

EAC Quick Sheet: Submit a Federal Financial Report in Online Data Collection (OLDC)

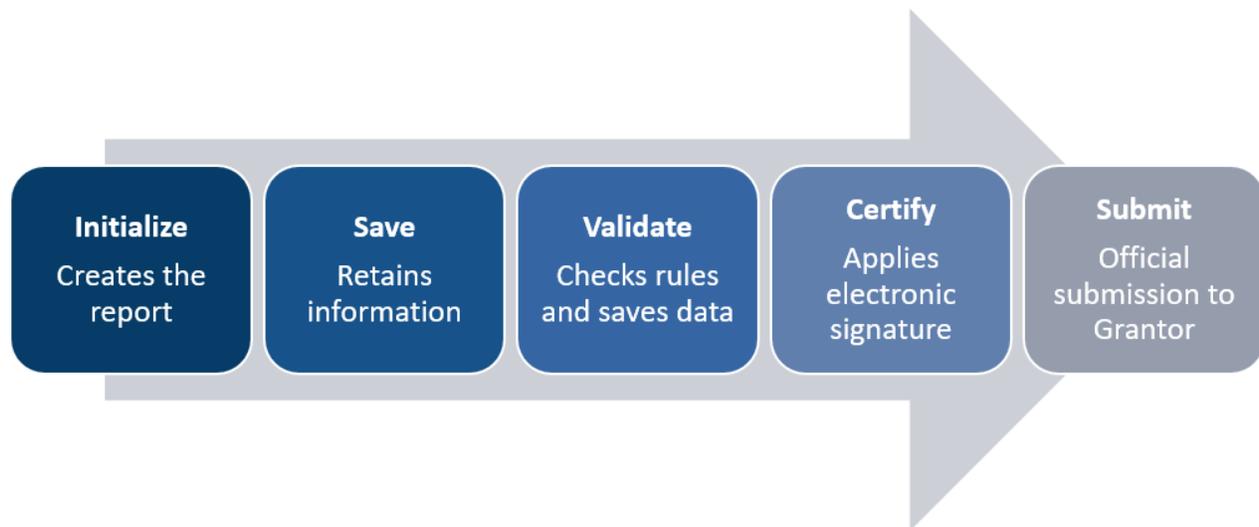
Audience: EAC Grant Recipients

FEDERAL FINANCIAL REPORT PROCESS

The Election Assistance Commission (EAC) utilizes the Online Data Collection (OLDC) service to collect and process reports about business needs. OLDC is an online repository of forms and attachments that stores data from recipient users in reports. Completed reports are sent to grantor users for approval based on Program Name, Grantee Name, Report Name, and Funding/Grant Period.

To process a report for EAC Grants staff approval, a recipient user with the data entry permissions must initiate a report. This process includes creating, editing, and saving the report sections with the required information. After verifying information and correcting errors, the recipient must validate the report to move it forward. Next, a recipient user with the authority to certify must electronically sign the report. Lastly, a recipient user with the authority to submit the report must officially submit the report to EAC for review and approval.

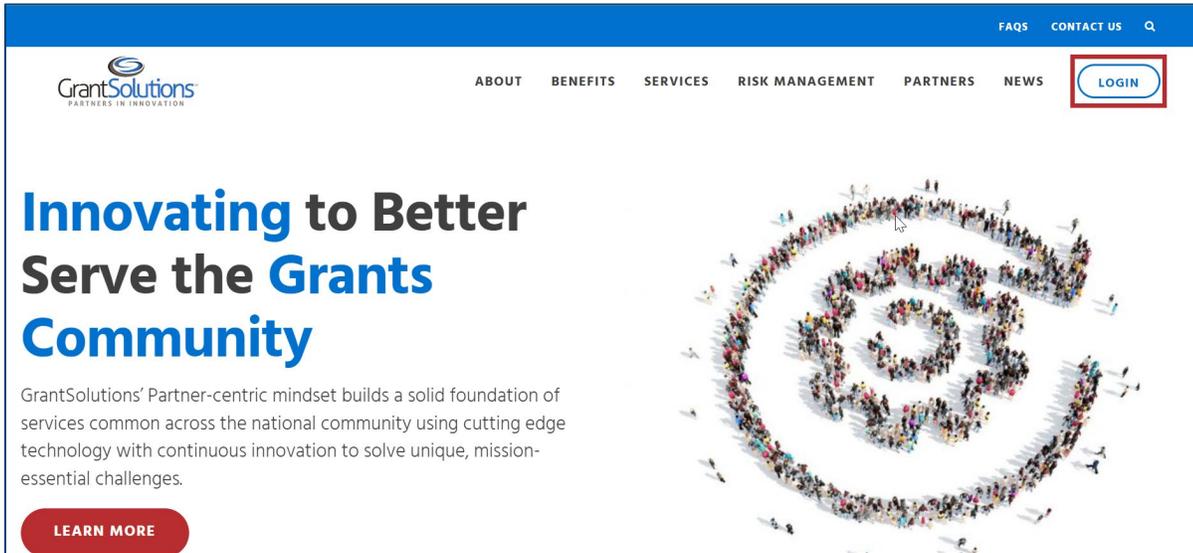
The figure below represents the submission workflow steps Grant Recipients will follow outlined in this quick sheet:



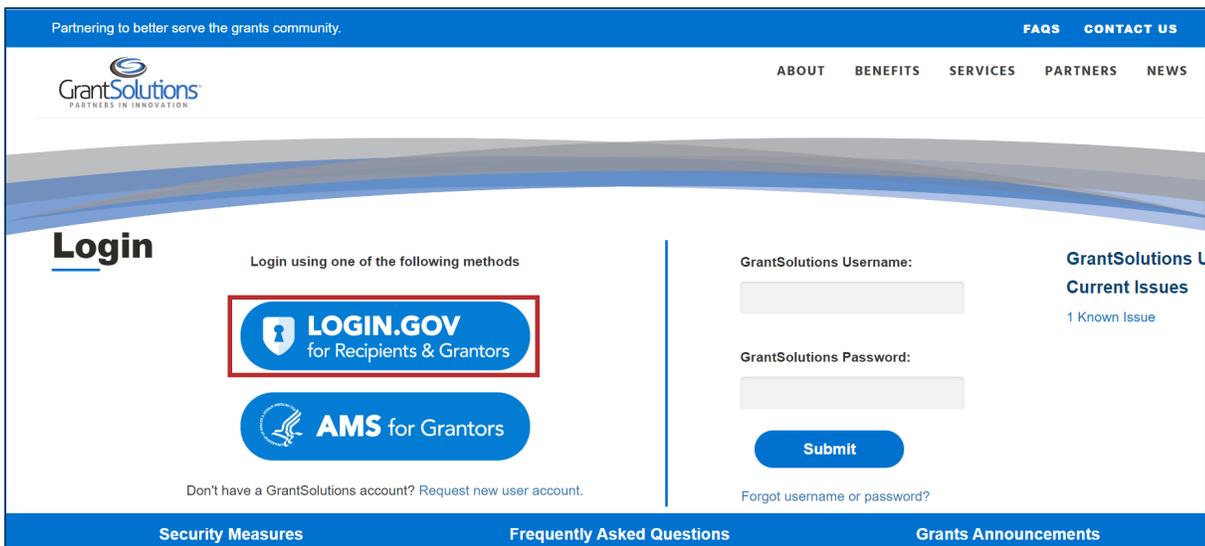
The last section of this document provides step-by-step instructions on how to revise a submitted report.

To initialize and save a new Federal Financial Report (FFR), follow the steps below:

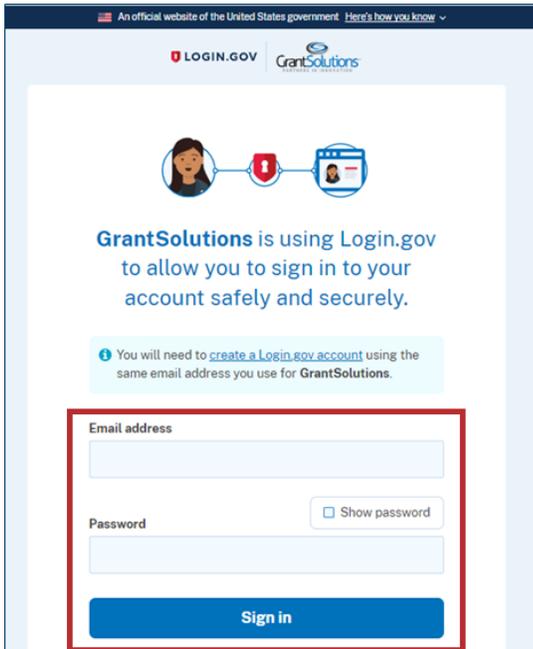
1. From the latest version of a preferred internet browser, such as Google Chrome or Firefox, go to www.Grantsolutions.gov.
2. The “GrantSolutions Public Website” screen appears. Click the **Login** button.



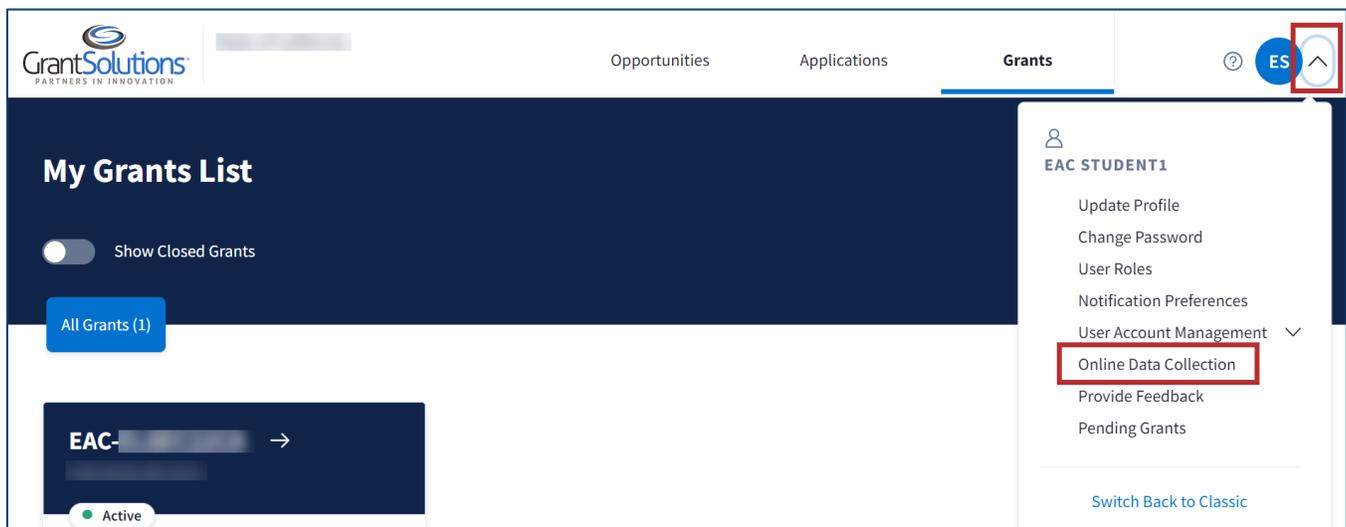
3. The “GrantSolutions Login” screen appears. Click the **Login.gov** button.



