

SUBMITTING YOUR PERFORMANCE PROGRESS REPORT

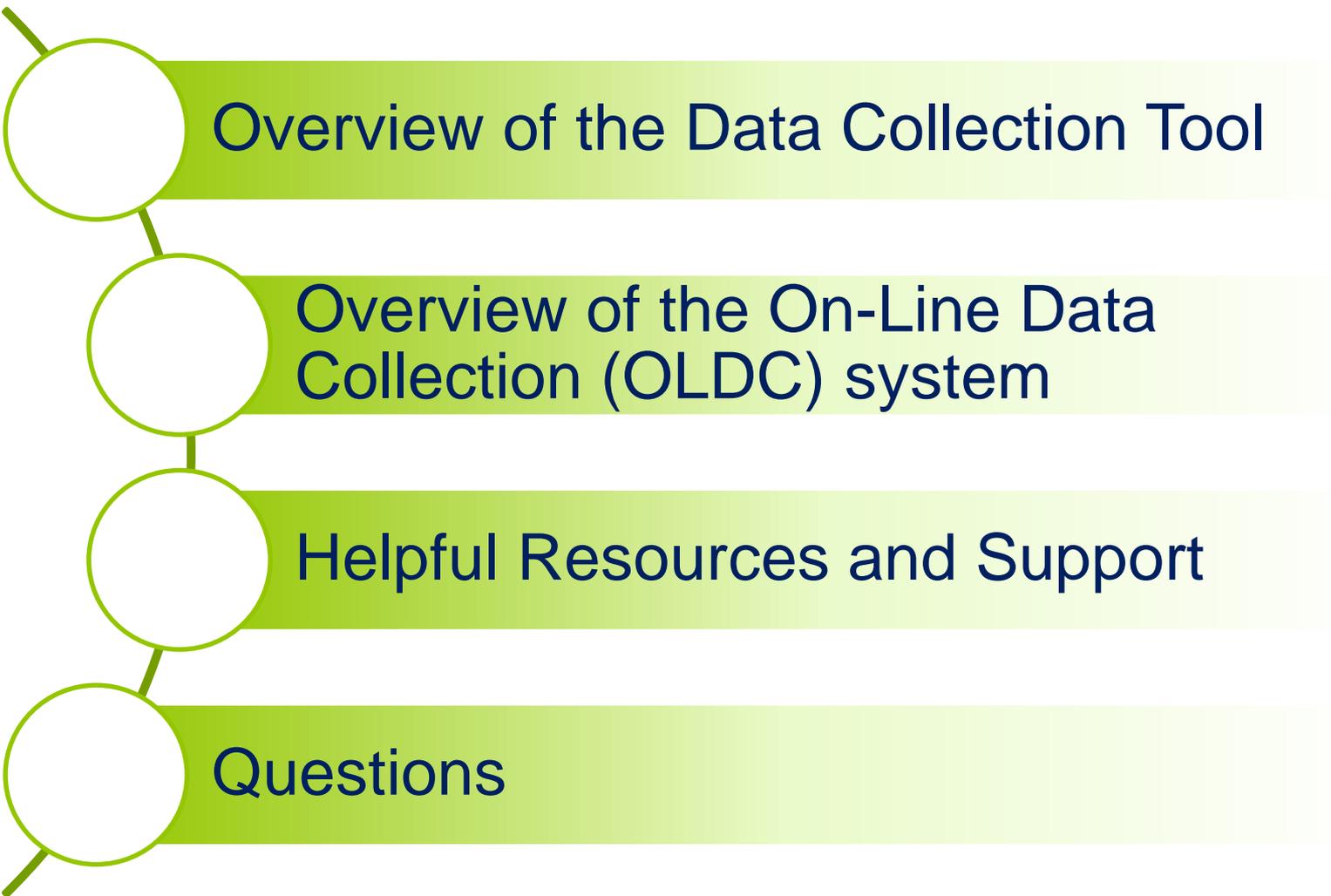
Whitney Marsland, ICF International
March 30, 2016



