

CSBG Eligible Entity Master List

CSBG State Plan FY2019

Office of Community Services (OCS)
Division of Community Assistance (DCA)
Community Services Block Grant (CSBG)
July 30, 2018



Welcome!



Today's Focus

- Action Transmittal 02-2018
- CSBG Eligible Entity Master List



Heads up!

The CSBG State Plan Opens:
Wednesday, August 15, 2018



Reminder...

All Plans Due:
Saturday, September 1, 2018



CSBG State Plan Background Refresher



CSBG State Plan Overview

- Approved by Office of Management and Budget (OMB) and implemented in FY 2016
- Received new OMB Clearance July 2, 2018 for 3 years
- Revised and automated CSBG State Plan
 - Incorporates the 3 performance management efforts
 - Accessed through ACF's Online Data Collection System (OLDC)
 - Increases efficiency, improves data analysis



CSBG State Plan Content Areas

1. CSBG Cover Page (SF-424M)
2. Section 1: CSBG Administrative Information
3. Section 2: State Legislation and Regulation
4. Section 3: State Plan Development and Statewide Goals
5. Section 4: CSBG Hearing Requirements
6. Section 5: CSBG Eligible Entities
7. Section 6: Organizational Standards for Eligible Entities
8. Section 7: State Use of Funds
9. Section 8: State Training and Technical Assistance
10. Section 9: State Linkages and Communication
11. Section 10: Monitoring, Corrective Action, and Fiscal Controls
12. Section 11: Eligible Entity Tripartite Board
13. Section 12: Individual and Community Income Eligibility Requirements
14. Section 13: Results Oriented Management and Accountability (ROMA) System
15. Section 14: CSBG Programmatic Assurances and Information Narrative
16. Section 15: Federal Certifications



CSBG State Plan Submission Groups

- All states have submitted a plan at least once.
- Two submission groups this year:

GROUP A

The following states are required to submit a one- or two-year plan for FY2019:

Alaska	Alabama	Arizona	Connecticut	Delaware
District of Columbia	Florida	Georgia	Kansas	Maryland
Massachusetts	Michigan	Mississippi	Nebraska	New Hampshire
New Jersey	Oregon	Puerto Rico	South Carolina	South Dakota
Utah	Vermont	Virginia	Washington State	Wyoming

GROUP B

The following states are required to submit a SF-424M for FY2019, but may submit an update to their currently accepted plan:

Arkansas	California	Colorado	Hawaii	Idaho
Illinois	Indiana	Iowa	Kentucky	Louisiana
Maine	Minnesota	Missouri	Montana	Nevada
New Mexico	New York	North Carolina	North Dakota	Ohio
Oklahoma	Pennsylvania	Rhode Island	Tennessee	Texas
West Virginia	Wisconsin			



Group A: States with Accepted One- or Two-Year Plans: Ending FY 2018

- States with accepted one- or two-year plans ending September 30, 2018
- States (25) must complete the CSBG Eligible Entity Master List and a new plan
- The plan will be subject to all requirements of the CSBG Act, including the public hearing requirement



Group B: States with Accepted Two-Year Plans: End FY 2019

- States with accepted two-year plans ending September 30, 2019:
 - **Option 1:** Solely complete the CSBG Eligible Entity Master List and the SF-424M as separate forms through OLDC.
 - **Option 2:** Complete the CSBG Eligible Entity Master List and submit revisions to the CSBG State Plan. Must include the appropriate designee to certify the report.



OCS Guidance

- Action Transmittal (AT) 2018-02, *Application for FY2019 Funds for State and Territories* (based on the availability of CSBG funds)
 - Released July 27, 2018

Community Services Block Grant
Action Transmittal
Transmittal No. CSBG-AT-2018-01

U.S. Department of Health and Human Services
Administration for Children and Families
Office of Community Services
Division of Community Assistance
330 C Street, S.W., 5th Floor
Washington, DC 20201
<https://www.acf.hhs.gov/programs/ocs/programs/csbg>
Date: July 27, 2018

TO: Community Services Block Grant (CSBG) States and U.S. Territories Grantees]

GUIDANCE INTENDED FOR: STATES
 TRIBES/TRIBAL ORGANIZATIONS
 TERRITORIES

SUBJECT: Application for Fiscal Year (FY) 2019 Community Services Block Grant (CSBG) Funds Based on the Availability of CSBG Funds

RELATED REFERENCES: Community Services Block Grant Act, Title VI, Subtitle B, of the Omnibus Budget Reconciliation Act of 1981, Public Law 97-35, as amended; Human Services Amendments of 1994, P.L. 103-252, the FY 1996 CSBG Appropriation Legislation, P.L. 104-134; CFR, Title 45, Part 96; Coats Human Services Reauthorization Act of 1998, P.L. 105-285; Department of Health and Human Services Block Grant Regulations and Current Poverty Income Guidelines.

PURPOSE: To inform states and U.S. territories of the CSBG application requirements for FY 2019. To qualify for FY 2019 CSBG funding, states must submit their state plan applications to the Office of Community Services (OCS) by September 1, 2018 using the approved online CSBG State Plan format. States shall submit their information electronically through the Administration for Children and Families' (ACF) On-Line Data Collection (OLDC) system.

