



A Guide to the OLDC System & Community Services Block Grant (CSBG) Application Submission Process

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**Community Services Block Grant (CSBG)
Training & Technical Assistance Program
for Tribes and Tribal Organizations**



Agenda

- Introductions
- OLDC Overview
- Accessing OLDC System
- Submitting the SF-424M
- Uploading a CSBG Tribal Plan
- Submitting Application Materials Online





Introductions

- Nicole Oxendine, Director
CSBG Tribal Training & Technical Assistance Program
- Niki Frazier, Senior Records Specialist
Office of Community Services (OCS)





Online Data Collection (OLDC) System Overview



Community Services Block Grant (CSBG)
Training & Technical Assistance Program
for Tribes and Tribal Organizations



OLDC Overview

- Allows for forms to be submitted quickly and securely.
- OLDC roles are based on Grantee **Job Types**:
 - **Data Entry Person** - Edits and enters data into reports
 - **Grant Administrator** - Performs all actions of Data Entry, as well as initiating, certifying, submitting and unsubsubmitting forms
 - **Authorized Official** - Reviews and certifies reports
- If the roles from last year are remaining the same, there is no need to submit a new form!





Register OLDC Accounts

- Fill out the **OLDC Access Form** (Attached).
- Everyone must have their own account.
- Each person must have CSBG assigned to their account.
- Each tribe should have at least one Grant Administrator assigned. Authorized Official and Data Entry Person are optional.
- Verify that you have an account and the right role.
 - Submit completed forms by **August 8**
 - Niki Frazier, nikita.frazier@acf.hhs.gov





Username and Passwords

- New users will receive their username and password via two emails. Received from:
 - noreply@grantsolutions.gov
- Contact the helpdesk if either email is not received.
 - Phone: 1-866-577-0771
 - help@grantsolutions.gov





Logging In to OLDC

- All users will access the Online Data Collection (OLDC) system via GrantSolutions (<https://www.grantsolutions.gov>).
- Grantees with access to OLDC will continue to use their current OLDC login credentials in GrantSolutions.



Log In

- The Grants Center of Excellence homepage displays.
- Click **Login to GrantSolutions.**



The screenshot shows the homepage of The Grants Center of Excellence. At the top is a navigation bar with the organization's logo and the text "THE GRANTS CENTER of EXCELLENCE" and "GRANTSOLUTIONS.GOV Linking Services, Solutions, Communities". Below the navigation bar is a main content area with a heading "The Grants Center of Excellence" and a paragraph describing the organization's mission. To the right of the main content area is a sidebar with a "Login to GrantSolutions" button, a search bar, and a "SUPPORT" section with links to help, contact information, and frequently asked questions. At the bottom of the main content area are two boxes: "Benefits" and "Products".

THE GRANTS CENTER of EXCELLENCE
GRANTSOLUTIONS.GOV
Linking Services, Solutions, Communities

HOME BENEFITS PRODUCTS PARTNERS SUPPORT ABOUT NEWS

The Grants Center of Excellence

The Grants Center of Excellence (COE) delivers end-to-end grants management products and support to more than 1,500 national programs within multiple Cabinet level and independent agencies. Our mission is to provide comprehensive and cost-effective solutions for Grantors, Grantees, and the public. We advance grants management using a community driven approach working with our Partners, including the U.S. Department of Health and Human Services (HHS) and Denali Commission.

Benefits

The Grants Center of Excellence delivers end-to-end grants management services to multiple Cabinet level and independent Partner agencies through GrantSolutions.gov [More information.](#)

Products

GrantSolutions provides comprehensive, cost-effective grants management solutions for both Grantors and Grantees. [More information.](#)

Login to GrantSolutions

SUPPORT

Monday-Friday 8 AM - 6 PM ET
help@grantsolutions.gov
1.866.577.0771 or 202.401.5282
We are closed on [federal holidays.](#)
[Web Browser Support](#)
[Frequently Asked Questions \(FAQs\)](#)
View [Grantee Training Videos](#)

NEWSLETTER

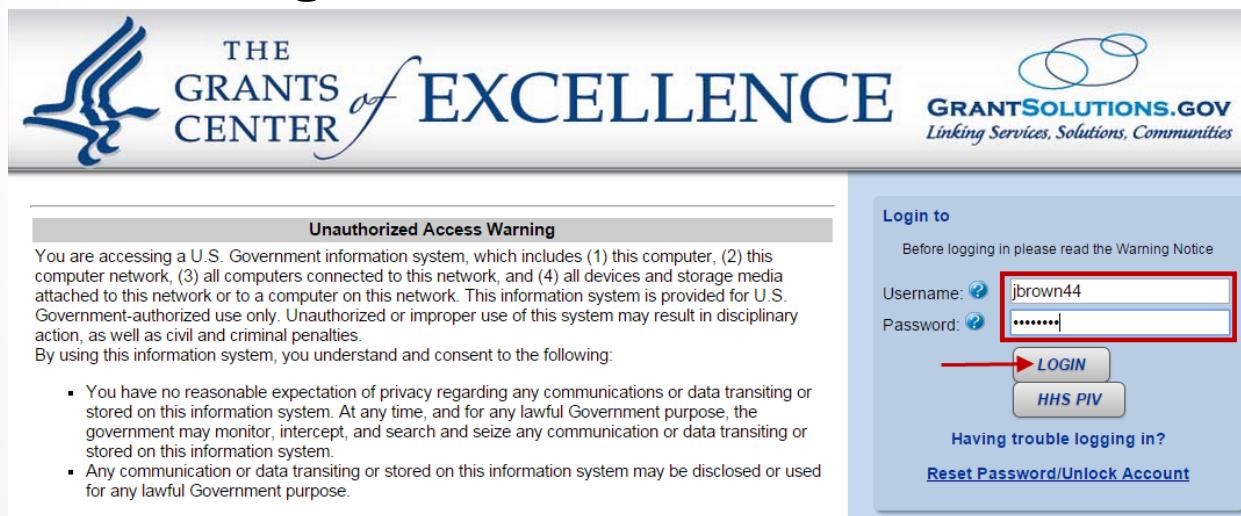


Community Services Block Grant (CSBG)
Training & Technical Assistance Program
for Tribes and Tribal Organizations



Log In

- From the GrantSolutions Login screen, enter your username and password.
- Click the **Login** button.



