

SF-429: Grantee Resources

Audience: Grantee Staff

INTRODUCTION

Grantees complete and submit the SF-429 in the GrantSolutions Online Data Collection (OLDC) system. The “SF-429: Grantee Resources” document contains information on where to find help, how to locate the GrantSolutions Login button, and where to access training materials.

SUPPORT

Contact your **Grant Specialist** for questions pertaining to the SF-429.

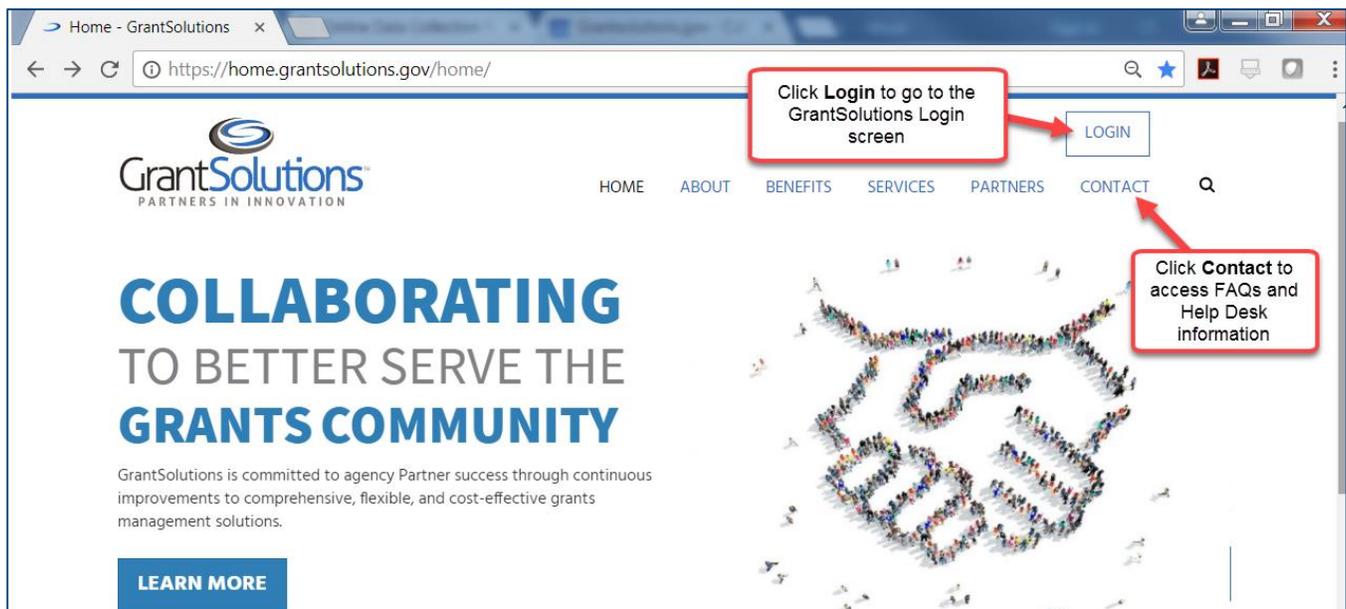
The GrantSolutions Partner Support Center is available to provide technical GrantSolutions assistance.

- **Hours:** Monday - Friday 8AM to 6PM Eastern Time (Excluding Federal Holidays)
- **E-mail:** help@grantsolutions.gov
- **Phone:** 202-401-5282 or 1-866-577-0771

GRANTSOLUTIONS PUBLIC WEBSITE

www.grantsolutions.gov

The *GrantSolutions public website* contains a **Login button** to access the GrantSolutions login screen and a **Contact link** to locate Help Desk information and GrantSolutions Frequently Asked Questions.



