

Review and Approve or Reject the SF-429

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Introduction

The GrantSolutions Grants Management Module (GMM) and Online Data Collection (also known as inForm) provide a convenient way for Grantees to submit the SF-429 forms and for Grantors to review and approve or reject the forms.

The SF-429 consists of a total of three forms: Attachment A, Attachment B, and Attachment C. The Cover Page section is available and must be completed for each form.

- 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.
- The SF-429 Attachment B (Request to Acquire, Improve, or Furnish) is created on an 'as needed' basis. The Grantee can submit a request as soon as the grant is available in GrantSolutions, even after the grant is closed.
- The SF-429 Attachment C (Request for Disposition) is created on an 'as needed' basis. Grantees can submit a request as soon as the grant is available in GrantSolutions, even after the grant is closed.

GRANTOR PERMISSIONS

Online Data Collection is a role based system, which means users can only perform actions in the workflow if they have the appropriate permissions.

Grantor may request one of the following titles:

- **Grants Officer and Grants Team Lead:** Views and approves or reject forms
- **Grants Specialist/OGM Auditor:** Views and reviews forms
- **Program Director:** Views forms
- **Program Specialist:** Views forms
- **Program Office Auditor:** Views forms
- **Program Staff (Other):** Views forms
- **OA Staff (Other):** Views forms

GRANTEE WORKFLOW

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

1. Login to the GrantSolutions Grants Management Module (GMM), access Online Data Collection, and navigate to the SF-429.
2. Enter and edit data, and save sections.
3. Validate the SF-429 to check against rules.
4. Certify the form to electronically sign.
5. Electronically submit the SF-429.

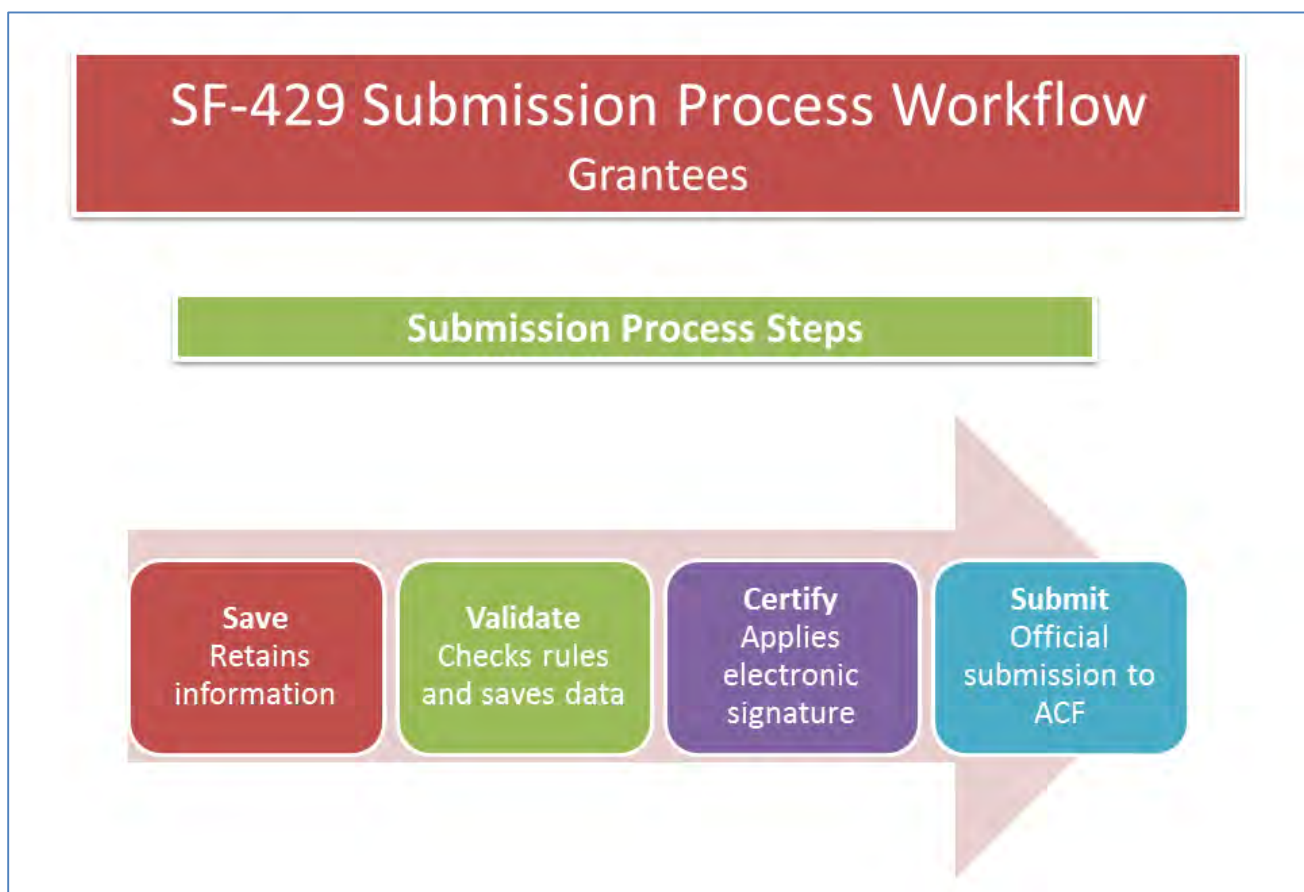


Figure 1: SF-429 Submission Process Workflow for Grantees - Steps are Save, Validate, Certify, and Submit

GRANTOR WORKFLOW

After the SF-429 is submitted by the Grantee, Grantor staff clicks the **Review** button from the “Report Form Status Page” to take ownership.

Once the form is under review, it can be **approved** to transfer the data to the Property Tracking and Management System (PTMS), or **rejected** for changes.

Important! When a form is approved, it can no longer be rejected for changes. However, once approved, a revision may be created.

The Grantor approval process workflow is as follows:

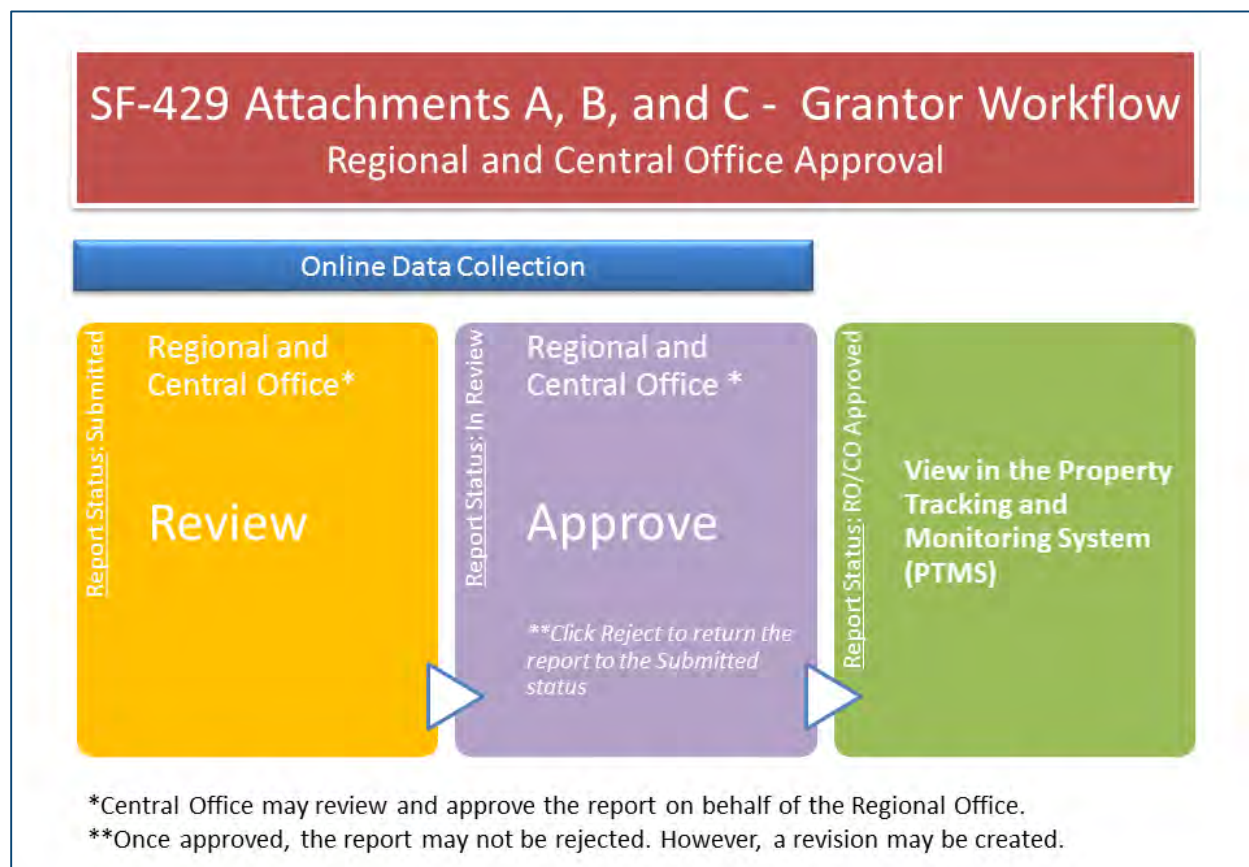


Figure 2: SF-429 Attachments A, B, and C Grantor Approval Workflow

To change an approved form, Grantees may create a revision. A revision is an exact copy of the original submitted form except the fields are open for edits. The original form is retained on the “Report Form Status” page for historical purposes.

