

Office of Community Services, Division of Energy Assistance
Attachment 1: FY 2022 LIHEAP Model Plan Action Transmittal

OLDC System Instructions for LIHEAP Plan Submission

Submission Option 1

How to Use the Clone Report Feature in OLDC to Submit a New FY 2022 LIHEAP Plan

The Clone Report feature in OLDC allows the user to populate the fields of a current year's form with the data from a prior year's form. Follow the steps below in order to copy all of the information from your FY 2021 Model Plan into your FY 2022 Model Plan.

Step 1: Log into [GrantSolutions](#), then select OLDC at the top right side of the screen. Click on the Report Form Entry link at the top left of the screen.

[Report Form Entry](#)

[User / System Settings](#)


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On-Line Data Collection

For most users, this is the first step in the process of locating and working with your specific reports. The following screens present a series of questions to help you select the appropriate report form. This same process is used to check the status of any current or submitted report.

Step 2: This will take you to the Program and Grantee Selection screen.

1. In the Program Name dropdown box, select **Low Income Home Energy Assistance**.
2. In the Grantee Name dropdown box, select the grantee name.
3. In the Report Name drop down box, select **Model Plan (ACF-122)**.

Form Selection


Program Name:

Grantee Name:

Report Name:

Show entries Search:

Reporting Period	Type	Report Status	Actions
10/01/2020 - 09/30/2021	Annual		+
10/01/2019 - 09/30/2020	Annual		+
10/01/2018 - 09/30/2019	Annual		+
10/01/2017 - 09/30/2018	Annual		+
10/01/2016 - 09/30/2017	Annual		+

Step 3: Click on the  button located under Actions. The reporting period is 10/1/2021 – 9/30/2022. This is the FY 2022 model plan reporting period.






Form Selection

Program Name: Low Income Home Energy Assistance

Grantee Name: AK [1 920059611 A2] (2015-2022) ANGOON - No. 01

Report Name: Model Plan (ACF - 122)

Show 15 entries Search:

Reporting Period	Type	Report Status	Actions
10/01/2020 - 09/30/2021	Annual		+ 
10/01/2019 - 09/30/2020	Annual		+ 
10/01/2018 - 09/30/2019	Annual		+ 
10/01/2017 - 09/30/2018	Annual		+ 
10/01/2016 - 09/30/2017	Annual		+ 

Step 4: Once you've clicked the  button it will take you to the Clone Report screen.

1. Select the radio button next to 10/1/2020-9/30/2021. This is your FY 2021 plan and it is the information that you want to copy to your FY 2022 plan. **(NOTE: The FY2021 plan must be in report status "Submission Accepted by CO" to clone to the current year)**
2. Click the "Clone" button.

Clone Report ✕

Choose the report period in this screen to clone to the report period selected in the previous screen.

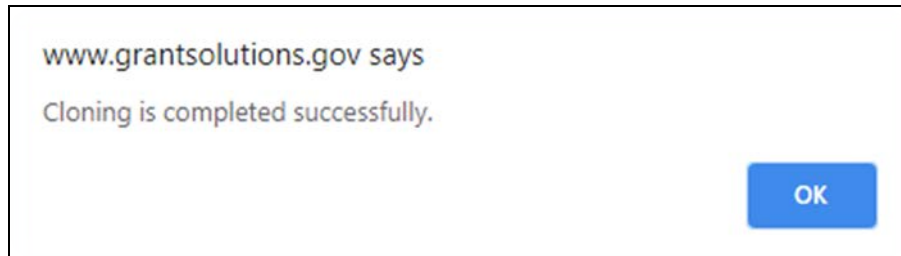
Step 1: **Period Covered By This Report:**

Show 15 entries Search:

Reporting Period	Type	Report Status
<input checked="" type="radio"/> 10/01/2020 - 09/30/2021	Annual	
<input type="radio"/> 10/01/2019 - 09/30/2020	Annual	
<input type="radio"/> 10/01/2018 - 09/30/2019	Annual	
<input type="radio"/> 10/01/2017 - 09/30/2018	Annual	

Close Clone

Step 5: If you've followed the above steps properly, you will see a pop-up message indicating that your report has been cloned successfully. Click the OK button and your FY 2022 plan will come up, with all the information from the FY 2021 plan already populated.



Step 6: Go through every entry and section and update the information to reflect the program for FY 2022. Pay special attention to dates and figures.

Step 7: Add any required attachments, such as attaching a new benefit matrix reflecting the 2021 Federal Poverty Guidelines or State Median Estimates in FY 2021 (mandatory use in FY 2022).

Step 8: After all desired sections have been revised, select the *Validate* option at the top of the report. Fix any errors that are flagged and continue to select *Validate* until there are no errors.

Step 9: Select the *Report Sections* dropdown menu listed at the top left of the screen. Select *Mandatory Grant Application SF-424*. Scroll to the bottom of the SF-424 and select *Click to Sign*. This action certifies the plan. Select the *Report Form Status* option at the top left of the screen.

Step 10: Click *Submit*. This is the final act of submission of your Revised Plan to OCS.