

The comments should be attached to the state's Module 2 form within OLDC. We suggest waiting to do the following steps after you have uploaded all of your XMLs. These steps can also be repeated for Module 4.

- 1) After completing the XML uploads, return to the OLDC homepage
- 2) On the left hand side of the homepage, you will click on Report Form Entry (this is the same step you take to complete/submit the State Plan and Module 1)
- 3) From the Form Selection screen, you will complete Steps 1 – 3. Under Report Name, each Module is listed separately, so you will have to submit each Module on its own. Choose the appropriate Module (for the purposes of this question, it would be Module 2)

On-Line Data Collection Administration for Children & Families  
Name: Melania Alcantara Last Login: 04/16/2019 13:24:10 PM Help / FAQ End OLDC

OLDC Home Form Selection

Form Selection

Program Name: Community Services Block Grant

Grantee Name: UT [1 876000545 E2] (1993-2019) UTAH - No. 01

Report Name: Select a Report Name

- Annual Progress (Module - 1)
- CSBG Eligible Entity Master List (CSBG - Master List)
- Expenditures (FFR SF-425)
- Expenditures - Archive (SF-269A)
- Mandatory Grant Application (SF-424 - M)
- Model Plan (CSBG)
- Module 2 (CSBG Module 2)
- Module 3 (CSBG Module 3)
- Module 4 (CSBG Module 4)
- No Property Attachment A (SF-429 A No Property)
- Review (CSBG Model Plan)
- State Plan (CSBG)
- Status Report Attachment A (SF-429 A)
- Status Report Attachment B (SF-429 B)
- Status Report Attachment C (SF-429 C)

- 4) Choose the appropriate Reporting Period under Step 4 (10/01/2017 – 09/30/2018)
- 5) Then initialize the report, by selecting the edit icon (the pencil in a box)
  - a. You'll notice in the screenshot below

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OLDC Home Form Selection

Form Selection









Program Name: Community Services Block Grant

Grantee Name: UT [1 876000545 E2] (1993-2019) UTAH - No. 01

Report Name: Module 2 (CSBG Module 2)

Report Period: 10/01/2017 - 09/30/2018

Show 15 entries Search:

Grantee Name	Report Status	Revisions	Grantee Type	Actions
UTAH	Saved	Original	Grantee	   
Uintah Basin Association of Governments	Submitted	Original	SubGrantee	   

6) From the Report Sections screen, select “View/Add Attachments”.

**Report Sections**

Program Name: Community Services Block Grant  
 Grantee Name: UTAH - No. 01  
 Report Name: Module 2 - CSBG  
 Report Period: 10/01/2017 - 09/30/2018

This table displays the sections of the report form and the status of each. Return to this screen to Validate, Certify, or Submit.

Selections in the dropdown lists may include:

- Create Section - Indicated by an asterisk (\*) copies that section and creates a new blank section.
- Clear Section Data - Deletes all data saved for that section.
- Delete Section - Permanently deletes that section and data.
- Edit Section - Opens the form section in a data-entry version.
- Print Section - Opens a new browser window with the report in a print-friendly version.

[View/Add Attachments](#) [Validate](#) [Print Full Report](#)

Show  entries

Section Name:	Perform Action:	Section Status:
Section A	Select Action: <input type="button" value="Go"/>	Saved
Section B	Select Action: <input type="button" value="Go"/>	Saved
Section C	Select Action: <input type="button" value="Go"/>	Saved

Showing 1 to 3 of 3 entries

[View/Add Attachments](#) [Validate](#) [Print Full Report](#)

7) From the Form Level Attachments screen, select “Choose File” to browse for your document and then click attach file. Once the file has uploaded, click close (it will first show as pending as the system scans for viruses. You do not have to remain on this screen.

**Form Level Attachments**

Local Attachment  No file chosen

This table displays the sections of the report form and the status of each. Return to this screen to Validate, Certify, or Submit.

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[View/Add Attachments](#) [Validate](#) [Print Full Report](#)

Show  entries

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

Showing 0 to 0 of 0 entries

Showing 1 to 3 of 3 entries

Section Name:	Perform Action:	Section Status:
Section A	Select Action: <input type="button" value="Go"/>	Saved
Section B	Select Action: <input type="button" value="Go"/>	Saved
Section C	Select Action: <input type="button" value="Go"/>	Saved

Showing 1 to 3 of 3 entries

[View/Add Attachments](#) [Validate](#) [Print Full Report](#)

- 8) Now back on the Report Sections screen, select "Validate". Once the report is Validated, a button to *Submit* will appear next to the validation button, letting you know that your report is ready for submission.
- 9) You can print the entire report after submission.

**Report Form Status**

Program Name: Community Services Block Grant  
Grantee Name: Kansas Housing Resources - No. 01  
Report Name: Module 2 - CSBG  
Report Period: 10/01/2017 - 09/30/2018

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 Original</a>	Submitted	04/18/2019	<a href="#">Unsubmit Report</a> <a href="#">Review</a>	Print as PDF <input type="button" value="Go"/>

Report Status History Search:

Report Submissions:	Report Action:	Date/Time:	User Name:	Change (if known):
Original	Submitted	04/18/2019 05:44:51 PM	Nikita Frazier	
Original	Saved -- Validated	04/18/2019 05:30:32 PM	Nikita Frazier	
Original	Saved	02/15/2019 08:44:28 AM	CSBG Test2	
Original	Saved	02/15/2019 08:43:51 AM	CSBG Test2	
Original	Saved	02/15/2019 08:40:31 AM	CSBG Test2	
Original	Saved -- Validated	02/14/2019 06:03:18 PM	CSBG Test2	Unsubmitted for edit
Original	Submitted	02/14/2019 04:07:53 PM	CSBG Test2	
Original	Saved -- Validated	02/14/2019 04:05:23 PM	CSBG Test2	
Original	Saved -- Validated	02/14/2019 04:04:49 PM	CSBG Test2	
Original	Saved	02/14/2019 04:04:40 PM	CSBG Test2	

Showing 1 to 10 of 13 entries Previous 1 2 Next