

Complete and Submit the SF-429 Attachment B

June 1, 2017

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Introduction

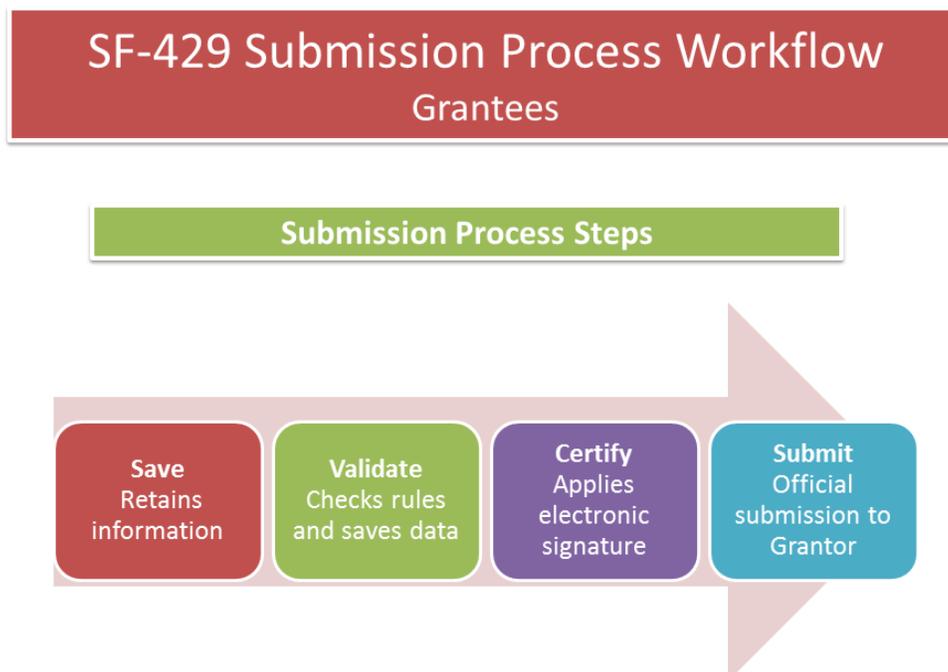
The SF-429 Attachment B (Request to Acquire, Improve, or Furnish) is created on an ‘as needed’ basis. Grantees can submit a request as soon as the grant is available in GrantSolutions, even after the grant is closed.

Grantees use the Online Data Collection (OLDC) system to enter, validate, certify, submit, and retrieve information pertinent to the SF-429B. Once the request is approved by the Grantor, revisions may be submitted.

WORKFLOW

Grantees need to perform specific steps to submit the SF-429B. Those steps are listed below:

1. Login to the GrantSolutions Grants Management Module (GMM), access OLDC, and navigate to the SF-429B.
2. Enter and edit data, and save sections.
3. Validate the SF-429B to check against rules.
4. Certify the request to electronically sign.
5. Electronically submit the SF-429B.



Login

GRANTEES WITH ACCESS TO THE GRANTSOLUTIONS GMM

Grantees can access the SF-429B from the GrantSolutions GMM. To log in:

1. From an Internet browser (such as Internet Explorer, Mozilla Firefox, or Google Chrome), go to www.grantsolutions.gov.
2. The “Grants Center of Excellence” Home page appears. Click the button **Login to GrantSolutions**.



Figure 1: The Grants Center of Excellence Home page

3. The “GrantSolutions” login screen displays. Enter your **username** in the Username field and your **password** in the Password field. Click the **Login** button.

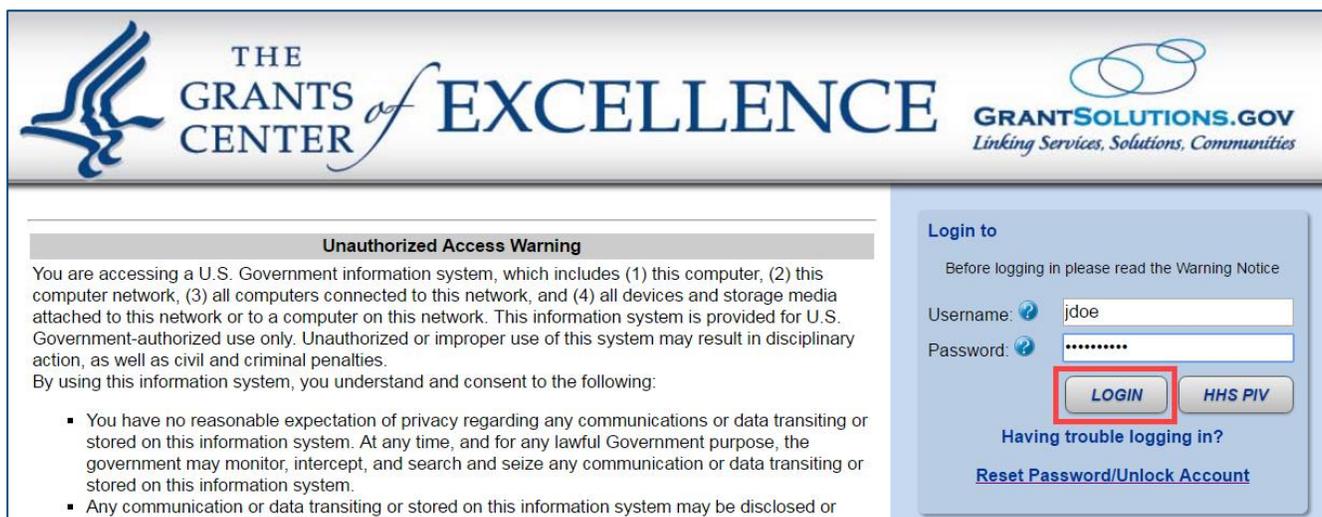
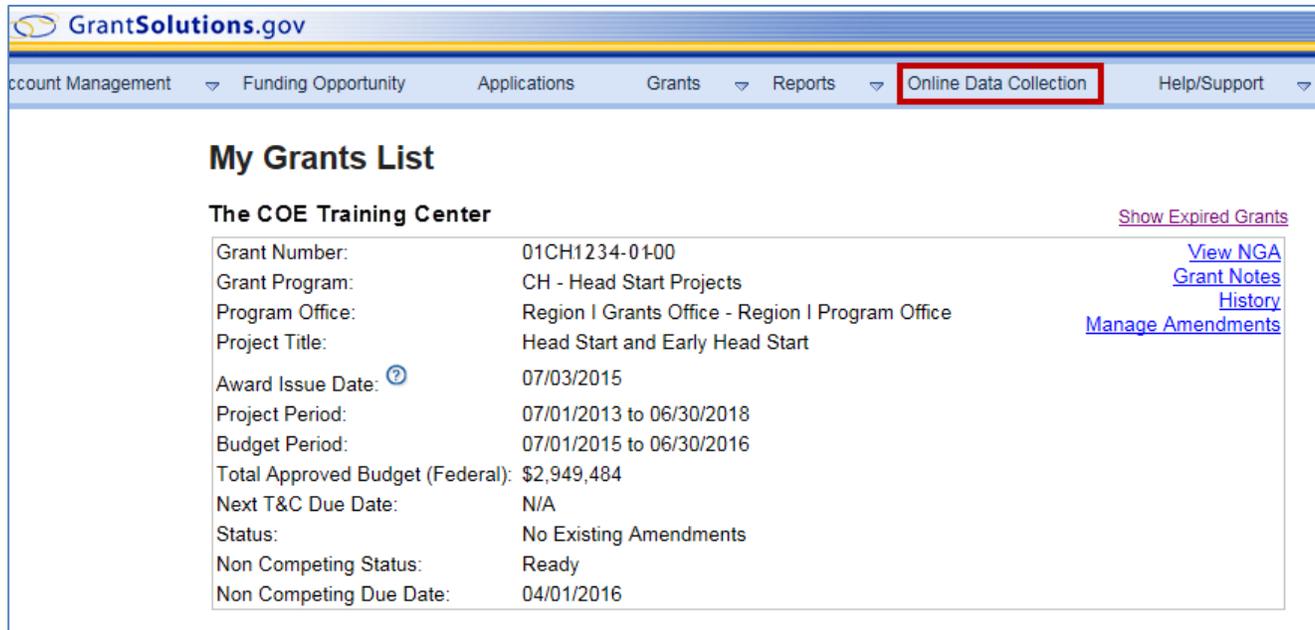


Figure 2: GrantSolutions login screen - Username field, Password field, and Login button

- The “My Grants List” screen appears. From the menu bar, select **Online Data Collection**.



GrantSolutions.gov

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

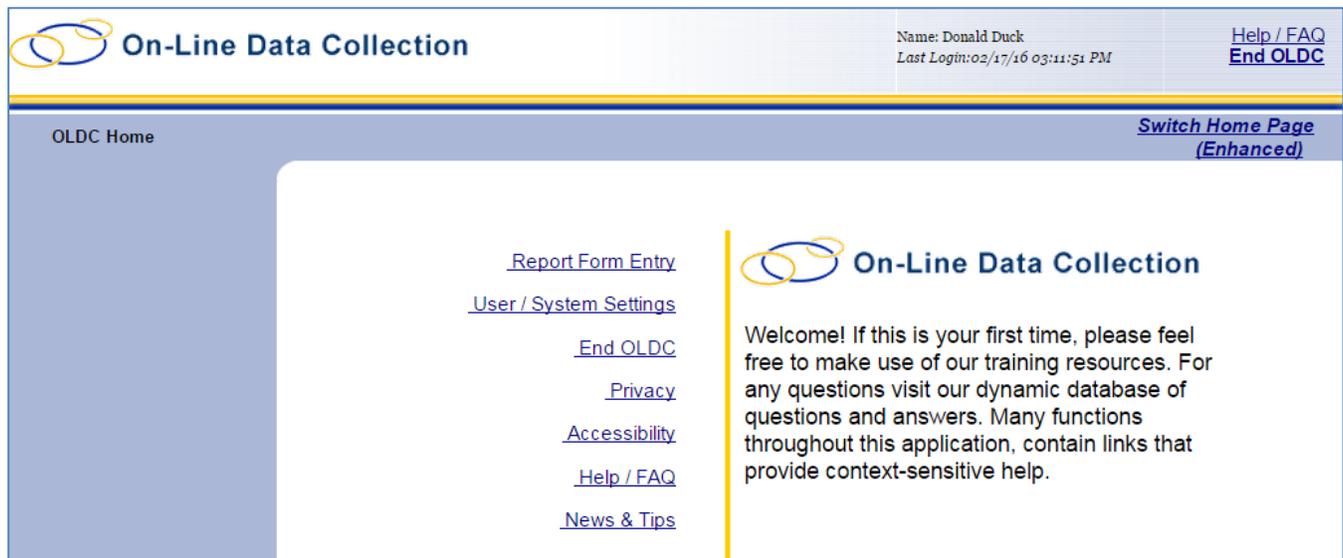
My Grants List

The COE Training Center [Show Expired Grants](#)

Grant Number:	01CH1234-0100	View NGA
Grant Program:	CH - Head Start Projects	Grant Notes
Program Office:	Region I Grants Office - Region I Program Office	History
Project Title:	Head Start and Early Head Start	Manage Amendments
Award Issue Date: [?]	07/03/2015	
Project Period:	07/01/2013 to 06/30/2018	
Budget Period:	07/01/2015 to 06/30/2016	
Total Approved Budget (Federal):	\$2,949,484	
Next T&C Due Date:	N/A	
Status:	No Existing Amendments	
Non Competing Status:	Ready	
Non Competing Due Date:	04/01/2016	

Figure 3: My Grants List - Online Data Collection menu option

- The Online Data Collection “Home” page appears.