CED

Community Economic Development

Agenda



Overview of the Data Collection Tool

Overview of the On-Line Data Collection (OLDC) system

Helpful Resources and Support

Questions

Data Collection Tool

- Optional tool for keeping track of project data throughout the life of your project
- Designed to keep track of all data that pertains to individuals with low-income
- All of the information you will need to complete Form A of the PPR will be collected in the Data Collection Tool for easy entry into OLDC
- If you would like to use the Data Collection Tool, contact OCSRegistrar@icfi.com and we will send you the Excel File.

New Indicator and the Data Collection Tool

A. Performance Measures		
(1) Indicator Number	(2) Objective/ Goal	(3) Indicator
A-04-B	Expand existing businesses to employ low-	Total # of bus expanded
A-05-J	Create positions to employ low-	Total # of part-time positions created

Data Collection Tool without A-00-J Indicator

Form A in OLDC with A-00-J Indicator

Indicator Number	(2) Objective/Goal	(3) Indicator
A-04-B	Expand existing businesses to employ low-income people	Total # of businesses expanded
A-00-J	Create positions to employ all individuals (low-income and non-low-income)	Total # of full-time positions created for low-income and non-low-income people
A-05-J	Create positions to employ low-income people	Total # of part-time positions created

What is OLDC?

- On-Line Data Collection System
- System for grantees of the U.S. Department of Health and Human Services to submit data reports (PPRs) online
- Benefits include:
 - PPRs submitted through a secure site
 - Rule validations and data checks
 - Can upload attachments to the PPR
 - Automatic notification of submission, approval, rejection
 - Cumulative tracking of project progress

Logging into OLDC

Username and Password

- Before your first report, Project Contacts and Authorizing Officials receive two emails from [On-Line Data Collection System@acf.hhs.gov](mailto:On-Line_Data_Collection_System@acf.hhs.gov).
 1. Username and Security Policy
 2. Temporary OLDC Password
- Add address to your email contacts; make sure spam blockers do not prevent you from receiving emails from this address.
- If you do not received these emails prior to when it is time for you to submit your first report in April, email OCSRegistrar@icfi.com.

Logging into OLDC Secure Sign In Page

- On-Line Data Collection System Secure Sign In:
<https://extranet.acf.hhs.gov/ssi/>

Secure Sign-In

← → ↻ <https://extranet.acf.hhs.gov/ssi/>

Outlook Web A... ICFI Favorites Google Electronic Time... Web Reports Broadband Diigo-Bookmarks OCS HCD Personal iGoogle

 Welcome to
Secure Sign-In

Pop-up Blockers and OLDC:

Please turn off any pop-up blockers or "Allow pop-ups" for this site. OLDC will not display if you have a pop-up blocker.

Did you know

Did you know that OLDC has capabilities to assist users with section 508 needs that can be activated or deactivated by the user. Users can also change their own contact information. You will

Warning:

- You are accessing a U.S. Government Information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.
- Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.

Sign-in to My Account

User Name
LMALAKOFF

Password
.....

Login

[Forgot Login Info?](#)

[Login Help](#)