ONLINE DATA COLLECTION RESOURCES SITE

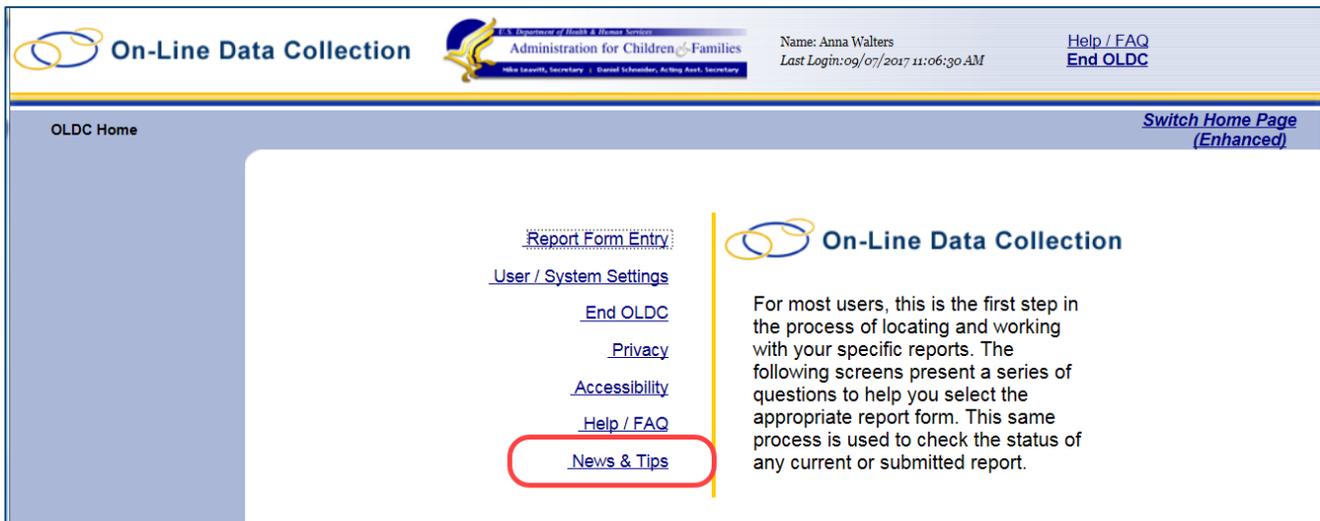
<https://oldc.grantsolutions.gov/oldcdocs/index.html>

The *Online Data Collection Resources* site contains useful materials for the Real Property SF-429 forms, including the user account request form, a training video, and user guides. The materials include the following:

- Grantee User Account Request Form to Access the SF-429 Forms
- Grantee Training Video: Complete and Submit the SF-429 in the GrantSolutions Online Data Collection System for Grantees
- Guide: Complete and Submit the SF-429 Attachment A
- Guide: Complete and Submit the SF-429 Attachment B
- Guide: Complete and Submit the SF-429 Attachment C
- Guide: (ACF/OHS Grantees Only) Complete and Submit the No Property SF-429 Attachment A

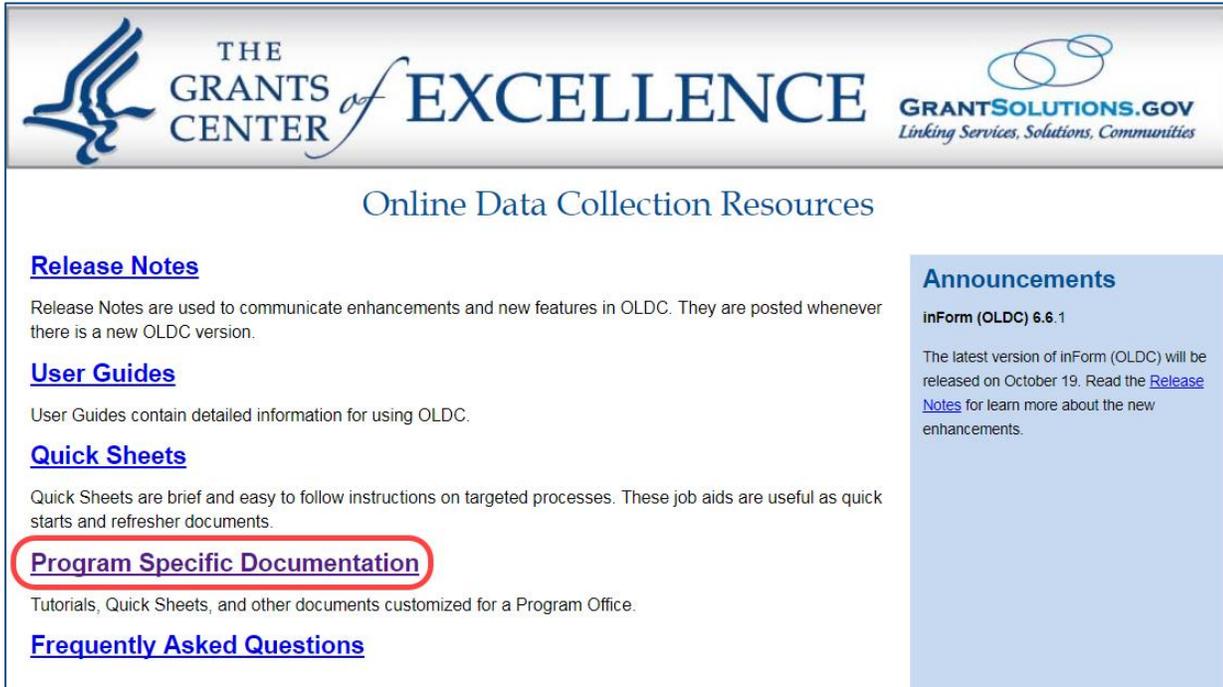
To access the *Online Data Collection Resources* site:

