

CSBG SF-424M Online Submission

OFFICE OF COMMUNITY SERVICES (OCS)

DIVISION OF COMMUNITY ASSISTANCE (DCA)

COMMUNITY SERVICES BLOCK GRANT (CSBG)

AUGUST 20, 2019



ADMINISTRATION FOR
CHILDREN & FAMILIES

Today's Focus

- Online Data Collection (OLDC) system Refresher
- Completing and submitting the SF-424M – Live Demo



FFY2020 SF-424M Submissions

- The following states are **required** to submit a SF-424M for FFY2020
 - ✓ If you plan to revise/update your accepted plan, please refer to the August 13 webinar
 - ✓ If your state is not listed below, you are required to submit a complete CSBG State Plan; please refer to the webinar on August 13

Alabama
Arizona
Connecticut
District of Columbia
Indiana


Maryland
Massachusetts
Michigan
Nebraska
New Hampshire

New Jersey
Oregon
South Dakota
Virginia
Washington



OCS Guidance

- Action Transmittal 2019–05:
Application for FFY2020 Funds for States and Territories (based on the availability of CSBG funds)
 - ✓ Released July 30, 2019
- Action Transmittal 2019–03:
Application for FFY2020 Funds for Tribes and Tribal Organizations (based on the availability of CSBG funds)
 - ✓ Released June 13, 2019
- SF-424M due September 1, 2019
- Grant Administrator certifies and submits the SF-424M



ADMINISTRATION FOR
CHILDREN & FAMILIES
Office of Community Services | 330 C Street, S.W., Washington, DC 20201
www.acf.hhs.gov/ocs

Community Services Block Grant
Action Transmittal

AT#: CSBG-AT-2019-05

DATE: July 29, 2019

TO: CSBG States and Territories

SUBJECT: Application for Fiscal Year (FY) 2020 CSBG Funds Based on the Availability of CSBG Funds

ATTACHMENT(S): Attachment A: Submission Groups by State and Attachment B: Pre-Populated Questions

RELATED REFERENCES:
Community Services Block Grant Act, Title VI, Subtitle B, of the Omnibus Budget Reconciliation Act of 1981, Public Law 97-35, as amended; Human Services Amendments of 1994, P.L. 103-252; the FY 1996 CSBG Appropriation Legislation, P.L. 104-134; CFR Title 45, Part 96; Coats Human Services Reauthorization Act of 1998, P. L. 105-285; Department of Health and Human Services Block Grant Regulations and Current Poverty Income Guidelines.

PURPOSE:
To inform states and U.S. territories of the Community Services Block Grant (CSBG) application requirements for Federal Fiscal Year (FFY) 2020. To qualify for FFY 2020 CSBG funding, states and territories must submit their state plan applications to the Office of Community Service (OCS) by September 1, 2019 using the approved online CSBG State Plan format. States and territories shall submit their information electronically through the Administration for Children and Families (ACF) On-Line Data Collection system (OLDC).

BACKGROUND:
According to Section 676(b) of the CSBG Act, states, including territories, must prepare and submit a State Plan for CSBG funding. OCS provides funds to CSBG grantees based on the determination that their State Plan, which also serves as an application, is complete and in accordance with all requirements of the CSBG Act.



FY2019 Annual Report Requirements

- As of this year, submitted separately as the CSBG Annual Report
 - ✓ States: Due March 31, 2020
 - ✓ Tribes: Due December 30, 2019
- States no longer required to send a submission plan to OCS
- Tribes no longer required to submit on September 1
- Additional information forthcoming



New OGM Requirement

- Office of Grants Management will issue the official Notice of Grant Award via email to the “Authorized Official”
- States are required to verify that the Authorized Official contact information is correct no later than September 1, 2019
- OCS will continue to send a copy of the Notice of Grant Award to the CSBG Program Contact



OLDC Refresher



OLDC Overview and Roles

- Official ACF website to submit forms
- Allows forms to be submitted quickly and securely
- OLDC roles are based on Grantee Job Types
 - ✓ Authorized Official (states only) – Reviews and certifies forms
 - Must match the designee within the designation letter
 - OGM will use this information for Award Letters
 - ✓ Grant Administrator – Ability to enter data (complete form), submit, and un-submit reports
 - ✓ Data Entry (Optional) – Only able to enter data (complete form)



OLDC Accounts

- States should have **at least one** individual per job type:
 - ✓ Grant Administrator
 - ✓ Authorized Official
 - ✓ Data Entry Person (Optional)
- Tribes should have **at least one**:
 - ✓ Grant Administrator
 - ✓ Authorized Official (Optional)
 - ✓ Data Entry Person (Optional)
- Individuals must have their own accounts:
 - ✓ Individuals must be from the state lead agency (not state associations, contractors, or eligible entities) or tribe or tribal organization
 - ✓ Individuals should not share their passwords
 - ✓ Individuals must have CSBG assigned to their account



Username and Passwords

- **Current users** should verify that you have an account and the right role
- **New users** must submit an OLDC Access Form
 - ✓ Form is available in AT 2018-02 and AT 2019-03 or request via email
 - ✓ Submit form no later than August 23, 2019 to Niki
- **New Users** will receive two separate emails with their username and password from notifications@grantsolutions.gov
 - ✓ Contact the Monique and Niki if you do not receive the email:
melania.alcantara@acf.hhs.gov
nikita.frazier@acf.hhs.gov



