

# USING THE ON-LINE DATA COLLECTION (OLDC) SYSTEM

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Division of Community Discretionary Programs  
Office of Community Services



**CED**

Community Economic Development

# Agenda

- Introductions
- What is the PPR and how is it used?
- PPR timeline and important dates
- Accessing the PPR
- Submitting the PPR
- Resources and support

# What is the PPR and how is it used?

- Provides a snapshot of how a project is doing, how many jobs it has created, and if there is a need for further assistance
- Provides the funders and OMB with aggregate data on the CED program to show its value and contributions to the community
- Allows grantees to see previous reports, compare data, and archive their program records

# PPR Important Dates

Reporting Period	Reporting System Opens	Report Due Date
April 1 – September 29	October 1	October 30
September 30 – March 31	April 1	April 30

## Important 2015 Dates:

Date	Action
October 30, 2014	Reports should have been submitted for the April 2014 – September 2014 Reporting Period
April 1, 2015	Reporting system opened for reporting on October 2014 to March 2015 reporting period
April 30, 2015	Reports due for October 2014 to March 2015 reporting period

# 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 in to the OLDC System

- 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](#)

# 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.
  1. Username and Security Policy
  2. Temporary OLDC Password
- Add address to your email contacts; turn off spam blockers
- If you do not received these emails prior to the system opening in April, email OCSRegistrar@icfi.com.

# Logging into OLDC

Sign-in to My Account

User Name  
LMALAKOFF

Password  
.....

**Login**

[Forgot Login Info?](#)

[Login Help](#)

[PIV Login](#)

ork or

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

Don't remember your password? Click the “Forgot Login Info?” 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).

# Logging into OLDC: Set Your Password

- At first login, change your password from the default you received via email. Must be:
  - At least 9 characters
  - 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?”

# 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](#)

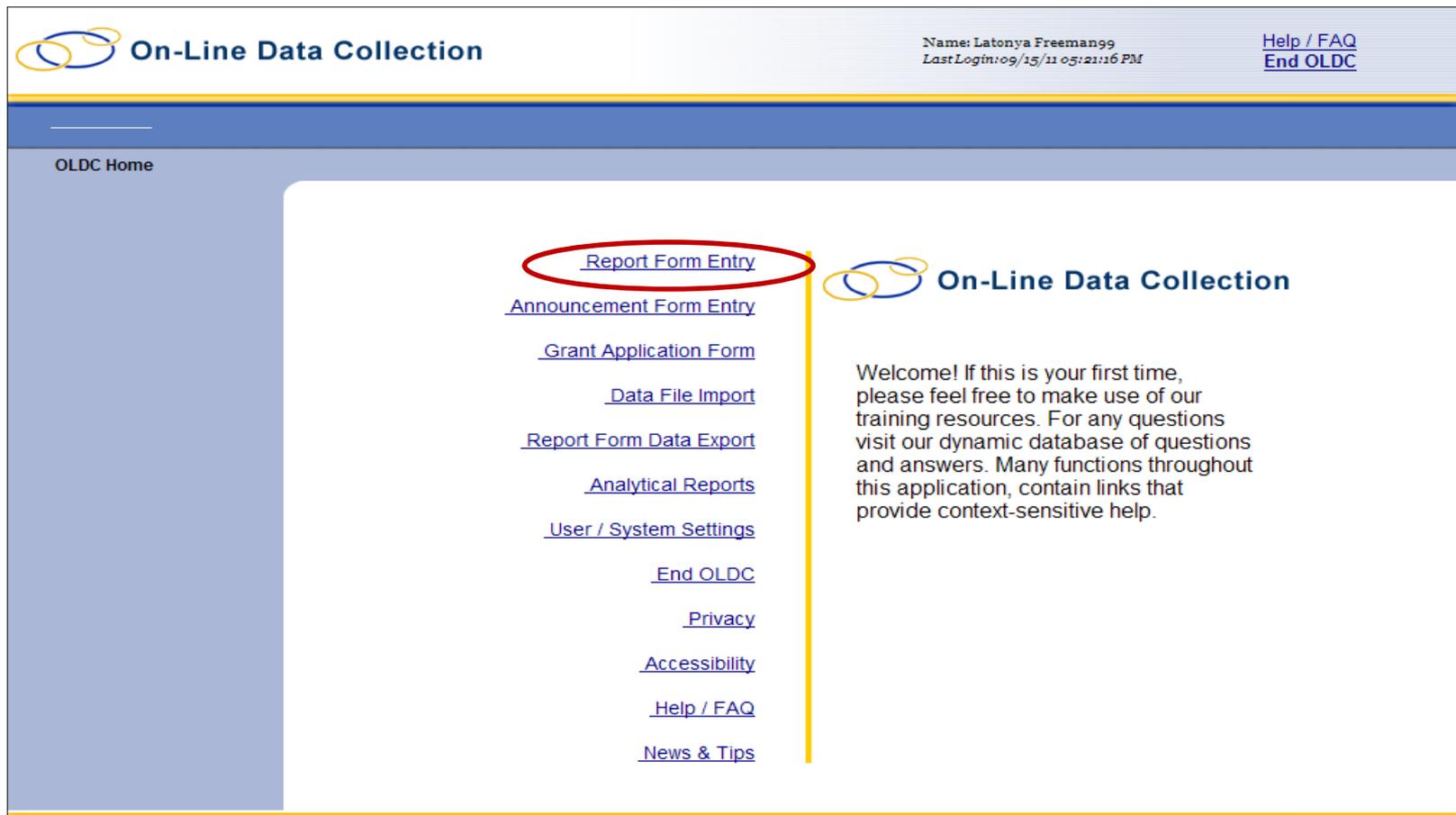
Please choose Application then press the Application Button.  
System alerts and announcements are displayed below the  
Application Launch table.