1. Log into GrantSolutions and launch OLDC. From the “OLDC Home” page, click the link **News & Tips**.



The screenshot shows the OLDC Home page. At the top, there is a navigation bar with the GrantSolutions logo, the text "On-Line Data Collection", and the Department of Health & Human Services logo. The user's name "Anna Walters" and last login time "09/07/2017 11:06:30 AM" are displayed. There are links for "Help / FAQ" and "End OLDC". Below the navigation bar, the page is titled "OLDC Home" and includes a "Switch Home Page (Enhanced)" link. The main content area features a list of links: "Report Form Entry", "User / System Settings", "End OLDC", "Privacy", "Accessibility", "Help / FAQ", and "News & Tips". The "News & Tips" link is highlighted with a red circle. To the right of the links, there is a section titled "On-Line Data Collection" with a paragraph explaining that this is the first step in locating and working with specific reports.

2. The “Online Data Collection Resources” page appears. Click the link **Program Specific Documentation**.



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Online Data Collection Resources

[Release Notes](#)
Release Notes are used to communicate enhancements and new features in OLDC. They are posted whenever there is a new OLDC version.

[User Guides](#)
User Guides contain detailed information for using OLDC.

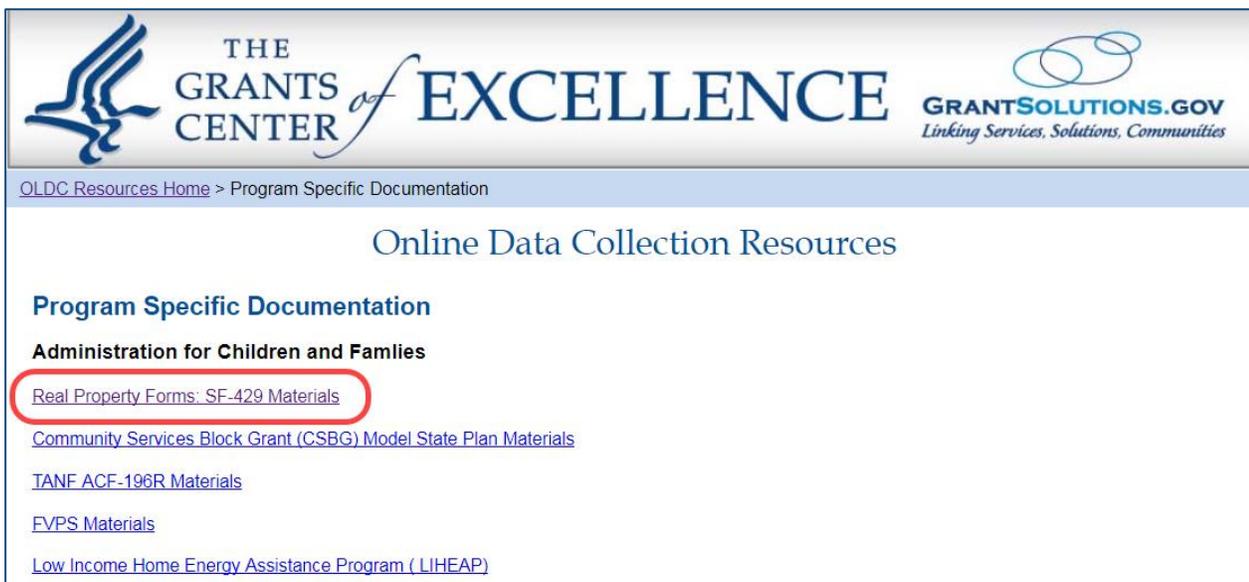
[Quick Sheets](#)
Quick Sheets are brief and easy to follow instructions on targeted processes. These job aids are useful as quick starts and refresher documents.