4. The “Login.gov Sign in” screen appears. Enter your **Email Address** and **Password**, then click the **Sign in** button.



5. The “My Grants List” screen appears. Click the **Avatar** drop-down and select the **Online Data Collection** option.

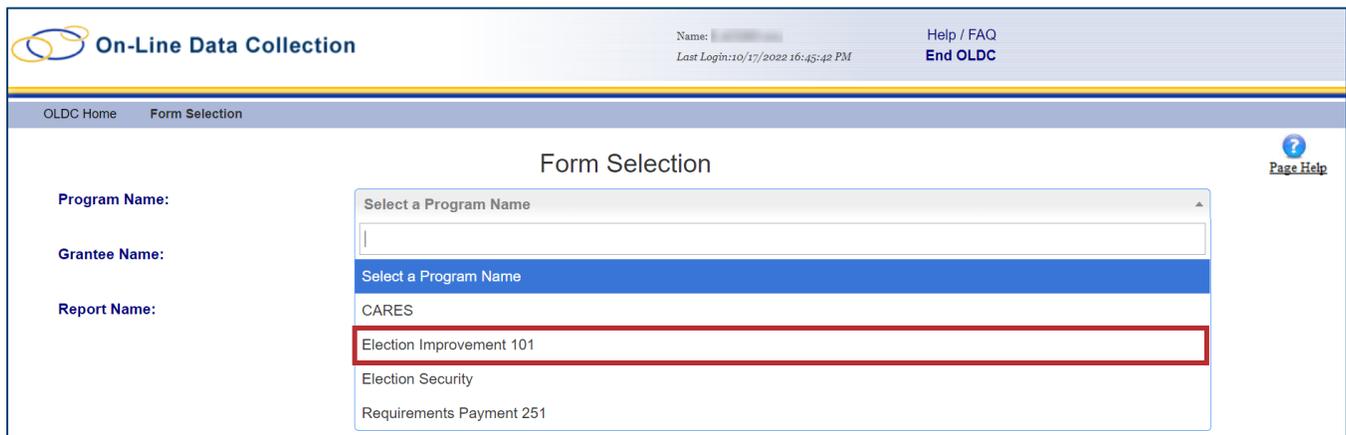


- The Regular “OLDC Home” screen appears in a new window. Click the **Report Form Entry** hyperlink to start a new report.



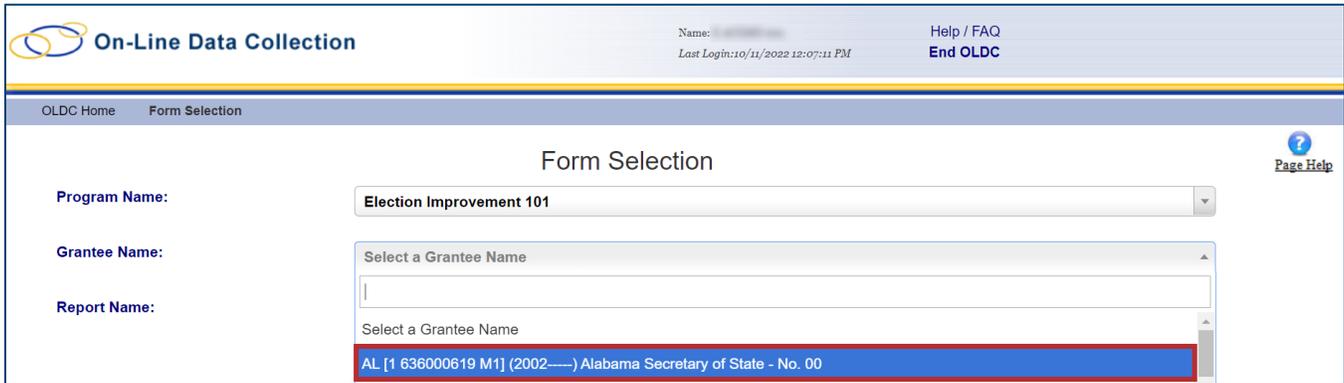
The screenshot shows the "On-Line Data Collection" home page. At the top right, it displays the user name "Name: Donald Duck" and the last login time "Last Login: 02/17/16 03:11:51 PM". There are links for "Help / FAQ" and "End OLDC". Below the header, there is a "Switch Home Page (Enhanced)" link. The main content area features a list of links: "Report Form Entry" (highlighted with a red box), "User / System Settings", "End OLDC", "Privacy", "Accessibility", "Help / FAQ", and "News & Tips". To the right of this list is a welcome message: "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."

- The “Form Selection” screen appears. Click the **Program Name** drop-down and select a **Program** option.