Select Application
ARTMS
ERS
GATES
<b>OLDC</b>

**Alerts & Announcements**

# Locating Your Grant

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



 **On-Line Data Collection**

Name: Latonya Freeman99  
Last Login: 09/15/11 05:21:16 PM

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

OLDC Home

[Report Form Entry](#)

[Announcement Form Entry](#)

[Grant Application Form](#)

[Data File Import](#)

[Report Form Data Export](#)

[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.

 **On-Line Data Collection**

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

Name: CAST  
Last Login: 09/19/11 11:41:43 AM

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

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

# Program & Grantee Selection

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

## Program & Grantee Selection

Please use the drop-down lists below to make selections. Steps must be completed in order. You can narrow the Grantee list by searching using partial or complete filter values.

Step 1: [Program Name:](#)

Search: [Search For:](#)  [Like:](#)

Step 2: [Grantee Name:](#)

Step 3: [Report Name:](#)

# Grant & Report Period Selection

- 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

### Grant & Report Period Selection

Program Name: URBAN AND RURAL ECONOMIC DEVELOPMENT  
Grantee Name:  
Report Name: PPR

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

Step 1: Funding / Grant Period: 10/01/2013 - 09/29/2016 EE |

Step 2: Report Period:

Select	Reporting Period	Status
<input checked="" type="radio"/>	10/01/2013 - 03/31/2014	
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		

Step 3: Select Action: Select Action ▼

**Enter**

# 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

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

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

# Cover Page

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

[Program Name:](#) URBAN AND RURAL ECONOMIC DEVELOPMENT  
[Grantee Name:](#) [REDACTED]  
[Report Name:](#) PPR  
[Funding/Grant Period:](#) 10/01/2012 - 09/29/2015 EE  
[Report Period:](#) 04/01/2013 - 09/30/2013  
[Report Status:](#) Submission Accepted by CO  
[Section Status:](#) Submitted

## Report Progress

[Initialized](#) [Edit-Saved](#) [Validated](#) [Certified](#) [Submitted](#) [In Review](#) [C/O Approved](#)

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

### Appendix A: CED Performance Progress Report Form COVER PAGE

<b>1. Federal Agency and Organization Element to Which Report is Submitted</b>	<b>2. Federal Grant or Other Identifying Number Assigned by Federal Agency</b>	<b>3a. DUNS Number</b>
		<b>3b. EIN</b>
<b>4. Recipient Organization</b>	<b>5. Recipient Identifying Number or Account Number</b>	
<b>Address Line 1</b>		
<b>Address Line 2</b>		

# Form A

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

Program Name: URBAN AND RURAL ECONOMIC DEVELOPMENT  
Grantee Name:  
Report Name: PPR  
Funding/Grant Period: 10/01/2012 - 09/29/2015 EE  
Report Period: 04/01/2013 - 09/30/2013  
Report Status: Submission Accepted by CO  
Section Status: Submitted

## Report Progress

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

[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>		<u>2. Federal Grant or Other Identifying Number Assigned by Federal Agency</u>		<u>3a. DUNS</u>	<u>4. Reporting Period End Date</u>	
Administration for Children and Families				<u>3b. EIN</u>	09/30/2013	
<u>A. Performance Measures</u>						
<u>(1)</u> <u>Indicator</u> <u>Number</u>	<u>(2)</u> <u>Objective/Goal</u>	<u>(3)</u> <u>Indicator</u>	<u>(4)</u> <u>Baseline</u>	<u>(5)</u> <u>Project</u> <u>Target</u>	<u>(6)</u> <u>Actual</u> <u>To Date</u>	<u>(7)</u> <u>Explanation</u>
A-01-B	Create new businesses to employ low-income individuals	Total # of new businesses created	0	0	0	Business were expanded
A-02-B		# of new businesses that were created				Business were expanded

