

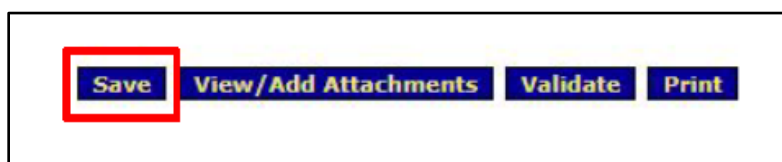


# FY2020 CSBG Annual Report OLDC Submission Step-by-Step Instructions

## Before You Begin

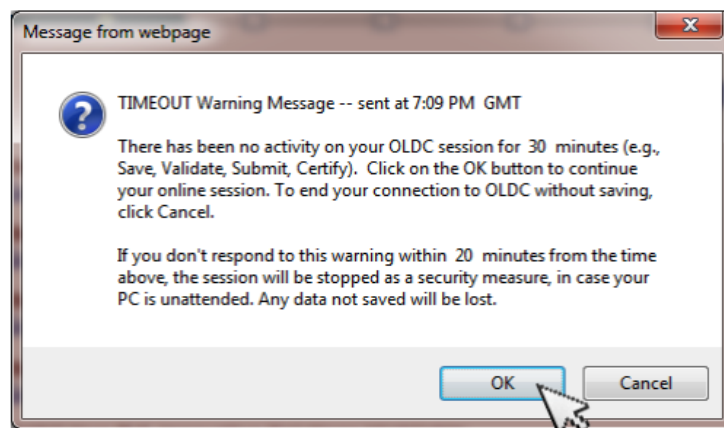
### An Important Reminder: Save Often!

Saving often will ensure that you do not lose any information entered into the system.



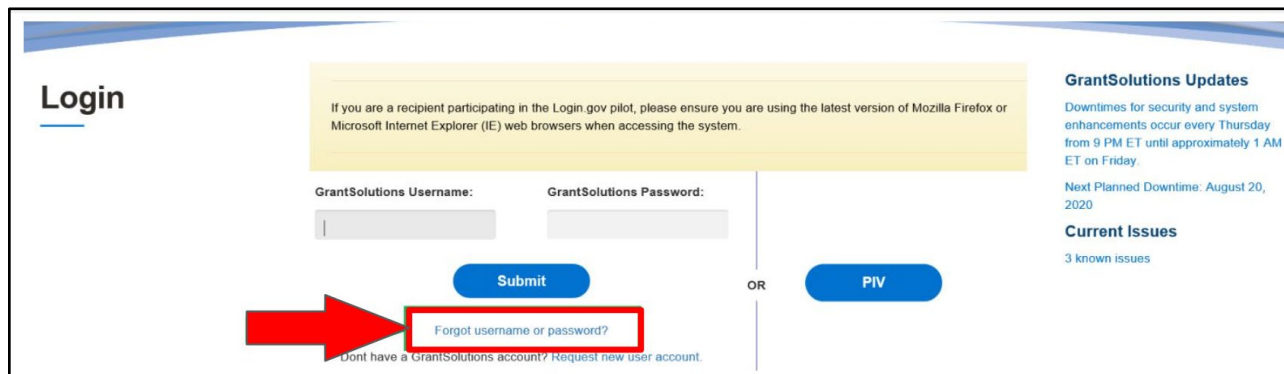
OLDC will time out after 30 minutes of inactivity. Clicking on page titles and action buttons (such as saving) will count as 'activity.' (Please note that filling in form fields without saving or clicking a corresponding blue action button (e.g. Save, Validate, Submit, Certify) does not register as activity within the system.)

The timeout warning message will display if you have been inactive for too long. If you have left the screen and miss the message without saving, unsaved input will be lost. Clicking "OK" will count as activity and return you to the form.