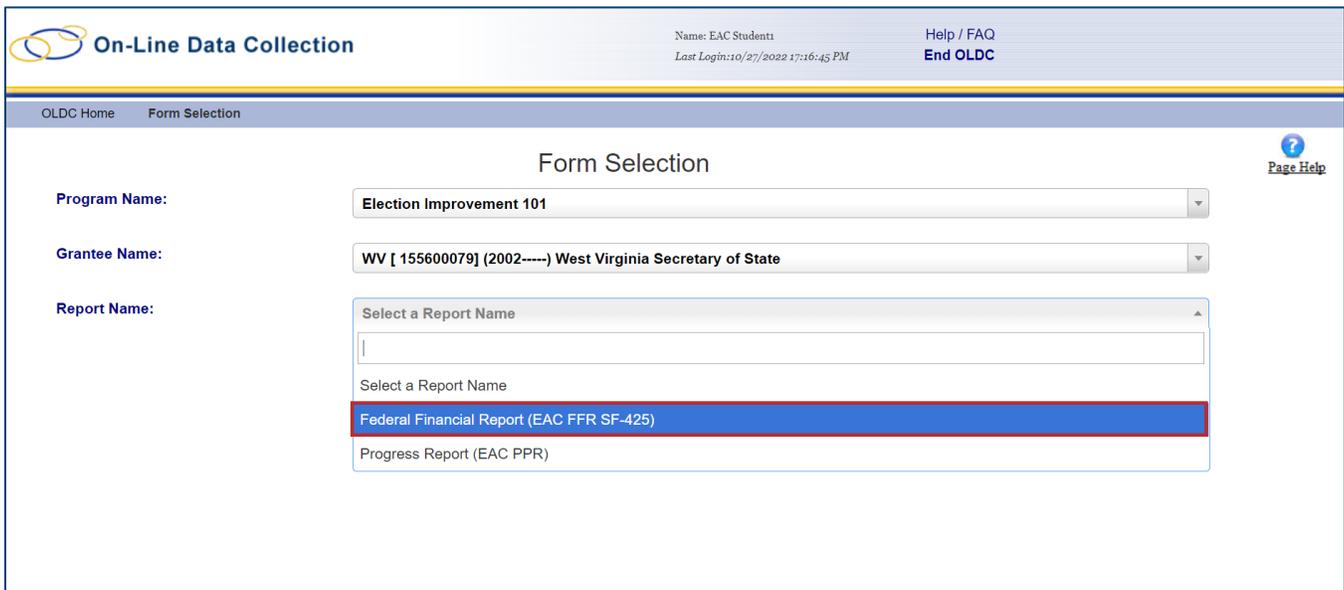
The screenshot shows the "Form Selection" screen. At the top, it displays the user name "Name: [redacted]" and the last login time "Last Login: 10/17/2022 16:45:42 PM". There are links for "Help / FAQ" and "End OLDC". Below the header, there is a "Page Help" link. The main content area is titled "Form Selection" and contains three input fields: "Program Name:", "Grantee Name:", and "Report Name:". The "Program Name:" field is a drop-down menu with a list of options: "Select a Program Name", "CARES", "Election Improvement 101" (highlighted with a red box), "Election Security", and "Requirements Payment 251".

8. Click the **Grantee Name** drop-down and select a **Grant Recipient**.



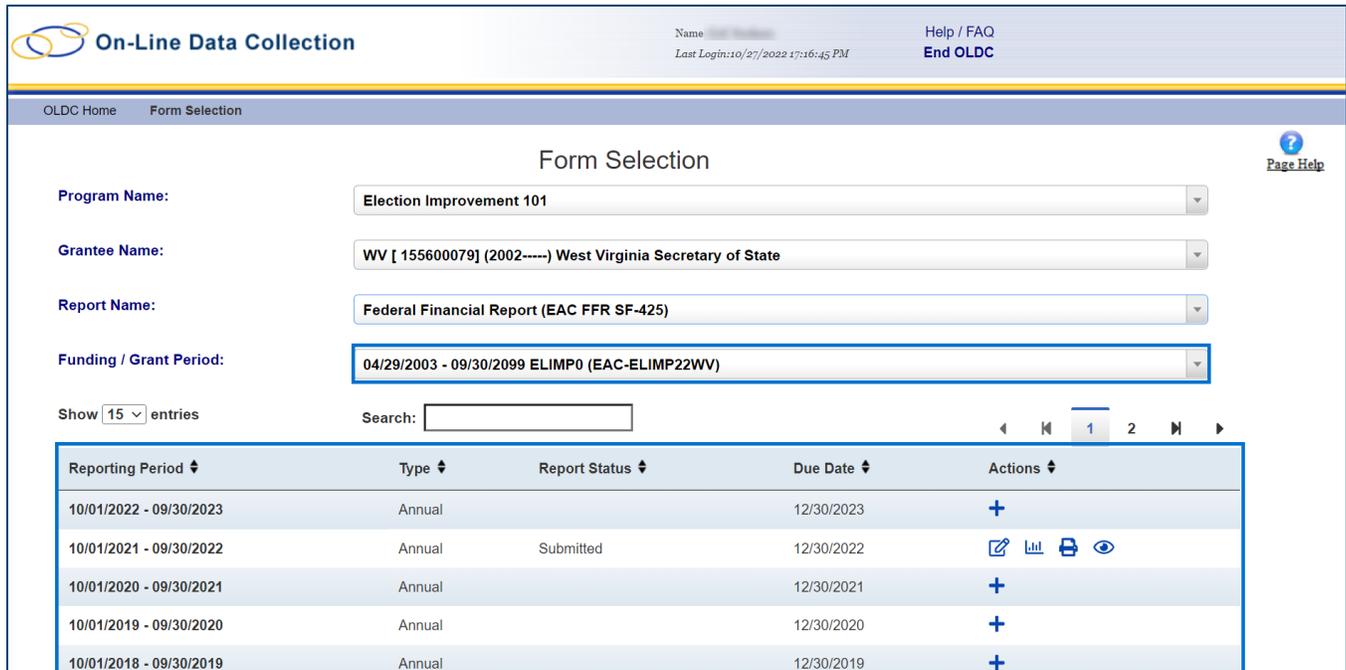
The screenshot shows the 'On-Line Data Collection' interface. At the top, it says 'Name: [redacted]' and 'Last Login: 10/11/2022 12:07:11 PM'. There are links for 'Help / FAQ' and 'End OLDC'. Below the header, there are links for 'OLDC Home' and 'Form Selection'. The main heading is 'Form Selection'. On the right, there is a 'Page Help' icon. The form has three fields: 'Program Name' with a dropdown menu showing 'Election Improvement 101'; 'Grantee Name' with a dropdown menu that is open, showing a search bar and a list of options. The first option, 'AL [1 636000619 M1] (2002----) Alabama Secretary of State - No. 00', is highlighted in blue. The 'Report Name' field is empty.