BACKGROUND: According to Section 676(b) of the Community Services Block Grant (CSBG) Act, states, including territories, must prepare and submit a State Plan for CSBG funding. The Office of Community Services (OCS) provides funds to CSBG grantees based on the determination that their State Plan, which also serves as an application, is complete and in accordance with all requirements of the CSBG Act.

The CSBG State Plan is a critical document for both state and federal oversight of CSBG. The CSBG State Plan – submitted through the Administration for Children and Families (ACF) On-Line Data Collection system (OLDC) – integrates and aligns requirements from the CSBG Act with elements of the overall CSBG Performance Management and Accountability Framework, which includes 1) organizational standards for CSBG eligible entities, 2) accountability measures for states and OCS, and 3) Results Oriented Management and Accountability (ROMA). Ultimately, this



Elements of a CSBG State Plan

- **A new complete plan includes:**
 1. The CSBG Eligible Entity Master List (a **new** form available in OLDC);
 2. The Standard Form for Federal Assistance (SF-424M) [the cover page of the CSBG State Plan];
 3. CSBG State Plan Sections 1 – 14; and
 4. Certifications as defined by CSBG Statute (Section 15 of the CSBG State Plan).



CSBG Eligible Entity Master List Background



What is the CSBG Eligible Entity Master List?

- CSBG Eligible Entity Master List consists of:
 - Each Eligible Entity
 - Doing Business As Name (if applicable)
 - DUNS number
 - Profit or Non-Profit
 - Address
 - Geographical Area Served



How do States Benefit from the CSBG Eligible Entity Master List?

- It allows for...
 - Linkage to State Plan, Section 5
 - Linkage to Module 1, Section C
 - Linkage to Modules 2 and 4
 - A more succinct method for collecting and storing eligible entity information for your state
 - Only requires an update when there is change



Elements of the CSBG Eligible Entity Master List

- All states must complete the Eligible Entity Master List at least once
 - Implementation: FY 2019 CSBG State Plan
 - Submission: CSBG State Plan due date (FY 2019 – September 1, 2018)
- Only requires re-submission when there is a change to eligible entity list
- The form does not require certification



On the bright side...

**The CSBG Eligible Entity Master
List Opens:
Thursday, August 2, 2018**



Completing the CSBG Eligible Entity Master List



Completing the CSBG Eligible Entity Master List

On-Line Data Collection

U.S. Department of Health & Human Services
Administration for Children & Families
Mika Scarff, Secretary | Daniel S. Kohnen, Acting Asst. Secretary

Name: c.sbgmsp2
Last Login: 06/12/2018 11:18:48 AM

[Help / FAQ](#)
[End OLDC](#)

OLDC Home [Switch Home Page \(Enhanced\)](#)

[Report Form Entry](#)
[User / System Settings](#)
[End OLDC](#)
[Privacy](#)
[Accessibility](#)
[Help / FAQ](#)
[News & Tips](#)

On-Line Data Collection

For most users, this is the first step in the process of locating and working with your specific reports. The following screens present a series of questions to help you select the appropriate report form. This same process is used to check the status of any current or submitted report.

[Web Accessibility](#) | [Privacy and Security Notice](#) | [Freedom of Information Act](#) | [Disclaimers](#) | [Feedback](#)

HHS | ACF
OLDC Version 6.8.2.2
07/23/2018

This training is done from the *Enhanced Home Page*. If when you log-in your screen looks like this, click **Switch Home Page (Enhanced)** in order to switch to the *Enhance Home Page*.



Completing the CSBG Eligible Entity Master List Cont.

The screenshot displays the OLDC web application interface. At the top, the header includes the 'On-Line Data Collection' logo, the 'Administration for Children & Families' logo, and user information: 'Name: c sbgmusp2' and 'Last Login: 06/12/2018 11:18:48 AM'. Navigation links for 'Help / FAQ' and 'End OLDC' are also present. Below the header, the main content area is titled 'OLDC Home' and features a 'Switch Home Page (Regular)' link. The 'My Recent Activity' section has two tabs: 'Activity Report' and 'Report Due'. The main content area displays 'No items to display'. A 'Page Help' link is visible in the top right corner of the main content area. The left sidebar contains several navigation links: 'Report Form Entry', 'User / System Settings', 'End OLDC', 'Privacy', 'Accessibility', 'Help / FAQ', and 'News & Tips'.

The *Enhanced Home Page* allows easier access to your *Recent Activity*.





Completing the CSBG Eligible Entity Master List Cont.

The screenshot shows the OLDC (On-Line Data Collection) interface. At the top, there is a header with the 'On-Line' logo, the 'Administration for Children & Families' logo, and user information: 'Name: c sbgmsp2' and 'Last Login: 06/12/2018 11:18:48 AM'. There are also links for 'Help / FAQ' and 'End OLDC'. Below the header, there is a navigation bar with 'OLDC Home' and a link to 'Switch Home Page (Regular)'. On the left side, there is a navigation menu with links: 'Report Form Entry', 'User / System Settings', 'End OLDC', 'Privacy', 'Accessibility', 'Help / FAQ', and 'News & Tips'. The main content area has a tabbed interface with 'My Recent Activity' selected, and sub-tabs for 'Activity Report' and 'Report Due'. The main content area displays 'No items to display'.

