Complete and Submit the SF-429 Attachment A

June, 2017

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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.

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 SF-429A.

2. Enter and edit data, and save sections.

3. Validate the SF-429A to check against rules.

4. Certify the report to electronically sign.

5. Electronically submit the SF-429A.
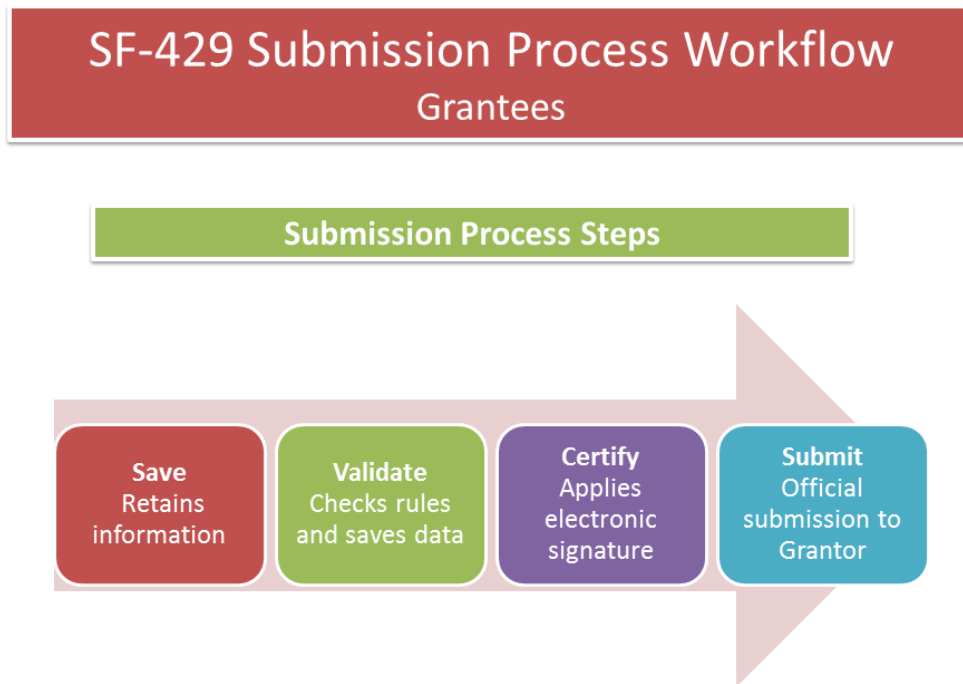
Login

GRANTEES WITH ACCESS TO THE GRANTSOLUTIONS GMM

Grantees can access the SF-429A 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.
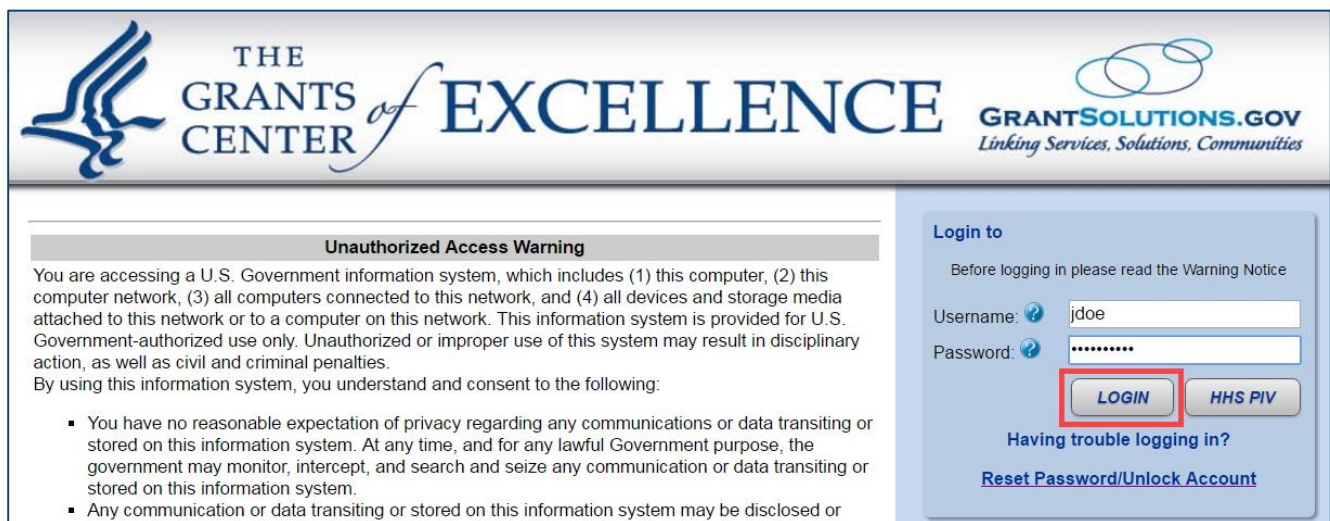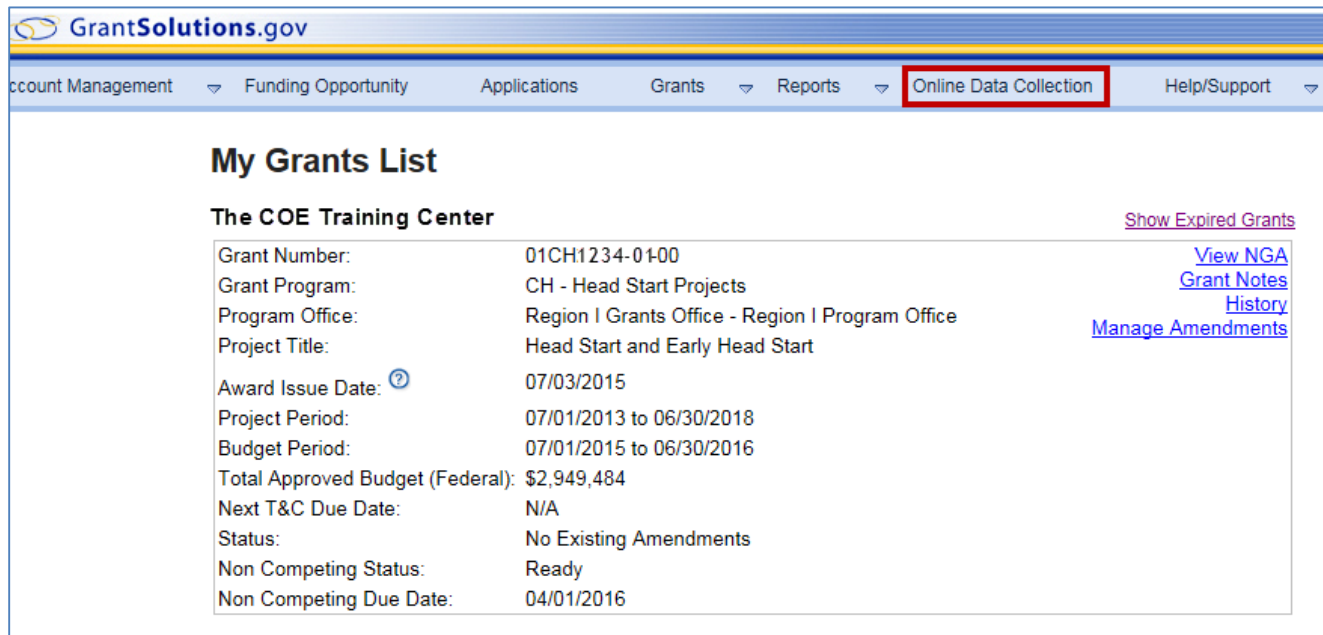

Figure 2: GrantSolutions login screen - Username field, Password field, and Login button

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-429B from the GrantSolutions "Portal" screen. To log in and access the 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.