Important! A timeout warning message appears after 25 minutes of inactivity. Activity includes clicking any of the actions buttons (e.g. View Attachments, Review, Print, Approve, or Reject) or navigating to another screen. When the timeout warning message appears, click the **OK** button to continue working for another 25 minutes.

Login

GRANTORS WITH ACCESS TO THE GRANTSOLUTIONS GMM

Grantors access the SF-429 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 3: The Grants Center of Excellence Home page

3. The “GrantSolutions” login screen displays. Login with your PIV card or with your Username and Password.

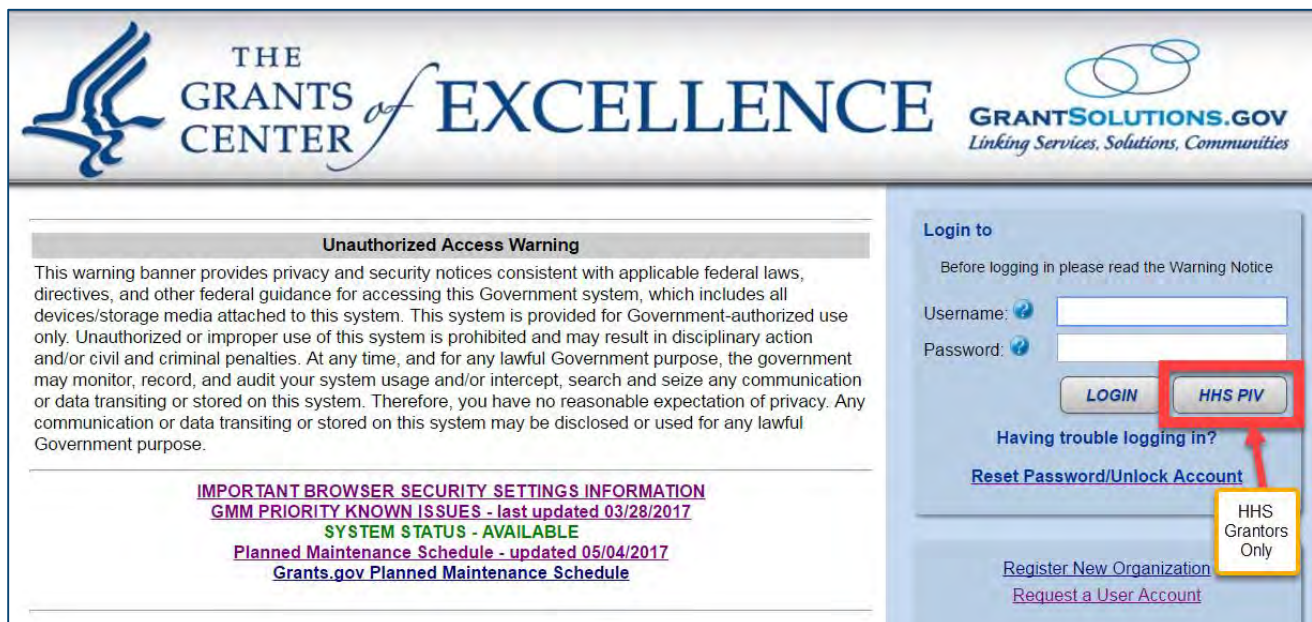


Figure 4: GrantSolutions login screen - Username field, Password field, Login and HHS PIV buttons

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

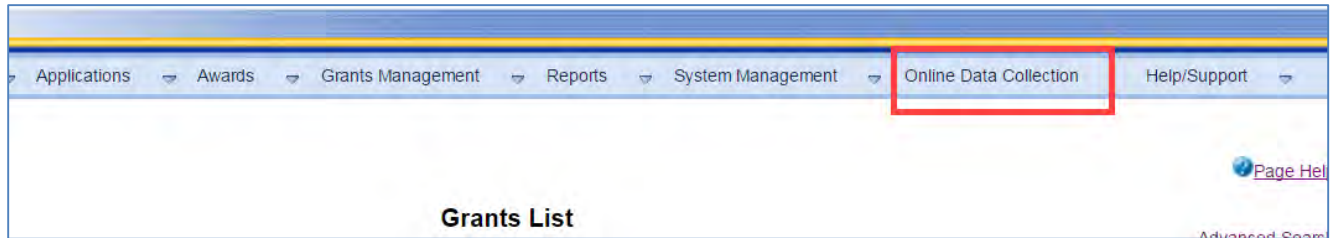


Figure 5: Grants List - Online Data Collection menu option

5. The Online Data Collection “Home” page appears in a new window.

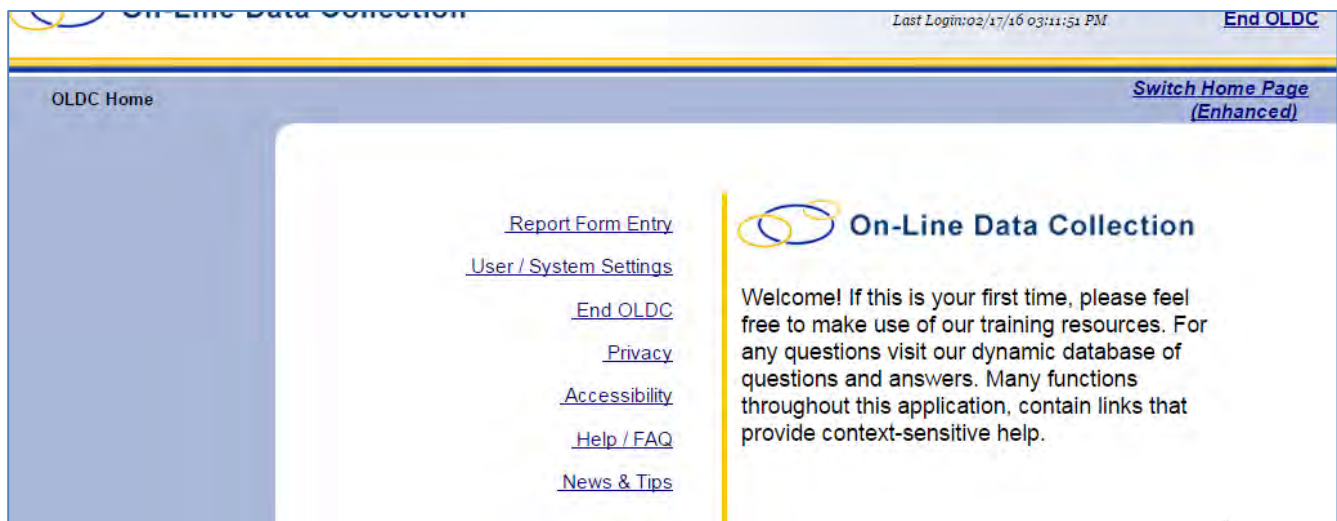


Figure 6: OLDC Home screen

LOGIN FOR GRANTORS THAT DO NOT USE THE GRANTSOLUTIONS GMM

Important! Grantors that do not use the GrantSolutions GMM access the SF-429 from the GrantSolutions “Portal” screen. To log in and access the SF-429:

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 7: The Grants Center of Excellence Home page

3. The “GrantSolutions” login screen displays. Login with your PIV card or with your Username and Password.

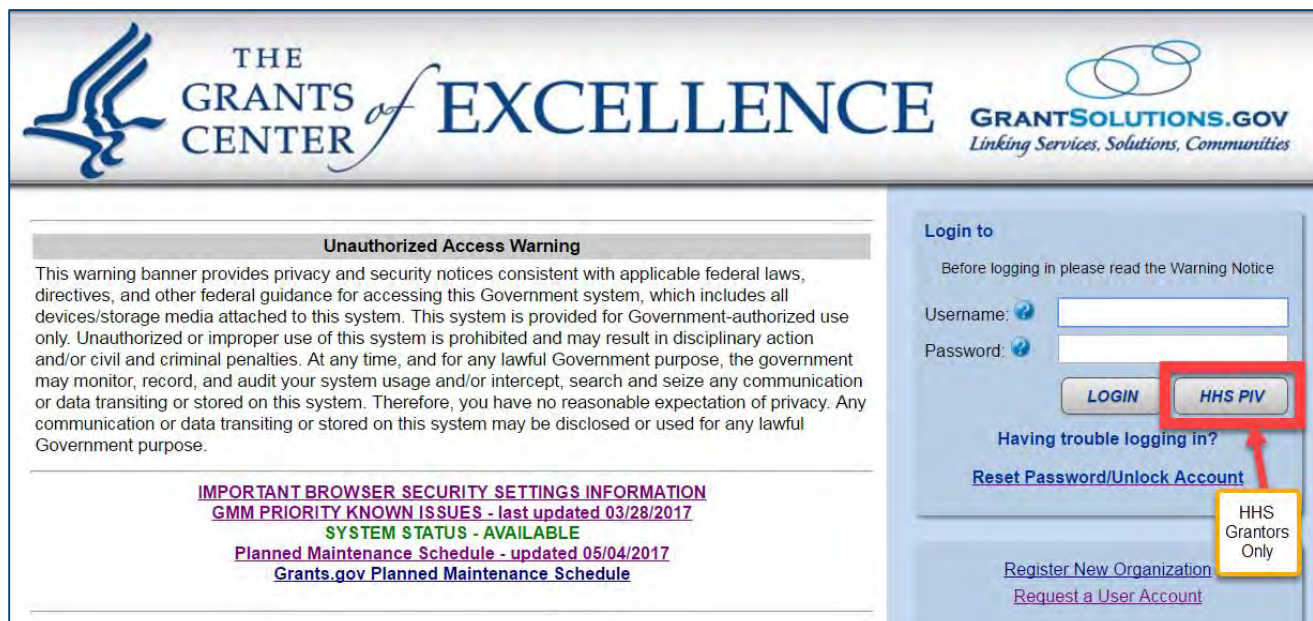


Figure 8: GrantSolutions login screen - Username field, Password field, Login and HHS PIV buttons

- The “Portal” screen opens. Select **Reporting/Monitoring – OLDC** from the menu bar.

