

# COMPLETING A PERFORMANCE REPORT

Performance Reports should be completed by the date listed in the **Date Due** column under the **Grant Reports** tab of the grantee's main page.

- 1. Performance Reports can be completed by any grantee role (AO, PDA, or CC) but is generally completed by the PDA or CC.
- 2. Performance Reports do not get routed to the AO for approval. They are submitted directly to OLDCC by the PDA or CC once the required information is added.

## Grantee Completes Performance Report

- 1. Navigate to the **Upcoming Reports** tab to find the Performance Report.
  - a. Check the **Future Reports** tab if the report isn't due for more than 30 days.
- 2. Click **Open** to open the Performance Report.

Grant Reports

UPCOMING REPORTS

REPORTS PAST DUE

REVISIONS REQUIRED (0)

SUBMITTED TO AO (0)

UNDER REVIEW (0)

FUTURE REPORTS

HISTORIC (0)

Print

1-3 of 3

<

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Upcoming Reports Due

Grant Name	Grant Number	Activity Type	Date Due	Report Period	Status
Test Grant		Performance Report	2024-05-31	01	Scheduled

Open

- 3. Performance Reports have a **Main** tab that contains all of the basic grant information. This section cannot be edited.
  - a. Click **Open** next to Grant Preview to open the entire grant PDF in a new screen and export if needed.
  - b. Click **Open** next to Activity Preview to open the report activity in a new screen and export if needed.
  - c. There will be four tabs under **Main**: **Activity Details**, **Objectives and Accomplishments**, **Project Expenses**, and **Additional Information**.

Main

Notes

Performance Report - Test Grant

Organization: Test Organization

Program Type: Community Adjustment

Project Type: Mission Realignment

GMS:

PM: Emilee Projectmanager

Project Number: 2154

Grant Number:

FAIN:

Report Code: - Select One -

Authorizing Official: Emilee Authorizing Official

Grant Start - End Date: 05/31/2024 - 07/31/2025

Delegated Authority: Emilee Authorizing Official

Original Approved Amount: \$0

Total Paid: \$0.00

Balance Remaining: \$0.00

Obligated Federal Amount: \$0

Deobligated Federal Amount: \$0.00

Grant Preview: Open

Activity Preview: Open

ACTIVITY DETAILS

OBJECTIVES AND ACCOMPLISHMENTS

PROJECT EXPENSES

ADDITIONAL INFORMATION

## Activity Details

1. Select the **Activity Details** tab and verify the information is correct.

<b>ACTIVITY DETAILS</b>	OBJECTIVES AND ACCOMPLISHMENTS	PROJECT EXPENSES	ADDITIONAL INFORMATION
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Revision Comments:

\* Reporting Period: 01

\* Date Due: 05/31/2024 ?

IMPORTANT! Please read tool tip.

\* Reporting Period 05/01/2024  
Covered From:

\* Reporting Period 05/31/2024  
Covered To:

## Objectives and Accomplishments

1. Select the **Objectives and Accomplishments** tab.
2. Enter the necessary information into both text boxes.

ACTIVITY DETAILS	<b>OBJECTIVES AND ACCOMPLISHMENTS</b>	PROJECT EXPENSES	ADDITIONAL INFORMATION
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\* Compare actual accomplishments to the objectives established for the period.

Accomplishments here.

\* Provide reasons for slippage if established objectives were not met.

Reasons for slippage here.

## Project Expenses

1. Select the **Project Expenses** tab.
2. Complete the required information:
  - a. Enter an overview of expenses into the provided **Project Expenses Narrative** text box.
  - b. Complete the **Federal Cash on Hand** text box.

ACTIVITY DETAILS	OBJECTIVES AND ACCOMPLISHMENTS	<b>PROJECT EXPENSES</b>	ADDITIONAL INFORMATION
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**\* Project Expenses Narrative**

Provide an accounting of actual and projected quarterly expenditures by the budget line items approved in the grant.

Narrative here.

**\* Federal Cash on Hand**

Please provide the amount of Federal cash on hand at the end of the reporting period must be provided.

\$1,000.00 ?

- c. Complete the **Performance Period Expenses** section by clicking the **Enter Period Expenses** button to open the worksheet.
  - i. This will open in a separate window.
  - ii. Budget information previously approved will appear. This information is pulled from the **Grant Finances** tab on the main grant application.