To start: Select **Report Form Entry**



Completing the CSBG Eligible Entity Master List Cont.

 On-Line Data Collection  Administration for Children & Families
Name: c_sbgmsp2 Last Login: 06/12/2018 11:18:48 AM [Help / FAQ](#) [End OLDC](#)

[OLDC Home](#) [Form Selection](#)

[Page Help](#)

Form Selection

Please use the drop-down lists below to make selections. Steps must be completed in order.

Step 1: [Program Name:](#)

Step 2: [Grantee Name:](#)

Step 3: [Report Name:](#)

[Web Accessibility](#) | [Privacy and Security Notice](#) | [Freedom of Information Act](#) | [Disclaimers](#) | [Feedback](#)

HHS | ACF
OLDC Version 6.8.2.2
07/23/2018

Step 1: Program Name – Select **Community Services Block Grant**

Step 2: Grantee Name – Select **your state** (this will be your only option)

Step 3: Report Name – Select **CSBG Eligible Entity Master List (CSBG-Master List)**



Completing the CSBG Eligible Entity Master List Cont.

Please use the drop-down lists below to make selections. Steps must be completed in order.

Step 1: [Program Name:](#) Community Services Block Grant

Step 2: [Grantee Name:](#) CA [1 946001347 K4] (1993-2019) California - No. 01

Step 3: [Report Name:](#) CSBG Eligible Entity Master List (CSBG - Master List)

Step 4: [Select Action:](#) Select Action

Optional: [List of Reports :](#)

Report Description	Report Status	Created Date	Updated Date
No items found			

Step 4: Select Action – Select **New** (your only option)

Then click **Enter**



Completing the CSBG Eligible Entity Master List Cont.

Please use the drop-down lists below to make selections. Steps must be completed in order.

Step 1: [Program Name:](#) Community Services Block Grant

Step 2: [Grantee Name:](#) CA [1 946001347 K4] (1993-2019) California - No. 01

Step 3: [Report Name:](#) CSBG Eligible Entity Master List (CSBG - Master List)

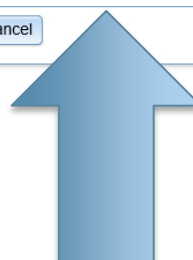
Step 4: [Select Action:](#) New

Optional: [List of Reports:](#)

Report Description	Created Date	Updated Date
Enter Report Description :	CA - EE Master List	

[Create Report](#) [Cancel](#)

[Enter](#)



Report Description will pop-up

Enter **“Your State – EE Master List”**

Then click **Create Report**



Completing the CSBG Eligible Entity Master List Cont.

Report Sections

[Program Name:](#) Community Services Block Grant
[Grantee Name:](#) California - No. 01
[Report Name:](#) CSBG - EE Master List
[Description of the report:](#) CA - EE Master List

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 new 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](#) [Print Full Report](#)

Show entries

Search:

Section Name:	Perform Action:	Section Status:
CSBG Model State Plan - Eligible Entities Master List	Select Action: Clear Section Data Edit Section Print Section	Initialized

Showing 1 to 1 of 1 entries

Previous Next

[View/Add Attachments](#) [Validate](#) [Print Full Report](#)

Report Sections

Under *Perform Action* – Select “**Edit Section**”

Then click **Go**



Completing the CSBG Eligible Entity Master List Cont.

Report Progress

Initialized Edit-Saved Validated Submitted

[Save](#) [View/Add Attachments](#) [Validate](#)

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13)
Public reporting burden for this collection of information is estimated to average 1.67 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information.
An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information 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**

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	Type of Entity	Status	Actions
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[Add Eligible Entity](#)

[Save](#) [View/Add Attachments](#) [Validate](#)



