

How to Navigate to Your AFI PPR in OLDC

See the [AFI PPR Overview](#) page for details about reporting data from FY 2015 and beyond.

1. Login to OLDC through GrantSolutions at: <https://grantsolutions.gov>
The username and password you use depends on if you did or did not have a GrantSolutions account before August 15, 2016 when the login process changed.
 - If you already had a GrantSolutions account, login with your GrantSolutions username and password.
 - If you *only* had an OLDC account, login with your OLDC username and password.
2. In the top menu bar, click on “Online Data Collection” or “OLDC” depending on your account type.

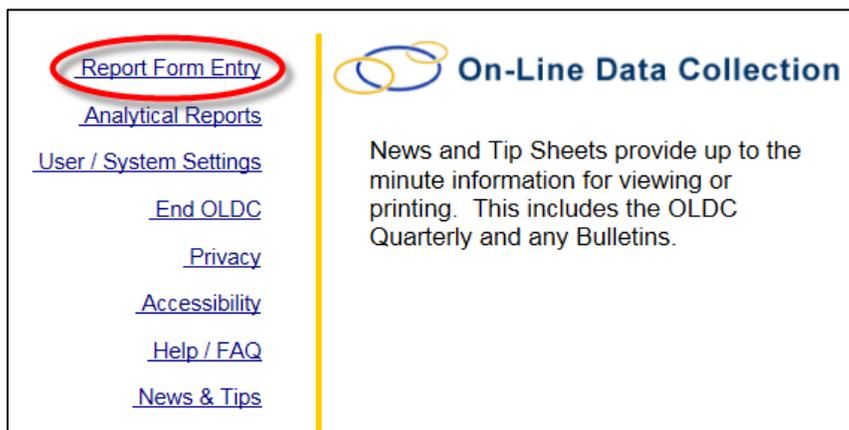
If you also have a GrantSolutions account, it will look like this:



If you only have an OLDC account, it will look like this:



3. Click on “Report Form Entry”



4. Select the following:

- a. Step 1: Program Name: Assets for Independence Demonstration
- b. Step 2: Grantee Name: Select your grantee name
**If there is more than one, select the one with the most recent grant period*
- c. Step 3: Report Name: Performance Progress Report (AFI PPR)

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:

- d. Step 4: Funding / Grant Period: Select the grant
If you have **more than one AFI grant, make sure that you select the grant that corresponds to the data that you are entering.*

If submitting PPRs for more than one AFI grant, you will need to come back and **repeat this step for each grant*

Step 4: Funding / Grant Period:

- e. Step 5: Report Period: Select the report that you are going to be working on by clicking on the circle on the left side of the reporting period for that report.
**Note that the reports are listed in reverse chronological order, with the earliest reports at the bottom and the Final report at the top.*

OLDC automatically creates reports based on grant periods. There will be several reports listed from FY 2015 and FY 2016 that **are not required for AFI grantees in the transition to the new AFI PPR. OLDC should not allow you to open these reports.*

**There are two ways tell what kind of PPR a report is: Reporting Period & Type.*

- *If the Reporting Period is a full year and the Type is Annual, the report will be the AFI PPR **long form**.*
- *If the Reporting Period is three months and the Type is Quarterly, the report will be the AFI PPR **short form**.*
- *If the Reporting Period is the full grant period and the Type is Grant(Final), the report will be the AFI PPR **long form**.*

**Before you move to the next step, double-check that you are selecting the correct report using the Reporting Period and Type. The first three AFI PPRs are listed below and marked with the same letter on the sample image from OLDC.*

- A. **FY 2015 Long Form (Due September 28, 2016):**
Reporting Period - 10/01/2014 – 09/30/2015;
Type - Annual
- B. **FY 2016 Long Form (Due November 30, 2016):**
Reporting Period - 10/01/2015 – 09/30/2016;
Type - Annual
- C. **FY 2017 Quarter 1 Short Form (Due January 30, 2017):**
Reporting Period - 10/01/2016 – 12/31/2016;
Type - Quarterly

Step 5: [Report Period:](#)