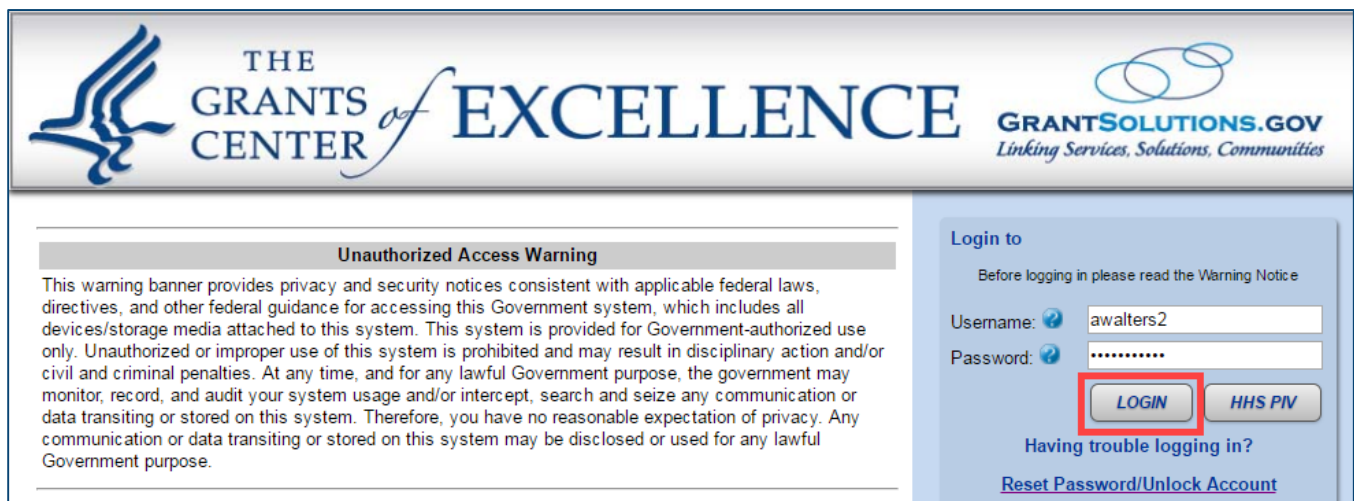**Figure 6: GrantSolutions login screen - Username field, Password field, and Login button**

4. The GrantSolutions "Portal" screen appears. From the meu bar, click **OLDC** to open the Online Data Collection "Home" page in a new window.
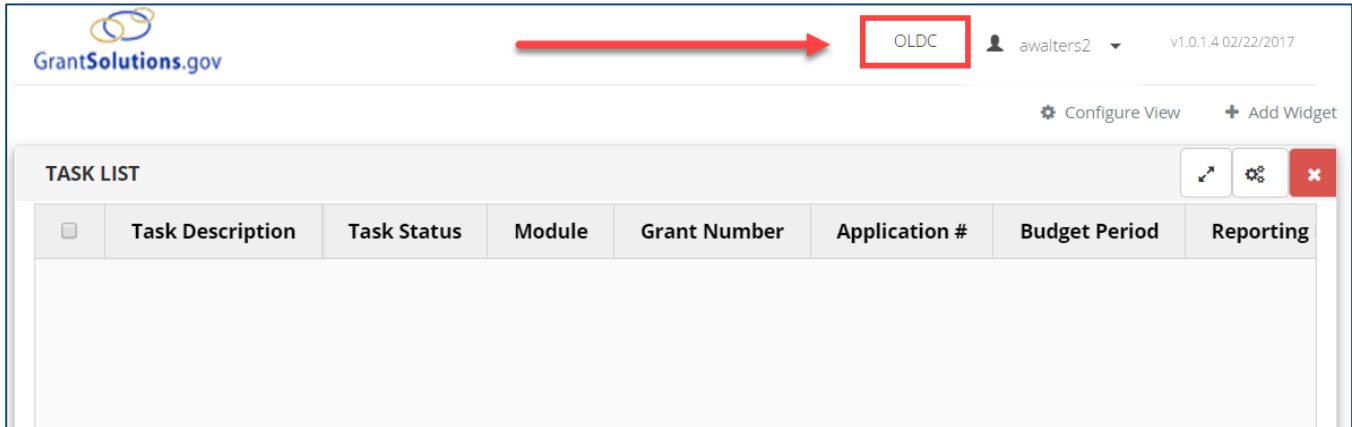
Figure 7: GrantSolutions "Portal" screen - OLDC menu

6. The Online Data Collection "Home" page appears.
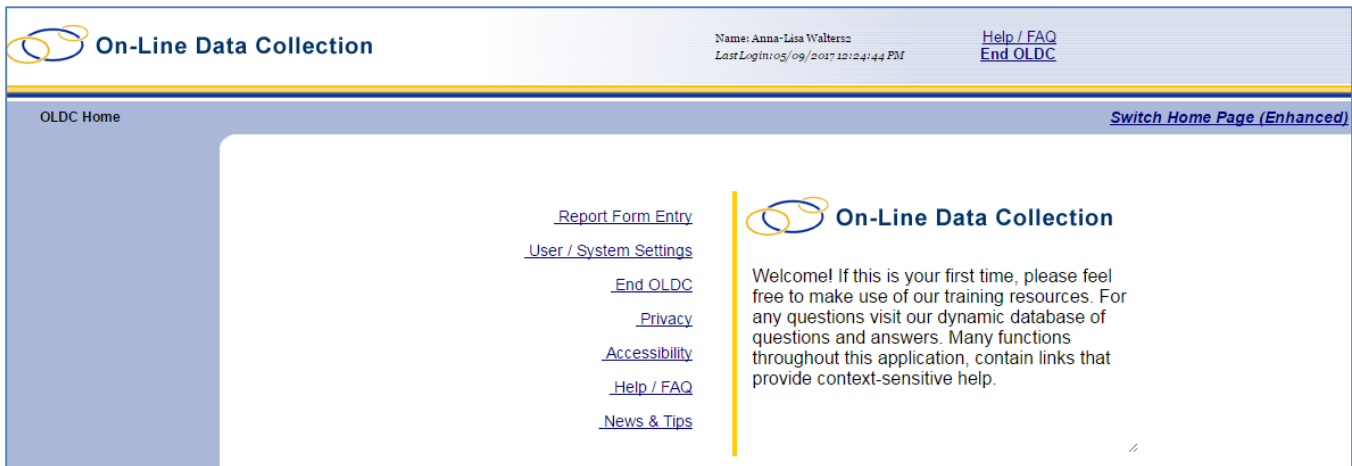
Figure 8: Online Data Collection "Home" page

Navigation

The Online Data Collection menu list is available from the "Home" screen. From the menu, users can access their forms.
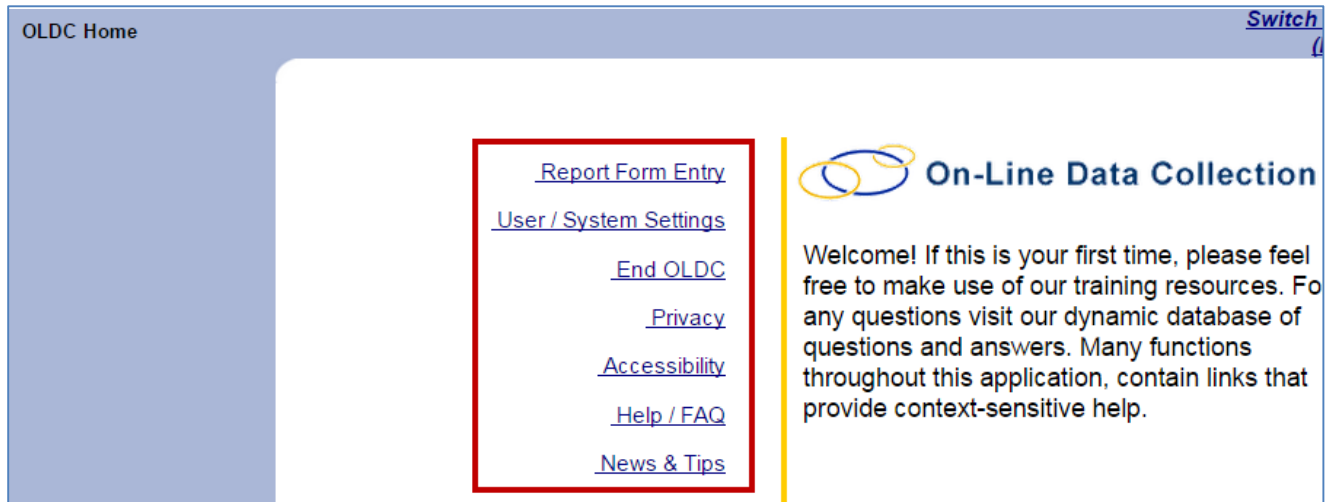
Figure 9: Home screen