[Program Specific Documentation](#)
Tutorials, Quick Sheets, and other documents customized for a Program Office.

[Frequently Asked Questions](#)

Announcements
inForm (OLDC) 6.6.1
The latest version of inForm (OLDC) will be released on October 19. Read the [Release Notes](#) for learn more about the new enhancements.

3. The “Program Specific Documentation” page opens. Click the link **Real Property Forms: SF-429 Materials**.



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[OLDC Resources Home](#) > Program Specific Documentation

Online Data Collection Resources

Program Specific Documentation

Administration for Children and Families

[Real Property Forms: SF-429 Materials](#)

[Community Services Block Grant \(CSBG\) Model State Plan Materials](#)

[TANF ACF-196R Materials](#)

[FVPS Materials](#)

[Low Income Home Energy Assistance Program \(LIHEAP\)](#)

4. The “Real Property Forms: SF-429 Materials” page opens containing links to the account request form, video, and user guides.



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OLDC Resources Home > Program Specific Documentation > Real Property SF-429

Online Data Collection Resources

Real Property Forms: SF-429 Materials

Grantee Resources

[Grantee User Account Request Form to Access the SF-429 Forms \(PDF\)](#)

[Grantee Training Video: Complete and Submit the SF-429 in the GrantSolutions Online Data Collection System for Grantees \(62 minutes\). Video Transcript \(PDF\)](#)

Note: Once the video appears, click the arrow to the left of the Start Public Webinar link to expand the bookmarks. Use the bookmarks to go directly to a section in the video.

- [Guide: Complete and Submit the SF-429 Attachment A \(PDF\)](#)
- [Guide: Complete and Submit the SF-429 Attachment B \(PDF\)](#)
- [Guide: Complete and Submit the SF-429 Attachment C \(PDF\)](#)
- [Guide: \(ACF/OHS Grantees Only\) Complete and Submit the No Property SF-429 Attachment A](#)