9. Click the **Report Name** drop-down and select the **Federal Financial Report (EAC FFR SF-425)** option.



The screenshot shows the 'On-Line Data Collection' interface. At the top, it says 'Name: EAC Student1' and 'Last Login: 10/27/2022 17:16:45 PM'. There are links for 'Help / FAQ' and 'End OLDC'. Below the header, there are links for 'OLDC Home' and 'Form Selection'. The main heading is 'Form Selection'. On the right, there is a 'Page Help' icon. The form has three fields: 'Program Name' with a dropdown menu showing 'Election Improvement 101'; 'Grantee Name' with a dropdown menu showing 'WV [155600079] (2002----) West Virginia Secretary of State'; and 'Report Name' with a dropdown menu that is open, showing a search bar and a list of options. The first option, 'Federal Financial Report (EAC FFR SF-425)', is highlighted in blue. The second option, 'Progress Report (EAC PPR)', is visible below it.

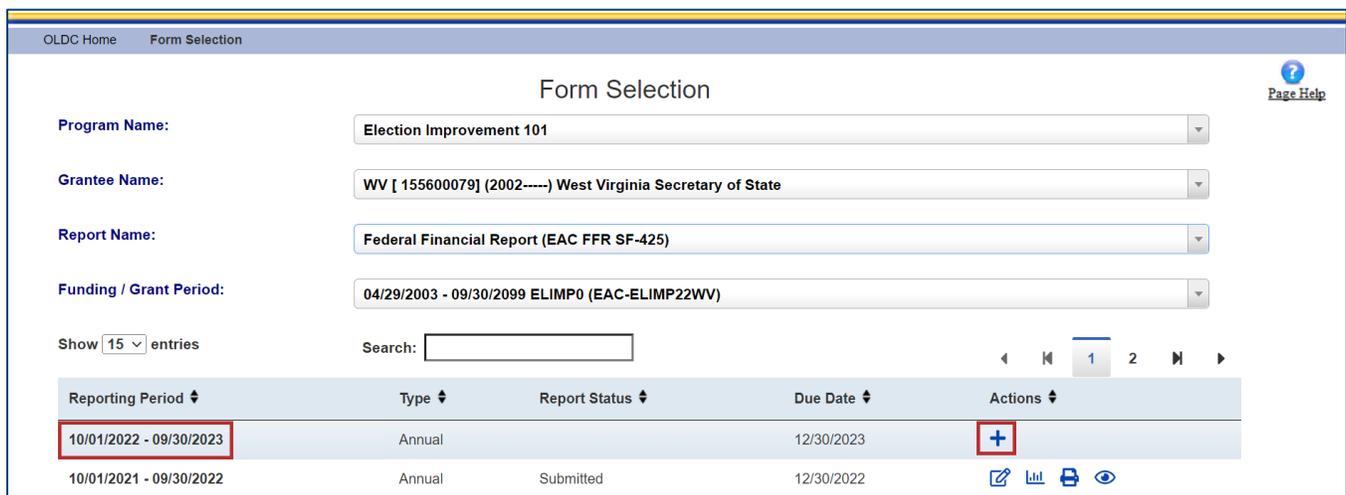
The *Funding/Grant Period* drop-down appears and auto-populates the current grant period. The “Form Selection” screen refreshes, and available report(s) for the organization appear in a results table.



The screenshot shows the 'Form Selection' interface. The 'Funding / Grant Period' dropdown is highlighted with a blue border and contains the text '04/29/2003 - 09/30/2099 ELIMP0 (EAC-ELIMP22WV)'. Other fields include Program Name: Election Improvement 101, Grantee Name: WV [155600079] (2002-----) West Virginia Secretary of State, and Report Name: Federal Financial Report (EAC FFR SF-425). Below the form is a table of reporting periods.

Reporting Period	Type	Report Status	Due Date	Actions
10/01/2022 - 09/30/2023	Annual		12/30/2023	+
10/01/2021 - 09/30/2022	Annual	Submitted	12/30/2022	✎ 📄 🖨️ 👁️
10/01/2020 - 09/30/2021	Annual		12/30/2021	+
10/01/2019 - 09/30/2020	Annual		12/30/2020	+
10/01/2018 - 09/30/2019	Annual		12/30/2019	+

10. Locate the reporting period start and end date range from the *Reporting Period* column, then click the **Create** button in the *Actions* column.



This screenshot is identical to the previous one, but with red boxes highlighting the '10/01/2022 - 09/30/2023' reporting period in the first row of the table and the '+' button in the 'Actions' column for that same row.

