



# **FY 2023 CSBG Tribal Plan & Application OLDC Submission Step-by-Step Instructions**

## **Before You Begin**

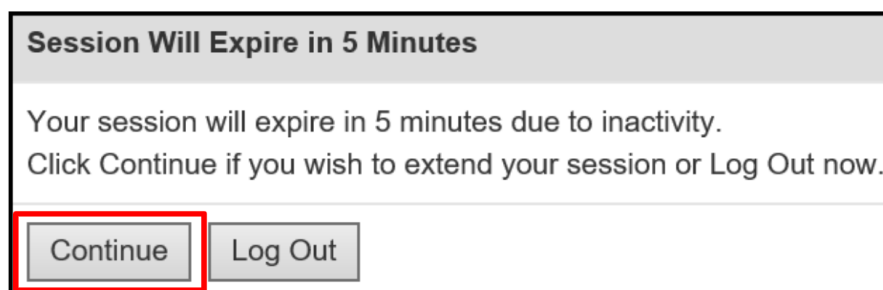
### **An Important Reminder: Save Often!**

Saving often will ensure that you do not lose any information entered into the system.

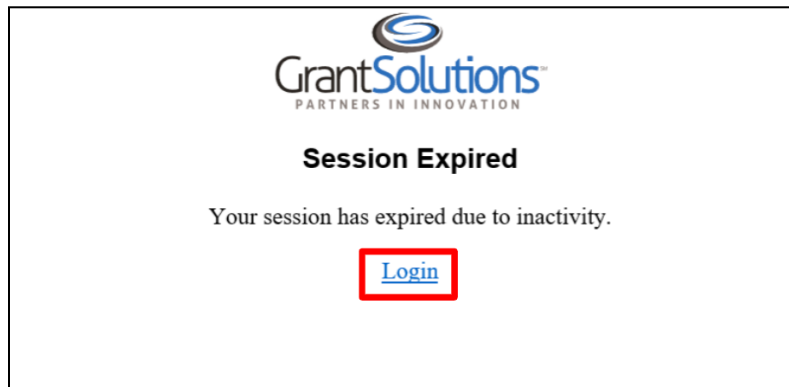


OLDC will time out after 30 minutes of inactivity. Clicking on page titles and action buttons (such as saving) will count as 'activity.' (Please note that filling in form fields without saving or clicking a corresponding blue action button (e.g. Save, Validate, Submit, Certify) does not register as activity within the system.)

The timeout warning pop-up message will appear if you have been inactive for too long. If you have left the screen and miss the message without saving, unsaved input will be lost. Clicking "*Continue*" will count as activity and return you to the form.



The timeout message “*Session Expired*” will display on the screen if you have been inactive for too long. Click “*Login*” to sign in once again.



## Access the OLDC System

1. Visit [GrantSolutions.gov](https://www.grantsolutions.gov) to login. If you have new staff or account changes are needed, complete an [OLDC Access Form](#) and submit to Jacinta Mutonga, OCS Junior Records Specialist at [jacinta.mutonga@acf.hhs.gov](mailto:jacinta.mutonga@acf.hhs.gov) and copy Niki Frazier, OCS Senior Records Specialist at [nikita.frazier@acf.hhs.gov](mailto:nikita.frazier@acf.hhs.gov).

As of January 10, 2022, all CSBG grant recipients are required to use [Login.gov](https://www.login.gov) to log into their [GrantSolutions.gov](https://www.grantsolutions.gov) account. Once we have set up your OLDC account, you will need to take one of the following steps:

- Already have a Login.gov account?
  - Go to [Manage Account at Login.gov](#)
  - Ensure the email address associated with your GrantSolutions account is listed in your Login.gov account
- Do not have a Login.gov account?