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.
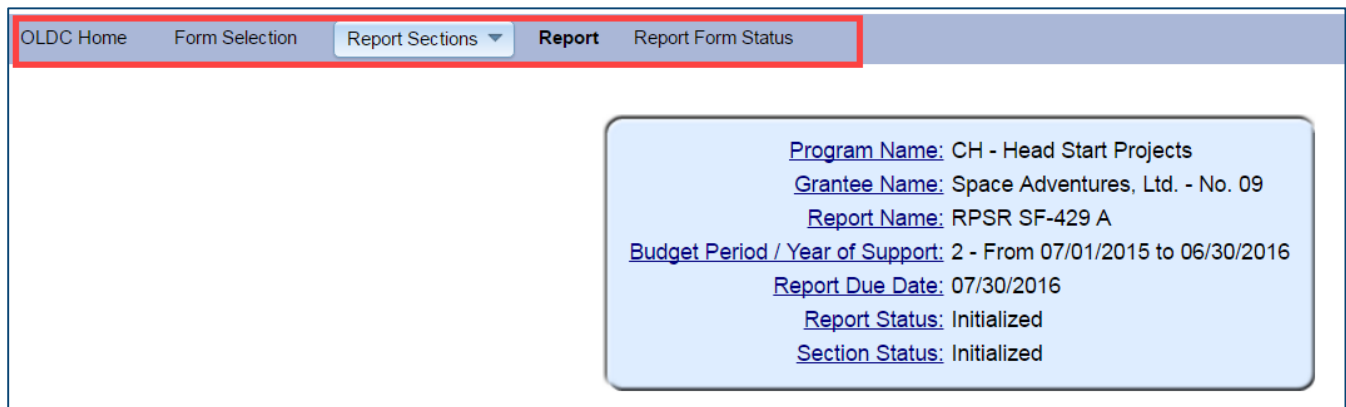
Figure 10: Navigation links

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 list. 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)**.

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

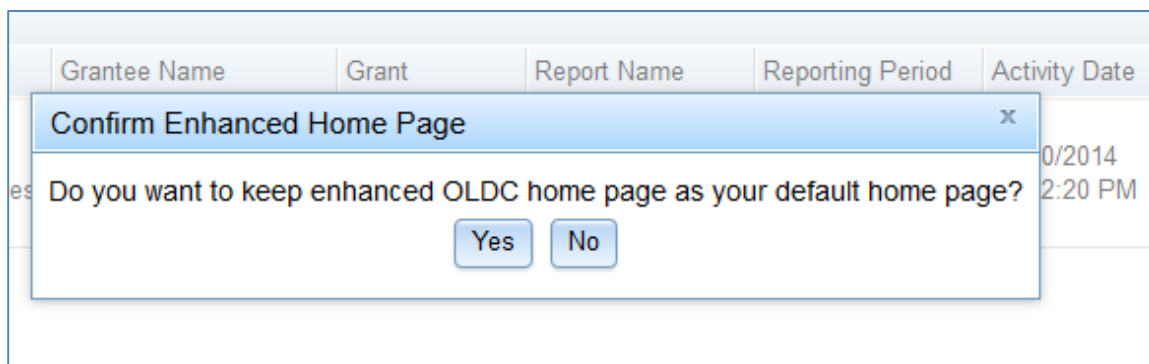3. The new "Home" screen appears. To return to the regular "Home" screen view, click the link **Switch Home Page (Regular)**.
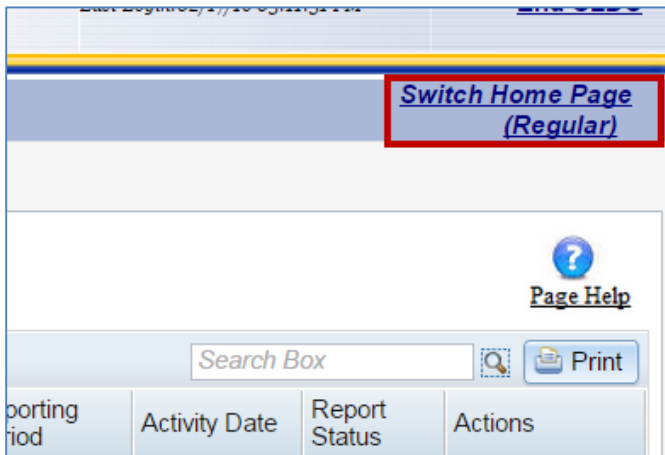
Figure 13: Enhanced OLDC Home screen - Switch Home Page (Regular) link

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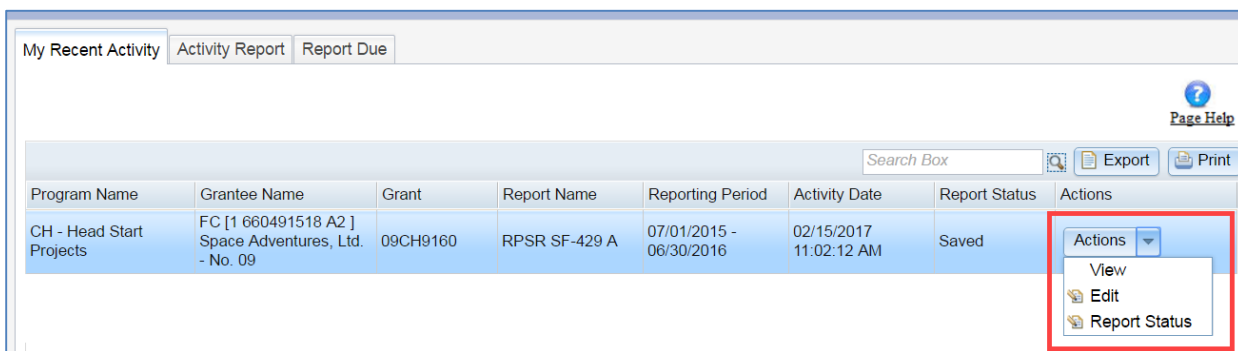
1. Select a **Program** from the *Program* drop-down list. If the user is only assigned to one program, it appears by default.

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.
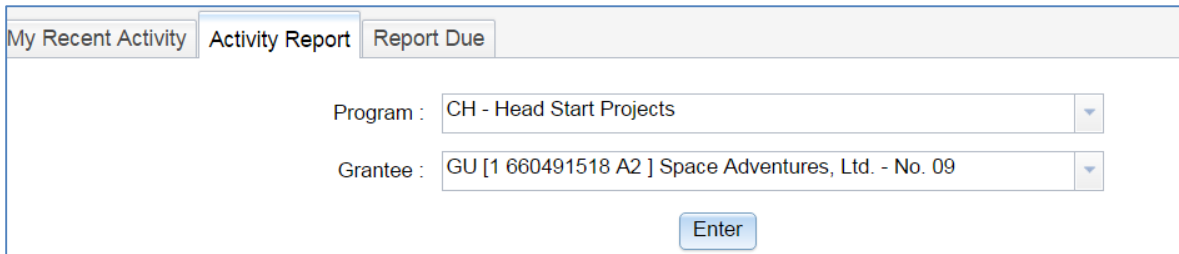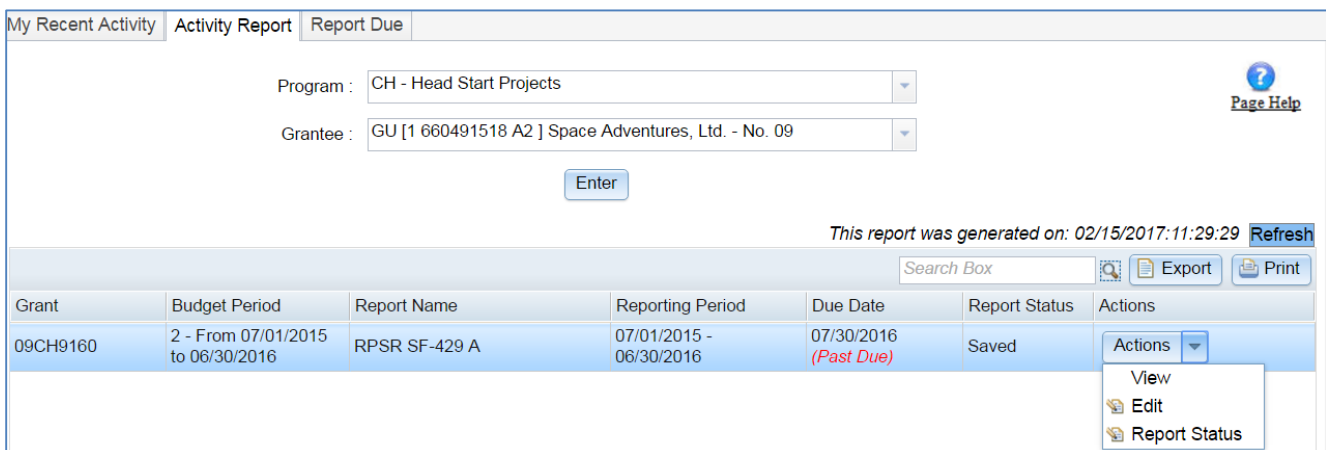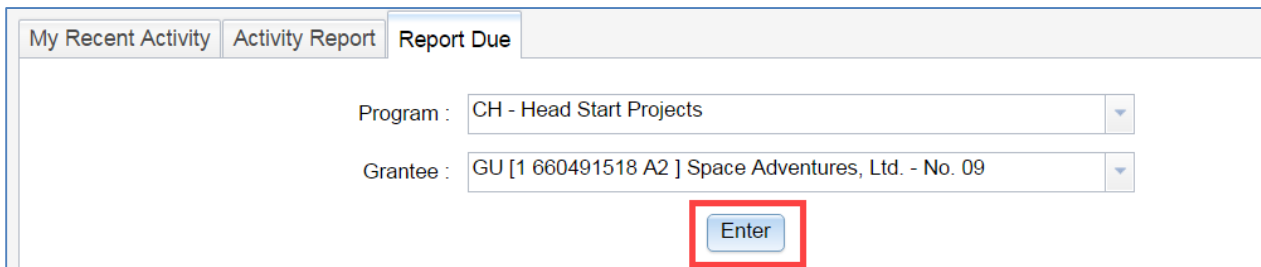
3. Click the **Enter** button.