# Form B

Program Name: URBAN AND RURAL ECONOMIC DEVELOPMENT  
Grantee Name:  
Report Name: PPR  
Funding/Grant Period: 10/01/2012 - 09/29/2015 EE  
Report Period: 04/01/2013 - 09/30/2013  
Report Status: Submission Accepted by CO  
Section Status: Submitted

## Report Progress

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

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

Appendix A: CED Performance Progress Report Form PROGRAM INDICATOR SF-PPR FORM B			
<b>1. Federal Agency and Organization Element to Which Report is Submitted</b> Administration for Children and Families		<b>2. Federal Grant or Other Identifying Number Assigned by Federal Agency</b>	
		<b>3a. DUNS</b> .....	<b>4. Reporting Period End Date</b> 09/30/2013
		<b>3b. EIN</b> .....	
<b>B. Program Indicators</b>			
(1) Activity Number or Label	(2) Activity Description	(3)	(4) Explanation
<b>Project Description</b>			
*A-01	Project Strategy		Creating jobs by supplying food deserts in low income communities.
*A-02	Type(s) of New Business Created		N/A

# Form E

[Program Name:](#) URBAN AND RURAL ECONOMIC DEVELOPMENT  
[Grantee Name:](#)   
[Report Name:](#) PPR  
[Funding/Grant Period:](#) 10/01/2012 - 09/29/2015 EE  
[Report Period:](#) 04/01/2013 - 09/30/2013  
[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			
<b>1. Federal Agency and Organization Element to Which Report is Submitted</b> Administration for Children and Families	<b>2. Federal Grant or Other Identifying Number Assigned by Federal Agency</b>	<b>3a. DUNS</b>	<b>4. Reporting Period End Date</b> 09/30/2013
		<b>3b. EIN</b>	
<b>E. Activity Based Expenditures</b>			
(1) Activity Number or Label	(2) Activity Description	(3) Total Estimated Expenditures	(4) Funding Expended
E-1		\$124,512	\$124,512
<b>Total:</b>		<b>\$124,512</b>	<b>\$124,512</b>
			OMB # 0970-0386 Expiration Date: 04/30/2014

# 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

- Validate each form, especially Form A
- Why?
  - 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
  - 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 how to fix

# 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 href="#">A-01-B</a>	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 href="#">A-02-B</a>		# of new businesses that were created AT LEAST 12 months ago	<input type="text" value="0"/>		<input type="text" value="3"/>
<a href="#">A-03-B</a>		# 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				
<b>1. Federal Agency and Organization Element to Which Report is Submitted</b> Office of Community Services		<b>2. Federal Grant or Other Identifying Number Assigned by Federal Agency</b>		<b>3a. DUNS Number</b>
				<b>3b. EIN</b>
<b>4. Recipient Organization</b> Wisconsin Women's Business Initiative Corporation				<b>5. Recipient Identifying Number or Account Number</b>
<b>Address Line 1</b> 2745 N. Dr. Martin Luther King Jr. Drive				
<b>Address Line 2</b>				
<b>Address Line 3</b>				
<b>City</b> Milwaukee	<b>State</b> WI	<b>Zip Code</b> 53212	<b>Zip Ext.</b> 2380	
<b>6a. Project/Grant Period Start Date:</b> 09/30/2010	<b>6b. Project/Grant Period End Date:</b> 09/29/2013	<b>7a. Reporting Period Start Date:</b> 04/01/2011	<b>7b. Reporting Period End Date:</b> 09/30/2011	<b>8. Final Report?</b> <input type="radio"/> Yes <input checked="" type="radio"/> No
<b>9. Report Frequency</b> SEMI-ANNUAL				
<b>10. Performance Narrative (Attach a performance narrative that responds to questions in Form ACF-OGM SF-PPR Attachment B)</b>				
<b>11. Other Attachments (attach other documents as needed or as instructed by the awarding Federal Agency)</b>				
<b>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.</b>				
<b>12a. Typed or Printed Name and Title of Authorized Certifying Official</b>			<b>12c. Telephone (area code, number and extension)</b>	
			<b>12d. Email Address</b>	
<b>12b. Signature of Authorized Certifying Official</b>			<b>12e. Date Report Submitted (Month, Day, Year)</b>	
<b>Click to Sign</b>				

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

# Submitting

- When form has been certified, it displays a Certified status
- UnCertify button available in case you need to return to the report for editing
- 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:](#) .  
[Grantee Name:](#) \   
[Report Name:](#) .  
[Funding/Grant Period:](#) |  
[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:

