



Introduction to GrantSolutions Online Data Collection

Grantee Guide

November 2018

Table of Contents

INTRODUCTION	1
Request for OLDC Access	1
LOGIN	2
NAVIGATION.....	4
Enhanced Home Page	6
My Recent Activity	8
Activity Report	9
Report Due Tab	10
VERIFY EXISTING PERMISSIONS	11
ACCESS A FORM FROM THE REPORT FORM ENTRY MENU	15
Report Screen	19
REPORT FORM STATUS PAGE	22
Report Form Status Table	23
History	24
Contacts	24
RESOURCES AND SUPPORT.....	25
Documentation Resources.....	25
GrantSolutions Partner Support Center	26

Introduction

Grantees use the GrantSolutions Online Data Collection (OLDC) system to enter data, attach documents, validate, certify, submit, and retrieve information pertinent to their forms or reports. This guide provides general instructions for using OLDC, including login and navigation.

Important! Although this guide contains several SF-424M screen images, they are used for example purposes only. For instructions on completing and submitting the SF-424M, please refer to the guide “Submit the SF-424M in the GrantSolutions Online Data Collection (OLDC) System.”

REQUEST FOR OLDC ACCESS

Each person that uses GrantSolutions OLDC must have their own account. To request a new account or to modify an existing account, please submit the [Request for OLDC Access](#) form to your **ACF Regional Grants Office** point of contact.

https://www.acf.hhs.gov/sites/default/files/ofa/request_access_oldc.pdf

The first page of the *Request for OLDC Access* form contains instructions and Job Type/Role descriptions. The second page contains the form to complete.

Request for Online Data Collection (OLDC) Access

Instructions
To request a new OLDC account or to add additional permissions to an existing account, please complete the OLDC Request Form on the following page. When complete, e-mail or fax the form to your ACF Grants Office. Account information (ID and Password) is automatically e-mailed to the new user.

Helpful Hints
Save and name the completed form to be returned as an e-mail attachment. To submit multiple requests, save each completed form as its own file name. Attach saved files to an e-mail message addressed to your ACF Grants Officer. ACF no longer accepts ZIP files.

List of Job Types

ACF Staff	Grant Partners
<p>C/O Grants Officer - All grant information from the Central Office Grants Specialists is reviewed by a Central Office Grants Officer. Central Office Grants Officers have the authority to review and approve the grant information of a specific program.</p> <p>C/O Specialist - Receives Recommendations from the Regional Grants Officers and prepares the grant for the Central Office Grants Officer.</p> <p>R/O Grants Officer - The authority to review and approve the grant information of a specific grantee within a particular region.</p> <p>R/O Specialist - The authority responsible for processing the</p>	<p>Grant Administrator - Person responsible for assigning roles to staff members working with a specific program or grant. May also create new users for their organization. The Grant Administrator is assigned all roles available to non-federal customers.</p> <p>Data Entry Person - Person responsible for entering grant report data into OLDC. The Data Entry Person is able to create and edit grant reports by default. Additional roles may be given, including Certify, Submit, and Unsubmit.</p> <p>Authorized Official - Person directly involved in the processing of the grant. This might be a Financial Officer (FO) in charge of budgeting the grant, or a member of an audit team. An Authorized Official has view-only and Certify roles by default. Additional roles such as Submit may be assigned to the Authorized Official.</p> <p>Grant Director - Manager of the grant recipient. The default roles</p>

Middle Initial:

Phone Number:

State: Zip:

Browser Version (e.g. 4.0.1):

Staff
 Contractor (ACF Contractor)
 Non-Federal (Grantee Staff)

Access?

Territory(s) Tribe(s) Grant? Yes No

Are you replacing someone or taking on responsibilities previously assigned to a co-worker? Yes No

If Yes, please complete the contact information for that person below:
 First Name: Last Name:
 E-mail Address: Phone Number:

Programs:	Forms:	Job Type: (One Per Program)	Additional Roles:	Primary * Contact:	E-Mail Notification upon Submit and Unsubmit:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 1: Request for OLDC Access Form

When new accounts are created, the user receives two emails from GrantSolutions. The first email contains the username and the second contains the new “temporary” password. When logging into GrantSolutions for the first time, users are prompted to change their password for security purposes.

Login

To log into GrantSolutions OLDC, complete the following steps:

1. From an Internet browser (such as Internet Explorer or Google Chrome), go to www.grantsolutions.gov.
2. The GrantSolutions “Home” page appears. Click the **LOGIN** button.

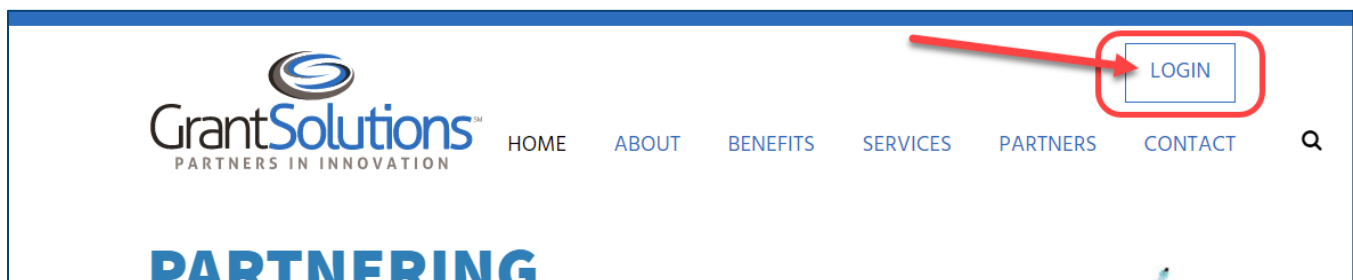


Figure 2: The GrantSolutions Home page

Tip: For easier access in the future, add GrantSolutions (www.grantsolutions.gov) to your browser’s favorites/bookmarks.

3. The GrantSolutions login screen displays. Enter your **username** in the *Username* field and your **password** in the *Password* field. Click the **LOGIN** button.

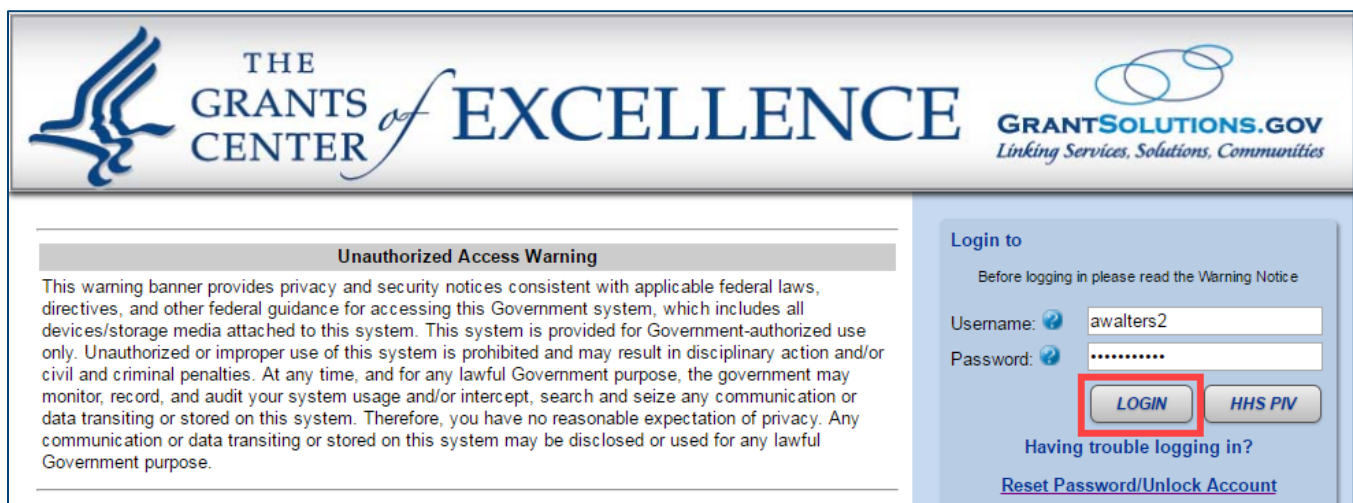


Figure 3: GrantSolutions login screen - Username field, Password field, and LOGIN button

The first time a Grantee logs into GrantSolutions, they are presented with the GrantSolutions Enhanced Security Option message. Click **Yes** to turn on two-factor authentication or click **No** to continue without enabling the feature.

GrantSolutions Enhanced Security Option

GrantSolutions now provides an enhanced security option for end users. Two-factor authentication provides an extra layer of account security, helping to protect your personal and organizational information. After enabling two-factor authentication, when you log in with your username and password, you will be prompted to enter a passcode. This passcode may be provided to you in 3 different ways: using your smart phone, a voice call-back message, or a text message.

Please select "Yes" to enable this option. Select "No" to turn on from your Update Profile screen at a later time.

Yes
No

- The GrantSolutions "Portal" screen appears. From the menu bar, click **OLDC** to open the Online Data Collection "Home" page in a new window.