THE GRANTS of EXCELLENCE **GRANTSOLUTIONS.GOV**
Linking Services, Solutions, Communities

Unauthorized Access Warning

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.
- Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.

Login to

Before logging in please read the Warning Notice

Username:

Password:

[LOGIN](#)

[HHS PIV](#)

[Having trouble logging in?](#)

[Reset Password/Unlock Account](#)

Tip: Save the GrantSolutions login screen as a Bookmark or Favorite in your browser.



Community Services Block Grant (CSBG)
Training & Technical Assistance Program
for Tribes and Tribal Organizations



Log In (New users)

- Change your password upon first logon.
- Enter current password, a new password, and confirm new password.
- Click the Change Password button.

Change Password

Click on "Change Password" to save the new password.

Current Password*:

New Password*:

Confirm New Password*:

Change Password





Log In (New Users)

- The “Change Challenge Question” screen displays. Select a **Challenge Question** and enter an **Answer**.
- Click the **Save Q and A** button.

Change Challenge Question

Change Challenge Question

The Challenge question and answer are used to validate your request for a new password.

Challenge Question*: What is your mother's maiden name?

Answer*:

Save Q and A





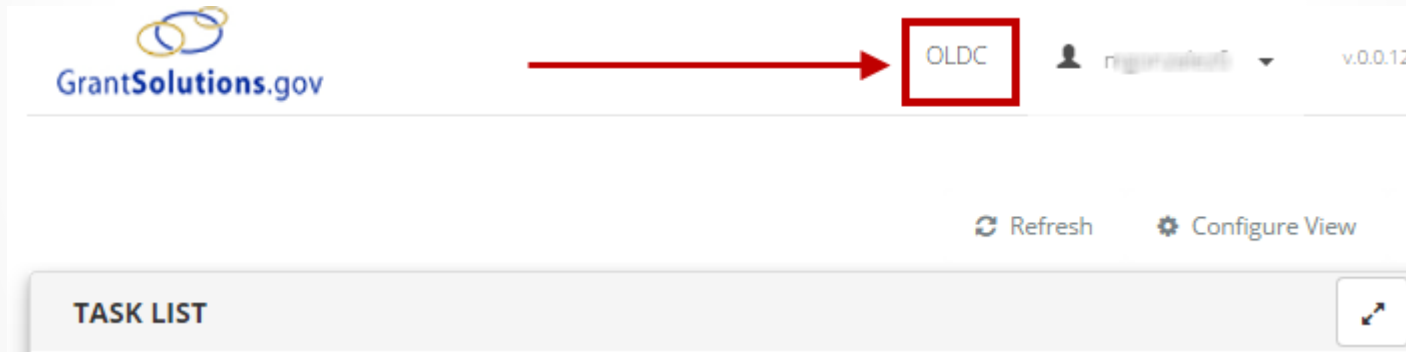
Log In

- Passwords must be changed every 420 days
 - A message prompts the user to change their password upon login
- If the password is not changed within the timeframe, the account is disabled for security purposes
 - Contact the helpdesk to re-enable the account