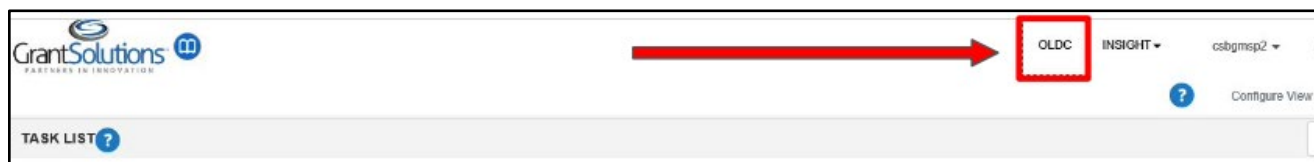
## Access the OLDC System

1. Visit [GrantSolutions.gov](https://grantsolutions.gov) and confirm access. Update password if needed. If you have new staff or account changes are needed, complete an [OLDC Access Form](#) and submit to Niki Frazier, OCS Senior Records Specialist at [nikita.frazier@acf.hhs.gov](mailto:nikita.frazier@acf.hhs.gov). If you forgot your password, click “Forgot username or password?” from the log in screen.



The image shows the GrantSolutions Login page. On the left, there is a 'Login' section with fields for 'GrantSolutions Username' and 'GrantSolutions Password', a 'Submit' button, and a link for 'Forgot username or password?'. A red arrow points to the 'Forgot username or password?' link. Below the login fields, there is a link: 'Don't have a Grantsolutions account? Request new user account.' To the right of the login fields, there is an 'OR' separator and a 'PIV' button. On the far right, there is a 'GrantSolutions Updates' section with information about downtimes and a 'Current Issues' section with a link to '3 known issues'.

2. Enter the OLDC Portal. Choose “OLDC” on the upper right of the screen to open the OLDC Home page.



3. On the OLDC Home page, click on “Switch Home Page (Enhanced)”. This will enable your view of the OLDC Dashboard. Then, click on “Report Form Entry” which will open the Form Selection screen.









## Update the SF-424M Form for Fiscal Year 2020

### 4. On the Form Selection screen, select the following from each drop-down menu:

- Program Name: “Community Services Block Grant”
- Grantee Name: “Tribe or Tribal Organization Name”
- Report Name: “Mandatory Grant Application (SF-424 - M)” - Choose this because the CSBG Annual Report will be uploaded as an attachment to the FY2020 SF-424M.

### 5. Review the Form Selection screen to find the Reporting Period for “10/01/2019 – 09/30/2020” and click the Revise ( ) symbol under the Actions column.

This will open the SF-424M Form screen.

Show 15 entries	Search:	◀	1	▶
Reporting Period	Report Status	Actions		
10/01/2021 - 09/30/2022		+		
10/01/2020 - 09/30/2021	Submitted			
10/01/2019 - 09/30/2020	Submitted with warnings			

### 6. On the SF-424M Form screen, complete all required items marked with an asterisk ( \* ) as follows: (Note: Entries not required or allowed for items 1c, 2, 3, 4a, 5, 6.)

- 1.a. Type of Submission: *Plan*
- 1.b. Frequency: *Other*, and then specify “2020 Annual Report” in the text box.
- 1.d. Version: *Update*

### 7. Complete all required items marked with an asterisk ( \* ) for items 7-9 and 13 as follows: (Note: Entries not required or allowed for items 10, 11, 12.)

- 7. Applicant Information: Ensure that the pre-filled items are correct and enter additional information if desired (e.g. middle name, title, fax number). Select “United States” on the drop-down menu and enter “Telephone number.”

- 8a. Type of Applicant: Choose “I” for federally recognized Tribe or “J” for state-recognized Tribe.
- 9. Name of Federal Agency: Enter “ACF/OCS” if it is not pre-filled.
- 13. Congressional District: If you do not have a congressional district, enter the state abbreviation.


<b>7. APPLICANT INFORMATION</b>			
* a. Legal Name: MACHIS LOWER CREEK			
* b. Employer/Taxpayer Identification Number (EIN/TIN): 1630836859A1		* c. Organizational DUNS: 136798639	
* d. Address:			
* Street 1:	64 PRIVATE ROAD 1312	* Street 2:	
* City:	ELBA	* County:	
* State:	AL	* Province:	
* Country:	Select	* Zip / Postal Code:	36323 -
e. Organizational Unit:		Division Name:	
Department Name:			
f. Name and contact information of person to be contacted on matters involving this application:			
Prefix:	* First Name: Mary	Middle Name:	* Last Name: Smith
Suffix:	Title:	Organizational Affiliation:	
* Telephone Number:	Fax Number:	* Email:	test@email.com
* 8a. TYPE OF APPLICANT: Select			
b. Additional Description:			
* 9. Name of Federal Agency:			
Administration for Children and Families, Office of Community Services			
10. CFDA Numbers and Titles 1		Catalog of Federal Domestic Assistance Number:	CFDA Title:
			Delete
11. Descriptive Title of Applicant's Project			
12. Areas Affected by Funding:			
13. CONGRESSIONAL DISTRICTS OF:			
* a. Applicant		b. Program/Project:	

**8. Complete all required items marked with an asterisk ( \* ) for items 17-18 as follows:**  
(Note: Entries not required or allowed for items 14, 15, 16.)