ACTIVITY DETAILS	OBJECTIVES AND ACCOMPLISHMENTS	<b>PROJECT EXPENSES</b>	ADDITIONAL INFORMATION
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**Performance Period Expenses**

Provide a detailed description of actual and projected quarterly expenditures by the budget line items approved in the grant. If work has been executed during this period but you do not have a bill from the contractor, please estimate the amount of work(\$\$) that has been completed during this period. Please refer to 2 CFR 200.328 for more information.  
Performance Period Expenses (revisions)  
Click on the blue button below to enter the actual and estimated expenses for the period covered under this performance report.

*For Final Performance Reports there is no need to sum the expenses from prior periods. Just enter the expenses for the duration covered in final period.*

**Enter Period Expenses** ?

Category	Approved - Federal	Approved - Nonfederal	Spent - Federal (this period)	Spent - Non-Federal (this period)	Cumulative Federal	Cumulative Non-Federal
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## NOTE:

ONLY enter the amounts from the period covered by the Performance Report.

3. Enter information into the available columns.


Period Expenses	
Grant Title:	Test Grant
Reporting Period:	01
FAIN:	
Cumulative Total to date (Fed):	\$0.00
Cumulative Total to date (Non-Fed):	\$0.00
Notes:	Please include revenues and expenses for <b>only this performance period</b> . The system will automatically calculate the running total based on the expenses entered in previous reports. <b>For Final Performance Reports there is no need to sum the expenses from prior periods. Just enter the expenses for the duration covered in final period.</b>

Expense Worksheet					
	Description	OLDCC Funds (for this period)	Non Federal Funds (for this period)	Total	Justification
Administration	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4. The system will automatically calculate totals:
  - a. **Total** = Direct Costs Total + Indirect Costs Total
  - b. **Grand Total** = OLDCC Funds Grand Total + Non Federal Funds Grand Total
5. Click **Save** then **Close** when the worksheet is complete.

## WARNING:

THE **CLEAR** BUTTON WILL DELETE ALL LINES, EVEN IF THEY WERE PREVIOUSLY SAVED. Click **Clear** then **Yes** on the pop-up ONLY if the sheet should be cleared.

 **Alert**

Are you sure you want to clear the worksheet?

- Return to the main browser screen. The new numbers entered will show up under the Performance Period Expenses section of the **Project Expenses** tab.

Category	Approved - Federal	Approved - Nonfederal	Spent - Federal (this period)	Spent - Non-Federal (this period)	Cumulative Federal	Cumulative Non-Federal
Administration					\$0.00	\$0.00
Land					\$0.00	\$0.00

- Click **Save Draft** to make sure changes have been committed to the system.

### Additional Information

- Click the **Additional Information** tab.
- Enter the required information into the text box.
- Upload additional files as needed.

ACTIVITY DETAILS
OBJECTIVES AND ACCOMPLISHMENTS
PROJECT EXPENSES
**ADDITIONAL INFORMATION**

Provide additional pertinent information as appropriate.

**Additional File Attachments**

Drop files here or browse files
Maximum file size: 2 GB

### Grantee Submits Performance Report

- The grantee will have the following options:
  - Save Draft** to save any changes made and continue working later.
  - Submit to OLDCC** to submit and complete the required report.
  - Return to Application** to see all of the application's details.

Save Draft
Submit to OLDCC
Return to Application

2. Click **Submit to OLDCC**.
  - a. The status will change to “Under Review.”
3. The notification below will appear to confirm the submission.

**Submission Successful**

You have successfully submitted the Performance Report for the following:

Grant Title: Test Grant  
Organization: Test Organization

If further assistance is needed, please contact your PM. Thank you.

## OLDCC Reviews Performance Report

The assigned OLDCC Project Manager will review the submitted report. If any corrections are needed, the PM may return the report to the grantee (see page [E-8](#) for details).

Once OLDCC completes their review of the submitted Performance Report (without revisions or after revisions are finished), the status will change to “Approved” and the Performance Report is considered complete.

Grantees can find completed reports under the **Historic** tab.