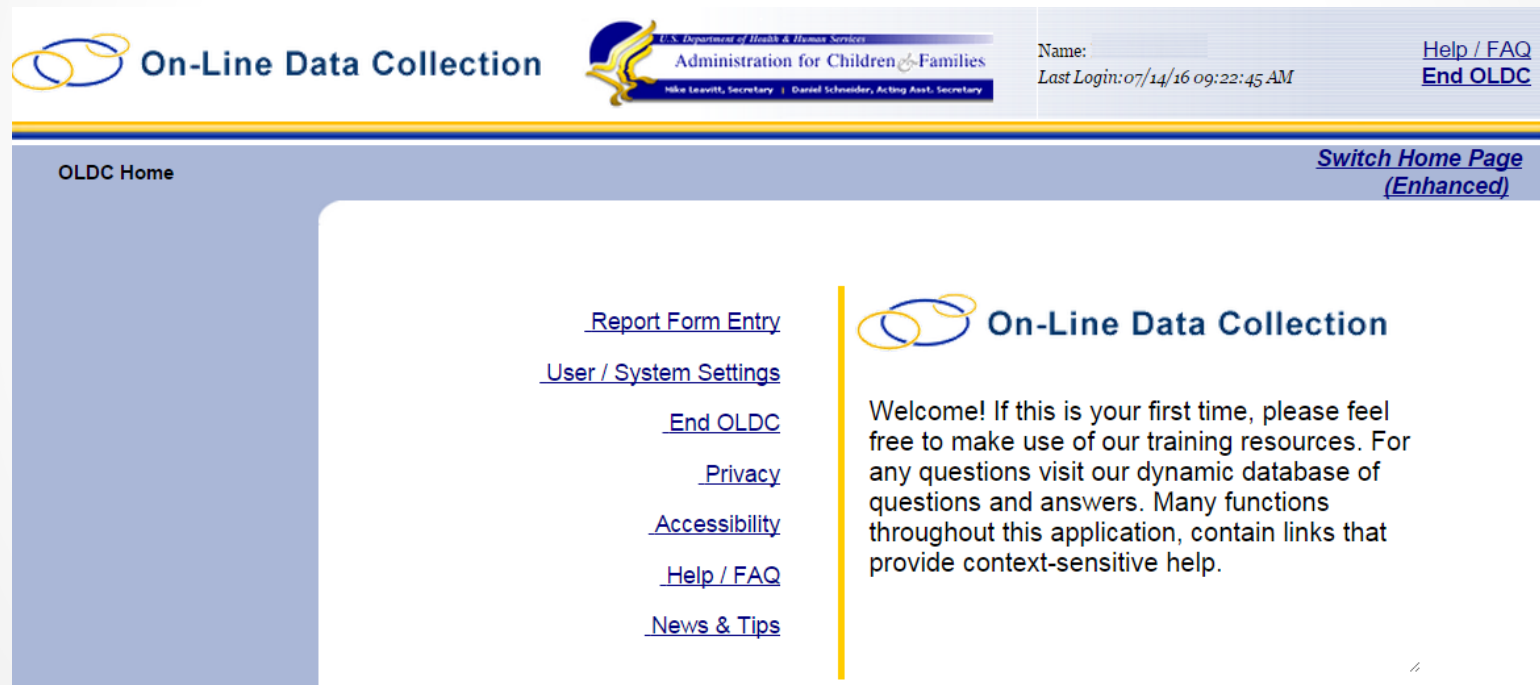
Accessing OLDC

- The “GrantSolutions – Portal” screen appears.
- From the menu bar, select **OLDC**.



Accessing OLDC

- The “OLDC Home” screen opens in a new window.



The screenshot displays the OLDC Home interface. At the top, there is a header bar with the OLDC logo and the text "On-Line Data Collection" on the left. In the center, it identifies the "U.S. Department of Health & Human Services Administration for Children & Families" with the names of the Secretary and Acting Assistant Secretary. On the right, it shows the user's name, last login time, and links for "Help / FAQ" and "End OLDC". Below the header, the main content area is divided into two sections. The left section, titled "OLDC Home", contains a vertical list of links: "Report Form Entry", "User / System Settings", "End OLDC", "Privacy", "Accessibility", "Help / FAQ", and "News & Tips". The right section features the OLDC logo and a welcome message: "Welcome! If this is your first time, please feel free to make use of our training resources. For any questions visit our dynamic database of questions and answers. Many functions throughout this application, contain links that provide context-sensitive help." A link for "Switch Home Page (Enhanced)" is also present in the top right of the main content area.



Regular Vs. Enhanced Version

OLDC Home

[Report Form Entry](#)

[Analytical Reports](#)

[User / System Settings](#)

[End OLDC](#)

[Privacy](#)

[Accessibility](#)

[Help / FAQ](#)

[News & Tips](#)

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

[Report Form Entry](#)

[Analytical Reports](#)

[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.

OLDC Home

[Report Form Entry](#)

[User / System Settings](#)

[End OLDC](#)

[Privacy](#)

[Accessibility](#)


[Help / FAQ](#)

[News & Tips](#)

[Switch Home Page \(Regular\)](#)

Confirm Enhanced Home Page

Do you want to keep the enhanced OLDC home page as your default home page?



Page Help

Program Name	Grantee Name	Grant	Report Name	Reporting Period	Activity Date	Report Status	Actions
Temporary Assistance for Needy Families	MA [04002246 GR] MASSACHUSETTS	N/A	Application SF-424M	10/01/2014 - 09/30/2015	06/12/2015 11:06:16 AM	Submitted with Warnings	<input type="button" value="Actions"/>

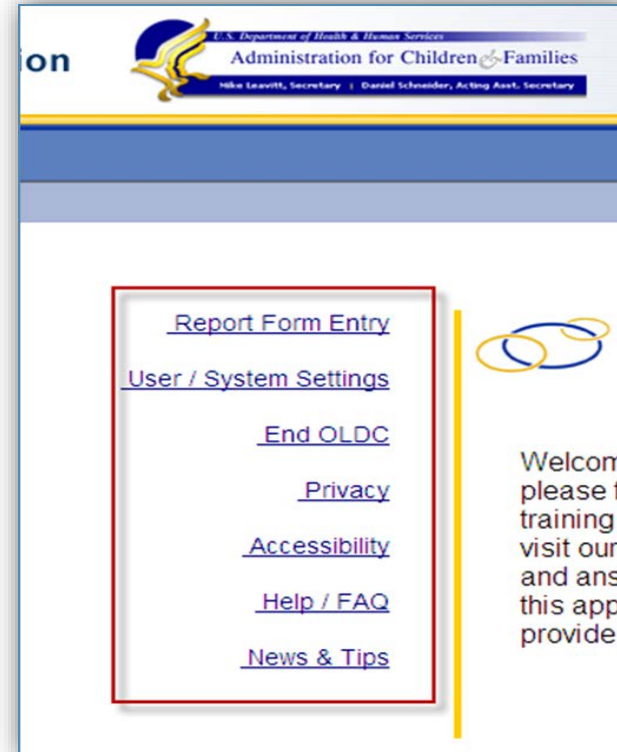




OLDC Home

OLDC Main Menu

- Report Form Entry
 - Initiate report
 - Enter data
 - Retrieve previous or current reports
- User/System Settings
 - Customize the way OLDC is used
- News & Tips
 - OLDC Documentation



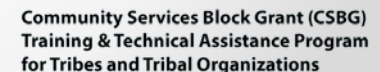
- [OLDC Home](#) [Switch Home Page \(Regular\)](#)

[Report Form Entry](#)
[My Recent Activity](#)
[Activity Report](#)
[Report Due](#)

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

[Page Help](#)

Program Name	Grantee Name	Grant	Report Name	Reporting Period	Activity Date	Report Status	Actions
Temporary Assistance for Needy Families	MA [REDACTED] MASSACHUSETTS	N/A	Application SF-424M	10/01/2014 - 09/30/2015	06/12/2015 11:06:16 AM	Submitted with Warnings	<input type="button" value="Actions"/>



OLDC Home: Tabs

- **Activity Report:** Search for reports in progress, submitted, or approved over the past two years. To access historical data, use the *Report Form Entry* link from the main menu. Possible Actions include:
 - **View:** View a report in read-only mode
 - **Edit:** Access the “Report” screen in edit mode
 - **Report Status:** Navigate to the “Report Form Status” page

On-Line Data Collection Administration for Children & Families

Name: Bill Bailey
Last Login: 06/19/2015 08:02 AM

Help / FAQ
End OLDC

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

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

My Recent Activity **Activity Report** Report Due

Program: Community Services Block Grant
Grantee: MA [1 046002284 L3] MASSACHUSETTS