Reporting Period	Type	Report Status	Due Date	Actions
10/01/2022 - 09/30/2023	Annual		12/30/2023	+
10/01/2021 - 09/30/2022	Annual	Submitted	12/30/2022	✎ 📄 🖨️ 👁️

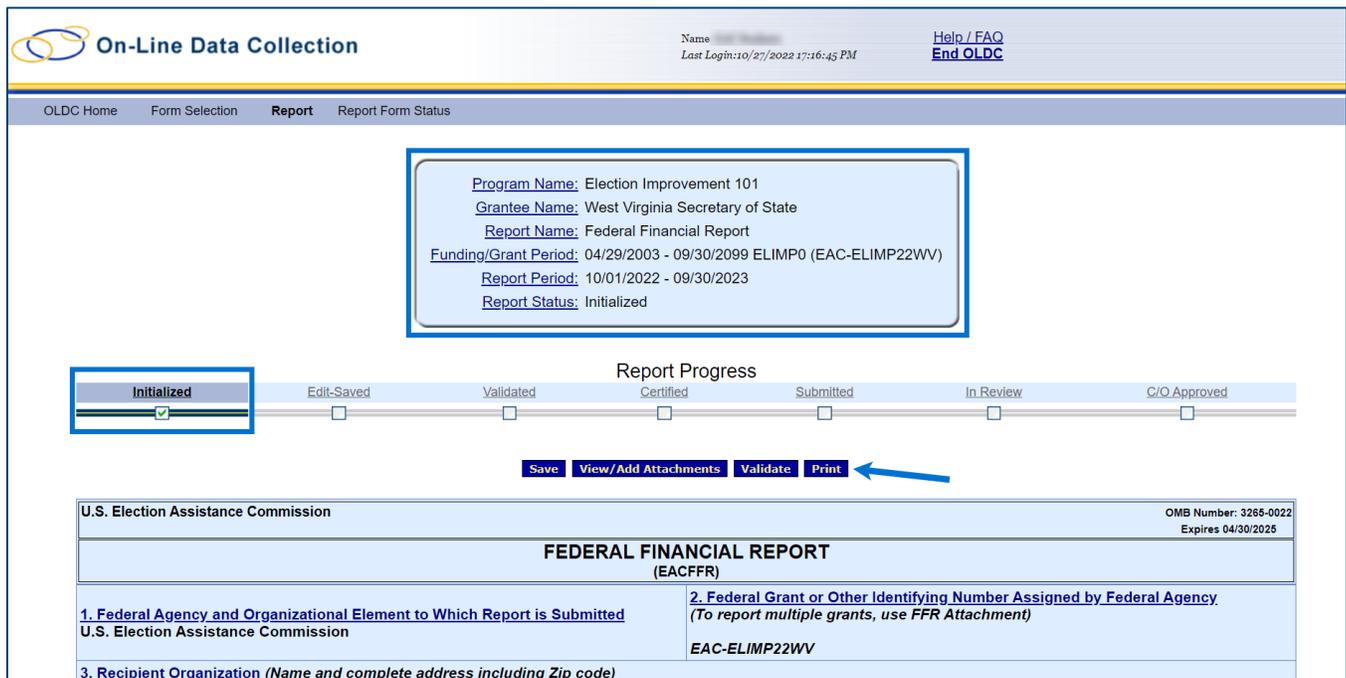
The “Report” screen appears. An information box displayed at the top of the screen contains the following fields:

- a. Program Name
- b. Grantee Name
- c. Report Name
- d. Funding/Grant Period
- e. Report Period
- f. Report Status

11. Verify that the information is correct before proceeding.

As a report progresses through the workflow, the *Report Progress Bar* changes status. In this example, the report is in the *Initialized* status once the create button has been selected.

Note: The option to print is available. To print a report, click the *Print* button.



The screenshot shows the 'On-Line Data Collection' interface. At the top, there is a navigation bar with 'OLDC Home', 'Form Selection', 'Report', and 'Report Form Status'. A user information box displays 'Name: [redacted]' and 'Last Login: 10/27/2022 17:16:45 PM'. A 'Help / FAQ' and 'End OLDC' link is also present.

The main content area features a 'Report Progress' bar with stages: **Initialized** (checked), Edit-Saved, Validated, Certified, Submitted, In Review, and C/O Approved. Below the bar are buttons for 'Save', 'View/Add Attachments', 'Validate', and 'Print' (indicated by a blue arrow).

An information box at the top of the main area contains the following details:

- Program Name: Election Improvement 101
- Grantee Name: West Virginia Secretary of State
- Report Name: Federal Financial Report
- Funding/Grant Period: 04/29/2003 - 09/30/2099 ELIMP0 (EAC-ELIMP22WV)
- Report Period: 10/01/2022 - 09/30/2023
- Report Status: Initialized

Below the progress bar, the report details are displayed:

U.S. Election Assistance Commission		OMB Number: 3265-0022 Expires 04/30/2025
FEDERAL FINANCIAL REPORT (EACFFR)		
1. Federal Agency and Organizational Element to Which Report is Submitted U.S. Election Assistance Commission	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) EAC-ELIMP22WV	
3. Recipient Organization (Name and complete address including Zip code)		

Help text is available for certain cells. To access help text, click the *cell* hyperlink.

<input type="radio"/> Cash <input type="radio"/> Accrual	From: 04/29/2003	To:	09/30/2023
10. TRANSACTIONS <i>(Use lines a-c for single or multiple grant reporting)</i>			Cumulative
Federal Cash: <i>(To report multiple grants, also use FFR attachment)</i>			
a. Cash Receipts			\$0.00
b. Cash Disbursements			\$0.00
c. Cash on hand <i>(line a minus b)</i>			\$0.00
Federal Expenditures and Unobligated Balance: <i>Do not complete this section if reporting on multiple awards.</i>			
d. Total Federal funds authorized			\$0.00

The help text window appears. Click the *OK* button to close the help text window.

grantsolutions.gov says

Enter cumulative amounts from date of the inception of the award through the end date of the reporting period specified in line 9. Use Lines 10a through 10c, Lines 10d through 10o, or Lines 10a through 10o, as specified by the Federal agency, when reporting on single grants.