On-Line Data Collection

Name: Donald Duck
Last Login: 02/17/16 03:11:51 PM

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

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

- [Report Form Entry](#)
- [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.

Figure 4: OLDC Home screen

LOGIN FOR GRANTEES THAT DO NOT USE THE GRANTSOLUTIONS GMM

Important! Grantees that do not use the GrantSolutions GMM access the SF-429B from the GrantSolutions “Portal” screen. To log in and access the SF-429B:

1. From an Internet browser (such as Internet Explorer, Mozilla Firefox, or Google Chrome), go to www.grantsolutions.gov.
2. The “Grants Center of Excellence” Home page appears. Click the button **Login to GrantSolutions**.



Figure 5: The Grants Center of Excellence Home page

3. The “GrantSolutions” login screen displays. Enter your **username** in the Username field and your **password** in the Password field. Click the **Login** button.

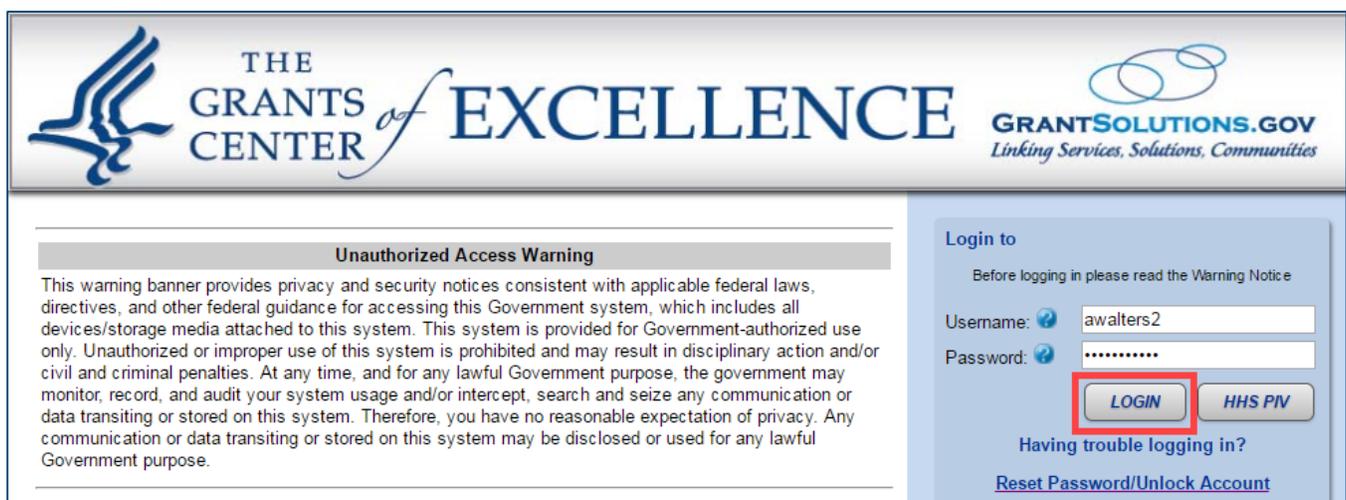


Figure 6: GrantSolutions login screen - Username field, Password field, and Login button

- The GrantSolutions “Portal” screen appears. From the menu bar, click **OLDC** to open the Online Data Collection “Home” page in a new window.

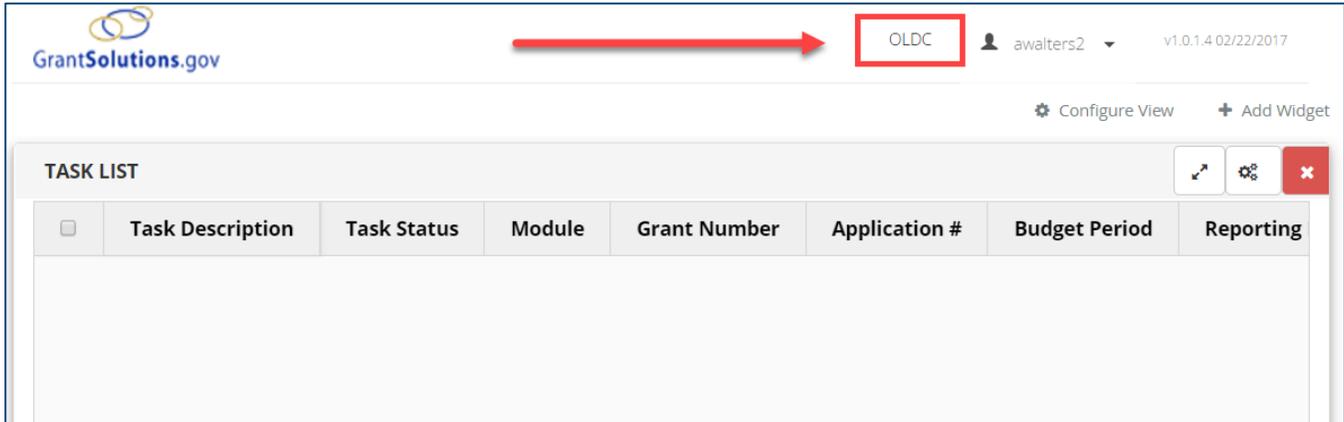


Figure 7: GrantSolutions "Portal" screen - OLDC menu

- The Online Data Collection “Home” page appears.

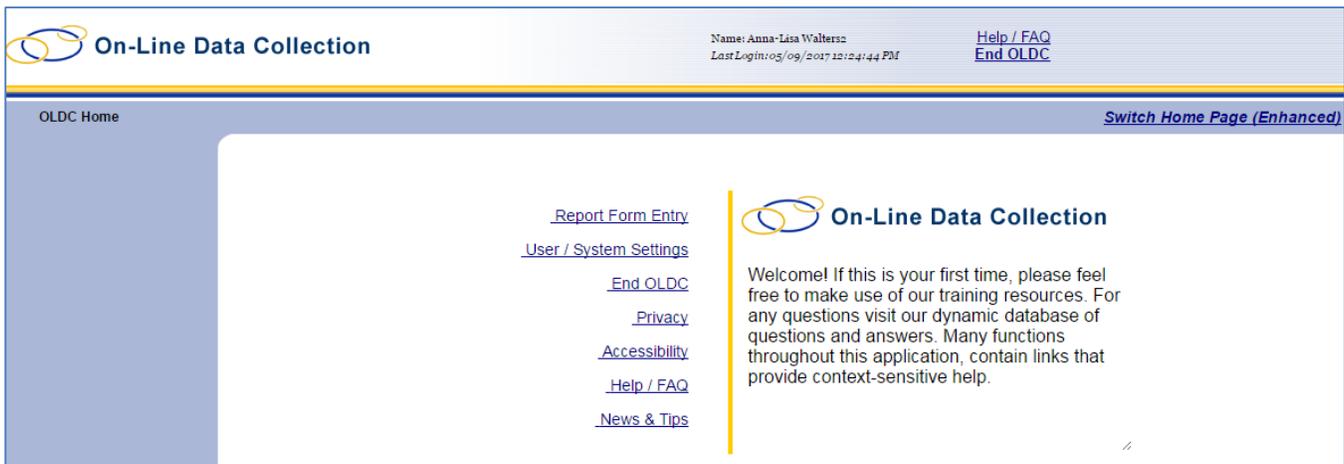


Figure 8: Online Data Collection “Home” page

Navigation

The Online Data Collection menu list is available from the “Home” screen. Users access their forms from the menu.

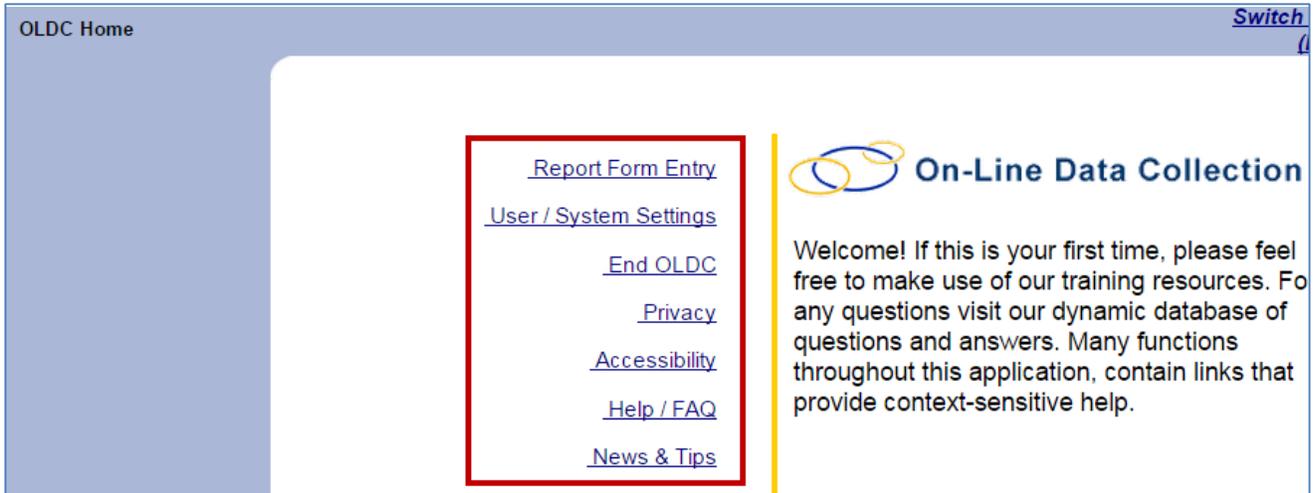


Figure 9: Home screen

Navigation links appear and disappear towards the top of the screen as different pages are accessed. Click any of the Navigation links (breadcrumbs) to return to previously visited screens. For security purposes, do not use the back button.

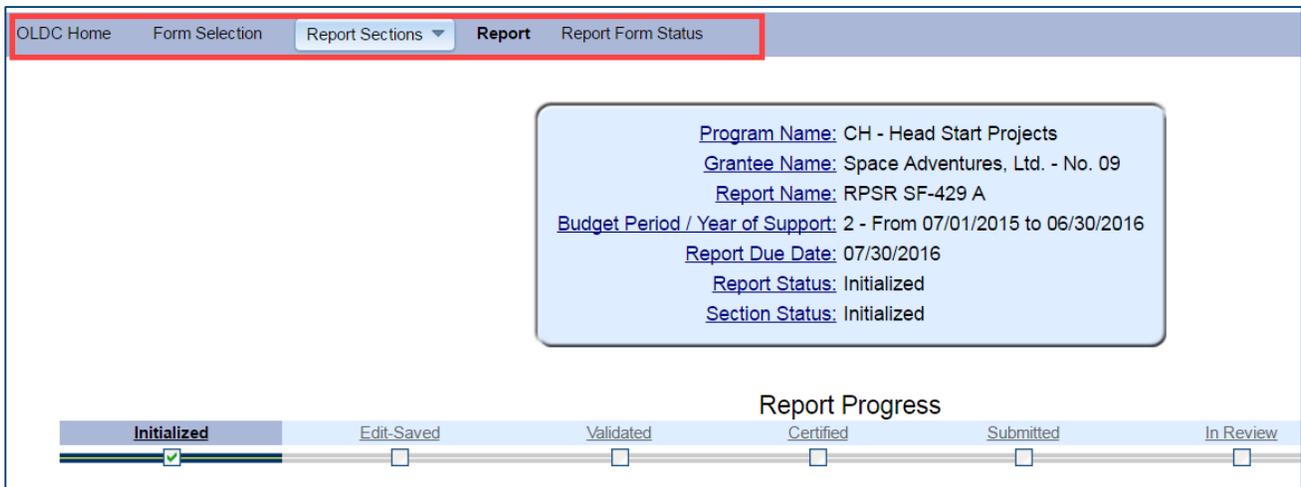


Figure 10: Navigation links

ENHANCED HOME PAGE

An enhanced “Home” page option is available to all Grantees. This screen improves navigation and ease of use while retaining access to the menu list. When Grantees access the enhanced Home page, three tabs are available: **My Recent Activity**, **Activity Report**, and **Report Due**.