This report was generated on: 06/19/2015 14:10:11

Grant	Report Name	Reporting Period	Due Date	Report Status	Actions
N/A	Application SF-424M	10/01/2013 - 09/30/2014	09/30/2015	Saved	<input type="button" value="Actions"/>



OLDC Home: Tabs

- **Report Due:** Access reports that are currently available for submission. Once a report is submitted, it is removed from this tab but can still be accessed from My Recent Activity, Activity Report, and from the Report Form Entry menu.
 - **View:** View a report in read-only mode
 - **Create:** Start a new report by navigating to the “Report” screen in edit mode
 - **Edit:** Access an existing report in edit mode
 - **Report Status:** Navigate to the “Report Form Status” page



On-Line Data Collection

OLDC Home

My Recent Activity | Activity Report | **Report Due**

Program: Community Services Block Grant

Grantee: MA [1 046002264 L3] MASSACHUSETTS

This report was generated on: 06/19/2015 14:10:06

Grant	Report Name	Reporting Period	Due Date	Report Status	Actions
N/A	Application SF-424M	10/01/2014 - 09/30/2015	09/29/2015		Actions
N/A	Model State Plan(CSBG)	10/01/2014 - 09/30/2015	09/29/2015		Actions
N/A	Application SF-424M	10/01/2013 - 09/30/2014	09/30/2015	Saved	Actions
N/A	Model State Plan(CSBG)	10/01/2013 - 09/30/2014	09/30/2015		Actions





Submitting the SF-424M



Community Services Block Grant (CSBG)
Training & Technical Assistance Program
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The SF-424M

- On October 1, 2013, ACF directed its program offices, including OCS, to require all mandatory grantees to submit applications electronically. (See [78 FR 60285-60286, October 1, 2013](#).) OCS requires Tribal grantees to use the OLDC system to submit data on the Application for Federal Assistance SF-424 Mandatory (SF-424M).
- A Tribe or Tribal Organization must submit an electronic application (SF-424M) to receive CSBG funds. If a grantee submitted a two-year application, the grantee is still required to submit a SF-424M along with an annual report.

The screenshot shows the SF-424M application form for the Community Services Block Grant (CSBG) program. The form is titled "APPLICATION FOR FEDERAL ASSISTANCE SF - 424 - MANDATORY". It includes sections for "1. Type of Submission", "2. Frequency", "3. Consolidated Application/Grant Funding", "4. Date Received", "5. Applicant Information", and "6. Date Received By State". The form is filled out with the following information:

- Program Name: Community Services Block Grant
- Grant Name: ARKANSAS
- Report Name: Application SF-424M
- Report Period: 10/01/2016 - 09/30/2017
- Report Status: Initiated
- 1. Type of Submission: Plan
- 2. Frequency: Annual
- 3. Consolidated Application/Grant Funding: No
- 4. Date Received: 10/01/2016
- 5. Applicant Information: ARKANSAS DEPT. OF HUMAN SERVICES, LITTLE ROCK, AR
- 6. Date Received By State: 10/01/2016



Submitting the SF-424M

- From the enhanced Home page, click the **Report Entry Form** tab on the left.
- From the Form Selection screen, complete each field:
 - Program Name: Community Services Block Grant
 - Grantee Name: Your Tribe
 - Report Name: Mandatory SF-424M
 - Report Period: Current Fiscal Year (October 1 – September 30)
 - Select Action: New/Edit/Revise Report



OLDC Home

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

My Recent Activi

Form Selection

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:** AL [1 630820577 A1] (1993-2017) MOVIA BAND OF CHOCTAW

Step 3: **Report Name:** Mandatory Grant Application (SF-424 - M)

Step 4: **Report Period:**

Reporting Period	Type	Report Status
10/01/2016 - 09/30/2017	Annual	
10/01/2015 - 09/30/2016	Annual	Submitted with Warnings
10/01/2014 - 09/30/2015	Annual	Submitted with Warnings
10/01/2013 - 09/30/2014	Annual	
10/01/2012 - 09/30/2013	Annual	

Step 5: **Select Action:** New / Edit / Revise Report

Enter



Community Services Block Grant (CSBG)
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Submitting the SF-424M

- If submitting a new one-year plan, select “Plan”, “Annual” and “Initial”.
- If submitting a new two-year plan, select “Plan”, “Other”, “Initial”.
- If submitting for the second year of a two-year plan, select “Plan”, “Other” and “Update”.



The screenshot shows the SF-424M application form interface. At the top, there is a navigation bar with links: [OLDC Home](#), [Form Selection](#), [Report](#), and [Report Form Status](#). Below this, a box displays the following information:

- Program Name: Community Services Block Grant
- Grantee Name: MOHAWK BAND OF CHOCTAW INDIANS
- Report Name: Application SF-424M
- Report Period: 10/01/2016 - 09/30/2017
- Report Status: Initialized

Below the box, there is a progress bar with the following stages: [Initiated](#), [Entered](#), [Validated](#), [Certified](#), and [Submitted](#). The [Validated](#) stage is currently selected. Below the progress bar, there are buttons: [Save](#), [View/Add Attachments](#), [Validate](#), and [Print](#). The main title of the form is **APPLICATION FOR FEDERAL ASSISTANCE SF - 424 - MANDATORY**. On the right side, there is a box that says **OMB APPROVED** with the following details: Control No. 4340-0002, Expires 05/31/2014, and Version 01.1.

The form is divided into four main sections:

- 1.a. Type of Submission:** ☒ Plan ☐ Funding Request
- 1.b. Frequency:** ☒ Annual ☐ Other
- 1.c. Consolidated Application/Plan/Funding Request:** ☐ Yes ☐ No
- 1.d. Version:** ☒ Initial ☐ Resubmission ☐ Revision ☐ Update

Below these sections, there are fields for **2. Date Received:** and **3. Applicant Identifier:**. There is also a **State Use Only:** section.