### [Create a Login.gov account](#)

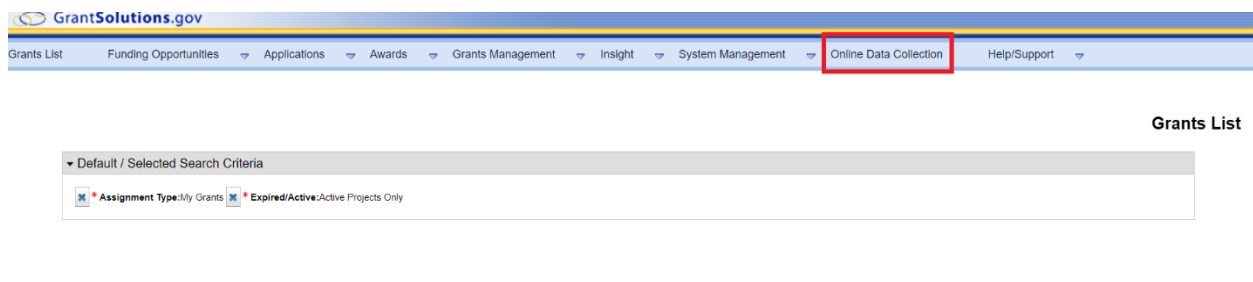


After the account is created, you must link OLDC to your account.

Here is the [Quick Sheet: Log Into GrantSolutions Through Login.gov](#).

For video tutorial click here, [Learn how to access GrantSolutions through Login.gov](#).

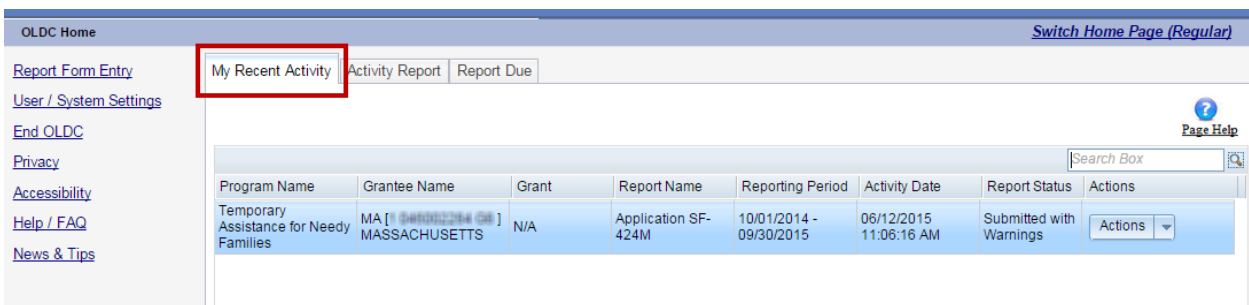
1. When you log in, the “Grant Solutions Portal” screen appears. From the menu bar, select Online Data Collection (OLDC).



## 2. OLDC Home Tabs:

**My Recent Activity:** Displays all forms recently accessed by the user. Possible Actions include:

- **View:** View a form in read-only mode
- **Edit:** Access the Report Sections screen in edit mode
- **Report Status:** Navigate to the Report Form Status page



**Activity Report:** Search for forms in progress, submitted, or approved over the past two years. To access historical data, use the Report Form Entry link from the main menu. Possible Actions include:

- **View:** View a report in read-only mode
- **Edit:** Access the Report Sections screen in edit mode

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

On-Line Data Collection Administration for Children & Families

Name: Bill Bailey Last Login: 06/29/25 08:36:01 AM Help / FAQ End OLDC

OLDC Home Switch Home Page (Regular)

Report Form Entry User / System Settings End OLDC Privacy Accessibility Help / FAQ News & Tips

My Recent Activity **Activity Report** Report Due

Program: Community Services Block Grant  
Grantee: MA [1 046002284 L3] MASSACHUSETTS  
Enter

This report was generated on: 06/19/2015 14:10:11 Refresh

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

**NOTE:** We do not suggest referring to the Report Due page as the dates do not always align with the due dates set forth by OCS. Please refer to the [Tribal Plan Action Transmittal](#) for actual due dates.