GRANTSOLUTIONS GRANTEE SUPPORT AND REFERENCE SITE

<https://www.grantsolutions.gov/support/granteeUsers.html>

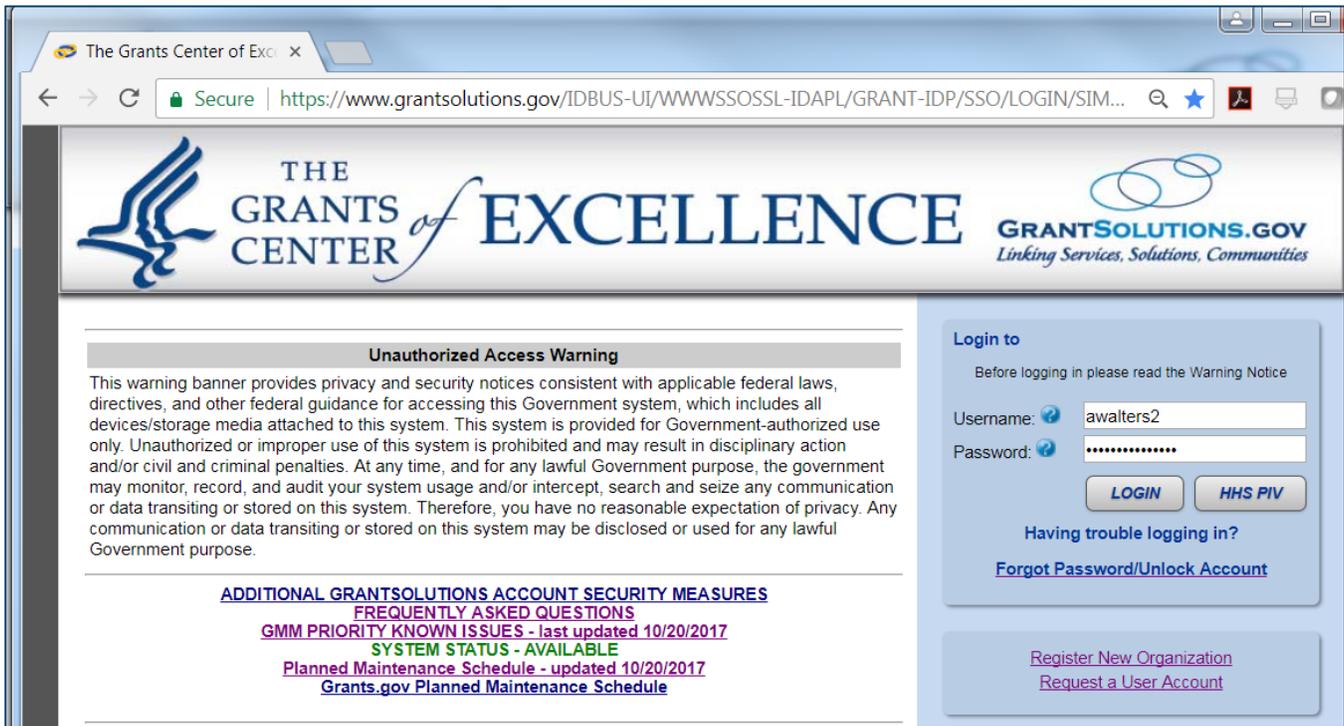
(Grantees must be logged into GrantSolutions to access the GrantSolutions Grantee Support and Reference site)

The *GrantSolutions Grantee Support and Reference* site contains training materials for the Real Property SF-429 forms, including a training video and user guides. These are similar to the materials located on the Online Data Collection Resources site. The available materials are as follows:

- Training Video: Complete and Submit the SF-429 in the GrantSolutions Online Data Collection System for Grantees
- Guide: Complete and Submit the SF-429 Attachment A
- Guide: Complete and Submit the SF-429 Attachment B
- Guide: Complete and Submit the SF-429 Attachment C
- Guide: (ACF/OHS Grantees Only) Complete and Submit the No Property SF-429 Attachment A

To access the GrantSolutions *Grantee Support and Reference* site:

1. Log into the GrantSolutions Grants Management Module.



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Unauthorized Access Warning

This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes all devices/storage media attached to this system. This system is provided for Government-authorized use only. Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties. At any time, and for any lawful Government purpose, the government may monitor, record, and audit your system usage and/or intercept, search and seize any communication or data transiting or stored on this system. Therefore, you have no reasonable expectation of privacy. Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.

Additional Links:
[ADDITIONAL GRANTSOLUTIONS ACCOUNT SECURITY MEASURES](#)
[FREQUENTLY ASKED QUESTIONS](#)
[GMM PRIORITY KNOWN ISSUES - last updated 10/20/2017](#)
[SYSTEM STATUS - AVAILABLE](#)
[Planned Maintenance Schedule - updated 10/20/2017](#)
[Grants.gov Planned Maintenance Schedule](#)