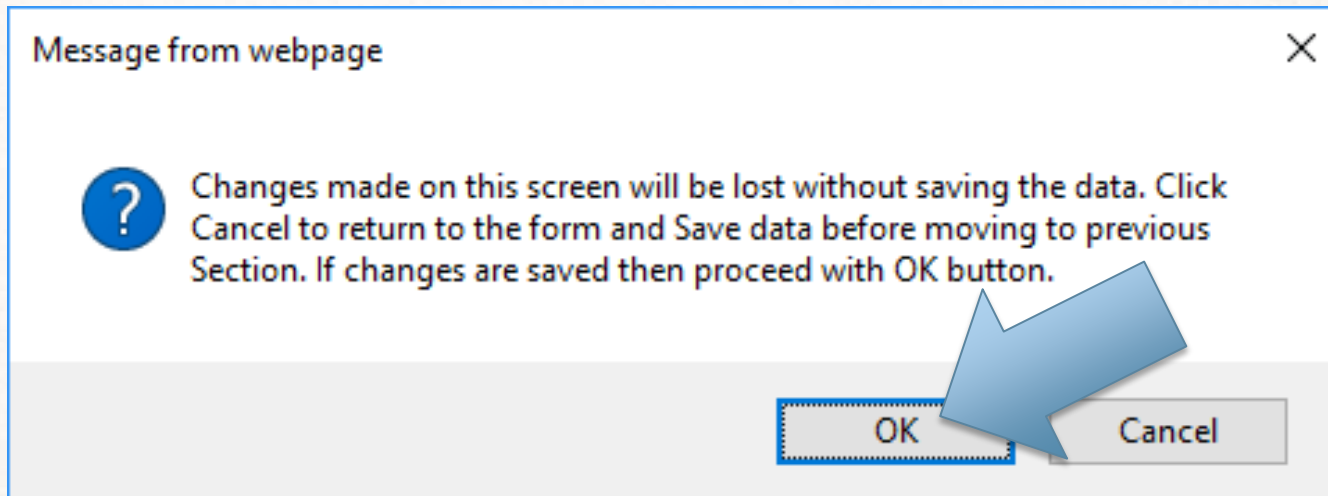
Report Progress

To add a new Entity – Click **Add Eligible Entity**

NOTE: Do not Add your eligible entity list as an attachment. This will not be accepted or allow for linkage to the State Plan nor Annual Report



Completing the CSBG Eligible Entity Master List Cont.



This message from webpage will pop-up every time you select *Add New Eligible Entity*

Click **OK**

NOTE: No changes can be made from this screen, so there is no need to hit "Save"



Completing the CSBG Eligible Entity Master List Cont.

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.
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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 #	<input type="text"/>
CSBG Eligible Entity Official Name	<input type="text"/>
CSBG Eligible Entity DBA	<input type="text"/>
Street Address	<input type="text"/>
City	<input type="text"/>
State	Select ▼
Zip Code	<input type="text"/>
Geographical Area	<input type="text"/>
Public or Non-profit	Select ▼
Type of Entity	<input type="text"/> <ul style="list-style-type: none"> Community Action Agency Limited Purpose Agency Migrant or Seasonal Farmworker Organization Tribe or Tribal Organization

Iterative Form

Note: each *Data Element* is clickable and will provide more information on what is requested as a response.



Completing the CSBG Eligible Entity Master List Cont.

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 #	<input type="text" value="123456789"/>	
CSBG Eligible Entity Official Name	<input type="text" value="Test Eligible Entity 1"/>	
CSBG Eligible Entity DBA	<input type="text" value="Test1"/>	
Street Address	<input type="text" value="123 Main Street"/>	
City	<input type="text" value="Sacramento"/>	
State	<input type="text" value="California"/>	
Zip Code	<input type="text" value="12345"/>	
Geographical Area	<input type="text" value="Montgomery County"/>	
Public or Non-profit	<input type="text" value="Public"/>	
Type of Entity	<input type="text" value="Community Action Agency"/> <input type="text" value="Limited Purpose Agency"/> <input type="text" value="Migrant or Seasonal Farmworker Organization"/> <input type="text" value="Tribe or Tribal Organization"/>	
<input type="button" value="Go to Main"/> <input type="button" value="Save"/> <input type="button" value="Validate"/>		

DUNS

The DUNS # refers to the official Data Universal Numbering System and should be the official DUNS # registered to the eligible entity.

This should be 9 digits.



Completing the CSBG Eligible Entity Master List Cont.

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		
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CSBG Eligible Entity Official Name	<input type="text" value="Test Eligible Entity 1"/>	
CSBG Eligible Entity DBA	<input type="text" value="Test1"/>	
Street Address	<input type="text" value="123 Main Street"/>	
City	<input type="text" value="Sacramento"/>	
State	<input type="text" value="California"/>	
Zip Code	<input type="text" value="12345"/>	
Geographical Area	<input type="text" value="Montgomery County"/>	
Public or Non-profit	<input type="text" value="Public"/>	
Type of Entity	<input type="checkbox"/> Community Action Agency <input type="checkbox"/> Limited Purpose Agency <input type="checkbox"/> Migrant or Seasonal Farmworker Organization <input type="checkbox"/> Tribe or Tribal Organization	
<input type="button" value="Go to Main"/> <input type="button" value="Save"/> <input type="button" value="Validate"/>		

CSBG Eligible Entity Official Name

Provide the official eligible entity name as it is associated with the DUNS #.

Do not add any additional information in this text box, this includes but is not limited to an acronym or more commonly known name.

RIGHT: Office of Community Services
 WRONG: Office of Community Services (OCS)



Completing the CSBG Eligible Entity Master List Cont.