Live Demo



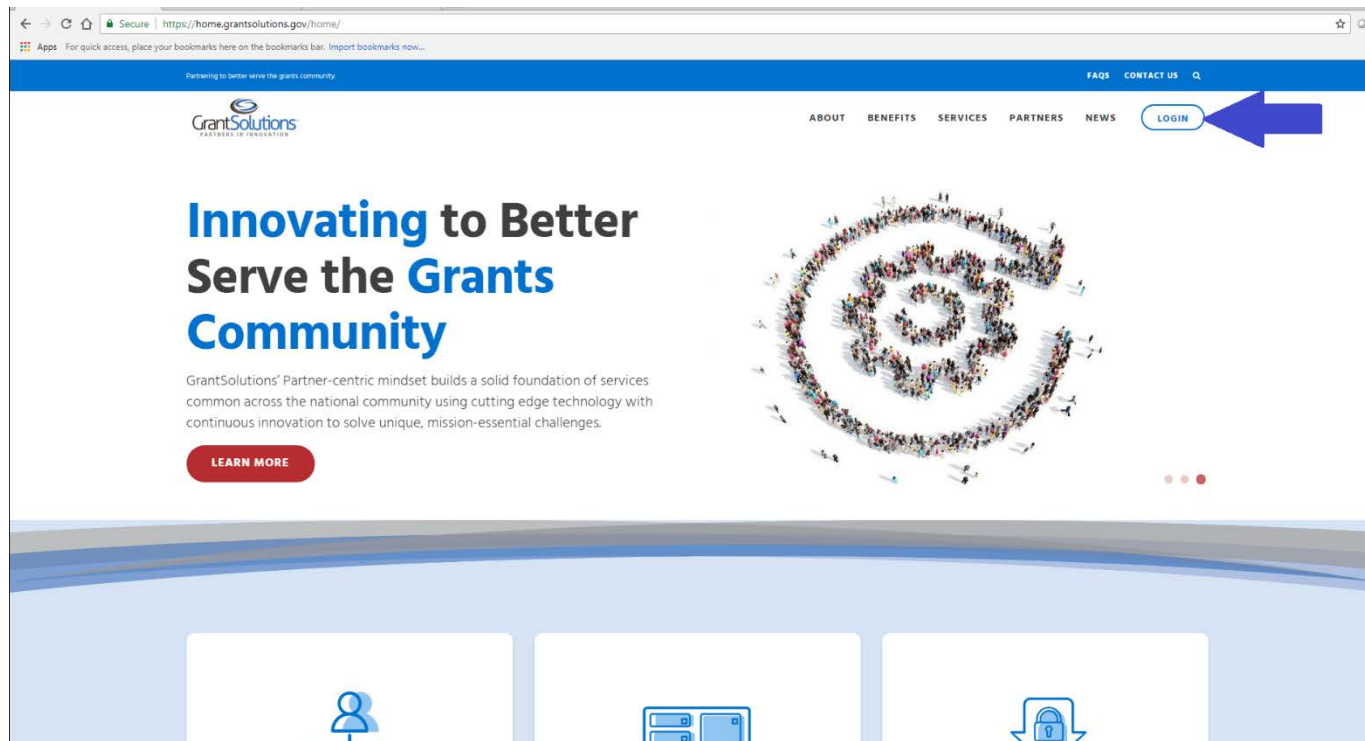
Logging in to OLDC

- All users will access the Online Data Collection (OLDC) system via GrantSolutions.
(<https://home.grantsolutions.gov/home/>)
- Users are encouraged to use Google Chrome as the web browser.
- Grantees with access to OLDC will continue to use their current OLDC login credentials in GrantSolutions.



Log In

- The GrantSolutions homepage displays.
- Click **Login**.



Log In

- From the GrantSolutions Login screen, enter your username and password.
- Click the **Log In** button.

Partnership to better serve the grants community

GrantSolutions
ACROSS THE GOVERNMENT

ABOUT BENEFITS SERVICES PARTNERS NEWS

FAQS CONTACT US

Login

ALERT from SAM.gov: Notarized letter appointing the authorized Entity Administrator for both existing and new entities is needed before your SAM.gov registration will be activated or renewed.

Maintenance Schedule
Next Downtime 03/02/2019
Current Issues
Updated 02/13/2019

Username:
Password:

LOG IN PIV

Having trouble logging in?
Request a New User Account

Unauthorized Access Warning

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
 - You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system. At any time, and for any lawful Government purpose, the Government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.
 - Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.

Tip: Save the GrantSolutions login screen as a Bookmark or Favorite in your browser.