Use Line 12, Remarks, to provide any information deemed necessary to support or explain FFR data.

For EAC Awards: Please note the additional steps in lines 10p, 10q, and 10r to provide Federal Interest earned and expended on the grant.

While completing the FFR, click the **Save** button often to retain all information entered.



Name: EAC Student1
Last Login: 11/30/2022 13:30:16 PM

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

OLDC Home
Form Selection
Report
Report Form Status

Program Name: Election Improvement 101
Grantee Name: West Virginia Secretary of State
Report Name: Federal Financial Report
Funding/Grant Period: 04/29/2003 - 09/30/2099 ELIMP0 (EAC-ELIMP22WV)
Report Period: 10/01/2020 - 09/30/2021
Report Status: Initialized

Report Progress

Initialized	Edit-Saved	Validated	Certified	Submitted	In Review	C/O Approved
<input checked="" type="checkbox"/>	<input type="checkbox"/>					

Save
View/Add Attachments
Validate
Print

12. The information in sections 1, 2, 3, 4a, and 4b is auto-populated. Verify that the information is correct, then proceed to the next step.

U.S. Election Assistance Commission		OMB Number: 3265-0022 Expires 04/30/2025	
FEDERAL FINANCIAL REPORT (EACFFR)			
1. Federal Agency and Organizational Element to Which Report is Submitted U.S. Election Assistance Commission		2. Federal Grant or Other Identifying Number Assigned by Federal Agency <i>(To report multiple grants, use FFR Attachment)</i> EAC-ELIMP22WV	
3. Recipient Organization <i>(Name and complete address including Zip code)</i>			
Recipient Organization Name: West Virginia Secretary of State			
Street1: 1900 KANAWHA BLVD E RM 1			
Street2:			
City: CHARLESTON		County: KANAWHA	
State: WV		Province:	
Country: United States		Zip 5: 25305	Zip +4:
4a. UEI H4UULBK81JJ3		4b. EIN 155600079	5. Recipient Account Number or Identifying Number <i>(To report multiple grants, use FFR Attachment)</i> <input type="text"/>
			6. Report Type <input type="radio"/> Quarterly <input type="radio"/> Semi-Annual <input type="radio"/> Annual <input type="radio"/> Final

13. In the *Report Type* section, select the **Report Type** radio button. *Report Type* options include:

- a. Quarterly
- b. Semi-Annual
- c. Annual
- d. Final

Note: If a submitted report has the wrong *Report Type*, the report will be rejected. Navigate to the how to make changes to a report or if EAC rejects a report section of this document and follow the directions.

4a. UEI H4UULBK81JJ3	4b. EIN 155600079	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) <input type="text"/>	6. Report Type <input type="radio"/> Quarterly <input type="radio"/> Semi-Annual <input type="radio"/> Annual <input type="radio"/> Final
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14. In the *Basis of Accounting* section, select the **Cash** or **Accrual** radio button.

7. Basis of Accounting <input type="radio"/> Cash <input type="radio"/> Accrual	8. Project/Grant Period From: <input type="text" value="04/29/2003"/> To: <input type="text" value="09/30/2099"/>		9. Reporting Period End Date (Month, Day, Year) <input type="text" value="09/30/2023"/>
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15. The *Project/Grant Period* section is auto-populated but can be modified. To edit the *Project/Grant Period* click the **To:** and **From:** text boxes and **enter** the desired date.

7. Basis of Accounting <input type="radio"/> Cash <input type="radio"/> Accrual	8. Project/Grant Period From: <input type="text" value="04/29/2003"/> To: <input type="text" value="09/30/2099"/>		9. Reporting Period End Date (Month, Day, Year) <input type="text" value="09/30/2023"/>
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16. The *Reporting Period End Date* section is auto populated but can be modified. To edit the *Reporting Period End Date* click the **(Month, Day, Year)** text box and **enter** the desired end date.

7. Basis of Accounting <input type="radio"/> Cash <input type="radio"/> Accrual	8. Project/Grant Period From: <input type="text" value="04/29/2003"/> To: <input type="text" value="09/30/2099"/>		9. Reporting Period End Date (Month, Day, Year) <input type="text" value="09/30/2023"/>
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17. In the *TRANSACTIONS* section, go through each cell and enter the **dollar amount** in the corresponding *Cumulative text box*.

10. TRANSACTIONS (Use lines a-c for single or multiple grant reporting)	Cumulative
Federal Cash: (To report multiple grants, also use FFR attachment)	
a. Cash Receipts	\$0.00
b. Cash Disbursements	\$0.00
c. Cash on hand (line a minus b)	\$0.00
Federal Expenditures and Unobligated Balance: Do not complete this section if reporting on multiple awards.	
d. Total Federal funds authorized	\$0.00
e. Federal share of expenditures	\$0.00
f. Federal share of unliquidated obligations	\$0.00
g. Total Federal share (sum of line e plus line f)	\$0.00
h. Unobligated balance of Federal funds (line d minus g)	\$0.00
Recipient Share: Do not complete this section if reporting on multiple awards.	
i. Total recipient share required	\$0.00
j. Recipient share of expenditures	\$0.00
k. Remaining recipient share to be provided (line i minus j)	\$0.00
Program Income: Do not complete this section if reporting on multiple awards.	
l. Total Federal program income earned	\$0.00
m. Program income expended in accordance with the deduction alternative	\$0.00
n. Program Income expended in accordance with the addition alternative	\$0.00
o. Unexpended program income (line l minus line m and line n)	\$0.00
Federal Interest:	
p. Total Federal interest earned	\$0.00
q. Federal interest expenditures	\$0.00
r. Remaining Federal interest to be expended (line p minus q)	\$0.00