Report Entry: Attachments

- **Attachments:** Attach files by clicking the paper clip at the bottom of the form.
 - View all attachments from the “Report Form status” page or using the “View/Add Attachments” button.

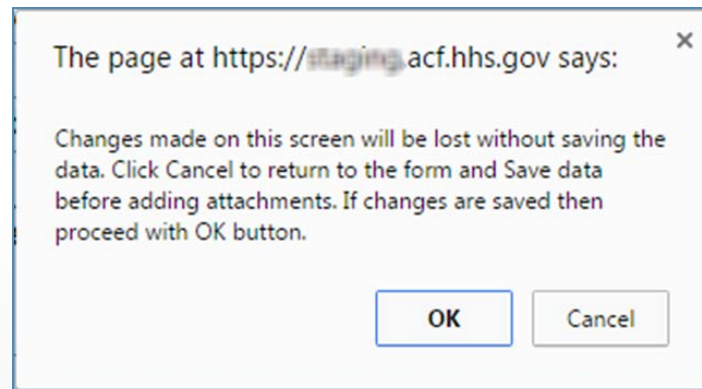
18a. Typed or Printed Name and Title of Authorized Certifying Official	18c. Telephone (area 18d. Email Address
18b. Signature of Authorized Certifying Official	18e. Date Report Sub
Attach supporting documents as specified in agency instructions 	





Report Entry: Attachments

- The pop-up message “Changes made on this screen will be lost without saving the data” appears. Click **OK** to continue or **Cancel** to return to the section page.
 - The pop-up message appears even if the data is already saved.
 - The pop-up message will appear every time you navigate away from a section.



Report Entry: Attachments

- The “File Attachment” screen appears.
- Click the **Choose File** button.
- Navigate for the document to attach.
- Select the file and click the **Open** button.
- The “File Attachment” screen reappears with the file name shown.
- Click the **Attach File** button.

File Attachment

Program Name: Community Services Block Grant
Grantee Name: WASHINGTON
Report Name: Model State Plan(CSBG)
Report Period: 10/01/2015 - 09/30/2016
Report Status: Saved

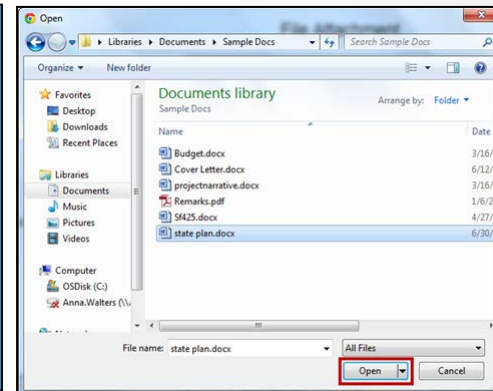
This page displays the attachments of the selected cell of form and date received. To add another attachment click your local computer and then click "Attach File".

Local Attachment: **Choose File** No file chosen **Attach File**

Attachments for

Cell Location:	File Name:	Date Received:
----------------	------------	----------------

Delete Selected File(s)



Local Attachment: **Choose File** state plan.docx **Attach File**

Attachments for

Location:	File Name:	Date Received:
	state plan.docx	

Delete Selected File(s)





Report Entry: Attachments

- The “File Attachment” screen refreshes and the document is attached.
- The *Attachments for* table contains the following columns:
 - **Cell Location:** Cell to which the document was attached
 - **File Name:** Document name link. Click the link to open the attachment
 - **Date Received:** Date file attached
 - **Delete:** Click **checkbox** and then click the **Deleted Selected File(s)** button to remove the attachment
- Repeat the previous steps to add additional attachments.



The screenshot shows a web application titled "File Attachment". At the top, there are tabs for "Edit", "Report", and "File Attachment". Below the tabs, a box displays the following information:

Program Name: Community Services Block Grant
Grantee Name: MOHAWK OF CHOCTAW INDIANS
Report Name: Application SF-4244
Report Period: 10/01/2016 - 09/30/2017
Report Status: Initialed

Below this box, a message states: "This page displays the attachments of the selected cell of form and date received. To add another attachment click on 'Browse', select file from your local computer and then click 'Attach File'."

There is a "Local Attachment" section with a "Choose File" button and a "No file chosen" status. To the right is an "Attach File" button.

Below these buttons is a table titled "Attachments for". The table has four columns: "Cell Location", "File Name", "Date Received", and "Delete". The first row contains the text "Attach supporting documents as specified in agency instructions.", the file name "SLAT1.DOCX", the date "07/19/2016", and a checkbox.

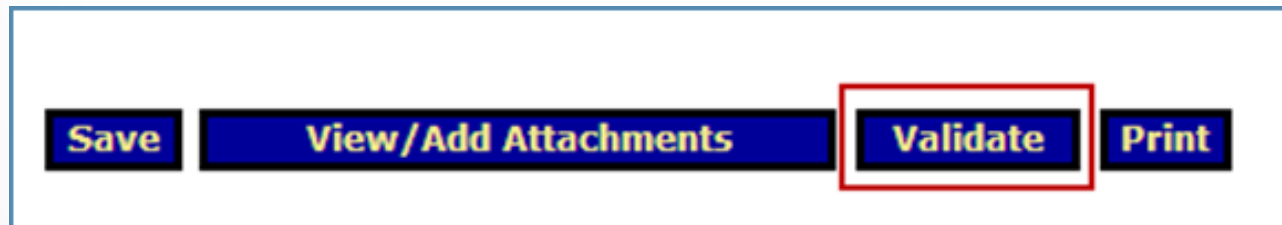
At the bottom of the table, there is a button labeled "Delete Selected File(s)".





Reports: Validate

- From the Report screen, click the **Validate** button.





