



FY 2022 CSBG Tribal Plan & Application OLDC Submission Step-by-Step Instructions

Before You Begin

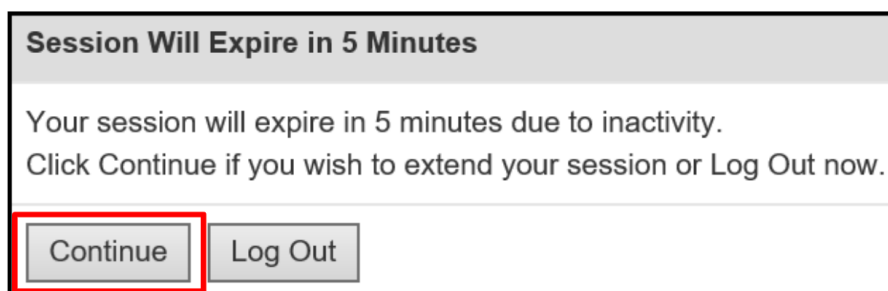
An Important Reminder: Save Often!

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

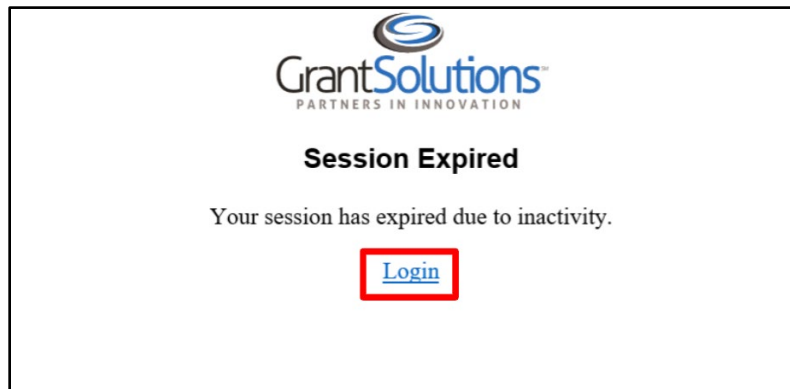


OLDC will time out after 30 minutes of inactivity. Clicking on page titles and action buttons (such as saving) will count as 'activity.' (Please note that filling in form fields without saving or clicking a corresponding blue action button (e.g. Save, Validate, Submit, Certify) does not register as activity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

The timeout warning pop-up message will appear 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 "*Continue*" will count as activity and return you to the form.

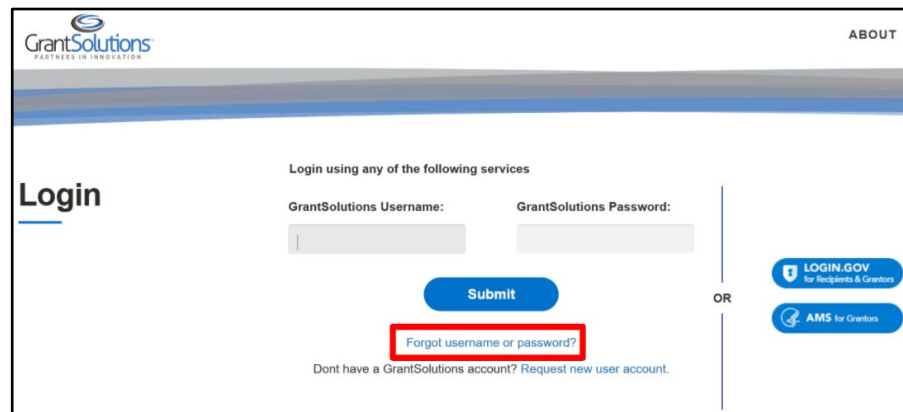


The timeout message “*Session Expired*” will display on the screen if you have been inactive for too long. Click “*Login*” to sign in once again.

