



View and Print the SF-429 in the GrantSolutions Online Data Collection System

June, 2017

Table of Contents

INTRODUCTION	1
Grantee Workflow	2
Grantor Workflow	3
LOGIN	4
Grantors with Access to the GrantSolutions GMM	4
Login for Grantors That Do Not use the GrantSolutions GMM	6
NAVIGATION.....	8
ACCESS THE SF-429	9
View the SF-429	9
Report Form Status Page	12
Report Form Status Table	12
File Attachments	13
History	13
Contacts	14
Report Sections	14

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.

Program Office staff may view or print SF-429 forms submitted by Grantees.

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.

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.

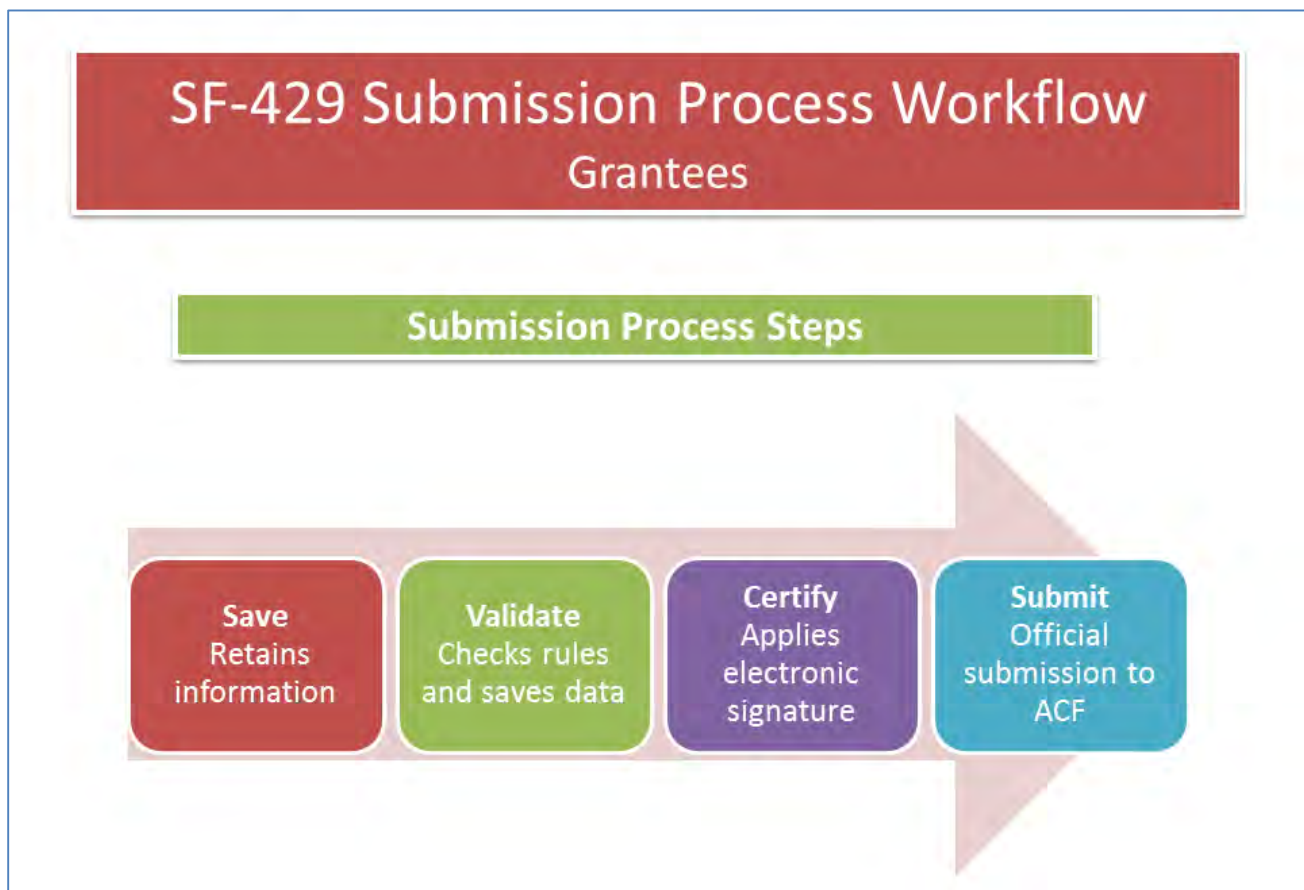


Figure 1: SF-429 Submission Process Workflow for Grantees - Steps are Save, Validate, Certify, and Submit

