GrantSolutions
PARTNERS IN INNOVATION

Complete and Submit the No Property SF-429
Attachment A (ACF/OHS Grantees Only)

June, 2017

Table of Contents

Introduction

The SF-429 Attachment A (General Reporting) is an annual report that is submitted once during the budget period at the time the Final SF-425 is submitted. Grantees use the Internet to enter, validate, certify, submit, and retrieve information pertinent to the SF-429A. Once the report is approved by the Grantor, revisions may be submitted.

ACF Office of Head Start (OHS) Grantees are required to submit the SF-429 Attachment A annually. If the Grantee does not have any property, they should submit the form **No Property Attachment A (SF-429 A)**.

WORKFLOW

Grantees need to perform specific steps to submit the SF-429A. Those steps are listed below:

1. Login to the GrantSolutions Grants Management Module (GMM), access Online Data Collection, and navigate to the No Property Attachment A (SF-429A).

2. Enter and edit data, and save sections.

3. Validate the form to check against rules.

4. Certify the form to electronically sign.

5. Electronically submit the No Property Attachment A (SF-429A).
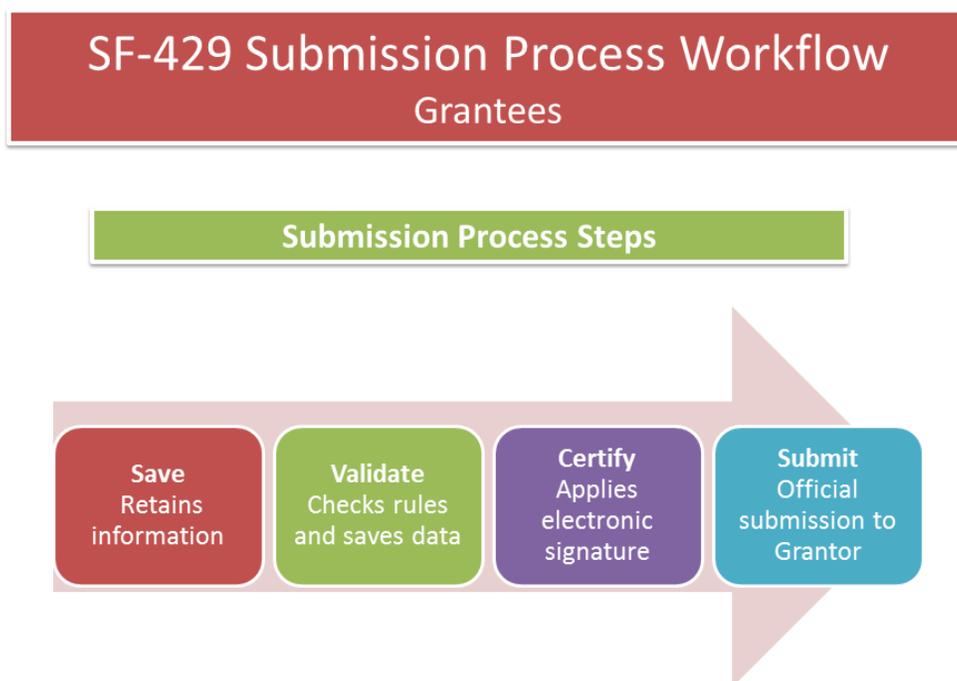
Login

GRANTEES WITH ACCESS TO THE GRANTSOLUTIONS GMM

Grantees can access the No Property Attachment A (SF-429A) form from the GrantSolutions GMM. To log in:

1. From an Internet browser (such as Internet Explorer, Mozilla Firefox, or Google Chrome), go to www.grantsolutions.gov.
2. The "Grants Center of Excellence" Home page appears. Click the button **Login to GrantSolutions**.

Figure 1: The Grants Center of Excellence Home page

3. The "GrantSolutions" login screen displays. Enter your **username** in the Username field and your **password** in the Password field. Click the **Login** button.
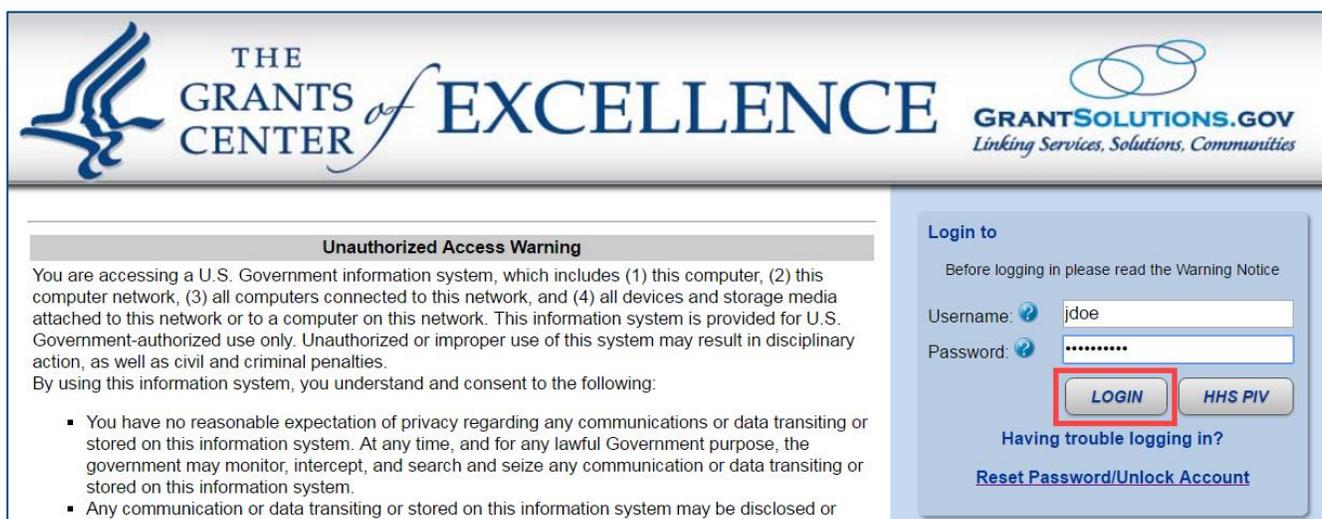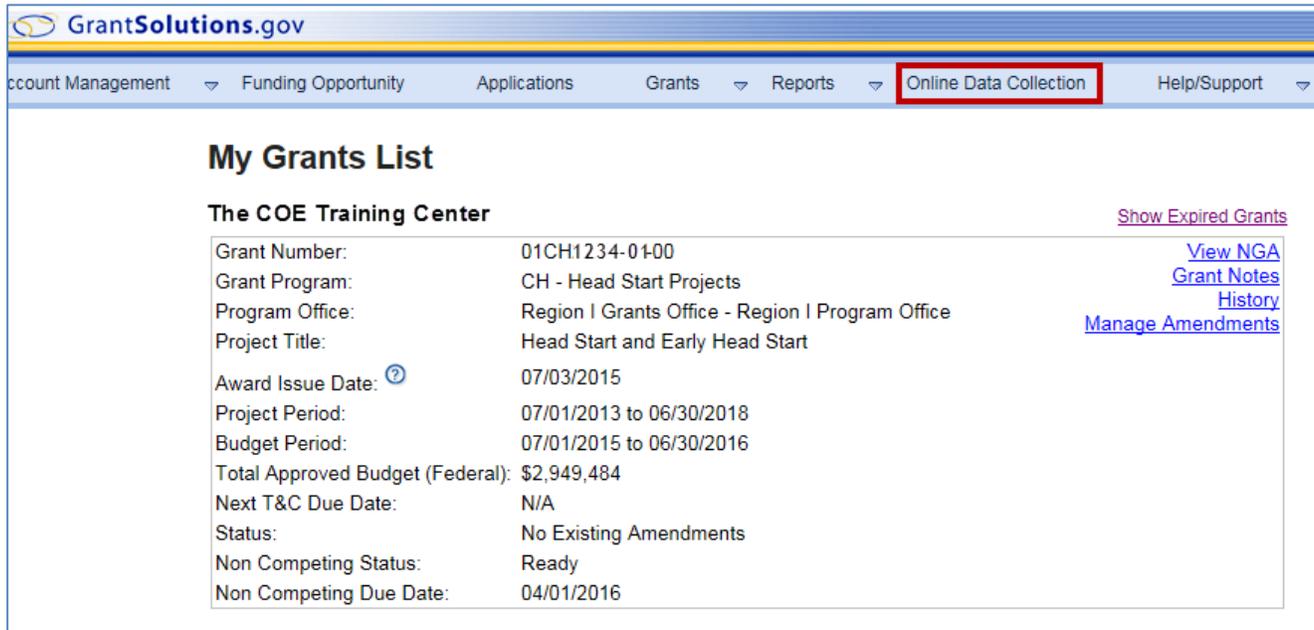

