

# Submit the SF-424M Cover Document in the GrantSolutions Online Data Collection System

Used for the Submission of Plans, Amendments, and Annual Reports

**Tribal TANF Grantees**

November 2018

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## Introduction

Temporary Assistance for Needy Families (TANF) Tribal Grantees use the GrantSolutions Online Data Collection (OLDC) system to enter data, attach documents, validate, certify, submit, and retrieve information pertinent to the SF-424M.

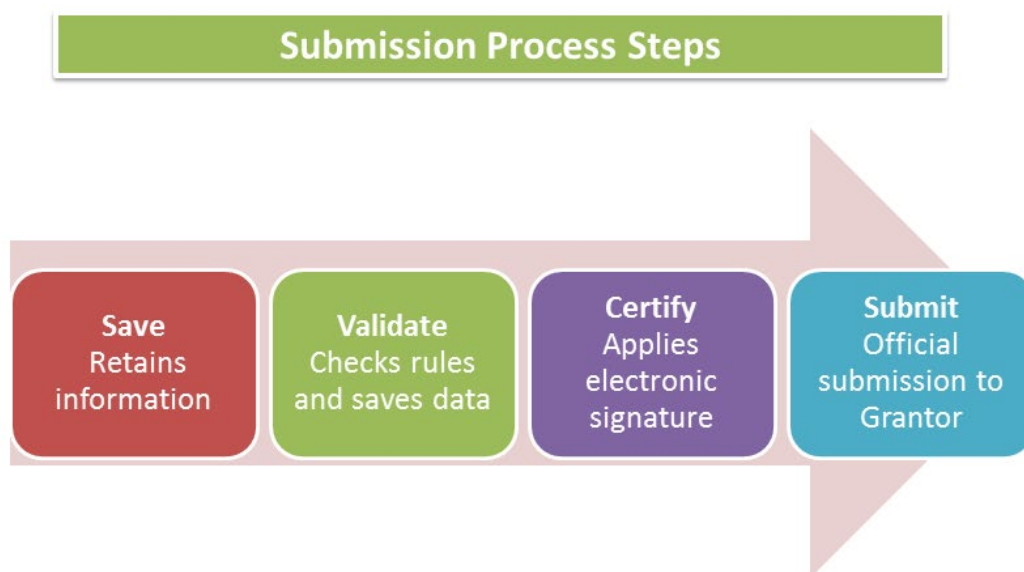
**The SF-424M is a cover document used for the submission of Plans, Amendments, and Annual Reports.**

Once a form is submitted, changes can be made using the Revisions feature.

### WORKFLOW

Grantees perform specific steps to submit the SF-424M. Those steps are listed below:

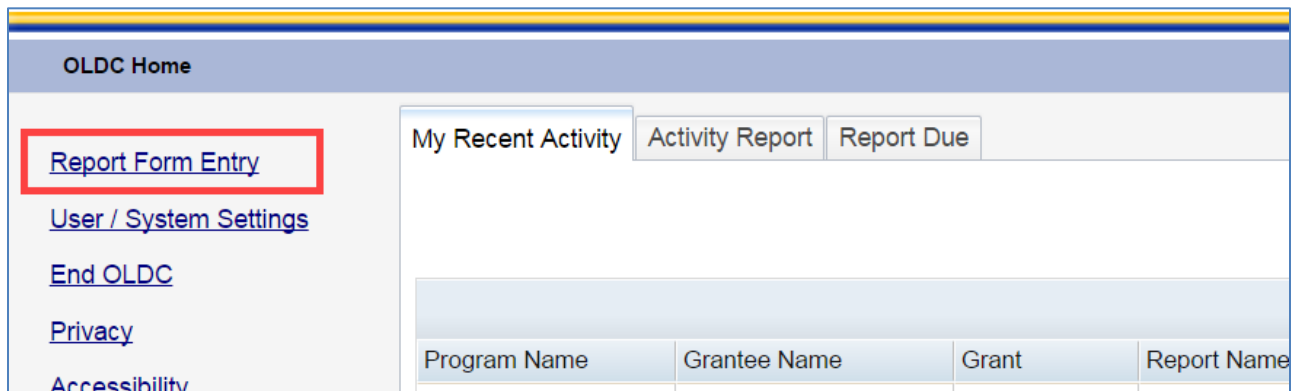
1. Log into GrantSolutions and launch OLDC.
2. Enter/edit data, attach documentation, and save.
3. Validate the form to check against rules.
4. Certify the form to electronically sign.
5. Electronically submit.



## Complete and Submit the SF-424M with an Attached Plan

To complete and submit the **SF-424M with an attached Plan** in OLDC, perform the following steps:

1. Log into GrantSolutions and launch OLDC ([www.grantsolutions.gov](http://www.grantsolutions.gov)).
2. The Online Data Collection “Home” page appears. From the menu list, select **Report Form Entry**.



OLDC Home

[Report Form Entry](#)

[User / System Settings](#)

[End OLDC](#)

[Privacy](#)

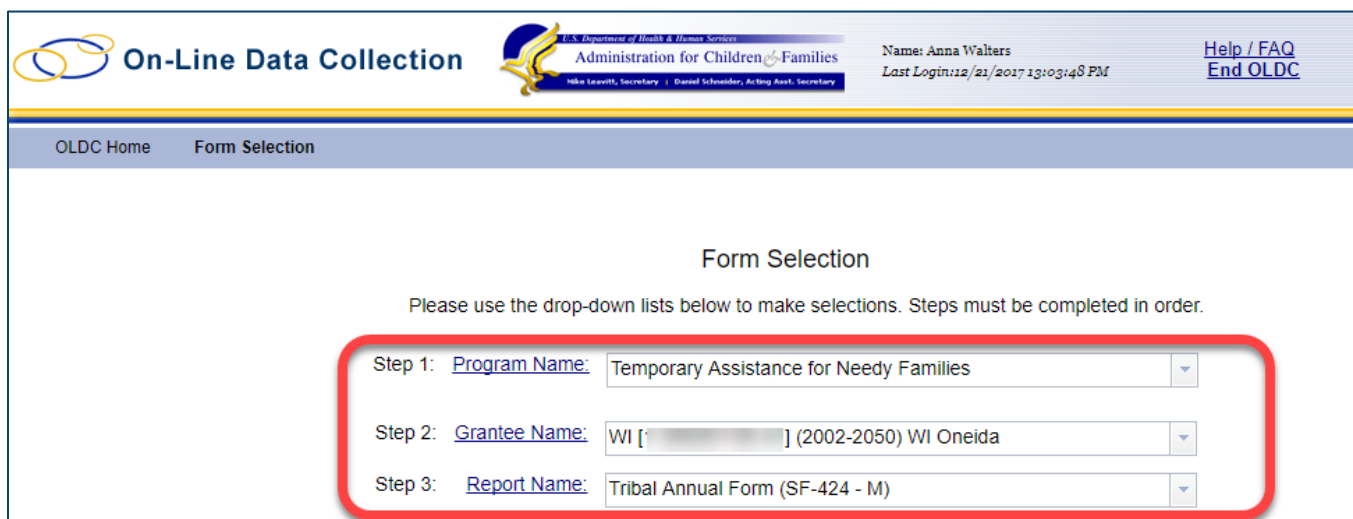
[Accessibility](#)

My Recent Activity   Activity Report   Report Due

Program Name	Grantee Name	Grant	Report Name
--------------	--------------	-------	-------------

Figure 1: Home page - Report Form Entry link

3. The “Form Selection” screen appears. Under Step 1, use the drop-down list to select the **Program Name**.
4. Under Step 2, use the drop-down list to select the **Grantee Name** (Grantee organization).
5. Under Step 3, use the drop-down list to select the **Tribal Annual Form (SF-424 - M)**.



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   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)

Figure 2: Form Selection screen – steps 1 to 3

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

**Important Instruction:** Please verify that the correct Funding/Grant Period is selected to upload the *Plan*.

In the Funding/Grant Period list, the number in parenthesis next to the date range is a combination of the Federal Fiscal Year, Grantee Organization abbreviation, and the program (example: **17PQWITANF**). Use this number to help determine if the correct Funding/Grant Period is selected.

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
10/01/2017 - 09/30/2018	Annual	
10/01/2016 - 09/30/2017	Annual	

Figure 3: Form Selection screen – step 4

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

**Important Instruction:** When submitting a Plan, select the Report Period for the first year of funding under a *Funding/Grant Period*.

Example: The Plan for the Funding/Grant Period **10/01/2016 – 09/30/2030** should be submitted under the Report Period **10/01/2016 – 09/30/2017**.