To activate the enhanced “Home” page view:

1. From the right side of the “Home” screen, click the link **Switch Home Page (Enhanced)**.

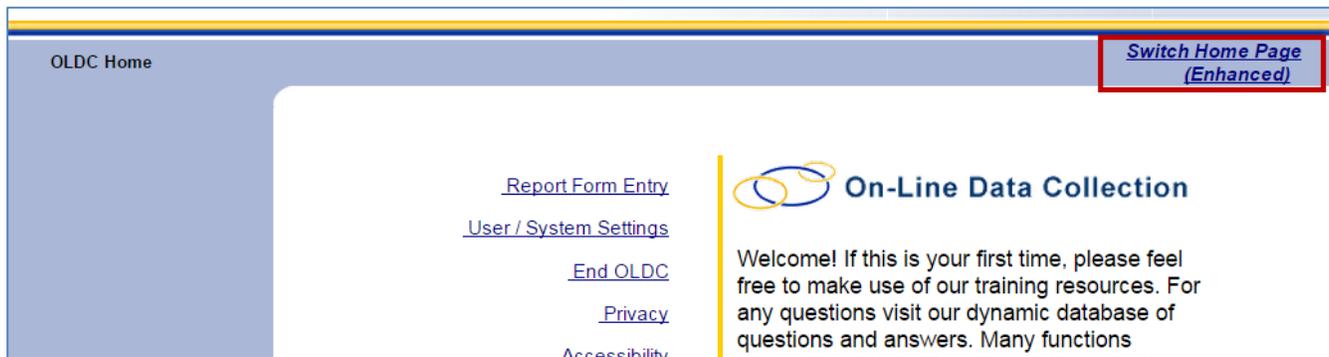


Figure 11: OLDC Home - Switch Home Page (Enhanced) link

2. A message appears asking “Do you want to keep the enhanced OLDC home page as your default home page?”
 - Click **Yes** to set the enhanced page as the new default each time Online Data Collection is accessed.
 - Click **No** to enable the enhanced home page this one time. However, the next time Online Data Collection is accessed, the regular Home screen appears.

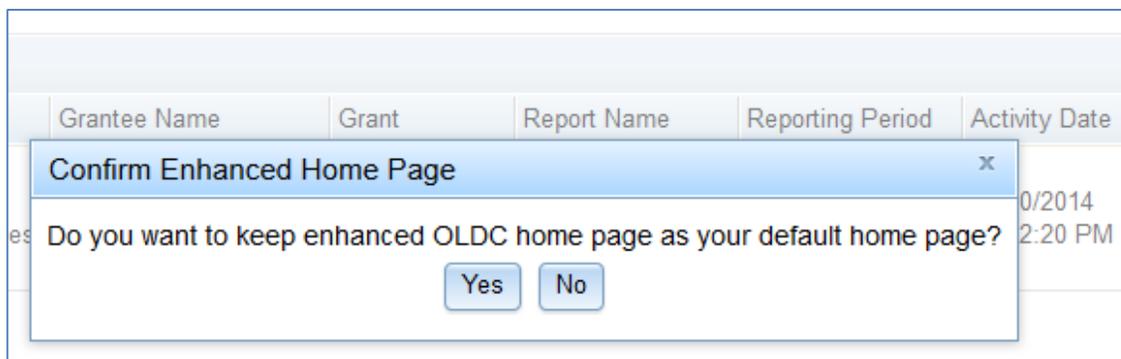


Figure 12: Confirmation Pop-up Message

- The new “Home” screen appears. To return to the regular “Home” screen view, click the link **Switch Home Page (Regular)**.

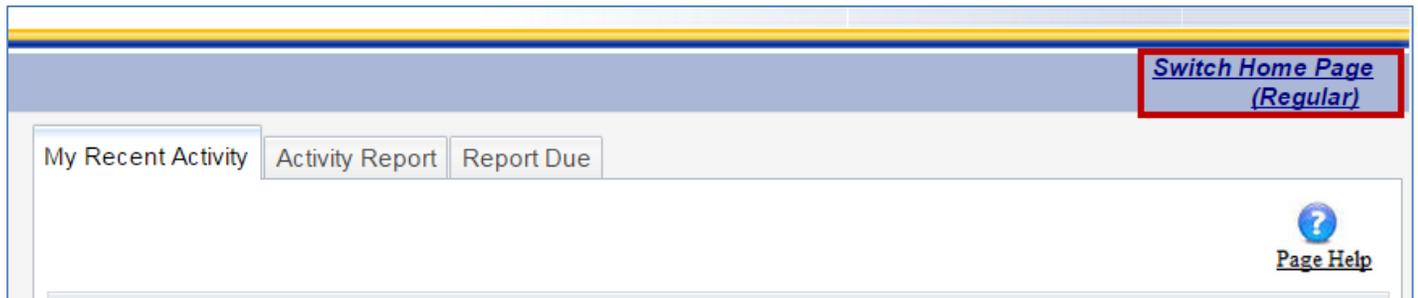


Figure 13: Enhanced OLDC Home screen - Switch Home Page (Regular) link

My Recent Activity Tab

The “My Recent Activity” tab contains all forms recently accessed by the user. To perform an action for a form, click the **Actions** drop-down list and select one of the following options:

- **View:** View a read-only version of the form
- **Edit:** Access the SF-429 for editing
- **Report Status:** Navigate to the “Report Form Status” page

Please note that available actions depend on the user’s permissions and the status of the form.

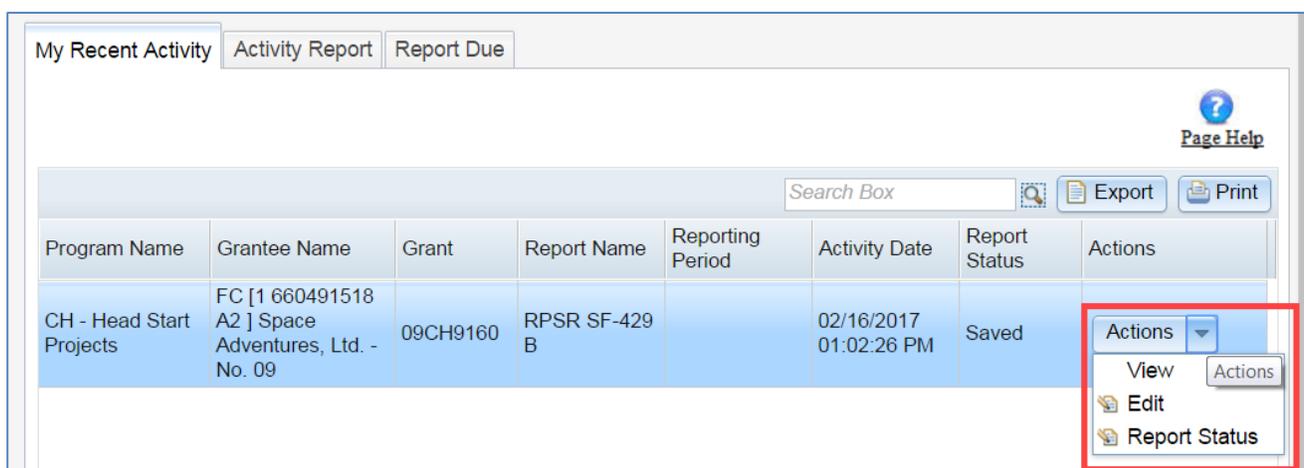


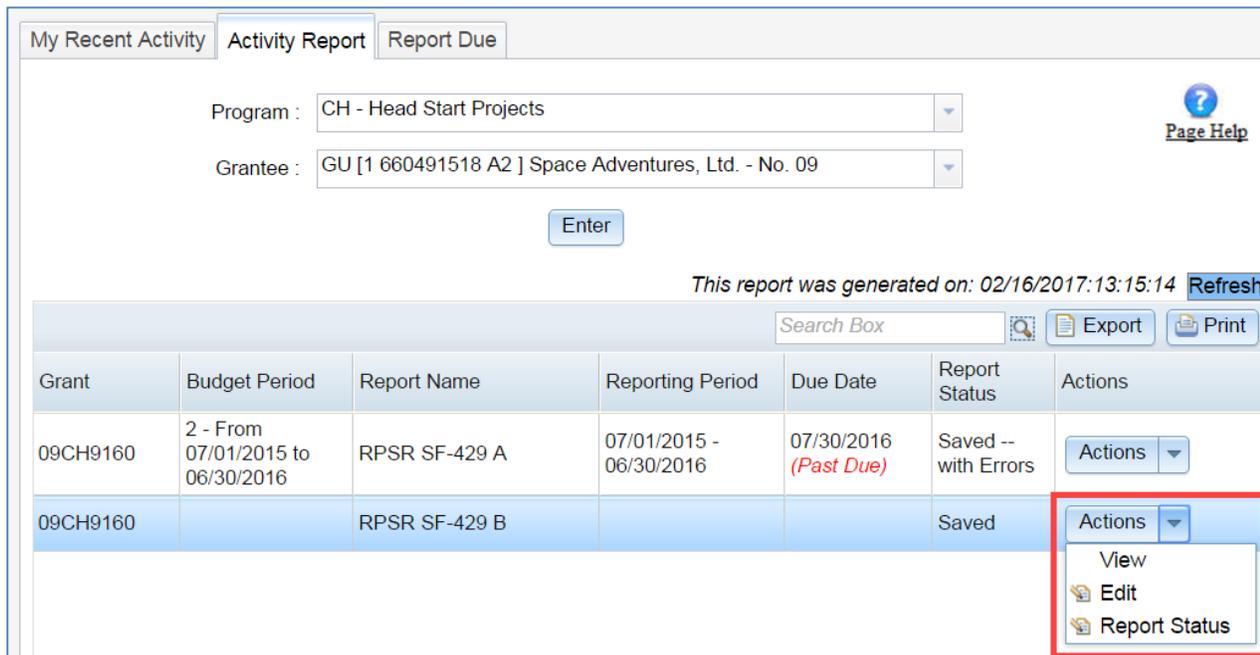
Figure 14: My Recent Activity Tab

Activity Report Tab

Use the "Activity Report" tab to search for forms in progress, submitted, or approved over the past two years. To access historical data, use the *Report Form Entry* link from the menu list.

To search for forms (if not already pre-selected):

1. Select a **Program** from the *Program* drop-down list. If the user is only assigned to one program, it appears by default.
2. Select a **Grantee** from the *Grantee* drop-down list. If the user is only assigned to one grantee organization, it appears by default.
3. Click the **Enter** button.
4. The *Results Table* appears. Click the *Actions* drop-down list and select one of the following options:
 - **View**: Open a read-only version of the form.
 - **Edit**: Access the SF-429 for editing.
 - **Report Status**: Navigate to the "Report Form Status" page.