Figure 2: GrantSolutions login screen - Username field, Password field, and Login button

4. The "My Grants List" screen appears. From the menu bar, select **Online Data Collection**.

Figure 3: My Grants List - Online Data Collection menu option
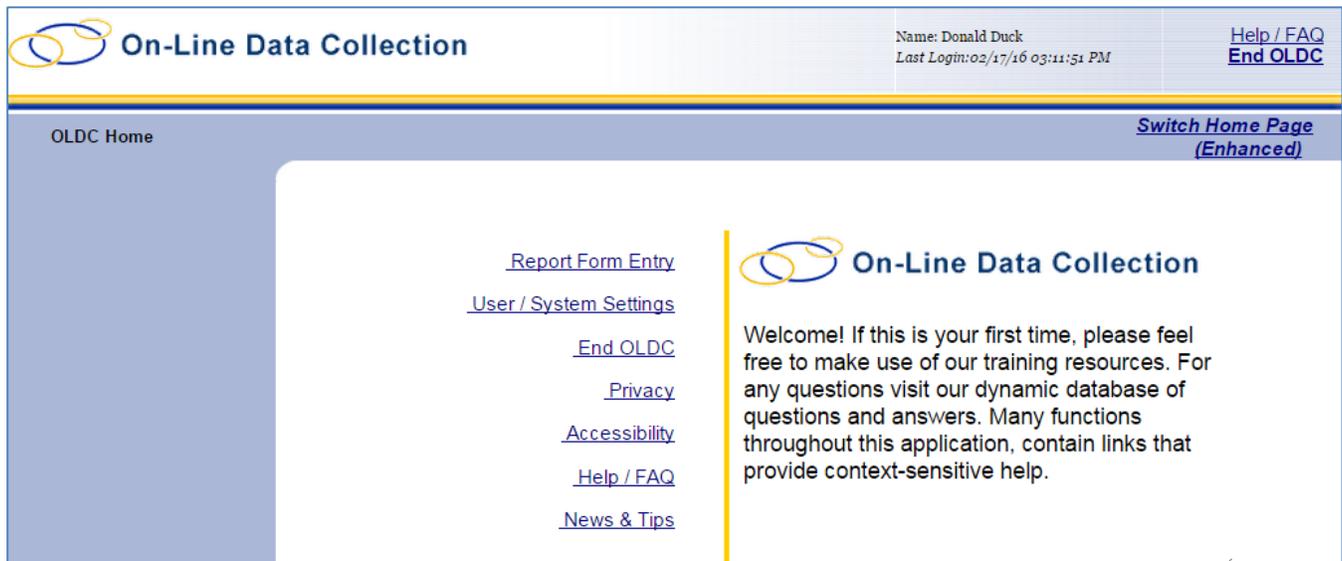
5. The Online Data Collection "Home" page appears.

Figure 4: OLDC Home screen

LOGIN FOR GRANTEES THAT DO NOT USE THE GRANTSOLUTIONS GMM

Important! Grantess that <u>do not</u> use the GrantSolutions GMM access the SF-429A from the GrantSolutions "Portal" screen. To log in and access the No Property Attachment A (SF-429A):

1. From an Internet browser (such as Internet Explorer, Mozilla Firefox, or Google Chrome), go to www.grantsolutions.gov.
2. The "Grants Center of Excellence" Home page appears. Click the button **Login to GrantSolutions**.

Figure 5: The Grants Center of Excellence Home page

3. The "GrantSolutions" login screen displays. Enter your **username** in the Username field and your **password** in the Password field. Click the **Login** button.
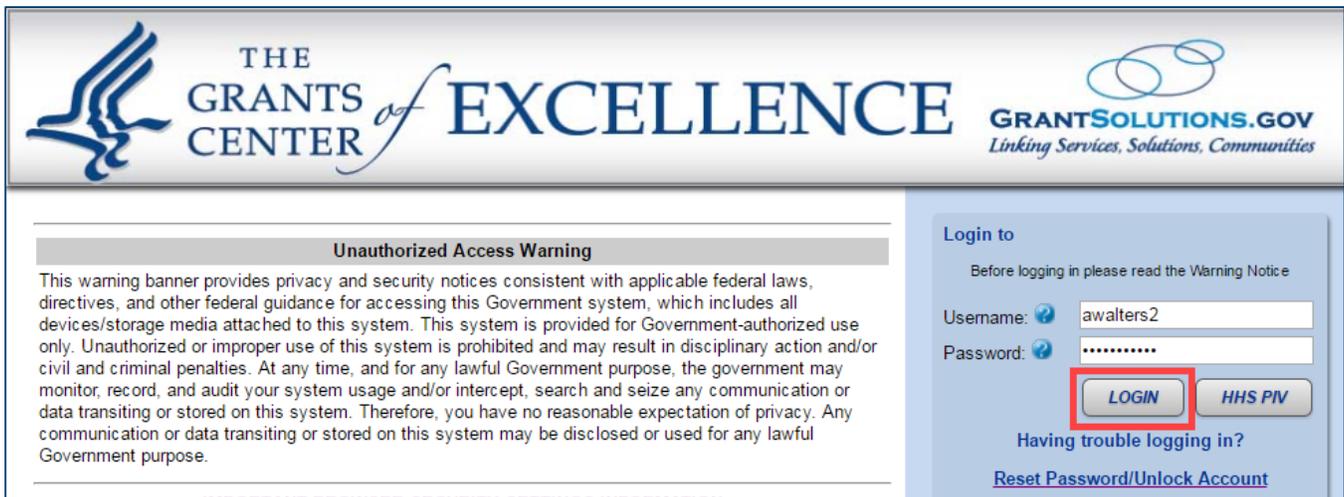

Figure 6: GrantSolutions login screen - Username field, Password field, and Login button