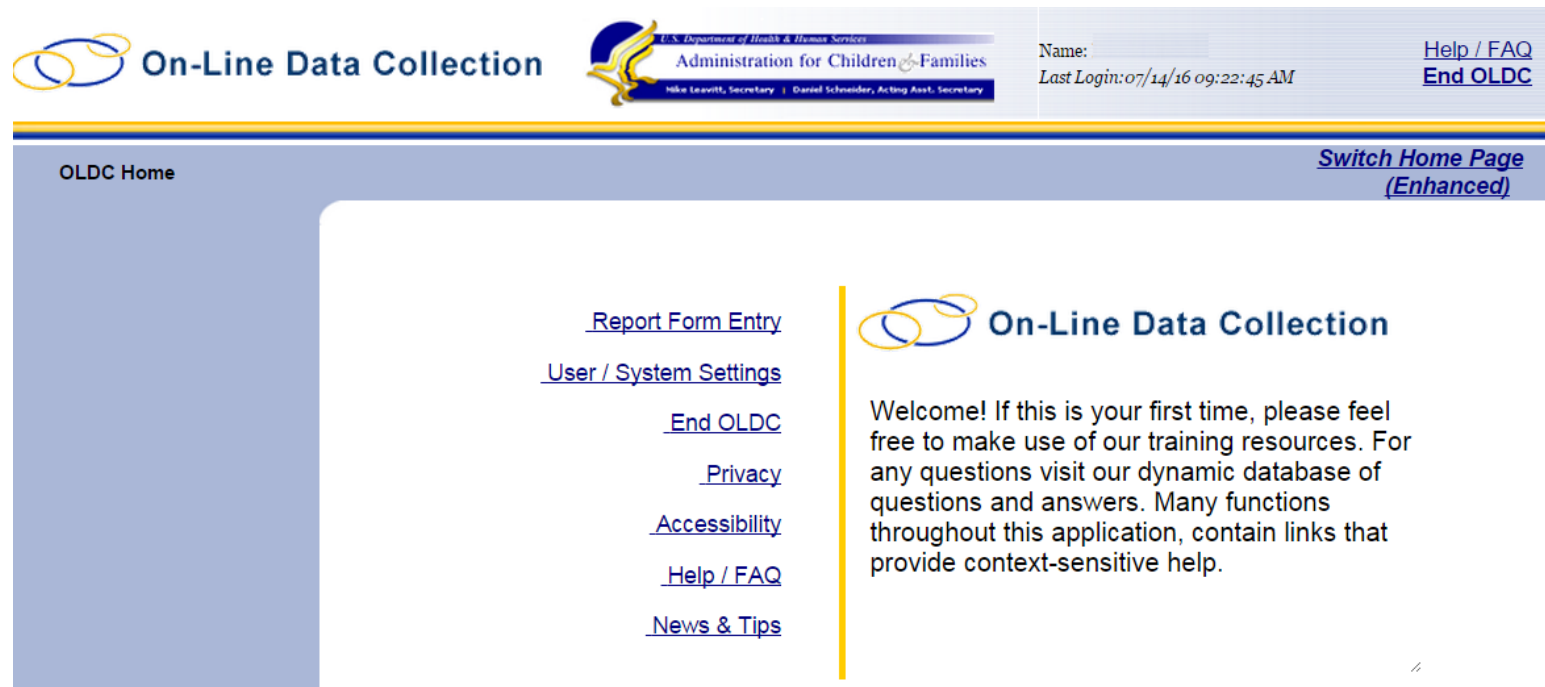
Accessing OLDC

- The “GrantSolutions – Portal” screen appears.
- From the menu bar, select **OLDC**.



Accessing OLDC

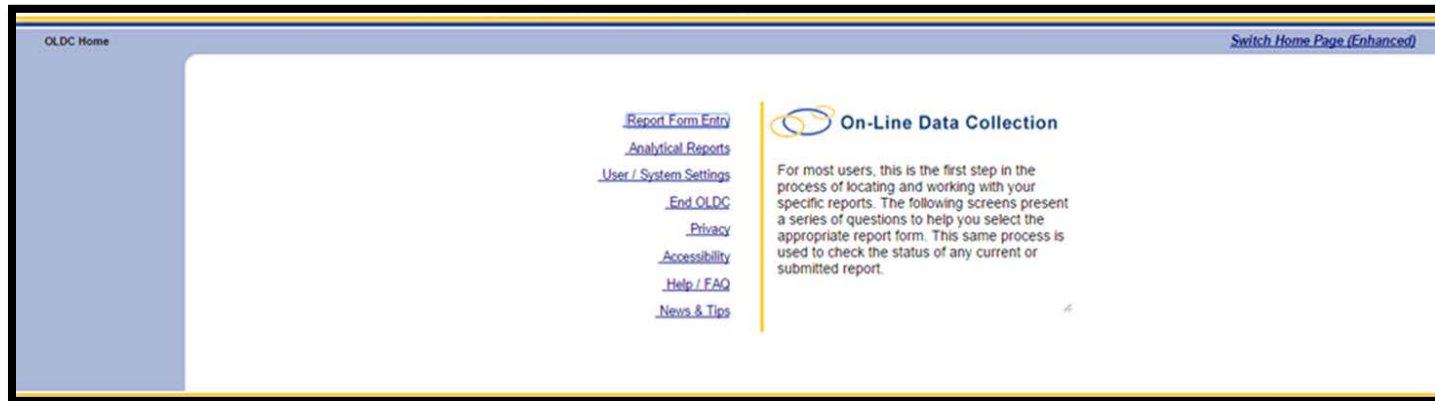
- The “OLDC Home” screen opens in a new window.