## Complete the SF-424M Form for Fiscal Year 2023

3. Click on “Report Form Entry” which will open the Form Selection screen.

On-Line Data Collection Administration for Children & Families

Name: CSBG Test Last Login: 04/21/2021 10:48:50 AM Help / FAQ End OLDC

OLDC Home

**Report Form Entry** Report Data Upload User / System Settings Privacy Accessibility Help / FAQ News & Tips End OLDC

Activity Report Report Due My Recent Activity

Program: Select Program  
Grantee: Select Grantee  
Enter

No items to display

4. On the Form Selection screen, select the following from each drop-down menu:
  - Program Name: “Community Services Block Grant”
  - Grant Recipient Name: “Tribe or Tribal Organization Name”
  - Report Name: “Mandatory Grant Application (SF-424 - M)” - Choose this because the CSBG Tribal Plan will be uploaded as an attachment to the FY 2023 SF-424M.

Form Selection

Program Name:

Grantee Name:

Report Name:

5. After selecting the Report Name, a reporting section opens. Select the Reporting Period for “10/01/2022 – 09/30/2023” and click the Create ( **+** ) symbol under the Actions column. This will open a screen where you will fill out a SF-424M Form.

Reporting Period	Report Status	Actions
10/01/2021 - 09/30/2022		<b>+</b>
10/01/2020 - 09/30/2021	Submitted	
10/01/2019 - 09/30/2020	Submitted with Warnings	

6. On the SF-424M Form screen, complete all required items marked with an asterisk ( \* ) as follows: (Note: Entries not required or allowed for items 1c, 2, 3, 4a, 5, 6.)

- If submitting a one-year plan:
  - 1.a. Type of Submission: select “Plan”
  - 1.b. Frequency: select “Annual”
  - 1.d. Version: select “Initial”
- If submitting a two-year plan:
  - 1.a. Type of Submission: select “Plan”
  - 1.b. Frequency: select “Other” and enter the fiscal years covered “10/1/2022 - 9/30/2024” in the text box.
  - 1.d. Version: select “Initial”
- If only submitting SF-424M Form for the second year of a two-year plan:
  - 1.a. Type of Submission: select “Plan”
  - 1.b. Frequency: select “Other” and enter “Year 2 of 2” in the text box.
  - 1.d. Version: select “Update”

**7. Complete all required items marked with an asterisk ( \* ) for items 7-9 and 13 as follows:** (Note: Entries not required or allowed for items 10, 11, 12.)

- 7. Applicant Information: Ensure that the pre-filled items are correct (including Tax ID, DUNS#, UEI#) and enter additional information if desired. Select “United States” on the drop-down menu and enter “Telephone Number.”  
**Note:** If UEI number does not pre-populate, please register with [SAM.gov](https://sam.gov) and link SAM.gov to your account.
- 8a. Type of Applicant: Choose “I” for federally recognized Tribe or “J” for state-recognized Tribe.
- 9. Name of Federal Agency: Enter “ACF/OCS” if it is not pre-filled.
- 13. Congressional District: If you do not have a congressional district, enter the state abbreviation.