4. The GrantSolutions "Portal" screen appears. From the menu bar, click **OLDC** to open the Online Data Collection "Home" page in a new window.
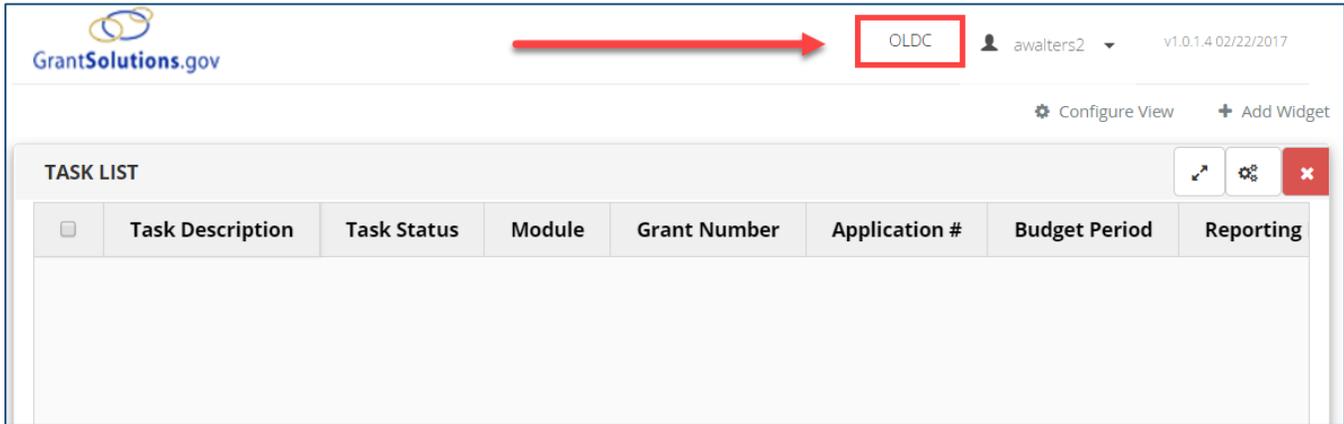
6. The Online Data Collection "Home" page appears.
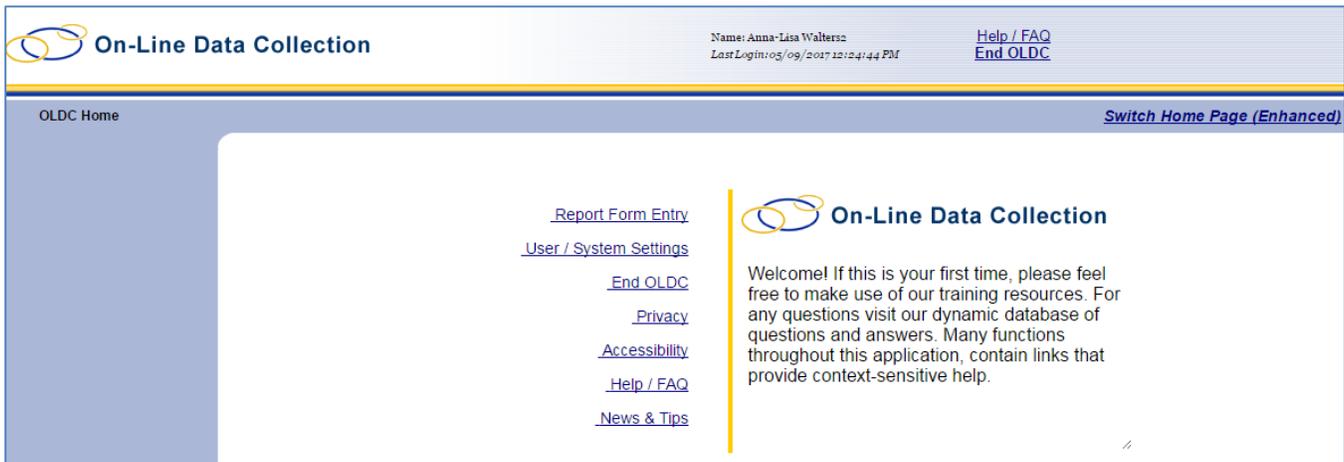
Figure 8: Online Data Collection "Home" page

Navigation

The Online Data Collection menu list is available from the "Home" screen. From the menu, users can access their forms.

Figure 9: Home screen

Navigation links appear and disappear towards the top of the screen as different pages are accessed. Click any of the Navigation links (breadcrumbs) to return to previously visited screens. For security purposes, do not use the back button.

Figure 10: Navigation links

ENHANCED HOME PAGE

An enhanced "Home" page option is available to Grantees. This screen improves navigation and ease of use while retaining access to the menu li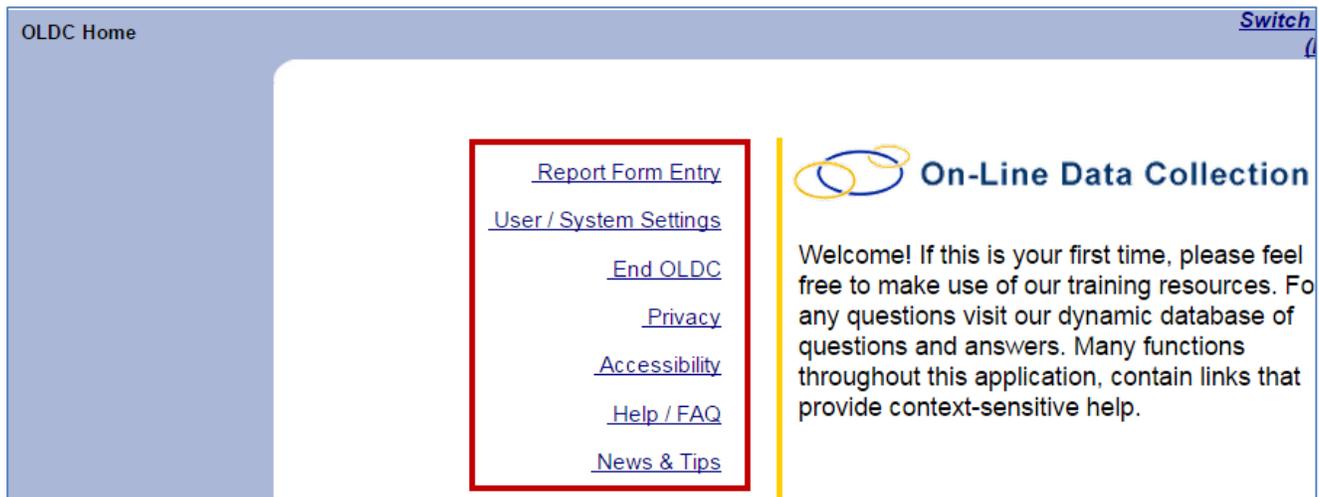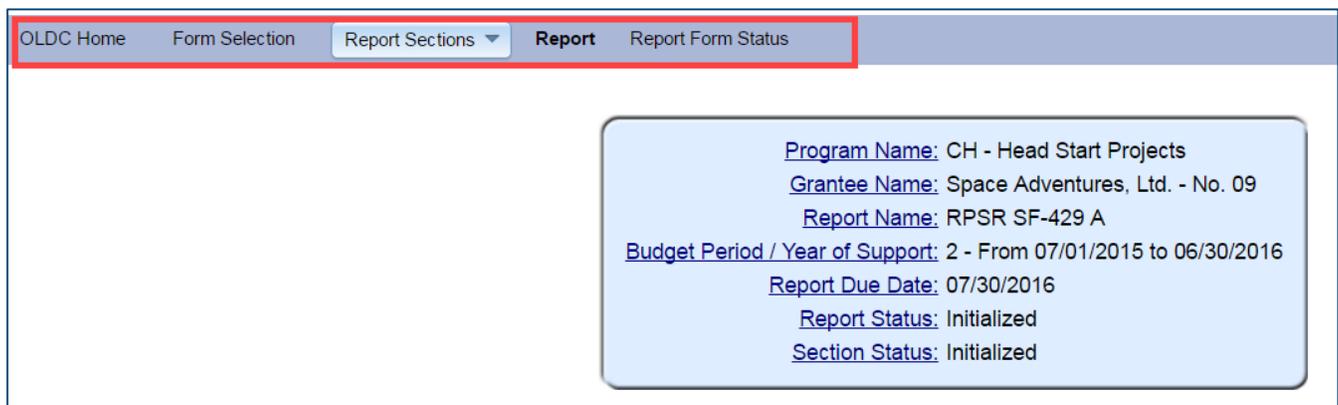st. When Grantees access the enhanced Home page, three tabs are available: **My Recent Activity**, **Activity Report**, and **Report Due**.