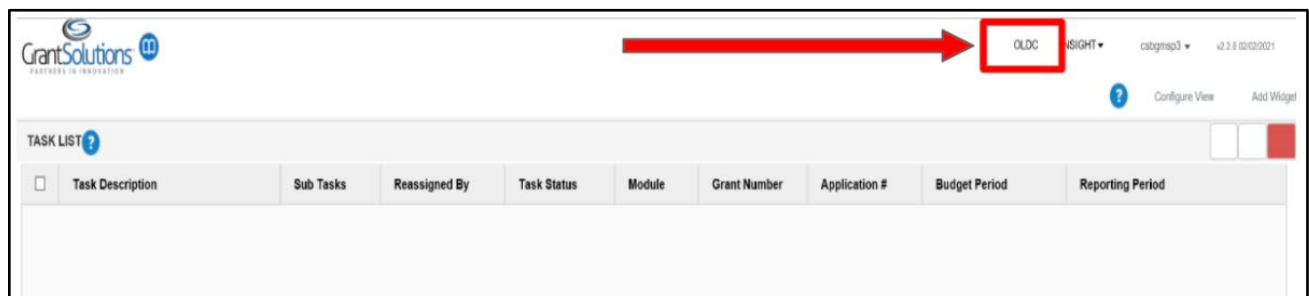


Access the OLDC System

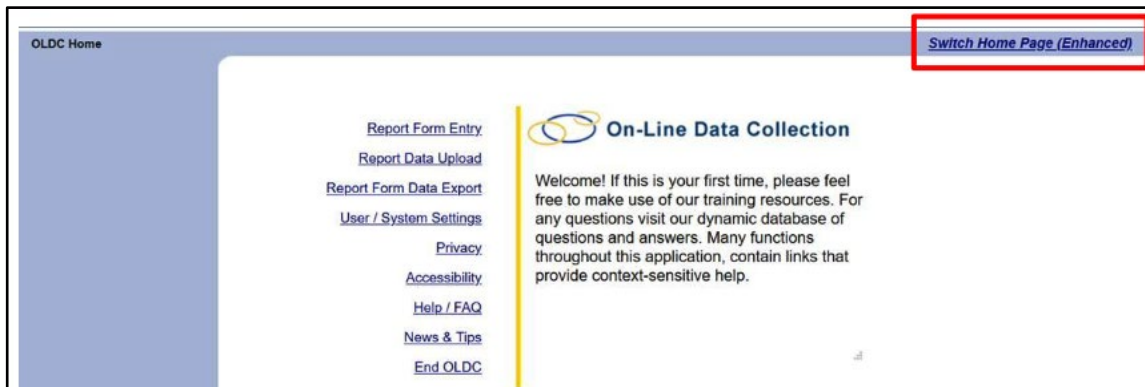
1. Visit [GrantSolutions.gov](https://www.grantsolutions.gov) and confirm access. Update password if needed. If you have new staff or account changes are needed, complete an [OLDC Access Form](#) and submit to Niki Frazier, OCS Senior Records Specialist at nikita.frazier@acf.hhs.gov. If you forgot your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



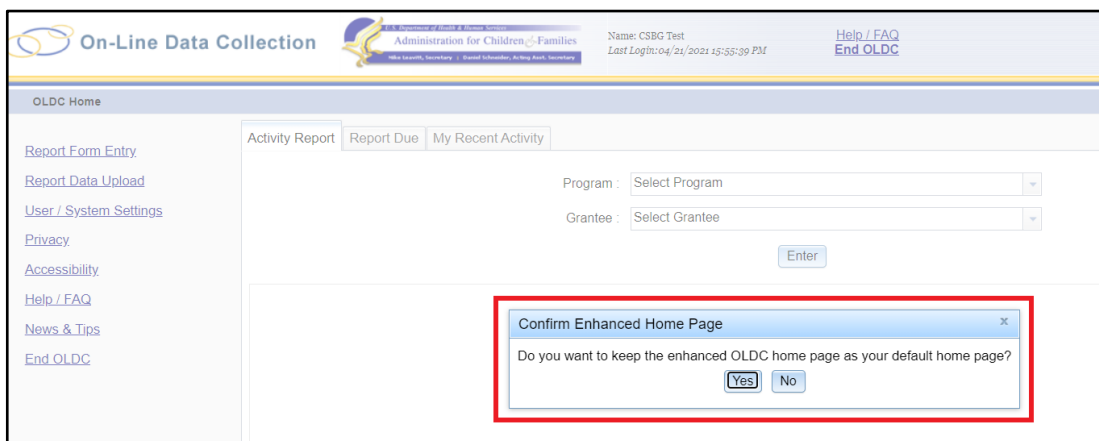
2. Enter the OLDC Portal. Choose “OLDC” on the upper right of the screen to open the OLDC Home page.



