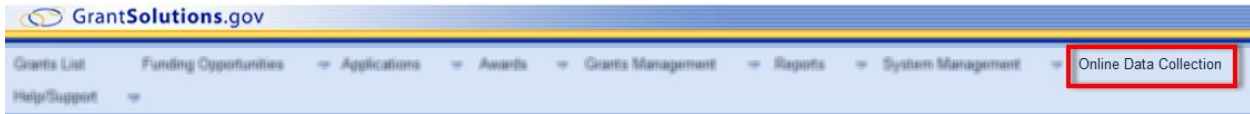


How to Navigate to Your AFI PPR in OLDC

1. Login to OLDC through GrantSolutions at: <https://grantsolutions.gov>
2. In the top menu bar, click on “Online Data Collection” or “OLDC” depending on your account type.

If you also have a GrantSolutions account, it will look like this:



If you only have an OLDC account, it will look like this:



3. Click on “Report Form Entry”



4. Select the following:

- a. Step 1: Program Name: Assets for Independence Demonstration
- b. Step 2: Grantee Name: Select your grantee name
**If there is more than one, select the one with the most recent grant period*
- c. Step 3: Report Name: Performance Progress Report (AFI PPR)

Form Selection

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

Step 1: Program Name:

Step 2: Grantee Name:

Step 3: Report Name:

- d. Step 4: Funding / Grant Period: Select the grant
**If submitting PPRs for more than one AFI grant, you will need to come back and repeat this step for each grant*
- e. Step 5: Report Period: Select the reporting period for the report
**Long Forms are marked "Annual"*
**Short Forms are marked "Quarterly"*
**The Final Long Form is marked "Grant(Final)"*
- f. Step 6: Select Action: Select "New / Edit / Revise Report"
- g. Click "Enter"

Step 4: Funding / Grant Period:

Step 5: Report Period:

	Reporting Period	Type	Report Status
<input type="radio"/>	06/01/2011 - 05/31/2016	Grant	
<input type="radio"/>	04/01/2016 - 05/31/2016	Quarterly	
<input type="radio"/>	01/01/2016 - 03/31/2016	Quarterly	
<input type="radio"/>	10/01/2015 - 12/31/2015	Quarterly	
<input checked="" type="radio"/>	10/01/2014 - 09/30/2015	Annual	Saved
<input type="radio"/>	04/01/2015 - 06/30/2015	Quarterly	
<input type="radio"/>	01/01/2015 - 03/31/2015	Quarterly	
<input type="radio"/>	06/01/2011 - 12/31/2014	Quarterly	

Step 6: Select Action:

5. You are now on the Report Sections screen, you can get back to this screen at any time by clicking on “Report Sections” on the top menu bar.
 - a. To open or edit a section, under “Perform Action” select the “Edit Section” and then “Go”

OLDC Home
Form Selection
Report Sections
Report Form Status

Report Sections

Program Name: ASSETS FOR INDEPENDENCE DEMONSTRATION
Grantee Name: [Florida Economic Development Corporation \(90-18\)](#)
Report Name: AFI PPR
Funding/Grant Period: 06/01/2011 - 05/31/2016 EI (90EI0004)
Report Period: 10/01/2014 - 09/30/2015

This table displays the sections of the report form and the status of each. Return to this screen to Validate, Certify, or Submit.

Certain report form sections accept user-defined section names. These sections are indicated by data-entry fields in the "Section Name" column. The new screen name will be appended to the default screen name by typing in the custom name and pressing the "Save Section Names" button.

Selections in the dropdown lists may include:

- Create Section - Indicated by an asterisk (*), copies that section and creates a new blank section.
- Clear Section Data - Deletes all data saved for that section.
- Delete Section - Permanently deletes that section and data.
- Edit Section - Opens the form section in a data-entry version.
- Print Section - Opens a new browser window with the report in a print-friendly version.

View/Add Attachments
Validate
Save Section Names
Print Full Report

Section Name:	Perform Action:	Section Status:
AFI PPR Long Form Cover Page	<div style="display: inline-block; border: 1px solid gray; padding: 2px;"> Edit Section Go </div>	Saved -- Validated
AFI PPR Section A - Project Information and Administration	<div style="display: inline-block; border: 1px solid gray; padding: 2px;"> Select Action: Go </div>	Saved -- Validated
* AFI PPR Section B - Individual Development Account Design. Type A	<div style="display: inline-block; border: 1px solid gray; padding: 2px;"> Select Action: Go </div>	Saved -- Validated
* AFI PPR Section B - Individual Development Account Design. Type B	<div style="display: inline-block; border: 1px solid gray; padding: 2px;"> Select Action: Go </div>	Initialized
AFI PPR Section C - AFI IDA Holder Account Activity	<div style="display: inline-block; border: 1px solid gray; padding: 2px;"> Select Action: Go </div>	Saved -- with Errors
AFI PPR Section D - Training, Services And Assistance Offered for AFI IDA Holders	<div style="display: inline-block; border: 1px solid gray; padding: 2px;"> Select Action: Go </div>	Saved -- Validated
AFI PPR Section E - AFI IDA holder Demographics at the Time of Enrollment	<div style="display: inline-block; border: 1px solid gray; padding: 2px;"> Select Action: Go </div>	Saved
AFI PPR Section F - AFI IDA Holder Demographics at the Time of Final Matched Withdrawal	<div style="display: inline-block; border: 1px solid gray; padding: 2px;"> Select Action: Go </div>	Saved -- Validated

View/Add Attachments
Validate
Save Section Names
Print Full Report

Submitting the PPR

1. Save

You should already be in the habit of periodically saving your data while you worked on entering your data. Be sure to save one more time before starting the submission steps.

2. Validate

Go to the Reports Section screen by clicking the “Go to Report Sections” from the Report Sections dropdown on the top menu bar. Click the “Validate” button. *This is different than the validate buttons found on individual section screens.*

- If warnings are found, you should check the fields and make sure there are no errors. Please explain the data for fields that are triggering warnings in the optional narrative, which you will attach to field 10 of the Cover Page.
- If errors are found, you will not be able to submit until you have fixed them.

3. Certify

After a report form has been successfully saved and validated, certify the report form with a digital signature.

1. Click “Certify” on the Report Section screen.
2. The following message will appear: “Changes made after saving this form will be lost. You have the ability to sign in the signature are by pressing the “Click to Sign” button This will complete your Certify process and officially sign this form.” Click “OK.”

4. E-sign

Scroll to the bottom of the Cover Page, and click “Click to Sign.” Once you’ve done so, you’ll see an “E-Sign” icon and the status will be “Certified.”

5. Submit

When the form is electronically signed, it displays a Certified status. An UnCertify button is available in case there is a need to return to the report for editing. The report form is now ready to be submitted. Only a person with the role “Submit” has the Submit button.

1. Click “Submit” to officially send the report to HHS
2. The following message will appear: “This will officially submit your report to ACF. Do you wish to continue.” Click “OK.”

3. The “Report Form Status” screen will appear along with the message “We have received your report. This page shows all reports we have received along with attachments.” Click “OK.”

Revising a Submitted AFI PPR

Once a report has been approved by AFI, you may submit a revision. The revision is duplicated from the original submission. The revision number is show in the information box in the Report Name. The original report is retained for historical purposes and may be accessed from the “Report Form Status” page.

1. Select “New / Edit / Revise Report” on the Grant & Report Period Selection screen.
2. The Report screen displays.
3. The report submission process is the same as for the original. The form must be saved, validated, certified, and submitted.