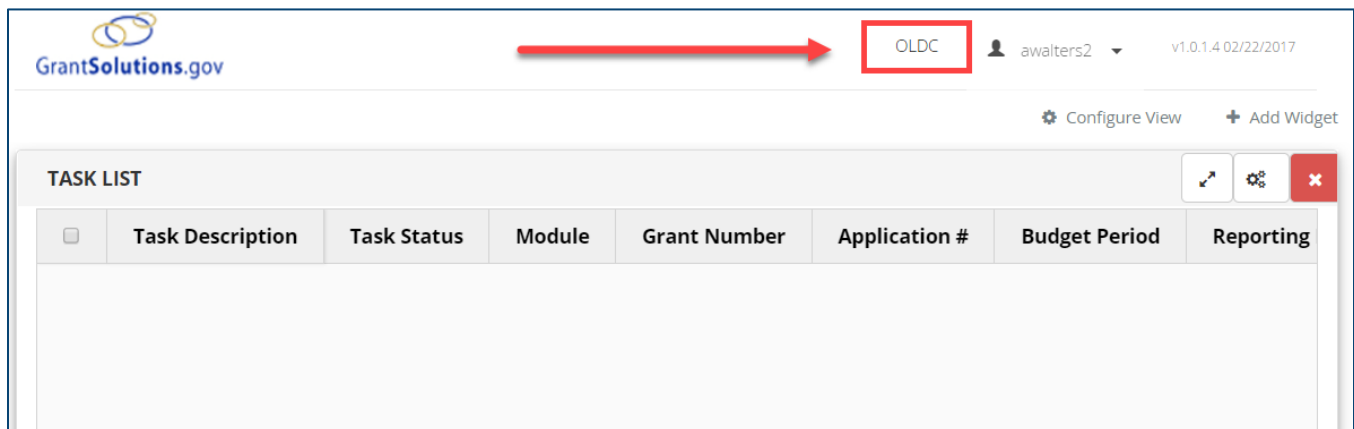


Figure 4: GrantSolutions "Portal" screen - OLDC menu

*Note: Some users may need to select **Post Award Monitoring – OLDC** from the Portal menu.*

5. The Online Data Collection “Home” page appears.

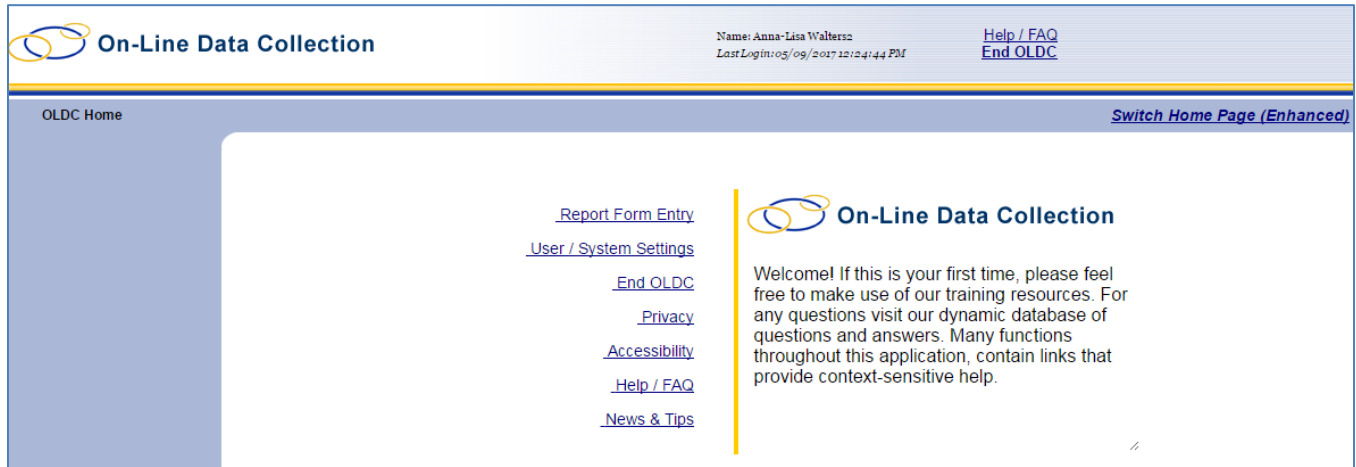


Figure 5: Online Data Collection “Home” page

Navigation

The OLDC menu list is available from the “Home” screen. The menu list contains useful links, some of which are detailed below:

- **Report Form Entry:** Access reports and forms
- **User/System Settings:** View assigned permissions and personal settings
- **End OLDC:** Close OLDC
- **News and Tips:** Access general and program specific OLDC documentation

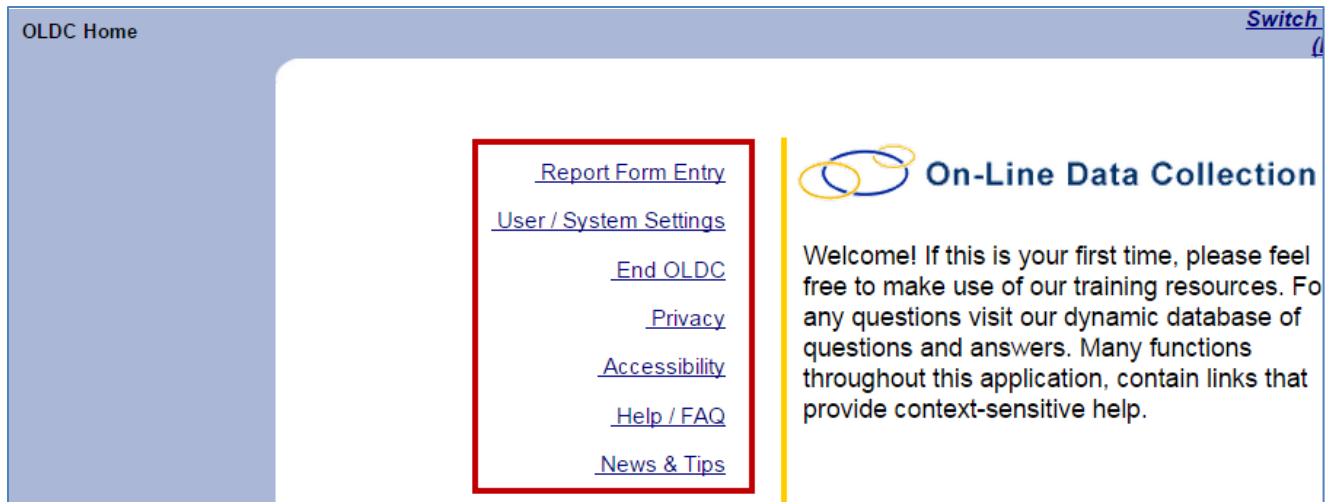


Figure 6: Home screen

Navigation links appear and disappear towards the top of each screen as different pages are accessed. Click any of the Navigation links (breadcrumbs) to return to previously visited screens. For security purposes, do not use the back button.

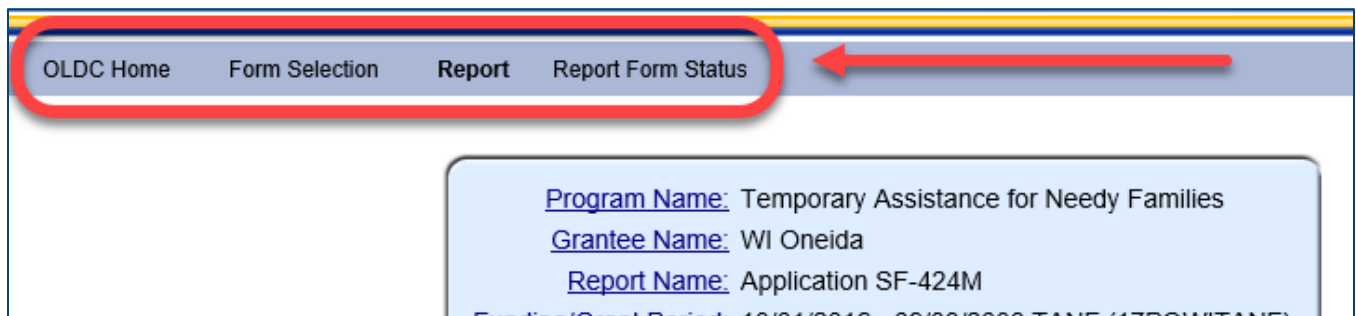


Figure 7: Navigation links

ENHANCED HOME PAGE

Switch to the enhanced Home page to improve navigation while retaining access to the menu list. The enhanced Home page contains three tabs: **My Recent Activity**, **Activity Report**, and **Report Due**. Use these tabs to quickly and easily access forms.

To activate the enhanced “Home” page:

1. From the right side of the “Home” screen, click the link **Switch Home Page (Enhanced)**.



Figure 8: OLDC Home - Switch Home Page (Enhanced) link

2. A message may appear asking “Do you want to keep the enhanced OLDC home page as your default home page?”
 - Click **Yes** to set the enhanced page as the default each time OLDC is opened.
 - Click **No** to enable the enhanced home page now. However, the next time OLDC is opened, the regular Home screen appears.