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

Step 5: Report Period:

Reporting Period	Type	Report Status
10/01/2017 - 09/30/2018	Annual	
10/01/2016 - 09/30/2017	Annual	

Figure 4: Form Selection screen – step 5

8. Under Step 6, select the action **New/Edit/Revise Report** from the drop-down list.
9. 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 5: Form Selection screen - Step 6 and the Enter button

10. The SF-424M “Report” screen appears.

<a href="#">OLDC Home</a>	<a href="#">Form Selection</a>	<a href="#">Report</a>	<a href="#">Report Form Status</a>
---------------------------	--------------------------------	------------------------	------------------------------------

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

**Report Progress**

<b>Initialized</b> <input checked="" type="checkbox"/>	<b>Edit-Saved</b> <input type="checkbox"/>	<b>Validated</b> <input type="checkbox"/>	<b>Certified</b> <input type="checkbox"/>	<b>Submitted</b> <input type="checkbox"/>
---	---	--	--	--

[Save](#) [View/Add Attachments](#) [Validate](#) [Print](#)

**APPLICATION FOR FEDERAL ASSISTANCE**  
**SF - 424 - MANDATORY**

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

<b>* 1.a. Type of Submission:</b> <input type="radio"/> Plan <input type="radio"/> Funding Request <input type="radio"/> Other	<b>* 1.b. Frequency:</b> <input type="radio"/> Annual <input type="radio"/> Other  <b>* Other (Specify)</b> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	<b>* 1.c. Consolidated Application/Plan/Funding Request?</b> <u>Explanation:</u>  <b>2. Date Received:</b> <b>3. Applicant Identifier:</b> <b>4a. Federal Entity Identifier:</b> <b>4b. Federal Award Identifier:</b> 17PQWITANF	<b>* 1.d. Version:</b> <input type="radio"/> Initial <input type="radio"/> Resubmission <input type="radio"/> Revision <input type="radio"/> Update  <b>State Use Only:</b>  <b>5. Date Received By State:</b> <b>6. State Application Identifier:</b>
---	--	---	---

**7. APPLICANT INFORMATION**

<b>* a. Legal Name:</b> WI Oneida	
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> 1	<b>* c. Organizational DUNS:</b>
<b>* d. Address:</b>	

Figure 6: Report screen

11. In cell 1.a. *Type of Submission*, select the **Plan** radio button.
12. In cell 1.b. *Frequency*, select the **Other** radio button. In the *Other (Specify)* text box, indicate if this is a two or three-year Plan.
13. In cell 1.d. Version, selection of the following options:
  - **Initial**: Selected for the **first** (initial) submission of the *Plan*
  - **Resubmission**: Select when repeating a submission, at the request of the federal agency, **not yet** accepted or approved by ACF
  - **Revision**: Select when there is any change, initiated by the applicant, to a submission **not yet** accepted or approved by ACF
  - **Update**: Select when there is any change, to an **accepted or approved** submission

<p>* 1.a. <u>Type of Submission:</u></p> <p><input checked="" type="radio"/> Plan</p> <p><input type="radio"/> Funding Request</p> <p><input type="radio"/> Other</p>	<p>* 1.b. <u>Frequency:</u></p> <p><input type="radio"/> Annual</p> <p><input checked="" type="radio"/> Other</p> <p>* Other (Specify)</p> <p>3 year plan</p>	<p>* 1.c. <u>Consolidated Application/Plan/Funding Request?</u></p> <p><u>Explanation:</u></p>	<p>* 1.d. <u>Version:</u></p> <p><input checked="" type="radio"/> Initial</p> <p><input type="radio"/> Resubmission</p> <p><input type="radio"/> Revision</p> <p><input type="radio"/> Update</p>
		<p>2. <u>Date Received:</u></p>	<p><u>State Use Only:</u></p>
		<p>3. <u>Applicant Identifier:</u></p>	<p>5. <u>Date Received By State:</u></p>
		<p>4a. <u>Federal Entity Identifier:</u></p>	<p>6. <u>State Application Identifier:</u></p>
		<p>4b. <u>Federal Award Identifier:</u></p> <p>17PQWITANF</p>	

Figure 7: Report screen - questions 1.a., 1.b., and 1.d.

14. Click the **Save** button to save data without submitting the form. Continue to work and enter data.

<p><b>Save</b> <b>View/Add Attachments</b> <b>Validate</b> <b>Print</b></p>
<p><b>APPLICATION FOR FEDERAL ASSISTANCE</b> <b>SF - 424 - MANDATORY</b></p>

Figure 8: Save button



15. Attach the *Plan* to the SF-424M. Files can be attached until the form is certified.

**Important Instruction:** Use the following naming conventions when adding attachments:

- **Plan:** *TANF Plan xx-xx-xxxx* (Use the submission date for the *day-month-year* format in the file name)
- **Amendment:** *Amendment xx-xx-xxxx* (Use the submission date for the *day-month-year* format in the file name)

To upload documents, scroll to the bottom of the SF-424M “Report” page. In the last row of the table, click the **paper clip** icon to the right of the text “Attach supporting documents as specified in agency instructions”.

penalties. (U.S. Code, Title 210, Section 1007)

**I Agree** ☐

**\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the specific instructions.**

<b>18a. Typed or Printed Name and Title of Authorized Certifying Official</b>	<b>18c. Telephone (area code, number)</b>
<b>18b. Signature of Authorized Certifying Official</b>	<b>18d. Email Address</b>
<b>18e. Date Report Submitted</b>	


**Attach supporting documents as specified in agency instructions.** 

Figure 9: Attachments - Paper clip icon

16. The “Cell Level Attachments” screen opens in a new window. **Browse** for a file on your computer.

17. Click the **Attach File** button.

**Manage Attachments**

**Cell Level Attachments**

**Attach supporting documents as specified in agency instructions.**

Local Attachment: C:\Users\AnnaLisa\W\Doc\ Browse...

**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**

Figure 10: Cell Level Attachments window

*Tip: Attach MS Word Documents, PDFs, Excel Spreadsheets, etc.*

18. The “File is successfully uploaded” message appears. Once the virus scan is complete, the Uploaded Status changes from Pending to Saved. Click **OK**.

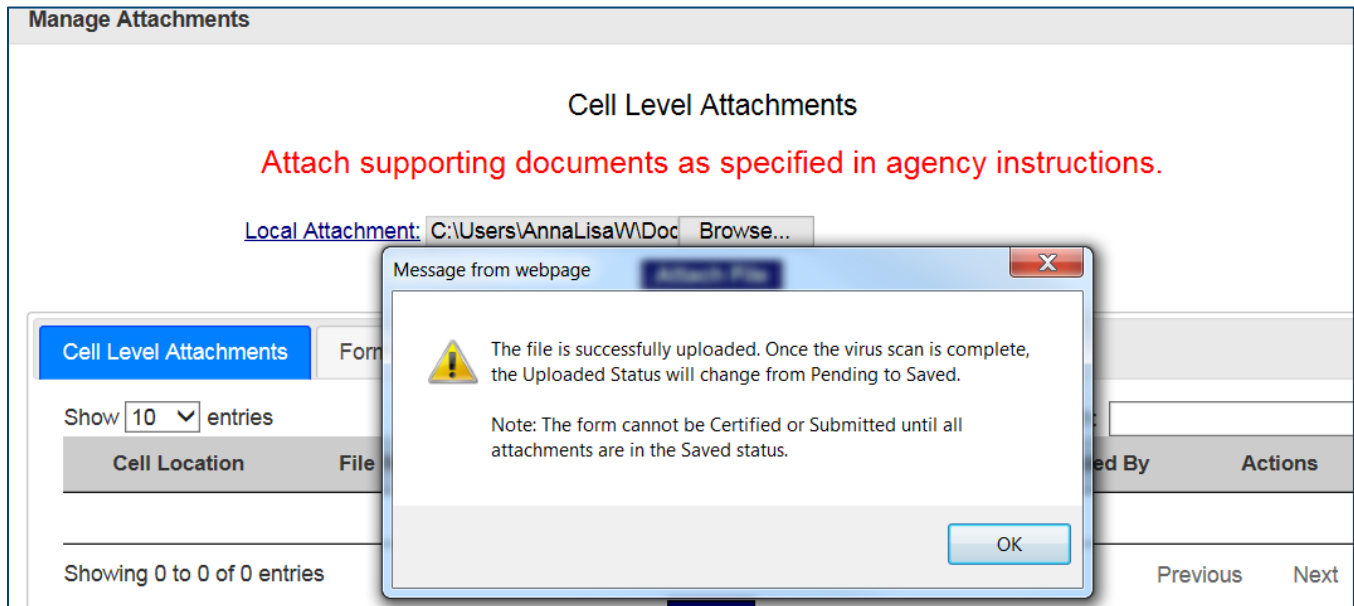


Figure 11: File successfully uploaded message

19. The file is now attached. Add additional documents to the cell or click the **Close** button to return to the previous screen.

**Manage Attachments**

Cell Level Attachments

Attach supporting documents as specified in agency instructions.

Local Attachment:  Browse...

**Attach File**

Cell Level Attachments | Form Level Attachments

Show 10 entries Search:

Cell Location	File Name	Uploaded Date	Upload Status	Uploaded By	Actions
	TANF Plan 12-26-2017.docx	12/27/2017	Pending	Anna Walters	

Showing 1 to 1 of 1 entries Previous 1 Next

**Close**

Figure 12: Cell Level Attachments screen and Close button

20. The SF-424M “Report” screen reappears and the paper clip icon now has a green piece of paper attached, indicating there is one or more files attached to the cell.