Grant Reports

UPCOMING REPORTS

REPORTS PAST DUE

REVISIONS REQUIRED (0)

SUBMITTED TO AO (0)

UNDER REVIEW (0)

FUTURE REPORTS

HISTORIC (1)

1-1 of 1

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	Grant Name	Grant Number	Report Type	Date Due	Reporting Period	Status
Open	Test Grant		Performance Report	05/31/2024	01	Approved

# Grantee Completes Revisions Required

Follow the steps below if OLDCC returned the Performance Report for revisions.

- 1. Navigate to the **Revisions Required** tab to find the Performance Report.
  - a. The status of the report will be “Revisions Required.”

Grant Reports						
UPCOMING REPORTS	REPORTS PAST DUE	REVISIONS REQUIRED (1)	SUBMITTED TO AO (0)	UNDER REVIEW (0)	FUTURE REPORTS	HISTORIC (0)
1-1 of 1						
Grant Name	Grant Number	Report Type	Date Due	Reporting Period	Status	
Open	Test Grant	Performance Report	05/31/2024	01	Revisions Required	

- 2. Click **Open** to the left of the Grant Name column to open the report.
- 3. Complete the requested revisions based on the feedback found in the **Staff Comments** section under the **Activity Details** tab.

ACTIVITY DETAILS

OBJECTIVES AND ACCOMPLISHMENTS

Staff Comments

✖

Revisions requested from OLDCC here.

- 4. The following options are available once the revisions are complete:
  - a. **Save Draft** to save any changes made and continue working later.
  - b. **Submit to OLDCC** for the PM to review the revisions.
  - c. **Return to Application** to see all of the application’s details.

Save Draft

Submit to OLDCC

Return to Application

- 5. Click **Submit to OLDCC**.

# COMPLETING A FINAL PERFORMANCE REPORT

When a project is in the closeout process, a Final Performance Report needs to be completed. This report is due 90 days from the end of the grant.

- 1. The PDA or Community Contact should complete the report.
- 2. Unlike the Performance Report, the AO will approve and submit the Final Performance Report. This ensures that the AO is aware of all activities being reported.

## Grantee Completes Final Performance Report

- 1. Navigate to the **Upcoming Reports** tab to open the Final Performance Report.
  - a. Check the **Future Reports** tab if the report isn't due for more than 30 days.

Grant Reports

UPCOMING REPORTS

REPORTS PAST DUE

REVISIONS REQUIRED (0)

SUBMITTED TO AO (0)

UNDER REVIEW (0)

FUTURE REPORTS

HISTORIC (1)

Print

1-2 of 2

Upcoming Reports Due

	Grant Name	Grant Number	Activity Type	Date Due	Report Period	Status
Open	Test Grant		Final Performance Report	2024-05-31	Final	Scheduled

- 2. Complete the Final Performance Report by following the Performance Report directions beginning on page E-2.

### NOTE:

Do NOT enter the cumulative amount spent from the entire grant into **Project Expenses**, only the final period. The system will automatically add the numbers from the previous Performance Reports.

- 3. The fields for Performance and Final Performance Reports are almost the same, except for these differences:
  - a. **Objectives and Accomplishments** tab: For the Final Performance Report, enter information on the accomplishments of the entire grant period. (The normal Performance Report only includes part of the grant period.)

ACTIVITY DETAILS	OBJECTIVES AND ACCOMPLISHMENTS	PROJECT EXPENSES	ADDITIONAL INFORMATION
* Compare actual accomplishments to the objectives established for the period.			



## NOTE:

Work with the Project Manager to determine which metrics should be included in the report.

- b. **Additional Information** tab: For the Final Performance Report, this tab has an additional **Summary of Activities** section.
  - i. Complete the **Summary of Activities** text box.
  - ii. **SF 428 or SF 429**: Complete and upload if required.
  - iii. Upload additional files if necessary.

ACTIVITY DETAILS

OBJECTIVES AND ACCOMPLISHMENTS

PROJECT EXPENSES


**ADDITIONAL INFORMATION**

▼ Summary of Activities

\* Provide a summary of activities for the entire grant period. All required deliverables should be submitted with the final performance report. (If necessary, attach any files below.)

SF 428 Tangible Personal Property Forms

Please download all the forms that apply to your grant from the [grants.gov website](#), and upload the completed forms using the buttons below. This upload field only permits PDF documents. The PDF is not a fill-able form and will require you to download, complete then upload.