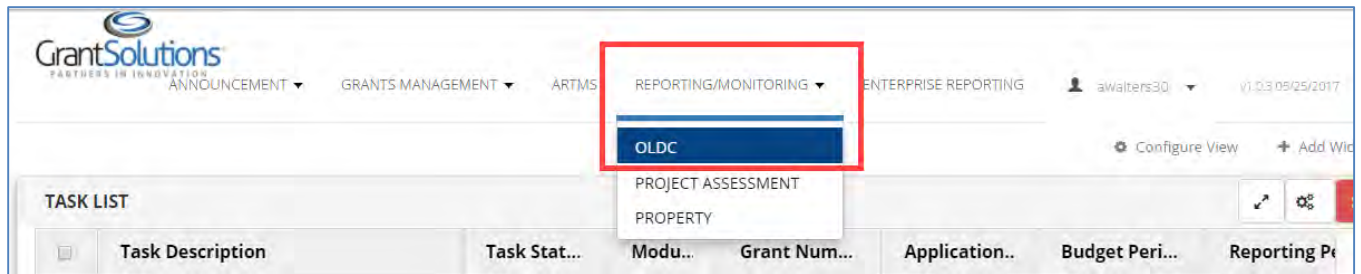
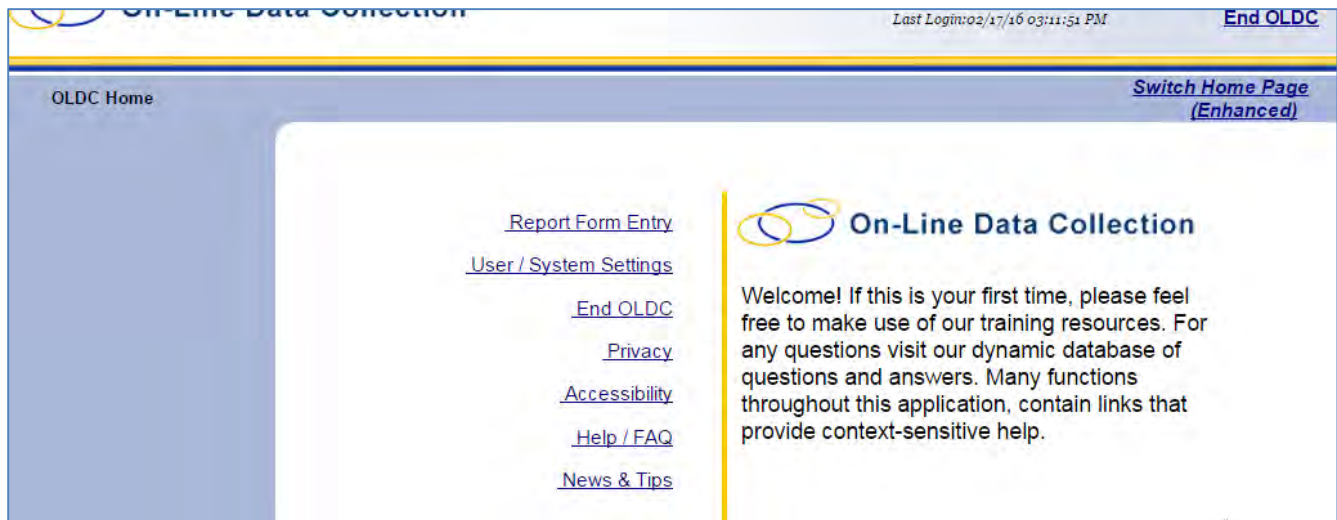


Figure 9: GrantSolutions Portal screen - Reporting/Monitoring - OLDC menu

- The Online Data Collection “Home” page appears in a new window.



Navigation

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

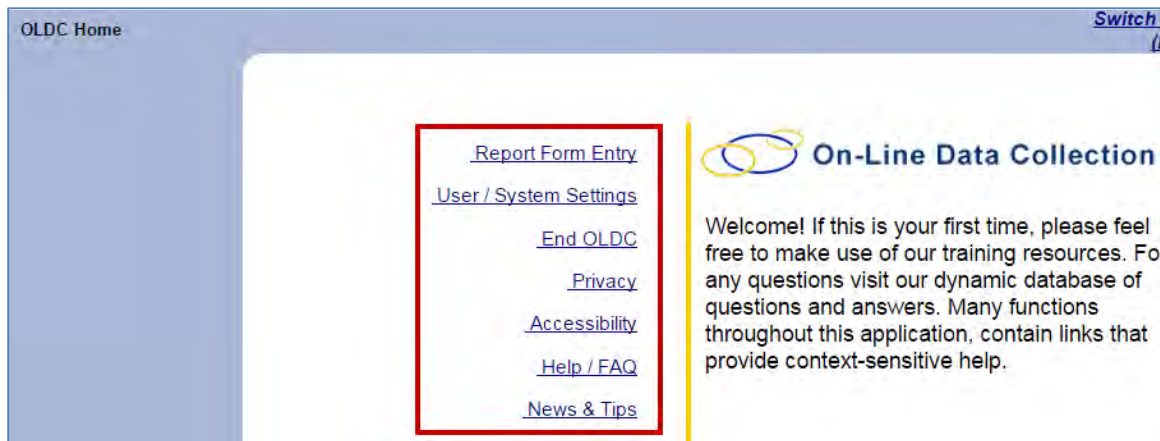


Figure 10: Home screen

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.

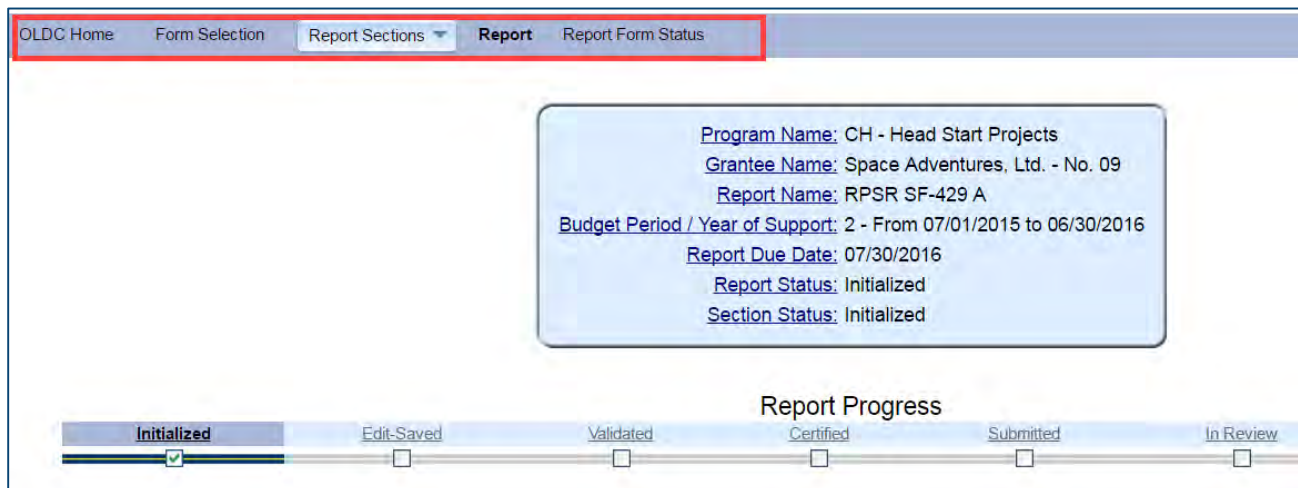


Figure 11: Navigation links

ENHANCED HOME PAGE

An enhanced “Home” page option is available to Grantors. This screen improves navigation and ease of use while retaining access to the menu list. When Grantors access the enhanced Home page, three tabs are available: **My Recent Activity**, **Approval Activity**, and **Grantee Activity**.

To activate the enhanced “Home” page view:

1. From the right side of the “Home” screen, click the link **Switch Home Page (Enhanced)**.

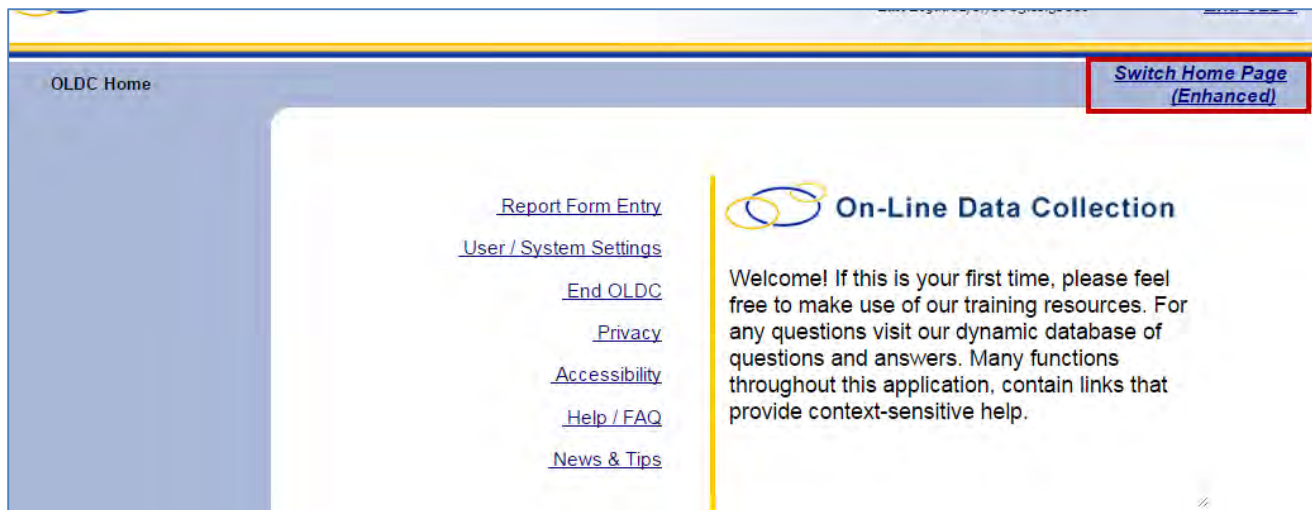


Figure 12: OLDC Home - Switch Home Page (Enhanced) link

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.