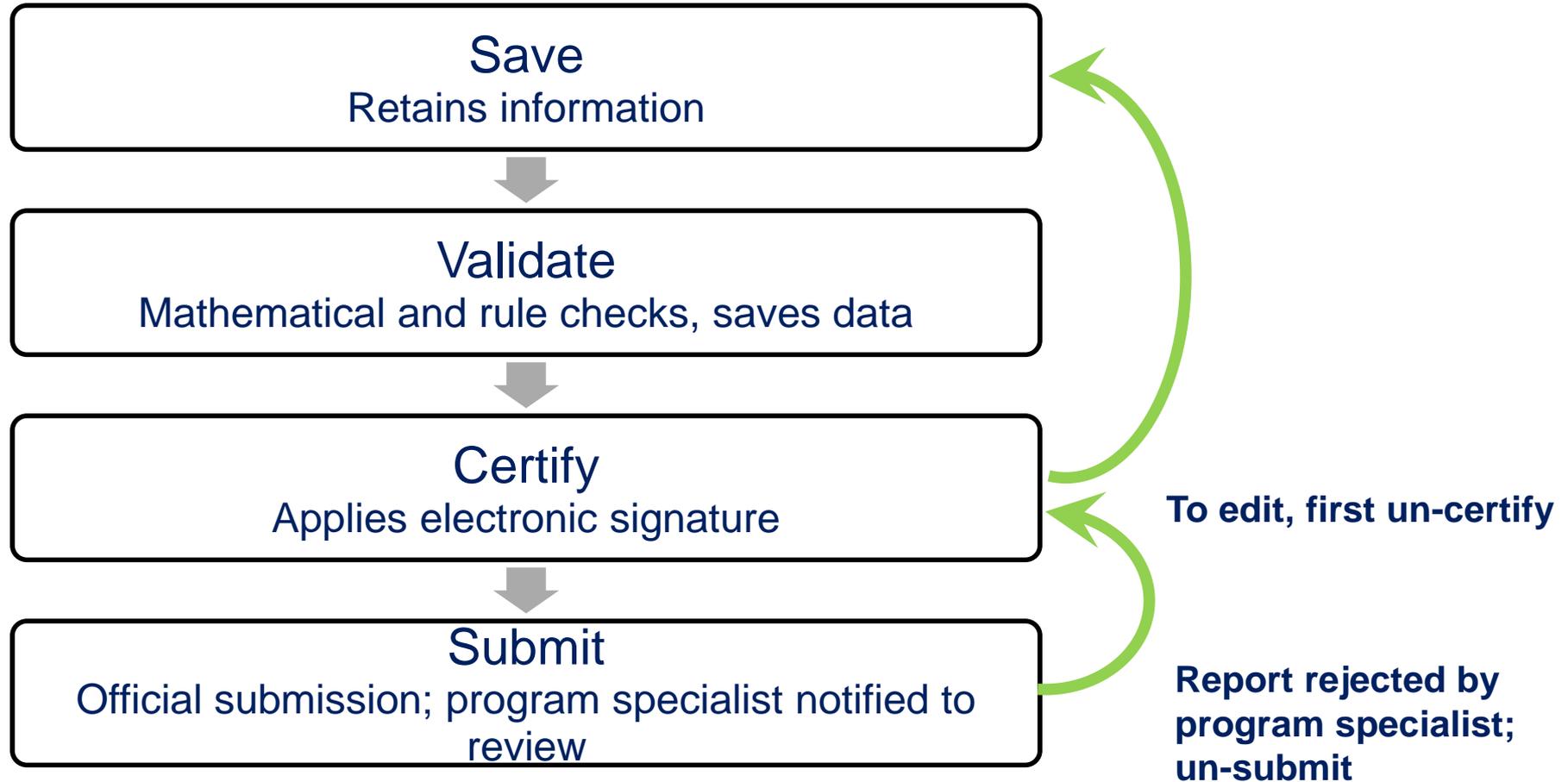
- Print Section - Opens a new browser window with the report in a print-friendly version.
- View Section - Opens the form section in a read-only version.

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](mailto:OCSRegistrar@icfi.com)

# Resources and Support: PPR Info Page

- <http://ocscommunitydevelopment.org/>

Resource Library → Performance Progress Report (PPR) Information Page

- Frequently Asked Questions
- Sample forms and instructions
- Data Collection Tool
- Webinars
- User Guides

# Questions

- Submit a written question via LiveMeeting.
- Press \*1 on your phone.
- Contact [OCSRegistrar@icfi.com](mailto:OCSRegistrar@icfi.com) with additional questions