*Note: When saved, attachments can be viewed from the Attachments page or from the Report Form Status page.*

<u>18a. Typed or Printed Name and Title of Authorized Certifying Official</u>	<u>18c. Telephone (area code, number and extension)</u>
	<u>18d. Email Address</u>
<u>18b. Signature of Authorized Certifying Official</u>	<u>18e. Date Report Submitted (Month, Day, Year)</u>
<p>Attach supporting documents as specified in agency instructions. </p>	

Figure 13: Paper clip icon showing attached file

21. Once data is entered and attachments are uploaded, the form must be validated. Validation checks the form for errors and missing data. Click the **Validate** button.

<b>Save</b>	<b>View/Add Attachments</b>	<b>Validate</b>	<b>Print</b>
<p><b>APPLICATION FOR FEDERAL ASSISTANCE</b> <b>SF - 424 - MANDATORY</b></p>			

Figure 14: Validate button

22. The screen refreshes and the status updates. If the report status is **Saved with Errors**, an error message appears at the top of the SF-424M “Report” screen. The errors must be corrected and the form revalidated before the submission can move forward.

Click the *Long Description* link to view a description of the error. If available, click the *Go to Error* link to jump directly to the field in need of corrections.

The screenshot shows the top of the SF-424M Report screen. At the top, there is a light blue box containing the text: [Report Period:](#) 10/01/2016 - 09/30/2017 and [Report Status:](#) Saved -- with Errors. A red arrow points to the 'Saved -- with Errors' text. Below this is a 'Report Progress' bar with five stages: **Initialized** (checked), **Edit-Saved** (checked), **Validated** (unchecked), **Certified** (unchecked), and **Submitted** (unchecked). Below the progress bar are buttons: **Save**, **View/Add Attachments**, **Validate**, and **Print**. At the bottom, a red-bordered box contains the message: **Error #1: [12015] 7d. Enter Applicant Country. This field is required.** with links [\[Goto Error\]](#) and [\[Long Description\]](#).

Figure 15: Report Status - Saved with Errors

If the status is **Validated - with Warnings**, a message appears at the top of the screen. Click the *Long Description* link to view the warning. A form with warnings can still be Certified and Submitted.

The screenshot shows the top of the SF-424M Report screen. At the top, there is a light blue box containing the text: [Report Status:](#) Validated - with Warnings. A red arrow points to the 'Validated - with Warnings' text. Below this is a 'Report Progress' bar with five stages: **Initialized** (checked), **Edit-Saved** (checked), **Validated** (checked), **Certified** (unchecked), and **Submitted** (unchecked). Below the progress bar are buttons: **Save**, **View/Add Attachments**, **Validate**, **Certify**, and **Print**. At the bottom, a red-bordered box contains the message: **Warning #1: [12047] Missing Attachment(s).** with a link [\[Long Description\]](#).

Figure 16: Report Status - Validated - with Warnings

If the status is **Saved--Validated**, the report can proceed through the submission process.

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: Saved -- Validated

**Report Progress**

Initialized Edit-Saved Validated Certified Submitted

Save View/Add Attachments Validate Certify Print

Figure 17: Report Status - Saved - Validated

## CERTIFY

- After the entire form is successfully saved and validated (no errors), a user with the **Certify** role electronically signs the form. Navigate to the SF-424M "Report" screen, and towards the top of the page, click the **Certify** button.

OLDC Home Report Report Form Status

Program Name: Temporary Assistance for Needy Families  
Grantee Name: WI [1 396081138 A1 ] 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: Saved -- Validated

**Report Progress**

Initialized Edit-Saved Validated Certified Submitted

Save View/Add Attachments Validate Certify Print

APPLICATION FOR FEDERAL ASSISTANCE

Figure 18: Report screen - Certify button

- A pop-up message appears stating “You have the ability to sign the Signature area by pressing the Click to Sign button. This will complete your Certify process and officially sign this form.” Click **OK**.



Figure 19: Confirmation Pop-up message

- The screen jumps to line 18b Signature of Authorized Certifying Official. Select the **Click to Sign** button.

<b>18a. Typed or Printed Name and Title of Authorized Certifying Official</b>	<b>18c. Telephone (area code, number and extension)</b>
<b>18b. Signature of Authorized Certifying Official</b>	<b>18d. Email Address</b>
<b>Click to Sign</b>	<b>18e. Date Report Submitted (Month, Day, Year)</b>
<b>Attach supporting documents as specified in agency instructions.</b>	

Figure 20: Click the Sign button

- The screen refreshes, the status is Certified and the SF-424M is now locked down for changes. However, it can be uncertified to open fields for modifications.

Report Period: 10/01/2016 - 09/30/2017  
Report Status: Certified

**Report Progress**

Initialized	Edit-Saved	Validated	Certified	Submitted
✓	✓	✓	✓	□

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

**APPLICATION FOR FEDERAL ASSISTANCE**

Figure 21: UnCertify button

## SUBMIT

1. The last step is to electronically send the report to the Grantor. A user with the Submit role performs this action. Navigate to the SF-424M “Report” screen and click the **Submit** button.

For more information about OLDC Job Types and Roles, please refer to the [Request for Online Data Collection Access](#) form.

For instructions on viewing your own permissions, please go to the guide “Introduction to GrantSolutions Online Data Collection Tribal TANF Grantees” and review the section **Verify Existing Permissions**.

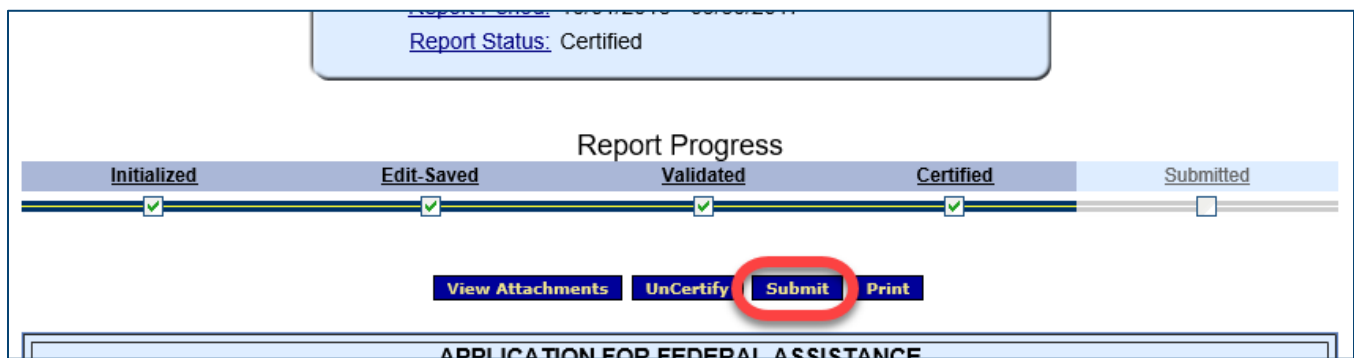


Figure 22: Report screen - Submit button

2. A pop-up message appears stating “This will officially submit your report. Do you wish to continue?” Click **OK**.

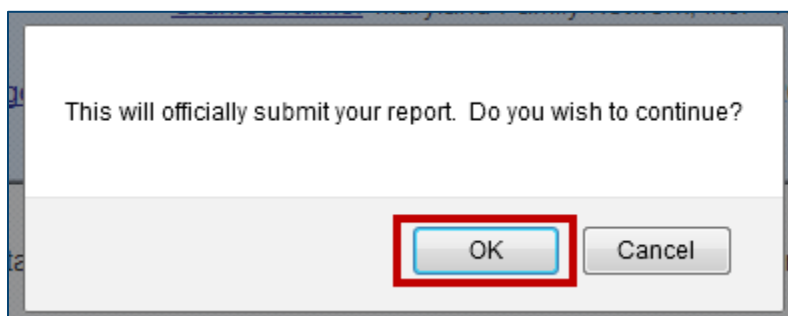


Figure 23: Prompt pop-up message

- A confirmation message appears stating “We have received your report. This page shows all reports we have received along with attachments.” Click **OK**.