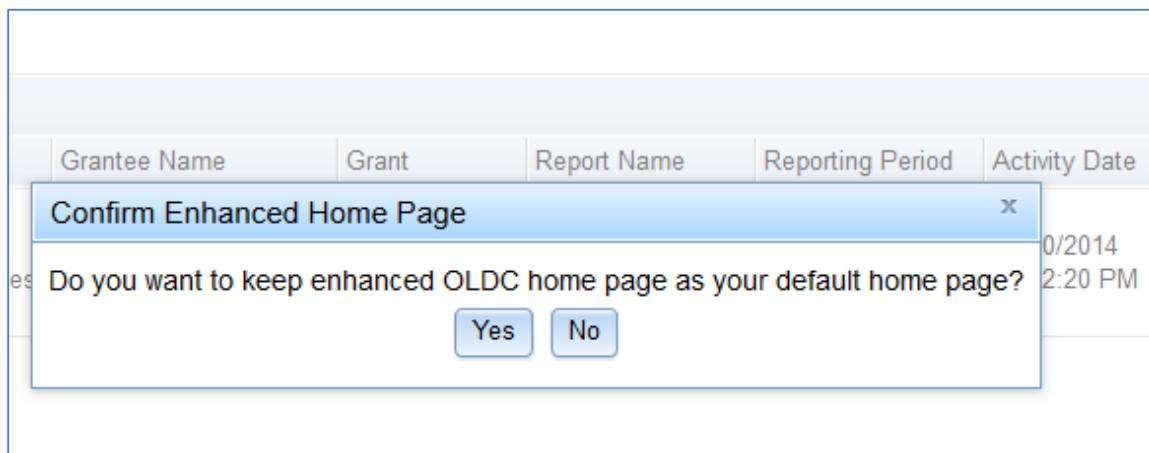


Figure 13: Confirmation Pop-up Message

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

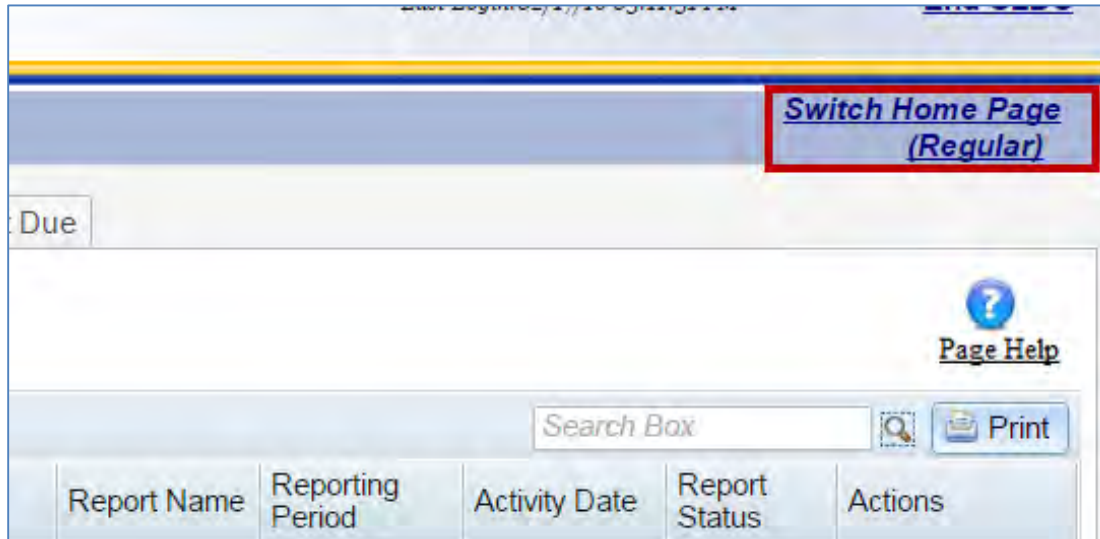


Figure 14: Enhanced OLDC Home screen - Switch Home Page (Regular) link

My Recent Activity Tab

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

- **View:** View a read-only version of the form
- **Report Status:** Navigate to the “Report Form Status” page

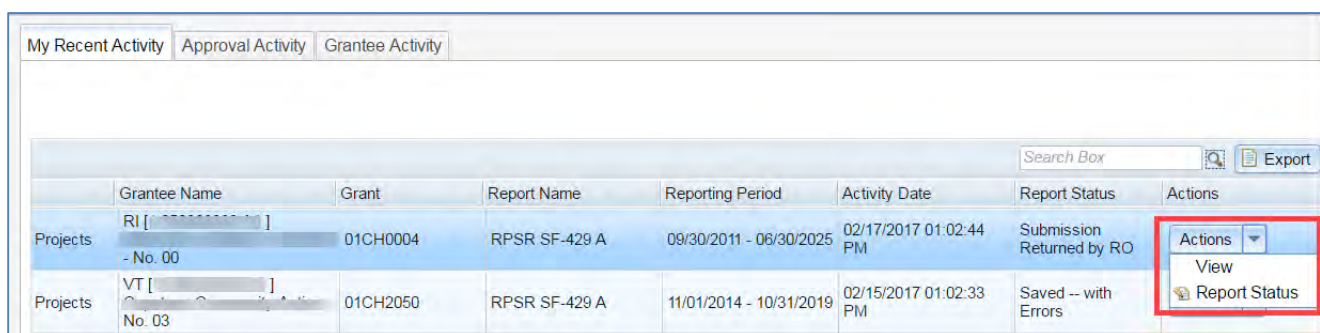


Figure 15: My Recent Activity Tab

Approval Activity Tab

Use the "Approval Activity" tab to search for forms that are already in the submitted status, under review, or approved by the Grantor over the past two years. To access historical data, use the *Report Form Entry* link from the menu list.

Note: All statuses after submit display on this screen.

To search for forms:

1. Select a **Program** from the Program drop-down list.
2. Select a **Report Type** from the Report Type drop-down list.
3. From the **Search By** drop-down list, select one of the available criteria.
4. Optional: Select a **Grantee** from the Grantee drop-down list. If no grantee is specified, all grantees display in the Results Table.
5. Click the **Enter** button.
6. The *Results Table* appears. Click the **Actions** drop-down list and select one of the following options:
 - **View:** View a form in read-only mode.
 - **Report Status:** Navigate to the "Report Form Status" page to perform approvals

Click the **Export** button to save the search results to an Excel spreadsheet.

My Recent Activity | **Approval Activity** | Grantee Activity

Program : CH - Head Start Projects
 Report Type : Status Report Attachment B (SF-429 B) | Search By : Calendar Year | 2015
 Grantee (Optional) : Select Grantee
 Enter

This report was generated on: 02/17/2017 3:20:32 Refresh

Grantee Name	Grant	Budget Period	Report Name	Report Description	Due Date	Report Status	Actions
AL []	04CH3184	48 - From 03/01/2014 to 02/28/2015	RPSR SF-429 B	test report		Submission in Review by CO	Actions
CO [1]	08CH0103		RPSR SF-429 B	Attachment B report		Submitted	Actions
MD []	03CH3307	14 - From 09/30/2013 to 09/29/2014	RPSR SF-429 B	Report description		Submission Accepted by CO	Actions

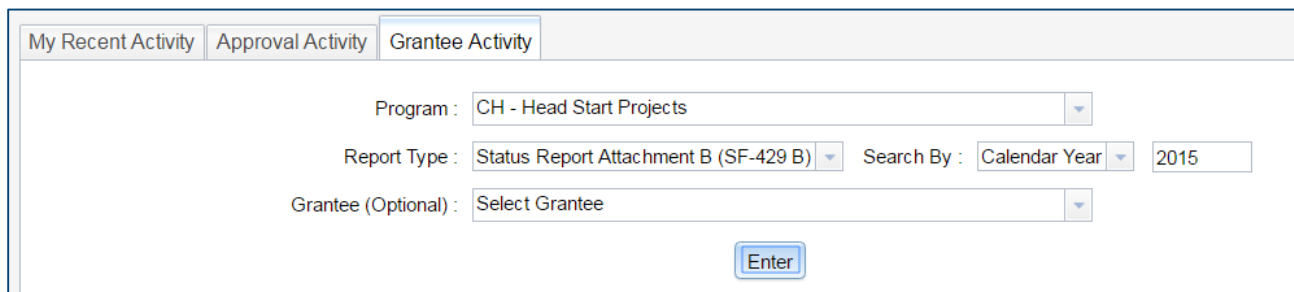
Figure 16: Approval Activity Tab

Grantee Activity Tab

Use the "Grantee Activity" tab to search for forms that are currently being edited or have already been submitted by the Grantee.