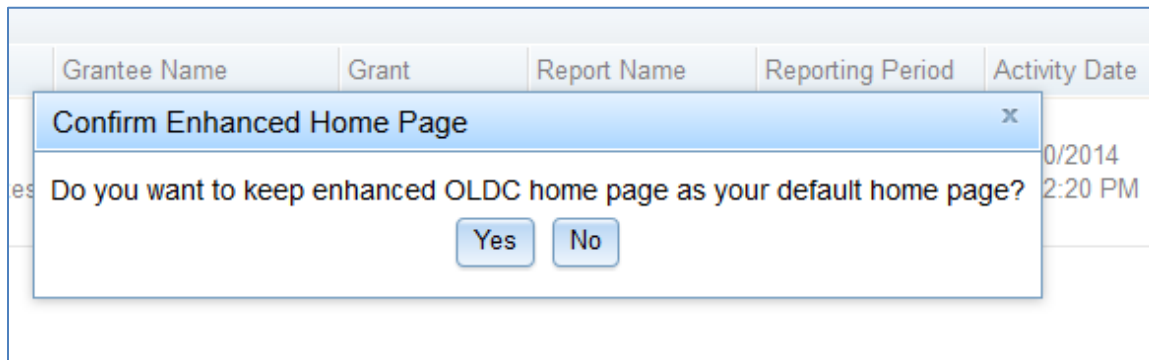


Figure 9: Confirmation Pop-up Message

3. The enhanced “Home” screen appears.



Figure 10: OLDC Enhanced Home page

4. Return to the regular view at any time by clicking the link **Switch Home Page (Regular)**.

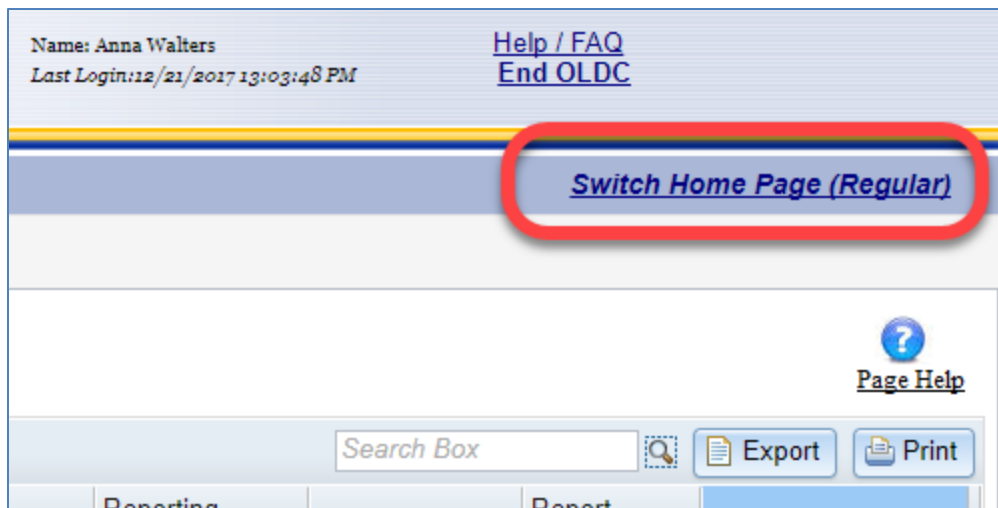


Figure 11: Enhanced OLDC Home screen - Switch Home Page (Regular) link

My Recent Activity

The “My Recent Activity” tab displays a list of forms in which the user has recently taken an action, such as save, validate, certify, or submit.

To access a form, click the **Actions** drop-down list and select one of the following options:

- **View:** Open a view-only version of the form
- **Edit:** Access a form for editing
- **Revise:** Create an exact copy of the submitted form where the data fields are open and modifications can be made
- **Report Status:** Open the “Report Form Status” page

Note: Available actions depend on the user’s permissions and the status of the form.

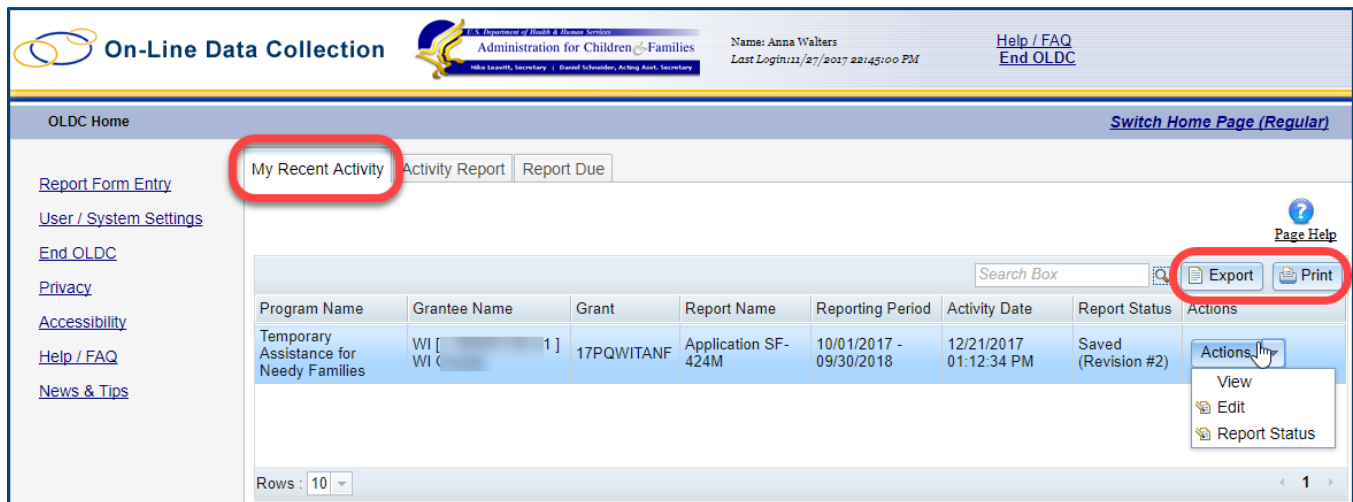


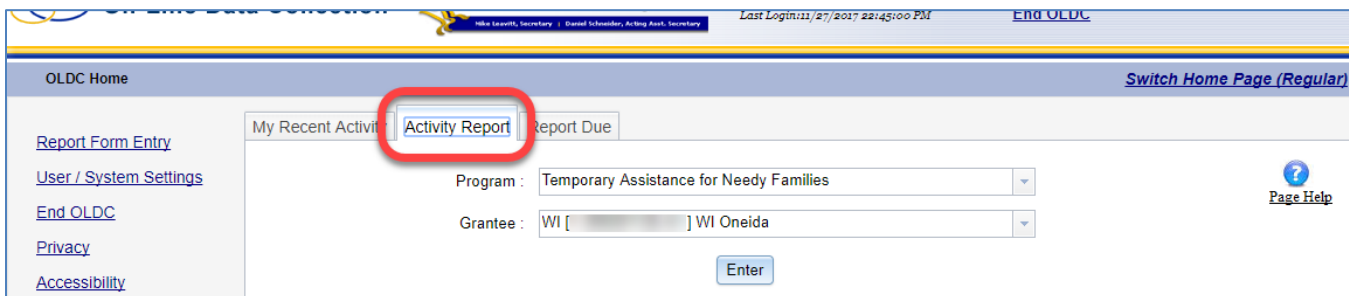
Figure 12: My Recent Activity Tab

Additionally, click the **Export** button to save the list of recently used forms to Excel, or click **Print** to print in a nice format. The Print and Export buttons are available from all three tabs.

Activity Report

Use the "Activity Report" tab to search for forms in progress or submitted over the past two years. To access historical data, use the *Report Form Entry* link from the menu list. To search for forms (if not already pre-selected):

1. Select a **Program** from the *Program* drop-down list.
2. Select a **Grantee** from the *Grantee* drop-down list.
3. Click the **Enter** button.



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

My Recent Activity **Activity Report** Report Due

[Report Form Entry](#)

[User / System Settings](#)

[End OLDC](#)

[Privacy](#)

[Accessibility](#)

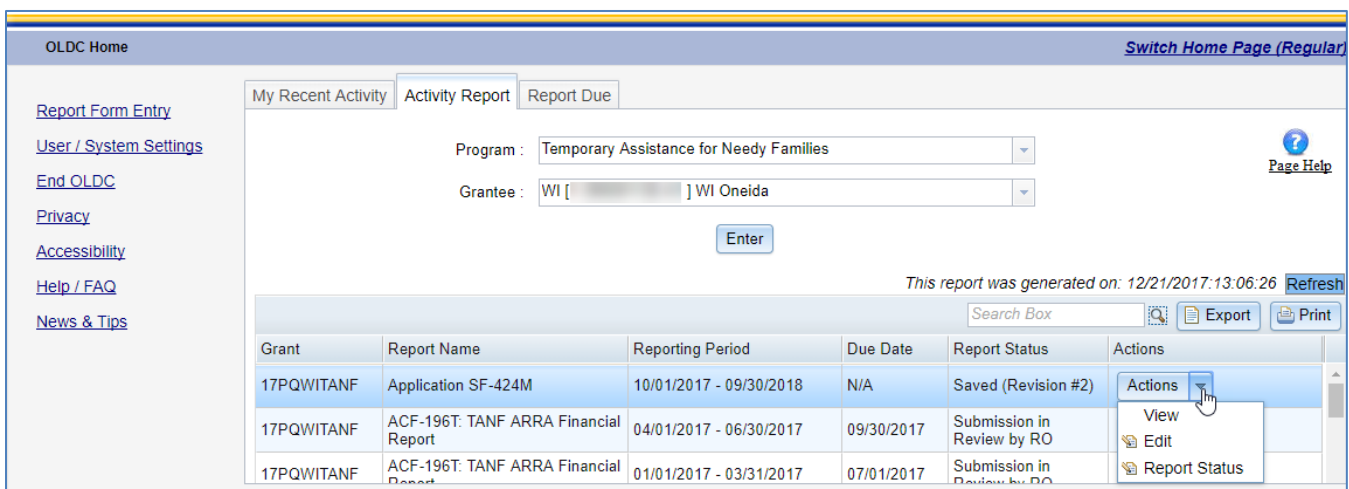
Program : Temporary Assistance for Needy Families