Reports: Validate

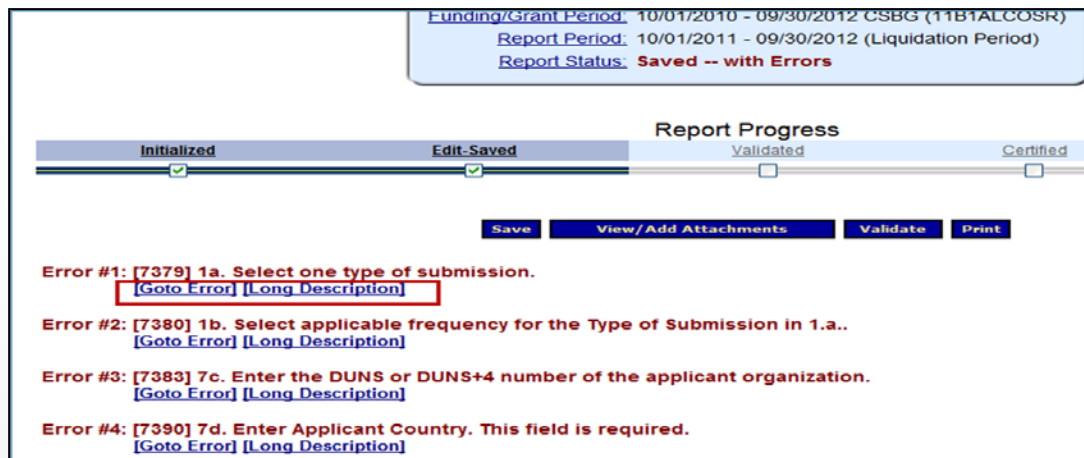
- **Saved -- Validated:** There are no errors and the form is ready to be certified.
- **Validated -- with Warnings:** The report form is saved and validated and there are some errors on the saved form. However, these errors are allowable and the report may still be submitted.
- **Saved with Errors:** An error message appears at the top of the form. Reports with errors cannot be certified and have the status “Saved with Errors”. Errors must be corrected.





Reports: Validate

- Reports with warnings or errors display a message with a short description of the issue just below the Action buttons.
 - Click the **Go to Error** link to jump to the field on the screen in question.
 - Click the **Long Description** link for more detailed information about the issue.



The screenshot displays the CSBG report validation interface. At the top, a blue box contains the following information:
Funding/Grant Period: 10/01/2010 - 09/30/2012 CSBG (11B1ALCOSR)
Report Period: 10/01/2011 - 09/30/2012 (Liquidation Period)
Report Status: **Saved -- with Errors**

Below this, a 'Report Progress' bar shows four stages: 'Initialized' (checked), 'Edit-Saved' (checked), 'Validated' (unchecked), and 'Certified' (unchecked). Below the progress bar are four buttons: 'Save', 'View/Add Attachments', 'Validate', and 'Print'.

Four error messages are listed below the buttons:

- Error #1: [7379] 1a. Select one type of submission.
[Goto Error] [Long Description]
- Error #2: [7380] 1b. Select applicable frequency for the Type of Submission in 1.a..
[Goto Error] [Long Description]
- Error #3: [7383] 7c. Enter the DUNS or DUNS+4 number of the applicant organization.
[Goto Error] [Long Description]
- Error #4: [7390] 7d. Enter Applicant Country. This field is required.
[Goto Error] [Long Description]





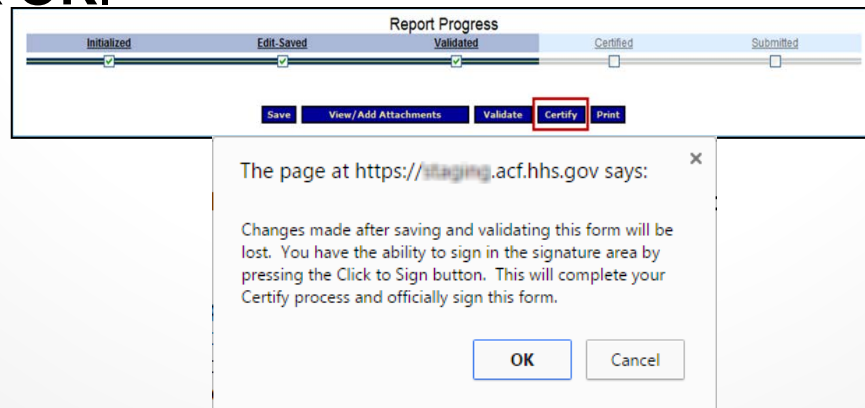
Reports: Validate

- Resolve the error on the screen and then re-validate the Report Form.



Reports: Certify

- After a report form has been successfully saved and validated, a person with the appropriate role can Certify the report form with a digital signature.
 - When clicking the Certify button, the following message appears: “Changes made after saving this form will be lost. You have the ability to sign in the signature area by pressing the **Click to Sign** button. This will complete your Certify process and officially sign this form.”
 - Click **OK**.





Reports: Certify

- The screen jumps to the Certification section. Click the **Click to Sign** button.

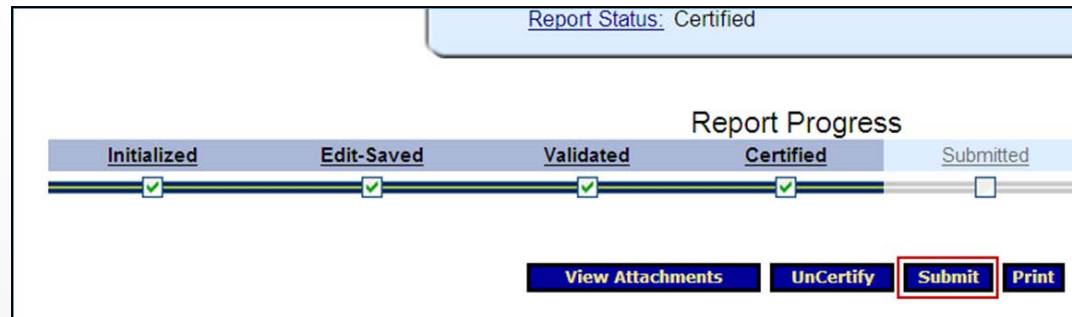
<u>specific instructions.</u>	
18a. Typed or Printed Name and Title of Authorized Certifying Official	18c. Telephone (area code)
	18d. Email Address
18b. Signature of Authorized Certifying Official	18e. Date Report Submitted
Click to Sign	
Attach supporting documents as specified in agency instructions. 📁	
<div>Save View/Add Attachments Validate Certify Print</div>	





Reports: Submit

- When the form is electronically signed, it displays a Certified status.
- An **UnCertify** button is available in case there is a need to return to the report for editing.
- The report form is now ready to be submitted. Only a person with the role “Submit” has the Submit button. Click **Submit** to officially send the report to ACF.