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 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 **Status Report Attachment A (SF-429 A)**.

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.

Figure 22: Form Selection screen - Step 7 and 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.

Figure 23: Available Actions

10. The "Report Sections" screen appears.

Report Sections

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

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**

Section Name:	Perform Action:		Section Status:
Cover Page	Select Action: ▼	Go	Initialized
* ATTACHMENT A (General Reporting) 0	Select Action: ▼	Go	Initialized

View/Add Attachments **Validate** **Print Full Report**

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.

Figure 25: Report Sections screen

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 26: 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 27: 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 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 28: Cover Page Edit Section and Go button

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

On-Line Data Collection

U.S. Department of Health & Human Services
Administration for Children & Families
Mike Leavitt, Secretary | Daniel Schneider, Acting Asst. Secretary

Name: Anna-Lisa Walters
Last Login:05/04/2017 13:32:23 PM

Help / FAQ
End OLDC

Home   Form Selection   Report Sections   Report   Report Form Status

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

Report Progress

Initialized	Edit-Saved	Validated	Certified	Submitted	In Review	R/O Approved
✓	☐	☐	☐	☐	☐	☐

Save   View/Add Attachments   Validate   Next Section

OMB Control No.: 4040-0016
Expires: 01/31/2019

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 Federal Agency(ies):

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	Zip Ext. 7507

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:	
			Email:		
			Fax:		

7. Report End Date *(MM/DD/YYYY):*   05/04/2017

8. Real Property Status Report - Attachments: *[check the applicable block(s)]:*
☑ Attachment A *(General Reporting)* attached
   Attachment B *(Request to Acquire, Improve or Furnish)* attached
   Attachment C *(Disposition Request)* attached

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

10. **Certification:** I certify to the best of my knowledge and belief that all information presented in this report is true, correct and complete and constitutes a material representation of fact upon which the Federal government may rely.

11a. First Name:	11c. Telephone *(area code, number, extension)* :
11a. Middle Initial:	11d. Email Address:
11a. Last Name	11e. Date Report Submitted *(MM/DD/YYYY)*:
11a. Title of Authorized Certifying Official:	12. Agency use only.
11b. Signature of Authorized Certifying Official:	

Save   View/Add Attachments   Validate   Next Section

HH
OLDC Version
03/

Figure 29: Report screen - Cover Page

Report Screen

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

Figure 30: 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 31: 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
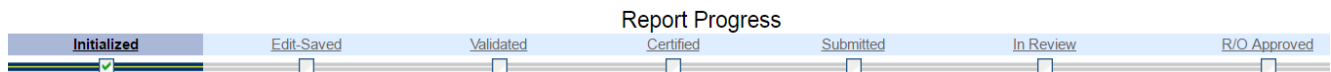
Figure 32: Report Progress Bar

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.
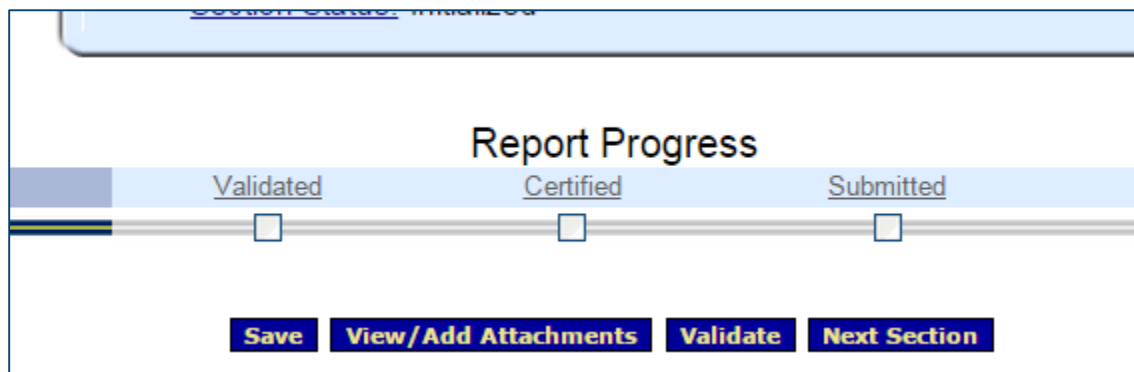
Figure 33: Action buttons

Below the Action buttons is the report.

- Click the blue underlined help links to view form instructions in a pop-up window.

Figure 34: Help Text

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

Figure 35: 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 36: Report screen - help links and data entry

- From the *Attachment A* section, double-click in an open number field to use the calculator.

Figure 37: Calculator tool

Enter Data and Save

1. Complete each section to the best of your ability. Many fields are required or must be entered depending on the answer to a previous selection.

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

3. **Important!** <u>Save often</u>. 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 <u>not</u> considered actions. When the timeout warning message appears, click the **OK** button to continue working and restart timeout the clock for another 25 minutes.
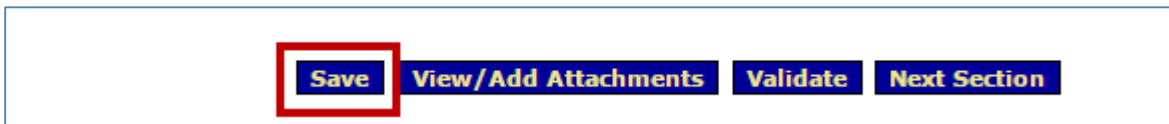

Figure 38: Save button

4. Once the Cover Page section is saved, click the **Next Section** button to navigate to the *Attachment A* section.
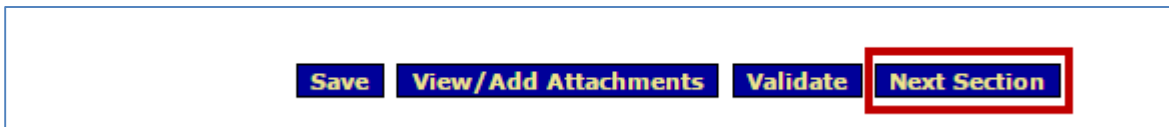
Figure 39: Next Section button

5. A message appears stating any unsaved changes made on this screen will be lost. Click **OK**.
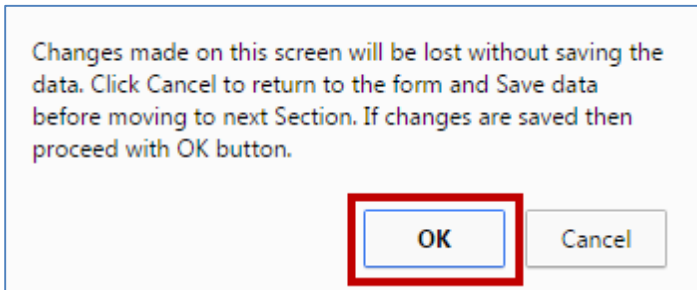
Figure 40: Pop-up message

6. "Attachment A" appears. Enter all necessary data.

- In line 13, enter the **Period of Federal Interest**. The *From* field. user the calendar widget to select a date (MM/DD/YYYY). By default, the *To* field contains the text 'Uncertain'. Enter a date if available.
- **Important!** In number 13 **Type of Federal Interest**, <u>ACF Grantees</u> may <u>not</u> select the option *Government Furnished Property*. Selecting this option causes an error on validation. However, at least one type must be selected.
- In line 14a, enter the **Real Property Name**. Once the section is saved, the name appears in as the Property Name on the "Report Sections" screen.
- In 14b, enter the **Legal Description** text and the Legal Description documents must be attached (click the paper clip icon in the cell to attach documentation).
- Also in 14b, enter the address of the real property. Click the **Validate Address** button to validate the address with the United States Postal Service (USPS).