To perform a search:

1. Select a **Program** from the Program drop-down list.
2. Select a **Report Type** from the Report Type drop-down list.
3. From the **Search By** drop-down list, select one of the available criteria.
4. Optional: Select a **Grantee** from the Grantee drop-down list. If no grantee is specified, all Grantees display in the Results Table.
5. Click the **Enter** button.

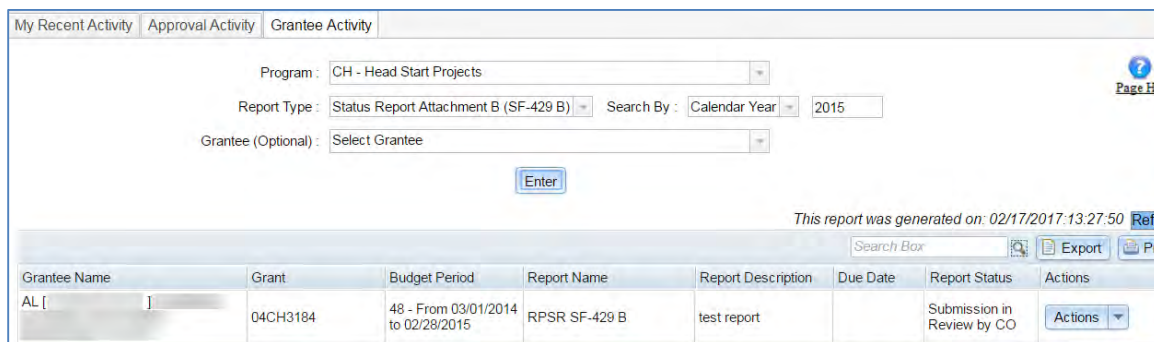


The screenshot shows the 'Grantee Activity' tab selected. The search form includes the following fields:

- Program :** CH - Head Start Projects
- Report Type :** Status Report Attachment B (SF-429 B)
- Search By :** Calendar Year
- 2015** (selected year)
- Grantee (Optional) :** Select Grantee
- Enter** button

Figure 17: Grantee Activity selection drop-down lists

6. The *Results Table* appears. To perform an action on a form, click the **Actions** drop-down list and select one of the following options:
 - **View:** View a report in read-only mode
 - **Report Status:** Navigate to the "Report Form Status" page to perform approvals



The screenshot shows the 'Grantee Activity' tab with the search results table displayed. The table has the following columns: Grantee Name, Grant, Budget Period, Report Name, Report Description, Due Date, Report Status, and Actions.

Grantee Name	Grant	Budget Period	Report Name	Report Description	Due Date	Report Status	Actions
AL []	04CH3184	48 - From 03/01/2014 to 02/28/2015	RPSR SF-429 B	test report		Submission in Review by CO	Actions

Additional information visible in the screenshot includes: "This report was generated on: 02/17/2017:13:27:50", a search box, and buttons for Export and Print.

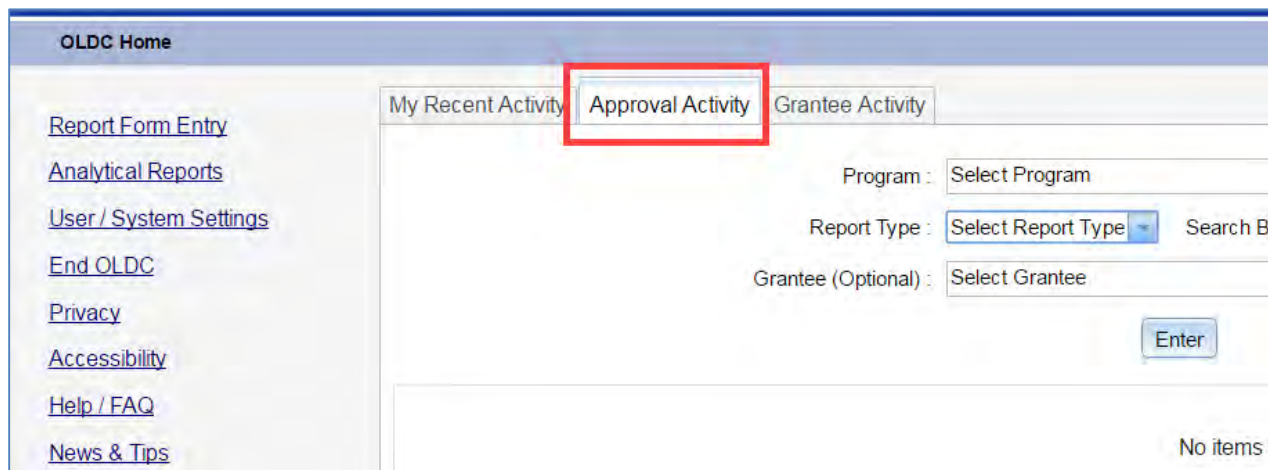
Figure 18: Grantee Activity

Access the SF-429 from the Approval Activity Tab

VIEW THE SF-429 (ALL GRANTOR ROLES)

Grantors may view the SF-429 from the Approval Activity tab. To view a form:


1. From the enhanced “Home” page, select the **Approval Activity** tab.



The screenshot shows the 'OLDC Home' page. On the left is a navigation menu with links: Report Form Entry, Analytical Reports, User / System Settings, End OLDC, Privacy, Accessibility, Help / FAQ, and News & Tips. The main content area has three tabs: 'My Recent Activity', 'Approval Activity' (which is highlighted with a red rectangle), and 'Grantee Activity'. To the right of the tabs are search criteria: 'Program : Select Program', 'Report Type : Select Report Type' (with a dropdown arrow), 'Search B' (partially visible), and 'Grantee (Optional) : Select Grantee'. There is an 'Enter' button below these fields. At the bottom right, it says 'No items'.

Figure 19: Home page – Approval Activity Tab

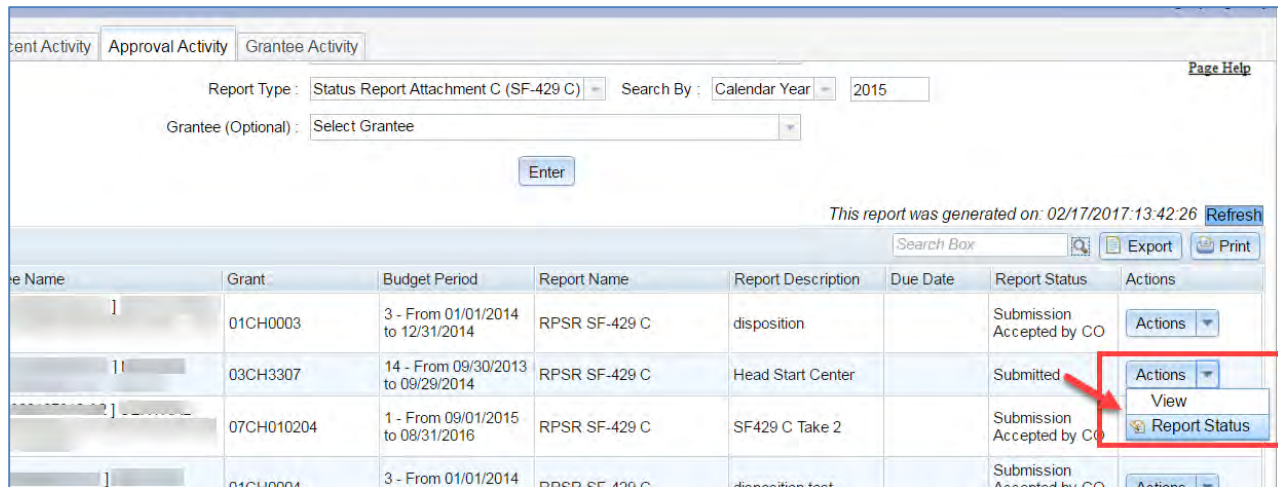
2. From the search criteria, select a **Program** from the Program drop-down list.
3. Select a **Report Type** from the Report Type drop-down list.
4. From the **Search By drop-down list**, select one of the available criteria.
5. Optional: Select a Grantee from the Grantee drop-down list. If no grantee is specified, all grantees display in the Results Table.
6. Click the **Enter** button.



This screenshot shows the 'Approval Activity' tab selected. The search criteria are now populated: 'Report Type : Status Report Attachment C (SF-429 C)' (with a dropdown arrow), 'Search By : Calendar Year' (with a dropdown arrow), and '2015' in a text box. The 'Grantee (Optional) : Select Grantee' dropdown is still empty. The 'Enter' button is visible at the bottom.