Grantee : WI [redacted] WI Oneida

[Page Help](#)

Figure 13: Activity Report Search

4. The Results table appears. Click the **Actions** drop-down list and select one of the following options:
 - **View:** Open a view-only version of the form
 - **Edit:** Access a form for editing
 - **Revise:** Create a copy of the submitted form where the data fields are open and changes can be made
 - **Report Status:** Open the "Report Form Status" page



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

My Recent Activity **Activity Report** Report Due

[Report Form Entry](#)

[User / System Settings](#)

[End OLDC](#)

[Privacy](#)

[Accessibility](#)

[Help / FAQ](#)

[News & Tips](#)

Program : Temporary Assistance for Needy Families

Grantee : WI [redacted] WI Oneida

This report was generated on: 12/21/2017:13:06:26

Search Box

Grant	Report Name	Reporting Period	Due Date	Report Status	Actions
17PQWITANF	Application SF-424M	10/01/2017 - 09/30/2018	N/A	Saved (Revision #2)	<div style="border: 1px solid black; padding: 2px;"> Actions <ul style="list-style-type: none"> <input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Report Status"/> </div>
17PQWITANF	ACF-196T: TANF ARRA Financial Report	04/01/2017 - 06/30/2017	09/30/2017	Submission in Review by RO	
17PQWITANF	ACF-196T: TANF ARRA Financial Report	01/01/2017 - 03/31/2017	07/01/2017	Submission in Review by RO	

Figure 14: Activity Report Tab

Report Due Tab

Use the "Report Due" tab to access forms that are currently available for submission. Once a form is submitted, it is removed from this tab but can still be accessed from the *My Recent Activity* and *Activity Report* tabs, or from the *Report Form Entry* menu.

Forms are available from this tab going back two years from the current date. To access reports that were due over two years ago, use the *Report Form Entry* link from the menu list.

To search for reports or forms:

1. Select a **Program** from the *Program* drop-down list.
2. Select a **Grantee** from the *Grantee* drop-down list.
3. Click the **Enter** button.

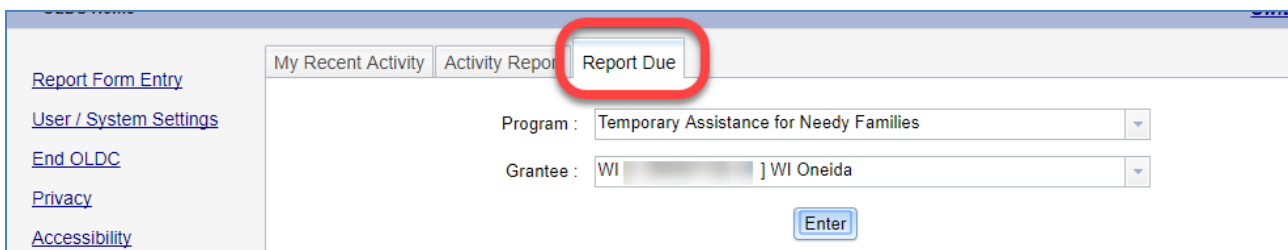
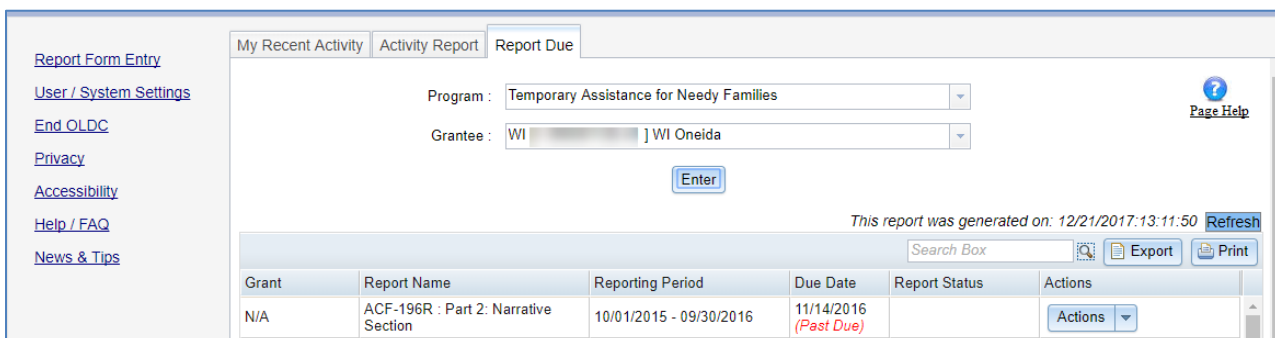


Figure 15: Report Due tab

4. The Results table appears. Click the **Actions** drop-down list and select one of the following options:
 - **View:** Open a read-only version of the form
 - **Create:** Start a new form and begin editing
 - **Edit:** Access a form for editing
 - **Report Status:** Navigate to the "Report Form Status" page



Grant	Report Name	Reporting Period	Due Date	Report Status	Actions
N/A	ACF-196R : Part 2: Narrative Section	10/01/2015 - 09/30/2016	11/14/2016 <i>(Past Due)</i>		Actions

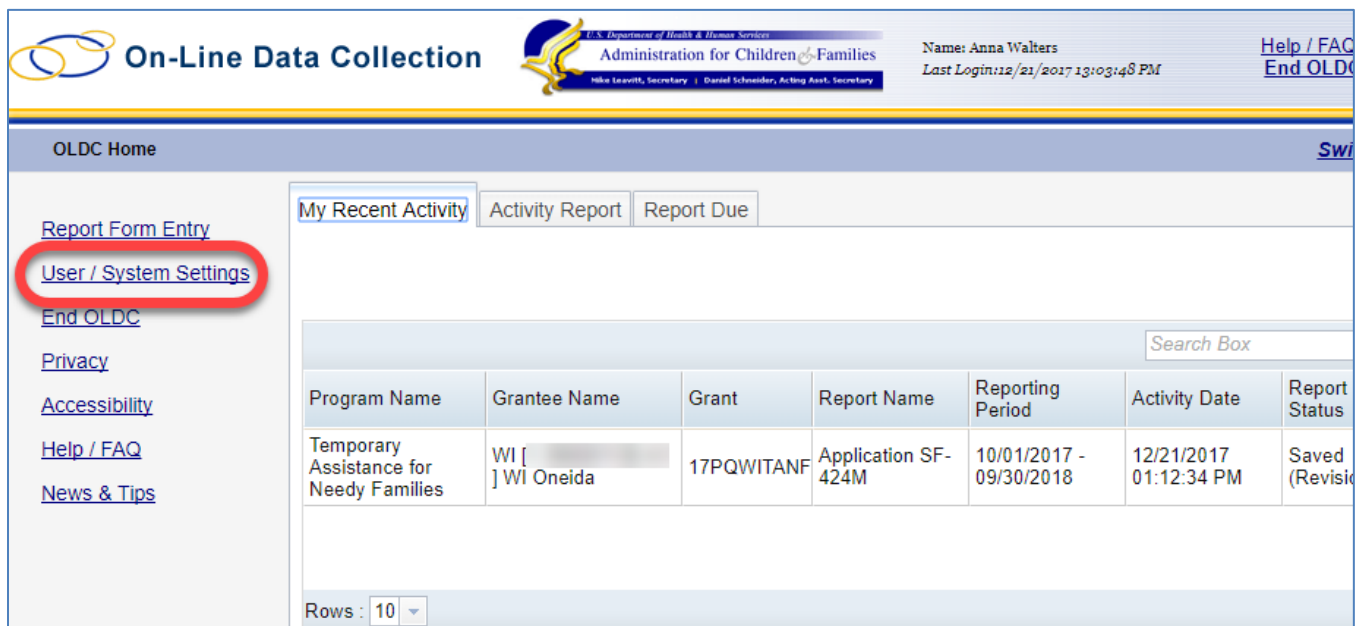
Figure 16: Report Due Results table

Verify Existing Permissions

Each user can view their own OLDC permissions. This is especially helpful in determining if a specific permission, such as **Revise Submitted Grant Form** which enables a user to create a revision once a form is submitted, is assigned.