My Recent Activity | **Activity Report** | Report Due

Program : CH - Head Start Projects

Grantee : GU [1 660491518 A2] Space Adventures, Ltd. - No. 09

Enter

This report was generated on: 02/16/2017:13:15:14 Refresh

Search Box [] [] [] Export [] Print []

Grant	Budget Period	Report Name	Reporting Period	Due Date	Report Status	Actions
09CH9160	2 - From 07/01/2015 to 06/30/2016	RPSR SF-429 A	07/01/2015 - 06/30/2016	07/30/2016 <i>(Past Due)</i>	Saved -- with Errors	Actions
09CH9160		RPSR SF-429 B			Saved	Actions View Edit Report Status

Figure 15: Activity Report Tab

Report Due Tab

Use the "Report Due" tab to access forms that are currently available for submission. Once a form is submitted, it is removed from this tab but can still be accessed from the *My Recent Activity* and *Activity Report* tabs, or from the *Report Form Entry* menu.

Important! The Report Due tab is not useful for 'As Needed' forms such as the SF-429B and SF-429C as they do not have due dates. Use this tab when submitting the SF-429A periodic report.

ACCESS THE SF-429B FROM THE REPORT FORM ENTRY MENU

To access the SF-429B from the *Report Form Entry* menu:

1. From the "Home" page, select **Report Form Entry**.

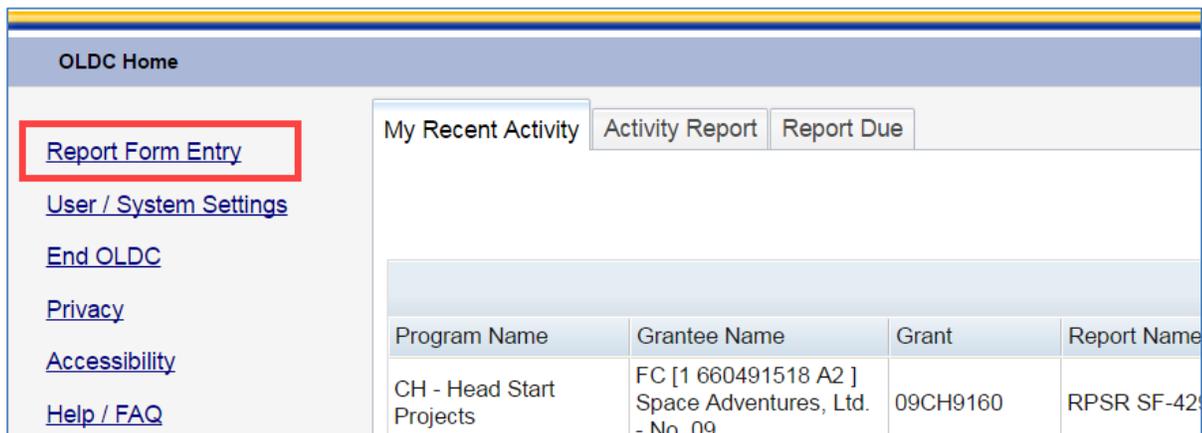


Figure 16: Home page - Report Form Entry link

2. The "Form Selection" screen appears. Under Step 1, use the drop-down menu to select the **Program Name**.
3. Under Step 2 (if needed), use the drop-down list to select the **Grantee Name** (Grantee organization).

- Under Step 3, use the drop-down list to select the **Status Report Attachment B (SF-429 B)**.

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:

Figure 17: Form Selection screen

- The screen refreshes and Steps 4 and 5 appear. Under Step 4, use the drop-down list to select the **Funding/Grant Period**.

Note: The Budget Period/Year of Support dates populate once the request is submitted. The dates are based on when the form is initialized.

- Under Step 5, expand the *Select Action* drop-down list and click **New**.
- Click the **Enter** button.

Step 4: Funding / Grant Period:

Step 5: Select Action:

Optional: List of Reports :

Report Description	Report Status	Budget Period	Created Date	Updated Date
No items to display				

Figure 18: Form Selection screen – Steps 4 and 5 and the Enter button

Note: To continue working with a previously Saved report, select **Edit/Revise** in Step 5, click the **radio button** to the left of the desired form, and then click the **Enter** button.

8. A pop-up window appears. Enter the **Report Description** and then click the **Create Report** button.

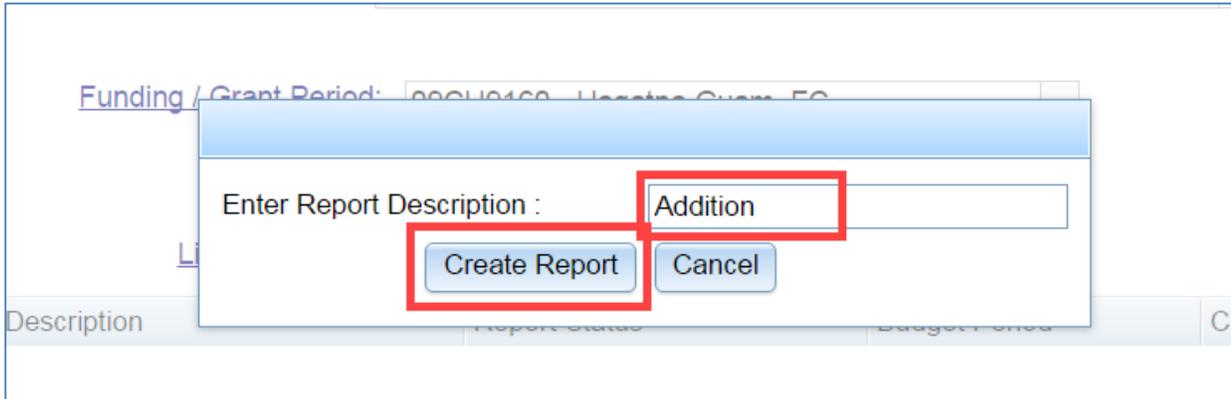


Figure 19: Enter Report Description box and Create Report button

9. The “Report Sections” screen appears and the *Description of the Report* is listed in the Information box.

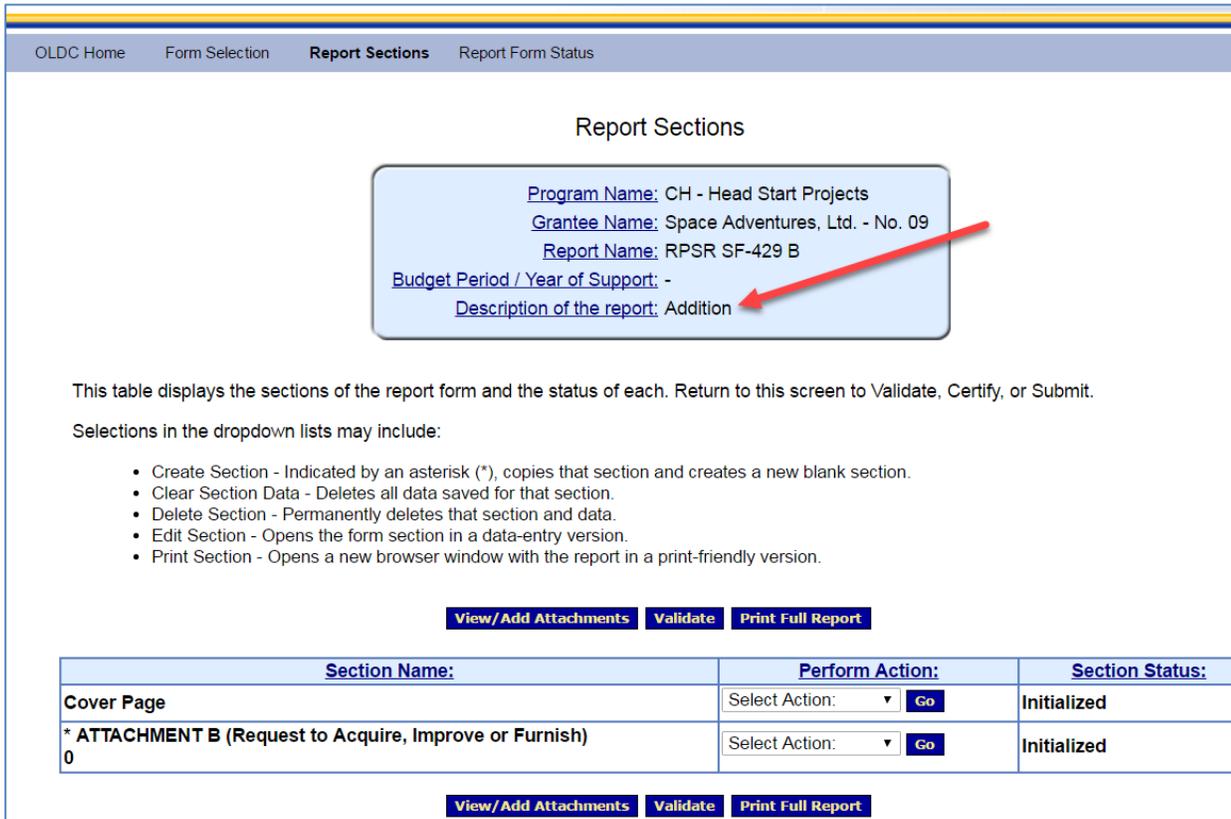


Figure 20: Report Sections screen

Complete the SF-429B

REPORT SECTIONS SCREEN

The **Cover Page** and **Attachment B** sections are listed on the “Report Sections” screen. Each section is edited and validated separately. Each section row also contains its own status in the *Status* column. Form and section statuses may be different until after the entire form is validated.

The “Report Sections” screen contains action buttons. The available buttons depend on a user’s permissions and the status of the SF-429B. Users with data entry capabilities can *View/Add Attachments*, *Validate* the request to ensure all request requirements are met, and *Print Full Report* as a PDF (not including attachments).



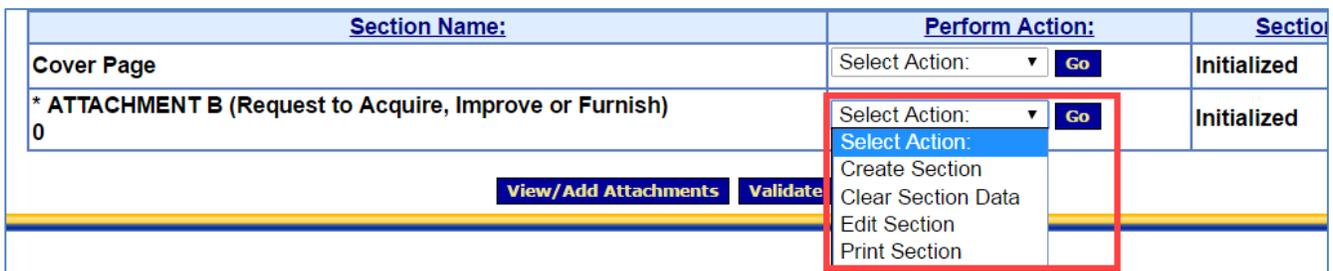
The screenshot shows a table with three columns: Section Name, Perform Action, and Section Status. Above the table, three buttons are highlighted with a red box: 'View/Add Attachments', 'Validate', and 'Print Full Report'. The table has one row with 'Cover Page' in the Section Name column, a dropdown menu labeled 'Select Action:' and a 'Go' button in the Perform Action column, and 'Initialized' in the Section Status column.