APPLICATION FOR FEDERAL ASSISTANCE SF - 424 - MANDATORY			
*1.a. Type of Submission: <input type="radio"/> Plan <input type="radio"/> Funding Request	*1.b. Frequency: <input type="radio"/> Annual <input type="radio"/> Other  - Other (Specify)	*1.c. Consolidated Application/Plan/Funding Request? Explanation:  2. Date Received: 3. Applicant Identifier: 4a. Federal Entity Identifier: 4b. Federal Award Identifier:	*1.d. Version: <input type="radio"/> Initial <input type="radio"/> Resubmission <input type="radio"/> Revision <input type="radio"/> Update State Use Only: 5. Date Received By State: 6. State Application Identifier:
<b>7. APPLICANT INFORMATION</b>			
*7.a. Legal Name: MACHIS LOWER CREEK			
*7.b. Employer/Resident Identification Number (EIN/TIN): 1630836859A1	*7.c. Organizational DUNS: 136798639		*7.d. Organizational UEI: HASBGKXZWE55
*7.d. Address:			
- Street 1: 64 PRIVATE ROAD 1312		Street 2:	
- City: ELBA		Country:	
- State: AL		Province:	
- Country: United States		* Zip / Postal Code: 36323-1110	
9. Organizational Unit:			
Department Name:			
Social Services			
Division Name:			
f. Name and contact information of person to be contacted on matters involving this application:			
Prefix:	* First Name: Nancy	Middle Name:	* Last Name: Carney
Suffix:	Title: Authorized Representative	Organizational Affiliation:	
* Telephone Number: 334-997-3207	Fax Number: 334-997-2950	* Email: machis@coenturytel.net	
*8a. TYPE OF APPLICANT: J: Indian/Native American Tribal Government (Other than Federally Recognized)			
b. Additional Description: none			
*9. Name of Federal Agency: Administration for Children and Families, Office of Community Services			
10. CFDA Numbers and Titles 1		Catalog of Federal Domestic Assistance Number:	CFDA Title:
11. Descriptive Title of Applicant's Project			
12. Areas Affected by Funding: Coffee, Crenshaw, Covington, Geneva, Houston, Henry, Barbour, Dale, Pike, Bullock, and Montgomery			
13. CONGRESSIONAL DISTRICTS OF: *a. Applicant		b. Program/Project:	

**8. Complete all required items marked with an asterisk ( \* ) for items 17-18 as follows:** (Note: Entries not required or allowed for items 14, 15, 16.)

- 17. Federal Debt Statement: Choose the correct response, “Yes” or “No.” If “Yes” is selected, provide an explanation in the text box
- 18. Signature Attesting to Truth of Statements: Click “I Agree.” (Note: Entries for sub-items 18a-e should not be entered at this time. The data will fill automatically after the report has been certified.)

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

14. FUNDING PERIOD: a. Start Date: 10/01/2020 b. End Date: 09/30/2021 15. ESTIMATED FUNDING: \* a. Federal (\$): \$0 b. Match (\$): \$0

16. IS SUBMISSION SUBJECT TO REVIEW BY STATE UNDER EXECUTIVE ORDER 12372 PROCESS? a. This submission was made available to the State under the Executive Order 12372 Process for Review on: b. Program is subject to E.O. 12372 but has not been selected by State for review. c. Program is not covered by E.O. 12372.

17. Is the Applicant Delinquent On Any Federal Debt? YES NO

Explanation:

18. By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

18a. Typed or Printed Name and Title of Authorized Certifying Official 18c. Telephone (area code, number and extension) 18d. Email Address 18e. Date Report Submitted (Month, Day, Year)

18b. Signature of Authorized Certifying Official

9. After all items are complete, the message “**Attach supporting documents as specified in agency instructions** 📎” will appear under item 18.

18a. Typed or Printed Name and Title of Authorized Certifying Official 18c. Telephone (area code, number and extension) 18d. Email Address 18e. Date Report Submitted (Month, Day, Year)

18b. Signature of Authorized Certifying Official

**Attach supporting documents as specified in agency instructions.** 📎

## Attach Tribal Plan to Report Form

10. To attach the FY2023 CSBG Tribal Plan, click on the paperclip ( 📎 ) symbol that appeared under item 18. This will open the File Attachment pop-up screen.

11. On the File Attachment pop-up screen, click “**Choose File**”. This will open another pop-up window showing the files available on your computer.

Manage Attachments

Cell Level Attachments

Attach supporting documents as specified in agency instructions.

