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).

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).
Submitting the Module

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

2) The submit button will now be visible. Hit Submit and OK on the popup.
3) The report status will change to submitted. Hit OK on the popup.