To activate the enhanced "Home" page view:

1. From the right side of the "Home" screen, click the link **Switch Home Page (Enhanced)**.
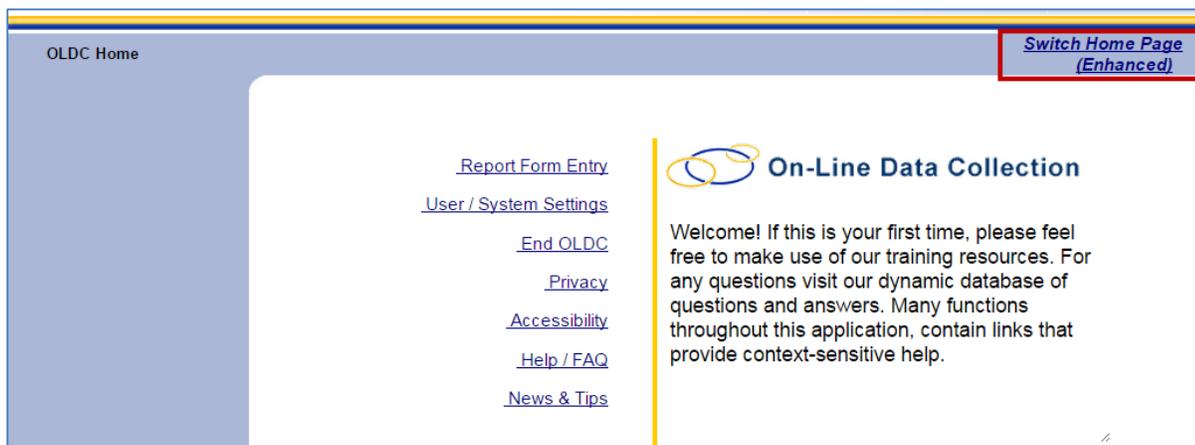
Figure 11: OLDC Home - Switch Home Page (Enhanced) link

2. A message appears asking "Do you want to keep the enhanced OLDC home page as your default home page?"

    - Click **Yes** to set the enhanced page as the new default each time Online Data Collection is accessed.

    - Click **No** to enable the enhanced home page now. However, the next time Online Data Collection is accessed, the regular Home screen appears.

Figure 12: Confirmation Pop-up Message

3. The new "Home" screen appears. To return to the regular "Home" screen view, click the link **Switch Home Page (Regular)**.
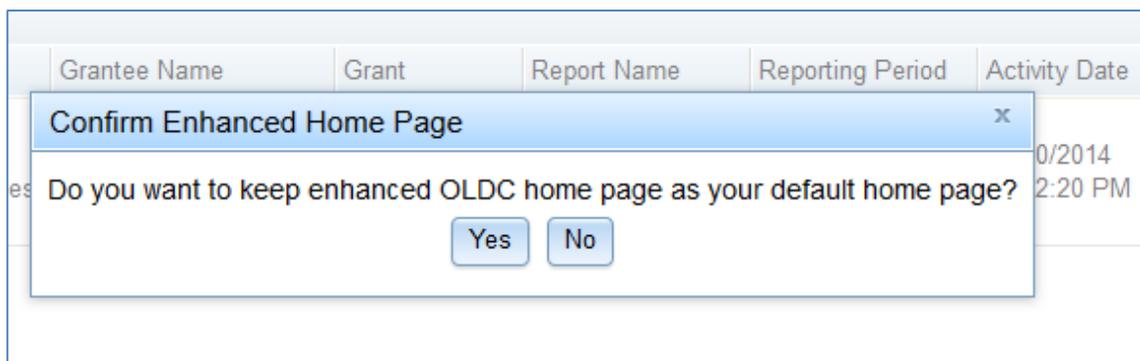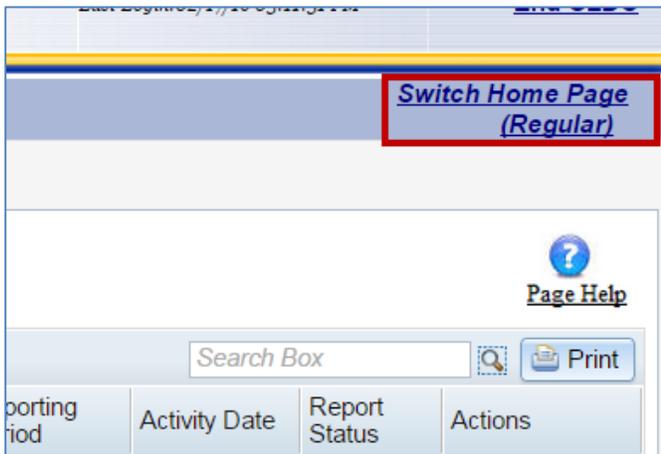

Figure 13: Enhanced OLDC Home screen - Switch Home Page (Regular) link

My Recent Activity Tab

The "My Recent Activity" tab contains all reports and forms recently accessed by the user. To perform an action, click the **Actions** drop-down list and select one of the following options:

- **View**: Open a view-only version of the form

- **Edit**: Access the SF-429 for editing

- **Report Status**: Navigate to the "Report Form Status" page

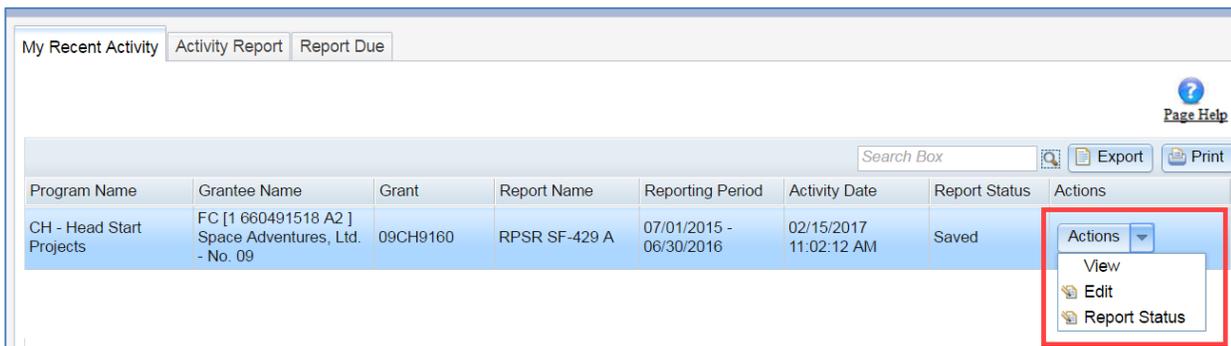Available actions depend on the user's permissions and the status of the form.

Figure 14: My Recent Activity Tab

Activity Report Tab

Use the "Activity Report" tab to 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 menu list. To search for reports (if not already pre-selected):

1. Select a **Program** from the *Program* drop-down list. If the user is only assigned to one program, it appears by default.