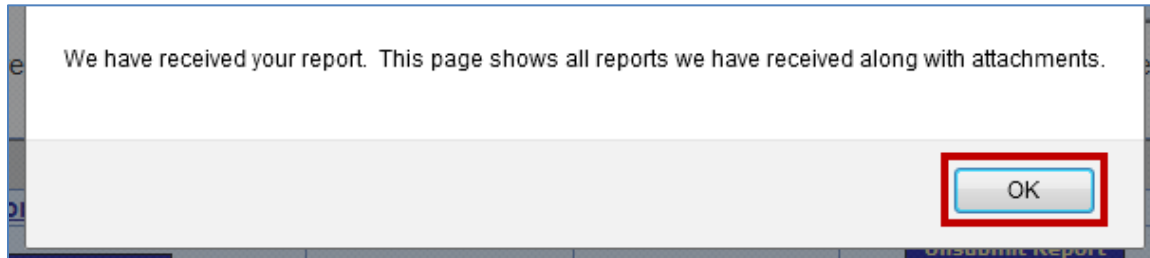
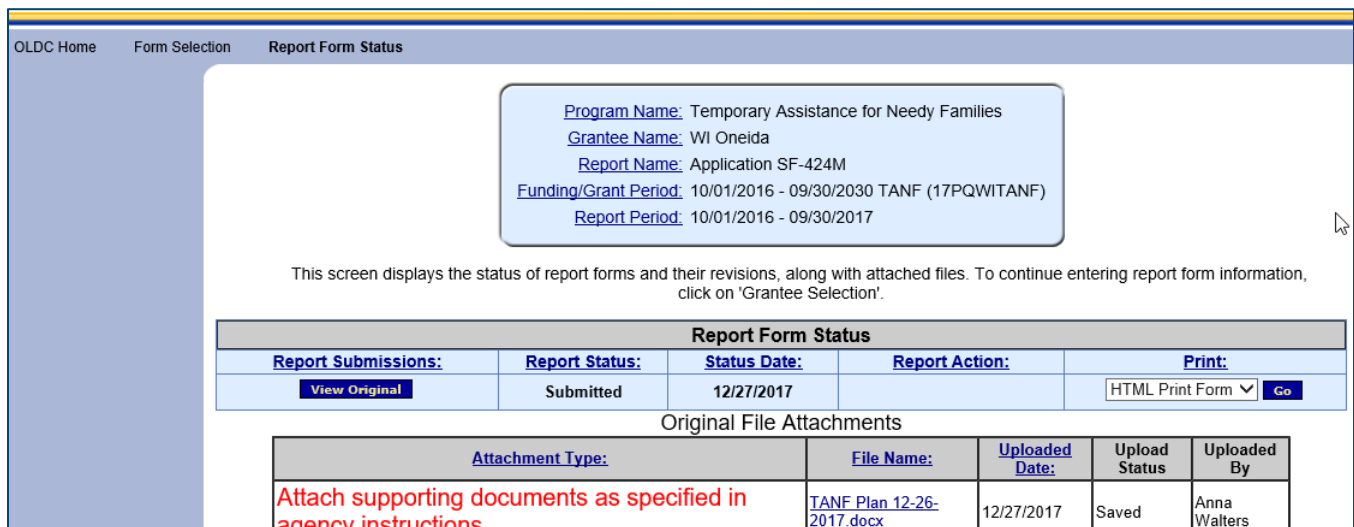


Figure 24: Confirmation message

- The “Report Form Status” page appears and the report is in the Submitted status.



Report Form Status				
Report Submissions:	Report Status:	Status Date:	Report Action:	Print:
<a href="#">View Original</a>	Submitted	12/27/2017		HTML Print Form <input type="button" value="Go"/>

Original File Attachments				
Attachment Type:	File Name:	Uploaded Date:	Upload Status	Uploaded By
Attach supporting documents as specified in agency instructions	<a href="#">TANF Plan 12-26-2017.docx</a>	12/27/2017	Saved	Anna Walters

Figure 25: Report Form Status page

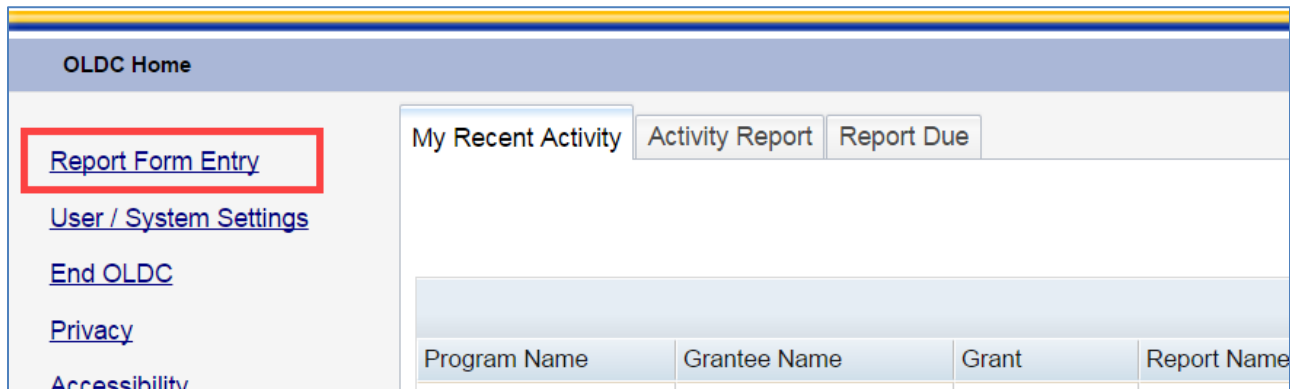
- An email confirmation of the form submission is sent to designated Grantors and Grantees.



## Complete and Submit the SF-424M with an Attached Annual Report

To complete and submit the **SF-424M with an attached Annual Report** in OLDC, perform the following steps:

1. Log into GrantSolutions and launch OLDC ([www.grantsolutions.gov](http://www.grantsolutions.gov)).
2. The Online Data Collection “Home” page appears. From the menu list, select **Report Form Entry**.



OLDC Home

[Report Form Entry](#)

[User / System Settings](#)

[End OLDC](#)

[Privacy](#)

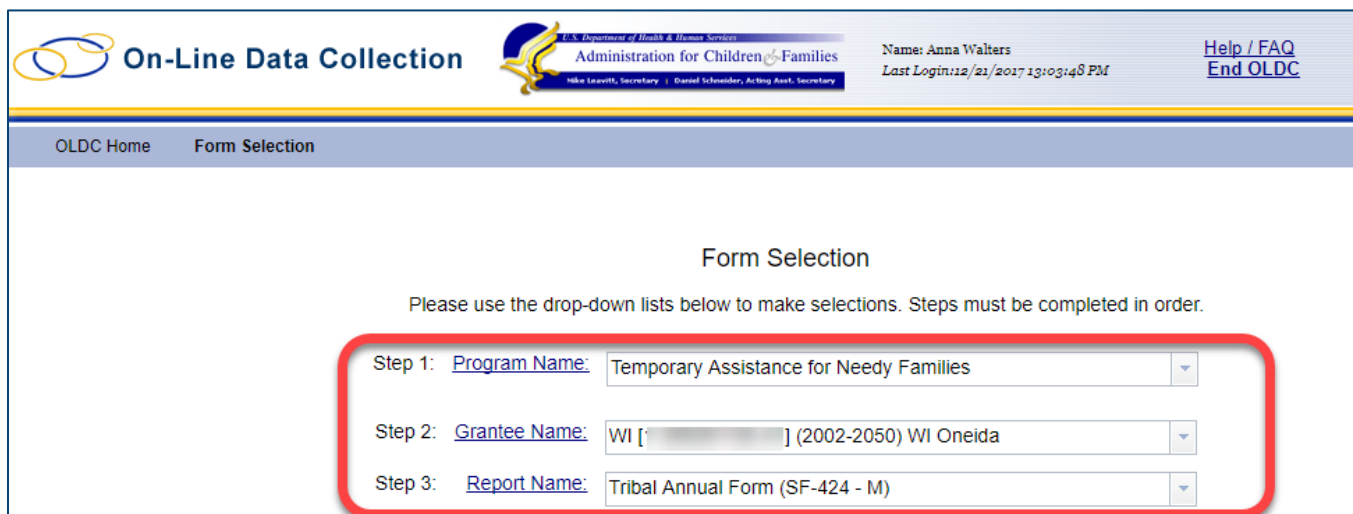
[Accessibility](#)

My Recent Activity   Activity Report   Report Due

Program Name	Grantee Name	Grant	Report Name
--------------	--------------	-------	-------------

Figure 26: Home page - Report Form Entry link

3. The “Form Selection” screen appears. Under Step 1, use the drop-down list to select the **Program Name**.
4. Under Step 2, use the drop-down list to select the **Grantee Name** (Grantee organization).
5. Under Step 3, use the drop-down list to select the **Tribal Annual Form (SF-424 - M)**.



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   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)

Figure 27: Form Selection screen – steps 1 to 3

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

**Important Instruction:** Please verify that the correct Funding/Grant Period is selected to upload the *Annual Report*.

In the Funding/Grant Period list, the number in parenthesis next to the date range is a combination of the Federal Fiscal Year, Grantee Organization abbreviation, and the program (example: 17PQWITANF). Use this number to help determine if the correct Funding/Grant Period is selected.

**On-Line Data Collection** Administration for Children & Families  
Name: Anna-Lisa Walters  
Last Login: 06/01/2018 13:52:28 PM [Help / FAQ](#) [End OLDC](#)

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 checked="" type="radio"/>	10/01/2016 - 09/30/2017	Annual	Submitted

Step 6: [Select Action:](#) Select Action

Figure 28: Form Selection screen – step 4

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

**Important Instruction:** When submitting an *Annual Report* for a Funding/Grant Period, make sure to select the correct Report Period (i.e. the period of performance for which you are reporting).

**If a Plan has already been submitted for the report period in which you are submitting an Annual Report, create a “revision” and attach the Annual Report to the revision.**

*Tip: A [Revision](#) is an exact copy of the submitted form, only the data fields are open and modifications can be made. The original form and subsequent revisions are retained for historical purposes. All previously submitted forms are tracked and accessed from the “Report Form Status” page.*

In the below example, a Plan is already submitted for the desired Report Period.