 Drop files here or browse files

Maximum file size: 2 GB | Allowed file types: PDF

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SF 429 Real Property Status Report

Please download the SF 429, if applicable to your grant, from the [grants.gov website](#), and upload the completed form using the button below. This upload field only permits PDF documents. The PDF is not a fill-able form and will require you to download, complete then upload.

 Upload SF 429

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Additional File Attachments

 Drop files here or browse files

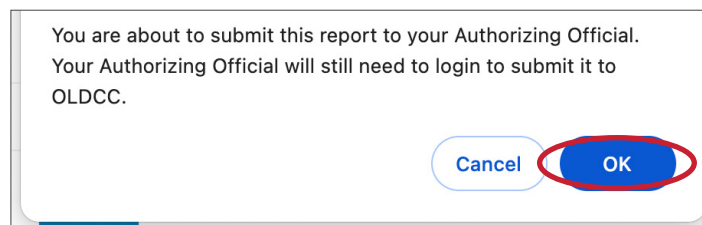
Section E - Grant Reports Tab

Page 10

4. The grantee will have three options:
  - a. **Save Draft** to save any changes made and continue working later.
  - b. **Submit to AO** once the report is complete and can be routed on to the AO.
  - c. **Return to Application** to view all of the application's details.



5. Click **Submit to AO**.
  - a. The status will change to "Submitted to AO."
6. Click **OK** when the notification below appears.



## Authorizing Official Reviews Final Performance Report

1. Navigate to the **Submitted to AO** tab to find the Final Performance Report.

Grant Reports						
UPCOMING REPORTS    REPORTS PAST DUE    REVISIONS REQUIRED (0) <b>SUBMITTED TO AO (1)</b> UNDER REVIEW (0)    FUTURE REPORTS    HISTORIC (1)						
						1-1 of 1
<div> <div>Open</div> <div>Test Grant</div> <div>Final Performance Report</div> <div>05/31/2024</div> <div>Final</div> <div>Submitted to AO</div> </div>						

2. Review the information that the PDA entered in the report.
3. The AO will have the following options:
  - a. **Save Draft** to save any changes made and continue working later.
  - b. **Revision Required** for any additional information, questions, or revisions.
    - i. This returns the report to the PDA with a status of "Revisions Required."
  - c. **Submit to OLDCC** once the AO's review is complete and the report can be routed on to the PM.
  - d. **Return to Application** to view all of the application's details.



4. No signature is required by the AO on the Final Performance Report.
5. Click **Submit to OLDCC** to route the report to the Project Manager.
  - a. The status will change to “Under Review.”
6. The report can be found under the **Under Review** tab.

Grant Reports							+
UPCOMING REPORTS	REPORTS PAST DUE	REVISIONS REQUIRED (0)	SUBMITTED TO AO (0)	UNDER REVIEW (1)	FUTURE REPORTS	HISTORIC (1)	
							1-1 of 1 < >
	Grant Name	Grant Number	Report Type	Date Due	Reporting Period	Status	
Open	Test Grant		Final Performance Report	05/31/2024	Final	Under Review	

## OLDCC Reviews Final Performance Report

The assigned OLDCC Project Manager will review the submitted report. If any corrections are needed, the PM may return the report to the grantee (see page [E-13](#) for details).

Once OLDCC completes their review of the submitted Final Performance Report (without revisions or after revisions are finished), the status will change to “Approved” and the Final Performance Report is considered complete.

Grantees can find completed reports under the **Historic** tab.

Grant Reports							+
UPCOMING REPORTS	REPORTS PAST DUE	REVISIONS REQUIRED (0)	SUBMITTED TO AO (0)	UNDER REVIEW (0)	FUTURE REPORTS	HISTORIC (2)	
							1-2 of 2 < >
	Grant Name	Grant Number	Report Type	Date Due	Reporting Period	Status	
Open	Test Grant		Final Performance Report	05/31/2024	Final	Approved	

## Revisions Required For Final Performance Report

Follow the steps below if OLDCC returned the Final Performance Report for revisions.

### *PDA Completes Revisions*

1. Navigate to the **Revisions Required** tab to find the Final Performance Report.
  - a. The status of the report will change to “Revisions Required.”