2. Select a **Grantee** from the *Grantee* drop-down list. If the user is only assigned to one grantee organization, it appears by default.
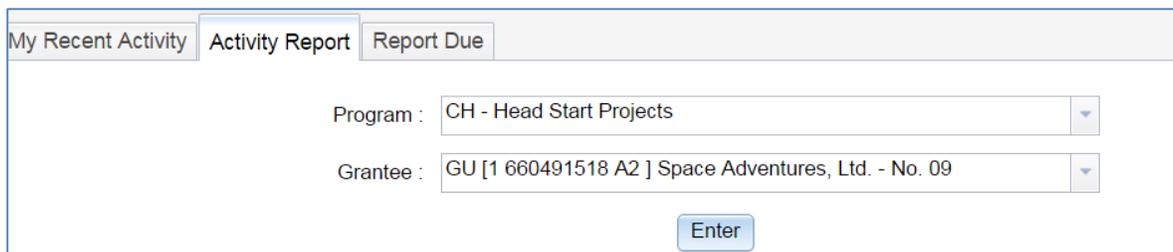
3. Click the **Enter** button.

Figure 15: Activity Report Search

4. The Results Table appears. Click the Actions drop-down list and select one of the following options:

- **View**: Open a read-only version of the report.
- **Edit**: Access the SF-429 for editing.
- **Report Status**: Navigate to the "Report Form Status" page.
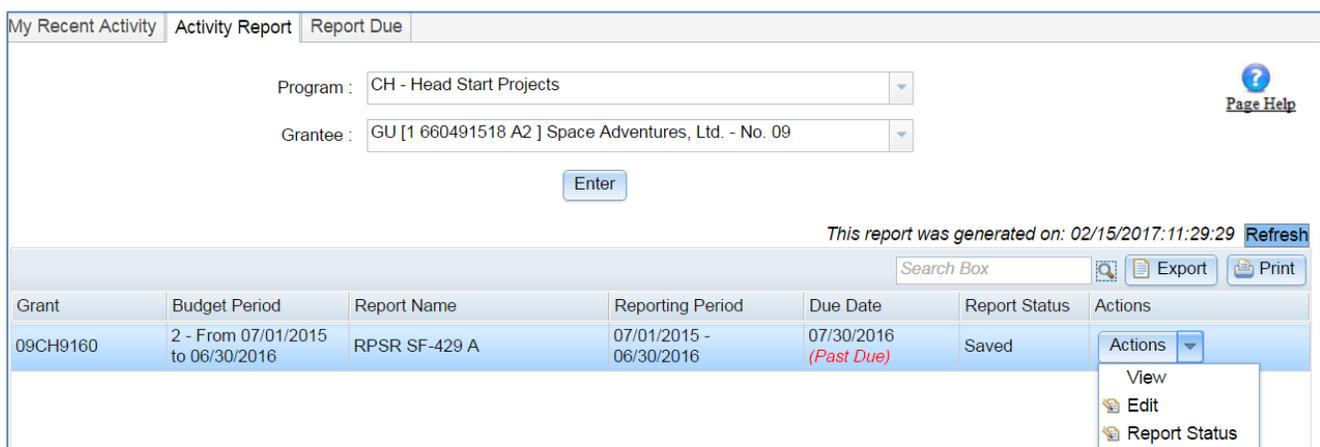
Figure 16: Activity Report Tab

Report Due Tab

Use the "Report Due" tab to 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 the *My Recent Activity* and *Activity Report* tabs, or from the *Report Form Entry* menu.

Reports are available from this tab going back two years from the current date. To access reports that were due over two years ago, use the *Report Form Entry* link from the menu list.

To search for reports or forms:

1. Select a **Program** from the *Program* drop-down list. If the user is only assigned to one program, it appears by default.

2. Select a **Grantee** from the *Grantee* drop-down list. If the user is only assigned to one grantee organization, it appears by default.
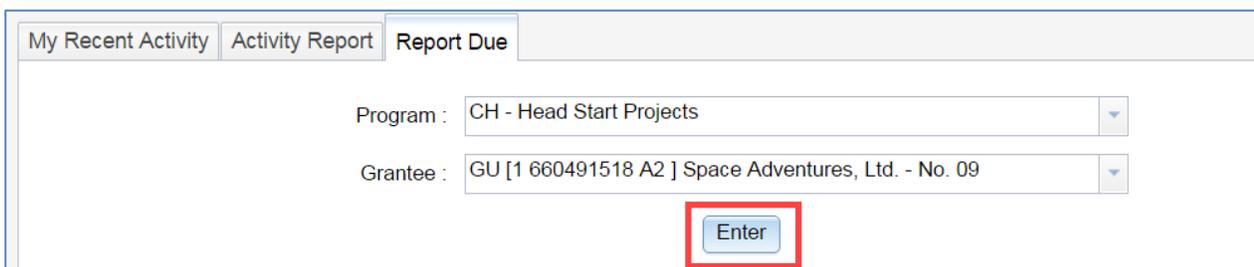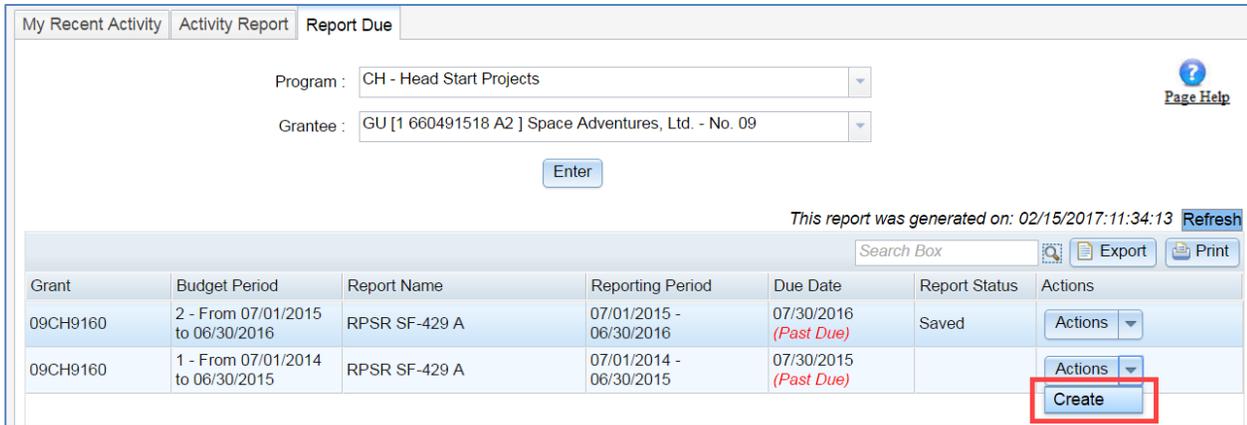
3. Click the **Enter** button.

Figure 17: Report Due Search criteria

4. The Results Table appears. Click the **Actions** drop-down list and select one of the following options:

- **View**: Open a read-only version of the report.
- **Create**: Start a new report and navigate to the "Report Sections" screen for editing.
- **Edit**: Access the SF-429 for editing.
- **Report Status**: Navigate to the "Report Form Status" page.

Figure 18: Report Due Results Table

ACCESS THE NO PROPERTY ATTACHMENT A (SF-429A) FROM THE REPORT FORM ENTRY MENU

To access the SF-429A from the *Report Form Entry* menu:

1. From the "Home" page, select **Report Form Entry**.

Figure 19: Home page - Report Form Entry link

2. The "Form Selection" screen appears. Under Step 1, use the drop-down menu 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 **No Property Attachment A (SF-429 A No Property)**.

Figure 20: Form Selection screen

5. The screen refreshes and steps 4 – 7 appear. Under Step 4, use the drop-down list to select the **Grant number**.

6. Under Step 5, use the drop-down list to select the **Budget Period/Year of Support**.

7. Under Step 6, selected the desired Period Covered By This Report **radio button**.

Figure 21: Form Selection screen - Steps 4-6

8. Under Step 7, use the drop-down button to select the action **New/Edit/Revise Report**.

9. Click the **Enter** button.

Information! Other selections from the Action drop-down list are:

- **New/Edit/Revise**: Initialize (start) a new report, edit an existing report, or create a revision for a completed report that is already approved by the Grantor.
- **View/Print/Status/Approve Report**: Navigate to the "Report Form Status" page where the report can be viewed, printed, and the report history is visible.
- **Print Latest Version (HTML)**: Open a printable version of the report in the browser window. Use the browser print option.
- **View Latest Report**: View a read-only version of the latest report.