Local Attachments Choose File No file chosen Attach File

Cell Level Attachments Form Level Attachments

Show 10 entries Search:

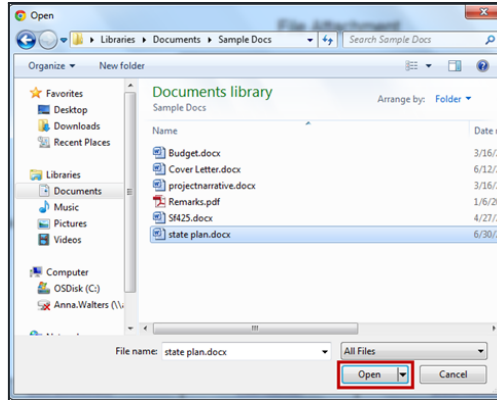
Cell Location	File Name	Uploaded Date	Upload Status	Uploaded By	Actions
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

Close

GrantSolutions Privacy Policy Notice  
No Personally Identifiable Information (PII) should be uploaded into GrantSolutions.

12. On the pop-up window, browse the computer files and select the correct document. Then click the “**Open**” button. The File Attachment pop-up screen will then reappear showing the selected file.



13. Confirm that the document is listed and click the **“Attach File”** button. OLDC will then perform a virus scan of the selected document as it uploads it to the system, which may take several minutes. The File Attachment pop-up screen will refresh automatically and display an attachments table with your document listed. Click the **“Close”** button at the bottom of the File Attachment pop-up screen to return to the Report Form screen.

Local Attachment: Choose File state plan.docx

**Attach File**

Attachments for

Location:	File Name:	Date Received:

## Validate Form & Address Any Errors

14. On the Report Form screen, click the **“Validate”** button. This will generate a report status and messages log.

**Save View/Add Attachments Validate Print**

15. Review the Report Status on the upper right of the screen.

- If the Report Status is **“Saved -- Validated”**, there are no errors, and the report form is ready to be certified and submitted.
- If the Report Status is **“Validated with Warnings”**, the report form is saved and validated, even though there are some warnings listed in the message log. These warnings are allowable, however, and the report form may still be certified and submitted.



- If the Report Status is **“Saved with Errors”**, it cannot be certified or submitted. The errors listed in the message log must be corrected and the report form re-validated.

**16. Review the error messages and make all required changes.** Use the **“Go to Error”** link to jump to the field on the screen in question. Use the **“Long Description”** link for more detailed information about the issue.

**17. Re-validate the Report Form.** Confirm that the report status is now **“Saved -- Validated”** or **“Validated with Warnings”**. If there are still errors, continue to correct errors and re-validate until the report status is either **“Saved -- Validated”** or **“Validated with Warnings”**. When the report form is successfully validated, the Report Form screen will then reappear, and it is ready to be certified.

## Certify Form

**18. On the Report Form screen, click the “Certify” button to continue.** (Note: Only a person with the appropriate role is able to electronically certify the report form in OLDC.)

**19. A pop-up message will appear saying: “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”** to continue.

**20. Click the “Click to Sign” button that appears under item 18b.**

18a. Typed or Printed Name and Title of Authorized Certifying Official

18b. Signature of Authorized Certifying Official

**Click to Sign**

18c. Teleph

18d. Email

18e. Date R

Attach supporting documents as specified in agency instructions.

Save View/Add Attachments Validate Certify Print

21. When the form is successfully signed, it displays a “*Certified*” status on the Report Progress bar.

Report Progress

Initialized Edit Saved Validated **Certified** Submitted

View Attachments UnCertify Submit Print

## Submit Form

22. The report form is now ready to be submitted. (Note: Only a person with the appropriate role is able to submit the report form in OLDC). Click the “*Submit*” button to officially send the form to ACF.

Report Status: Certified

Report Progress

Initialized Edit Saved Validated Certified Submitted

View Attachments UnCertify **Submit** Print

23. A pop-up message will appear saying: “*This will officially submit your report. Do you wish to continue?*” Click “OK” to continue.