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:

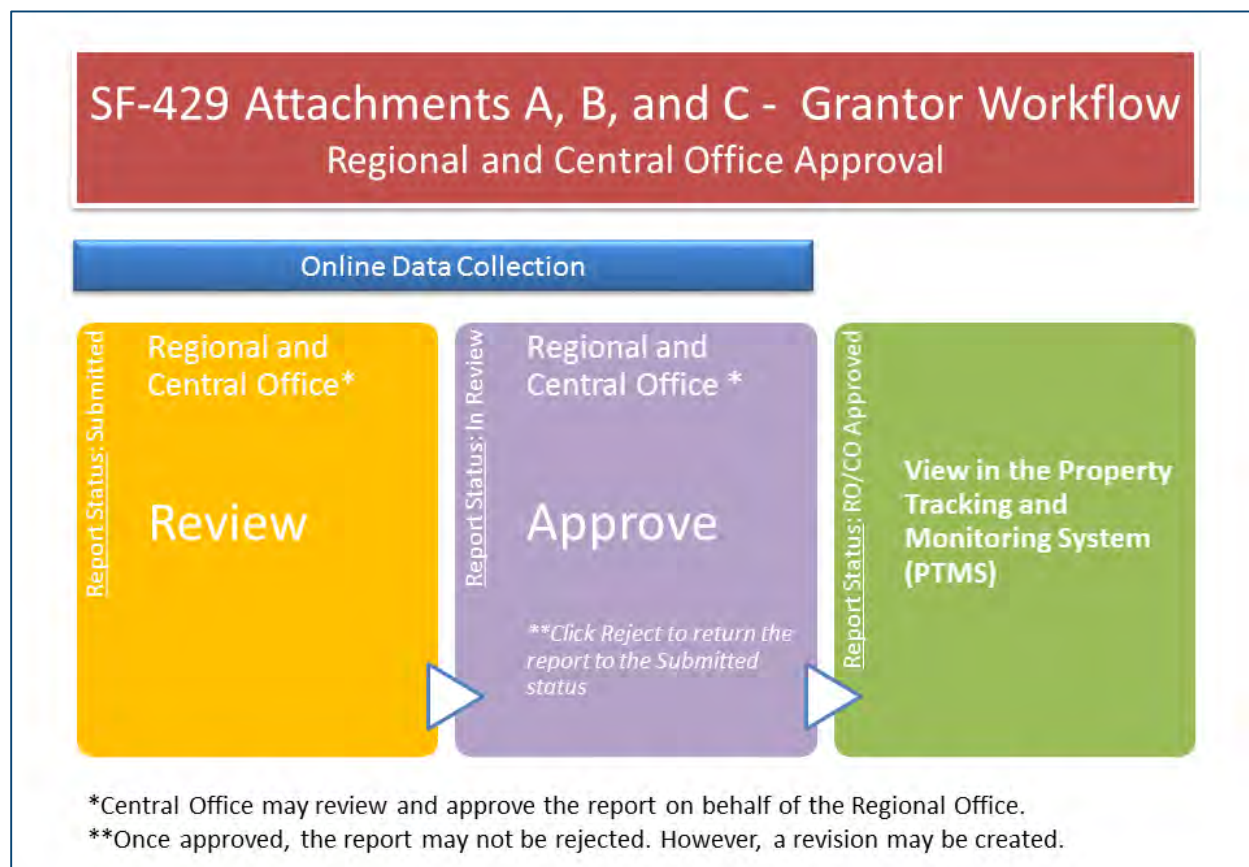


Figure 2: SF-429 Attachments A, B, and C Grantor Approval Workflow

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.