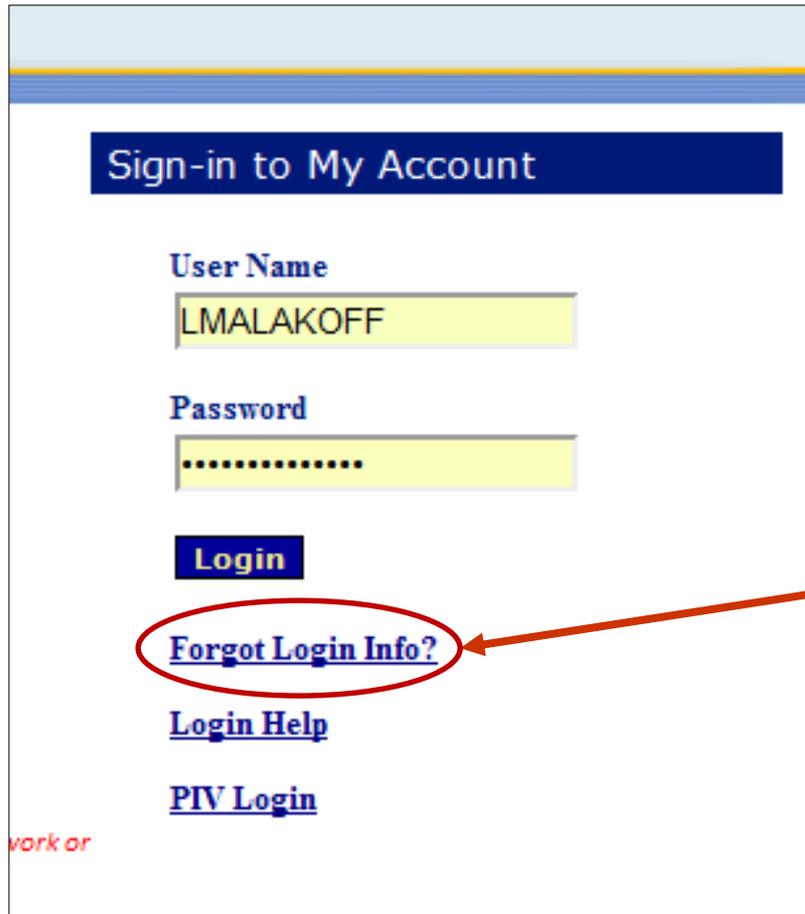
[PIV Login](#)

Logging into OLDC

Set Your Password

- At first login, change your password from the default you received via email
 - At least 9 characters
 - A combination of upper and lower case letters
 - At least one number
 - Cannot start with a number; it must start with a letter
 - Case sensitive
- Enter challenge question and answer
 - Assists with forgotten passwords
 - Choose from a list of questions such as “What is your city of birth?” or “What is your favorite movie?”

Logging into OLDC



The screenshot shows a web page titled "Sign-in to My Account". It features a "User Name" field with the text "LMALAKOFF" and a "Password" field with masked characters. Below the fields is a "Login" button and a link for "Forgot Login Info?". Other links include "Login Help" and "PIV Login". A red oval highlights the "Forgot Login Info?" link, with an arrow pointing to a text box on the right.

Sign-in to My Account

User Name
LMALAKOFF

Password
.....

Login

[Forgot Login Info?](#)

[Login Help](#)

[PIV Login](#)

work or

- On the Secure Sign-In Login screen, enter Username and Password, then click "Login."

Don't remember your password? Click the "Forgot Password?" link and Secure Sign-In sends a new password to you via e-mail (only after your first logon and have established a challenge question and answer).

Two Factor Authentication

- Adds an additional layer of security to protect federal data and confirms the identification of users logging into a website

Two Factor Authentication (2FA)

- | | | |
|--|--|--|
| <input checked="" type="radio"/> Authenticator app
(Smart mobile devices) | <input type="radio"/> Text message
(Mobile devices) | <input type="radio"/> Call Back
(Voice call only) |
|--|--|--|

Returning user?

Enter the 6 digit code generated in your Google Authenticator App (code is valid for only 30 seconds).

Verification Code*:

Verify

Entering OLDC

- Next, click the OLDC button.



United States Department of
Health & Human Services

[Current User: LFREEMAN99](#)
[Current Environment: Production](#)
[Last Login: 08/11/11 02:44:24 PM](#)

[Personal Information](#)
[Change Password](#)
[Change Challenge Question](#)
[Customer Support Screen](#)
[Register Application](#)
[Log Off](#)
[Privacy](#)
[Accessibility](#)
[Help / FAQ](#)

Please choose Application then press the Application Button.
System alerts and announcements are displayed below the
Application Launch table.