- 17. Federal Debt Statement: Choose correct response, “Yes” or “No.” If “Yes” is selected, provide an explanation in the text box
- 18. Signature Attesting to Truth of Statements: Click “I Agree.” (Note: Entries for sub-items 18a-e should not be entered at this time. The data will fill automatically after the report has been certified.)

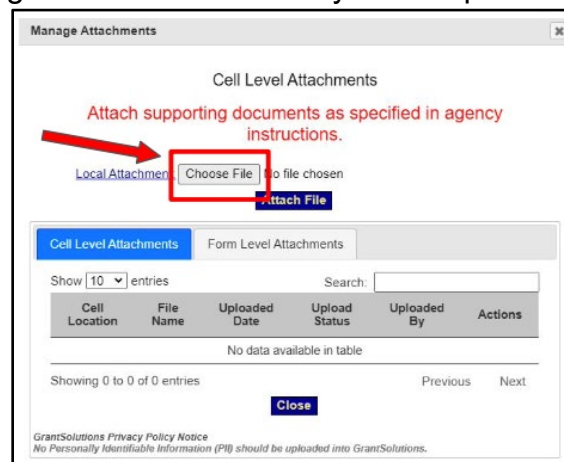
Attach an additional list of Program/Project Congressional Districts if needed.			
0			
<b>14. FUNDING PERIOD:</b>		<b>15. ESTIMATED FUNDING:</b>	
a. Start Date:	b. End Date:	* a. Federal (\$):	b. Match (\$):
10/01/2020	09/30/2021	\$0	\$0
* 16. IS SUBMISSION SUBJECT TO REVIEW BY STATE UNDER EXECUTIVE ORDER 12372 PROCESS?			
a. This submission was made available to the State under the Executive Order 12372			
Process for Review on:			
b. Program is subject to E.O. 12372 but has not been selected by State for review.			
c. Program is not covered by E.O. 12372.			
* 17. Is The Applicant Delinquent On Any Federal Debt?			
<input type="radio"/> YES <input type="radio"/> NO			
Explanation:			
18. By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)			
I Agree <input type="checkbox"/>			
The list of certifications and assurances, or an internal statement you may submit, will be contained in the announcement or agency-specific instructions.			
18a. Typed or Printed Name and Title of Authorized Certifying Official		18c. Telephone (area code, number and extension)	
		18d. Email Address	
18b. Signature of Authorized Certifying Official		18e. Date Report Submitted (Month, Day, Year)	

9. After all items are complete, the message “**Attach supporting documents as specified in agency instructions**” will appear under item 18.

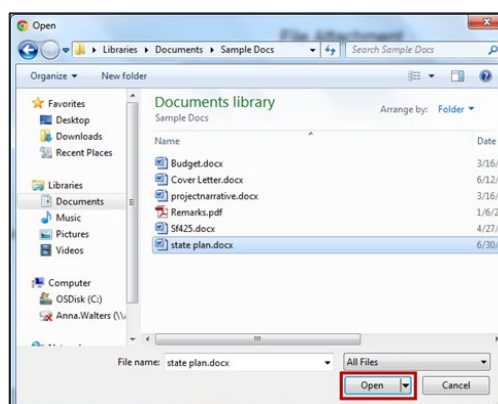
18a. Typed or Printed Name and Title of Authorized Certifying Official	18c. Tele
18b. Signature of Authorized Certifying Official	18d. Ema
18e. Date	
Attach supporting documents as specified in agency instructions 	

## Attach Report

10. To attach the FY2020 CSBG Annual Report, click on the paperclip (  ) symbol that appeared under item 18. This will open the File Attachment pop-up screen.
11. On the File Attachment pop-up screen, click “**Choose File**”. This will open another pop-up window showing the files available on your computer.