10. The "Report Sections" screen appears.

Figure 24: Report Sections screen

Complete the SF-429A

REPORT SECTIONS SCREEN

The Cover Page and Attachment A sections are listed on the "Report Sections" screen. Each section is edited and validated separately. Each section row also contains its own status in the *Status* column. Report and section statuses may be different until after the entire report is validated.

The "Report Sections" screen contains action buttons. The available buttons depend on a user's permissions and the status of the SF-429A.

Users with data entry capabilities can *View/Add Attachments*, *Validate* the report to ensure all report requirements are met, and *Print Full Report* as a PDF (not including attachments).

Figure 25: Report Sections screen - Action buttons

The *Perform Action* drop-down list is available for each row. The actions include the following:

- **Create Section:** Create a new Attachment A row. Data entered in the original Attachment A section is not copied to the new section. Add as many additional sections as needed. The section name updates once the (14a) Real Property description is entered and saved in the section
- **Clear Section Data**: Delete all data previously saved in a section
- **Edit Section**: Enter section data
- **Print Section**: Open a nicely formatted printable version of the section. Use the browser menu bar or shortcut menu to print the page

Figure 26: Report Sections screen - Perform Action drop-down list

Note: To print all sections as one complete report in PDF format, use the **Print Full Report** action button located on the *Report Sections screen*.

ENTER DATA, SAVE, AND VALIDATE

To begin entering No Property Attachment A (SF-429A)data:

1. From a section row (i.e. Cover Page), click the drop-down arrow next to a section From the *Perform Action* column, select **Edit Section** and then click the **Go** button.

Figure 27: Cover Page Edit Section and Go button

2. The New (Initialized) "Report" displays.

Figure 28: Report screen - Cover Page

Report Screen

The "Report" screen is divided into four parts: Information box, Progress bar, Action buttons, and Data Entry.

Figure 29: Report screen - Cover Page

The Information box includes all the selections used to create the report. The status is Initialized until the report is saved.

Figure 30: Information Box

The Progress bar is a useful tool for visually representing the status of the report. The Progress bar displays the steps that are already finished as well as the steps that need to be taken to complete the process.

The Grantee process includes the following statuses/actions:

- Initialized
- Edit-Saved
- Validated
- Certified
- Submitted

The Federal process includes the following statuses/actions:

- In Review
- R/O Approved

Report Progress

| Initialized | Edit-Saved | Validated | Certified | Submitted | In Review | R/O Approved |
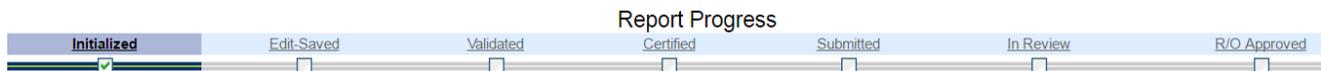
Figure 31: Report Progress Bar

The Action buttons are located below the Information box and Report Progress bar. Users with data entry capabilities can Save, View/Add Attachments, Validate, and navigate to Previous/Next sections. Action buttons are also available towards the bottom of the screen.

Report Progress

| Validated | Certified | Submitted |

Save   View/Add Attachments   Validate   Next Section
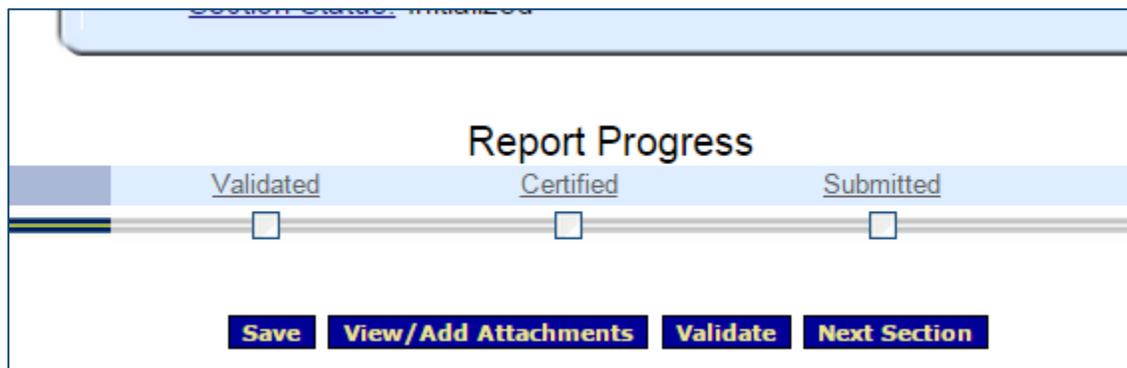
Figure 32: Action buttons

- Some read-only fields are pre-populated from the grants system.

REAL PROPERTY STATUS REPORT SF-429
ATTACHMENT A (COVER PAGE)

1. Federal Agency and Organizational Element to Which Report is Submitted: OA/OGM/Region IX			2. Federal Grant: 09CH8453	2a. Other Identifying Number(s) by I
3. Recipient Organization (name and complete address including zip code): Space Adventures, Ltd.				
Address Line 1 P.O. Box DE			Address Line 2	

Address Line 3			City Hagatna	State GU	Zip Code 96932

4a. DUNS Number:	4b. EIN:	5. Recipient Account or Identifying Number:	6. Contact Person for this Report:		
			First Name:	Middle Initial:	Last Name:
			Phone:	Phone Extension:	

Figure 33: Report screen - Cover Page

- Enter data in open fields.

: 1518A2	5. Recipient Account or Identifying Number:	6. Contact Person for this Report:		
		First Name:	Middle:	Last Name:
		Phone:	Extension:	
		Email:		
		Fax:		
02/15/2017				
chments: [check the applicable block(s)]:				
) attached				
mprove or Furnish) attached				
attached				

Figure 34: Report screen - help links and data entry

Enter Data and Save

1. Enter all data in the Cover Page.

REAL PROPERTY STATUS REPORT SF-429
ATTACHMENT A (COVER PAGE)

1. Federal Agency and Organizational Element to Which Report is Submitted:	2. Federal Grant:	2a. Other Identifying Number(s) by Federal Agency(ies): NA

3. Recipient Organization (name and complete address including zip code):

Address Line 1 P.O. Box DE		Address Line 2 Guam Department of Education			
Address Line 3		City Hagatna Guam	State FC	Zip Code 96932	Zip Ext. 7507

4a. DUNS Number: 855023255	4b. EIN: 1660491518A2	5. Recipient Account or Identifying Number:	6. Contact Person for this Report:

First Name: Steve   Middle Initial: Last Name: Matthews

Phone: (301) 555-1212   Phone Extension:

Email: stevem@demo.xyz

Fax:

7. Report End Date (MM/DD/YYYY):

8. Real Property Status Report - Attachments: *[check the applicable block(s)]:*
- ☑ Attachment A *(General Reporting)* attached
- ☑ Attachment A *(No Real Property)* OHS ONLY ← Pre-selected
- Attachment B *(Request to Acquire, Improve or Furnish)* attached
- Attachment C *(Disposition Request)* attached

9. Comments *(attach additional sheets if necessary):* 📎

No Property

Figure 35: Cover Page

2. Once the Cover Page is complete, click the **Save** button.

3. **Important!** Save often. A timeout warning message appears after 25 minutes of inactivity. Activity includes clicking any of the actions buttons (e.g. Save, Validate, Certify, and Submit) or navigating to another screen. Entering data and clicking help links are not considered actions. When the timeout warning message appears, click the **OK** button to continue working and restart the clock for another 25 minutes.