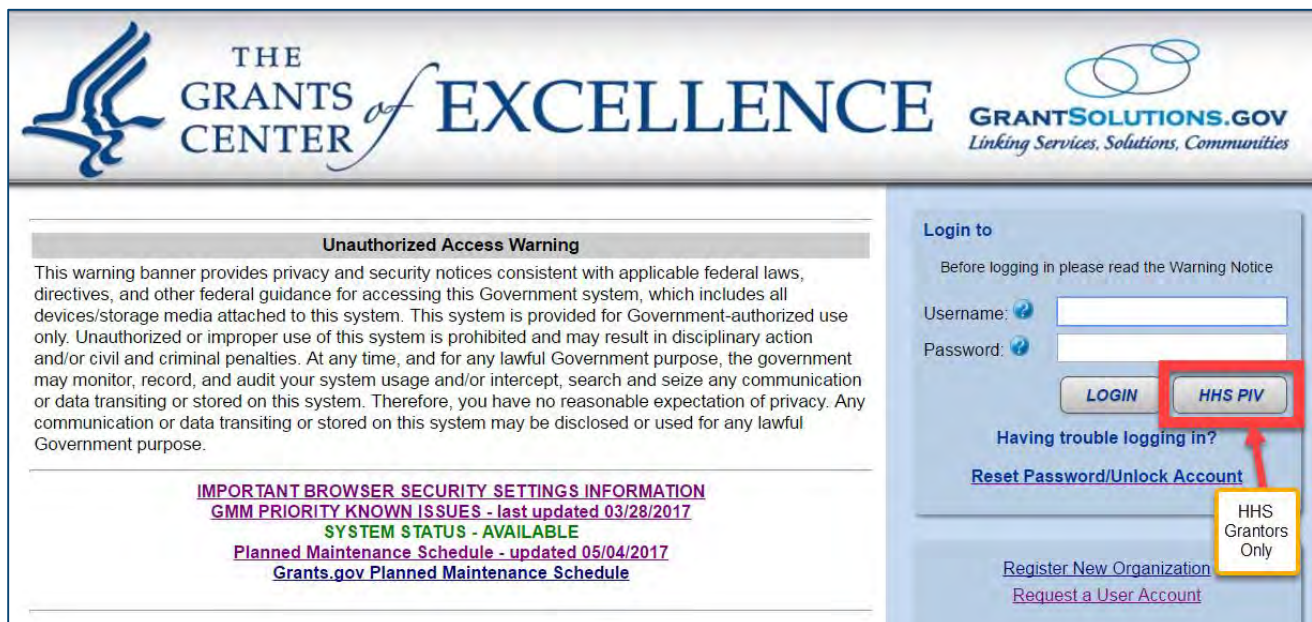


Figure 4: GrantSolutions login screen - Username field, Password field, Login and HHS PIV buttons

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

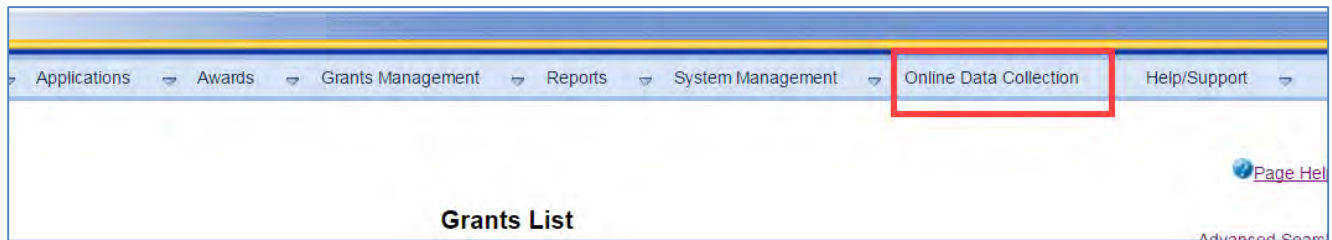


Figure 5: Grants List - Online Data Collection menu option

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.