The screenshot displays the OLDC Home interface. At the top, the header includes the 'On-Line Data Collection' logo on the left, the U.S. Department of Health & Human Services logo and 'Administration for Children & Families' text in the center, and user information (Name, Last Login) and links (Help / FAQ, End OLDC) on the right. Below the header, the main content area is divided into two sections. The left section, titled 'OLDC Home', contains a vertical list of links: 'Report Form Entry', 'User / System Settings', 'End OLDC', 'Privacy', 'Accessibility', 'Help / FAQ', and 'News & Tips'. The right section features the 'On-Line Data Collection' logo and a welcome message: 'Welcome! If this is your first time, please feel free to make use of our training resources. For any questions visit our dynamic database of questions and answers. Many functions throughout this application, contain links that provide context-sensitive help.'



Regular Vs Enhanced Version



Do you want to keep the enhanced OLDC home page as your default home page?

Yes

No



OLDC Home

OLDC Main Menu

- Report Form Entry
 - ✓ Initiate report
 - ✓ Enter data
 - ✓ Retrieve previous or current reports
- User/System Settings
 - ✓ Customize the way OLDC is used
- News & Tips
 - ✓ OLDC Documentation



OLDC Home: Tabs

- **My Recent Activity:** Displays all reports recently accessed by the user. Possible Actions include:
 - ✓ **View:** View a report in read-only mode
 - ✓ **Edit:** Access the “Report” screen in edit mode
 - ✓ **Report Status:** Navigate to the “Report Form Status” page

The screenshot shows the OLDC Home interface. The top navigation bar includes 'OLDC Home' and a link to 'Switch Home Page (Regular)'. On the left, there is a sidebar with links: 'Report Form Entry', 'User / System Settings', 'End OLDC', 'Privacy', 'Accessibility', 'Help / FAQ', and 'News & Tips'. The main content area has three tabs: 'My Recent Activity' (highlighted with a red box), 'Activity Report', and 'Report Due'. Below the tabs is a table with columns: Program Name, Grantee Name, Grant, Report Name, Reporting Period, Activity Date, Report Status, and Actions. A search box is located above the table. The table contains one row of data.

Program Name	Grantee Name	Grant	Report Name	Reporting Period	Activity Date	Report Status	Actions
Temporary Assistance for Needy Families	MA [06000214 06] MASSACHUSETTS	N/A	Application SF-424M	10/01/2014 - 09/30/2015	06/12/2015 11:06:16 AM	Submitted with Warnings	Actions ▾



OLDC Home: Tabs

- **Activity Report:** Search for reports in progress, submitted, or approved over the past two years. To access historical data, use the *Report Form Entry* link from the main menu. Possible Actions include:
 - ✓ **View:** View a report in read-only mode
 - ✓ **Edit:** Access the “Report” screen in edit mode
 - ✓ **Report Status:** Navigate to the “Report Form Status” page

The screenshot displays the OLDC Home interface. At the top, there is a header with the OLDC logo, the text "On-Line Data Collection", and the "Administration for Children & Families" logo. To the right of the header, it shows the user's name "Name: Ed Easley" and the last login time "Last Login: 06/19/15 08:36:02 AM". There are also links for "Help / FAQ" and "End OLDC".

Below the header, the main content area is titled "OLDC Home". On the left side, there is a sidebar menu with links: "Report Form Entry", "User / System Settings", "End OLDC", "Privacy", "Accessibility", "Help / FAQ", and "News & Tips".

The main content area features a tabbed interface with three tabs: "My Recent Activity", "Activity Report" (which is highlighted with a red box), and "Report Due".

Below the tabs, there are two dropdown menus: "Program: Community Services Block Grant" and "Grantee: MA [1 046002284 L3] MASSACHUSETTS". There is an "Enter" button below these dropdowns.

To the right of the dropdowns, there is a "Page Help" button with a question mark icon.

Below the dropdowns, there is a message: "This report was generated on: 06/19/2015 14:10:11" followed by a "Refresh" button.

At the bottom, there is a table with the following columns: "Grant", "Report Name", "Reporting Period", "Due Date", "Report Status", and "Actions".

Grant	Report Name	Reporting Period	Due Date	Report Status	Actions
N/A	Application SF-424M	10/01/2013 - 09/30/2014	09/30/2015	Saved	Actions



OLDC Home: Tabs

- **Report Due:** Access reports that are currently available for submission. Once a report is submitted, it is removed from this tab but can still be accessed from My Recent Activity, Activity Report, and from the Report Form Entry menu.
 - ✓ **View:** View a report in read-only mode
 - ✓ **Create:** Start a new report by navigating to the “Report” screen in edit mode
 - ✓ **Edit:** Access an existing report in edit mode
 - ✓ **Report Status:** Navigate to the “Report Form Status” page

The screenshot shows the OLDC Home interface. The 'Report Due' tab is selected in the top navigation bar. The main content area displays a table of reports with columns for Grant, Report Name, Reporting Period, Due Date, Report Status, and Actions. The table contains four rows of data. The 'Report Due' tab is highlighted with a red box.

Grant	Report Name	Reporting Period	Due Date	Report Status	Actions
N/A	Application SF-424M	10/01/2014 - 09/30/2015	09/29/2016		Actions
N/A	Model State Plan(CSBG)	10/01/2014 - 09/30/2015	09/29/2016		Actions
N/A	Application SF-424M	10/01/2013 - 09/30/2014	09/30/2015	Saved	Actions
N/A	Model State Plan(CSBG)	10/01/2013 - 09/30/2014	09/30/2015		Actions



SF-424M



Background: The SF-424M

- On October 1, 2013, ACF directed its program offices, including OCS, to require all mandatory grantees to submit applications electronically. ([See 78 FR 60285-60286, October 1, 2013.](#)) OCS requires state and tribal grantees to use the OLDC system to submit data on the Application for Federal Assistance SF-424 Mandatory (SF-424M).
- CSBG grantees must submit an electronic application (SF-424M) annually to receive CSBG funds.



