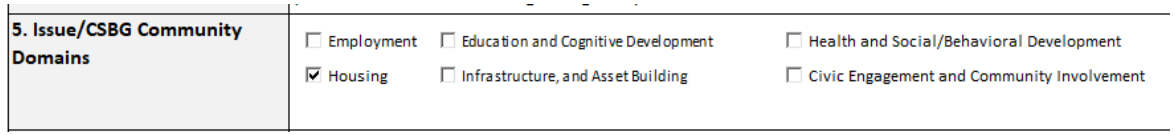
Module 3: Field Types

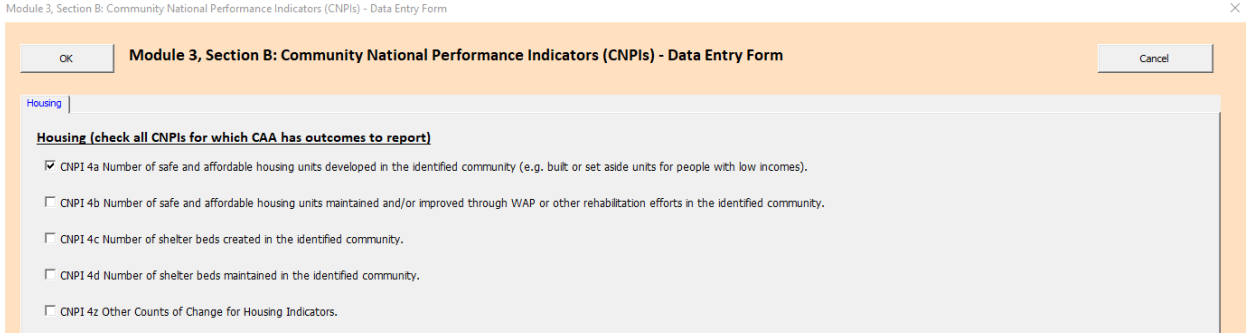
Different field types



Text

Dropdown





Selection Boxes

Module 3: CNPIs and Strategies

The Module 3 form has links to pop-up windows to select your CNPIs and Strategies.

OK

Module 3, Section B: Community National Performance Indicators (CNPIs) - Data Entry Form

Housing

Housing (check all CNPIs for which CAA has outcomes to report)

- [x] CNPI 4a Number of safe and affordable housing units developed in the identified community (e.g. built or set aside units for people with low incomes).
- [ ] CNPI 4b Number of safe and affordable housing units maintained and/or improved through WAP or other rehabilitation efforts in the identified community.
- [ ] CNPI 4c Number of shelter beds created in the identified community.
- [ ] CNPI 4d Number of shelter beds maintained in the identified community.
- [ ] CNPI 4z Other Counts of Change for Housing Indicators.

OK

Module 3, Section C: Community Strategies List

Housing | Community | Emergency

Housing Strategies (STR 4)

- [ ] STR 4a End Chronic Homelessness Campaign
- [x] STR 4b New Affordable Single Unit Housing Creation
- [ ] STR 4c New Affordable Multi-Unit Housing Creation (Single Resident Occupancy (SRO), temporary housing, transitional housing)

Module 3: Counts and Rates of Change

	Counts of Change for Housing Indicators (CNPI 4)	I.) Identified Community (auto-populated)	II.) Target (#)	III.) Actual Results (#)	IV.) Performance target accuracy (% auto
Counts of Change	CNPI 4a Number of safe and affordable housing units **developed in** the identified community (e.g. built or set aside units for people with low incomes).	Neighborhood			
	CNPI 4b Number of safe and affordable housing units maintained and/or improved through WAP or other rehabilitation efforts in the identified community.				
	CNPI 4c Number of shelter beds created in the identified community.				
	CNPI 4d Number of shelter beds maintained in the identified community.				

	Other Counts of Change for Housing Indicators (CNPI 4z) - Please specify below.	I.) Identified Community (auto-populated)	II.) Target (#)	III.) Actual Results (#)	IV.) Performance target accuracy (% auto
Other Counts of Change					

	Rates of Change for Housing Indicators (CNPI 4)	I.) Identified Community (auto-populated)	II.) Baseline existing starting point used for comparisons (%)	III.) Target (%)	IV.) Expected % change from baseline (Target % auto calculated)	V.) Actual Results (%)	VI.) Actual % change from baseline (% auto calculated)	VII.) Performance target accuracy (% auto calculated)
Rates of Change	CNPI 4e Percent decrease in the rate of homelessness in the identified community.							
	CNPI 4f Percent decrease in the foreclosure rate in the identified community.							
	CNPI 4g Percent increase in the rate of home ownership of							

Module3Instructions | Status Form | Housing | SectionC-Strategies List | +

Submitting Module 3

- **Attach** Module 3 SmartForms to the Module 3 Form.
- Only submit completed SmartForms in the following phases:
  - Active Implementation
  - Maturity
- Please do not submit blank forms.