3. On the OLDC Home page, click on **“Switch Home Page (Enhanced)”**. This will enable your view of the OLDC Dashboard.

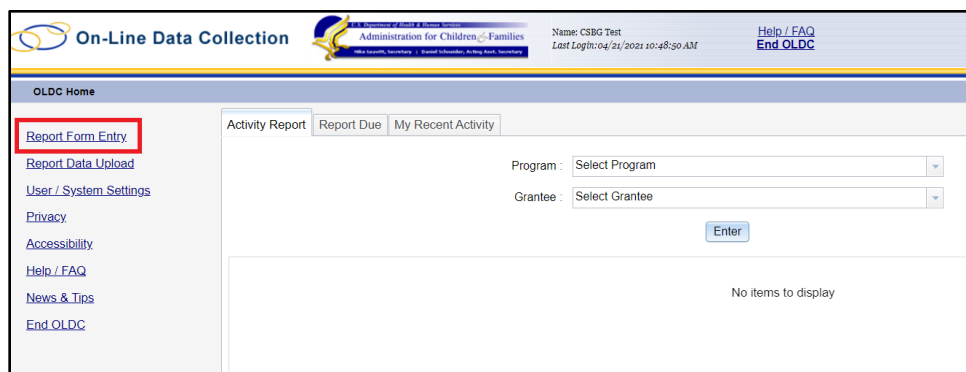


4. On the Confirm Enhanced Home Page pop-up screen, click **“Yes”**. This will set the enhanced home page as the default home page.



Complete the SF-424M Form for Fiscal Year 2022

5. Click on **“Report Form Entry”** which will open the Form Selection screen.

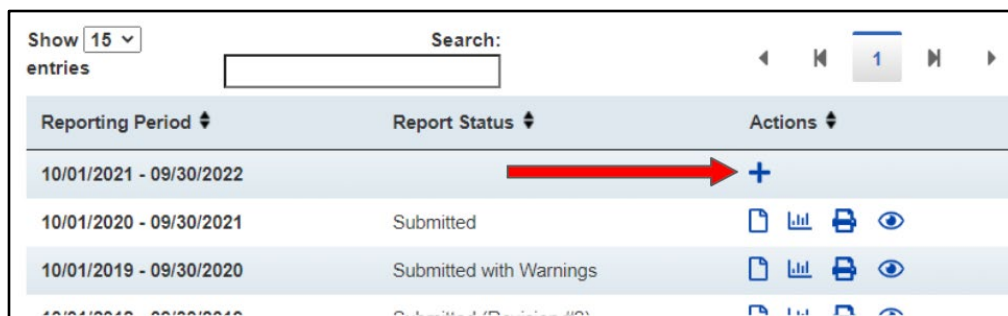


6. On the Form Selection screen, select the following from each drop-down menu:

- 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 Tribal Plan will be uploaded as an attachment to the FY 2022 SF-424M.



7. After selecting the Report Name, a reporting section opens. Select the Reporting Period for “10/01/2021 – 09/30/2022” and click the Create (+) symbol under the Actions column. This will open a screen where you will fill out a SF-424M Form.



8. 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.)

- If submitting a one-year plan:
 - 1.a. Type of Submission: select *“Plan”*
 - 1.b. Frequency: select *“Annual”*
 - 1.d. Version: select *“Initial”*
- If submitting a two-year plan:
 - 1.a. Type of Submission: select *“Plan”*
 - 1.b. Frequency: select *“Other”* and enter the fiscal years covered *“10/1/2021 - 9/30/2023”* in the text box.
 - 1.d. Version: select *“Initial”*

- If only submitting SF-424M Form for the second year of a two-year plan:
 - 1.a. Type of Submission: select “Plan”
 - 1.b. Frequency: select “Other” and enter “Year 2 of 2” in the text box.
 - 1.d. Version: select “Update”

9. 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.