Accessing the SF-424M

- From the enhanced Home page, click the **Report Entry Form** tab on the left.
- From the Form Selection screen, complete each field:
 1. Program Name: Community Services Block Grant
 2. Grantee Name: Your Tribe
 3. Report Name: Mandatory Grant Application (SF-424-M)
 4. Click on the + sign (Create) under Actions to the right of the correct Reporting Period: (October 1 – September 30)






Form Selection

Program Name: Community Services Block Grant

Grantee Name: AL [1 630836859 A1] (2016-2019) MACHIS LOWER CREEK - No. 01

Report Name: Mandatory Grant Application (SF-424 - M)

Show 15 entries Search:

Reporting Period	Type	Report Status	Actions
10/01/2019 - 09/30/2020	Annual		+ 
10/01/2018 - 09/30/2019	Annual		+
10/01/2017 - 09/30/2018	Annual	Submitted (Revision #3)	   
10/01/2016 - 09/30/2017	Annual		+
10/01/2015 - 09/30/2016	Annual		+



Completing the SF-424M Items 1.a.-1.d.

- Complete all sections that have an asterisk “*”
- Since you are submitting for the second year of a two-year plan, select “Plan”, “Other” and “Update”. Enter “Year 2 of 2-year plan” in the text box.

Program Name: Community Services Block Grant
Grantee Name: MACHIS LOWER CREEK - No. 01
Report Name: Application SF 424M
Report Period: 10/01/2019 - 09/30/2020
Report Status: Initialized



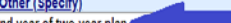

Report Progress

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



Completing the SF-424M Items 7-13

- Complete Items 7, 8, 9, and 13.
- You may enter state abbreviation for Item #13 if you do not have a congressional district.

7. APPLICANT INFORMATION

* a. Legal Name: MACHIS LOWER CREEK

* b. Employer/Taxpayer Identification Number (EIN/TIN): 1630836859A1

* c. Organizational DUNS: 136798639

* d. Address:

* Street 1: 64 PRIVATE ROAD 1312

* City: ELBA

* State: AL

* Country: Select

* 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: Nikita Middle Name: Last Name: Frazier

Suffix: Title:

Organizational Affiliation:

* Telephone Number: Fax Number:

* Email: nikita.frazier@acf.hhs.gov.stg

* 8a. TYPE OF APPLICANT: Select

b. Additional Description:

* 9. Name of Federal Agency: Administration for Children and Families, Office of Community Services

Catalog of Federal Domestic Assistance Number: CFDA Title:

10. CFDA Numbers and Titles 1

Add CFDA Numbers and Titles: 1 Add Delete Marked Rows

11. Descriptive Title of Applicant's Project

12. Areas Affected by Funding:

13. CONGRESSIONAL DISTRICTS OF:

* a. Applicant

b. Program/Project:

Attach an additional list of Program/Project Congressional Districts if needed.



Completing the SF-424M Items 14-18

- Item # 16 does not allow a response.
- Select Yes or No under Item #17; if yes, provide an explanation in the text box.
- Click “I agree” under Item #18 (Note: 18a-e fields are auto-filled once the report is certified).

Attach an additional list of Program/Project Congressional Districts if needed.			
14. FUNDING PERIOD:		15. ESTIMATED FUNDING:	
a. Start Date:	b. End Date:	a. Federal (\$):	b. Match (\$):
10/01/2019	09/30/2020	\$0	\$0
* 16. IS SUBMISSION SUBJECT TO REVIEW BY STATE UNDER EXECUTIVE ORDER 12372 PROCESS?			
a. This submission was made available to the State under the Executive Order 12372			
Process for Review on :			
b. Program is subject to E.O. 12372 but has not been selected by State for review.			
c. Program is not covered by E.O. 12372.			
* 17. Is The Applicant Delinquent On Any Federal Debt?			
<input type="radio"/> YES <input type="radio"/> NO			
Explanation:			
18. By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)			
**I Agree <input type="checkbox"/>			
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.			
18a. Typed or Printed Name and Title of Authorized Certifying Official		18c. Telephone (area code, number and extension)	
		18d. Email Address	
18b. Signature of Authorized Certifying Official		18e. Date Report Submitted (Month, Day, Year)	



Report Entry: Attachments

- No attachments are needed for the September 1 submission
- Tribes will be given instructions on how to submit their FY 2019 annual report at a later date.



Reports: Validate

- From the Report Progress screen, click the **Validate** button.



Reports: Validate

- **Saved -- Validated:** There are no errors and the form is ready to be certified.
- **Validated -- with Warnings:** The report form is saved and validated and there are some errors on the saved form. However, these errors are allowable and the report may still be submitted.
- **Saved with Errors:** An error message appears at the top of the form. Reports with errors cannot be certified and have the status “Saved with Errors”. Errors must be corrected.