12. On the pop-up window, browse the computer files and select the correct document. Then click the “**Open**” button. The File Attachment pop-up screen will then reappear showing the selected file.



13. Confirm that the document is listed and click the **“Attach File”** button. OLDC will then perform a virus scan of the selected document as it uploads it to the system, which may take several minutes. The File Attachment pop-up screen will refresh automatically and display an attachments table with your document listed. Click the **“Close”** button at the bottom of the File Attachment pop-up screen to return to the Report Form screen.

## Validate Report & Address Any Errors

14. On the Report Form screen, click the **“Validate”** button. This will generate a report status and messages log.

15. Review the Report Status on the upper right of the screen.

- If the Report Status is **“Saved -- Validated”**, there are no errors, and the form is ready to be certified and submitted.
- If the Report Status is **“Validated with Warnings”**, the report form is saved and validated, even though there are some warnings listed in the message log. These warnings are allowable, however, and the report may still be certified and submitted.
- If the Report Status is **“Saved with Errors”**, it cannot be certified or submitted. The errors listed in the message log must be corrected and the report re-validated.



**16. Review the error messages and make all required changes.** Use the “Go to Error” link to jump to the field on the screen in question. Use the “Long Description” link for more detailed information about the issue.

**17. Re-validate the Report Form.** Confirm that the report status is now “Saved -- Validated” or “Validated with Warnings”. If there are still errors, continue to correct errors and re-validate until the report status is either “Saved -- Validated” or “Validated with Warnings”. When the report is successfully validated, the Report Form screen will then reappear, and the report is ready to be certified.



## Certify Report

**18. On the Report Form screen, click the “Certify” button to continue.** (Note: Only a person with the appropriate role is able to electronically certify the report form in OLDC.)

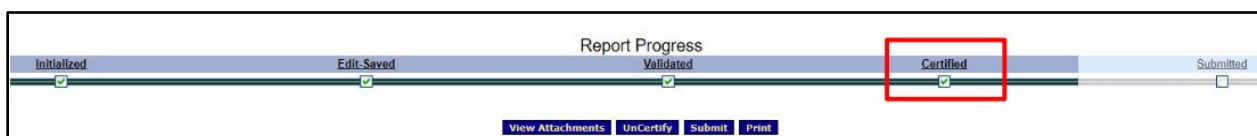


**19. A pop-up message will appear saying: “You have the ability to sign in the signature area by pressing the Click to Sign button. This will complete your Certify process and officially sign this form.”** Click “OK” to continue.

**20. Click the “Click to Sign” button that appears under item 18b.**

A screenshot of a web form. It has several input fields: '18a. Typed or Printed Name and Title of Authorized Certifying Official', '18b. Signature of Authorized Certifying Official', '18c. Telephone', '18d. Email', and '18e. Date Reported'. Below the '18b' field, there is a button labeled 'Click to Sign' which is highlighted with a red box. A red arrow points from this button towards the left. Below the fields, there is a red text instruction: 'Attach supporting documents as specified in agency instructions.' At the bottom right, there is a row of buttons: 'Save', 'View/Add Attachments', 'Validate', 'Certify', and 'Print'.

**21. When the form is successfully signed, it displays a “Certified” status on the Report Progress bar.**



## Submit Report

- 22. The report form is now ready to be submitted.** (Note: Only a person with the appropriate role is able to submit the report form in OLDC). Click the “*Submit*” button to officially send the report to ACF.

The image shows a 'Report Progress' bar with five stages: 'Initialized', 'Edit Saved', 'Validated', 'Certified', and 'Submitted'. Each stage has a green checkmark below it, indicating completion. Below the progress bar are four buttons: 'View Attachments', 'UnCertify', 'Submit', and 'Print'. The 'Submit' button is highlighted with a red rectangular box.