Figure 36: Save button

4. Once the Cover Page section is saved, click the **Next Section** button to navigate to the *Attachment A* section.

Figure 37: Next Section button

5. A message appears stating any unsaved changes made on this screen will be lost. Click **OK**.

Changes made on this screen will be lost without saving the data. Click Cancel to return to the form and Save data before moving to next Section. If changes are saved then proceed with OK button.

OK   Cancel
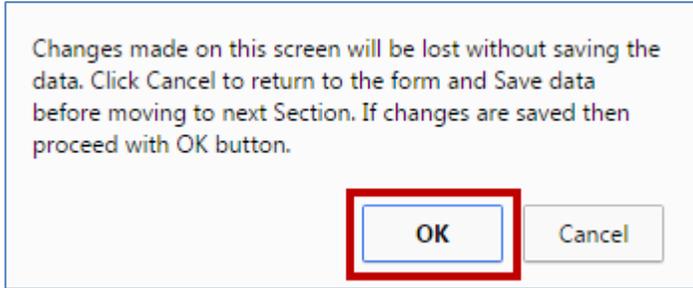
Figure 38: Pop-up message

6. Most of the Attachment A section is read-only. However, enter text stating that there is not property to report on in the Remarks box located towards the bottom of the page.

16. Real Property Disposition Status:	
A. Sold	B. Transferred to different award
C. Used other Federally sponsored project/program	D. Transferred title
E. Retained Title	F. N/A
i. If the Federal agency provided the recipient disposition instructions to sell or retain title to the real property, enter the amount of the funds owed to the Federal government	
ii. If applicable, enter the amount of any net proceeds from sale of the real property and describe how the proceeds were distributed: $0	
iii. If the Federal agency directed the recipient to transfer title to the real property, enter the amount of funds the Federal Agency owes: $0	
17. Indicate the cumulative energy consumption for the previous 12 months:	
A. Electric *(kWh)* or *(Btu)* B. Petroleum *(Gal)* C. Natural Gas *(cu ft)*	
Other *(Specify)*	
18. Remarks *(attach additional sheets if necessary):* 📎	
No property for which to report	

Figure 39: Report Screen – Attachment A Remarks box

Validate

Once data is entered and saved for each section, the entire form must be validated. Validation checks the form for mathematical errors and missing data.

1. Click **Validate** from a section or from the "Report Sections" screen.

Figure 40: Validate button

2. The screen refreshes and the status updates.

   - If the report status is **Saved with Errors**, an error message appears at the top of the Report screen. The errors must be corrected and the report revalidated. Click the *Long Description* link to view a description of the error. If available, click the *Go to Error* link to go directly to the field in need of corrections.
   - If the status is **Saved with Warnings**, the warnings can either be corrected or the report can still proceed through the approval process.
   - If the status is **Saved--Validated**, there are no warnings or errors and the report can proceed through the approval process.

CERTIFY

After the entire report is successfully saved and validated (no errors), a user with the Certify role electronically signs the report.

1. Navigate to the No Property Attachment A (SF-429A) "Report Sections" screen.

2. Click the **Certify** button from the "Report Sections" screen.

View/Add Attachments	Validate	Save Section Names	Certify	Print Full Report
Section Name:			**Perform Action:**	
			Select Action: ▾	Go

Figure 41: Report Sections screen - Certify button

3. A pop-up message appears stating "Changes made after saving and validating 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**.

Changes made after saving and validating 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.

OK   Cancel
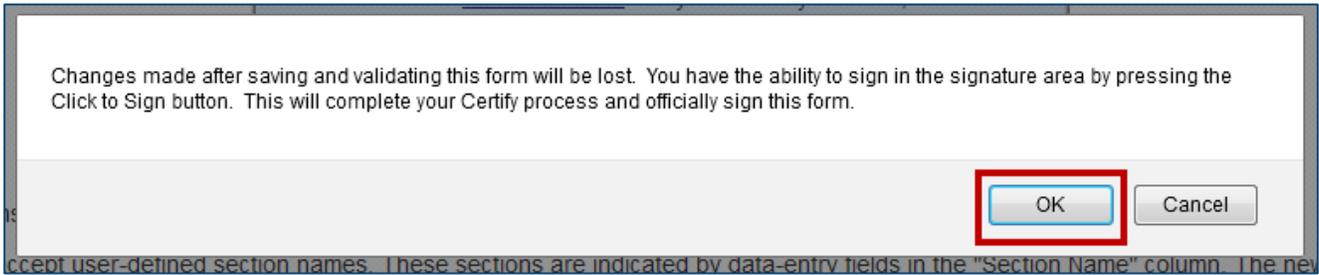
Figure 42: Confirmation Pop-up message

4. The "Cover Page" section opens. In field 11b, select the **Click to Sign** button.

11a. First Name:	11c. Telephone
11a. MI:	11d. Email Addr
11a. Last Name	11e. Date Repo
11a. Title of Authorized Certifying Official:	12. Agency use
11b. Signature of Authorized Certifying Official: **Click to Sign**	

Figure 43: Cover Page - Click the Sign button

5. The screen refreshes and the status is Certified. Click the **Report Sections** navigation link.

6. The "Report Sections" screen appears. Although the SF-429A is now locked down for changes, it can be uncertified to open fields for modifications.
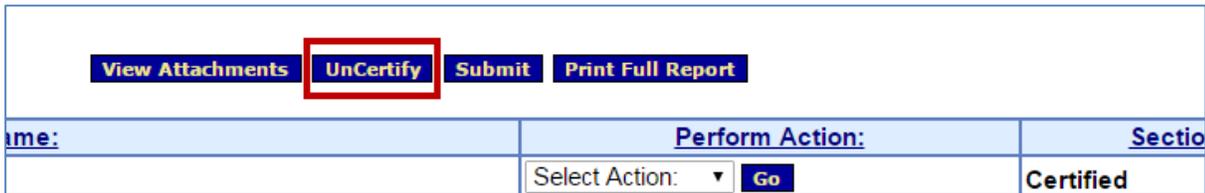
SUBMIT

The last step is to electronically send the report to the Grantor. A user with the Submit role performs this action.

1. Navigate to the No Property Attachment A (SF-429A) "Report Sections" screen.

2. From the "Report Sections" screen, click the **Submit** button.
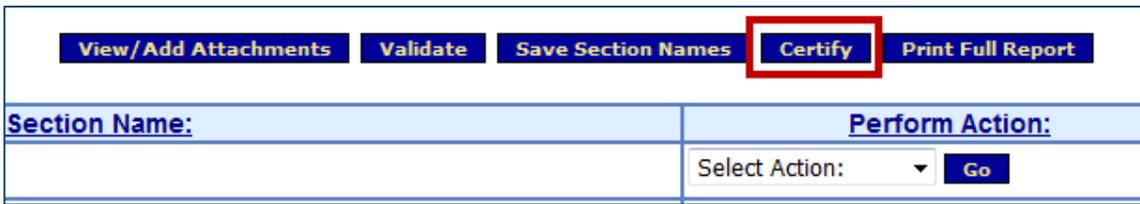
3. A pop-up message appears stating "This will officially submit your report. Do you wish to continue?" Click **OK**.

This will officially submit your report. Do you wish to continue?