Select Application
ARTMS
ERS
GATES
OLDC

Alerts & Announcements

Locating Your Grant, Completing Your Report

- Begin working with report forms by selecting Report Form Entry.

The screenshot shows the OLDC web application interface. At the top, there is a header bar with the OLDC logo on the left, the Department of Health & Human Services Administration for Children & Families logo in the center, and user information on the right. The user information includes the name Whitney Marsland and the last login time of 08/18/15 01:51:05 PM. There are links for Help / FAQ and End OLDC. Below the header, there is a navigation bar with a link to OLDC Home and a link to Switch Home Page (Enhanced). The main content area features a list of links: Report Form Entry, Analytical Reports, User / System Settings, End OLDC, Privacy, Accessibility, Help / FAQ, and News & Tips. A welcome message is displayed on the right side of the main content area, stating: "Welcome! If this is your first time, please feel free to make use of our training resources. For any questions visit our dynamic database of questions and answers. Many functions throughout this application, contain links that provide context-sensitive help."

On-Line Data Collection

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

Name: Whitney Marsland
Last Login: 08/18/15 01:51:05 PM

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

OLDC Home

[Switch Home Page \(Enhanced\)](#)

[Report Form Entry](#)

[Analytical Reports](#)

[User / System Settings](#)

[End OLDC](#)

[Privacy](#)

[Accessibility](#)

[Help / FAQ](#)

[News & Tips](#)

On-Line Data Collection

Welcome! If this is your first time, please feel free to make use of our training resources. For any questions visit our dynamic database of questions and answers. Many functions throughout this application, contain links that provide context-sensitive help.

Navigation

- Click any of the links in the navigation path to return to previous screens in OLDC.
- Browser “back” button is disabled for security purposes.
- Links appear and disappear as different screens are accessed.



Name: Whitney Marsland
Last Login: 03/22/16 10:58:59 AM

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

OLDC Home Form Selection **Report Form Status**

Form Selection

- Program Name = Urban and Rural Economic Development (CED)
- Grantee Name = your organization
- Report Name = Program Performance Form (CED)

Form Selection

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

Step 1: Program Name: ▼

Search:(Optional) Search For: ▼ Like:

Step 2: Grantee Name: ▼

Step 3: Report Name: ▼

Form Selection Continued

- Confirm grant number listed under Funding/Grant Period

- Select reporting period and use Select Action dropdown to:
 - Start new report
 - Edit previously saved report
 - Revise a submitted report to reflect new data

Form Selection

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

Step 1: [Program Name:](#) URBAN AND RURAL ECONOMIC DEVELOPMENT

Search:(Optional) [Search For:](#) Grantee Name [Like:](#)

Step 2: [Grantee Name:](#)

Step 3: [Report Name:](#) Program Performance Form (CED)

Step 4: [Funding / Grant Period:](#) 09/30/2008 - 09/29/2013 EE (90EE0)

Step 5: [Report Period:](#)

	Reporting Period	Type	Report Status
<input type="radio"/>	04/01/2013 - 09/30/2013	Semi-Annual	Submission Accepted by CO (Revision #1)
<input type="radio"/>	10/01/2012 - 03/31/2013	Semi-Annual	Submission Accepted by CO
<input type="radio"/>	04/01/2012 - 09/30/2012	Semi-Annual	Submission Accepted by CO

Report Sections

- 4 PPR sections: Cover, Forms A, B, E
- Each section's data entered separately and sections saved individually
- To edit a form, click the drop-down arrow next to a section, select Edit Section, and then click Go

View Attachments Reject		
<u>Section Name:</u>	<u>Perform Action:</u>	<u>Section Status:</u>
Grantee Information & Certification	Select Action: ▼ Go	Submitted
A. Performance Measures	Select Action: ▼ Go	Submitted
B. Program Indicators	Select Action: ▼ Go	Submitted
E. Activity Based Expenditures	Select Action: ▼ Go	Submitted