Grant Reports						
UPCOMING REPORTS	REPORTS PAST DUE	REVISIONS REQUIRED (1)	SUBMITTED TO AO (0)	UNDER REVIEW (0)	FUTURE REPORTS	HISTORIC (1)
						1-1 of 1
Grant Name	Grant Number	Report Type	Date Due	Reporting Period	Status	
<a href="#">Open</a> Test Grant		Final Performance Report	05/31/2024	Final	Revisions Required	

2. Click **Open** to the left of the Grant Name column to open the report.
3. Complete the requested revisions based on the feedback found in the **Staff Comments** section under the **Activity Details** tab.

ACTIVITY DETAILS

OBJECTIVES AND ACCOMPLISHMENTS

Staff Comments

Revisions requested from OLDCC here.

4. The following options are available for the PDA once the revisions are complete:
  - a. **Save Draft** to save any changes made and continue working later.
  - b. **Submit Revisions to AO** for the AO to review before resubmitting to OLDCC.
  - c. **Return to Application** to see all of the application’s details.

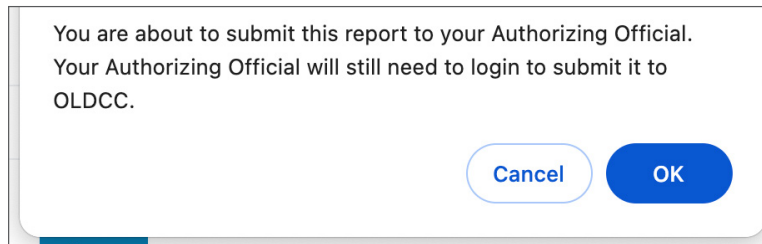
Save Draft

Submit Revisions to AO

Return to Application

5. Click **Submit Revisions to AO**.
  - a. The status will change to “Submitted to AO.”

6. Click **OK** when the notification below appears.

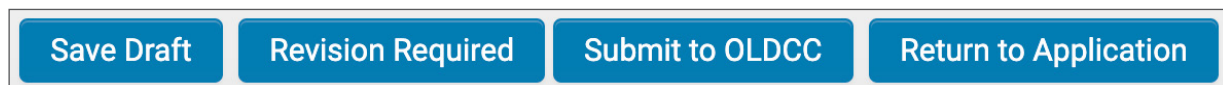


### **Authorizing Official Reviews Revisions**

1. Navigate to the **Submitted to AO** tab to find the Final Performance Report.
  - a. The status will be "Submitted to AO."

Grant Reports							+
UPCOMING REPORTS	REPORTS PAST DUE	REVISIONS REQUIRED (0)	<b>SUBMITTED TO AO (1)</b>	UNDER REVIEW (0)	FUTURE REPORTS	HISTORIC (1)	
							1-1 of 1 < >
	Grant Name	Grant Number	Report Type	Date Due	Reporting Period	Status	
<b>Open</b>	Test Grant		Final Performance Report	05/31/2024	Final	Submitted to AO	

2. Click **Open** to the left of the Grant Name column to open the report.
3. The AO will review the corrected changes to verify that the PDA included all of the information OLDCC requested.
4. The AO will then have the following options:
  - a. **Save Draft** to save any changes made and continue working later.
  - b. **Revision Required** if the AO decides the PDA needs to include further information.
  - c. **Submit to OLDCC** for the PM to review the corrections.
  - d. **Return to Application** to see all of the application's details.



5. Click **Submit to OLDCC**.

# FEDERAL FINANCIAL REPORT

There are two types of Federal Financial Reports: Interim and Final. Functionality is the same for both reports. Federal Financial Reports should be completed by the date listed in the **Due Date** column under the **Grant Reports** tab of the grantee’s main page.

- 1. The PDA or Community Contact should complete the report.

## Grantee Completes Federal Financial Report

- 1. Navigate to the **Upcoming Reports** tab to find the Federal Financial Report.
  - a. Check the **Future Reports** tab if the report isn’t due for more than 30 days.
- 2. Click **Open** to open the Federal Financial Report.