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.			
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DUNS #		<input type="text" value="123456789"/>	
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CSBG Eligible Entity DBA		<input type="text" value="Test1"/>	
Street Address		<input type="text" value="123 Main Street"/>	
City		<input type="text" value="Sacramento"/>	
State		<input type="text" value="California"/>	
Zip Code		<input type="text" value="12345"/>	
Geographical Area		<input type="text" value="Montgomery County"/>	
Public or Non-profit		<input type="text" value="Public"/>	
Type of Entity		<input type="text" value="Community Action Agency"/> <input type="text" value="Limited Purpose Agency"/> <input type="text" value="Migrant or Seasonal Farmworker Organization"/> <input type="text" value="Tribe or Tribal Organization"/>	
		<input type="button" value="Go to Main"/> <input type="button" value="Save"/> <input type="button" value="Validate"/>	

CSBG Eligible Entity DBA

Provide **ONLY** the acronym or more commonly known name.

This is the only field that is **not** required. This field will not link to any other form, but may be useful to your program specialist.

RIGHT: OCS

WRONG: Office of Community Services (OCS)



Completing the CSBG Eligible Entity Master List Cont.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES ADMINISTRATION FOR CHILDREN AND FAMILIES		OMB Clearance No.: 0970-0382 Expiration Date: 06/30/2021
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Zip Code	<input type="text" value="12345"/>	
Geographical Area	<input type="text" value="Montgomery County"/>	
Public or Non-profit	<input type="text" value="Public"/>	
Type of Entity	<input type="checkbox"/> Community Action Agency <input type="checkbox"/> Limited Purpose Agency <input type="checkbox"/> Migrant or Seasonal Farmworker Organization <input type="checkbox"/> Tribe or Tribal Organization	
<input type="button" value="Go to Main"/> <input type="button" value="Save"/> <input type="button" value="Validate"/>		

Street Address

Provide the official street address for the eligible entity as it is associated with the DUNS #.

Only include the:

- Street Number
- Street Address (no abbreviations),
- Suite/Office/Floor Number (as applicable).



Completing the CSBG Eligible Entity Master List Cont.

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		
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<u>DUNS #</u>	<input type="text" value="123456789"/>	
<u>CSBG Eligible Entity Official Name</u>	<input type="text" value="Test Eligible Entity 1"/>	
<u>CSBG Eligible Entity DBA</u>	<input type="text" value="Test1"/>	
<u>Street Address</u>	<input type="text" value="123 Main Street"/>	
<u>City</u>	<input type="text" value="Sacramento"/>	
<u>State</u>	<input type="text" value="California"/>	
<u>Zip Code</u>	<input type="text" value="12345"/>	
<u>Geographical Area</u>	<input type="text" value="Montgomery County"/>	
<u>Public or Non-profit</u>	<input type="text" value="Public"/>	
<u>Type of Entity</u>	<input type="text" value="Community Action Agency"/> <input type="text" value="Limited Purpose Agency"/> <input type="text" value="Migrant or Seasonal Farmworker Organization"/> <input type="text" value="Tribe or Tribal Organization"/>	
<input type="button" value="Go to Main"/> <input type="button" value="Save"/> <input type="button" value="Validate"/>		

City

Provide the official city for the eligible entity as it is associated with the DUNS #.



Completing the CSBG Eligible Entity Master List Cont.

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		
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Data Element	Response	
<u>DUNS #</u>	<input type="text" value="123456789"/>	
<u>CSBG Eligible Entity Official Name</u>	<input type="text" value="Test Eligible Entity 1"/>	
<u>CSBG Eligible Entity DBA</u>	<input type="text" value="Test1"/>	
<u>Street Address</u>	<input type="text" value="123 Main Street"/>	
<u>City</u>	<input type="text" value="Sacramento"/>	
<u>State</u>	<input type="text" value="California"/>	
<u>Zip Code</u>	<input type="text" value="12345"/>	
<u>Geographical Area</u>	<input type="text" value="Montgomery County"/>	
<u>Public or Non-profit</u>	<input type="text" value="Public"/>	
<u>Type of Entity</u>	<input type="text" value="Community Action Agency"/> <input type="text" value="Limited Purpose Agency"/> <input type="text" value="Migrant or Seasonal Farmworker Organization"/> <input type="text" value="Tribe or Tribal Organization"/>	
<input type="button" value="Go to Main"/> <input type="button" value="Save"/> <input type="button" value="Validate"/>		

State

Select the official state for the eligible entity as it is associated with the DUNS #.

This should be your state.



Completing the CSBG Eligible Entity Master List Cont.

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 #	<input type="text" value="123456789"/>	
CSBG Eligible Entity Official Name	<input type="text" value="Test Eligible Entity 1"/>	
CSBG Eligible Entity DBA	<input type="text" value="Test1"/>	
Street Address	<input type="text" value="123 Main Street"/>	
City	<input type="text" value="Sacramento"/>	
State	<input type="text" value="California"/>	
Zip Code	<input type="text" value="12345"/>	
Geographical Area	<input type="text" value="Montgomery County"/>	
Public or Non-profit	<input type="text" value="Public"/>	
Type of Entity	<input type="checkbox"/> Community Action Agency <input type="checkbox"/> Limited Purpose Agency <input type="checkbox"/> Migrant or Seasonal Farmworker Organization <input type="checkbox"/> Tribe or Tribal Organization	
<input type="button" value="Go to Main"/> <input type="button" value="Save"/> <input type="button" value="Validate"/>		

Zip Code

Provide the official zip code for the eligible entity as it is associated with the DUNS #.