[View Attachments](#) [Reject](#)

Progressing Through the Forms Cover

OLDC Home Form Selection Report Sections **Report** Report Form Status

Program Name: URBAN AND RURAL ECONOMIC DEVELOPMENT
Grantee Name:
Report Name: PPR
Funding/Grant Period: 10/01/2014 - 09/29/2017 EE (90EE)
Report Period: 04/01/2015 - 09/30/2015
Report Status: Submission Accepted by CO
Section Status: Submitted

Report Progress



[View Attachments](#) [Next Section](#)

Appendix A: CED Performance Progress Report Form COVER PAGE

<u>1. Federal Agency and Organization Element to Which Report is Submitted</u>	<u>2. Federal Grant or Other Identifying Number Assigned by Federal Agency</u> 90EE1064	<u>3a. DUNS Number</u> 062987771- <u>3b. EIN</u> 1610673339A1
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Progressing Through the Forms

Form A

Program Name: URBAN AND RURAL ECONOMIC DEVELOPMENT
Grantee Name: |
Report Name: PPR
Funding/Grant Period: 10/01/2014 - 09/29/2017 EE
Report Period: 04/01/2015 - 09/30/2015
Report Status: Submission Accepted by CO
Section Status: Submitted

Report Progress

<u>Initialized</u>	<u>Edit-Saved</u>	<u>Validated</u>	<u>Certified</u>	<u>Submitted</u>	<u>In Review</u>	<u>C/O Approved</u>
✓	✓	✓	✓	✓	✓	✓

[Previous Section](#)
[View Attachments](#)
[Next Section](#)

Appendix A: CED Performance Progress Report Form PERFORMANCE MEASURES SF-PPR FORM A

<u>1. Federal Agency and Organization Element to Which Report is Submitted</u> Administration for Children and Families	<u>2. Federal Grant or Other Identifying Number Assigned by Federal Agency</u> 90EE1064	<u>3a. DUNS 062987771-</u> <u>3b. EIN 1610673339A1</u>	<u>4. Reporting Period End Date</u> 09/30/2015
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<u>A. Performance Measures</u>						
<u>(1) Indicator Number</u>	<u>(2) Objective/Goal</u>	<u>(3) Indicator</u>	<u>(4) Baseline</u>	<u>(5) Project Target</u>	<u>(6) Actual To Date</u>	<u>(7) Explanation</u>

Progressing Through the Forms

Form B

[OLDC Home](#)
[Form Selection](#)
[Report Sections](#)
Report
[Report Form Status](#)

Program Name: URBAN AND RURAL ECONOMIC DEVELOPMENT
Grantee Name:
Report Name: PPR
Funding/Grant Period: 10/01/2014 - 09/29/2017 EE
Report Period: 04/01/2015 - 09/30/2015
Report Status: Submission Accepted by CO
Section Status: Submitted

Report Progress



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[Next Section](#)

Appendix A: CED Performance Progress Report Form PROGRAM INDICATOR SF-PPR FORM B			
<u>1. Federal Agency and Organization Element to Which Report is Submitted</u> Administration for Children and Families	<u>2. Federal Grant or Other Identifying Number Assigned by Federal Agency</u> 90EE1064	<u>3a. DUNS 062987771-</u> <u>3b. EIN 1610673339A1</u>	<u>4. Reporting Period End Date</u> 09/30/2015

Progressing Through the Forms

Form E

[OLDC Home](#)
[Form Selection](#)
[Report Sections](#)
Report
[Report Form Status](#)

Program Name: URBAN AND RURAL ECONOMIC DEVELOPMENT
Grantee Name:
Report Name: PPR
Funding/Grant Period: 10/01/2014 - 09/29/2017 EE
Report Period: 04/01/2015 - 09/30/2015
Report Status: Submission Accepted by CO
Section Status: Submitted