Section Name:	Perform Action:	Section Status:
Cover Page	Select Action: <input type="button" value="Go"/>	Initialized

Figure 21: Report Sections screen - Action buttons

The *Perform Action* drop-down list is available for each section row. The actions include the following:

- **Create Section:** Create a new Attachment B row. Data entered in the original Attachment B section is not copied to the new section. Add as many additional sections as needed. The section name updates once the (13a) Real Property description is entered in Attachment B and saved
- **Clear Section Data:** Delete all data previously saved in a section
- **Edit Section:** Enter data for a section
- **Print Section:** Open a nicely formatted printable version of the section. Use the browser menu bar or shortcut menu to print the page



The screenshot shows the same table as Figure 21, but with the 'Perform Action' dropdown menu open for the second row. The dropdown list contains the following options: 'Select Action:', 'Create Section', 'Clear Section Data', 'Edit Section', and 'Print Section'. The 'Go' button is also visible next to the dropdown. The second row's Section Name is '* ATTACHMENT B (Request to Acquire, Improve or Furnish) 0' and its Section Status is 'Initialized'. Below the table, the 'View/Add Attachments' and 'Validate' buttons are visible.

Section Name:	Perform Action:	Section Status:
Cover Page	Select Action: <input type="button" value="Go"/>	Initialized
* ATTACHMENT B (Request to Acquire, Improve or Furnish) 0	Select Action: <input type="button" value="Go"/> Create Section Clear Section Data Edit Section Print Section	Initialized

Figure 22: Report Sections screen - Perform Action drop-down list

ENTER DATA, SAVE, AND VALIDATE

To begin entering SF-429B data:

1. Click the drop-down arrow next to a section (i.e. Cover Page). From the *Perform Action* column, select **Edit Section** and then click the **Go** button.

Section Name:	Perform Action:	Section S
Cover Page	Edit Section <input type="button" value="Go"/>	Initialized
* ATTACHMENT B (Request to Acquire, Improve or Furnish) 0	Select Action: Clear Section Data <input type="button" value="Go"/> Edit Section <input type="button" value="Go"/>	Initialized

Figure 23: Cover Page Edit Section and Go button

2. The New (Initialized) "Report" displays.

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

Program Name: CH - Head Start Projects
Grantee Name: Space Adventures, Ltd. - No. 09
Report Name: RPSR SF-429 B
Budget Period / Year of Support: -
Description of the report: Addition
Report Status: Initialized
Section Status: Initialized

Report Progress

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

OMB Control No.: 4040-0016
Expires: 01/31/2019

**REAL PROPERTY STATUS REPORT SF-429
ATTACHMENT B (COVER PAGE)**

1. Federal Agency and Organizational Element to Which Report is Submitted: OA/OGM/Region IX	2. Federal Grant(s) or Other Identifying Number(s) by Federal Agency(ies): 09CH9160
-------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------

Figure 24: Report screen - Cover Page

Report Screen

The “Report” screen is divided into four parts: The Information box, Progress bar, Action buttons, and data entry.

Information Box

Program Name: CH - Head Start Projects
 Grantee Name: FC [1 660491518 A2] Space Adventures, Ltd. - No. 09
 Report Name: RPSR SF-429 B
 Budget Period / Year of Support: 2 - From 07/01/2015 to 06/30/2016
 Description of the report: Purchase Request
 Report Status: Saved -- Validated
 Section Status: Saved -- Validated

Progress Bar

Report Progress

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

Action Buttons

Save View/Add Attachments Validate Next Section

Data Entry

OMB Control No.: 4040-0 Expires: 01/31/2

REAL PROPERTY STATUS REPORT SF-429 ATTACHMENT B (COVER PAGE)

1. Federal Agency and Organizational Element to Which Report is Submitted: OA/OGM/Region IX		2. Federal Grant: 09CH9160		2a. Other Identifying Number(s) by Federal Agency(ies) <input type="text"/>	
3. Recipient Organization (name and complete address including zip code): Space Adventures, Ltd.					
Address Line 1 P.O. Box DE		Address Line 2 Guam Department of Education			
Address Line 3		City Hagatna Guam	State FC	Zip Code 96932	Zip Ext. 7507
4a. DUNS Number: 855023255	4b. EIN: 1660491518A2	5. Recipient Account or Identifying Number: <input type="text"/>		6. Contact Person for this Report:	
		First Name: <input type="text"/>	Middle Initial: <input type="text"/>	Last Name: <input type="text"/>	
		Phone: <input type="text"/>	Phone Extension: <input type="text"/>		
		Email: <input type="text"/>			
		Fax: <input type="text"/>			
06/19/2017					
8. Real Property Status Report - Attachments: [check the applicable block(s)]:					

Figure 25: Report screen - Cover Page

The Information box includes all the selections used to create the request. The status is Initialized until the request is saved.

Program Name: CH - Head Start Projects

Grantee Name: Space Adventures, Ltd. - No. 09

Report Name: RPSR SF-429 B

Budget Period / Year of Support: -

Description of the report: Addition

Report Status: Initialized

Section Status: Initialized

Figure 26: Information Box

The Progress bar is a useful tool for visually representing the status of the form. The Progress bar displays the steps that are already finished as well as the steps that need to be taken to complete the process.

The Grantee process includes the following statuses/actions:

- Initialized
- Edit-Saved
- Validated
- Certified
- Submitted

The Federal process includes the following statuses/actions:

- In Review
- R/O Approved
- C/O Approved

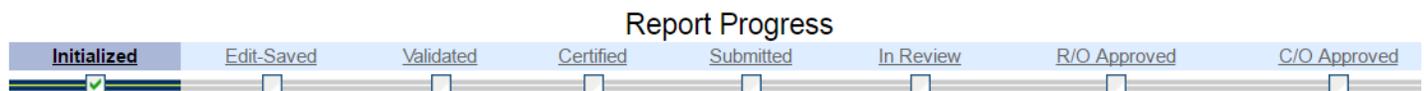


Figure 27: Report Progress Bar

The Action buttons are located below the Information box and Report Progress bar. Users with data entry capabilities can Save, View/Add Attachments, Validate, and navigate to Previous/Next sections. Action buttons are also available towards the bottom of the screen.

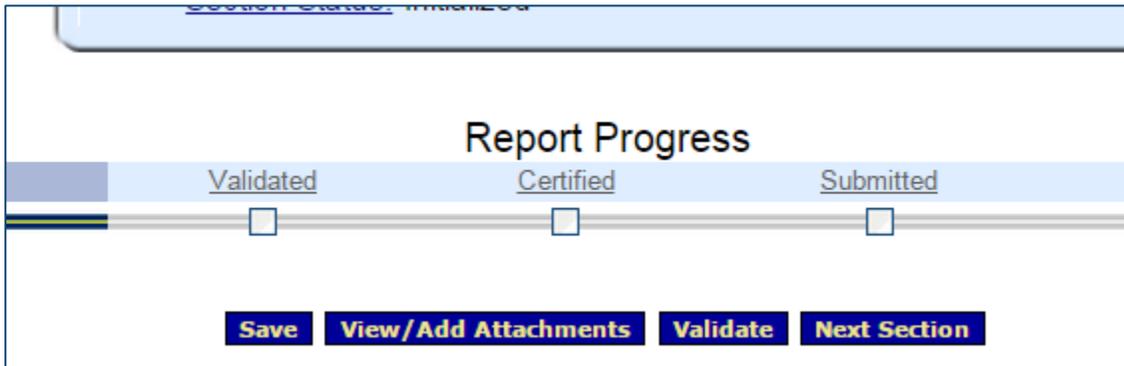


Figure 28: Action buttons

Below the Action buttons is the request form.

- Click the **blue underlined help links** to view form instructions in a pop-up window.

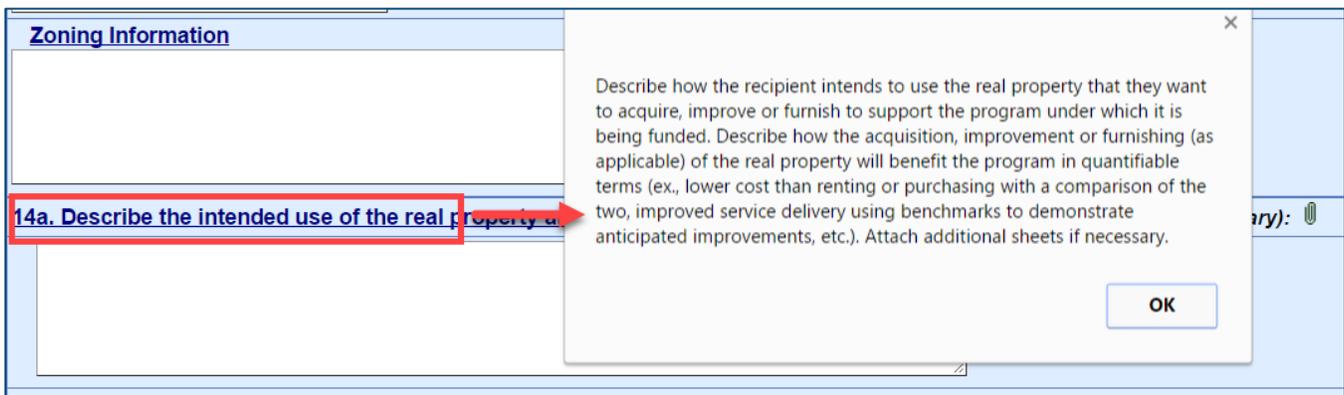


Figure 29: Help Text

- Some read-only fields are pre-populated from the grants system.

REAL PROPERTY STATUS REPORT SF-429 ATTACHMENT B (COVER PAGE)			
1. Federal Agency and Organizational Element to Which Report is Submitted: OA/OGM/Region IX		2. Federal Grant(s) or Other Identifying Number: Agency(ies): 09CH9160	
3. Recipient Organization (name and complete address including zip code): Space Adventures, Ltd.			
Address Line 1 P.O. Box DE		Address Line 2 Guam Department of Education	
Address Line 3	City	State	Zip

Figure 30: Read-only fields

- Enter data in open fields.

1518A2	5. Recipient Account or Identifying Number: <input type="text"/>	6. Contact Person for this Report:		
		First Name: <input type="text"/>	Middle: <input type="text"/>	Last Name: <input type="text"/>
		Phone: <input type="text"/>	Extension: <input type="text"/>	
		Email: <input type="text"/>		
		Fax: <input type="text"/>		
02/15/2017				
Comments: [check the applicable block(s)]:				
) attached				
improve or Furnish) attached				
attached				
if necessary): 				
<input type="text"/>				

Figure 31: Report screen - help links and data entry

- Double-click in an open number field to use the calculator.

You are editing:
14f. Real Property Cost:

7	8	9	/	C
4	5	6	*	√
1	2	3	-	=
0	-/+	.	+	Close

Figure 32: Calculator tool

Enter Data and Save

1. Complete each section to the best of your ability. Many fields are required or must be entered depending on the answer to a previous selection.
2. Once the Cover Page is complete, click the **Save** button.

Important! Save often. A timeout warning message appears after 25 minutes of inactivity. Activity includes clicking any of the actions buttons (e.g. Save, Validate, Certify, and Submit) or navigating to another screen. Entering data and clicking help links are **not** considered actions. When the timeout warning message appears, click the **OK** button to continue working and restart timeout the clock for another 25 minutes.