Grant Reports

UPCOMING REPORTS

REPORTS PAST DUE

REVISIONS REQUIRED (0)

SUBMITTED TO AO (0)

UNDER REVIEW (0)

FUTURE REPORTS

HISTORIC (2)

Print

1-1 of 1

Upcoming Reports Due

Grant Name	Grant Number	Activity Type	Date Due	Report Period	Status
Test Grant		Federal Financial Report	2024-05-31	01	Scheduled

- 3. Federal Financial Reports have one tab under **Main: Activity Details**.
  - a. The grant information at the top cannot be edited.

Main

Notes

Federal Financial Report - Test Grant

Organization:Test Organization

Program Type: Community Adjustment

Project Type: Mission Realignment

GMS:

PM: Emilee Projectmanager

Project Number: 2154

Grant Number:

FAIN:

Report Code: - Select One -

Authorizing Official: Emilee Authorizing Official

Grant Start - End Date: 05/31/2024 - 07/31/2025

Delegated Authority: Emilee Authorizing Official

Original Approved Amount: \$0

Total Paid: \$0.00

Balance Remaining: \$0.00

Obligated Federal Amount: \$0

Deobligated Federal Amount: \$0.00

Grant Preview:

Open

Activity Preview:

Open

ACTIVITY DETAILS

## Activity Details

1. Select the **Activity Details** tab and verify the information is correct.
2. Enter any missing information and upload required documents.
3. Click the **Input Form Data** tab under the **SF 425** section.

**ACTIVITY DETAILS**

**Supporting Documents**

This field only accepts PDF format.

**Drop files here or browse files**  
Maximum file size: 2 GB | Allowed file types: PDF

**\* Reporting Period Covered From:** 05/01/2024

**\* Reporting Period Covered To:** 05/31/2024

**\* Financial Report Type:** ☒ Quarterly ☐ Semi-Annual ☐ Annual ☐ Final

**Basis of Accounting:** ☐ Cash ☐ Accrual

**UEI**  
222333444

**EIN**  
22-2333444

**Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)**  
C2024-2469

**\* SF425:** **Input Form Data**

**SF425 SmartField:** **SF425 Preview**

4. A pop-up box will appear. Enter the required financial information.
  - a. Note the **Indirect Expense** section has a comment box for any necessary information.

<b>Grant Title:</b>	Test Grant
<b>Applicant Organization:</b>	Test Organization
<b>Request Number:</b>	
<b>Notes:</b>	Please complete this form according to the directions located at the bottom of this screen.

**Federal Cash**

a. Cash Receipt	<input type="text"/>
b. Cash Disbursements	<input type="text"/>
c. Cash on Hand (line a minus b)	<input type="text"/>

**Federal Expenditures and Unobligated Balance**

d. Total Federal funds authorized	<input type="text"/>
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- b. The bottom of the pop-up box contains specific instructions for each line.

**Instructions**

- Line #10a. Cash Receipts - Amount of Federal disbursements received by the Grantee by the report end date.
- Line #10b. Cash Disbursements - Amount of Federal cash the Grantee has disbursed. (What the Grantee has
- Line #10c. Balance of Federal cash on hand. Note that if this is a final report there cannot be any cash on hand closeout process. It must be noted in the remarks section of the report if the Grantee has refunded any Grant f
- Line #10 d. Total Federal funds authorized. Total awarded to date
- Line #10 e. Federal Share of expenditures. This should include all expenditures/obligations, not just expenses same as that used for the performance budget report, otherwise no comparison can be made.
- Line #10 f. Federal share of unliquidated obligations – the amount of expenses that have not been paid out to p

5. The form automatically calculates the following lines. At the end of the grant, there should not be any cash on hand.
- a. **Line C:** Cash Receipt (A) – Cash Disbursements (B)
    - i. Cash Disbursements should never be negative.
  - b. **Line D:** Equals Cash Receipt (A)
  - c. **Line G:** Federal Share of Expenditures (E) + Federal Share of Unliquidated Obligations (F)
  - d. **Line H:** Total Federal Funds Authorized (D) – Total Federal Share (G)
  - e. **Line K:** Total Recipient Share Required (I) – Recipient Share of Expenditures (J)
6. Once the information is entered, click **Save** then close the form.
7. The entered information will now populate on the main report screen.