Figure 20: Approval Activity tab - Selections

7. The **Result Table** appears. Locate the desired Grantee and form, and from the **Actions** column, select **View**.



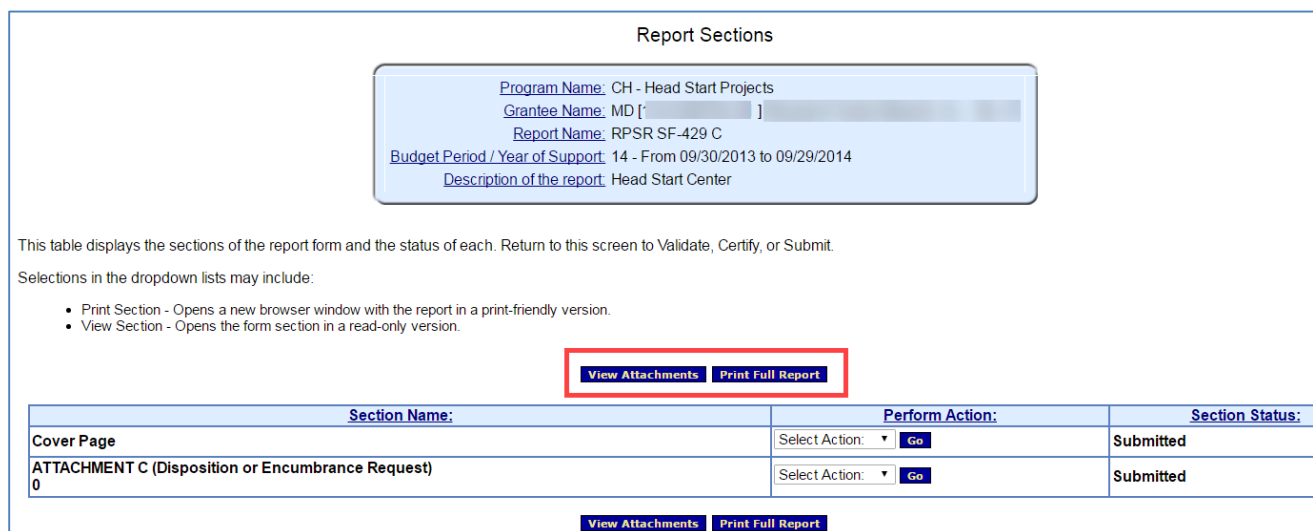
The screenshot shows the 'Approval Activity' tab with a 'Results Table'. The table has columns: Name, Grant, Budget Period, Report Name, Report Description, Due Date, Report Status, and Actions. A red box highlights the 'Actions' column for the row with Grant '03CH3307' and Report Name 'RPSR SF-429 C'. The 'Actions' dropdown menu is open, showing 'View' and 'Report Status' options.

Name	Grant	Budget Period	Report Name	Report Description	Due Date	Report Status	Actions
[REDACTED]	01CH0003	3 - From 01/01/2014 to 12/31/2014	RPSR SF-429 C	disposition		Submission Accepted by CO	Actions
[REDACTED]	03CH3307	14 - From 09/30/2013 to 09/29/2014	RPSR SF-429 C	Head Start Center		Submitted	Actions View Report Status
[REDACTED]	07CH010204	1 - From 09/01/2015 to 08/31/2016	RPSR SF-429 C	SF429 C Take 2		Submission Accepted by CO	Actions
[REDACTED]	01CH0004	3 - From 01/01/2014	RPSR SF-429 C	disposition test		Submission Accepted by CO	Actions

Figure 21: Approval Activity tab - Results Table - Report Status action

8. The “Report Sections” screen appears. From the “Report Sections” screen, click the **Print Full PDF** button to open the full report as a PDF (not including attachments).

9. Click the **View Attachments** button to open form or cell level attachments.



The screenshot shows the 'Report Sections' screen. It displays a summary box with the following information:

- Program Name: CH - Head Start Projects
- Grantee Name: MD [REDACTED]
- Report Name: RPSR SF-429 C
- Budget Period / Year of Support: 14 - From 09/30/2013 to 09/29/2014
- Description of the report: Head Start Center

Below the summary box, there is a table with the following sections:

Section Name:	Perform Action:	Section Status:
Cover Page	Select Action: [REDACTED] Go	Submitted
ATTACHMENT C (Disposition or Encumbrance Request)	Select Action: [REDACTED] Go	Submitted

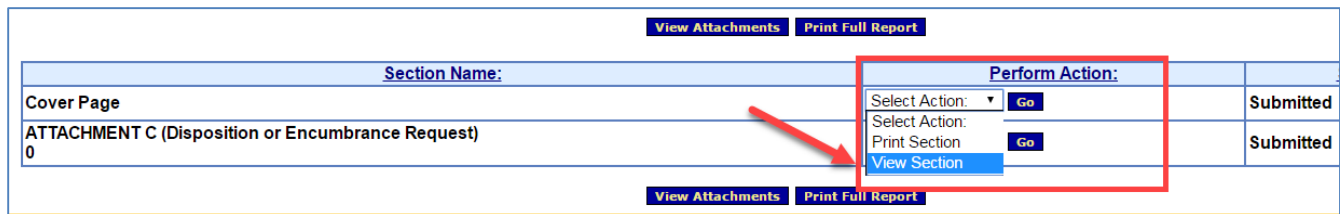
At the bottom of the screen, there are two buttons: 'View Attachments' and 'Print Full Report'.

Figure 22: Report Sections screen - View Attachments and Print Full Report buttons

10. The *Report Sections* table contains the individual form sections. The table also contains the *Action* drop-down lists and the *Section Status*. The two possible actions are as follows:

- **Print Section:** Opens the selected section as a PDF in a new window.
- **View Section** - Opens a read-only version of the form section.

11. Select an action and then click the **Go** button (View Section is selected in this example).



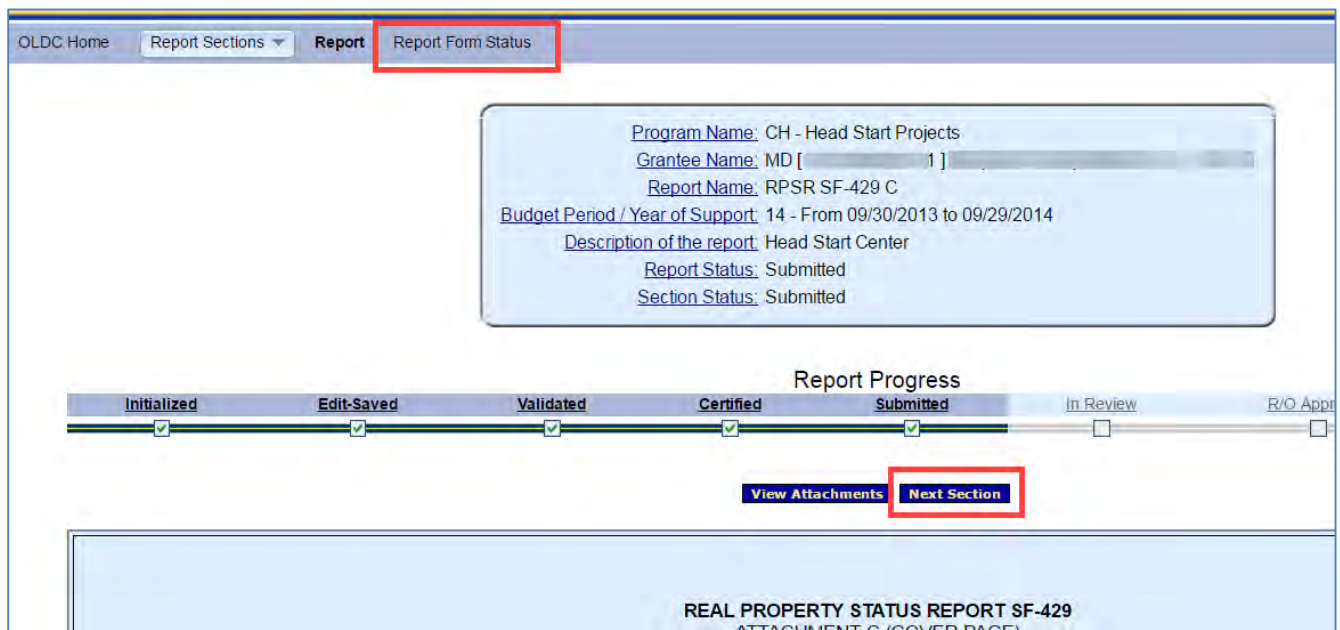
The screenshot shows a table with two rows. The first row is 'Cover Page' and the second row is 'ATTACHMENT C (Disposition or Encumbrance Request)'. Both rows have a status of 'Submitted'. A red box highlights the 'Perform Action:' column for the second row, which is open to show a dropdown menu with options: 'Select Action:', 'Select Section', 'Print Section', and 'View Section'. A red arrow points to the 'Go' button next to 'View Section'. Above the table are buttons for 'View Attachments' and 'Print Full Report'. Below the table are also buttons for 'View Attachments' and 'Print Full Report'.

Section Name:	Perform Action:	Section Status:
Cover Page	Select Action: <input type="button" value="Go"/>	Submitted
ATTACHMENT C (Disposition or Encumbrance Request)	Select Action: <input type="button" value="Go"/> Print Section <input type="button" value="Go"/> View Section <input type="button" value="Go"/>	Submitted

Figure 23: Action drop-down list and Go button

12. The “Report” screen opens to the selected section for viewing. Use the **Next Section** or **Previous Section** buttons to navigate to a different section.

13. To view attachments and addition form information, click the **Report Form Status** navigation link located towards to the top of the screen.



The screenshot shows the 'Report' screen. At the top, there is a navigation bar with links: 'OLDC Home', 'Report Sections', 'Report', and 'Report Form Status' (which is highlighted with a red box). Below the navigation bar, there is a box containing report details: 'Program Name: CH - Head Start Projects', 'Grantee Name: MD []', 'Report Name: RPSR SF-429 C', 'Budget Period / Year of Support: 14 - From 09/30/2013 to 09/29/2014', 'Description of the report: Head Start Center', 'Report Status: Submitted', and 'Section Status: Submitted'. Below this box is a 'Report Progress' bar with stages: 'Initialized', 'Edit-Saved', 'Validated', 'Certified', 'Submitted', 'In Review', and 'R/O Appr'. The 'Submitted' stage is highlighted with a green checkmark. Below the progress bar are buttons for 'View Attachments' and 'Next Section' (which is highlighted with a red box). At the bottom, there is a section titled 'REAL PROPERTY STATUS REPORT SF-429' with a sub-section 'ATTACHMENT C (COVER PAGE)'.