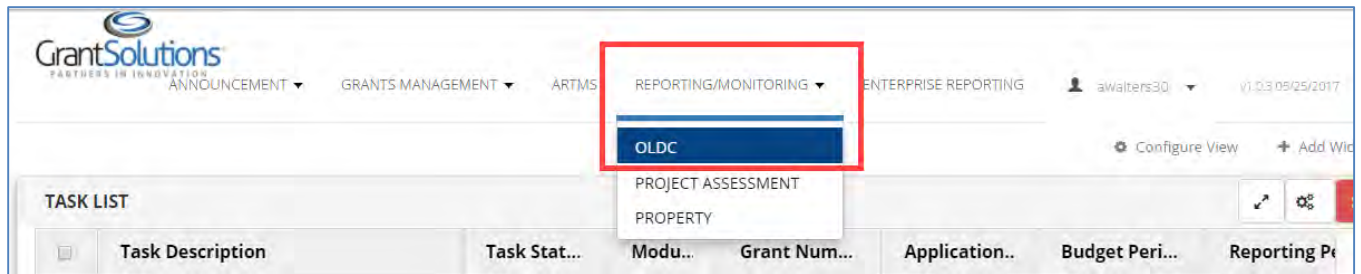
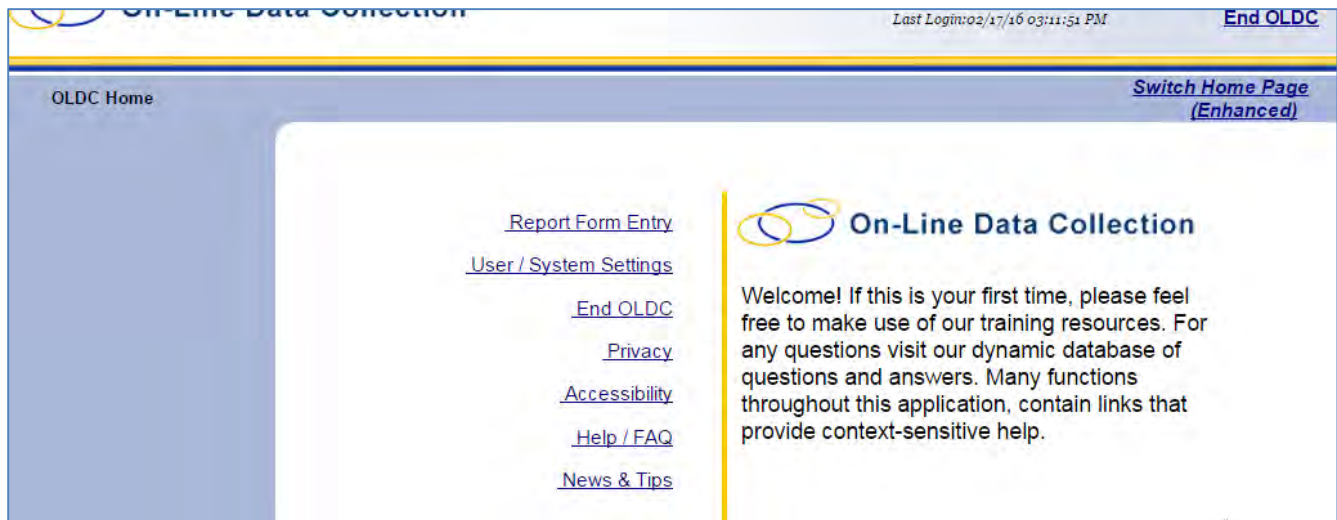


Figure 9: GrantSolutions Portal screen - Reporting/Monitoring - OLDC menu

- 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.