Figure 41: Report Screen – Attachment A

- In 14e Real Property Ownership Types, check the applicable box(es) to indicate the real property ownership types. Grantees may identify more than one category but should note that A, B, D, E, F, G, H, and I are mutually exclusive, in other words, you may select only one of these.

14e. Real Property Ownership Type(s):		
☐ A. Owned	☐ B. Co-Owned	☐ C. Fee Simple
☐ D. Corporate	☐ E. Joint Tenancy	☐ F. Partnership
☐ G. Limited Liability Partnership	☐ H. Co-Operative	☐ I. Government Furnished Property
☐ J. Other *(Describe)*		

- Some fields are required based on previous selections. For example, if the Yes radio button is selected in line 14j, you must also describe environmental compliance requirements related to the real property.

14j. Are there any environmental compliance requirements related to the real property? ◉ Yes ◯ No

If yes, describe them *(Attach additional sheets if necessary):* 📎

Figure 42: Report screen conditional answer

7. Click the **paper clip** icon within a cell to attach one or more files to that location. You may also attach files to the Report using the **View/Add Attachments** button.

14j. Are there any environmental compliance requirements related to the real property? ◉ Yes ◯ No

If yes, describe them *(Attach additional sheets if necessary):* 📎

Figure 43: Report screen - cell attachment icon

8. The "Manage Attachments" screen appears in a new window. Click **Choose File** to locate the file to attach (the file must be on your local machine or network).
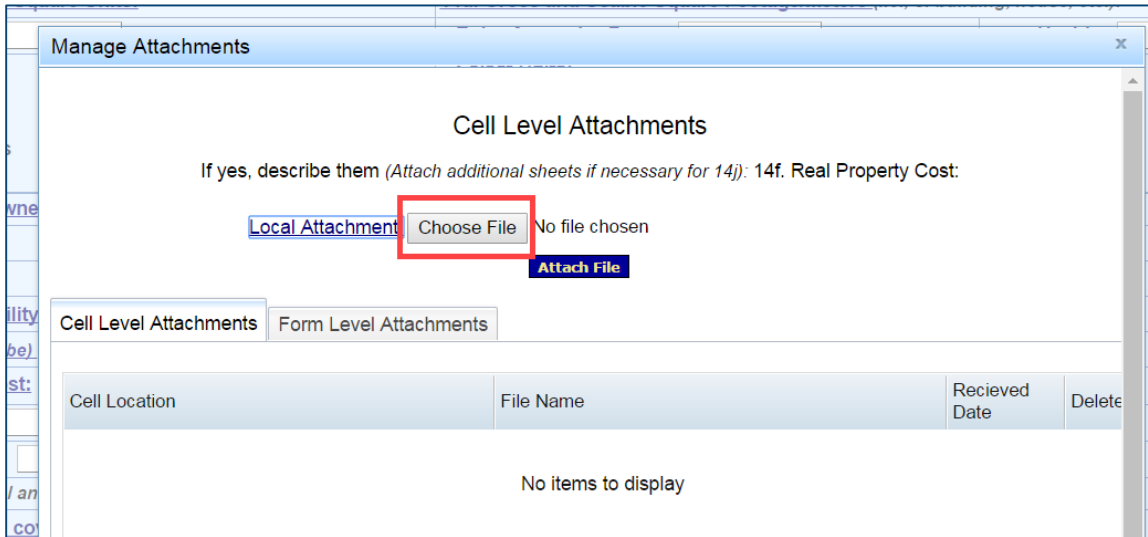
Figure 44: Manage Attachments window - Choose File button

9. Select the desired file and then click the **Open** button.
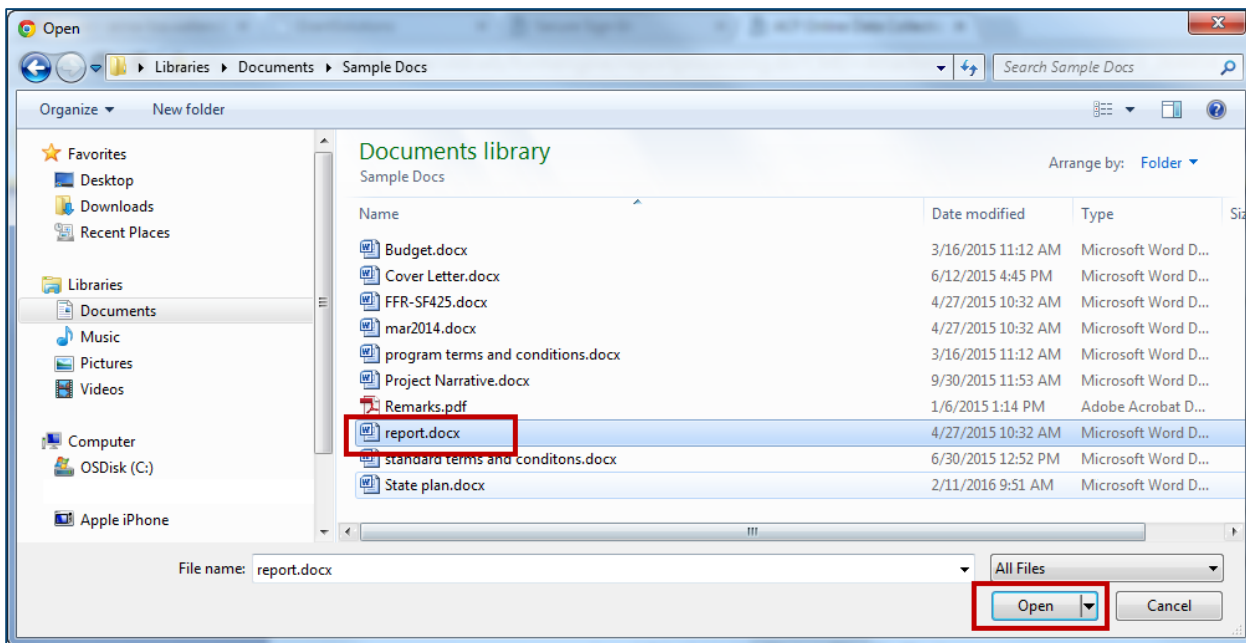
Figure 45: Open file window

10. From the "Manage Attachments" screen click the **Attach File** button.
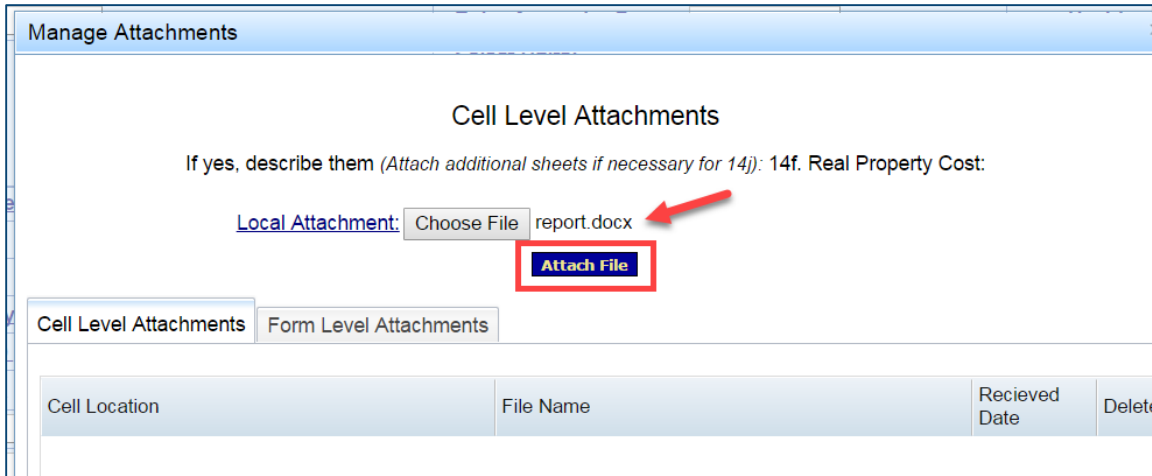
11. The file is now attached to the report. Add additional files as desired.