The screenshot shows the SF-424M form with several fields highlighted by red boxes to indicate required entries:

- 7. APPLICANT INFORMATION:**
 - * 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
 - * City: ELBA
 - * State: AL
 - * Country: Select (dropdown menu)
 - * e. Organizational Unit:
 - Department Name:
 - Division Name:
 - * f. Name and contact information of person to be contacted on matters involving this application:
 - Prefix: Mary
 - * First Name: (text box)
 - Middle Name: (text box)
 - * Last Name: Smith
 - Suffix: (text box)
 - Title: (text box)
 - Organizational Affiliation: (text box)
 - * Telephone Number: (text box)
 - Fax Number: (text box)
 - * Email: test@email.com
 - * 8a. TYPE OF APPLICANT: Select (dropdown menu)
 - * b. Additional Description: (text box)
 - * 9. Name of Federal Agency:
 - Administration for Children and Families, Office of Community Services
- 10. CFDA Numbers and Titles:**
 - 10. CFDA Numbers and Titles: 1
 - 11. Descriptive Title of Applicant's Project: (text box)
 - 12. Areas Affected by Funding: (text box)
- 13. CONGRESSIONAL DISTRICTS OF:**
 - * a. Applicant: (text box)
 - b. Program/Project: (text box)

10. 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 the 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.

14. FUNDING PERIOD: a. Start Date: 10/01/2020 b. End Date: 09/30/2021 15. ESTIMATED FUNDING: * a. Federal (\$): \$0 b. Match (\$): \$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?

☐ YES

☐ 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

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)

- 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

18d. Ema

18b. Signature of Authorized Certifying Official 18e. Date

Attach supporting documents as specified in agency instructions. 📎

Attach Tribal Plan to Report Form

- To attach the FY2022 CSBG Tribal Plan, click on the paperclip (📎) symbol that appeared under item 18. This will open the File Attachment pop-up screen.
- On the File Attachment pop-up screen, click “Choose File”. This will open another pop-up window showing the files available on your computer.

Manage Attachments

Cell Level Attachments

Attach supporting documents as specified in agency instructions.

Local Attachments Choose File No file chosen Attach File

Cell Level Attachments Form Level Attachments

Show 10 entries Search:

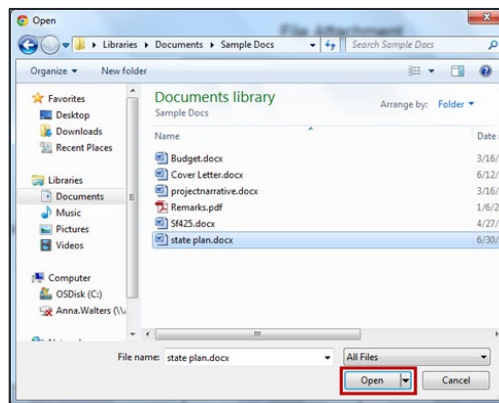
Cell Location	File Name	Uploaded Date	Upload Status	Uploaded By	Actions
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

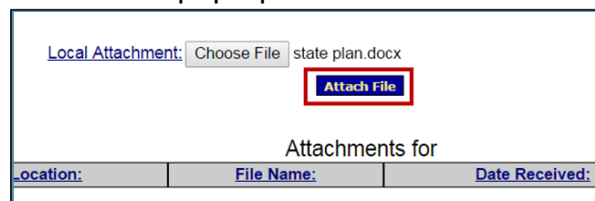
Close

GrantSolutions Privacy Policy Notice
No Personally Identifiable Information (PII) should be uploaded into GrantSolutions.

14. 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.



15. 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 Form & Address Any Errors

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



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

- If the Report Status is “**Saved -- Validated**”, there are no errors, and the report 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 form 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 form re-validated.

18. 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.

19. 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 form is successfully validated, the Report Form screen will then reappear, and it is ready to be certified.

Certify Form

20. 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.)

21. 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.

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

18a. Typed or Printed Name and Title of Authorized Certifying Official		18c. Teleph
18b. Signature of Authorized Certifying Official		18d. Email
<input type="button" value="Click to Sign"/>		18e. Date R
Attach supporting documents as specified in agency instructions.		
<input type="button" value="Save"/> <input type="button" value="View/Add Attachments"/> <input type="button" value="Validate"/> <input type="button" value="Certify"/> <input type="button" value="Print"/>		

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

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"/>
<input type="button" value="View Attachments"/> <input type="button" value="UnCertify"/> <input type="button" value="Submit"/> <input type="button" value="Print"/>				

Submit Form

24. 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 form to ACF.