Login to

Before logging in please read the Warning Notice

Username: awalters2

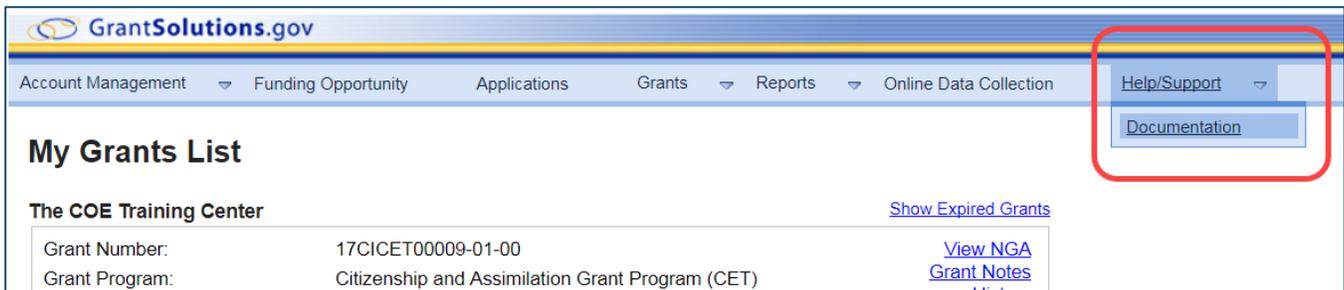
Password:

LOGIN **HHS PIV**

Having trouble logging in?
[Forgot Password/Unlock Account](#)

[Register New Organization](#)
[Request a User Account](#)

2. The “My Grants List” screen appears. From the menu bar, select **Help/Support – Documentation**.



GrantSolutions.gov

Account Management Funding Opportunity Applications Grants Reports Online Data Collection **Help/Support**

My Grants List

[Show Expired Grants](#)

The COE Training Center

Grant Number:	17CICET00009-01-00	View NGA
Grant Program:	Citizenship and Assimilation Grant Program (CET)	Grant Notes
		History

3. The “Grantee Support and Reference” site appears. Scroll down to the heading *inForm (OLDC) Materials – Form and Program Specific Documentation* and click the link **SF-429 Materials**.



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Grantee Support and Reference

The GrantSolutions.gov mission is to provide a comprehensive and cost effective grants management solution for grantors, grantees and applicants. We service all types of grants (service, training, demonstration, social research, and cooperative agreements) across all grant categories (discretionary, formula, block, and entitlement).

GrantSolutions Grants Management Module Materials

Documentation

- [GrantSolutions Grants Management Module Grantee Guide](#)
- [Quick Sheet: Grantee Resources](#)
- [Quick Sheet: Apply for a Directed Announcement](#)
- [Quick Sheet: Accept a Grant](#)
- [Quick Sheet: Add a Grant Note](#)
- [Quick Sheet: Budget Revision Amendment](#)
- [Quick Sheet: Carryover Amendment](#)
- [Grantee Reporting Process: Federal Financial Report \(FFR\)](#)

Grantee Video Training Series

A number of training videos have been created to help the grantee community successfully and confidently use GrantSolutions.

[Grantee Video Training Series](#)

[Introduction to the Federal Financial Report \(FFR\) for Grantees](#)

[Modify Submitted Federal Financial Report \(FFR\) for Grantees](#)

[View the Federal Financial Report \(FFR\) for Grantees](#)

inForm (OLDC) Materials

Documentation

- [Quick Sheet: Log into OLDC from GrantSolutions: Grantees with OLDC and GMM Access](#)
- [Log into OLDC from GrantSolutions: Grantees with OLDC Access Only](#)

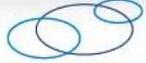
Form and Program Specific Documentation

- [Community Services Block Grant \(CSBG\) Model State Plan Materials](#)
- [SF-429 Materials](#)
- [TANF ACF-196R Materials](#)

4. The “SF-429 Materials” page opens containing links to the video and the user guides.



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[Support and Training Home](#)

SF-429 Materials

[Training Video: Complete and Submit the SF-429 in the GrantSolutions Online Data Collection System for Grantees – 62 minutes \(Transcript\)](#)

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- [Guide: Complete and Submit the SF-429 Attachment B](#)
- [Guide: Complete and Submit the SF-429 Attachment C](#)
- [Guide: \(ACF/OHS Grantees Only\) Complete and Submit the No Property SF-429 Attachment A](#)