**On-Line Data Collection** **Administration for Children & Families**  
Name: Anna-Lisa Walters  
Last Login: 06/01/2018 13:52:28 PM  
[Help / FAQ](#)  
[End OLDC](#)

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
10/01/2017 - 09/30/2018	Annual	
0/01/2016 - 09/30/2017	Annual	Submitted

The Report Period is in the submitted status when a Plan is already submitted for that same period.

Figure 29: Form Selection screen – Step 5

8. Under Step 6, select the action **New/Edit/Revise Report** from the drop-down list.
9. 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	Submitted

Step 6:

[Select Action:](#)

Figure 30: Form Selection screen - Step 6 and the Enter button

10. The SF-424M “Report” screen appears. If this is the first submission for a Report Period, the editable fields are blank.

If the report was created as a revision (for example, if a Plan was previously submitted for this Report Period), the fields already contain data but can be edited. Edit data as needed – all previously submitted reports are retained and available from the “Report Form Status” page.

**On-Line Data Collection** Administration for Children & Families  
Name: Anna-Lisa Walters  
Last Login: 06/13/2018 07:29:31 AM  
[Help / FAQ](#)  
[End OLDC](#)

LDC Home Form Selection **Report** Report Form Status

Program Name: Temporary Assistance for Needy Families  
Grantee Name: WI Oneida  
Report Name: Application SF-424M Revision # 1  
Funding/Grant Period: 10/01/2016 - 09/30/2030 TANF (17PQWITANF)  
Report Period: 10/01/2016 - 09/30/2017  
Report Status: Initialized

**Report Progress**

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

[Save](#) [View/Add Attachments](#) [Validate](#) [Print](#)

**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:**  
☒ Plan  
☐ Funding Request  
☐ Other

**\* 1.b. Frequency:**  
☐ Annual  
☒ Other  
**\* Other (Specify)**  
Three year plan.

**\* 1.c. Consolidated Application/Plan/Funding Request?**  
**Explanation:**  
**2. Date Received:**  
**3. Applicant Identifier:**  
**4a. Federal Entity Identifier:**  
**4b. Federal Award Identifier:**

**\* 1.d. Version:**  
☒ Initial  
☐ Resubmission  
☐ Revision  
☐ Update  
**State Use Only:**  
**5. Date Received By State:**  
**6. State Application Identifier:**

**7. APPLICANT INFORMATION**

**\* a. Legal Name:** WI Oneida

**\* b. Employer/Taxpayer Identification Number (EIN/TIN):**  **\* c. Organizational DUNS:**

**\* d. Address:**

**\* Street 1:**  **Street 2:**

**\* City:** Green Bay **County:** BROWN

**\* State:** WI **Province:**

**\* Country:** United States **\* Zip / Postal Code:** 54303 - 4827

**e. Organizational Unit:**

**Department Name:**  **Division Name:**

**f. Name and contact information of person to be contacted on matters involving this application:**

**Prefix:**  **\* First Name:**  **Middle Name:**  **\* Last Name:**

Figure 31: Report screen

11. In cell 1.a. *Type of Submission*, select the **Other** radio button.
12. In cell 1.b. *Frequency*, select the **Annual** radio button. Remove any previously entered text from a *Plan* in the *Other (Specify)* text box.
13. In cell 1.d. Version, users have the following options:
  - **Initial**: Selected for the **first** (initial) submission of the *Annual Report*
  - **Resubmission**: Select when repeating a submission, at the request of the federal agency, **not yet** accepted or approved by ACF
  - **Revision**: Select when there is any change, initiated by the applicant, to a submission **not yet** accepted or approved by ACF
  - **Update**: Select when there is any change, to an **accepted or approved** submission

Save View/Add Attachments Validate Print

APPLICATION FOR FEDERAL ASSISTANCE  
SF - 424 - MANDATORY

OMB Control Expiration Date

\* 1.a. Type of Submission:  
☐ Plan  
☐ Funding Request  
☒ Other

\* 1.b. Frequency:  
☒ Annual  
☐ Other  
 \* Other (Specify)

\* 1.c. Consolidated Application/Plan/Funding Request?  
 Explanation:  
 2. Date Received:  
 3. Applicant Identifier:  
 4a. Federal Entity Identifier:  
 4b. Federal Award Identifier:  
 17PQWITANF

\* 1.d. Version:  
☒ Initial  
☐ Resubmission  
☐ Revision  
☐ Update

7. APPLICANT INFORMATION  
 \* a. Legal Name: WI Oneida

Figure 32: Report screen - questions 1.a., 1.b., and 1.d.

14. Click the **Save** button to save data without submitting the form. Continue to work and enter data.

Save View/Add Attachments Validate Print

APPLICATION FOR FEDERAL ASSISTANCE  
SF - 424 - MANDATORY

Figure 33: Save button

15. Attach the *Annual Report* to the SF-424M. Files can be attached until the form is certified.

**Important Instruction:** Use the following naming conventions when adding attachments:

- **Annual Report:** *TANF Annual Report xx-xx-xxxx* (Use the submission date for the *day-month-year format* in the file name)

To upload documents, scroll to the bottom of the SF-424M “Report” page. In the last row of the table, click the **paper clip** icon to the right of the text “Attach supporting documents as specified in agency instructions.”

The screenshot shows the bottom portion of a web form. At the top, there is a section with a blue header and a checkbox labeled "I Agree". Below this is a blue-bordered box containing the text: "The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the specific instructions." Below this text is a table with five rows and two columns. The first column contains labels for fields 18a, 18b, and 18c. The second column contains labels for fields 18d and 18e. At the bottom of the form, there is a red text instruction: "Attach supporting documents as specified in agency instructions." To the right of this text is a small paper clip icon.

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

Figure 34: Attachments - Paper clip icon

16. The “Cell Level Attachments” screen opens in a new window. **Browse** for a file on your computer.

17. Click the **Attach File** button.

The screenshot shows a window titled "Manage Attachments". Inside the window, there is a section titled "Cell Level Attachments". Below this title is a red text instruction: "Attach supporting documents as specified in agency instructions." Below this text is a text field labeled "Local Attachment:" followed by the path "C:\Users\AnnaLisa\W\Doc" and a "Browse..." button. Below the "Browse..." button is a blue button labeled "Attach File". Below the "Attach File" button is a tabbed interface with two tabs: "Cell Level Attachments" (which is selected) and "Form Level Attachments". Below the tabs is a search bar and a table. The table has columns for "Cell Location", "File Name", "Uploaded Date", "Upload Status", "Uploaded By", and "Actions". The table is currently empty, with the text "No data available in table" displayed. Below the table is a status bar showing "Showing 0 to 0 of 0 entries" and buttons for "Previous" and "Next". At the bottom of the window is a "Close" button.

Figure 35: Cell Level Attachments window

*Tip: Attach MS Word Documents, PDFs, Excel Spreadsheets, etc.*

18. The “File is successfully uploaded” message appears. Once the virus scan is complete, the Uploaded Status changes from Pending to Saved. Click **OK**.

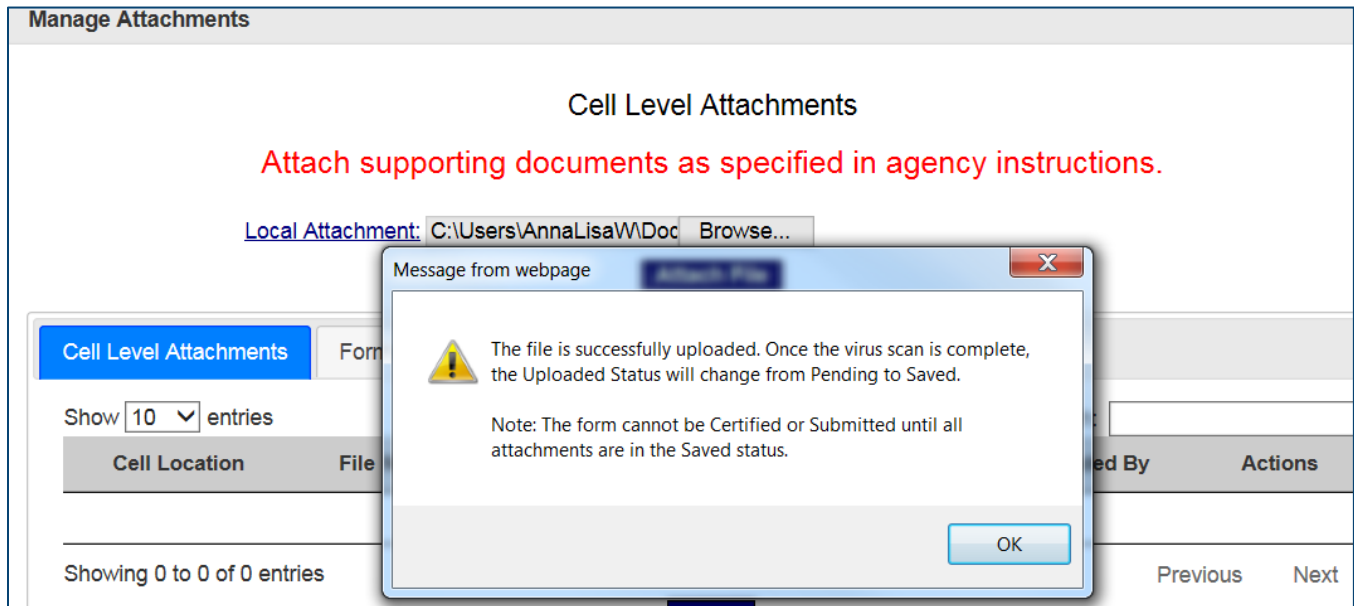


Figure 36: File successfully uploaded message

19. The file is now attached. Add additional documents to the cell or click the **Close** button to return to the previous screen.