	Reporting Period	Type	Report Status
<input type="radio"/>	09/30/2012 - 09/29/2017	Grant (Final)	
<input type="radio"/>	10/01/2016 - 09/29/2017	Annual	
<input type="radio"/>	04/01/2017 - 06/30/2017	Quarterly	
<input type="radio"/>	01/01/2017 - 03/31/2017	Quarterly	
C <input type="radio"/>	10/01/2016 - 12/31/2016	Quarterly	
B <input type="radio"/>	10/01/2015 - 09/30/2016	Annual	
<input type="radio"/>	04/01/2016 - 06/30/2016	Quarterly	
<input type="radio"/>	01/01/2016 - 03/31/2016	Quarterly	
<input type="radio"/>	10/01/2015 - 12/31/2015	Quarterly	
A <input type="radio"/>	10/01/2014 - 09/30/2015	Annual	
<input type="radio"/>	04/01/2015 - 06/30/2015	Quarterly	
<input type="radio"/>	01/01/2015 - 03/31/2015	Quarterly	
<input type="radio"/>	10/01/2014 - 12/31/2014	Quarterly	

- f. Step 6: Select Action: Select “New / Edit / Revise Report”
- g. Click “Enter”

Step 6: [Select Action:](#) New / Edit / Revise Report

5. You are now on the Report Sections screen, you can get back to this screen at any time by clicking on "Report Sections" on the top menu bar.
 - a. To open or edit a section, under "Perform Action" select the "Edit Section" and then click "Go"

OLDC Home
Form Selection
Report Sections
Report Form Status

Report Sections

Program Name: ASSETS FOR INDEPENDENCE DEMONSTRATION

Grantee Name: [\[Link\]](#)

Report Name: AFI PPR

Funding/Grant Period: 06/01/2011 - 05/31/2016 EI (90E10004)

Report Period: 10/01/2014 - 09/30/2015

This table displays the sections of the report form and the status of each. Return to this screen to Validate, Certify, or Submit.

Certain report form sections accept user-defined section names. These sections are indicated by data-entry fields in the "Section Name" column. The new screen name will be appended to the default screen name by typing in the custom name and pressing the "Save Section Names" button.

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
Save Section Names
Print Full Report

Section Name:	Perform Action:	Section Status:
AFI PPR Long Form Cover Page	Edit Section Go	Saved – Validated
AFI PPR Section A - Project Information and Administration	Select Action: Go	Saved – Validated
* AFI PPR Section B - Individual Development Account Design. Type A	Select Action: Go	Saved – Validated
* AFI PPR Section B - Individual Development Account Design. Type B	Select Action: Go	Initialized
AFI PPR Section C - AFI IDA Holder Account Activity	Select Action: Go	Saved – with Errors
AFI PPR Section D - Training, Services And Assistance Offered for AFI IDA Holders	Select Action: Go	Saved – Validated
AFI PPR Section E - AFI IDA holder Demographics at the Time of Enrollment	Select Action: Go	Saved
AFI PPR Section F - AFI IDA Holder Demographics at the Time of Final Matched Withdrawal	Select Action: Go	Saved – Validated

View/Add Attachments
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Print Full Report

Certifying, Submitting, and Revising the AFI PPR in OLDC

Certify

After a report form has been successfully saved and validated, a user with the appropriate role¹ can certify the report with a digital signature by:

1. Click “Certify” on the Report Section screen.
2. The following message will appear: “Changes made after saving this form will be lost. You have the ability to sign in the signature are by pressing the “Click to Sign” button This will complete your Certify process and officially sign this form.”
3. Click “OK”
4. Click “Click to Sign.”

Submit

When the form is electronically signed, it displays a Certified status. An UnCertify button is available in case there is a need to return to the report for editing. The report form is now ready to be submitted. A user with the appropriate role can submit the report by taking the following steps:

1. Click “Submit” to officially send the report to the federal AFI program office in the Administration for Children and Families (ACF).
2. The following message will appear: “This will officially submit your report to ACF. Do you wish to continue.”
3. Click “OK”
4. The “Report Form Status” screen will appear along with the message “We have received your report. This page shows all reports we have received along with attachments.” Review this information to make sure it aligns with your expectations. Use the UnCertify button if you need to edit.
5. Click “OK”

¹ Please contact the [AFI Resource Center](#) by email at info@afiresources.org or by phone at 1-866-778-6037 if you are unable to certify, submit, or revise an AFI PPR.

Revision

If it is necessary to make a change to your PPR after it has been approved by the federal AFI program office, you may submit a revision. The revision is duplicated from the original submission. The revision number is show in the information box in the Report Name. The original report is retained for historical purposes and may be accessed from the “Report Form Status” page.

1. Select “New / Edit / Revise Report” on the Grant & Report Period Selection screen.
2. The Report screen displays.
3. The report submission process is the same as for the original. The form must be saved, validated, certified, and submitted.