This should be 5 digits.



Completing the CSBG Eligible Entity Master List Cont.

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		
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CSBG Eligible Entity Official Name	<input type="text" value="Test Eligible Entity 1"/>	
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City	<input type="text" value="Sacramento"/>	
State	<input type="text" value="California"/>	
Zip Code	<input type="text" value="12345"/>	
Geographical Area	<input type="text" value="Montgomery County"/>	
Public or Non-profit	<input type="text" value="Public"/>	
Type of Entity	<input type="text" value="Community Action Agency"/> <input type="text" value="Limited Purpose Agency"/> <input type="text" value="Migrant or Seasonal Farmworker Organization"/> <input type="text" value="Tribe or Tribal Organization"/>	
<input type="button" value="Go to Main"/> <input type="button" value="Save"/> <input type="button" value="Validate"/>		

Geographical Area

Provide the *Geographical Area(s)* served by the eligible entity.

Please provide the accurate name for each area served. Each “area” should be separated by commas or semi-colons.

RIGHT: Montgomery County, Prince Georges County

WRONG: Counties of: Montgomery and Prince Georges

This is important for the upcoming CSBG Performance Management site.



Completing the CSBG Eligible Entity Master List Cont.

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 #	<input type="text" value="123456789"/>
CSBG Eligible Entity Official Name	<input type="text" value="Test Eligible Entity 1"/>
CSBG Eligible Entity DBA	<input type="text" value="Test1"/>
Street Address	<input type="text" value="123 Main Street"/>
City	<input type="text" value="Sacramento"/>
State	<input type="text" value="California"/>
Zip Code	<input type="text" value="12345"/>
Geographical Area	<input type="text" value="Montgomery County"/>
Public or Non-profit	<input type="text" value="Public"/>
Type of Entity	<input type="text" value="Community Action Agency"/> <input type="text" value="Limited Purpose Agency"/> <input type="text" value="Migrant or Seasonal Farmworker Organization"/> <input type="text" value="Tribe or Tribal Organization"/>

[Go to Main](#) [Save](#) [Validate](#)

Public or Non-profit

Select whether this is a public or non-profit eligible entity.

Only one option can be selected.



Completing the CSBG Eligible Entity Master List Cont.

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 #	123456789	
CSBG Eligible Entity Official Name	Test Eligible Entity 1	
CSBG Eligible Entity DBA	Test1	
Street Address	123 Main Street	
City	Sacramento	
State	California	
Zip Code	12345	
Geographical Area	Montgomery County	
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		

Type of Entity

Select the type(s) of entity for this eligible entity. Options include:

- Community Action Agency
- Limited Purpose Agency
- Migrant or Seasonal Farmworker Organization
- Tribe or Tribal Organization

To select multiple options, hold down the CTRL button while making your selections.



Completing the CSBG Eligible Entity Master List Cont.

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 #	<input type="text" value="123456789"/>	
CSBG Eligible Entity Official Name	<input type="text" value="Test Eligible Entity 1"/>	
CSBG Eligible Entity DBA	<input type="text" value="Test1"/>	
Street Address	<input type="text" value="123 Main Street"/>	
City	<input type="text" value="Sacramento"/>	
State	<input type="text" value="California"/>	
Zip Code	<input type="text" value="12345"/>	
Geographical Area	<input type="text" value="Montgomery County"/>	
Public or Non-profit	<input type="text" value="Public"/>	
Type of Entity	<input type="text" value="Community Action Agency"/> <input type="text" value="Limited Purpose Agency"/> <input type="text" value="Migrant or Seasonal Farmworker Organization"/> <input type="text" value="Tribe or Tribal Organization"/>	
<input type="button" value="Go to Main"/> <input type="button" value="Save"/> <input type="button" value="Validate"/>		

Type of Entity

If the eligible entity does not fit under one of the types listed, select **Community Action Agency**

Whether nonprofit or public, entities that receive CSBG funds are generally considered to be CAAs for the purpose of administering CSBG. The only specific exceptions outlined in the CSBG Act are Section 677 of the CSBG Act.



Completing the CSBG Eligible Entity Master List Cont.

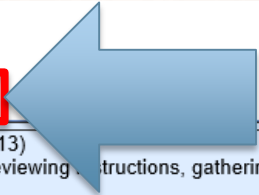
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES ADMINISTRATION FOR CHILDREN AND FAMILIES		OMB Clearance No.: 0970-0382 Expiration Date: 06/30/2021
Community Services Block Grant (CSBG) Model State Plan Eligible Entities Master List		
Note: Whether nonprofit or public, entities that receive CSBG funds are 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 #	<input type="text" value="123456789"/>	
CSBG Eligible Entity Official Name	<input type="text" value="Test Eligible Entity 1"/>	
CSBG Eligible Entity DBA	<input type="text" value="Test1"/>	
Street Address	<input type="text" value="123 Main Street"/>	
City	<input type="text" value="Sacramento"/>	
State	<input type="text" value="California"/>	
Zip Code	<input type="text" value="12345"/>	
Geographical Area	<input type="text" value="Montgomery County"/>	
Public or Non-profit	<input type="text" value="Public"/>	
Type of Entity	<input type="text" value="Community Action Agency"/> <input type="text" value="Limited Purpose Agency"/> <input type="text" value="Migrant or Seasonal Farmworker Organization"/> <input type="text" value="Tribe of Tribal Organization"/>	
<input type="button" value="Go to Main"/> <input type="button" value="Save"/> <input type="button" value="Validate"/>		

After you are done with each entity, select *Validate* at the bottom or top of the screen.