12. To view the file, click the **file name** link from *the File Name* column.

13. To delete the attached file, click the red **X** button from the *Delete* column.

14. To continue working in the section, click the **X** located towards the top of the "Manage Attachments" window.
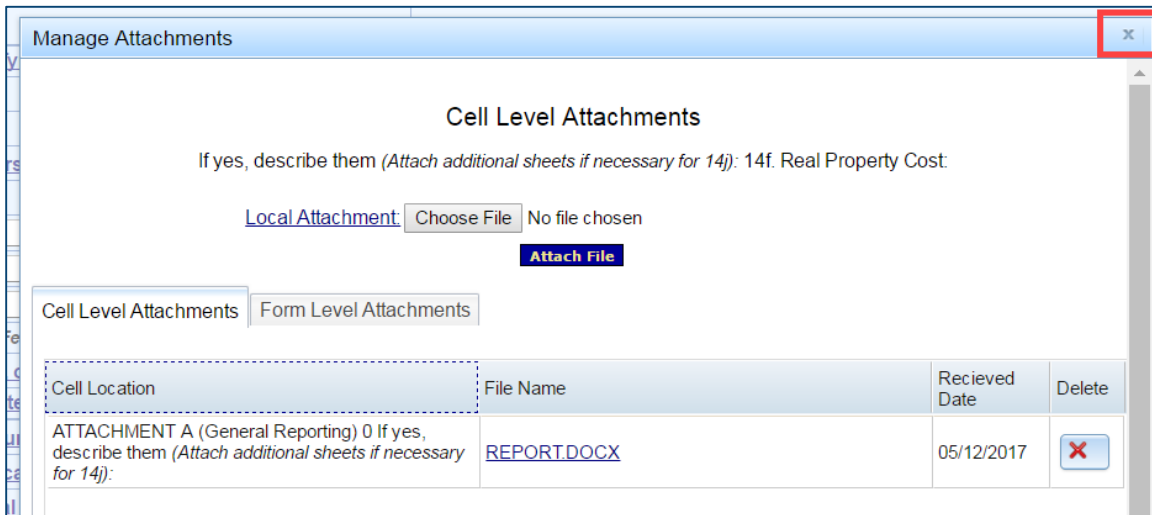
Validate

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

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

Figure 47: 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.
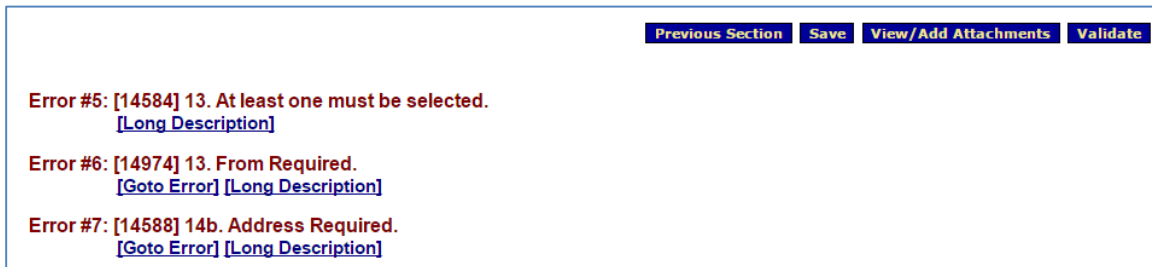
Figure 48: Report screen - errors

    - 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 SF-429A "Report Sections" screen.

2. Click the **Certify** button from the "Report Sections" screen.
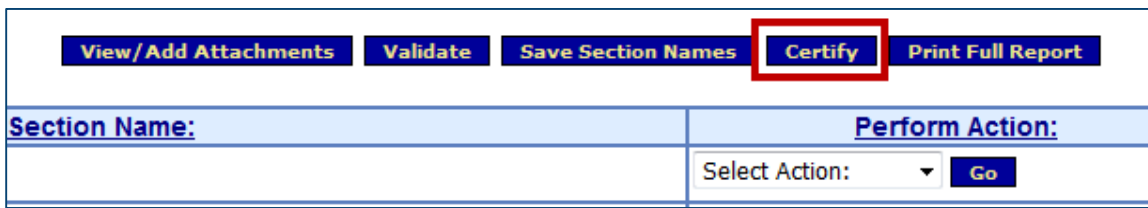
3. A pop-up message appears stating "Changes made after saving and validating this form will be lost. You have the ability to sign in the signature area by pressing the Click to Sign button. This will complete your Certify process and officially sign this form." Click **OK**.
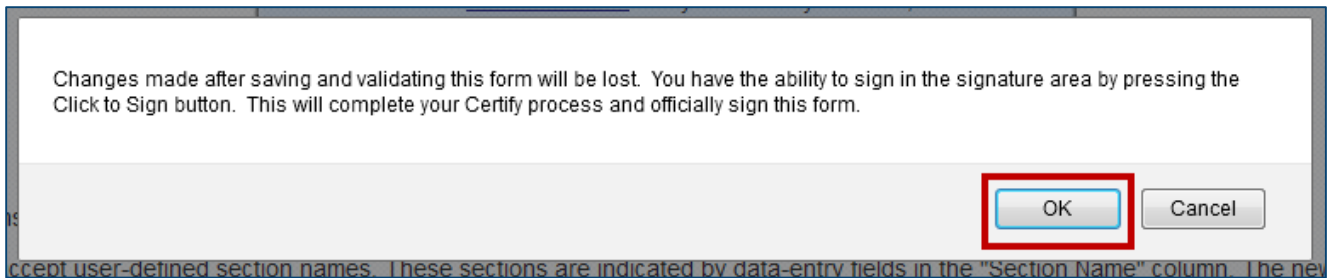
4. The "Cover Page" section opens. In field 11b, select the **Click to Sign** button.

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

Figure 52: 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.
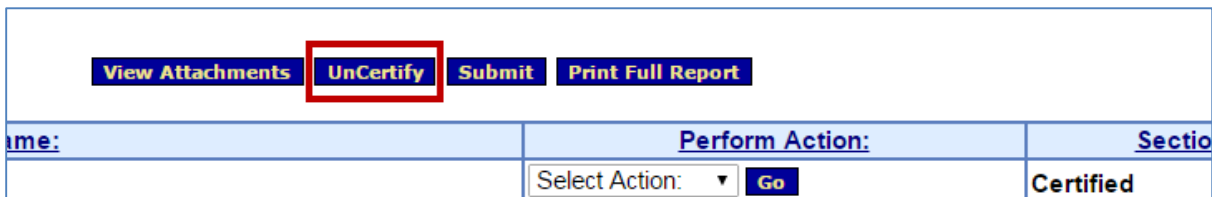
Figure 53: Report Sections screen - UnCertify button

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 SF-429A "Report Sections" screen.

2. From the "Report Sections" screen, click the **Submit** button.
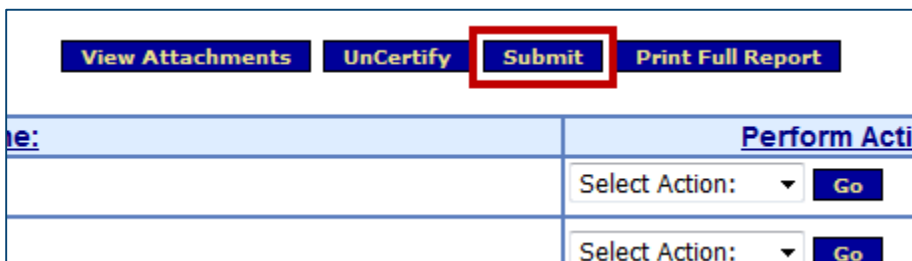
Figure 54: Report Sections screen - Submit button

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
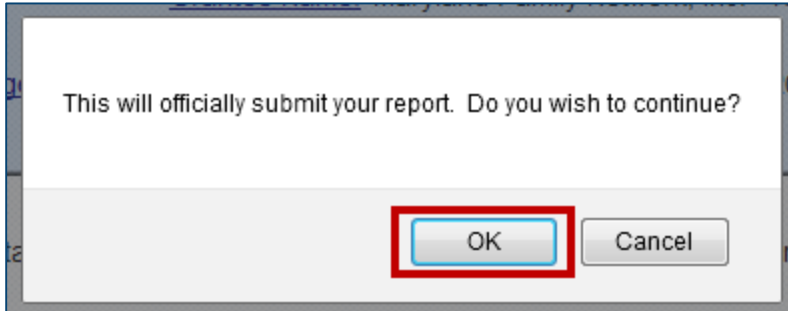
Figure 55: Prompt pop-up message