Form Selection

Program Name:	Community Services Block Grant
Grantee Name:	AL [1 630621997 A1] (1993-2026) ECONOMIC AND COMMUNITY AFFAIRS, ALABAMA DEPARTMENT OF - No. 01
Report Name:	Module 3 (CSBG Module 3)

RESOURCES AND REMINDERS

Reaching PEAAK through Training and Technical Assistance

- Grant Recipients have a wide range of tools, training, and technical assistance available to support a complete and timely submission.

Tools	Training	Technical Assistance
• CSBG Annual Report Toolkit • SmartForms • Vendor Portal • Online Data Collection System	• *Understanding the CSBG Annual Report for Performance* Series • Recorded Webinars	• Data and Evaluation Specialist • FY24 Annual Report Office Hours • Targeted TTA Referrals

ADMINISTRATION FOR CHILDREN & FAMILIES
Office of Community Services

CSBG
Community Services Block Grant

Tools

- CSBG Annual Report Toolkit
- Online Data Collection (OLDC) System
- NASCSP Training and Technical Assistance Tools*
- Vendor Portal*
  - Password: NASCSPVendor111K

Resources developed under the CSBG Performance Management Alignment Training and Technical Assistance (PMATTA) Cooperative Agreement (90ET0506)

Trainings

- Leveraging Systems and Tools for Annual Report Submissions (CSBG Events Calendar)
- On-Demand Webinars (previously recorded)

CSBG Events Calendar

Listen

Publication Date: July 3, 2023 **Current as of:** November 1, 2024

This page provides information on Community Services Block Grant (CSBG) events by fiscal year (FY) and quarter.

FY25

Quarter 1: October 1, 2024 — December 31, 2024

DATE	TIME	EVENT	PURPOSE	LINKS (AS APPLICABLE)
December 3, 2024	1:00-2:00 p.m. ET	FY24 CSBG Annual Report Webinar Series: Using State Systems for Reporting	To provide guidance on submitting the FY24 CSBG Annual Report using your state database system.	FY24 CSBG Annual Report Webinar Series: Using State Systems for Reporting Registration
December 5, 2024	2:00-3:00 p.m. ET	FY24 CSBG Annual Report Webinar Series: Understanding and Troubleshooting SmartForms	Intended for state, territory, and eligible entity staff utilizing SmartForms for the submission of Modules 2-4. This webinar will review common technical issues with SmartForms, strategies to troubleshoot, and best practices for a timely submission.	FY24 CSBG Annual Report Webinar Series: Understanding and Troubleshooting SmartForms Registration
December 9, 2024	2:00-3:30 p.m. ET	FY24 CSBG Annual Report Webinar Series: Accessing the Online Data Collection	Intended for states and territories to understand how to request new user accounts, navigate OLDC, and troubleshoot common issues.	FY24 CSBG Annual Report Webinar Series: Accessing the Online Data Collection Registration

FY24 CSBG Annual Report Training

Understanding the CSBG Annual Report for Performance

- **October 15:** FY24 CSBG Annual Report Webinar Series: Annual Report Kickoff
- **October 23:** Submitting the State Administration Module
- **November 14:** Explaining Eligible Entity Expenditures, Capacity, and Resources
- **November 19:** Capturing Community Level Transformation
- **November 21:** Collecting Individual and Family Characteristics

Leveraging Systems and Tools for Annual Report Submissions

- **December 3:** Using State Systems for Reporting
- **December 5:** Understanding and Troubleshooting SmartForms
- **December 9:** Accessing the Online Data Collection system

Next Webinar

FY24 CSBG Annual Report Webinar Series:
Accessing the Online Data Collection system

December 9, 2024, 2:00 – 3:30 p.m. ET

Intended for states and territories to understand how to request new user accounts, navigate OLDC, and troubleshoot common issues.

