

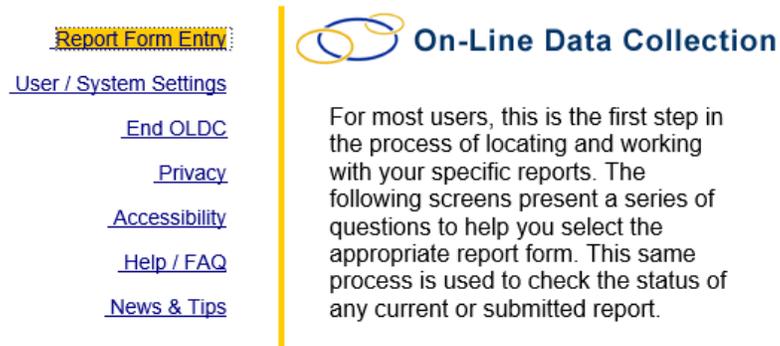
OLDC System Instructions for LIHEAP Plan Submission

Submission Option 1

How to Use the Clone Report Feature in OLDC to Submit a New FY 2021 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 2020 Model Plan into your FY 2021 Model Plan.

**Step 1:** Log into OLDC and click on the Report Form Entry link at the top left of the screen.



**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 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 3:** Click on the  button located under Actions. The reporting period is 10/1/2020 – 9/30/2021. This is the FY 2021 model plan reporting period.

**Form Selection**

Program Name:

Grantee Name:

Report Name:

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 radial button next to 10/1/2019-9/30/2020. This is your FY 2020 plan and it is the information that you want to copy to your FY 2021 plan. **(NOTE: The FY2020 plan must be in report status “Submission Accepted by CO” to clone to the current year)**

Clone Report ✕

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

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Step 1: Period Covered By This Report:

Show 15 entries Search:  ◀ | 1 | ▶

Reporting Period	Type	Report Status
<input type="radio"/> 10/01/2020 - 09/30/2021	Annual	
<input checked="" 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	
<input type="radio"/> 10/01/2016 - 09/30/2017	Annual	

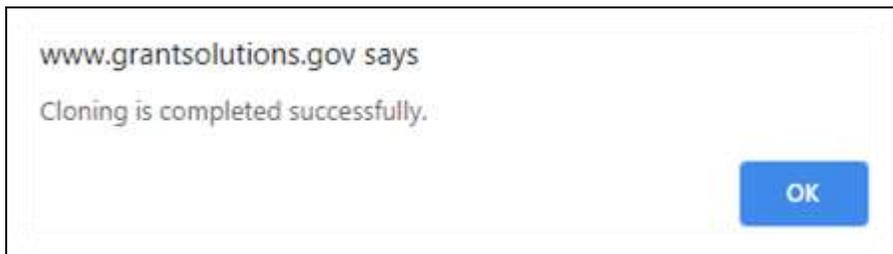
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Close Clone

2. Click the “Clone” button.

**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 2021 plan will come up, with all of the information from the FY 2020 plan already populated.



**Step 6:** Go through every entry and section and update the information to reflect the program for FY 2021. Pay special attention to dates.

## **Submission Option 2**

### **How to Submit a Certification Letter Requesting Extension of FY 2020 LIHEAP Plan into FY 2021 Using Plan Revision Steps in OLDC**

**First Steps:** Login to OLDC through [Grantsolutions](#), select *Report Form Entry*, choose *Model Plan* from the *Report Name* dropdown menu, identify the desired fiscal year FY 2020, and select the *Revise* option (the first icon to the right, under the *Action* Column).

User will arrive to the *Report Sections* page

**Next Steps:** Identify the section that requires revision, select the dropdown menu under the *Perform Action* column, select *Edit Section*, and Select *Go*.

User will be taken directly to the selected section

**Final Steps:** Make the necessary changes, Select the *Save* option at the top of the page, Navigate through the Plan using the *Next Section* and *Previous Section* buttons at the top of the page, save each revised section separately after changes are made (if any) until you arrive at the Plan Attachment Section. Attach a signed letter from Plan certifying official that you as a FY 2020 LIHEAP grantee would like extend your FY 2020 Plan into FY 2021. Attach a new benefit matrix if you have adopted the 2020 Federal Poverty Guidelines or State Median Estimates in FY 2020 (mandatory use in FY 2021).

After all desired sections have been revised, select the *Validate* option at the top of the report, 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 certifies the plan, select the *Report Form Status* option at the top, left of the screen, and click *Submit*.