Completing the CSBG Eligible Entity Master List Cont.

[Go to Main](#) [Save](#) [Validate](#)

Test Eligible Entity 1 (DUNS: 123456789) 

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 #	123456789

If there are no errors, the screen will reload and you will see the Official Name and DUNS Number at the top of the form.



Completing the CSBG Eligible Entity Master List Cont.

Go to Main Save Validate

Error #1: [23767] DUNS # - Missing Value.
[\[Goto Error\]](#) [\[Long Description\]](#)

Error #2: [23768] CSBG Eligible Entity Official Name - Missing Value.
[\[Goto Error\]](#) [\[Long Description\]](#)

Error #3: [23770] Official Street Address - Missing Value.
[\[Goto Error\]](#) [\[Long Description\]](#)

Error #4: [23771] Official City - Missing Value.
[\[Goto Error\]](#) [\[Long Description\]](#)

Error #5: [23772] Official State - Missing Value.
[\[Goto Error\]](#) [\[Long Description\]](#)

Error #6: [23773] Official Zip Code - Missing Value.
[\[Goto Error\]](#) [\[Long Description\]](#)

Error #7: [23774] Official Geographical Area - Missing Value.
[\[Goto Error\]](#) [\[Long Description\]](#)

Error #8: [23775] Public or Non-Profit - Missing Value.
[\[Goto Error\]](#) [\[Long Description\]](#)

Error #9: [23776] Type of Entity - Missing Value.
[\[Goto Error\]](#) [\[Long Description\]](#)

Iterative Row - DUNS # 2

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If there are errors, the screen will reload and you will see the errors listed in **RED**. Click on the *Long Description* for additional details. *GoToError* will take you to the question.

EXAMPLE OF ERROR MESSAGE

Message from webpage

! Please provide the DUNS # for each eligible entity within the state.

OK



Completing the CSBG Eligible Entity Master List Cont.

The screenshot shows a report progress bar with four stages: **Initialized** (checked), **Edit-Saved** (checked), **Validated** (unchecked), and **Submitted** (unchecked). A large blue arrow points to the **Edit-Saved** stage. A callout box above the arrow contains the following information:

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

Below the progress bar are buttons for **Go to Main**, **Save**, and **Validate**. The main content area displays:

Test Eligible Entity 2 (DUNS: 123456789)

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.
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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**

Once you have responded to each error, you must select *Validate* again and the errors will clear.

To add the next eligible entity, select **Go to Main** and start the process again. Repeat until all eligible entities have been entered.



Completing the CSBG Eligible Entity Master List Cont.

Save View/Add Attachments Validate

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13)
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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
123456789	Test Eligible Entity 1	Montgomery County	Public	Community Action Agency	Saved -- Validated	 
123456789	Test Eligible Entity 2	Prince Georges County, Allegany County	Non-Profit	Community Action Agency	Saved -- Validated	 
345678901	Test Eligible Entity 1	Arlington	Public	Community Action Agency Limited Purpose Agency	Saved	 

Once you have completed entering all eligible entities, select **Validate** from the Main screen.



Completing the CSBG Eligible Entity Master List Cont.

Error #1: [23786] All Eligible Entities are not validated.
[\[Goto Error\]](#) [\[Long Description\]](#)

Error #2: [23861] Duplicate DUNS Number.
[\[Goto Error\]](#) [\[Long Description\]](#)

Error #3: [23862] Duplicate Eligible Entity.
[\[Goto Error\]](#) [\[Long Description\]](#)

There are three possible errors.

All Eligible Entities are not validated.

Duplicated DUNS Number.







Duplicate Eligible Entity.



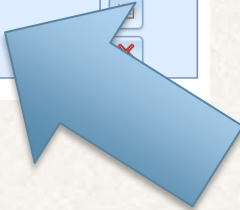
Completing the CSBG Eligible Entity Master List Cont.

Error #1: [23786] All Eligible Entities are not validated.
[\[Goto Error\]](#) [\[Long Description\]](#)

This means that one of the eligible entities have not been validated.

