

Initializing the Module

- 1) From OLDC home, you will select **Report Form Entry** from the left-hand side of the screen.
- 2) From the Form Selection screen, select Program Name (Community Services Block Grant); Grantee Name (Your State); Report Name (Module 1, Module 2, Module 3 or Module 4).

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

- 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)

- 3) The Grantee and Subgrantees will appear under the Grantee Status Bar. Click on the Edit icon under Actions (shown as a sheet of paper and pencil).

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	[Edit] [Print] [View]
Utah Basin Association of Governments	Submitted	Original	SubGrantee	[Print] [View]
Bear River Association of Governments	Submitted	Original	SubGrantee	[Print] [View]
Community Action Services	Submitted	Original	SubGrantee	[Print] [View]
Family Connection Center	Submitted	Original	SubGrantee	[Print] [View]
Five County Association of Governments	Submitted	Original	SubGrantee	[Print] [View]
Six County Association of Governments	Submitted	Original	SubGrantee	[Print] [View]
Southeastern Utah Association of Local Governments	Submitted	Original	SubGrantee	[Print] [View]
Ogden-Weber Community Action Partnership Inc.			SubGrantee	[Print] [View]

Submitting the Module

1) Hit Validate on the Report Sections Screen. This will validate all sections.

OLDC Home Form Selection Report Sections Report Form Status

Report Sections

Program Name: Community Services Block Grant
Grantee Name: Kansas Housing Resources - No. 01
Report Name: Module 4 - CSBG(196)
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 Search:

Section Name:	Perform Action:	Section Status:
Section A: Individual and Family National Performance Indicators (NPIs)	Select Action: <input type="text"/> Go	Saved
Section B: Individual and Family Services	Select Action: <input type="text"/> Go	Saved
Section C: All Characteristics Report	Select Action: <input type="text"/> Go	Saved

Showing 1 to 3 of 3 entries Previous Next

2) The submit button will now be visible. Hit Submit and OK on the popup.

Apps For quick access, place your bookmarks here on the bookmarks bar. Import bookmarks now...

On-Line Data Collection Administration for Children, Families and Social Services, Kansas Name: Yibba Prater Last Login: 09/17/2019

oldcstg.grantsolutions.gov says: This will officially submit your report. Do you wish to continue?
[OK](#) [Cancel](#)

OLDC Home Form Selection Report Sections Report Form Status

Report Sections

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 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](#) [Submit](#) [Print Full Report](#)

Show entries Search:

Section Name:	Perform Action:	Section Status:
Section A	Select Action: <input type="text"/> Go	Saved -- Validated
Section B	Select Action: <input type="text"/> Go	Saved -- Validated
Section C	Select Action: <input type="text"/> Go	Saved -- Validated

Showing 1 to 3 of 3 entries Previous Next

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

3) The report status will change to submitted. Hit OK on the popup.

Apps For quick access, place your bookmarks here on the bookmarks bar. Import bookmarks now...

On-Line Data Collection Administration for Children & Families
Miss. Health, Kentucky | Panel 3 (Health, Arrog, Arch, Services)

Name: Nikita Frazier
 Last Login: 04/17/2019

oldcstg.grantsolutions.gov says
 We have received your report. This page shows all reports we have received along with attachments.

OK

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:
View Original	Submitted	04/18/2019	Unsubmit Report Review	HTML Print Form Go

Report Status History

Show 10 entries 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 08:44:26 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