Figure 33: Save button

3. Once the Cover Page section is saved, click the **Next Section** button to navigate to the Attachment B section.



Figure 34: Next Section button

4. A message appears stating any unsaved changes made on this screen will be lost. Click **OK**.

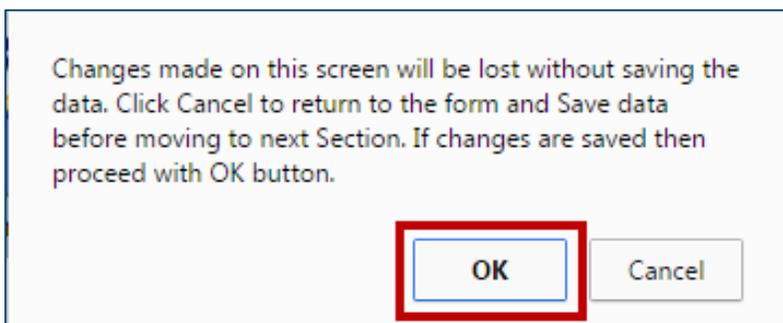


Figure 35: Pop-up message

5. Attachment B appears. Enter all necessary data.

- In line 13a, enter the **Real Property Name**. Once the section is saved, the name appears as the Property Name on the “Report Sections” screen.
- In 13b, enter the text and attach the legal description to the cell (click the paper clip icon to attach a file to the cell).
- Also in 13b, enter the address of the real property. Click the **Validate Address** button to validate the address with the United States Postal Service (USPS).

14b. Address of Real Property (legal description and complete address including zoning information):			
Legal description <input type="text" value="Child Care Center"/>			
Address Line 1	<input type="text" value="1700 Rockville Pike"/>	Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>	City	<input type="text" value="Rockville"/>
		State	<input type="text" value="MD"/>
		Zip Code	<input type="text" value="20852"/>
County/Parish	<input type="text"/>	Country	<input type="text" value="USA"/>
GPS Location (Latitude)	<input type="text"/>	GPS Location (Longitude)	<input type="text"/>
		<input type="button" value="Validate Address"/>	Not Verifi
Additional zoning information <input type="text"/>			

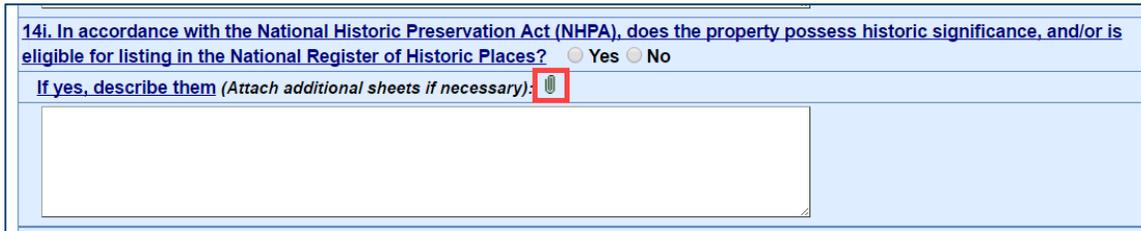
Figure 36: Report Screen - Address Validation

- In line 14b **Proposed Real Property Ownership Type**, check the applicable box(es) to indicate the real property ownership types. Grantees may identify more than one category but should note that A, B, D, E, F, G, H, and I are mutually exclusive, in other words, you may select only one of these in conjunction with C Fee Simple. When Other is selected, a comment box appears and a description must be entered.
- In 14f **Appraised Value**, enter the Federal and Non-Federal amounts. The percentages update when the Save button is clicked. Add an attachment to the Appraised Value cell.
- Some fields are required based on previous selections. For example, if the Yes radio button is selected in line 14i, you must also enter a description.

<p>14i. In accordance with the National Historic Preservation Act (NHPA), does the property possess historic significance, and/or is eligible for listing in the National Register of Historic Places? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>If yes, describe them (Attach additional sheets if necessary):</p> <div style="border: 1px solid red; height: 50px; width: 100%;"></div>

Figure 37: Report screen conditional answer

- Click the **paper clip icon** within a cell to attach one or more files to that location. You may also attach files to the request form using the **View/Add Attachments** button.



14i. In accordance with the National Historic Preservation Act (NHPA), does the property possess historic significance, and/or is eligible for listing in the National Register of Historic Places? Yes No

If yes, describe them (Attach additional sheets if necessary): 

The screenshot shows a form section with a question about historic significance. Below the question are two radio buttons for 'Yes' and 'No'. Underneath is a text input field with a paper clip icon to its right, which is highlighted with a red box. The input field is currently empty.

Figure 38: Report screen - cell attachment icon

Validate

Once data is entered and saved for each section, the entire form must be validated. Validate checks the form for mathematical errors and missing data.

- Click **Validate** from a section or from the “Report Sections” screen.



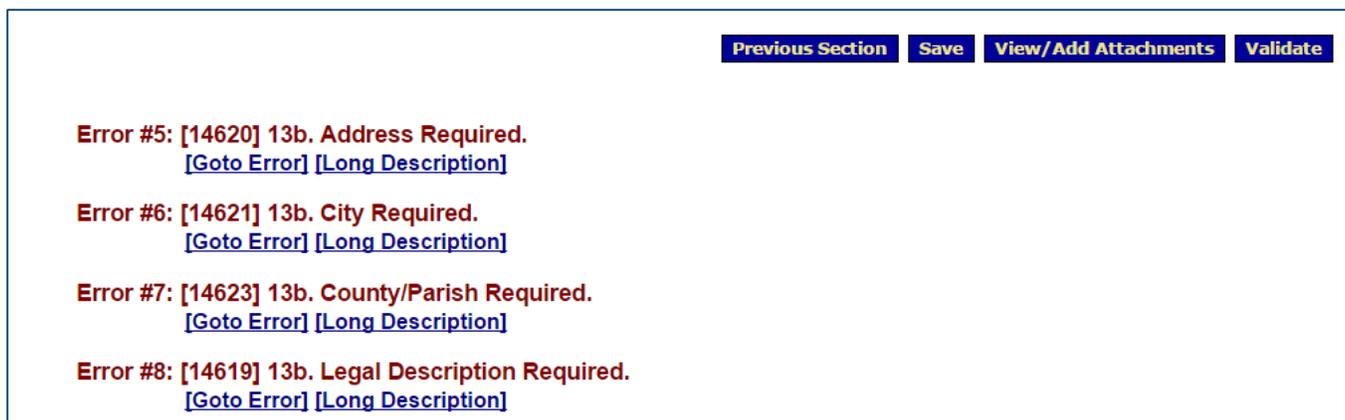
Save View/Add Attachments **Validate** Next Section

The screenshot shows a horizontal navigation bar with four buttons: 'Save', 'View/Add Attachments', 'Validate', and 'Next Section'. The 'Validate' button is highlighted with a red box.

Figure 39: Validate button

2. The screen refreshes and the status updates.

- If the form status is **Saved with Errors**, one or more error messages appear at the top of the Report screen. The errors must be corrected and the form revalidated. Click the *Long Description* link to view a description of the error. If available, click the *Go to Error* link to go directly to the field in need of corrections.



[Previous Section](#) [Save](#) [View/Add Attachments](#) [Validate](#)

Error #5: [14620] 13b. Address Required.
[\[Goto Error\]](#) [\[Long Description\]](#)

Error #6: [14621] 13b. City Required.
[\[Goto Error\]](#) [\[Long Description\]](#)

Error #7: [14623] 13b. County/Parish Required.
[\[Goto Error\]](#) [\[Long Description\]](#)

Error #8: [14619] 13b. Legal Description Required.
[\[Goto Error\]](#) [\[Long Description\]](#)

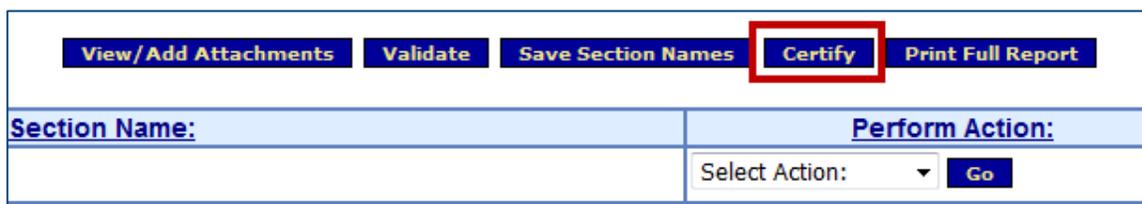
Figure 40: Report screen - errors

- If the status is **Saved with Warnings**, the warnings can either be corrected or the request can still proceed through the submission process.
- If the status is **Saved--Validated**, there are no warnings or errors and the request can proceed through the submission process.

CERTIFY

After the entire request is successfully saved and validated (no errors), a user with the Certify role electronically signs the form.

1. Navigate to the SF-429B “Report Sections” screen.
2. Click the **Certify** button from the “Report Sections” screen.



View/Add Attachments Validate Save Section Names Certify Print Full Report	
Section Name:	Perform Action:
	Select Action: <input type="button" value="Go"/>

Figure 41: Report Sections screen - Certify button

- A pop-up message appears stating “Changes made after saving and validating this form will be lost. You have the ability to sign in the signature area by pressing the Click to Sign button. This will complete your Certify process and officially sign this form.” Click **OK**.

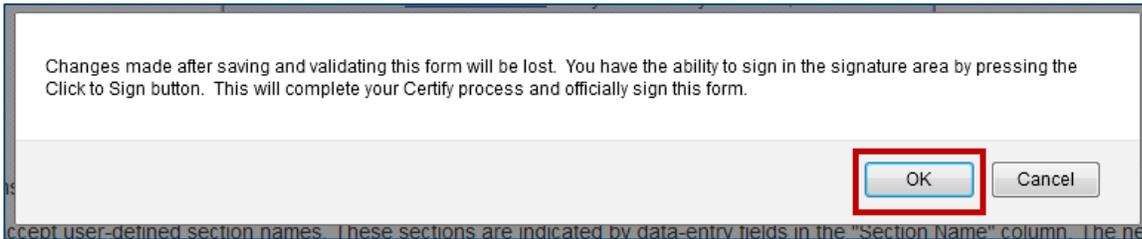


Figure 42: Confirmation Pop-up message

- The “Cover Page” section opens. In field 11b, select the **Click to Sign** button.

<u>11a. First Name:</u>	<u>11c. Telephone</u>
<u>11a. MI:</u>	<u>11d. Email Addr</u>
<u>11a. Last Name</u>	<u>11e. Date Repo</u>
<u>11a. Title of Authorized Certifying Official:</u>	<u>12. Agency use</u>
<u>11b. Signature of Authorized Certifying Official:</u>	
Click to Sign	

Figure 43: Cover Page - Click the Sign button

- The screen refreshes and the status is Certified. Click the **Report Sections** navigation link.

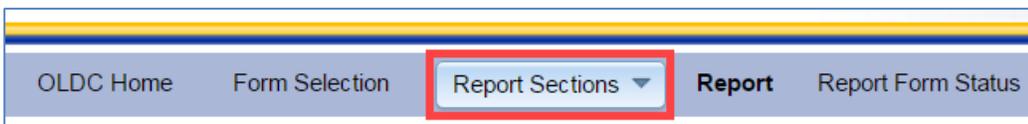


Figure 44: Report Sections navigation link

- The “Report Sections” screen appears. Although the SF-429B is now locked down for changes, it can be uncertified to open fields for modifications. The user with the Certify role can also UnCertify.

View Attachments UnCertify Submit Print Full Report		
<u>ame:</u>	<u>Perform Action:</u>	<u>Section</u>
	Select Action: ▼ Go	Certified

Figure 45: Report Sections screen - UnCertify button

SUBMIT

The last step is to electronically send the request to the Grantor. A user with the Submit role performs this action.