DUNS #	CSBG Eligible Entity Official Name	Geographical Area	Public or Non-profit	Type of Entity	Status	Actions
123456789	Test Eligible Entity 1	Montgomery County	Public	Community Action Agency	Saved -- Validated	 
123456789	Test Eligible Entity 2	Prince Georges County, Allegany County	Non-Profit	Community Action Agency	Saved -- Validated	 
345678901	Test Eligible Entity 1	Arlington	Public	Community Action Agency Limited Purpose Agency	Saved	 

[Add Eligible Entity](#)



To fix:

- Select the correlating DUNS #
- Click *Validate* within the form specific to that eligible entity
- Then select *Go To Main* to return




Completing the CSBG Eligible Entity Master List Cont.






Error #2: [23861] Duplicate DUNS Number.

[\[Goto Error\]](#) [\[Long Description\]](#)

Duplicate DUNS Number.

This means that two or more of the eligible entities have the same DUNS number.



DUNS #	CSBG Eligible Entity Official Name	Geographical Area	Public or Non-profit	Type of Entity	Status	Actions
123456789	Test Eligible Entity 1	Montgomery County	Public	Community Action Agency	Saved -- Validated	 
123456789	Test Eligible Entity 2	Prince Georges County, Allegany County	Non-Profit	Community Action Agency	Saved -- Validated	 
345678901	Test Eligible Entity 1	Arlington	Public	Community Action Agency Limited Purpose Agency	Saved	 

[Add Eligible Entity](#)

To fix:

- Review the DUNS # of each eligible entity in the first column
- When you find the duplicate DUNS #, select the correlating DUNS # of the entity that needs to be updated.
- The specific eligible entity form will populate.
- Edit the DUNS #, *Validate*, and then select *Go To Main* to return.









Completing the CSBG Eligible Entity Master List Cont.

Error #3: [23862] Duplicate Eligible Entity.
[\[Goto Error\]](#) [\[Long Description\]](#)

Duplicate Eligible Entity

This means that two or more of the eligible entities have the same Official Name.

DUNS #	CSBG Eligible Entity Official Name	Geographical Area	Public or Non-profit	Type of Entity	Status	Actions
123456789	Test Eligible Entity 1	Montgomery County	Public	Community Action Agency	Saved -- Validated	 
123456789	Test Eligible Entity 2	Prince Georges County, Allegany County	Non-Profit	Community Action Agency	Saved -- Validated	 
345678901	Test Eligible Entity 1	Arlington	Public	Community Action Agency Limited Purpose Agency	Saved	 

[Add Eligible Entity](#)

To fix:

- Review the Official Name of each eligible entity in the second column
- When you find the duplicate eligible entity:

Option 1: If it's an accidental duplicate, delete by selecting the red X under the **Actions** column.









Completing the CSBG Eligible Entity Master List Cont.

Error #3: [23862] Duplicate Eligible Entity.
[\[Goto Error\]](#) [\[Long Description\]](#)

Duplicate Eligible Entity

This means that two or more of the eligible entities have the same Official Name.

DUNS #	CSBG Eligible Entity Official Name	Geographical Area	Public or Non-profit	Type of Entity	Status	Actions
123456789	Test Eligible Entity 1	Montgomery County	Public	Community Action Agency	Saved -- Validated	 
123456789	Test Eligible Entity 2	Prince Georges County, Allegany County	Non-Profit	Community Action Agency	Saved -- Validated	 
345678901	Test Eligible Entity 1	Arlington	Public	Community Action Agency Limited Purpose Agency	Saved	 

[Add Eligible Entity](#)

- To fix:**
- Option 2:** If it's not an accidental duplicate, select the correlating DUNS # of the entity that needs to be updated.
- Edit the Official Name, *Validate*, and then select *Go To Main* to return.



Completing the CSBG Eligible Entity Master List Cont.

OLDC Home Form Selection **Report Sections** Report Report Form Status

Go To Report Sections
CSBG Model State Plan - Eligible Entities Master List

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

Report Progress

Initialized Edit-Saved Validated Submitted

Save View/Add Attachments Validate

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13)
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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)

Once you have responded to all the errors, re-Validate.

Now you are ready to submit.

Select **Report Sections** towards the top of the screen, and select **Go To Report Sections**.



Completing the CSBG Eligible Entity Master List Cont.

OLDC Home Form Selection Report Sections Report Form Status

Report Sections

[Program Name:](#) Community Services Block Grant
[Grantee Name:](#) California - No. 01
[Report Name:](#) CSBG - EE Master List
[Description of the report:](#) CA EE Master List

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 new 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 entries

Section Name:	Form Action:	Section Status:
CSBG Model State Plan - Eligible Entities Master List	View/Add Attachments Validate Submit Print Full Report	Saved -- Validated

Showing 1 to 1 of 1 entries


Search:

Previous Next

This will bring you back to the Report Sections page.

Select **Submit** and the following pop-up will appear. Click **Ok**.

Message from webpage

 This will officially submit your report. Do you wish to continue?



CSBG Federal Staff Contacts

- **Program Questions**, contact your CSBG Program Specialist
 - **Crystal Crews**
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- **Technical Questions and OLDC Access Concerns**
 - **Monique Alcantara**
melania.alcantara@acf.hhs.gov
 - AND**
 - **Niki Frazier**
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Also copy,
CSBGStates@acf.hhs.gov to
ensure prompt response



Questions?

