



ADMINISTRATION FOR
CHILDREN & FAMILIES

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Important Tips for OLDC

User Guides and Resources. For your assistance, there are step-by-step User Guides, instructions, and training recordings available. These are housed in one of two places according to how you access the system, either under *GrantSolutions Help/Support* or *OLDC News and Tips*. Please refer to and use the user guides.

OLDC Help Desk. If you are having technical issues with OLDC or any of the forms in OLDC, please contact the GrantSolutions Help Desk at 202-401-5282, 1-866-577-0771, or help@grantsolutions.gov.

SF-429 Cover Page. OLDC is set-up to only have one cover page to accompany the entire SF-429 submission package. Meaning if there are multiple properties with federal interest, there is only one cover page.

SF-429 Attachment A. This form must be used for each property that has federal interest. Recipients/grantees must submit the forms on behalf of their subrecipients/delegates.

- Each property with federal interest must have an Attachment A in OLDC. To create a new attachment A row, on the “Report Sections” screen click on *Perform Action* and select from the drop-down the *Create Section*.
- The SF-429 Attachment A is designed to document any change in status and *Line 14f. Real Property Cost* must include the original purchase price and any improvements made to the property. All changes occurred and/or anticipated must be described on *Line 15. Has a Significant Change Occurred with the real property, or is there an anticipated change expected during the next reporting period?*
- *Line 18 Remarks*, if there is an encumbrance on the property with federal interest, please include the maturity date here. The recipient/grantee must have a mechanism in place to track all improvements (e.g., date, purpose, amount, and percentage of federal and non-federal share of the overall improvement), as it will impact the overall percentage in Federal and non-Federal shares at the time of disposition. While not specifically required, the recipient/grantee may upload their documentation to the Attachment A in OLDC to support and explain the status change being reported on the property.

SF-429 Attachment A No Property. This form should only be used if the recipient/grantee and/or subrecipient/delegates do not have any property that has federal interest.

(Important Tips for OLDC continued)

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

Error messages. If the form status is **Saved with Errors**, one or more error messages appear at the top of the Report screen. The errors must be corrected and the form 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 correction.

Warning messages. If the status is **Saved with Warnings**, the warnings can either be corrected or the request can still proceed through the submission process.

Validate. Once data is entered and saved for each section, the entire form must be validated. Validation checks the form for mathematical errors and missing data. Click on the Validate from a section or from the “Report Sections” screen. If the status is **Saved-Validated**, there are no errors and the report can proceed through the approval process.

Certify. After the entire request is successfully saved and validated (no errors), a user with the Certify role electronically signs the forms. The Certify button is located on the “Report Sections” screen.

Click to Sign. The **Click to Sign** is located on the “Cover Page”.