The screenshot shows a web interface for report management. At the top, a light blue box displays "Report Status: Certified". Below this is a "Report Progress" bar with five stages: "Initialized", "Edit-Saved", "Validated", "Certified", and "Submitted". Each stage has a corresponding checkbox below it, with green checkmarks for the first four stages and an empty box for "Submitted". At the bottom, there are four buttons: "View Attachments", "UnCertify", "Submit" (highlighted with a red border), and "Print".



Reports: Submit

- The “This will officially submit your report to ACF. Do you wish to continue” message displays. Click **OK**.
- After submitting a report form, the “Report Form Status” screen appears.
 - The message “We have received your report. This page shows all reports we have received along with attachments” displays. Click **OK**.

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

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

OK

Cancel

Program Name: Community Services Block Grant
Grantee Name: ALABAMA
Report Name: Application SF-424M
Funding/Grant Period: 10/01/2010 - 09/30/2012 CSBG (TRIBAL CSBG)
Report Period: 10/01/2011 - 09/30/2012 (Liquidation Period)

This screen displays the status of report forms and their revisions, along with attached files. To continue entering report form information, click on 'Grantee Selection'.

Report Form Status				
Report Submissions:	Report Status:	Status Date:	Report Action:	Print:
View Original	Submitted	07/24/2014	Unsubmit Report	Print as PDF Go

Original File Attachments		
Attachment Type:	File Name:	Date Received:
Attach supporting documents as specified in agency instructions.	COMMITMENT.TXT	07/24/2014
Form Attachment	MAR2014.PDF	07/24/2014

Report Status History				
Report Submissions:	Report Action:	Date/Time:	User Name:	Change (if known):
Original	Submitted with Warnings	07/24/2014 10:44:02 AM	Anna-Lisa Walters	
	Certified -- with			Signed as Authorized



Community Services Block Grant (CSBG)
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for Tribes and Tribal Organizations



Reports: Status Page

- The “Report Form Status” page contains four sections:
 1. Report Form Status: Contains button to View Original report or any Revisions, the Report Status, Status Date, Report Action, and Print option.

Report Form Status				
<u>Report Submissions:</u>	<u>Report Status:</u>	<u>Status Date:</u>	<u>Report Action:</u>	<u>Print:</u>
View Original	Submitted	05/31/2013	Unsubmit Report	HTML Print Form <input type="button" value="Go"/>





Reports: Status Page

2. Report Status History: History of all the actions taken on the report form, including Report Action, Date and Time, User Name, and Change.

Report Status History				
<u>Report Submissions:</u>	<u>Report Action:</u>	<u>Date/Time:</u>	<u>User Name:</u>	<u>Change (if known):</u>
Original	Submitted	05/31/2013 04:23:38 PM	Oldc Test5	
Original	Certified	05/31/2013 04:17:51 PM	Oldc Test5	Signed as Authorized Official
Original	Saved -- Validated	05/31/2013 04:15:01 PM	Oldc Test5	
Original	Saved -- with Errors	05/31/2013 04:11:18 PM	Oldc Test5	
Original	Saved	05/31/2013 04:09:30 PM	Oldc Test5	
Original	Saved -- with Errors	05/31/2013 04:09:28 PM	Oldc Test5	
Original	Saved	05/31/2013 04:09:18 PM	Oldc Test5	
Original	Saved -- Validated	05/31/2013 04:09:15 PM	Oldc Test5	
Original	Saved -- with Errors	05/31/2013 04:03:28 PM	Oldc Test5	
Original	Saved -- Validated	05/31/2013 04:02:54 PM	Oldc Test5	





Reports: Status Page

3. Contacts: People listed as primary contacts for the program and report.

Contacts		
<u>Contact Name:</u>	<u>Telephone #:</u>	<u>E-mail:</u>
Bala Ala	Not Available	vijip@smdi.com
Winston Gonzalez	Not Available	winston.gonzalez@acf.hhs.gov
ala bala	Not Available	vijip@smdi.com