To verify one's own permissions in OLDC:

1. From the menu list, select **User/System Settings**.



On-Line Data Collection

U.S. Department of Health & Human Services
Administration for Children & Families
Mike Leavitt, Secretary | Daniel Schneider, Acting Asst. Secretary

Name: Anna Walters
Last Login: 12/21/2017 13:03:48 PM

Help / FAQ
End OLDC

OLDC Home

My Recent Activity | Activity Report | Report Due

Report Form Entry
User / System Settings
End OLDC
Privacy
Accessibility
Help / FAQ
News & Tips

Search Box

Program Name	Grantee Name	Grant	Report Name	Reporting Period	Activity Date	Report Status
Temporary Assistance for Needy Families	WI [redacted]] WI Oneida	17PQWITANF	Application SF-424M	10/01/2017 - 09/30/2018	12/21/2017 01:12:34 PM	Saved (Revision)

Rows : 10

Figure 17: Menu List - User/System Settings

2. The “User Settings” screen appears. Click the link **View Assignments**.

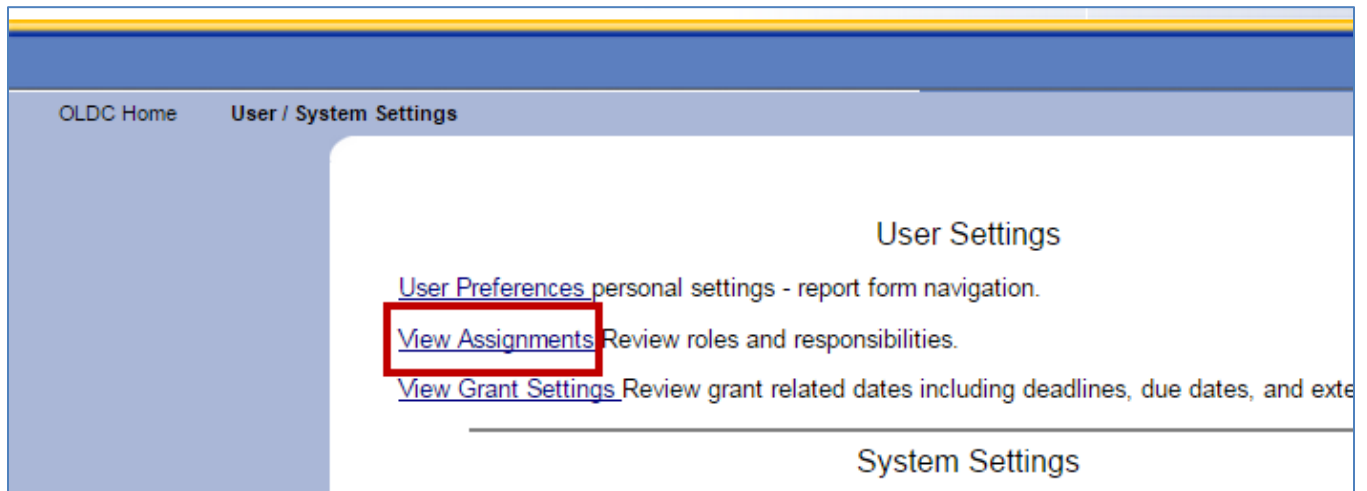


Figure 18: User Settings - View Assignments

3. The “Program & Grantee Selection” screen appears.

Select a **Program** from the drop-down list.

4. Select the **Grantee name** (i.e. Grantee organization/Tribe name) from the *Grantee* drop-down list.

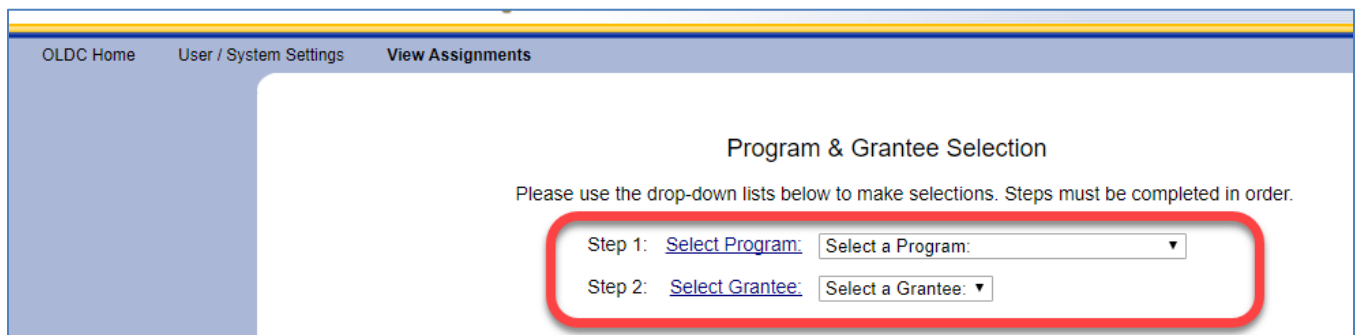
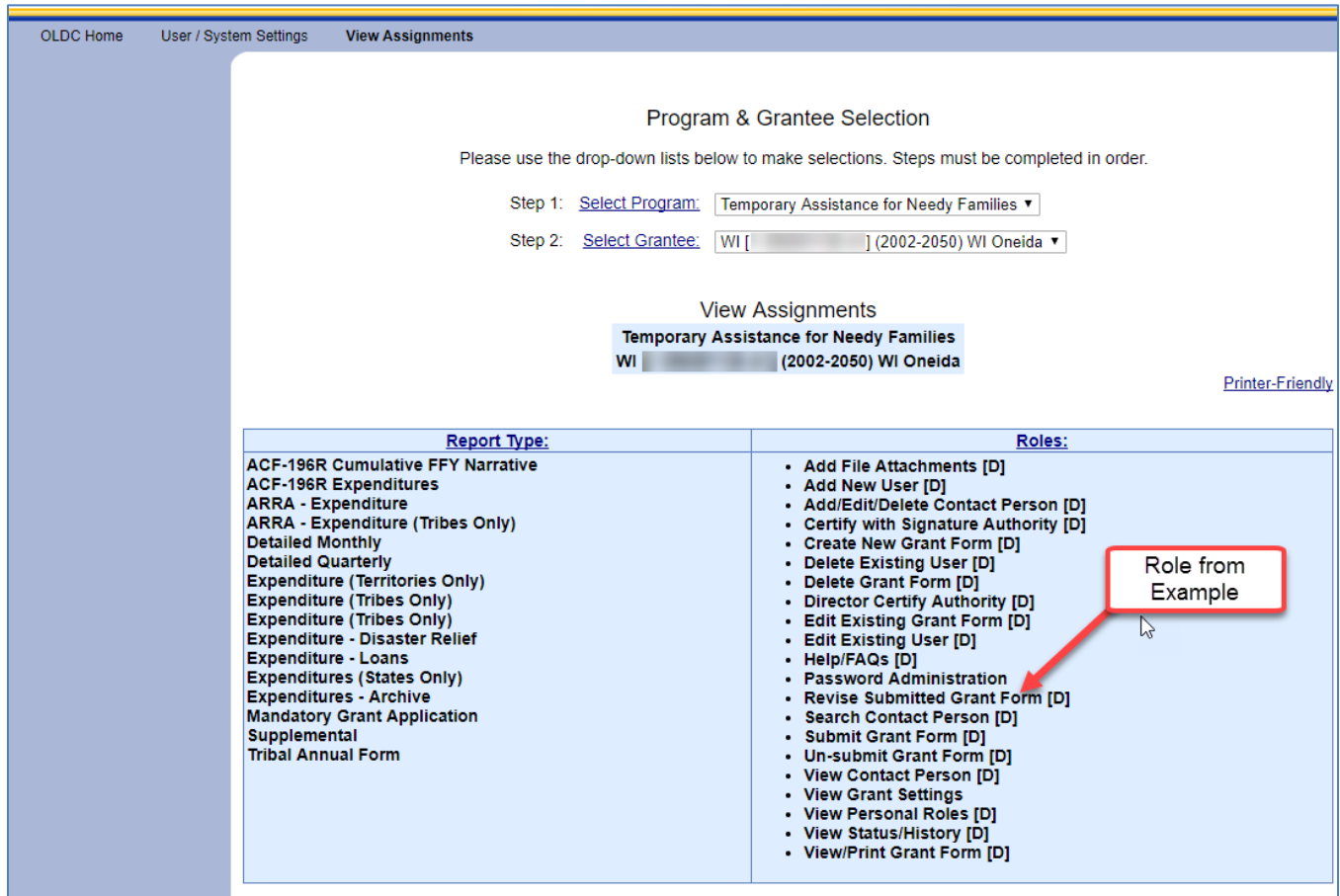


Figure 19: Program & Grantee Selection screen

5. The screen refreshes and all assigned reports and roles are listed in *the View Assignments* section for the selected program.



OLDC Home User / System Settings View Assignments

Program & Grantee Selection

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

Step 1: [Select Program:](#) Temporary Assistance for Needy Families ▾

Step 2: [Select Grantee:](#) WI [redacted] (2002-2050) WI Oneida ▾

View Assignments

Temporary Assistance for Needy Families
WI [redacted] (2002-2050) WI Oneida

[Printer-Friendly](#)

Report Type:	Roles:
<ul style="list-style-type: none"> ACF-196R Cumulative FFY Narrative ACF-196R Expenditures ARRA - Expenditure ARRA - Expenditure (Tribes Only) Detailed Monthly Detailed Quarterly Expenditure (Territories Only) Expenditure (Tribes Only) Expenditure (Tribes Only) Expenditure - Disaster Relief Expenditure - Loans Expenditures (States Only) Expenditures - Archive Mandatory Grant Application Supplemental Tribal Annual Form 	<ul style="list-style-type: none"> • Add File Attachments [D] • Add New User [D] • Add/Edit/Delete Contact Person [D] • Certify with Signature Authority [D] • Create New Grant Form [D] • Delete Existing User [D] • Delete Grant Form [D] • Director Certify Authority [D] • Edit Existing Grant Form [D] • Edit Existing User [D] • Help/FAQs [D] • Password Administration • Revise Submitted Grant Form [D] • Search Contact Person [D] • Submit Grant Form [D] • Un-submit Grant Form [D] • View Contact Person [D] • View Grant Settings • View Personal Roles [D] • View Status/History [D] • View/Print Grant Form [D]

Figure 20: View Assignments table

Tip: If you are missing a role needed to perform an action, please contact the GrantSolutions Help Desk for assistance. help@grantsolutions.gov | 866-577-0771

6. To print the list of assignments, click the **Printer Friendly** link.



Figure 21: View Assignments - Printer-Friendly link

7. A printable version of the list appears in a new window. Select the **print** option from the browser's menu. When done, click the **X** in the upper right corner to close the window.