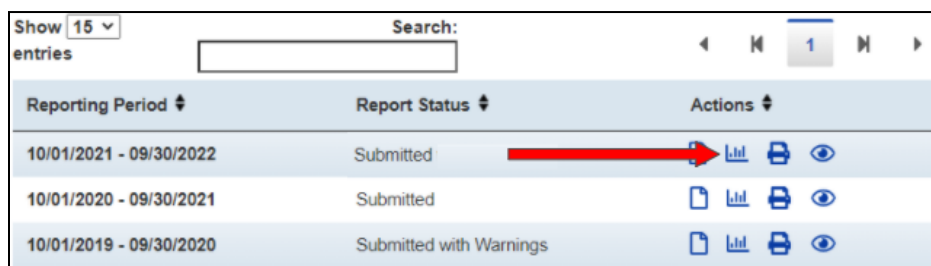
24. The Report Form Status screen will reappear and a pop-up message will display: “*We have received your report. This page shows all reports we have received along with attachments.*” Click “OK”.










25. Congratulations! You have submitted your FY2023 CSBG Tribal Plan and Application! You will see it listed in the Report Status History section of the Report Form Status page.

## Making Edits After Submission

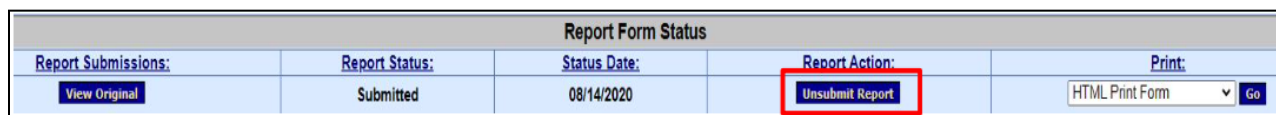
If edits are needed after submission:

1. **On the OLDC Dashboard, click on “Report Form Entry”.** This opens the Form Selection screen where you will select your “*Program Name: Community Services Block Grant*”, “*Grant Recipient Name: [Name of Tribe or Tribal Organization]*”, and “*Report Name: Mandatory Grant Application (SF-424 - M)*”.
2. **Review the Form Selection screen to find the Reporting Period for “10/01/2022 – 09/30/2023” and click the “Report Form Status” symbol under the Actions column.** This will open the Report Form Status screen that shows your submission details.



Reporting Period	Report Status	Actions
10/01/2021 - 09/30/2022	Submitted	  
10/01/2020 - 09/30/2021	Submitted	  
10/01/2019 - 09/30/2020	Submitted with Warnings	  


3. **On the Report Form Status screen click “Unsubmit Report.”** This will open the Report Form screen that shows the Report Progress bar.



Report Form Status				
Report Submissions:	Report Status:	Status Date:	Report Action:	Print:
<a href="#">View Original</a>	Submitted	08/14/2020	<a href="#">Unsubmit Report</a>	HTML Print Form <a href="#">Go</a>

4. **In the Report Progress section, click “UnCertify”.** This will allow you to edit the SF-424M report form and/or delete and re-upload the edited attachment.



Report Progress				
Initialized	Edit-Saved	Validated	Certified	Submitted
				
<a href="#">View Attachments</a>	<a href="#">UnCertify</a>	<a href="#">Submit</a>	<a href="#">Print</a>	

5. **Make required changes.**
6. **Verify and certify again.** (Review steps 16 to 23 above.)
7. **Resubmit.** (Review steps 24 to 27 above.)

## Help is Available

Please remember that help is available anytime from the CSBG Tribal TTA team at [TribalTA@luxcg.com](mailto:TribalTA@luxcg.com) or (301) 244-3557.

For OLDC technical questions, contact:

- Niki Frazier: [Nikita.Frazier@acf.hhs.gov](mailto:Nikita.Frazier@acf.hhs.gov)
- Jacinta Mutonga: [Jacinta.Mutonga@acf.hhs.gov](mailto:Jacinta.Mutonga@acf.hhs.gov)