**\* SF425:** **Input Form Data** ?

Federal Cash	
a. Cash Receipt	\$1,000
b. Cash Disbursements	\$1,000
c. Cash on Hand (line a minus b)	\$0
Federal Expenditures and Unobligated Balance	
d. Total Federal funds authorized	\$1,000
e. Federal share of expenditures	\$1,000

8. Click **SF 425 Preview** to view the input data in the official form's format.
9. At this point, the PDA will have the following options:
- a. **Save Draft** to save any changes made and continue working later.
  - b. **Submit to AO** once the grantee's review is complete and the report can be routed on to the AO.
  - c. **Return to Application** to view all of the application's details.

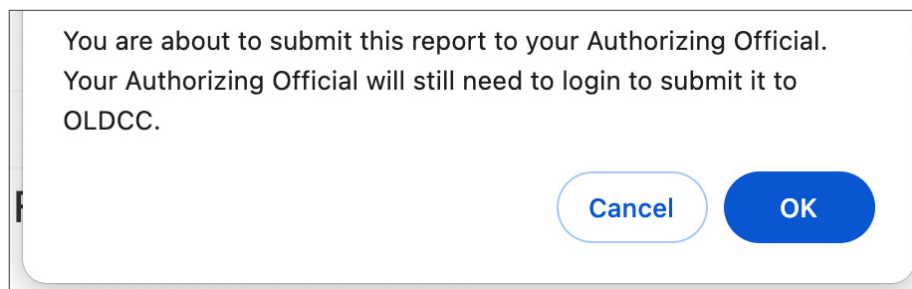
Save Draft

Submit to AO

Return to Application



10. Verify that all information is correct and click **Submit to AO**.
  - a. The status will change to “Submitted to AO.”
11. Click **OK** when the notification below appears.



## Authorizing Official Review

1. Navigate to the **Submitted to AO** tab to find the Federal Financial Report.
2. Click **Open** to the left of the Grant Name column to open the report.

Grant Reports						
UPCOMING REPORTS    REPORTS PAST DUE    REVISIONS REQUIRED (0) <b>SUBMITTED TO AO (1)</b> UNDER REVIEW (0)    FUTURE REPORTS    HISTORIC (2)						
						1-1 of 1 < >
Grant Name	Grant Number	Report Type	Date Due	Reporting Period	Status	
<div>Open</div> Test Grant		Federal Financial Report	05/31/2024	01	Submitted to AO	

3. Review the information from the PDA to ensure nothing further is needed.
4. Navigate to the bottom of the **Activity Details** tab to sign the report.
  - a. The signature is the typed name of the AO with a date and time stamp.

**Certification:** By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

\* Typed or Printed Name and Title of Authorized Certifying Official:

Emilee Authorizing Official / Authorizing Official

\* Signature of Authorized Certifying Official:

Emilee AuthorizingOfficial

\* Telephone (Area code, number and extension):

123-123-4567

Email Address:

ao@test.fake

5. Click **Save Draft**.

- a. Once saved, click **SF 425 Preview** to view the AO's signature.



- b. The AO's signature will appear on the bottom of the PDF in Section 13.

<b>13. Certification: By signing this report, I certify to the best of my knowledge that all disbursements and cash receipts are for the purposes and intent stated and may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)</b>
a. Typed or Printed Name and Title of Authorized Certifying Official Emilee Authorizing Official / Authorizing Official
b. Signature of Authorized Certifying Official Emilee AuthorizingOfficial

6. The AO will have the following options:

- a. **Save Draft** to save any changes made and continue working later.
- b. **Revision Required** for any additional information, questions, or revisions.
- i. This returns the report to the PDA with a status of "Revisions Required."
- c. **Submit to OLDCC** once the AO's review is complete and the report can be routed on to the PM.
- d. **Return to Application** to view all of the application's details.



7. Click **Submit to OLDCC** to route the report to the Project Manager.

- a. The status of the report will change to "Under Review."

8. The notification below will appear once the report is submitted.

<b>Submission Successful</b>
You have successfully submitted the Federal Financial Report for the following:
Grant Title: Test Grant Organization: Test Organization
If further assistance is needed, please contact your PM. Thank you.

# OLDCC Review

The assigned OLDCC Project Manager will review the submitted report. If any corrections are needed, the PM may return the report to the grantee (see page E-21 for details).