**Manage Attachments**

Cell Level Attachments

Attach supporting documents as specified in agency instructions.

Local Attachment:  No file chosen

Cell Level Attachments | Form Level Attachments

Show  entries Search:

Cell Location	File Name	Uploaded Date	Upload Status	Uploaded By	Actions
Attach supporting documents as specified in agency instructions.	TANF Annual Report 10-1-2018.docx	06/13/2018	Pending	Anna-Lisa Walters	<input type="button" value="X"/>

Showing 1 to 1 of 1 entries

Previous  Next

Figure 37: Cell Level Attachments screen and Close button

20. The SF-424M “Report” screen reappears and the paper clip icon now has a green piece of paper attached, indicating there is one or more files attached to the cell.

*Note: When saved, attachments can be viewed from the Attachments page or from the Report Form Status page.*

<u>18a. Typed or Printed Name and Title of Authorized Certifying Official</u>	<u>18c. Telephone (area code, number and extension)</u>
<u>18b. Signature of Authorized Certifying Official</u>	<u>18d. Email Address</u>
<u>18e. Date Report Submitted (Month, Day, Year)</u>	

Attach supporting documents as specified in agency instructions.  

Figure 38: Paper clip icon showing attached file

21. Once data is entered and attachments are uploaded, the form must be validated. Validation checks the form for errors and missing data. Click the **Validate** button.

**APPLICATION FOR FEDERAL ASSISTANCE  
SF - 424 - MANDATORY**

Figure 39: Validate button

22. The screen refreshes and the status updates. If the report status is **Saved with Errors**, an error message appears at the top of the SF-424M “Report” screen. The errors must be corrected and the form revalidated before the submission can move forward.

Click the *Long Description* link to view a description of the error. If available, click the *Go to Error* link to jump directly to the field in need of corrections.

Report Period: 10/01/2016 - 09/30/2017  
Report Status: Saved -- with Errors

Report Progress

Initialized Edit-Saved Validated Certified Submitted

Save View/Add Attachments Validate Print

Error #1: [12015] 7d. Enter Applicant Country. This field is required.  
[Goto Error] [Long Description]

Figure 40: Report Status - Saved with Errors

If the status is **Validated - with Warnings**, click the *Long Description* link to view the warning text. A warning indicates there *may* be an issue. However, warnings do not stop the user from continuing with the submission process. If there are any questions, please reach out to your agency point of contact.

Report Period: 10/01/2016 - 09/30/2017  
Report Status: Validated - with Warnings

Report Progress

Initialized Edit-Saved Validated Certified Submitted

Save View/Add Attachments Validate Certify Print

Warning #1: [12047] Missing Attachment(s).  
[Long Description]

Figure 41: Report Status - Validated - with Warnings

If the status is **Saved--Validated**, there are no warnings or errors and the report can proceed through the submission process.

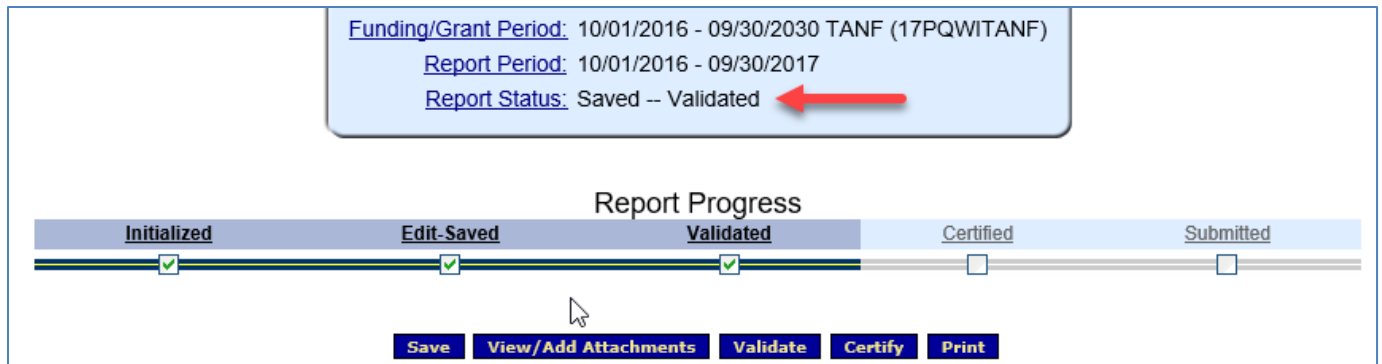
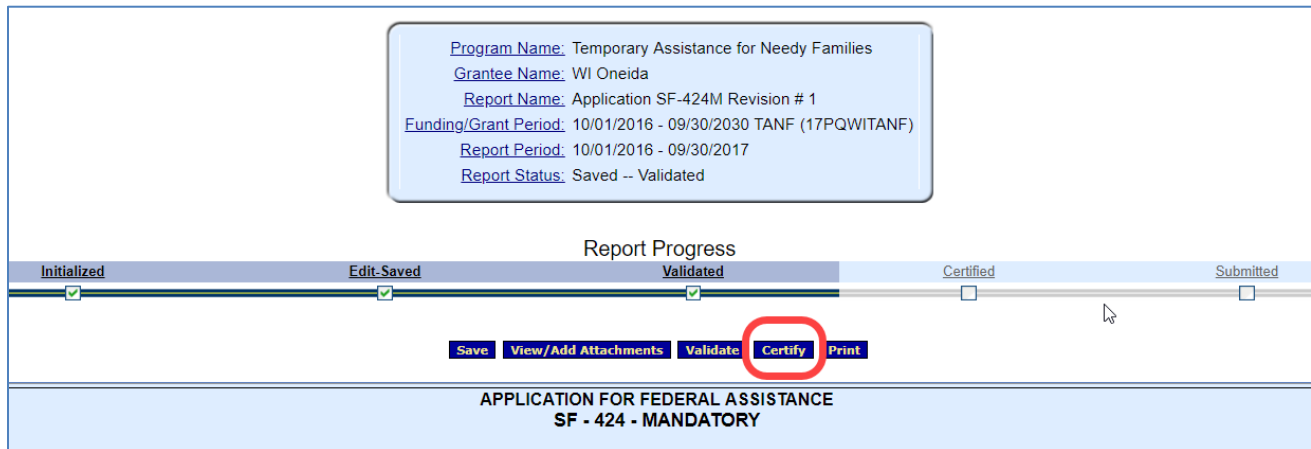


Figure 42: Report Status - Saved - Validated

## CERTIFY

23. After the entire form is successfully saved and validated (no errors), a user with the **Certify** role electronically signs the form. Navigate to the SF-424M “Report” screen, and towards the top of the page, click the **Certify** button.



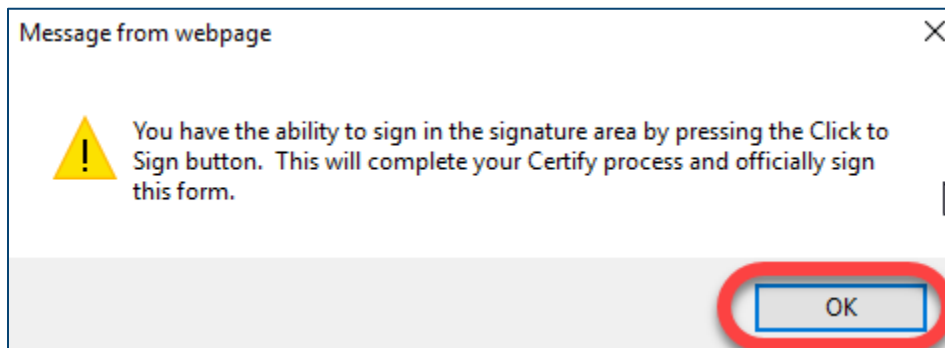
The screenshot displays the SF-424M Report screen. At the top, a light blue box contains the following information:

- Program Name: Temporary Assistance for Needy Families
- Grantee Name: WI Oneida
- Report Name: Application SF-424M Revision # 1
- Funding/Grant Period: 10/01/2016 - 09/30/2030 TANF (17PQWITANF)
- Report Period: 10/01/2016 - 09/30/2017
- Report Status: Saved -- Validated

Below this box is a "Report Progress" bar with five stages: **Initialized** (checked), **Edit-Saved** (checked), **Validated** (checked), **Certified** (unchecked), and **Submitted** (unchecked). Below the progress bar is a row of buttons: **Save**, **View/Add Attachments**, **Validate**, **Certify** (circled in red), and **Print**. At the bottom of the screen, a light blue box contains the text: "APPLICATION FOR FEDERAL ASSISTANCE SF - 424 - MANDATORY".