1. Navigate to the SF-429B “Report Sections” screen.
2. From the “Report Sections” screen, click the **Submit** button.

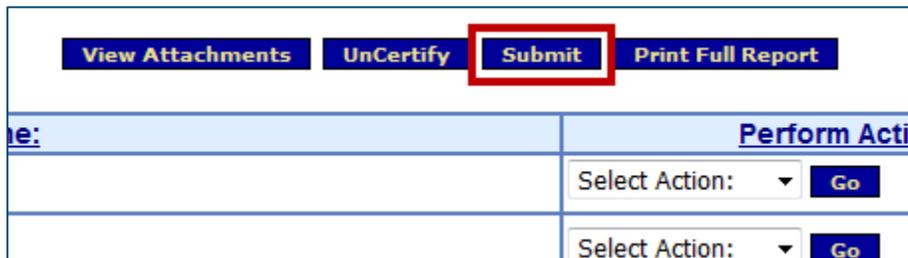


Figure 46: Report Sections screen - Submit button

3. A pop-up message appears stating “This will officially submit your report. Do you wish to continue?” Click **OK**.

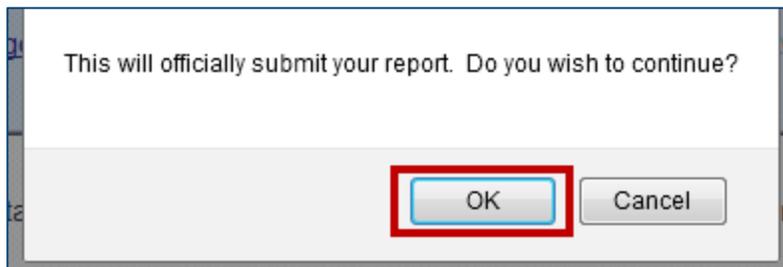


Figure 47: Prompt pop-up message

- A confirmation message appears stating “We have received your report. This page shows all reports we have received along with attachments.” Click **OK**.

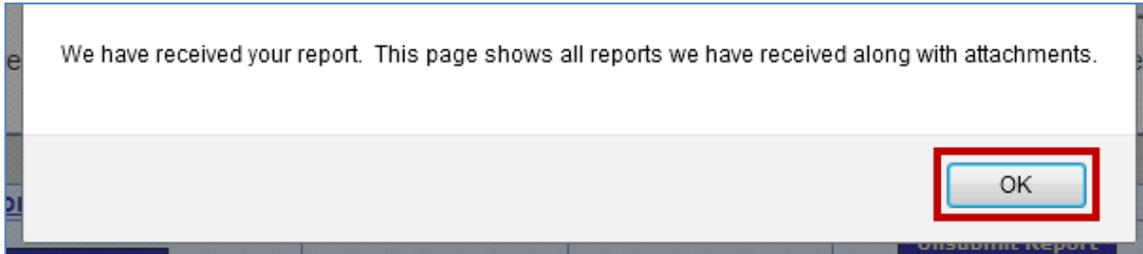


Figure 48: Confirmation message

- The “Report Form Status” page appears and the request is in the Submitted status.

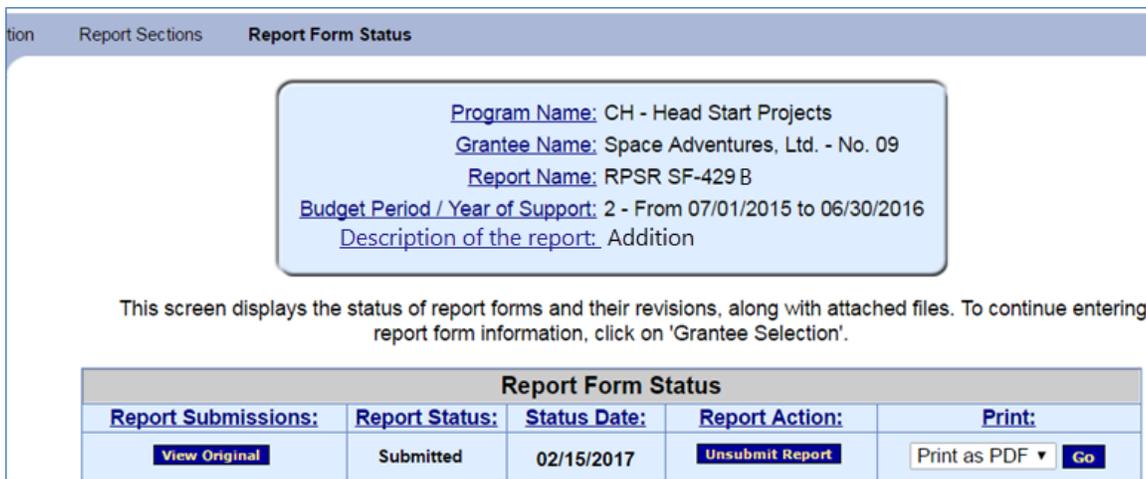
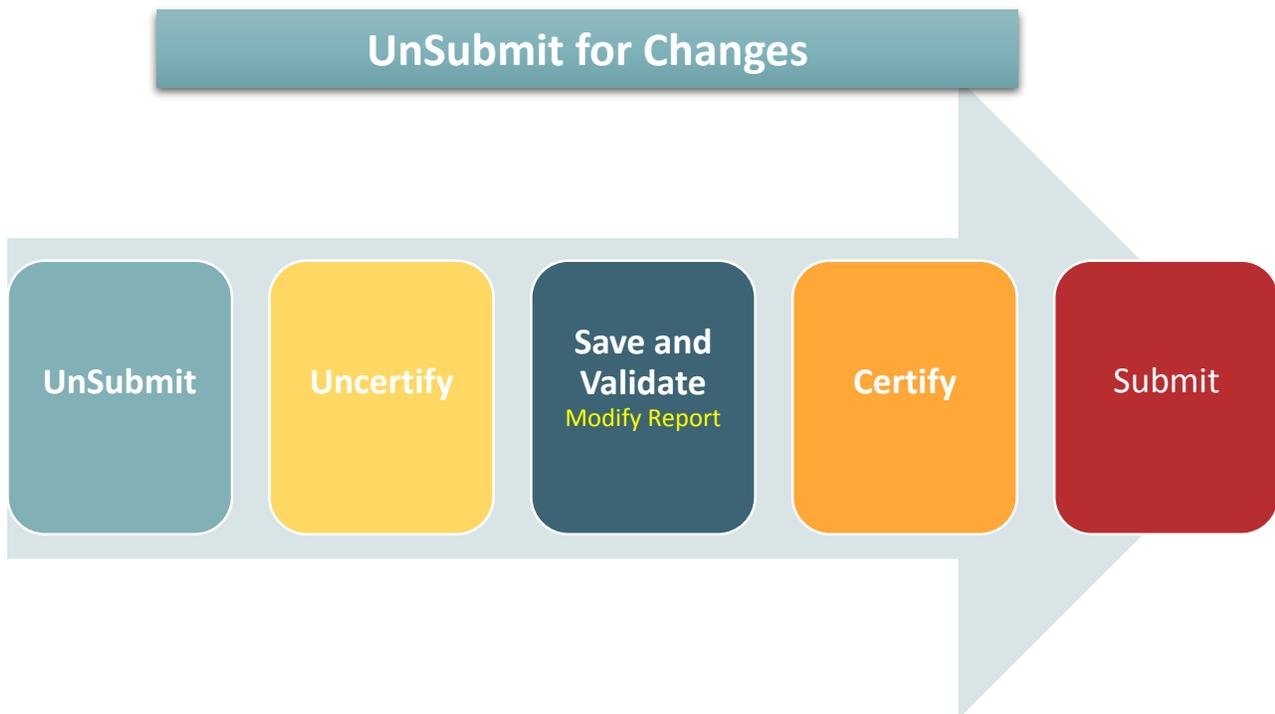


Figure 49: Report Form Status page

- An email confirmation of the request submission is sent to designated Grantors and Grantees.

CHANGE A SUBMITTED REQUEST FORM

When Grantee submits a request form, but it is not yet *In Review* by the Grantor, the Grantee may take the request back to make changes. Contact the Grantor if the request is already in the Review status. After a request form is unsubmitted, uncertified, and edited, it must be re-validated, certified, and submitted to complete the process.



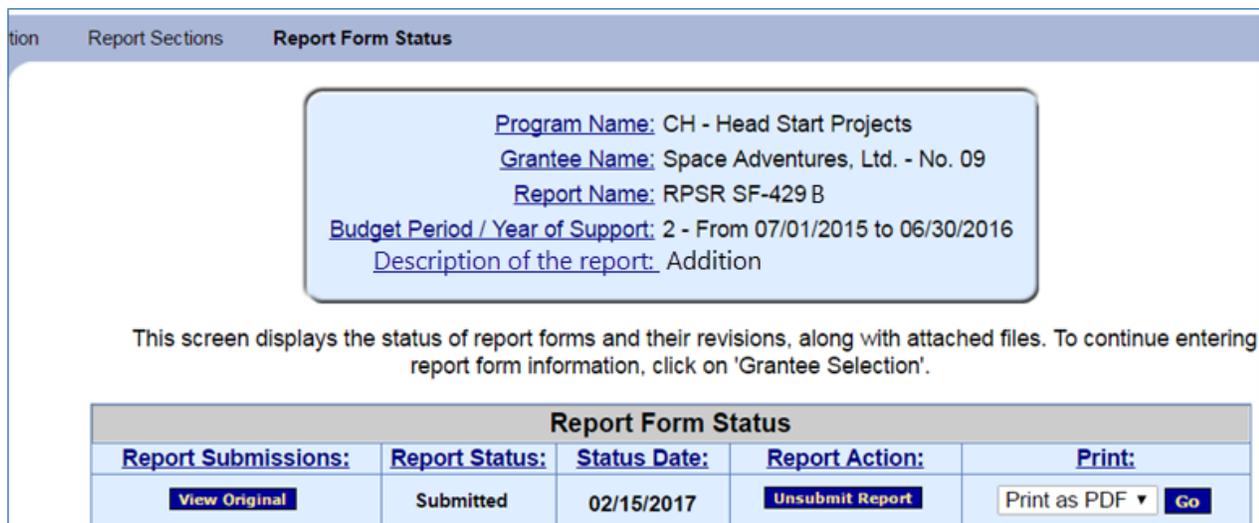
REPORT FORM STATUS PAGE

The “Report Form Status” page is an excellent resource for following a request’s progress. From the Status page, easily check the SF-429B’s status, attachments, history, and contact information.

Report Form Status Table

The *Report Form Status* table contains the following columns:

- **Report Submissions:** Depending on a form’s status, *Report Submissions* allows a user to either view submitted requests or edit requests in progress.
- **Report Status:** Tracks the steps a form has taken within Online Data Collection. For example, a new request displays with the "Initialized" status. After a request is saved, the status changes to "Saved".
- **Status Date:** The last time a change was made to the request.
- **Report Action:** The *Action* a user can perform depends on the status of the request. For example, a Certified request can be Submitted from the Status page, and a Submitted request can be Unsubmitted if it is not yet under Review by Federal Staff.
- **Print:** Allows the user to view or print the request form as a PDF.



tion Report Sections **Report Form Status**

[Program Name:](#) CH - Head Start Projects
[Grantee Name:](#) Space Adventures, Ltd. - No. 09
[Report Name:](#) RPSR SF-429 B
[Budget Period / Year of Support:](#) 2 - From 07/01/2015 to 06/30/2016
[Description of the report:](#) Addition

This screen displays the status of report forms and their revisions, along with attached files. To continue entering report form information, click on 'Grantee Selection'.