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
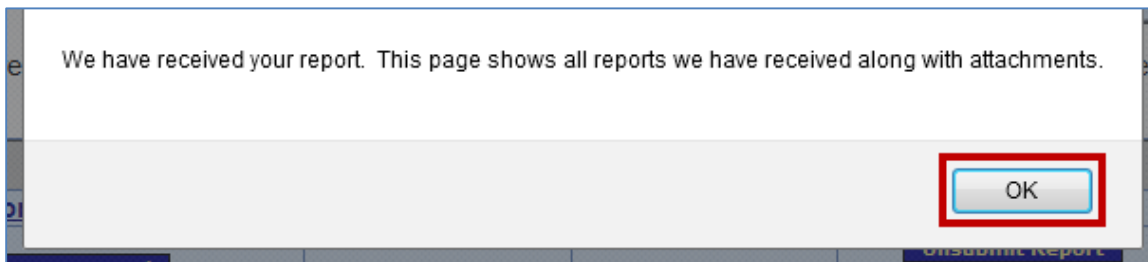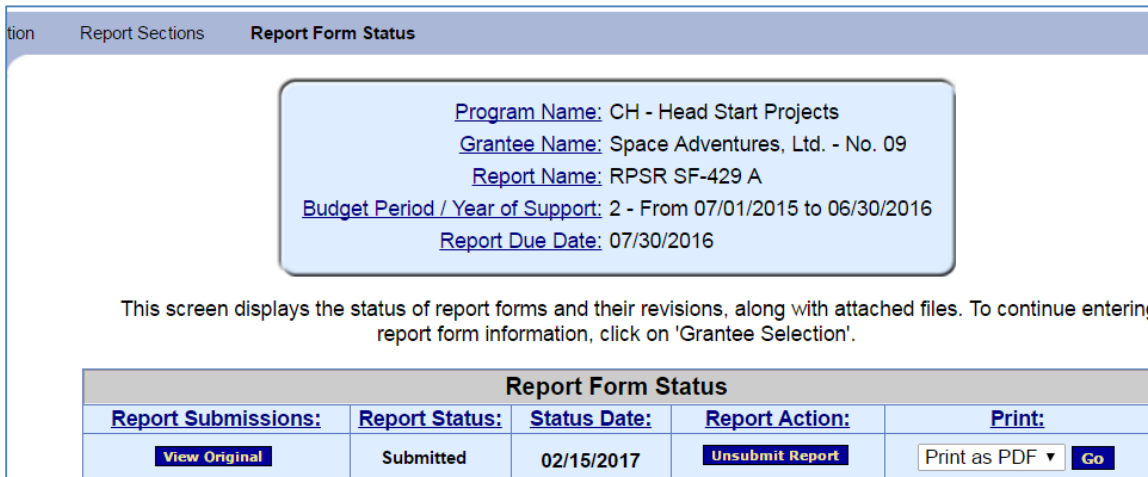
Figure 56: Confirmation message

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

Report Sections   **Report Form Status**

Program Name: CH - Head Start Projects
Grantee Name: Space Adventures, Ltd. - No. 09
Report Name: RPSR SF-429 A
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	02/15/2017	Unsubmit Report	Print as PDF ▾ Go

Figure 57: Report Form Status page

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

CHANGE A SUBMITTED REPORT

When Grantee submits a report, but 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 for Changes

UnSubmit	Uncertify	Save and Validate Modify Report	Certify	Submit
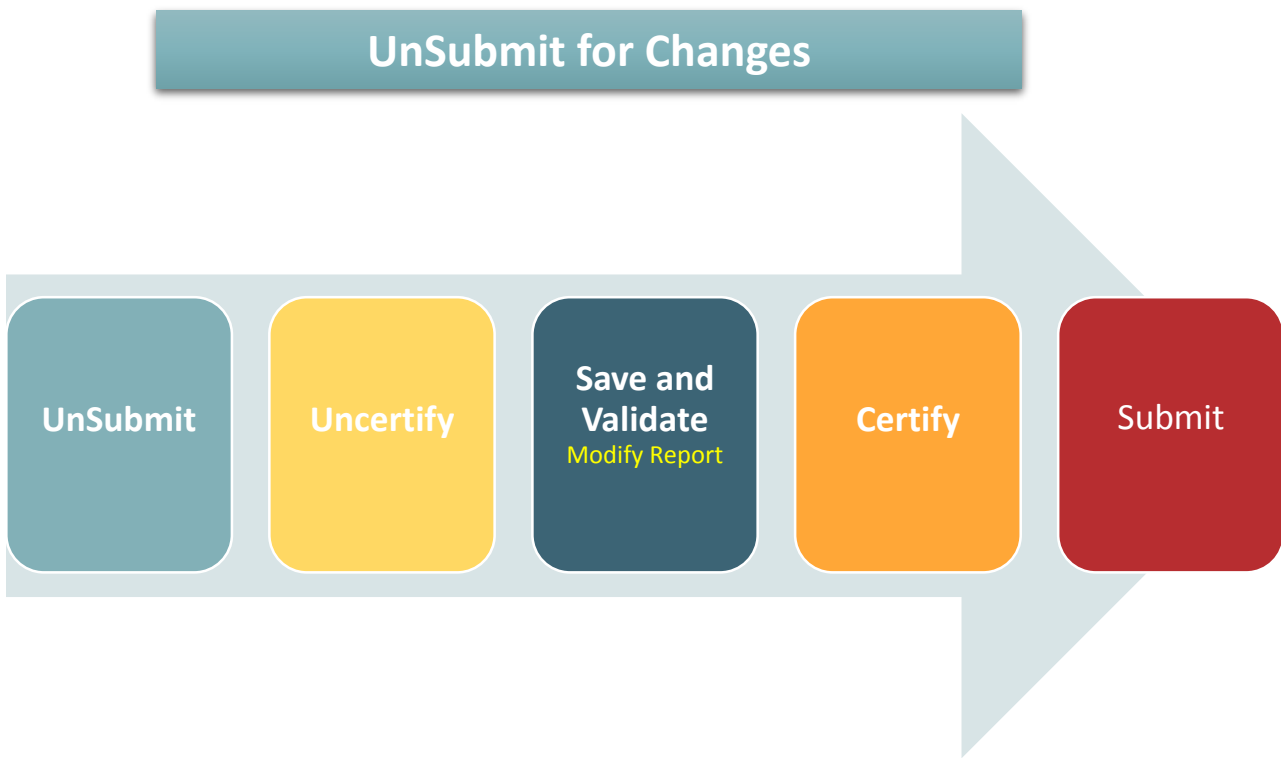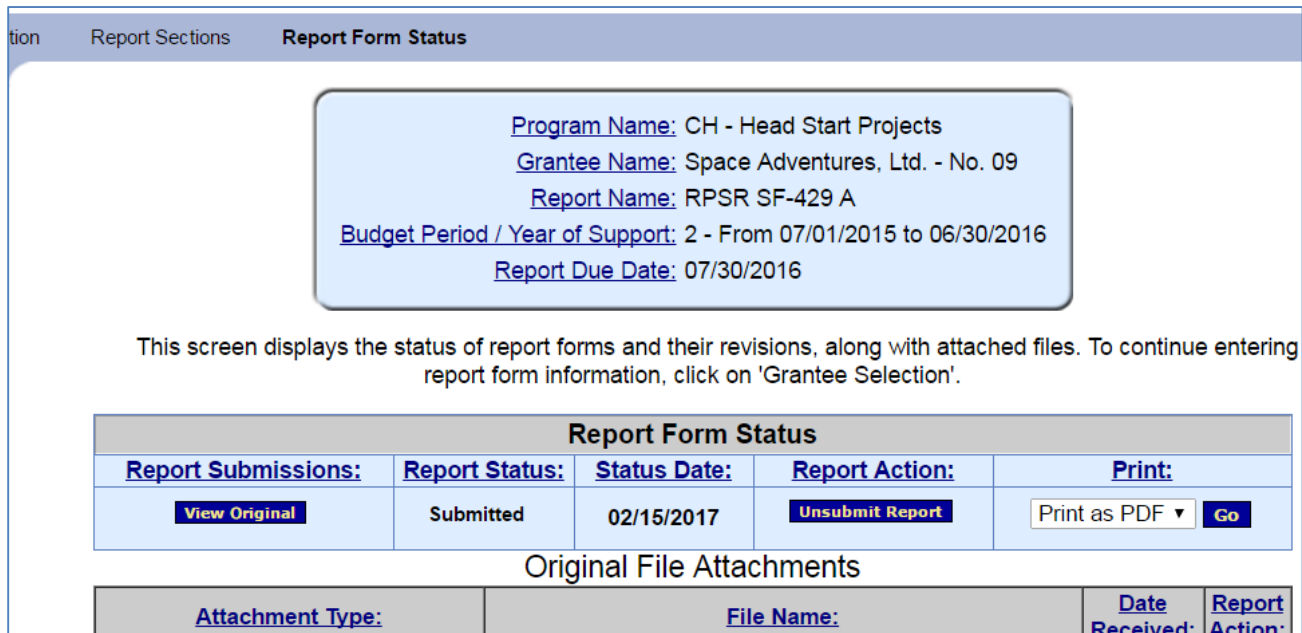
REPORT FORM STATUS PAGE

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 58: Report Form Status Page - Report Form Status table

File Attachments

All files attached to the SF-429A are available from the File Attachments section. In the Attachment A section, lines that either require attachments or provide the option are:

- 14b – Legal Description

- 14f – Real Property Cost

- 14g – Has a deed, lien, covenant, or other related documentation been recorded to establish Federal interest in the property?