Figure 43: Report screen - Certify button

24. A pop-up message appears stating “You have the ability to sign the Signature area by pressing the Click to Sign button. This will complete your Certify process and officially sign this form.” Click **OK**.



The screenshot shows a "Message from webpage" pop-up window. It features a yellow warning icon and the following text: "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." At the bottom right of the window, the **OK** button is circled in red.

Figure 44: Confirmation Pop-up message

25. The screen jumps to line 18b Signature of Authorized Certifying Official. Select the **Click to Sign** button.

<b>18a. Typed or Printed Name and Title of Authorized Certifying Official</b>	<b>18c. Telephone (area code, number and extension)</b>
<b>18b. Signature of Authorized Certifying Official</b>	<b>18d. Email Address</b>
<b>Click to Sign</b>	<b>18e. Date Report Submitted (Month, Day, Year)</b>
<b>Attach supporting documents as specified in agency instructions.</b>	

Figure 45: Click the Sign button

26. The screen refreshes, the status is Certified, and the SF-424M is now locked down for changes. However, it can be uncertified to open fields for modifications.

Report Period: 10/01/2016 - 09/30/2017

Report Status: Certified

**Report Progress**

Initialized	Edit-Saved	Validated	Certified	Submitted
✓	✓	✓	✓	□

**View Attachments** **UnCertify** **Submit** **Print**

**APPLICATION FOR FEDERAL ASSISTANCE**

Figure 46: UnCertify button

## SUBMIT

27. The last step is to electronically send the report to the Grantor. A user with the Submit role performs this action. Navigate to the SF-424M "Report" screen and click the **Submit** button.

Report Period: 10/01/2016 - 09/30/2017

Report Status: Certified

**Report Progress**

Initialized	Edit-Saved	Validated	Certified	Submitted
✓	✓	✓	✓	□

**View Attachments** **UnCertify** **Submit** **Print**

**APPLICATION FOR FEDERAL ASSISTANCE**

Figure 47: Report screen - Submit button

28. The pop-up message “This will officially submit your report. Do you wish to continue?” appears. Click **OK**.

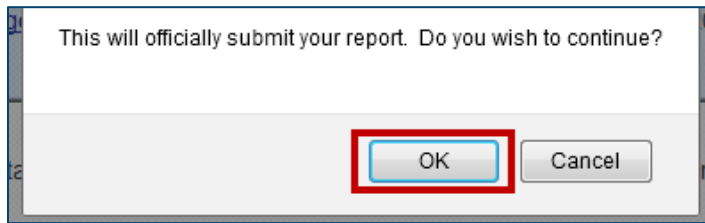


Figure 48: Prompt pop-up message

29. A confirmation message appears stating “We have received your report. This page shows all reports we have received along with attachments.” Click **OK**.

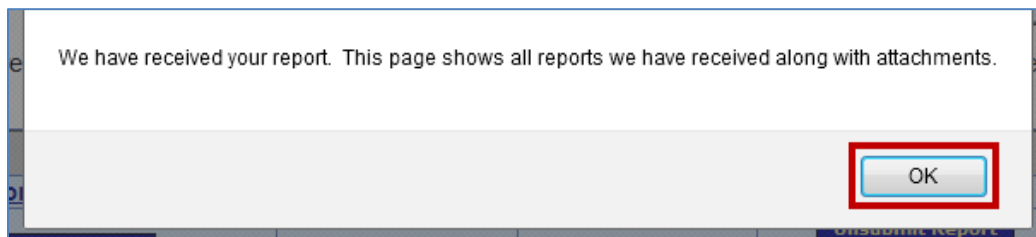


Figure 49: Confirmation message

30. The “Report Form Status” page appears and the report is in the *Submitted* status. When a submitted Plan or a previous version of the Annual Report exists, all SF-424M versions and attachments appear on this screen for tracking purposes.

On-Line Data Collection Administration for Children & Families  
Name: Anna-Lisa Walters Last Login: 06/13/2018 07:29:31 AM Help / FAQ End OLDC

OLDC Home Report Form Status

Program Name: Temporary Assistance for Needy Families  
 Grantee Name: WI [1 396081138 A1] 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

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 Submissions:	Report Status:	Status Date:	Report Action:	Print:
<a href="#">View Revision # 1</a>	Submitted	06/13/2018		HTML Print Form <a href="#">Go</a>
<a href="#">View Original</a>	Submitted	06/12/2018		HTML Print Form <a href="#">Go</a>

Revision # 1 File Attachments

Attachment Type:	File Name:	Uploaded Date:	Upload Status	Uploaded By
Attach supporting documents as specified in agency instructions.	<a href="#">TANF Annual Report 10-1-2018.docx</a>	06/13/2018	Saved	

Original File Attachments

Attachment Type:	File Name:	Uploaded Date:	Upload Status	Uploaded By
Attach supporting documents as specified in agency instructions.	<a href="#">TANF Plan 12-26-2017.docx</a>	06/12/2018	Saved	

Figure 50: Report Form Status page

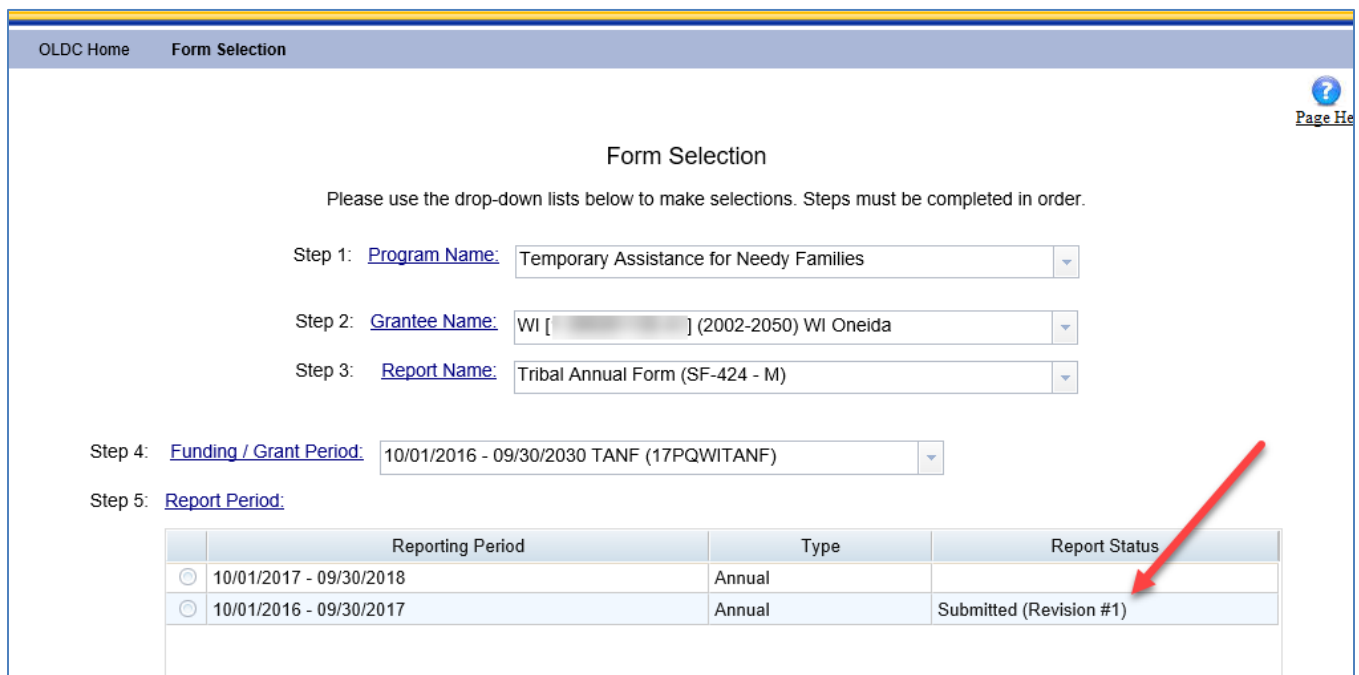
31. An email confirmation of the form submission is sent to designated Grantors and Grantees.

## Revisions

### OVERVIEW

To make changes to a submitted form, create a **Revision**. A Revision is an exact duplicate of the submitted form, only the data fields are open and modifications can be made. The original form with attachments and subsequent revisions are retained for historical purposes. All previously submitted forms are tracked and accessed from the “Report Form Status” page.

**Important Instruction:** Create a Revision when submitting an Annual Report for the same Report Period in which the Plan was already submitted, or when creating an Amendment.