[Previous Section](#)
[View Attachments](#)

Appendix A: CED Performance Progress Report Forms
ACTIVITY BASED EXPENDITURES SF-PPR-E

<p><u>1. Federal Agency and Organization Element to Which Report is Submitted</u> Administration for Children and Families</p>	<p><u>2. Federal Grant or Other Identifying Number Assigned by Federal Agency</u> 90EE1064</p>	<p><u>3a. DUNS</u> 062987771- <u>3b. EIN</u> 1610673339A1</p>	<p><u>4. Reporting Period End Date</u> 09/30/2015</p>
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PPR Submission Process

Report Stages

- Your report will go through a variety of stages during the reporting process.
 - Initialized
 - Saved (*Validated, With Warnings* or *With Errors*)
 - Validated
 - Certified
 - Submitted
 - Submitted with Warnings
 - Submission in Review by CO
 - Submission Accepted by CO
 - Submission Returned by CO

Validating

- It is important to validate each form, especially Form A
- Why?
 - You can't submit without validating your data
 - Deal with data entry errors to a particular set of indicators rather than as one long list, which might be overwhelming
- Validation errors
 - You will likely encounter some error messages when you validate your data
 - They are designed to catch common data entry mistakes
 - If you get one, don't panic, they are often easy to fix
 - Read them carefully, most tell you exactly what you need to do to fix them

Dealing with Error Messages

Error #1: [5557] Line A-02-B (Col 6) cannot exceed the number entered in A-01-B (Col 6).
[\[Goto Error\]](#) [\[Long Description\]](#)

Error #2: [5560] A-02-B (Col 6) must be greater than or equal to A-03-B (Col 6).
[\[Goto Error\]](#) [\[Long Description\]](#)

Error #3: [5618] A-01-B: Column 4 cannot exceed the number in column 6..
[\[Goto Error\]](#) [\[Long Description\]](#)

The page at <https://staging.acf.hhs.gov> says:

The total number of new businesses created at least 12 months ago (A-02-B) cannot exceed the total number of new businesses created (A-01-B). Please keep in mind that the figure in A-01-B is cumulative - it includes all new businesses that were created at any point in the grant period, regardless of whether the businesses are still in existence.

OK

Appendix A: CL PERFOR					
1. Federal Agency and Organization Element to Which Report is Submitted Office of Community Services			2. Federal Grant		
A. Performance Measures					
(1) Indicator Number	(2) Objective/Goal	(3) Indicator	(4) Baseline	(5) Project Target	(6) Actual To Date
A-01-B	Create new businesses to employ low-income individuals	Total # of new businesses created	<input type="text" value="3"/>	0	<input type="text" value="2"/>
A-02-B		# of new businesses that were created AT LEAST 12 months ago	<input type="text" value="0"/>		<input type="text" value="3"/>
A-03-B		# of new businesses created that have been or were operational in the community for AT LEAST 12 consecutive months	<input type="text" value="0"/>		<input type="text" value="4"/>

Validating

- Once data is entered, saved, validated, and any errors are corrected for each section, validate the entire PPR from the “Report Sections” screen:

- 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**

<u>Section Name:</u>	<u>Perform Action:</u>	<u>Section Status:</u>
Grantee Information & Certification	Select Action: <input type="button" value="Go"/>	Saved
A. Performance Measures	Select Action: <input type="button" value="Go"/>	Saved
B. Program Indicators	Select Action: <input type="button" value="Go"/>	Saved
E. Activity Based Expenditures	Select Action: <input type="button" value="Go"/>	Saved

View/Add Attachments **Validate**

Certifying

- After a report form has been successfully validated, a person with the appropriate roles can **Certify** the report form with a digital signature.