Figure 24: Report screen - Next Section button and Report Form Status navigation link

14. The “Report Form Status” Page opens. Click an **attachment** link to view the uploaded file.
15. Click the **Home** navigation link towards the top of the screen to select a different program or Grantee.

On-Line Data Collection Administration for Children & Families
Name: Anna-Lisa Walters
Last Login: 05/04/2017 13:32:23 PM
[Help / FAQ](#)
[End OLDC](#)

[OLDC Home](#) [Form Selection](#) [Report Form Status](#)

Program Name: CH - Head Start Projects
Grantee Name: Maryland Family Network, Inc. - No. 01
Report Name: RPSR SF-429 C
Budget Period / Year of Support: 09/30/2013 - 09/29/2014
Description of the report: Head Start Center

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	05/04/2017	Review	Print as PDF <input type="button" value="Go"/>

Original File Attachments

Attachment Type:	File Name:	Date Received:
ATTACHMENT C (Disposition or Encumbrance Request) Property Name: Head Start Center 16. Remarks (attach additional sheets if necessary):	REMARKS.DOCX	05/04/2017

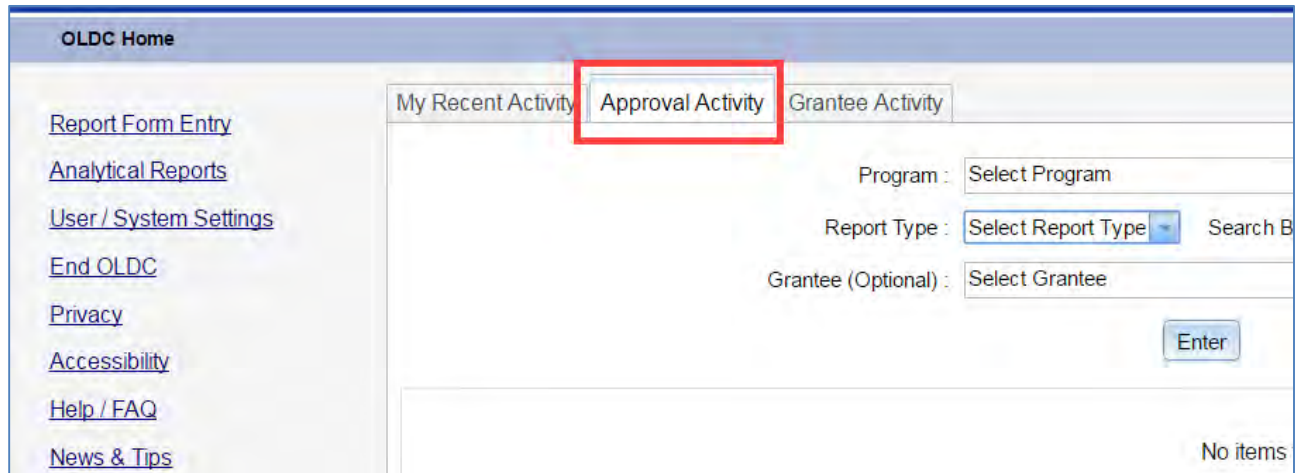
Figure 25: Report Form Status Page - Attachment link and OLDC Home navigation link

REVIEW THE SF-429 (GRANTS SPECIALISTS)

After a form is submitted, a Grantor with the appropriate permissions clicks the **Review** button from the “Report Form Status Page” to take ownership. Once the form is under review, it can either be approved or rejected.

To bring the SF-429 under review:

1. From the enhanced “Home” page, select **Approval Activity** tab.



The screenshot shows the OLDC Home page. On the left is a navigation menu with links: Report Form Entry, Analytical Reports, User / System Settings, End OLDC, Privacy, Accessibility, Help / FAQ, and News & Tips. The main area has three tabs: My Recent Activity, Approval Activity (highlighted with a red box), and Grantee Activity. To the right of the tabs are search criteria: Program (Select Program), Report Type (Select Report Type), and Grantee (Optional) (Select Grantee). There is an Enter button and a message 'No items' at the bottom right.

Figure 26: Home page – Approval Activity Tab

2. From the search criteria, select a **Program** from the Program drop-down list.
3. Select a **Report Type** from the Report Type drop-down list.
4. From the **Search By drop-down list**, select one of the available criteria.
5. Optional: Select a Grantee from the Grantee drop-down list. If no grantee is specified, all grantees display in the Results Table.
6. Click the **Enter** button.



The screenshot shows the Approval Activity tab selected. The search criteria are now populated: Report Type is 'Status Report Attachment C (SF-429 C)', Search By is 'Calendar Year', and the year '2015' is entered. The Grantee (Optional) dropdown remains 'Select Grantee'. The Enter button is visible at the bottom.

Figure 27: Approval Activity tab - Selections

- The Result Table appears. Locate the desired Grantee and form, and from the *Actions* column, select **Report Status**.

Report Type: Status Report Attachment C (SF-429 C) Search By: Calendar Year 2015

Grantee (Optional): Select Grantee

Enter

This report was generated on: 02/17/2017 13:42:26 Refresh

Report Name	Grant	Budget Period	Report Name	Report Description	Due Date	Report Status	Actions
[REDACTED]	01CH0003	3 - From 01/01/2014 to 12/31/2014	RPSR SF-429 C	disposition		Submission Accepted by CO	Actions
[REDACTED]	03CH3307	14 - From 09/30/2013 to 09/29/2014	RPSR SF-429 C	Head Start Center		Submitted	Actions View Report Status
[REDACTED]	07CH010204	1 - From 09/01/2015 to 08/31/2016	RPSR SF-429 C	SF429 C Take 2		Submission Accepted by CO	Actions
[REDACTED]	01CH0004	3 - From 01/01/2014	RPSR SF-429 C	disposition test		Submission Accepted by CO	Actions

Figure 28: Approval Activity tab - Results Table - Report Status action

- The "Report Form Status" page appears. Click the **Review** button from the *Report Action* column.

Report Form Status

Program Name: CH - Head Start Projects
Grantee Name: MD [REDACTED]
Report Name: RPSR SF-429 C
Budget Period / Year of Support: 14 - From 09/30/2013 to 09/29/2014
Description of the report: Head Start Center

This screen displays the status of report forms and their revisions, along with attached files. To continue entering report form information, click on

Report Form Status				
Report Submissions:	Report Status:	Status Date:	Report Action:	
View Original	Submitted	12/30/2015	Review	Print as PDF

Figure 29: Report Form Status page - Review button

- The “Report Sections” screen appears. Continue the review by viewing or printing the sections, or by viewing or printing attachments. Return to the “Home” page by clicking the **OLDC Home** navigation link.

[OLDC Home](#)
[Report Sections](#)
[Report Form Status](#)

Report Sections

[Program Name:](#) CH - Head Start Projects
[Grantee Name:](#) MD [REDACTED]
[Report Name:](#) RPSR SF-429 C
[Budget Period / Year of Support:](#) 14 - From 09/30/2013 to 09/29/2014
[Description of the report:](#) Head Start Center

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:

- Print Section - Opens a new browser window with the report in a print-friendly version.
- View Section - Opens the form section in a read-only version.

[View Attachments](#)
[Print Full Report](#)

Section Name:	Perform Action:	Sec
Cover Page	Select Action: ▼ Go	Submitted

Figure 30: Report Sections screen - OLDC Home navigation link

*Note: From the Report Form Status page - Print drop-down list, select **Print PDF w/Attachments** to create PDF containing the form sections and all attachments.*

APPROVE OR REJECT THE SF-429 (GRANTS OFFICERS AND TEAM LEADS)


Once a form is under review, it can then be approved or rejected (returned to the Grantee) by a user with the appropriate permissions.

Important! Once a form is approved, it can no longer be rejected. To make a change to an approved form, the Grantee must submit a revision.

Reject the SF-429

To reject the SF-429:

1. From the enhanced “Home” page, select **Approval Activity** tab.



The screenshot shows the 'OLDC Home' page. On the left is a sidebar with links: [Report Form Entry](#), [Analytical Reports](#), [User / System Settings](#), and [End OLDC](#). The main content area has three tabs: 'My Recent Activity', 'Approval Activity' (which is highlighted with a red box), and 'Grantee Activity'. Below the tabs, there are search filters: 'Program : Select Program', 'Report Type : Select Report Type' (with a dropdown arrow), and 'Grantee (Optional) : Select Grantee'. A 'Search B' button is partially visible on the right.

Figure 31: Home page – Approval Activity Tab

2. From the search criteria, select a **Program** from the Program drop-down list.
3. Select a **Report Type** from the Report Type drop-down list.
4. From the **Search By drop-down list**, select one of the available criteria.
5. Optional: Select a Grantee from the Grantee drop-down list. If no grantee is specified, all grantees display in the Results Table.
6. Click the **Enter** button.

The screenshot shows the 'Approval Activity' tab in the GrantSolutions interface. At the top, there is a header with the 'Collection' logo, the 'Administration for Children & Families' name, and user information including 'Name:' and 'Last Login: 02/16/2017 16:43:30 PM'. There are links for 'Help / FAQ' and 'End OLDC'. Below the header, there are three tabs: 'My Recent Activity', 'Approval Activity' (which is selected), and 'Grantee Activity'. Under the 'Approval Activity' tab, there are search filters: 'Report Type' set to 'Status Report Attachment C (SF-429 C)', 'Search By' set to 'Calendar Year', and a year selector set to '2015'. There is also a 'Grantee (Optional)' dropdown menu set to 'Select Grantee'. An 'Enter' button is located at the bottom right of the search area.