Report Form Status				
Report Submissions:	Report Status:	Status Date:	Report Action:	Print:
View Original	Submitted	02/15/2017	Unsubmit Report	Print as PDF <input type="button" value="Go"/>

Figure 50: Report Form Status Page - Report Form Status table

File Attachments

All files attached to the SF-429B are available from the File Attachments section. In the Attachment B section, lines that either required attachments or provide the option are:

- 13b – Legal Description
- 14a - Describe the intended use of the real property and how it will benefit the program
- 14f – Appraised Value
- 14g - Are there any Uniform Relocation Act (URA) requirements applicable to real property?
- 14h - Are there any environmental compliance requirements related to the real property?
- 14i - In accordance with the National Historic Preservation Act (NHPA), does the property possess historic significance, and/or is eligible for listing in the National Register of Historic Places?
- 15 - Remarks

Original File Attachments			
<u>Attachment Type:</u>	<u>File Name:</u>	<u>Date Received:</u>	<u>Report Action:</u>
ATTACHMENT B (Request to Acquire, Improve or Furnish) 0 If yes for 14h, describe them (<i>Attach additional sheets if necessary for 14h</i>):	ENVIRONMENT.DOCX	05/12/2017	<input type="checkbox"/>
ATTACHMENT B (Request to Acquire, Improve or Furnish) 0 14f. Appraised Value (Valuation)	FINANCIAL.DOCX	05/12/2017	<input type="checkbox"/>
ATTACHMENT B (Request to Acquire, Improve or Furnish) 0 14a. Describe the intended use of the real property and how it will benefit the program (<i>Attach additional sheets if necessary</i>):	INTENDED USE.DOCX	05/12/2017	<input type="checkbox"/>
ATTACHMENT B (Request to Acquire, Improve or Furnish) 0 Legal description	LEGAL DESCRIPTION.DOCX	05/12/2017	<input type="checkbox"/>

Delete Selected File(s)

Figure 51: File Attachments section

History

The Status page contains information about a form’s History, such as the name of the person who validated the form and the date and time the action was taken.

Report Status History				
<u>Report Submissions:</u>	<u>Report Action:</u>	<u>Date/Time:</u>	<u>User Name:</u>	<u>Change (if known):</u>
Original	Submitted	02/15/2017 04:45:10 PM	Anna-Lisa Walters20	
Original	Certified	02/15/2017 04:44:58 PM	Anna-Lisa Walters20	
Original	Saved--Validated	02/15/2017 04:44:43 PM	Anna-Lisa Walters20	
Original	Saved	02/15/2017 04:44:39 PM	Anna-Lisa Walters20	
Original	Saved	02/15/2017 04:42:39 PM	Anna-Lisa Walters20	
Original	Saved	02/15/2017 03:20:34	Anna-Lisa Walters20	

Figure 52: Report Form Status Page - History

Contacts

A list of primary contact names, phone numbers, and e-mail addresses are listed under *Contacts* on the Status page.

Contacts		
<u>Contact Name:</u>	<u>Telephone #:</u>	<u>E-mail:</u>
John Smith	(202) 555-1212	jsmith@email.com
Mary Jones	Not Available	mjones@email.com
Mike Dough	(202) 555-1212	mdough@email.com

Figure 53: Report Form Status Page – Contacts

Revisions

Once a form is approved by the Grantor, the process is complete. However, if a Grantee needs to make a change, they still have the option of creating a Revision if allowed by policy. The Grantee must have the role *Revise Submitted Grant Form* to create a Revision.

A Revision is an exact duplicate of the accepted form, only the data fields are open and modifications can be made. The original form does not change and can be accessed by clicking "View Original" from the Status page.

There is no limit to the number of Revisions for a single form. However, if a Revision is made after a form's due date (Attachment A only), the Grantee will not be able to submit the Revision and must instead contact the Federal Office for assistance.

1. Log into the GrantSolutions Grants Management Module (GMM) (www.grantsolutions.gov).
2. Click the menu **Online Data Collection**.



Figure 54: My Grants List - Online Data Collection menu

3. The OLDC "Home" screen appears. Click **Report Form Entry**.

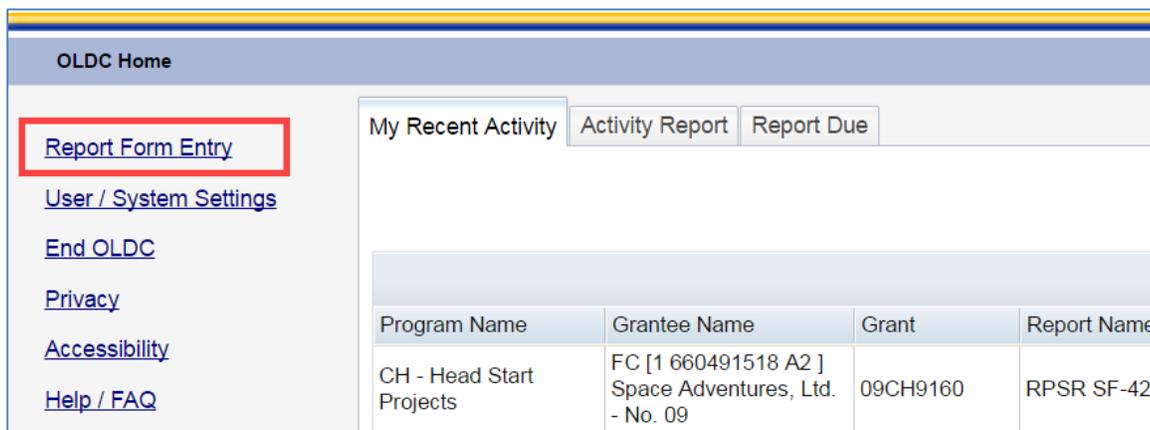


Figure 55: Home page - Report Form Entry link

- The “Form Selection” screen displays. Select a **Program Name**, **Grantee Name**, and **Report Name** (in that order).

Form Selection

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

Step 1: Program Name: CH - Head Start Projects

Step 2: Grantee Name: GU [1 660491518 A2] (2014-2020) Space Adventures, Ltd. - No.

Step 3: Report Name: Status Report Attachment B (SF-429 B)

Figure 56: Form Selection screen

- The screen refreshes. Select the **Funding/Grant Period**.
- If necessary, select the **radio button** next to the desired row.
- From the Action drop-down list, select **Edit/Revise** and then click Enter.

Step 4: Funding / Grant Period: 03CH

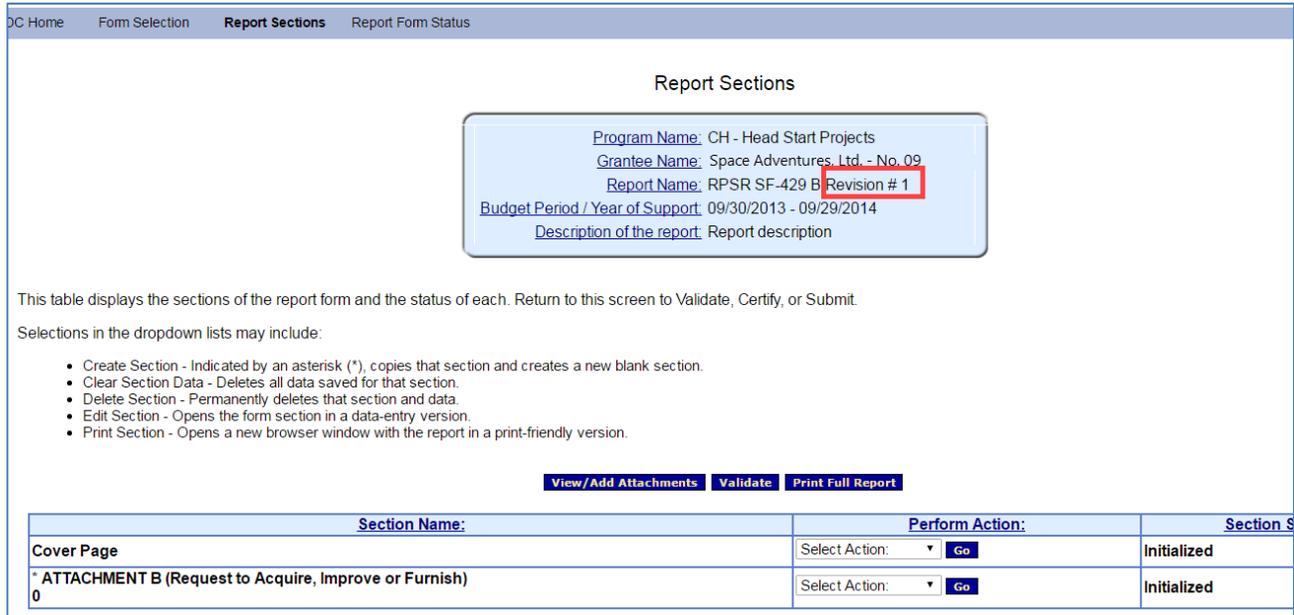
Step 5: Select Action: Edit/Revise

Optional: List of Reports:

Report Description	Report Status	Budget Period	Created Date	Updated Date
<input checked="" type="radio"/> Report description	Submission Accepted by CO	09/30/2013 - 09/29/2014	10/21/2015	10/21/2015

Figure 57: Form Selection screen – Steps 4, 5, Optional, and the Enter button

8. The "Report Sections" screen displays. The Report Sections page is exactly like the original form. However, the *Report Name* includes **Revision** and the **Revision number** at the end of the line.



DC Home Form Selection **Report Sections** Report Form Status

Report Sections

[Program Name](#): CH - Head Start Projects
[Grantee Name](#): Space Adventures, Ltd. - No. 09
[Report Name](#): RPSR SF-429 B Revision # 1
[Budget Period / Year of Support](#): 09/30/2013 - 09/29/2014
[Description of the report](#): Report description

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:

- 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](#) [Print Full Report](#)

Section Name:	Perform Action:	Section S
Cover Page	Select Action: <input type="button" value="Go"/>	Initialized
* ATTACHMENT B (Request to Acquire, Improve or Furnish) 0	Select Action: <input type="button" value="Go"/>	Initialized

Figure 58: Report Sections screen

The submission of a Revision follows the exact same process as the submission of the original Request form:

1. Initialize
2. Save
3. Validate
4. Certify
5. Submit

If a Revision needs to be made after the due date is passed, the Grantee must reach out to their point of contact (SF-429A).

When a Revision is submitted, the “Report Form Status” page appears. The most recent Revision is listed first in the Status table, followed by earlier revisions, and ending with the original Accepted form.

Program Name: CH - Head Start Projects
Grantee Name: Space Adventures, Ltd. - No. 09
Report Name: RPSR SF-429 B Revision # 1
Budget Period / Year of Support: 09/30/2013 - 09/29/2014
Description of the report: Report description

This screen displays the status of report forms and their revisions, along with attached files. To continue entering report form information, click on 'Grantee Selection'.

Report Form Status				
Report Submissions:	Report Status:	Status Date:	Report Action:	Print:
View Revision # 1	Submitted	2/17/2017	Unsubmit Report	Print as PDF <input type="button" value="Go"/>
View Original	Submission Accepted by RO	1/17/2017		Print as PDF <input type="button" value="Go"/>

Figure 59: Status Page