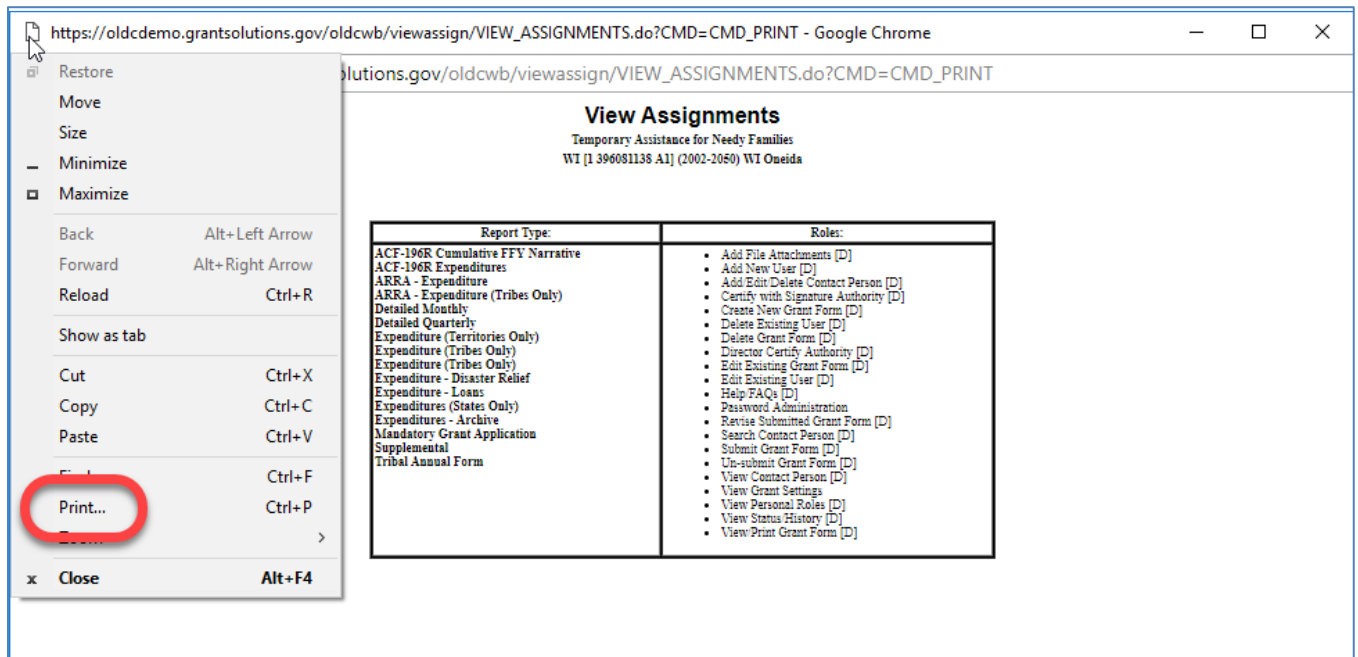


Figure 22: View Assignments - Printer Friendly Version

Note: The location of the print menu varies by browser.

Access a Form from the Report Form Entry Menu

To access a form from the *Report Form Entry* menu, complete the following steps:

1. From the OLDC Home menu list, select **Report Form Entry**.

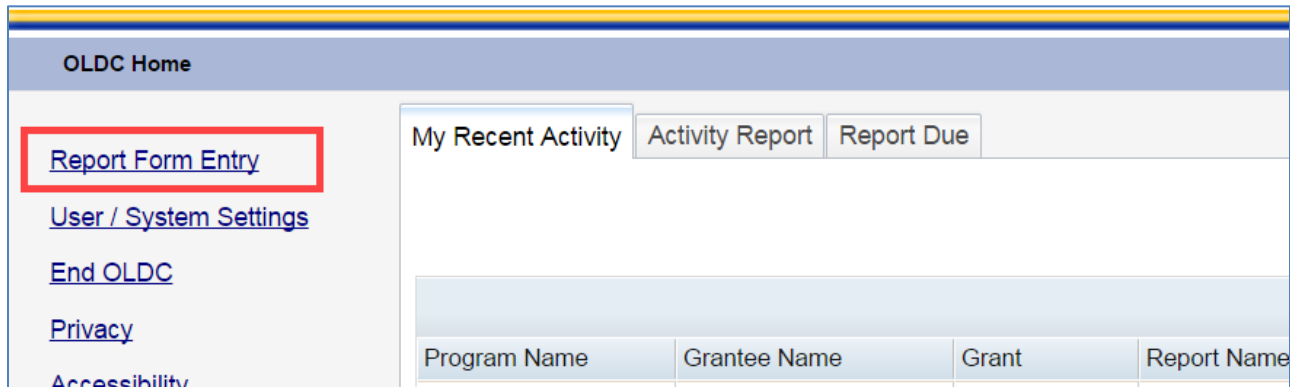


Figure 23: Home page - Report Form Entry link

2. The “Form Selection” screen appears. Under Step 1, use the drop-down list to select the **Program Name**.
3. Under Step 2, use the drop-down list to select the **Grantee Name** (Grantee organization).
4. Under Step 3, use the drop-down list to select the **Report (Form) Name**.



Figure 24: Form Selection screen – steps 1 to 3

- The screen refreshes and steps 4 – 6 appear. Under Step 4, use the drop-down list to select the **Funding/Grant Period**.

Note: Different forms may require fewer or more steps. The steps are based on the Program and Form selection.

OLDC Home Form Selection

Form Selection

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

Step 1: Program Name: Temporary Assistance for Needy Families

Step 2: Grantee Name: WI [redacted] (2002-2050) WI Oneida

Step 3: Report Name: Tribal Annual Form (SF-424 - M)

Step 4: Funding / Grant Period: 10/01/2016 - 09/30/2030 TANF (17PQWITANF)

Step 5: Report Period:

	Reporting Period	Type	Report Status
<input type="radio"/>	10/01/2017 - 09/30/2018	Annual	
<input type="radio"/>	10/01/2016 - 09/30/2017	Annual	

Figure 25: Form Selection screen – step 4

- Under Step 5, use the drop-down list to select the **Report Period**.

Step 3: Report Name: Tribal Annual Form (SF-424 - M)

Step 4: Funding / Grant Period: 10/01/2016 - 09/30/2030 TANF (17PQWITANF)

Step 5: Report Period:

	Reporting Period	Type	Report Status
<input type="radio"/>	10/01/2017 - 09/30/2018	Annual	
<input checked="" type="radio"/>	10/01/2016 - 09/30/2017	Annual	

Figure 26: Form Selection screen – step 5

7. Under Step 6, select the action **New/Edit/Revise Report** from the drop-down list.
8. Click the **Enter** button.

Step 5: [Report Period:](#)

	Reporting Period	Type	Report Status
<input type="radio"/>	10/01/2017 - 09/30/2018	Annual	
<input checked="" type="radio"/>	10/01/2016 - 09/30/2017	Annual	

Step 6:

[Select Action:](#)

Figure 27: Form Selection screen - Step 6 and the Enter button

Tip: The selections from the *Action* drop-down list are:

- **New/Edit/Revise:** Initialize (start) a new report, edit an existing report, or create a revision for a completed report that is already submitted.
- **View/Print/Status/Approve Report:** Navigate to the “Report Form Status” page where the report can be viewed, printed, and the report history is visible.
- **Print Latest Version (HTML):** Open a printable version of the report in the browser window. Use the browser print option.
- **View Latest Report:** View a read-only version of the latest report.

[Select Action:](#)

- Select Action
- Select Action
- New / Edit / Revise Report
- View / Print / Status / Approve Report
- Print Latest Version (HTML)
- View Latest Report

Figure 28: Available Actions

9. The “Report” screen appears.

The screenshot displays the OLDC Report screen. At the top, there is a navigation bar with links: OLDC Home, Form Selection, Report, and Report Form Status. Below this is a summary box containing the following information:

- Program Name:** Temporary Assistance for Needy Families
- Grantee Name:** WI Oneida
- Report Name:** Application SF-424M
- Funding/Grant Period:** 10/01/2016 - 09/30/2030 TANF (17PQWITANF)
- Report Period:** 10/01/2016 - 09/30/2017
- Report Status:** Initialized

Below the summary box is a "Report Progress" bar with five stages: **Initialized** (checked), **Edit-Saved**, **Validated**, **Certified**, and **Submitted**. Underneath the progress bar are four buttons: **Save**, **View/Add Attachments**, **Validate**, and **Print**.

The main form area is titled "APPLICATION FOR FEDERAL ASSISTANCE SF - 424 - MANDATORY". In the top right corner of this section, it says "OMB APPROVED Control No: 4040-0002 Expires 01/31/2019 Version 01.1".