- 14h - Has Federally required insurance coverage been secured for this property?

- 14i - Are there any Uniform Relocation Act (URA) requirements applicable to this property?

- 14j - Are there any environmental compliance requirements related to the real property?

- 14k - In accordance with the National Historic Preservation Act (NHPA), does the property possess historic significance, and/or is listed or eligible for listing in the National Register of Historic Places?

- 15 - Has a significant change occurred with the real property, or is there an anticipated change expected during the next reporting period?

- 18 - Remarks

Original File Attachments

Attachment Type:	File Name:	Date Received:
Cover Page 9. Comments *(attach additional sheets if necessary)*:	REMARKS.DOCX	05/12/2017
ATTACHMENT A (General Reporting) Property Name: Head Start Center 18. Remarks *(attach additional sheets if necessary)*:	COMMENT.DOCX	05/12/2017
ATTACHMENT A (General Reporting) Property Name: Head Start Center If yes, describe them *(Attach additional sheets if necessary for 14j)*:	ENVIRONMENT.DOCX	05/12/2017
ATTACHMENT A (General Reporting) Property Name: Head Start Center **14f. Real Property Cost:**	FINANCIAL.DOCX	05/12/2017
ATTACHMENT A (General Reporting) Property Name: Head Start Center Legal description	LEGAL DESCRIPTION.DOCX	05/12/2017

Figure 59: File Attachments section

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 60: 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 61: Report Form Status Page – Contacts

Revisions

Once a form is approved by the Grantor, the process is complete. However, if a Grantee needs to make a change, they still have the option of creating a Revision if allowed by policy. The Grantee must have the role *Revise Submitted Grant Form* to create a Revision.

A Revision is an exact duplicate of the Accepted form, only the data fields are open and modifications can be made. The original form does not change and can be accessed by clicking "View Original" from the Status page.

There is no limit to the number of Revisions for a single form. However, if a Revision is made after the Report Form's due date; the Grantee will not be able to submit the Revision and must instead contact the Federal Office for assistance.

1. Log into the GrantSolutions Grants Management Module (GMM) (www.grantsolutions.gov)
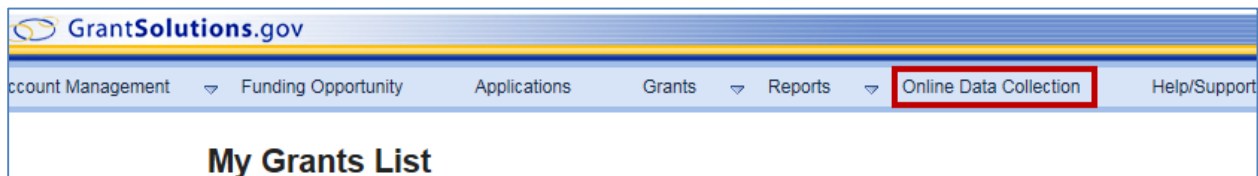2. Click the menu Online Data Collection.

Figure 62: My Grants List - Online Data Collection menu

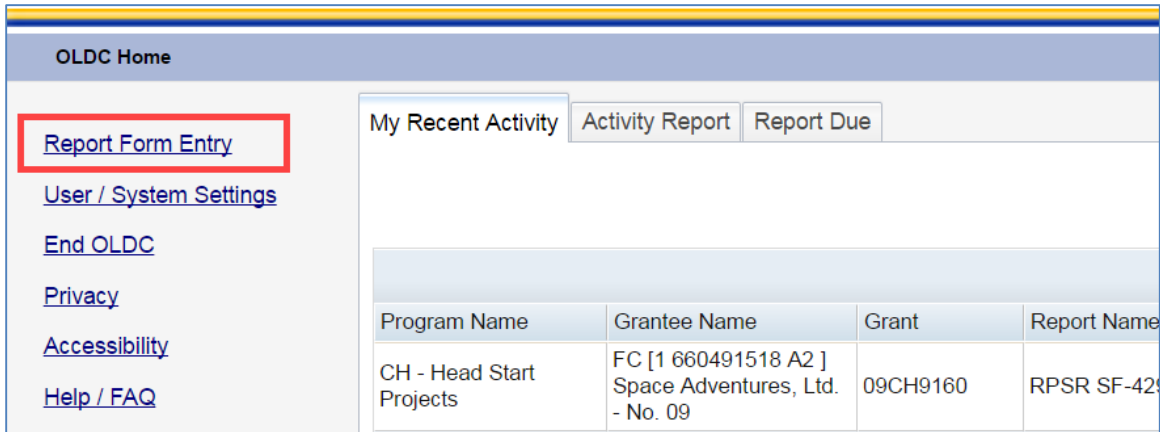3. The OLDC "Home" screen appears. Click **Report Form Entry**.

Figure 63: Home page - Report Form Entry link

4. The "Form Selection" screen displays. Select a **Program Name**, **Grantee Name**, and **Report Name** (in that order).
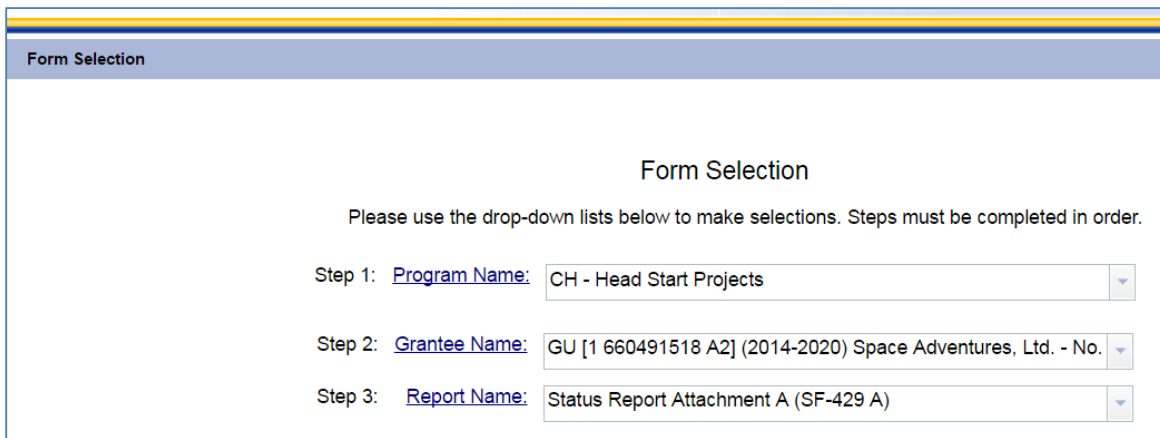

Figure 64: Form Selection screen

5. The screen refreshes. Make all the necessary selections. From the *Action* drop-down list, select **New/Edit/Revise Report**, and then click **Enter**.

Figure 65: Form Selection screen - Period Covered by this Report Radio button and Action

6. The "Report Sections" screen displays. The Report Sections appear exactly like the original Form. However, the report name includes Revision and the Revision number at the end of the line.

Figure 66: Report Sections screen

The submission of a Revision follows the exact same process as the submission of the original Report Form:

1. Initialize
2. Save
3. Validate
4. Certify
5. Submit

If a Revision needs to be made after the due date is passed, the Grantee must reach out to their point of contact.

When a Revision is submitted, the "Report Form Status" page appears. The most recent Revision is listed first in the Status table, followed by earlier revisions, and ending with the original Accepted Report Form.

> **Program Name:** CH - Head Start Projects
> **Grantee Name:** Space Adventures, Ltd. - No. 09
> **Report Name:** RPSR SF-429 A
> **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 Revision # 1	Submitted	2/17/2017	Unsubmit Report	Print as PDF ▾ Go
View Original	Submission Accepted by RO	1/17/2017		Print as PDF ▾ Go

Figure 67: Status Page