Reports: Validate

- Reports with warnings or errors display a message with a short description of the issue just below the Action buttons.
 - ✓ Click the **Go to Error** link to jump to the field on the screen in question.
 - ✓ Click the **Long Description** link for more detailed information about the issue.

The screenshot displays a report validation interface. At the top right, a box contains the following information:

- Program Name:** Community Services Block Grant
- Grantee Name:** MACHIS LOWER CREEK - No. 01
- Report Name:** Application SF-424M
- Report Period:** 10/01/2019 - 09/30/2020
- Report Status:** Saved -- with Errors

Below this, a progress bar shows the status of the report:

- Initialized** (checked)
- Edit Saved** (checked)
- Report Progress** (Validated)

At the bottom, there are four buttons: **Save**, **View/Add Attachments**, **Validate**, and **Print**.

Below the buttons, a list of errors is displayed:

- Error #1:** [7390] 7d. Enter Applicant Country. This field is required.
[\[Goto Error\]](#) [\[Long Description\]](#)
- Error #2:** [7394] 7f. Enter Contact Person Phone Number.
[\[Goto Error\]](#) [\[Long Description\]](#)
- Error #3:** [7522] 8a. Please select type of applicant.
[\[Goto Error\]](#) [\[Long Description\]](#)
- Error #4:** [7526] 13a. Enter the applicant's congressional district.
[\[Goto Error\]](#) [\[Long Description\]](#)
- Error #5:** [7529] 17. Please select appropriate box.
[\[Goto Error\]](#) [\[Long Description\]](#)
- Error #6:** [11459] Check I Agree.
[\[Goto Error\]](#) [\[Long Description\]](#)



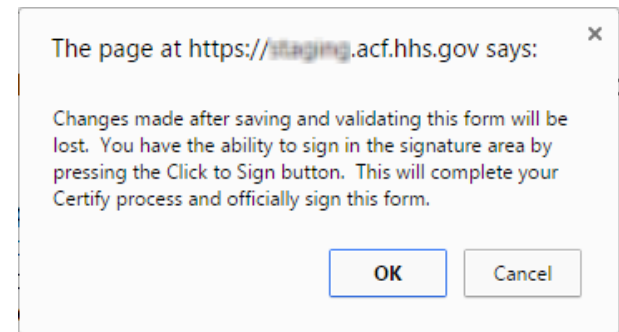
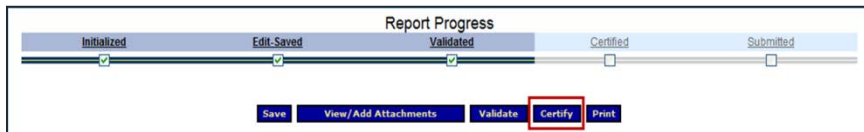
Reports: Validate

- Resolve the error on the screen and then re-validate the Report Form.



Reports: Certify

- After a report form has been successfully saved and validated, a person with the appropriate role can Certify the report form with a digital signature.
 - ✓ When clicking the Certify button, the following message appears: “Changes made after saving this form will be lost. 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.”
 - ✓ Click **OK**.



Reports: Certify

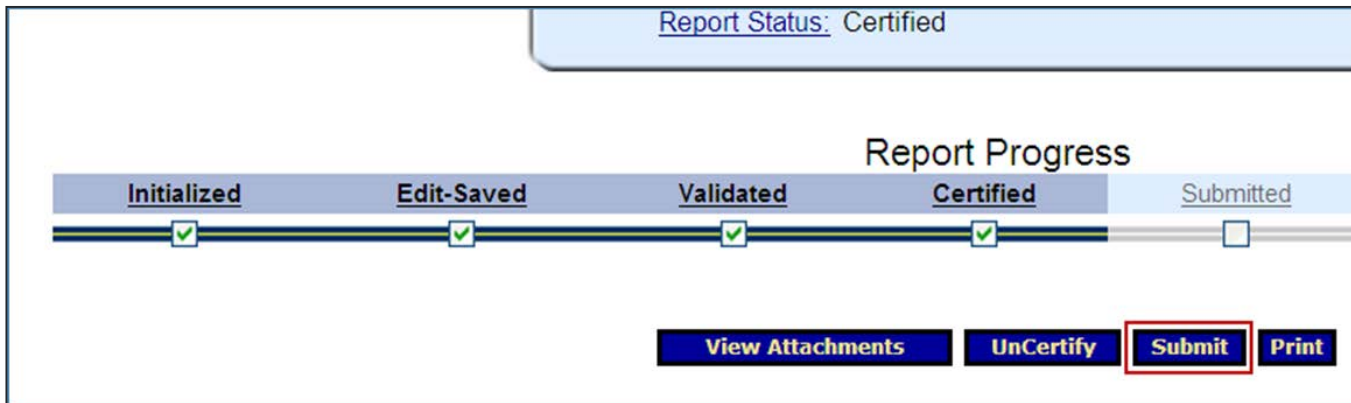
- The screen jumps to the Certification section. Click the **Click to Sign** button.