The form contains several sections:

- * 1.a. Type of Submission:** Radio buttons for Plan, Funding Request, and Other.
- * 1.b. Frequency:** Radio buttons for Annual and Other, with a text input field for "Other (Specify)".
- * 1.c. Consolidated Application/Plan/Funding Request?:** A section with an "Explanation:" label and a text input field.
- * 1.d. Version:** Radio buttons for Initial, Resubmission, Revision, and Update.
- 2. Date Received:** A text input field.
- 3. Applicant Identifier:** A text input field.
- 4a. Federal Entity Identifier:** A text input field.
- 4b. Federal Award Identifier:** A text input field containing "17PQWITANF".
- 5. Date Received By State:** A text input field.
- 6. State Application Identifier:** A text input field.

7. APPLICANT INFORMATION

- * a. Legal Name:** WI Oneida
- * b. Employer/Taxpayer Identification Number (EIN/TIN):** A text input field.
- * c. Organizational DUNS:** A text input field.
- * d. Address:** A text input field.

Figure 29: Report screen

Tip: Save often. A timeout warning message appears after 25 minutes of inactivity. Activity includes clicking any of the actions buttons (e.g. Save, Validate, Certify, and Submit) or navigating to another screen. **Entering data and clicking help links are not considered actions.** When the timeout warning message appears, click the **OK** button to continue working and restart the clock for another 25 minutes.

Report Screen

The “Report” screen is divided into four parts: Information Box, Progress Bar, Action Buttons, and Data Entry.

The screenshot shows the OLDC Report screen with the following components:

- Information Box:** A light blue box containing report details:
 - Program Name: Temporary Assistance for Needy Families
 - Grantee Name: WI Oneida
 - Report Name: Application SF-424M
 - Funding/Grant Period: 10/01/2016 - 09/30/2030 TANF (17PQWITANF)
 - Report Period: 10/01/2016 - 09/30/2017
 - Report Status: Initialized
- Progress Bar:** A horizontal bar titled "Report Progress" with stages: **Initialized** (checked), Edit-Saved, Validated, Certified, Submitted.
- Action Buttons:** A row of buttons: Save, View/Add Attachments, Validate, Print.
- Data Entry:** A form titled "APPLICATION FOR FEDERAL ASSISTANCE SF - 424 - MANDATORY" with fields for:
 - * 1.a. Type of Submission: Plan, Funding Request, Other
 - * 1.b. Frequency: Annual, Other
 - * 1.c. Consolidated Application/Plan/Funding Request? (with Explanation field)
 - * 1.d. Version: Initial, Resubmission, Revision, Update
 - 2. Date Received:
 - State Use Only:

Figure 30: Report screen

The **Information box** includes all the selections used to create the report. The status is *Initialized* until the report is saved.

The close-up of the Information Box shows the following text:

- Program Name: Temporary Assistance for Needy Families
- Grantee Name: WI Oneida
- Report Name: Application SF-424M
- Funding/Grant Period: 10/01/2016 - 09/30/2030 TANF (17PQWITANF)
- Report Period: 10/01/2016 - 09/30/2017
- Report Status: Initialized

Figure 31: Information Box

The **Report Progress bar** is a useful tool for visually representing the status of the report. The Progress bar displays the steps that are already finished as well as the steps that need to be taken to complete the process.

The Grantee process includes the following statuses/actions:

- Initialized
- Edit-Saved
- Validated
- Certified
- Submitted

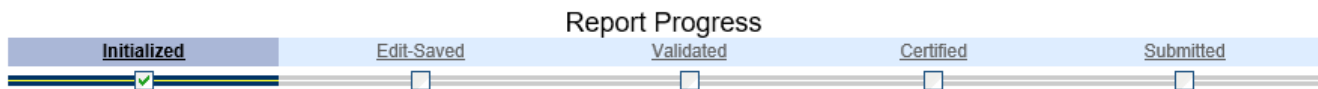


Figure 32: Report Progress Bar

Action buttons are located below the Information box and Report Progress bar. Users with data entry capabilities can Save, View/Add Attachments, Validate, and Print depending on the report’s status.

Action buttons are also available towards the bottom of the screen.

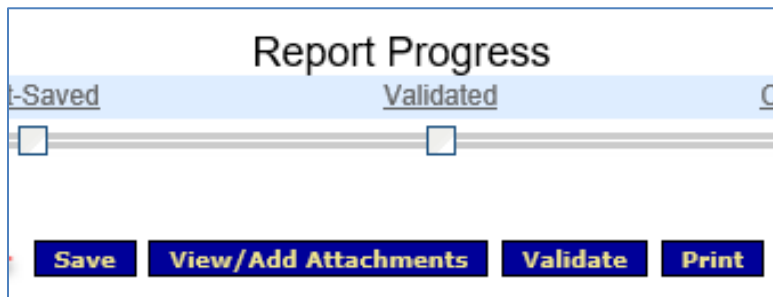


Figure 33: Action buttons

Some fields are pre-populated from the grants system.

APPLICATION FOR FEDERAL ASSISTANCE
SF - 424 - MANDATORY

OMB APPROVED
 Control No: 4040-0002
 Expires 01/31/2019
 Version 01.1

* 1.a. Type of Submission: <input type="radio"/> Plan <input type="radio"/> Funding Request <input type="radio"/> Other	* 1.b. Frequency: <input type="radio"/> Annual <input type="radio"/> Other * Other (Specify) <input style="width: 100%;" type="text"/>	* 1.c. Consolidated Application/Plan/Funding Request? Explanation: <input style="width: 100%;" type="text"/>	* 1.d. Version: <input type="radio"/> Initial <input type="radio"/> Resubmission <input type="radio"/> Revision <input type="radio"/> Update
2. Date Received: <input style="width: 100%;" type="text"/>		State Use Only: 3. Applicant Identifier: <input style="width: 100%;" type="text"/>	
4a. Federal Entity Identifier: <input style="width: 100%;" type="text"/>		5. Date Received By State: <input style="width: 100%;" type="text"/>	
4b. Federal Award Identifier: <input style="width: 100%; background-color: #f0f0f0;" type="text"/>		6. State Application Identifier: <input style="width: 100%; background-color: #f0f0f0;" type="text"/>	

7. APPLICANT INFORMATION

* a. Legal Name: <input style="width: 90%;" type="text" value="WI Oneida"/>	
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input style="width: 40%;" type="text" value="x"/>	* c. Organizational DUNS: <input style="width: 40%;" type="text"/>
* d. Address:	
* Street 1: <input style="width: 40%;" type="text"/>	Street 2: <input style="width: 40%;" type="text" value="12345 Main Street"/>
* City: <input style="width: 40%;" type="text" value="Green Bay"/>	County: <input style="width: 40%;" type="text" value="BROWN"/>
* State: <input style="width: 40%;" type="text" value="WI"/>	Province: <input style="width: 40%;" type="text"/>
* Country: <input style="width: 40%;" type="text" value="Select"/>	* Zip / Postal Code: <input style="width: 40%;" type="text" value="54303 - 4827"/>

Figure 34: Report screen - Cover Page

Enter data in open fields.

* 9. Name of Federal Agency: <input style="width: 100%;" type="text"/>			
	Catalog of Federal Domestic Assistance Number:	CFDA Title:	Delete
10. CFDA Numbers and Titles 1	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input type="checkbox"/>
Add CFDA Numbers and Titles: <input type="text" value="1"/> Add Delete Marked Rows			
11. Descriptive Title of Applicant's Project <input style="width: 100%;" type="text"/>			
12. Areas Affected by Funding: <input style="width: 100%;" type="text"/>			
13. CONGRESSIONAL DISTRICTS OF:			
* a. Applicant <input style="width: 90%;" type="text"/>		b. Program/Project: <input style="width: 90%;" type="text"/>	
Attach an additional list of Program/Project Congressional Districts if needed. <input style="width: 100%;" type="text"/>			
14. FUNDING PERIOD:		15. ESTIMATED FUNDING:	
a. Start Date: <input style="width: 40%;" type="text"/>	b. End Date: <input style="width: 40%;" type="text"/>	* a. Federal (\$): <input style="width: 40%;" type="text"/>	b. Match (\$): <input style="width: 40%;" type="text"/>

Figure 35: Report screen

Report Form Status Page

The “Report Form Status” page is an excellent resource for following a report’s progress. From the Status page, easily check the form status, attachments, revision history, and contact information.

The Report Form Status page can be accessed in three ways:

Option 1: Select the action **Report Status** from a tab on the enhanced Home page.