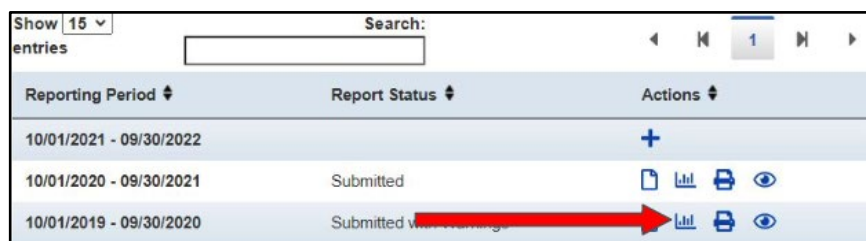
- 23. A pop-up message will appear saying: “*This will officially submit your report. Do you wish to continue?*”** Click “OK” to continue.
- 24. The Report Form Status screen will reappear and a pop-up message will display:**  
“*We have received your report. This page shows all reports we have received along with attachments.*” Click “OK”.
- 25. Congratulations! You have submitted your FY2020 CSBG Annual Report!** You will see the report now listed in the Report Status History section of the Report Form Status page.



## Making Edits After Submission

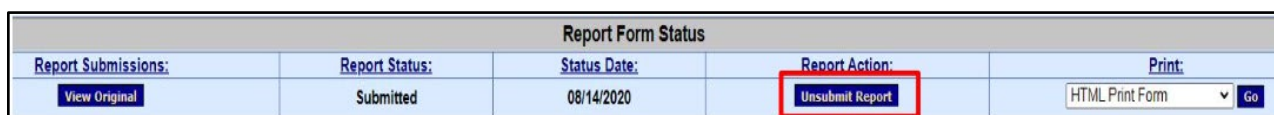
If edits are needed after submission:

1. **On the OLDC Dashboard, click on “Report Form Entry”.** This opens the Form Selection screen where you will select your “Program Name: Community Services Block Grant”, “Grantee Name: [Name of Tribe or Tribal Organization]”, and “Report Name: Mandatory Grant Application (SF-424 - M)”.
2. **Review the Form Selection screen to find the Reporting Period for “10/01/2019 – 09/30/2020” and click the “Report Form Status” symbol under the Actions column.** This will open the Report Form Status screen that shows your submission details.



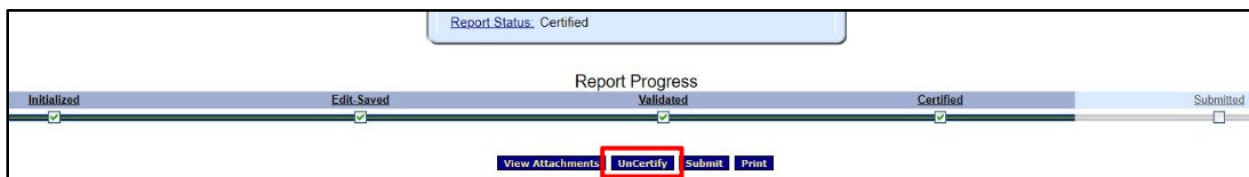
Reporting Period	Report Status	Actions
10/01/2021 - 09/30/2022		+
10/01/2020 - 09/30/2021	Submitted	
10/01/2019 - 09/30/2020	Submitted with warnings	

3. **On to the Report Form Status screen click “Unsubmit Report.”** This will open the Report Form screen that shows the Report Progress bar.



Report Submissions:	Report Status:	Status Date:	Report Action:	Print:
<a href="#">View Original</a>	Submitted	08/14/2020	<a href="#">Unsubmit Report</a>	HTML Print Form <a href="#">Go</a>

4. **In the Report Progress section, click “UnCertify”.** This will allow you to edit the SF-424M report form and/or delete and re-upload the edited attachment.



Report Progress				
Initialized	Edit Saved	Validated	Certified	Submitted
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">View Attachments</a>	<a href="#">UnCertify</a>	<a href="#">Submit</a>	<a href="#">Print</a>	

5. **Make required changes.**
6. **Recertify.** (Review steps 18 to 21 above.)
7. **Resubmit.** (Review steps 22 to 25 above.)

## Help is Available

Please remember that help is available anytime from the CSBG Tribal T/TA team at [TribalTA@luxcg.com](mailto:TribalTA@luxcg.com) or (301) 244-3557.

For OLDC technical questions, contact:

- Niki Frazier: [Nikita.Frazier@acf.hhs.gov](mailto:Nikita.Frazier@acf.hhs.gov)
- Monique Alcantara: [Melania.Alcantara@acf.hhs.gov](mailto:Melania.Alcantara@acf.hhs.gov)