<u>specific instructions.</u>	
<u>18a. Typed or Printed Name and Title of Authorized Certifying Official</u>	<u>18c. Telephone (area co</u>
	<u>18d. Email Address</u>
<u>18b. Signature of Authorized Certifying Official</u>	<u>18e. Date Report Submit</u>
Click to Sign	
Attach supporting documents as specified in agency instructions. 📁	
<div>Save View/Add Attachments Validate Certify Print</div>	



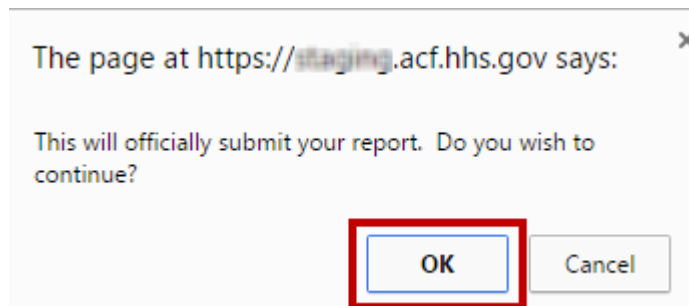
Reports: Submit

- When the form is electronically signed, it displays a Certified status.
- An **UnCertify** button is available in case there is a need to return to the report for editing.
- The report form is now ready to be submitted. Only a person with the role “Submit” has the Submit button. Click **Submit** to officially send the report to ACF.



Reports: Submit

- The “This will officially submit your report to ACF. Do you wish to continue” message displays. Click **OK**.
- After submitting a report form, the “Report Form Status” screen appears.
 - ✓ The message “We have received your report. This page shows all reports we have received along with attachments” displays. Click **OK**.



Program Name: Community Services Block Grant
Grantee Name: ALABAMA
Report Name: Application SF-424M
Funding/Grant Period: 10/01/2010 - 09/30/2012 CSBG (FHEALC000000)
Report Period: 10/01/2011 - 09/30/2012 (Liquidation Period)

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	07/24/2014	Unsubmit Report	Print as PDF Go

Original File Attachments		
Attachment Type:	File Name:	Date Received:
Form Attachment	COMMITMENT.TXT	07/24/2014
	MAR2014.PDF	07/24/2014

Report Status History				
Report Submissions:	Report Action:	Date/Time:	User Name:	Change (if known):
Original	Submitted with Warnings	07/24/2014 10:44:02 AM	Anna-Lisa Walters	
	Certified with			Signed as Authorized



Reports: Status Page

- The “Report Form Status” page shows the status of the report:
 - ✓ **Report Form Status Section:** Contains button to View Original report or any Revisions, the Report Status, Status Date, Report Action, and Print option.

Report Form Status				
<u>Report Submissions:</u>	<u>Report Status:</u>	<u>Status Date:</u>	<u>Report Action:</u>	<u>Print:</u>
View Original	Submitted	05/31/2013	Unsubmit Report	HTML Print Form <input type="button" value="Go"/>