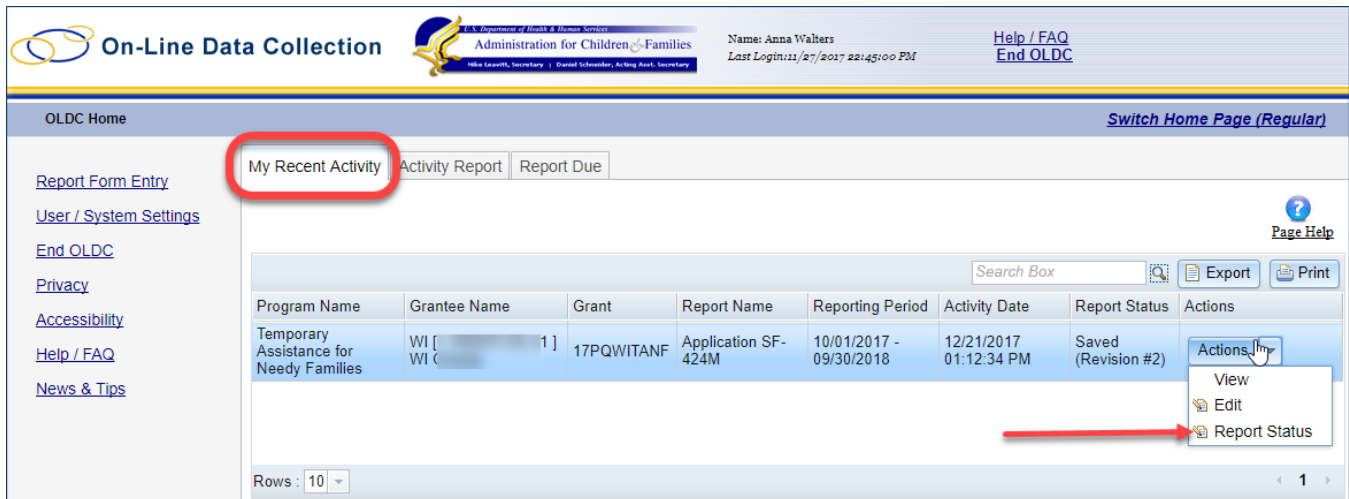


Figure 36: Enhanced Home page - Report Status drop-down

Option 2: From the “Form Selection” screen *Action* drop-down list, select **View/Print/Status/Approve Report** and then click the **Enter** button.

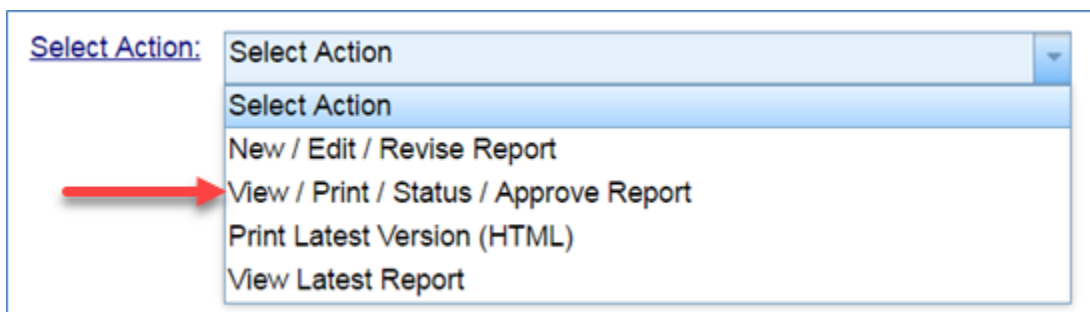


Figure 37: Form Selection screen Select Action drop-down list - View/Print/Status/Approve Report

Option 3: From the “Report” screen, select the **Report Form Status** navigation link.



Report Form Status Table

The *Report Form Status* table contains the following columns:

- **Report Submissions:** Depending on a form’s status, *Report Submissions* allows a user to either view submitted reports or edit forms in progress.
- **Report Status:** Tracks the steps a form has taken within OLDC. For example, a new form displays an "Initialized" status. After a form is saved, the status changes to "Saved".
- **Status Date:** The last time a change was made to the form.
- **Report Action:** The *Action* a user can perform depends on the status of the form and the user’s permissions. For example, a Certified report can be Submitted from the Status page.
- **Print:** Allows the user to view or print the report in HTML (printer friendly from browser) format. Once the form is submitted, the print as PDF with Attachments is also available.

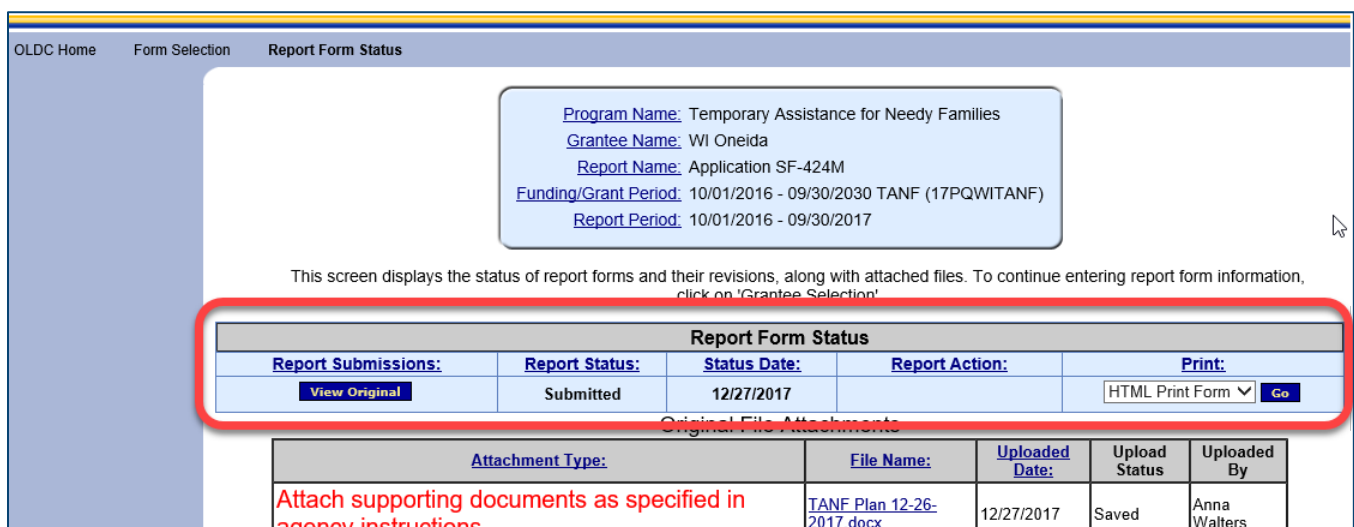


Figure 38: Report Form Status Page - Report Form Status table

History

The Status page contains the history of the form, such as the name of the person who validated the form and the date and time the action was taken.

Report Status History				
Show <input type="text" value="10"/> entries				Search: <input type="text"/>
<u>Report Submissions:</u>	<u>Report Action:</u>	<u>Date/Time:</u>	<u>User Name:</u>	<u>Change (if known):</u>
Original	Submitted	12/26/2017 04:17:35 PM	Anna Walters	
Original	Certified	12/26/2017 04:14:04 PM	Anna Walters	Signed as Authorized Official
Original	Saved -- Validated	12/26/2017 04:07:05 PM	Anna Walters	
Original	Saved	12/26/2017 03:59:54 PM	Anna Walters	
Original	Validated - with Warnings	12/26/2017 03:55:58 PM	Anna Walters	
Original	Saved -- with Errors	12/26/2017 03:55:34 PM	Anna Walters	
Original	Saved -- with Errors	12/26/2017 03:55:04 PM	Anna Walters	
Original	Saved	12/26/2017 03:54:49 PM	Anna Walters	
Original	Saved	12/26/2017 03:54:41 PM	Anna Walters	
Original	Saved -- with Errors	12/26/2017 03:51:56 PM	Anna Walters	

Showing 1 to 10 of 11 entries Previous 2 Next

Figure 39: Report Form Status Page - History

Contacts

A list of primary contact names, phone numbers, and e-mail addresses are listed under *Contacts* on the Status page.

Contacts		
<u>Contact Name:</u>	<u>Telephone #:</u>	<u>E-mail:</u>
John Smith	(202) 555-1212	jsmith@email.com
Mary Jones	Not Available	mjones@email.com
Mike Dough	(202) 555-1212	mdough@email.com

Figure 40: Report Form Status Page – Contacts

Resources and Support

DOCUMENTATION RESOURCES

Documentation resources are available from the "OLDC Home" page by clicking **News & Tips** from the Menu list.

Program Name	Grantee Name	Grant	Report Name	Reporting Period	Activity Date	Report Status	Actions
Temporary Assistance for Needy Families	WI [A1] WI Oneida	17PQWITAM	Application SF-424M	10/01/2016 - 09/30/2017	12/26/2017 04:12:18 PM	Submitted (Revision #1)	Actions

Figure 41: OLDC Home screen with the New & Tips link

The "Online Data Collection Resources" site appears in a new window.

Announcements

inForm (OLDC) 6.6.1

The latest version of inForm (OLDC) will be released on October 19. Read the [Release Notes](#) for learn more about the new enhancements.

Figure 42: Online Data Collection Resources site

This resources site contains links to the following information:

- **Release Notes:** Documents used to communicate enhancements and new features in OLDC. They are posted whenever there is a new OLDC version.
- **User Guides:** Detailed information for using OLDC.
- **Quick Sheets:** Brief and easy to follow instructions on targeted processes. These job aids are useful as quick starts and refresher documents.
- **Program Specific Documentation:** Tutorials, quick sheets, guides, and other documents customized for a Program Office. This **document** for TANF Tribal Grantees is available from the Program Specific Documentation page.
- **Frequently Asked Questions:** Links to the GrantSolutions FAQ page. Find useful information on questions such as how to reset a password.

GRANTSOLUTIONS PARTNER SUPPORT CENTER

The GrantSolutions Partner Support Center is available to provide technical GrantSolutions assistance. Support team personnel are available Monday through Friday 7 a.m. to 8 p.m. ET.

Contact the Support Center by email or by phone.

- **Email:** help@grantsolutions.gov
- **Phone:** 1-866-577-0771