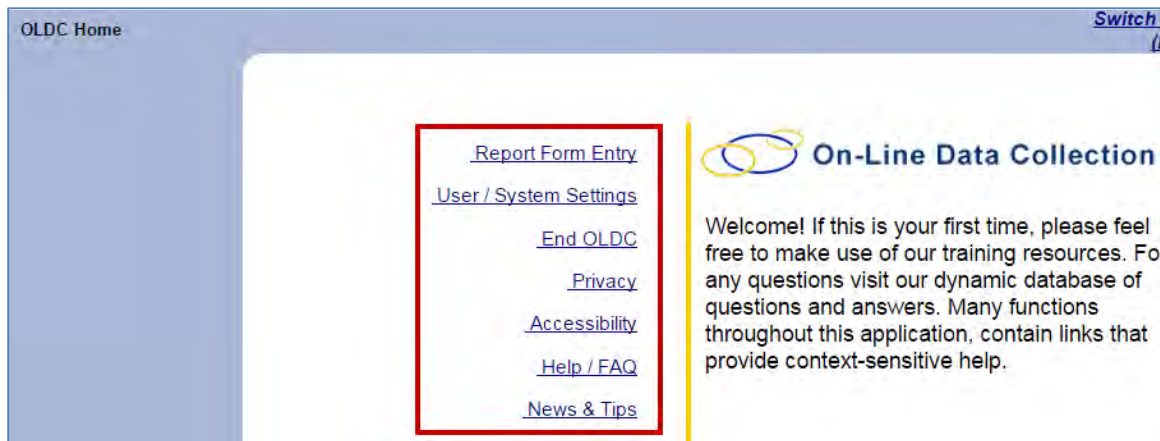


Figure 10: Home screen

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.

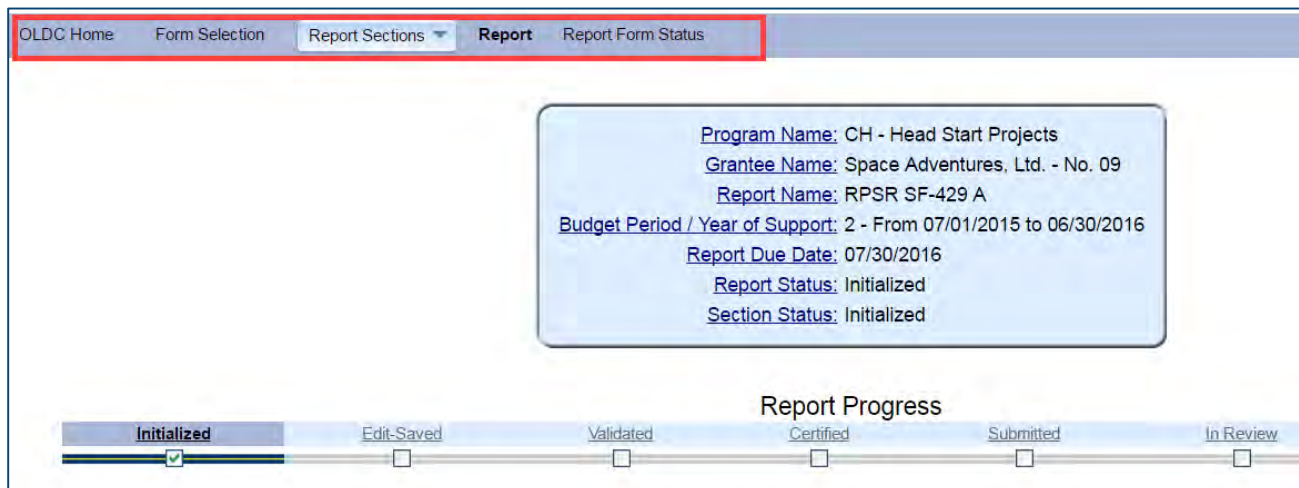


Figure 11: Navigation links

Access the SF-429

VIEW THE SF-429

Grantors may access the SF-429 from the Report Form Entry Menu. To view a form:

1. From the OLDC “Home” page, select **Report Form Entry**.

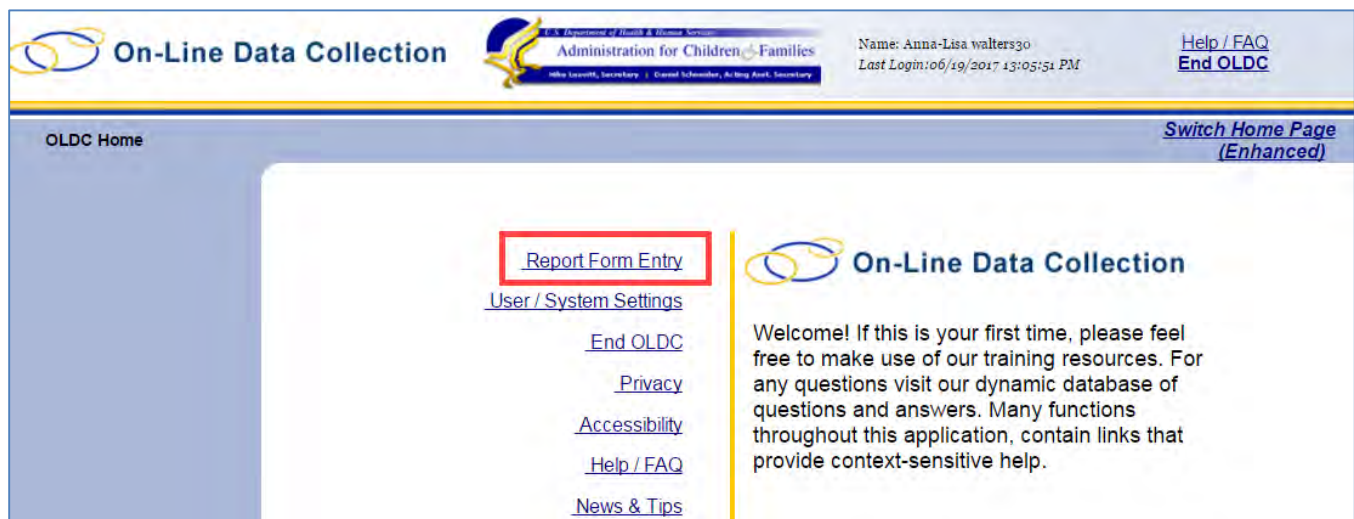


Figure 12: Home page – Report Form Entry menu link

2. The “Form Selection” screen appears. Under Step 1, use the drop-down menu to select the **Program Name**.
3. Under Step 2, use the drop-down list to select the **Grantee Name** (Grantee organization).
Note: If assigned to a large number of Grantees and additional search filter may appear for use.
4. Under Step 3, use the drop-down list to select the **form** (in this example it is Status Report Attachment A (SF-429 A)).

Form Selection

Form Selection

Please use the drop-down lists below to make selections. Steps must be completed in order.

Step 1: [Program Name:](#)

CH - Head Start Projects

Step 2: [Grantee Name:](#)

GU [1 660491518 A2] (2014-2020) Space Adventures, Ltd. - No.

Step 3: [Report Name:](#)

Status Report Attachment A (SF-429 A)

Figure 13: Form Selection screen

5. The screen refreshes and steps 4 – 7 appear. Please note that the available steps may differ depending on the form type (SF-429 A, B, or C) selected in Step 3.
6. Under Step 4, use the drop-down list to select the **Grant number**.
7. Under Step 5, use the drop-down list to select the **Budget Period/Year of Support**.

Step 2: Grantee Name: GU [1 660491518 A2] (2014-2020) Space Adventures, Ltd. - No.

Step 3: Report Name: Status Report Attachment A (SF-429 A)

Step 4: Grant: 09CH9160 - Hagatna Guam, FC

Step 5: Budget Period / Year of Support: 2 - From 07/01/2015 to 06/30/2016

Step 6: Period Covered By This Report:

	Final	For	Reporting Period	Due Date	Report Status
<input checked="" type="radio"/>	No	Budget	07/01/2015 - 06/30/2016	07/30/2016	

Figure 14: Form Selection screen - Steps 4-6

8. Under Step 6, selected the desired **Period Covered By This Report** radio button.
9. Under Step 7, use the drop-down button to select the action **View/Print/Status/Approve Report**.
10. Click the **Enter** button.