Once OLDCC completes their review of the submitted Federal Financial Report (without revisions or after revisions are finished), the status will change to “Approved” and the Federal Financial Report is considered complete.

Grantees can find completed reports under the **Historic** tab.

Grant Reports							+
UPCOMING REPORTS	REPORTS PAST DUE	REVISIONS REQUIRED (0)	SUBMITTED TO AO (0)	UNDER REVIEW (0)	FUTURE REPORTS	<b>HISTORIC (3)</b>	
							1-3 of 3 < >
Grant Name	Grant Number	Report Type	Date Due	Reporting Period	Status		
<a href="#">Open</a>	Test Grant	Federal Financial Report	05/31/2024	01	Approved		

# Revisions Required For Federal Financial Report

Follow the steps below if OLDCC returned the Federal Financial Report for revisions.

## PDA Completes Revisions

1. Navigate to the **Revisions Required** tab to find the Federal Financial Report.
  - a. The status will change to “Revisions Required.”
2. Click **Open** to the left of the Grant Name column to open the report.

Grant Reports							+
UPCOMING REPORTS	REPORTS PAST DUE	<b>REVISIONS REQUIRED (1)</b>	SUBMITTED TO AO (0)	UNDER REVIEW (0)	FUTURE REPORTS	HISTORIC (2)	
							1-1 of 1 < >
Grant Name	Grant Number	Report Type	Date Due	Reporting Period	Status		
<a href="#">Open</a>	Test Grant	Federal Financial Report	05/31/2024	01	Revisions Required		

3. Complete the requested revisions based on the feedback found in the **Staff Comments** section under the **Activity Details** tab.

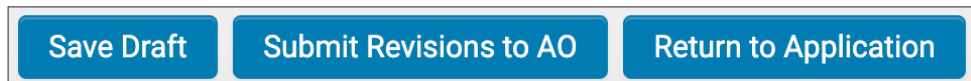
ACTIVITY DETAILS

Staff Comments

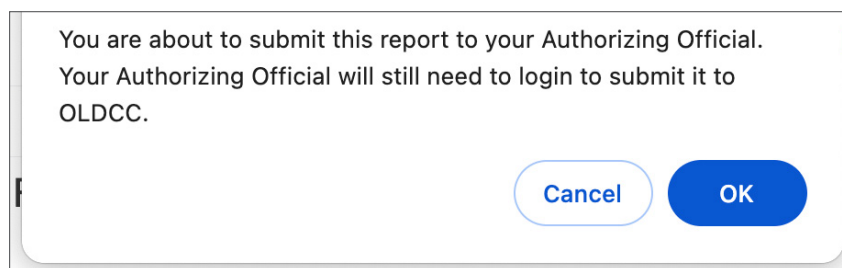
✕

OLDCC revision comments here.

4. The following options are available for the PDA once the revisions are complete:
  - a. **Save Draft** to save any changes made and continue working later.
  - b. **Submit Revisions to AO** for the AO to review before resubmitting to OLDCC.
  - c. **Return to Application** to see all of the application's details.



5. Click **Submit Revisions to AO**.
  - a. The status will remain "Submitted to AO."
6. Click **OK** when the notification below appears.



### **Authorizing Official Reviews Revisions**

1. Navigate to the **Revisions Required** tab to find the Federal Financial Report.
  - a. The status will be "Submitted to AO."
2. Click **Open** to the left of the Grant Name column to open the report.

Grant Reports						
UPCOMING REPORTS    REPORTS PAST DUE    REVISIONS REQUIRED (0) <b>SUBMITTED TO AO (1)</b> UNDER REVIEW (0)    FUTURE REPORTS    HISTORIC (2)						
						1-1 of 1
<div> <div>Open</div> <div>Test Grant</div> <div>Federal Financial Report</div> <div>05/31/2024</div> <div>01</div> <div>Submitted to AO</div> </div>						

3. Review the corrected changes to verify that the PDA included all of the information OLDCC requested.

4. The AO will then have the following options:
  - a. **Save Draft** to save any changes made and continue working later.
  - b. **Revision Required** if the AO decides the PDA needs to include further information.
  - c. **Submit to OLDCC** for the PM to review the corrections.
  - d. **Return to Application** to see all of the application's details.



5. Click **Submit to OLDCC**.