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	Submitted (Revision #1)

Figure 51: Form Selection screen - Report Status is submitted (Revision #1)

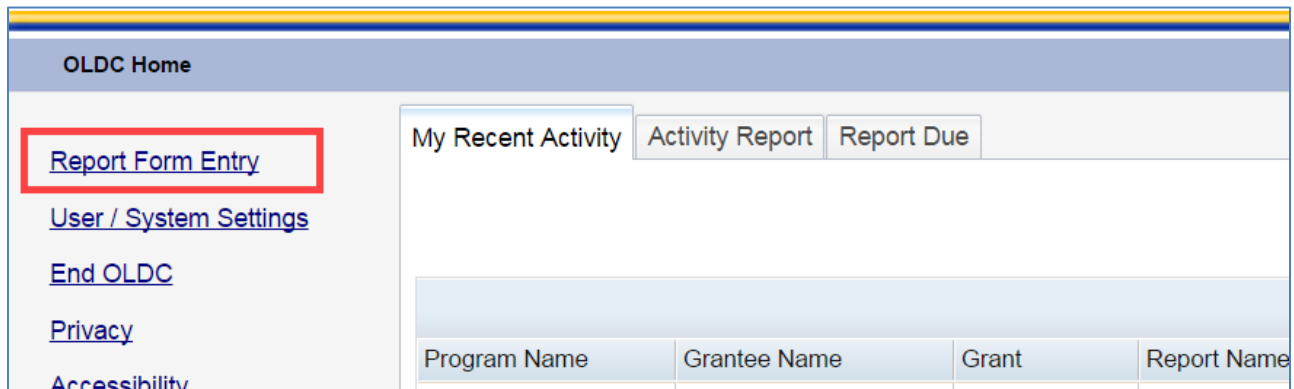
Once changes are made to the revised form, it must still be validated, certified, and submitted to complete the process.

When a Revision is submitted, the “Report Form Status” page appears. The most recent Revision is listed first in the Status table, followed by earlier revisions, and ending with the original submitted form.

## CREATE AND SUBMIT A REVISION

To create and submit a revision, complete the following steps:

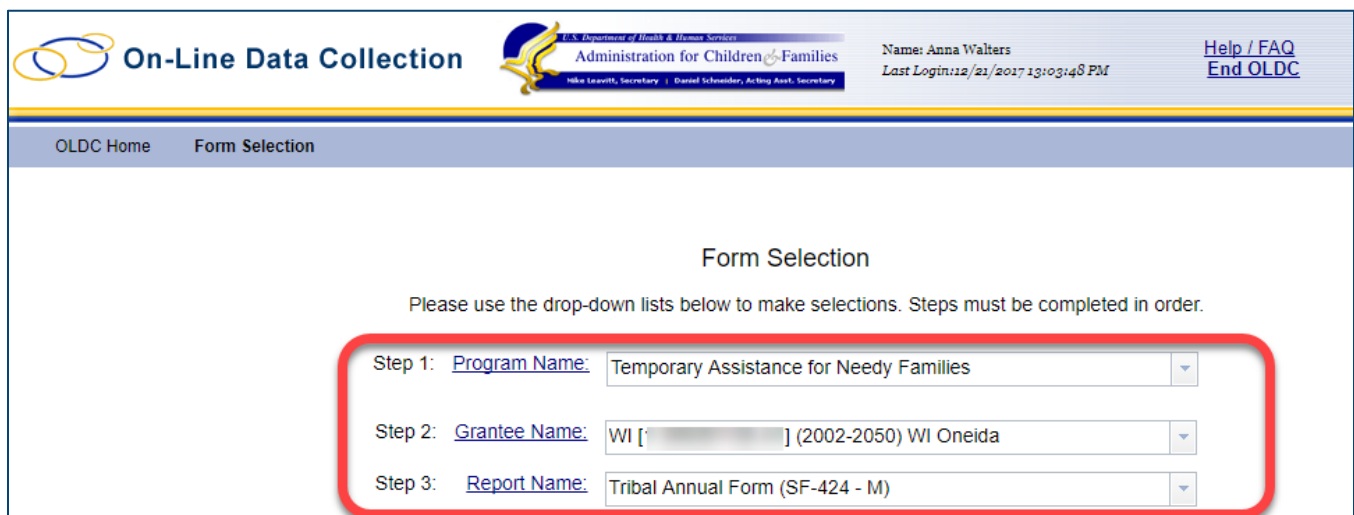
1. From the OLDC Home menu list, select **Report Form Entry**.



The screenshot shows the OLDC Home page. On the left, there is a navigation menu with links: [Report Form Entry](#) (highlighted with a red box), [User / System Settings](#), [End OLDC](#), [Privacy](#), and [Accessibility](#). On the right, there are tabs for 'My Recent Activity', 'Activity Report', and 'Report Due'. Below these tabs is a table with headers: 'Program Name', 'Grantee Name', 'Grant', and 'Report Name'.

Figure 52: 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 (if needed), use the drop-down list to select the **Grantee Name** (Grantee organization).
4. Under Step 3, use the drop-down list to select the **Tribal Annual Form (SF-424M)**.



The screenshot shows the 'Form Selection' screen. At the top, there is a header with the 'On-Line Data Collection' logo, the 'U.S. Department of Health & Human Services Administration for Children & Families' logo, and user information: 'Name: Anna Walters', 'Last Login: 12/21/2017 13:03:48 PM', and links for 'Help / FAQ' and 'End OLDC'. Below the header, there is a navigation bar with 'OLDC Home' and 'Form Selection'. The main content area is titled 'Form Selection' and contains the instruction: 'Please use the drop-down lists below to make selections. Steps must be completed in order.' Below this instruction, there are three steps, each with a drop-down menu: Step 1: 'Program Name' (selected: 'Temporary Assistance for Needy Families'), Step 2: 'Grantee Name' (selected: 'WI [ ] (2002-2050) WI Oneida'), and Step 3: 'Report Name' (selected: 'Tribal Annual Form (SF-424 - M)'). The three steps are grouped together in a red box.

Figure 53: 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**.

**Important Instruction:** Please verify the correct Funding/Grant Period is selected. The number in parenthesis next to the date range is a combination of the Fiscal Year, Grantee Organization abbreviation, and the program (example: **17PQWITANF**). Use this number to help determine if the correct Funding/Grant Period is selected.

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:](#) [redacted]

Reporting Period	Type	Report Status
10/01/2017 - 09/30/2018	Annual	
10/01/2016 - 09/30/2017	Annual	Submitted

Figure 54: Form Selection screen – step 4

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

**Important Instruction:** When submitting an **Annual Report** for a Funding/Grant Period, select the Reporting Period to which the report belongs. When a Plan is already submitted for that Report Period, create a Revision with the Report attached.

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

Step 5: [Report Period:](#) [redacted]

Reporting Period	Type	Report Status
10/01/2017 - 09/30/2018	Annual	
10/01/2016 - 09/30/2017	Annual	Submitted

Figure 55: Form Selection screen – step 5

7. Under Step 6, from the *Select Action* drop-down list select **New/Edit/Revise Report**.

8. Click the **Enter** button.

Step 6:

Select Action: New / Edit / Revise Report

Enter

Figure 56: Form Selection screen - Step 6 and the Enter button

9. The SF-424M “Report” screen appears. Make any necessary changes (including uploading attachments).

OLDC Home   Form Selection   **Report**   Report Form Status

Program Name: Temporary Assistance for Needy Families

Grantee Name: WI Oneida

Report Name: Application SF-424M Revision # 1

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

Report Period: 10/01/2016 - 09/30/2017

Report Status: Initialized

**Report Progress**

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

**Save   View/Add Attachments   Validate   Print**

**APPLICATION FOR FEDERAL ASSISTANCE  
SF - 424 - MANDATORY**

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

<p><b>* 1.a. Type of Submission:</b></p> <p><input type="radio"/> Plan</p> <p><input type="radio"/> Funding Request</p> <p><input checked="" type="radio"/> Other</p>	<p><b>* 1.b. Frequency:</b></p> <p><input checked="" type="radio"/> Annual</p> <p><input type="radio"/> Other</p> <p><b>* Other (Specify)</b></p>	<p><b>* 1.c. Consolidated Application/Plan/Funding Request?</b></p> <p><u>Explanation:</u></p> <p><b>2. Date Received:</b></p>	<p><b>* 1.d. Version:</b></p> <p><input checked="" type="radio"/> Initial</p> <p><input type="radio"/> Resubmission</p> <p><input checked="" type="radio"/> Revision</p> <p><input type="radio"/> Update</p> <p><b>State Use Only:</b></p>
---	---	--	--

Figure 57: Report screen - Revision #1

10. When done, **Save, Validate, Certify, and Submit**.

11. The “Report Form Status” page appears and the original and revised submissions are available to view.

OLDC Home   Form Selection   **Report Form Status**

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

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:
<a href="#">View Revision # 1</a>	Submitted	12/27/2017		HTML Print Form <input type="button" value="Go"/>
<a href="#">View Original</a>	Submitted	12/27/2017		HTML Print Form <input type="button" value="Go"/>

Revision # 1 File Attachments

Attachment Type:	File Name:	Uploaded Date:	Upload Status	Uploaded By
Attach supporting documents as specified in agency instructions.	<a href="#">Annual Report 12-26-2017.docx</a>	12/27/2017	Saved	Anna Walters

Original File Attachments

Attachment Type:	File Name:	Uploaded Date:	Upload Status	Uploaded By
Attach supporting documents as specified in agency instructions.	<a href="#">TANF Plan 12-26-2017.docx</a>	12/27/2017	Saved	Anna Walters

Figure 58: Report Form Status page with Revision #1