OK   Cancel
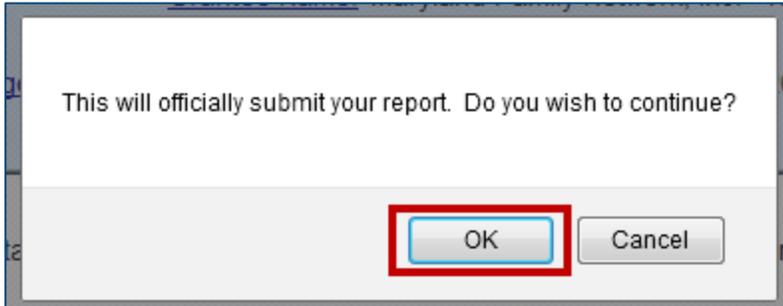
Figure 47: Prompt pop-up message

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

We have received your report. This page shows all reports we have received along with attachments.

OK
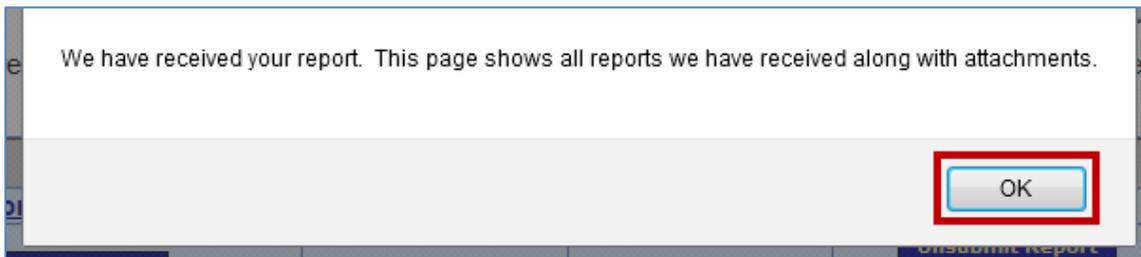
Figure 48: Confirmation message

5. The "Report Form Status" page appears and the report is in the Submitted status.

Form Selection   Report Form Status

Program Name: CH - Head Start Projects
Grantee Name: Space Adventures, Ltd. - No. 09
Report Name: RPSR SF-429 A No Property
Budget Period / Year of Support: 2 - From 07/01/2015 to 06/30/2016
Report Due Date: 07/30/2016

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 with Warnings	06/19/2017	Unsubmit Report	HTML Print Form ▾ Go

Original File Attachments

Figure 49: Report Form Status page

6. An email confirmation of the report submission is sent to designated Grantors and Grantees.

CHANGE A SUBMITTED REPORT

When a Grantee submits a report that is not yet *In Review* by the Grantor, the Grantee may take the report back to make changes. Contact the Grantor if the report is already in the Review status.

After a report is unsubmitted, uncertified, and edited, it must be re-validated, certified, and submitted to complete the process.

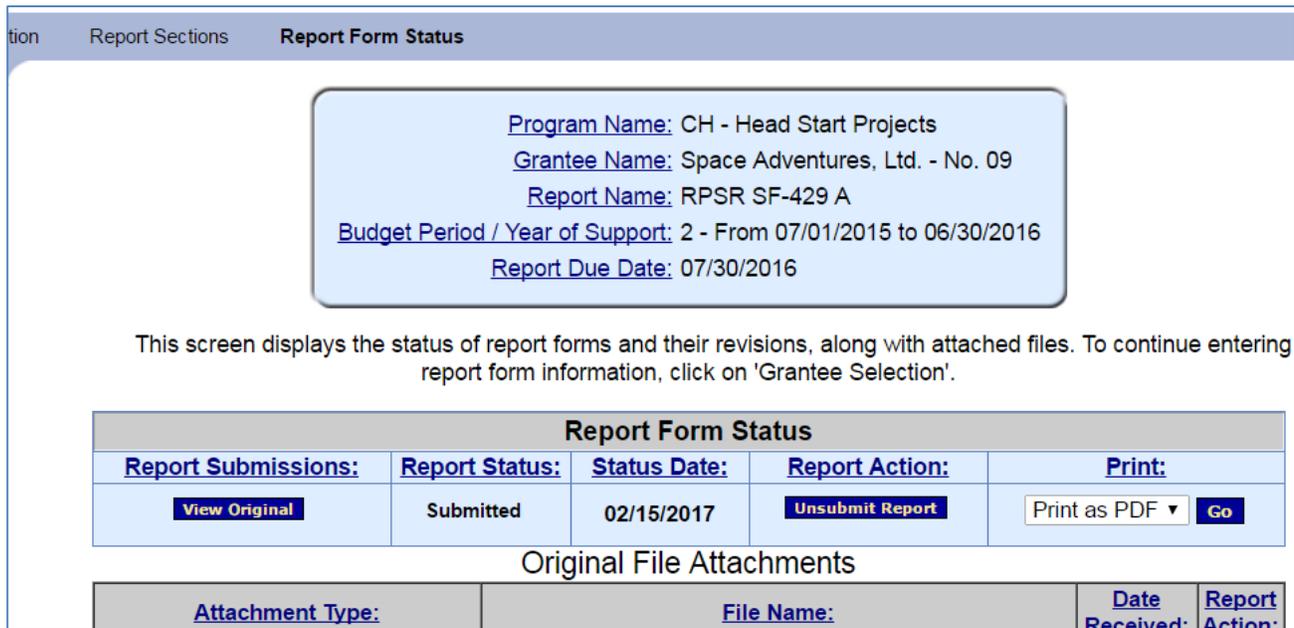| UnSubmit	Uncertify	**Save and Validate** Modify Report	**Certify**	Submit

REPORT FORM STATUS PAGE

The "Report Form Status" page is an excellent resource for following a report's progress. From the Status page, easily check the SF-429A's status, attachments, history, and contact information.

Report Form Status Table

The *Report Form Status* table contains the following columns:

- **Report Submissions:** Depending on a report's status, *Report Submissions* allows a user to either view submitted reports or edit reports in progress.
- **Report Status:** Tracks the steps a report has taken within Online Data Collection. For example, a new report form displays an "Initialized" status. After a report is saved, the status changes to "Saved".
- **Status Date:** The last time a change was made to the report.
- **Report Action:** The *Action* a user can perform depends on the status of the report. For example, a Certified report can be Submitted from the Status page, and a Submitted report can be Unsubmitted if it is not yet under Review by Federal Staff.
- **Print:** Allows the user to view or print the report as a PDF.

Figure 50: Report Form Status Page - Report Form Status table

History

The Status page contains information about a report's history, such as the name of the person who validated the report and the date and time the action was taken.

Report Status History				
Report Submissions:	**Report Action:**	**Date/Time:**	**User Name:**	**Change (if known):**
Original	Submitted	02/15/2017 04:45:10 PM	Anna-Lisa Walters20	
Original	Certified	02/15/2017 04:44:58 PM	Anna-Lisa Walters20	
Original	Saved--Validated	02/15/2017 04:44:43 PM	Anna-Lisa Walters20	
Original	Saved	02/15/2017 04:44:39 PM	Anna-Lisa Walters20	
Original	Saved	02/15/2017 04:42:39 PM	Anna-Lisa Walters20	
Original	Saved	02/15/2017 03:20:34	Anna-Lisa Walters20	

Figure 51: Report Form Status Page - History

Contacts

A list of primary contact names, phone numbers, and e-mail addresses are listed under *Contacts* on the Status page.

Contacts		
Contact Name:	**Telephone #:**	**E-mail:**
John Smith	(202) 555-1212	jsmith@email.com
Mary Jones	Not Available	mjones@email.com
Mike Dough	(202) 555-1212	mdough@email.com

Figure 52: Report Form Status Page – Contacts