Advanced Registration Required: CSBG Events Calendar

Technical Assistance

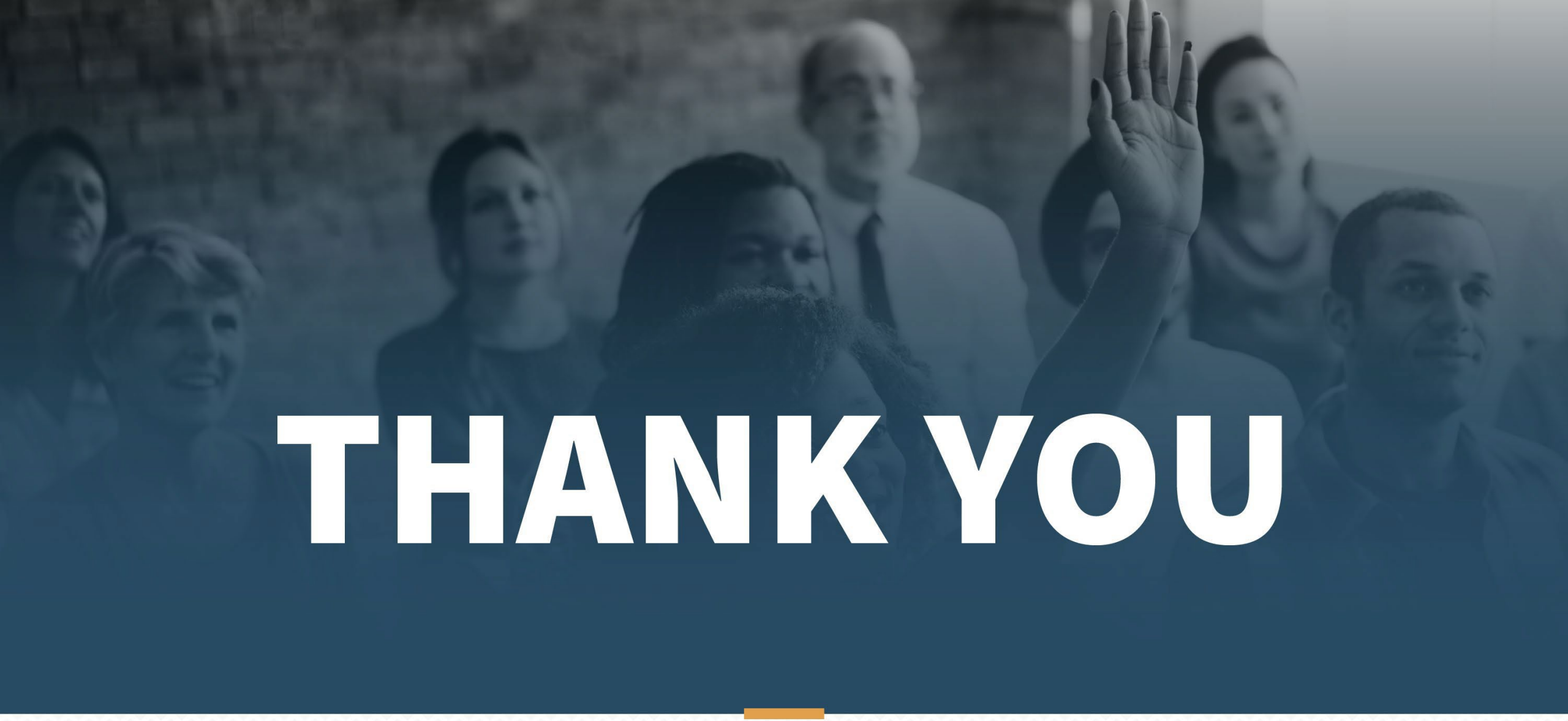
- **Federal Staff**
  - Program Specialist
  - Data and Evaluation Specialist
- **FY24 Annual Report Office Hours**
  - March 4, 2025
  - March 6, 2025
- **Targeted Training and Technical Assistance**
  - Email Data and Evaluation Specialist

NASCSP Contacts

- Tiffany Jarvis, Research Director, tjarvis@nascsp.org

Questions and Answers

- **We have a specific Manager complete the All-Characteristics page tab. In years past we were able to copy the tab and send it to the Manager for completion, but this year I am unable to do so. It won't copy and paste and tells me the tab is protected. Is there anyway to copy this tab so it can be shared, or do I just need to use a previous year's version?**
  - The protections in the SmartForms are there to help with the On-Line Data Collection (OLDC) upload as well as helping data validations. Because of this, copying and pasting functions are disabled. My suggestion would be to either have that individual enter the data into the FY24 SmartForm or have them enter it into a non-official version of the form. If you do the second option, someone will have to enter the numbers into the file that is being submitted.
- **Where are these files [and] templates available for download [and] review?**
  - This depends on the file you're referencing. SmartForms were sent directly to state and territory administrators either as a file link through Box.com or as a file attachment. Supplemental documents such as Module 1 template form and comment forms are in both in the CSBG Annual Report Toolkit on the CSBG webpage and in the Box.com folders. If there a file you need that you don't see, please contact your assigned Data and Evaluation Specialist.



THANK YOU

ADMINISTRATION FOR CHILDREN & FAMILIES
Office of Community Services

CSBG
Community Services Block Grant