View/Add Attachments Validate **Certify**

<u>Section Name:</u>	<u>Perform Action:</u>	<u>Section Status:</u>
Grantee Information & Certification	Select Action: <input type="button" value="Go"/>	Saved -- Validated
A. Performance Measures	Select Action: <input type="button" value="Go"/>	Saved -- Validated
B. Program Indicators	Select Action: <input type="button" value="Go"/>	Saved -- Validated
E. Activity Based Expenditures	Select Action: <input type="button" value="Go"/>	Saved -- Validated

View/Add Attachments Validate **Certify**

Certifying

- When the Certify button is clicked, the section “Cover Page” displays. Scroll to the bottom of the screen and click the **Click to Sign** button.

Appendix C: JOLI Performance Progress Report Form COVER PAGE				
1. Federal Agency and Organization Element to Which Report is Submitted Office of Community Services		2. Federal Grant or Other Identifying Number Assigned by Federal Agency		3a. DUNS Number
				3b. EIN
4. Recipient Organization Wisconsin Women's Business Initiative Corporation				5. Recipient Identifying Number or Account Number
Address Line 1 2745 N. Dr. Martin Luther King Jr. Drive				
Address Line 2				
Address Line 3				
City Milwaukee	State WI	Zip Code 53212	Zip Ext. 2380	
6a. Project/Grant Period Start Date: 09/30/2010	6b. Project/Grant Period End Date: 09/29/2013	7a. Reporting Period Start Date: 04/01/2011	7b. Reporting Period End Date: 09/30/2011	8. Final Report? <input type="radio"/> Yes <input checked="" type="radio"/> No
9. Report Frequency SEMI-ANNUAL				
10. Performance Narrative (Attach a performance narrative that responds to questions in Form ACF-OGM SF-PPR Attachment B)				
11. Other Attachments (attach other documents as needed or as instructed by the awarding Federal Agency)				
12. Certification: I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.				
12a. Typed or Printed Name and Title of Authorized Certifying Official			12c. Telephone (area code, number and extension)	
			12d. Email Address	
12b. Signature of Authorized Certifying Official			12e. Date Report Submitted (Month, Day, Year)	
Click to Sign				

Save **View/Add Attachments** **Validate** **Next Section**

Submitting

- When the form has been certified, it displays a Certified status
- An UnCertify button is available in case there is a need to return to the report for editing
- Next, return to the “Report Sections” screen to submit the report
- Once submitted, program specialist receives automatic email indicating report is available for review

Report Sections

[Program Name:](#) JOB OPPORTUNITIES FOR LOW INCOME INDIVIDUALS
[Grantee Name:](#) Wisconsin Women's Business Initiative Corporation - No. 01
[Report Name:](#) JOLI
[Funding/Grant Period:](#) 09/29/2010 - 09/30/2014 EO (90EO0208)
[Report Period:](#) 04/01/2011 - 09/30/2011
[Report Status:](#) Certified

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:

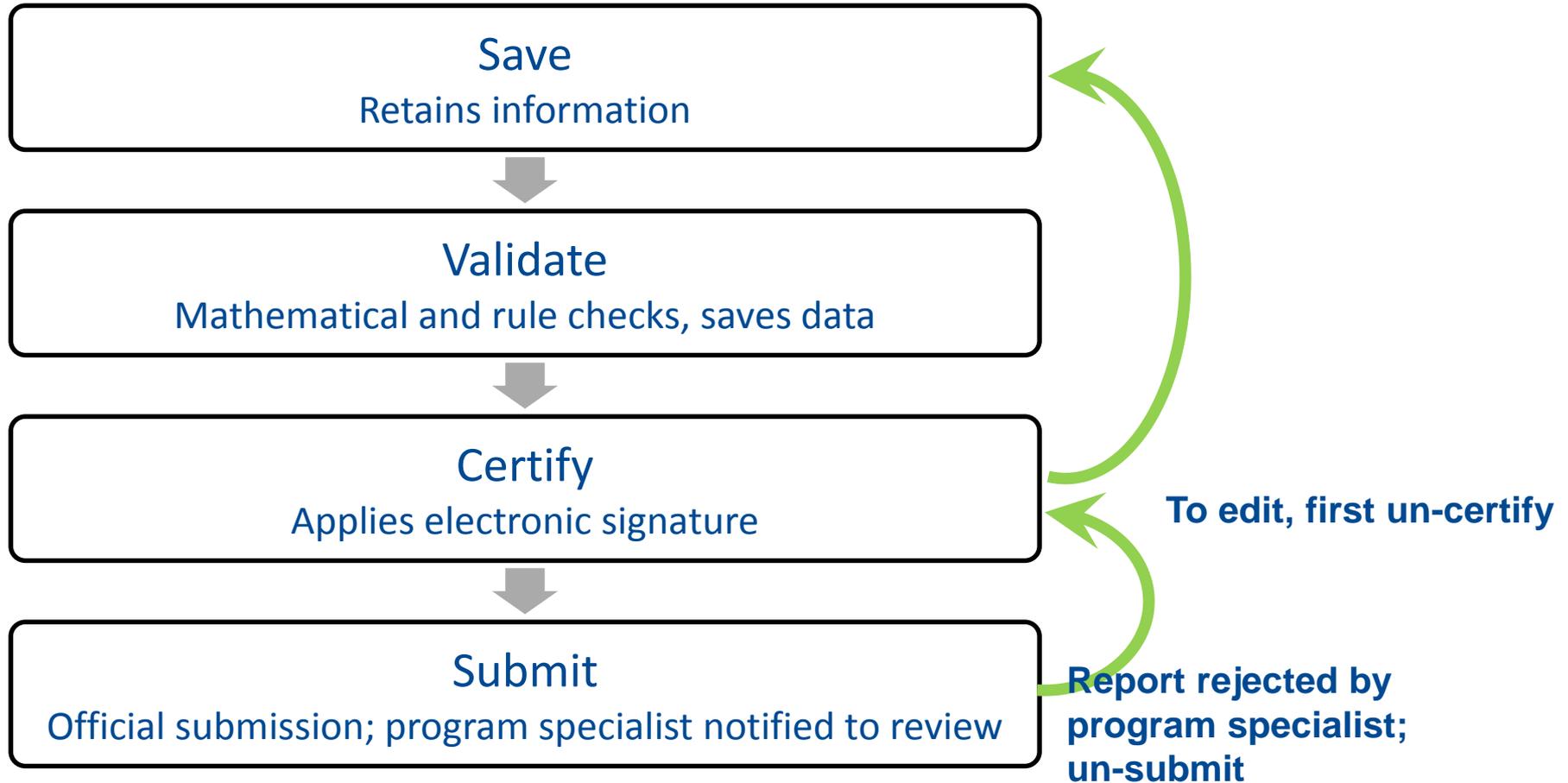
- Print Section - Opens a new browser window with the report in a print-friendly version.
- View Section - Opens the form section in a read-only version.

View Attachments UnCertify Submit

Section Name:	Perform Action:	Section Status:
Grantee Information & Certification	Select Action: <input type="button" value="Go"/>	Certified
A. Performance Measures	Select Action: <input type="button" value="Go"/>	Certified
B. Program Indicators	Select Action: <input type="button" value="Go"/>	Certified
E. Activity Based Expenditures	Select Action: <input type="button" value="Go"/>	Certified

View Attachments UnCertify Submit

Overview of Submission Process



Resources and Support

Technical Assistance

- OCS Program Specialists
 - Provide general grant assistance and guidance
 - Resource for questions or for technical assistance, because they can refer you to the right people and help you make sense of the issues you're encountering
 - Be sure to update your Program Specialist about changes in your grant information
- PPR Help Desk
 - Provides technical assistance for reporting with the PPR
 - Email us at OCSRegistrar@icfi.com

Questions

Contact OCSRegistrar@icfi.com with additional questions