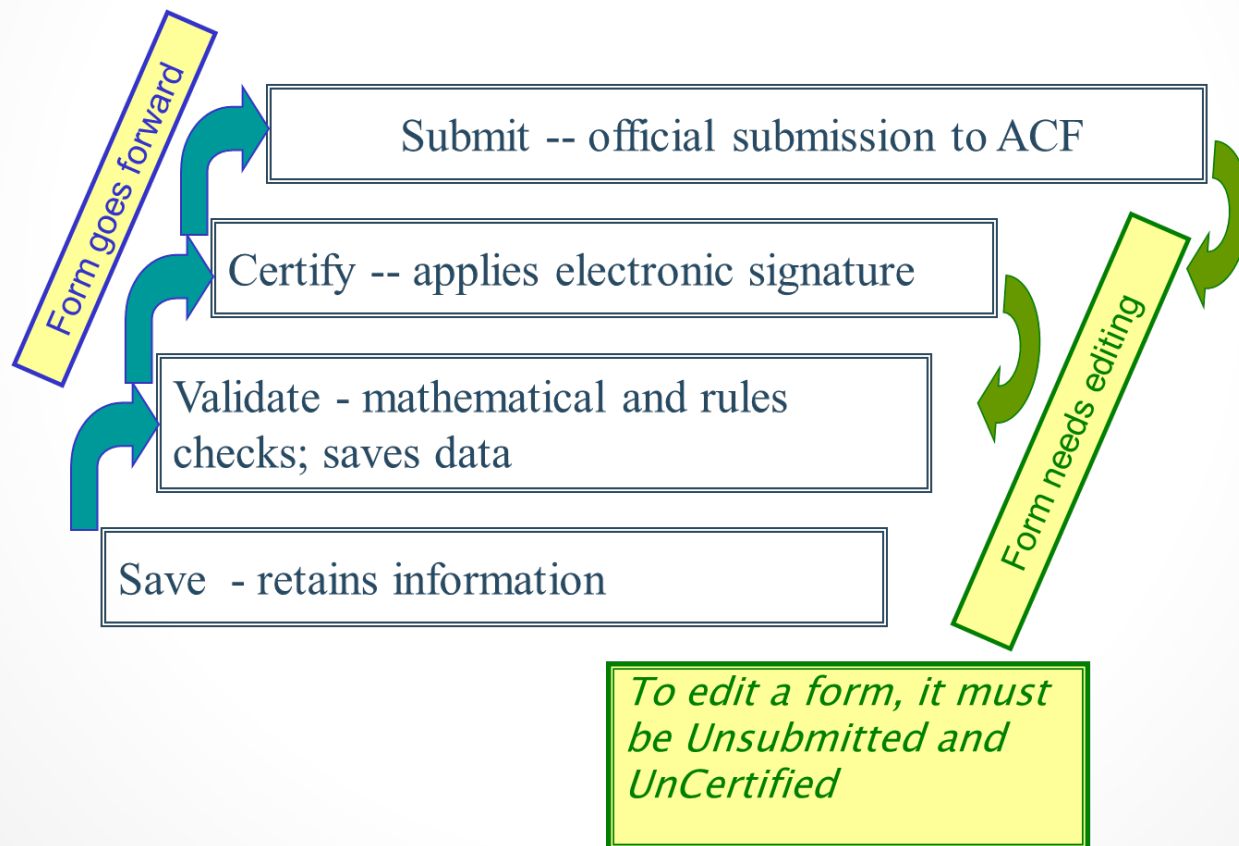
Reports: Status Page

4. Remarks History: Contains any remarks added by Federal staff.

Remarks History			
<u>Remark ID:</u>	<u>Date/Time:</u>	<u>User Name:</u>	<u>Remarks:</u>



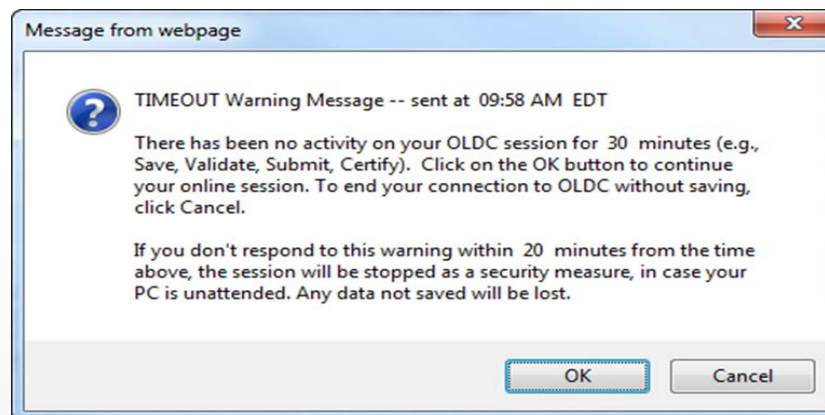
Reports: Submitting





Report Form

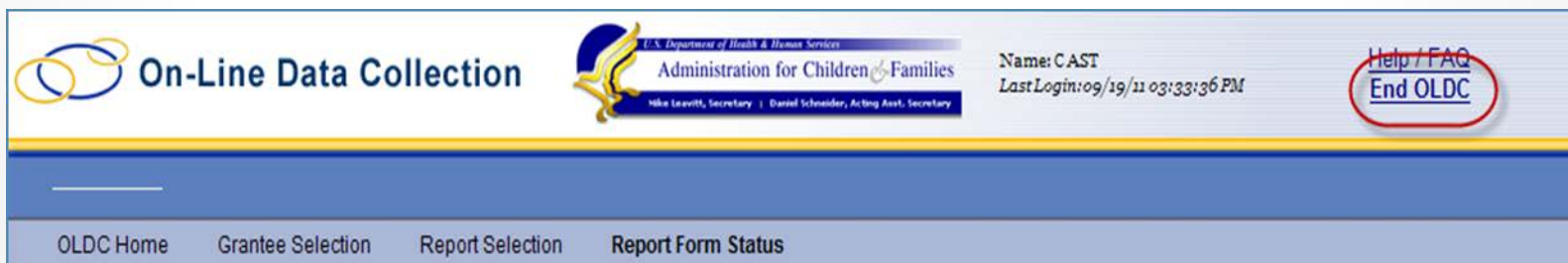
- It is important to save often. After 30 minutes of inactivity from your computer to the OLDC server, a warning message appears stating that you will be logged out in 20 minutes
 - Click **OK** to continue working, otherwise any information not saved is lost
 - Activity includes **Saving, Printing, Validating, Certifying, Submitting**, etc.





Reports: End OLDC

- After each use, **End OLDC**
 - A report form is locked or unavailable for 30 minutes when someone working on a form exits OLDC without clicking End OLDC.
 - When the person who locked the form logs back into OLDC and re-opens the form, it is then unlocked.





Help is Available!



Community Services Block Grant (CSBG)
Training & Technical Assistance Program
for Tribes and Tribal Organizations



Need Assistance? Help is Available!

CSBG Tribal Training & TA Team at Lux

Nicole Oxendine - nicole.oxendine@luxcg.com

Lizette Rivera - lizette.rivera@luxcg.com

Tribal TA email - tribalta@luxcg.com

www.csbgtribalta.com

OCS - Tribal Team

Sara Lee - sara.lee@acf.hhs.gov

Jane Golden - jane.golden@acf.hhs.gov

Niki Frazier – nikita.frazier@acf.hhs.gov

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