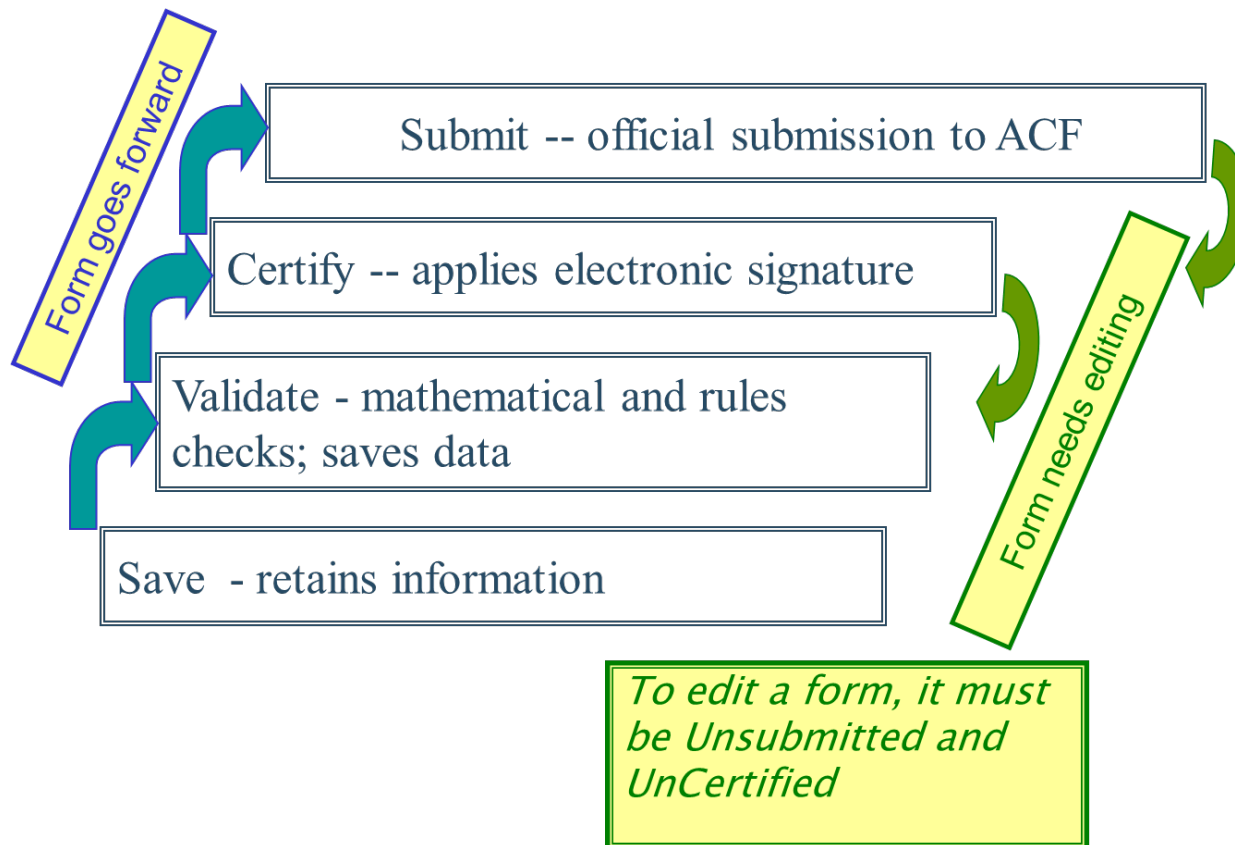
Reports: Status Page

- **Report Status History Section:** History of all the actions taken on the report form, including Report Action, Date and Time, User Name, and Change.

Report Status History				
<u>Report Submissions:</u>	<u>Report Action:</u>	<u>Date/Time:</u>	<u>User Name:</u>	<u>Change (if known):</u>
Original	Submitted	05/31/2013 04:23:38 PM	Oldc Test5	
Original	Certified	05/31/2013 04:17:51 PM	Oldc Test5	Signed as Authorized Official
Original	Saved -- Validated	05/31/2013 04:15:01 PM	Oldc Test5	
Original	Saved -- with Errors	05/31/2013 04:11:18 PM	Oldc Test5	
Original	Saved	05/31/2013 04:09:30 PM	Oldc Test5	
Original	Saved -- with Errors	05/31/2013 04:09:28 PM	Oldc Test5	
Original	Saved	05/31/2013 04:09:18 PM	Oldc Test5	
Original	Saved -- Validated	05/31/2013 04:09:15 PM	Oldc Test5	
Original	Saved -- with Errors	05/31/2013 04:03:28 PM	Oldc Test5	
Original	Saved -- Validated	05/31/2013 04:02:54 PM	Oldc Test5	

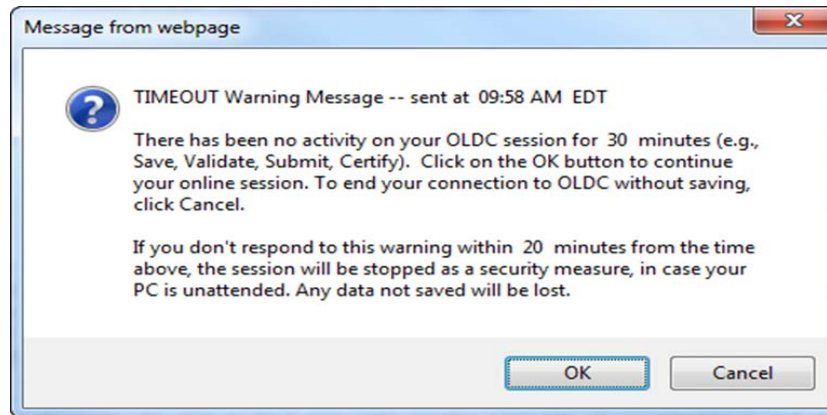


Reports: Submitting



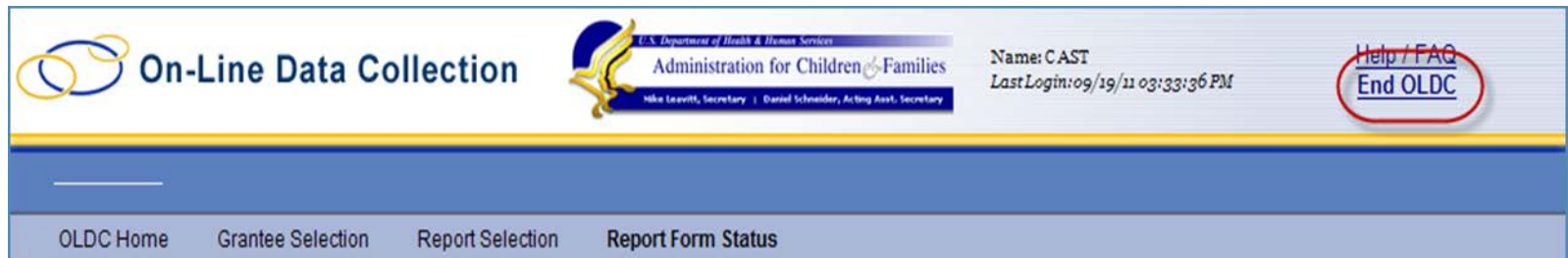
Report Form

- It is important to save often. After 30 minutes of inactivity from your computer to the OLDC server, a warning message appears stating that you will be logged out in 20 minutes.
 - ✓ Click **OK** to continue working, otherwise any information not saved is lost.
 - ✓ Activity includes **Saving, Printing, Validating, Certifying, Submitting**, etc.



Reports: End OLDC

- After each use, **End OLDC**.
 - ✓ A report form is locked or unavailable for 30 minutes when someone working on a form exits OLDC without clicking End OLDC.
 - ✓ When the person who locked the form logs back into OLDC and re-opens the form, it is then unlocked.



Questions