Step 5: Budget Period / Year of Support: 2 - From 07/01/2015 to 06/30/2016

Step 6: Period Covered By This Report:

	Final	For	Reporting Period	Due Date	Report Status
<input checked="" type="radio"/>	No	Budget	07/01/2015 - 06/30/2016	07/30/2016	Submission Accepted by RO

Step 7: Select Action: View / Print / Status / Approve Report

Enter

Figure 15: Form Selection screen - Step 7 and the Enter button

11. The "Report Form Status" page appears,


On-Line Data Collection



U.S. Department of Health & Human Services
Administration for Children & Families
Mikhaela Smith, Secretary | David Schneider, Acting Rock, Secretary

Name: Anna-Lisa walters30
Last Login: 06/19/2017 13:05:51 PM

[Help / FAQ](#)
[End OLDC](#)

[OLDC Home](#) [Form Selection](#) **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	Submission Accepted by RO	06/19/2017		HTML Print Form Go

Original File Attachments

Attachment Type:	File Name:	Uploaded Date:	Upload Status	Uploaded By
Cover Page 9. Comments <i>(attach additional sheets if necessary):</i>	Comment.docx	06/19/2017	Saved	Anna-Lisa Walters
ATTACHMENT A (General Reporting) Property Name: Children's Space Education Center Legal description	legal description.docx	06/19/2017	Saved	Anna-Lisa Walters
ATTACHMENT A (General Reporting) Property Name: Children's Space Education Center 14f. Real Property Cost:	Financial.docx	06/19/2017	Saved	Anna-Lisa Walters
ATTACHMENT A (General Reporting) Property Name: Children's Space Education Center If yes, describe them <i>(Attach additional sheets if necessary for 14f):</i>	Environment.docx	06/19/2017	Saved	Anna-Lisa Walters
ATTACHMENT A (General Reporting) Property Name: Children's Space Education Center 18. Remarks <i>(attach additional sheets if necessary):</i>	Remarks.docx	06/19/2017	Saved	Anna-Lisa Walters

Report Status History

Report Submissions:	Report Action:	Date/Time:	User Name:	Change (if known):
Original	Submission Accepted by RO	06/19/2017 12:02:41 PM	Anna-Lisa Walters	
Original	Pending Approval	06/19/2017 12:02:36 PM	Anna-Lisa Walters	
	Submission in	06/19/2017 12:02:33		Automatically locked from

Figure 16: Report Form Status page

REPORT FORM STATUS PAGE

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

Report Form Status Table

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

- **Report Submissions:** View submitted forms.
- **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 form is saved, the status changes to "Saved".
- **Status Date:** The last time a change was made to the form.
- **Report Action:** No actions are available for view only roles.
- **Print:** Allows the user to view or print the form from the browser (HTML), as a PDF, or as a PDF w/ Attachments (the last option is only available for forms that are in the submitted status or later).

tion

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

Original File Attachments

Attachment Type:	File Name:	Date Received:	Report Action:
------------------	------------	----------------	----------------

Figure 17: Report Form Status Page - Report Form Status table

File Attachments

All files attached to an SF-429 are available from the File Attachments section.

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 18: 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 19: 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		
<u>Contact Name:</u>	<u>Telephone #:</u>	<u>E-mail:</u>
John Smith	(202) 555-1212	jsmith@email.com
Mary Jones	Not Available	mjones@email.com
Mike Dough	(202) 555-1212	mdough@email.com

Figure 20: Report Form Status Page – Contacts

Report Sections

- To view the SF-429 from the Report Form Status page, click the **View Original** button.

*Note: When there is a revision (an editable copy of the original approve form), there is another row containing the **View Revision #** button.*



On-Line Data Collection

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

Name: Anna-Lisa Walters30
Last Login: 06/19/2017 13:05:51 PM

[Help / FAQ](#)
[End OLDC](#)

OLDC Home Form Selection **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	Submission Accepted by RO	06/19/2017		HTML Print Form Go

Original File Attachments

Figure 21: Report Form Status page - View Original button

2. The “Report Sections” screen appears.
3. Click the **Print Full PDF** button to open the full report as a PDF (not including attachments).
4. The SF-429 *Sections Table* contains two or more sections. The table also contains the Action drop-down lists and the Section Statuses. The two possible actions are as follows:
 - Print Section: Opens the selected section as a PDF in a new window.
 - View Section - Opens the form section in a read-only version
5. To view a section, select **View Section** from the Perform Action column, and click the **Go** button.