Figure 32: Approval Activity tab - Selections

7. The **Result Table** appears. Locate the desired Grantee and form, and from the **Actions** column, select **Report Status**.

The screenshot shows the 'Approval Activity' tab with the search filters from Figure 32. Below the filters, there is a table with the following columns: Grantee Name, Grant, Budget Period, Report Name, Report Description, Due Date, Report Status, and Actions. The table contains three rows of data. A red arrow points to the 'Report Status' column for the second row. The 'Actions' column for each row has a dropdown menu with 'Report Status' highlighted.

Grantee Name	Grant	Budget Period	Report Name	Report Description	Due Date	Report Status	Actions
MA []	01CH0003	3 - From 01/01/2014 to 12/31/2014	RPSR SF-429 C	disposition		Submission Accepted by CO	Actions
MD []	03CH3307	14 - From 09/30/2013 to 09/29/2014	RPSR SF-429 C	Head Start Center		Submission in Review by CO	Actions
NE []	07CH010204	1 - From 09/01/2015 to 08/31/2016	RPSR SF-429 C	SF429 C Take 2		Submission Accepted by CO	Actions

Figure 33: Approval Activity - Report Status action

8. The “Report Form Status” page appears. Click the **Reject** button to return the form to the Grantee for corrections.

Report Form Status

Program Name: CH - Head Start Projects
 Grantee Name: MD [REDACTED]
 Report Name: RPSR SF-429 C
 Budget Period / Year of Support: 14 - From 09/30/2013 to 09/29/2014
 Description of the report: Head Start Center

This screen displays the status of report forms and their revisions, along with attached files. To continue entering report form information, click on 'Grantee

Report Form Status				
Report Submissions:	Report Status:	Status Date:	Report Action:	Print:
View Original	Submission in Review by CO	02/17/2017	Approve Reject	Print as PDF

Original File Attachments

Figure 34: Report Form Status page - reject button

9. The screen refreshes and the status is now *Submission Returned by* (CO or RO). The Grantee can now unsubmit, uncertify, make their changes, re-validate, re-certify, and re-submit.

Report Form Status

Program Name: CH - Head Start Projects
 Grantee Name: MD [REDACTED]
 Report Name: RPSR SF-429 C
 Budget Period / Year of Support: 14 - From 09/30/2013 to 09/29/2014
 Description of the report: Head Start Center

This screen displays the status of report forms and their revisions, along with attached files. To continue entering report form information, click on

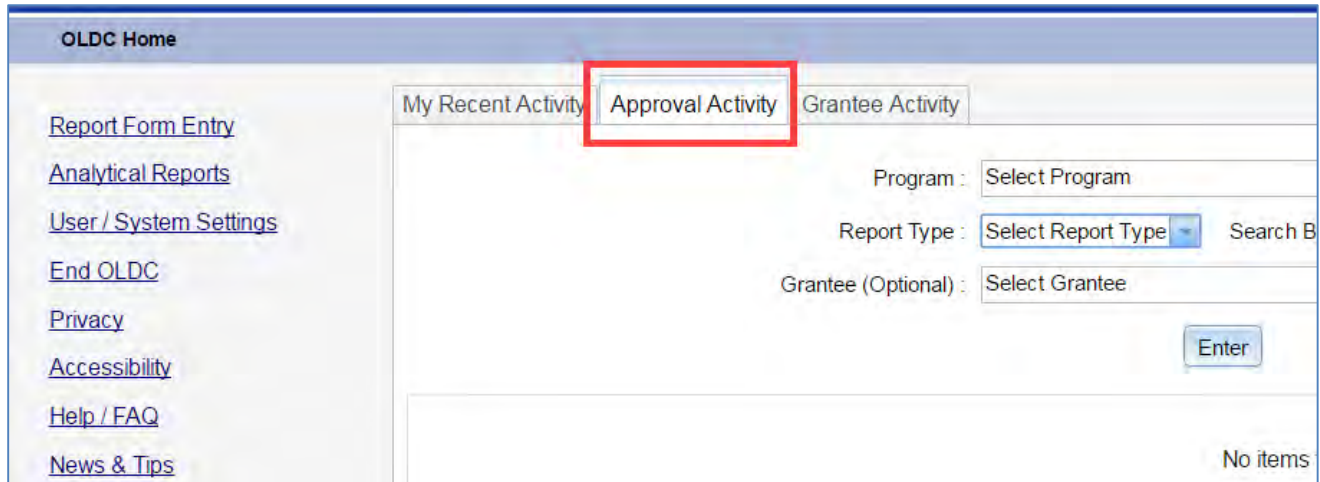
Report Form Status				
Report Submissions:	Report Status:	Status Date:	Report Action:	Print:
View Original	Submission Returned by CO	02/17/2017		Print as F

Figure 35: Report Status - Submission Returned by CO

Approve the SF-429

To approve the SF-429:

1. From the enhanced “Home” page, select the **Approval Activity** tab.



The screenshot shows the "OLDC Home" page. On the left is a navigation menu with links: Report Form Entry, Analytical Reports, User / System Settings, End OLDC, Privacy, Accessibility, Help / FAQ, and News & Tips. The main content area has three tabs: "My Recent Activity", "Approval Activity" (which is highlighted with a red box), and "Grantee Activity". To the right of the tabs are search criteria: "Program : Select Program", "Report Type : Select Report Type" (with a dropdown arrow), "Search B", and "Grantee (Optional) : Select Grantee". There is an "Enter" button and a "No items" message at the bottom right.

Figure 36: Home page – Approval Activity Tab

2. From the search criteria, select a **program** from the Program drop-down list.
3. Select a **form** from the Report Type drop-down list.
4. From the **Search By drop-down list**, select one of the available criteria.
5. Optional: Select a Grantee from the Grantee drop-down list. If no grantee is specified, all grantees display in the Results Table.
6. Click the **Enter** button.



The screenshot shows the "Approval Activity" tab selected. The search criteria are now populated: "Report Type : Status Report Attachment C (SF-429 C)" (with a dropdown arrow), "Search By : Calendar Year" (with a dropdown arrow), and "2015" in a text box. The "Grantee (Optional) : Select Grantee" dropdown is also visible. The "Enter" button is at the bottom center. The top of the page shows the "Data Collection" header, the "Administration for Children & Families" logo, and user information: "Name:" and "Last Login: 02/16/2017 16:43:30 PM". There are links for "Help / FAQ" and "End OLDC" in the top right.

Figure 37: Approval Activity tab - Selections

- The *Result Table* appears. Locate the desired Grantee and form, and from the *Actions* column, select **Report Status**.

My Recent Activity | **Approval Activity** | Grantee Activity

Program : CH - Head Start Projects

Report Type : Status Report Attachment C (SF-429 C) Search By : Calendar Year 2015

Grantee (Optional) : Select Grantee

Enter

This report was generated on: 02/17/2017:15:09:05 Refresh

Grantee Name	Grant	Budget Period	Report Name	Report Description	Due Date	Report Status	Actions
MA []	01CH0003	3 - From 01/01/2014 to 12/31/2014	RPSR SF-429 C	disposition		Submission Accepted by CO	Actions
MD []	03CH3307	14 - From 09/30/2013 to 09/29/2014	RPSR SF-429 C	Head Start Center		Submission in Review by CO	Actions
NE []	07CH010204	1 - From 09/01/2015 to 08/31/2016	RPSR SF-429 C	SF429 C Take 2		Submission Accepted by CO	View Report Status

Figure 38: Approval Activity - Report Status action

- The "Report Form Status" page appears. Click the **Approve** button to accept the form and transfer the data to PTMS.

Report Form Status

Program Name: CH - Head Start Projects
Grantee Name: MD []
Report Name: RPSR SF-429 C
Budget Period / Year of Support: 14 - From 09/30/2013 to 09/29/2014
Description of the report: Head Start Center

This screen displays the status of report forms and their revisions, along with attached files. To continue entering report form information, click

Report Submissions:	Report Status:	Status Date:	Report Action:
View Original	Submission in Review by CO	02/17/2017	Approve Reject

Original File Attachments

Figure 39: Report Form Status page - Approve button

9. The “Report Form” status page appears with the pop-up message “Data Transfer is successful, changing the status to Pending Approval.” Click **OK**.

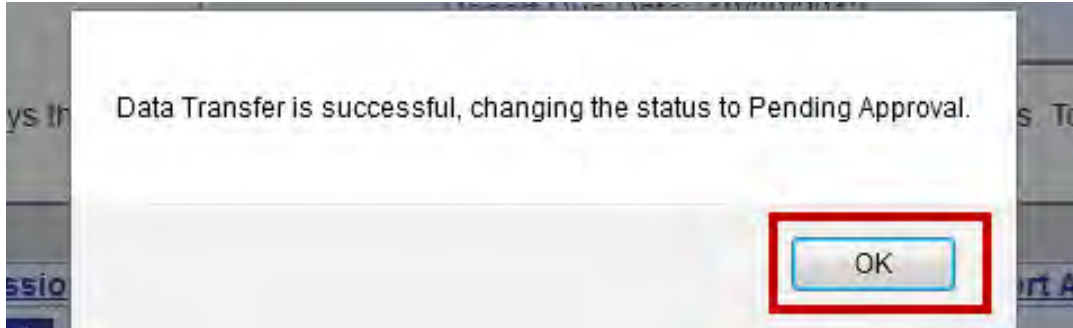


Figure 40: Pop-up message “Data Transfer is successful, changing the status to Pending Approval.”

10. Once the form is approved, confirm that the information is transferred to PTMS.