Report Status: Certified				
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"/>
<input type="button" value="View Attachments"/> <input type="button" value="UnCertify"/> <input checked="" type="button" value="Submit"/> <input type="button" value="Print"/>				

25. A pop-up message will appear saying: “*This will officially submit your report. Do you wish to continue?*” Click “OK” to continue.

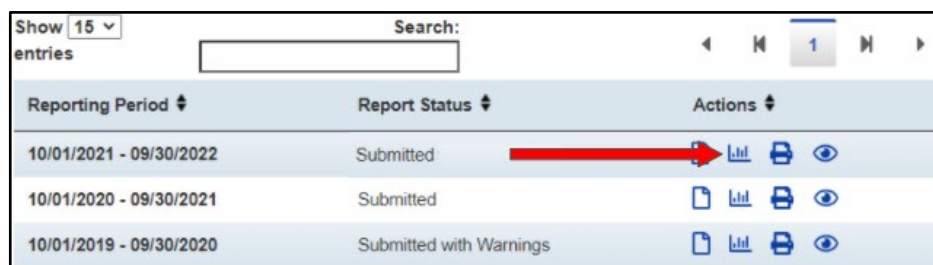
26. The Report Form Status screen will reappear and a pop-up message will display: “*We have received your report. This page shows all reports we have received along with attachments.*” Click “OK”.










27. **Congratulations! You have submitted your FY2022 CSBG Tribal Plan and Application!** You will see it listed in the Report Status History section of the Report Form Status page.

Making Edits After Submission

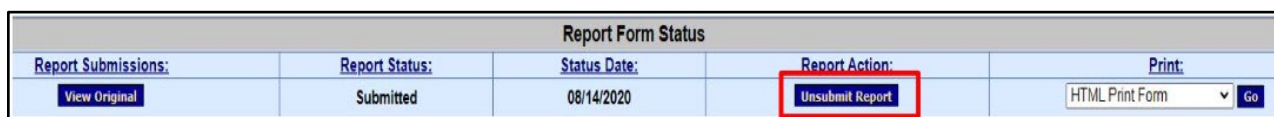
If edits are needed after submission:

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 “10/01/2021 – 09/30/2022” and click the “Report Form Status” symbol under the Actions column.** This will open the Report Form Status screen that shows your submission details.



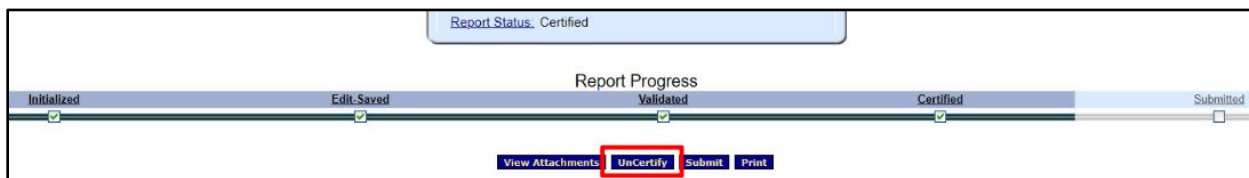
Reporting Period	Report Status	Actions
10/01/2021 - 09/30/2022	Submitted	  
10/01/2020 - 09/30/2021	Submitted	  
10/01/2019 - 09/30/2020	Submitted with Warnings	  

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



Report Form Status				
Report Submissions:	Report Status:	Status Date:	Report Action:	Print:
View Original	Submitted	08/14/2020	Unsubmit Report	HTML Print Form <input type="button" value="Go"/>

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 Status: Certified

Report Progress

Initialized ☒ Edit-Saved ☒ Validated ☒ Certified ☒ Submitted ☐

[View Attachments](#) **UnCertify** [Submit](#) [Print](#)

5. **Make required changes.**
6. **Verify and certify again.** (Review steps 16 to 23 above.)
7. **Resubmit.** (Review steps 24 to 27 above.)

Help is Available

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

For OLDC technical questions, contact:

- Niki Frazier: Nikita.Frazier@acf.hhs.gov
- Monique Alcantara: Melania.Alcantara@acf.hhs.gov