On-Line Data Collection



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

Name: Anna-Lisa.walters30
Last Login: 06/19/2017 13:05:51 PM

[Help / FAQ](#)
[End OLDC](#)

OLDC Home
Form Selection
Report Sections
Report Form Status

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:

- 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.

Print Full Report

<u>Section Name:</u>	<u>Perform Action:</u>	<u>Section Status:</u>
Cover Page	Print Section ▼ Go	Submitted
ATTACHMENT A (General Reporting) Property Name: Children's Space Education Center	View Section ▼ Go	Submitted

Print Full Report

Figure 22: Report Sections screen - View Section drop-down and Go button

- The "Report" screen opens to the selected section for viewing. Use the **Next Section** or **Previous Section** buttons to navigate to a different section.
- To view a documentation attached to a cell, click the paper clip icon located to the right of the field name.

[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:](#) Submission Accepted by RO
[Section Status:](#) Submitted

Report Progress

[Initialized](#)
[Edit-Saved](#)
[Validated](#)
[Certified](#)
[Submitted](#)
[In Review](#)
[R/O Approved](#)

[Previous Section](#)

Warning #1: [14975] 13. Enter end date from award document, if any. No date, leave as is.
[\[Long Description\]](#)

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

**REAL PROPERTY STATUS REPORT SF-429
ATTACHMENT A**

Federal Grant or Other Identifying Number Assigned by Federal Agency (#2 on cover page) 09CH9160

Provide the requested information in subsections 13 through 18 of Attachment A for each parcel of real property being reported. Use a separate sheet to report information on each parcel of real property under the Federal financial assistance award identified in section 2. If a section does not apply, enter "N/A." Below is a summary of the required information to be provided for each subsection of Attachment A.

13. Period of Federal Interest (MM/DD/YYYY): From: 06/01/2016 To: uncertain


Type of Federal Interest

☒ Acquisition
 ☐ Renovation
 ☐ Construction
 ☐ Government Furnished Property

14a. Description of Real Property:
Children's Space Education Center

Real Property Name: Children's Space Education Center

14b. Address of Real Property (legal description and complete address including zoning information):

Legal description:  Children's Space Education Center, Rockville, MD

Address Line 1	1709 Rockville Pike	Address Line 2		State	MD	Zip Code	20852	Zip Ext.	1621
Address Line 3		City	Rockville						

Figure 23: Report - section screen

8. The Attachments screen opens in a new window. Click the attachment **file name** to open. When done click the **X** in the upper right corner to close the window.

Cell Location	File Name	Uploaded Date	Upload Status	Uploaded By
Cover Page 9. Comments (attach additional sheets if necessary):	Comment.docx	06/19/2017	Saved	Anna-Lisa Walters
ATTACHMENT A (General Reporting) Property Name: Children's Space Education Center Legal description	legal description.docx	06/19/2017	Saved	Anna-Lisa Walters
ATTACHMENT A (General Reporting) Property Name: Children's Space Education Center 14f. Real Property Cost:	Financial.docx	06/19/2017	Saved	Anna-Lisa Walters
ATTACHMENT A (General Reporting) Property Name: Children's Space Education Center If yes, describe them (Attach additional sheets if necessary for 14j):	Environment.docx	06/19/2017	Saved	Anna-Lisa Walters

Figure 24: Manage Attachments window

9. When done viewing the form, either click the **Form Selection** navigation link return to the Form Selection screen and select a new form or Grantee, or click the **End OLDC** link to close OLDC.

On-Line Data Collection

U.S. Department of Health & Human Services
Administration for Children & Families
Mika Lecivich, Secretary | David Schneider, Acting Asst. Secretary

Name: Anna-Lisa walters30
Last Login: 06/19/2017 13:05:51 PM

Help / FAQ
End OLDC

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: Submission Accepted by RO

Section Status: Submitted

Figure 25: Form Selection and End OLDC links