



NATIONAL ASSOCIATION FOR STATE COMMUNITY SERVICES PROGRAMS

444 North Capitol Street, NW, Suite 846
Washington, D.C. 20001
(202) 624-5866

FY 2009 CSBG IS DATABASE DOWNLOAD AND COMPLETION INSTRUCTIONS

PLEASE NOTE: It is **highly recommended that you use **Access 2000-2003** to complete this report! It avoids many issues that arise when using Access 2007.**

1. Download the 2009 CSBG IS database from the NASCSP website by clicking [here](#), or go to www.nascsp.org, click *CSBG*, then click *CSBG IS 09 Submission Documents*.
 - Click on the "FY 2009 CSBG IS Database" file.
 - Choose "Save As" to save the zip file to your computer. Remember to save this file in a location you will be able to easily find again.
 - Right-click on the zipped file, choose "Extract," and follow the steps to extract the database.
 - Once the file is extracted, open the "CSBG IS 09 For States.mdb" Access database file
2. Save as **XY**CSBGIS09, and replace the **XY** with your state's two-letter acronym.
3. Open the database, click the "NASCSP Data Collection" button, and follow the steps to input all your data.
 - You may get a Security Warning that asks if you want to open this file or cancel the operation. If you do get this warning please select Open.
4. We strongly encourage you to periodically save a backup of your database.
 - With the file closed, right click on the file and choose "Copy."
 - Right click on a blank spot in the folder you want to save the backup, and choose "Paste."
5. **Special Instructions for Completing Section E:**
 - For some users, especially those using Access 2007, the database may not allow you to enter data by clicking directly on Section E under STEP THREE.
 - If this is the case, then, from Section F page 10, click the "Go Back to Section E" button at the bottom of the page, and enter your section E data that way.
 - If that does not work, then use the Excel version of Section E provided by NASCSP and submit with your database, found [here](#), or by going to www.nascsp.org, clicking on *CSBG*, then *CSBG IS 09 Submission Documents*.

Special Instructions for Access 2007 Users:

- The main menu will open up in a tab inside Access 2007 instead of in a separate box. This looks different than what Access 2003 users will see, but it works just the same.
- Note: the following error messages are common in Access 2007:
 1. "The 'Show Toolbar' macro action cannot be run in disabled mode."
 - Click "OK"
 2. An "Action Failed" box may then pop up.
 - Click "Stop All Macros"
 3. Under the Menu ribbon, there will be Security Warning bar.
 - Click the "Options" button in the bar.
 4. When the "Security Alert" box pops up, click the "Enable this Content" button, and click "OK."

NOTE: if you do not want to have to go through these steps every time, you can click the "Open Trust Center" link from the bottom of the "Security Alert" box

- Click "Macro Settings" from the left toolbar of the Trust Center
 - Then click the "Enable all macros" button
5. **Section E** may NOT display correctly for Access 2007 users. If that is the case, see the instructions above under **Special Instructions for Completing Section E**.

TECHNICAL INSTRUCTIONS ON SUBMITTING THE FY 2009 CSBG IS DATABASE

To Send the Completed Database to NASCSP (in a zipped file):

1. Save completed database file in a .zip format. To zip it, right click on it, choose "Send to Compressed Zip Folder."
2. Address an email to your Regional Specialist and CC Jenae Bjelland and attach the following:
 - a. The zipped database file
 - b. Section B: Eligible Entities list
 - c. Section E: CSBG Expenditures by Category (if applicable)

If your system does not allow sending Zipped Files:

1. Save completed database as a zipped file (instructions above).
2. Make a copy of the .zip file.
3. Save the copied .zip file as .txt:
 - a) To do this, in the folder where you have the .zip file saved, click on the "Tools" menu at the very top.
 - b) Select "Folder Options" from the "Tools" drop-down menu.
 - c) Click the "View" tab.
 - d) Scroll down the list of options to "Hide Extensions for Known File Types" and un-check this box, then click OK.
 - e) Now you should see ".zip" at the end of your file name.
 - f) Click on the file name so that you can edit it, and delete ".zip" and replace it with ".txt"
 - g) When a box pops up asking if you are sure you want to change it, click Yes.
4. Address an email to your Regional Specialist and CC Jenae Bjelland and attach the following:
 - a) The .txt version of your database
 - b) Section B: Eligible Entities list
 - c) Section E: CSBG Expenditures by Category (if applicable)

Please contact your Regional Specialist if you are having difficulties.

Regions 1,2,3: Natalya Lozovaya, (202) 624-7727, nlozovaya@nascsp.org

Regions 4,5,7: Mark Schmeissing, (202) 624-5869, mschmeissing@nascsp.org

Regions 6,8,9,10: Tabitha Beck, (202) 624-7817, tbeck@nascsp.org

Director of Research: Jenae Bjelland, (202) 624-5850, bjelland@nascsp.org