18. In the *Indirect Expense* section, click the **Type** drop-down and select an **expense type** option.

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share	Delete
	Select	0.00%			\$0.00	\$0.00	\$0.00	<input type="checkbox"/>
	g. Total				\$0.00	\$0.00	\$0.00	
Add indirect expenses: 1								Add Delete Marked Rows
a. State Interest Earned: Enter the current year amount earned (not cumulative)							\$0.00	
b. State Interest Expended: Enter the current year amount expended (not cumulative)							\$0.00	

19. In the *Rate* section, enter the **indirect cost rate** in the text box.

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share	Delete
	Select	1%			\$0.00	\$0.00	\$0.00	<input type="checkbox"/>
	g. Total				\$0.00	\$0.00	\$0.00	
Add indirect expenses: 1								Add Delete Marked Rows

20. In the *Period From* section, click the **Period From** drop-down and select the **desired date**.

a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share	Delete
Select	1%			\$0.00	\$0.00	\$0.00	<input type="checkbox"/>
g. Total				\$0.00	\$0.00	\$0.00	

12. Remarks:	
a. State Interest Earned: Enter the current year amount earned (not cumulative)	\$0.00
b. State Interest Expended: Enter the current year amount expended (not cumulative)	\$0.00
c. Program Income Earned: Enter the current year amount earned (not cumulative)	\$0.00
d. Program Income Expended: Enter the amount of Program Income expended in the current year (not cumulative)	\$0.00
e. Program Income Earned Breakdown: List each source of program income individually next to each amount (federal interest earned is not program income).	
Source of program income	Amount Delete
2021 2022 2023	

21. In the *Period To* section, click the **Period To** drop-down and select the **desired date**.

a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share	Delete
Select	1%			\$0.00	\$0.00	\$0.00	<input type="checkbox"/>
g. Total				\$0.00	\$0.00	\$0.00	

12. Remarks:	
a. State Interest Earned: Enter the current year amount earned (not cumulative)	\$0.00
b. State Interest Expended: Enter the current year amount expended (not cumulative)	\$0.00
c. Program Income Earned: Enter the current year amount earned (not cumulative)	\$0.00
d. Program Income Expended: Enter the amount of Program Income expended in the current year (not cumulative)	\$0.00
e. Program Income Earned Breakdown: List each source of program income individually next to each amount (federal interest earned is not program income).	
Source of program income	Amount Delete
2021 2022 2023	

22. In the *Base*, *Amount Charged*, and *Federal Share* sections, click the **text boxes** and enter the **dollar amount**.

a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share	Delete
Select	1%			\$150.00	\$200.00	\$50.00	<input type="checkbox"/>
g. Total				\$0.00	\$0.00	\$0.00	

23. To add an *Indirect Expense*, click the **Add** button.

a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share	Delete
Select	1%			\$150.00	\$200.00	\$50.00	<input type="checkbox"/>
g. Total				\$0.00	\$0.00	\$0.00	

Add indirect expenses: 1 **Add** Delete Marked Rows

The report screen refreshes, and a new *indirect expense* row appears.

11. Indirect Expense							
a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share	Delete
Select	1.00%			\$150.00	\$200.00	\$50.00	<input type="checkbox"/>
Select	0.00%			\$0.00	\$0.00	\$0.00	<input type="checkbox"/>
g. Total				\$0.00	\$0.00	\$0.00	

Add indirect expenses: 1

24. To delete an *Indirect Expense*, select the **checkbox** in the *Delete* column. Then click the **Delete Marked Rows** button.

11. Indirect Expense							
a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share	Delete
Select	1.00%			\$150.00	\$200.00	\$50.00	<input type="checkbox"/>
Select	0.00%			\$0.00	\$0.00	\$0.00	<input checked="" type="checkbox"/>
g. Total				\$0.00	\$0.00	\$0.00	

Add indirect expenses: 1

The screen refreshes and the *indirect expense* row has been deleted.

11. Indirect Expense							
a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share	Delete
Select	1.00%			\$150.00	\$200.00	\$50.00	<input type="checkbox"/>
g. Total				\$150.00	\$200.00	\$50.00	

Add indirect expenses: 1

25. In the *Remarks* section, click the **text box** and enter the **dollar amount** for each field.

12. Remarks:		
a. State Interest Earned: Enter the current year amount earned (not cumulative)	<input type="text" value="\$0.00"/>	\$0.00
b. State Interest Expended: Enter the current year amount expended (not cumulative)	<input type="text" value="\$0.00"/>	\$0.00
c. Program Income Earned: Enter the current year amount earned. (not cumulative)	<input type="text" value="\$0.00"/>	\$0.00
d. Program Income Expended: Enter the amount of Program Income expended in the current year (not cumulative)	<input type="text" value="\$0.00"/>	\$0.00
e. Program Income Earned Breakdown: List each source of program income individually next to each amount (federal interest earned is not program income).		
Source of program income	Amount	Delete
e. 1 <input type="text"/>	<input type="text" value="\$0.00"/>	<input type="checkbox"/>
Total:		\$0.00

Add source of program income: 1

26. Click the **Source of program income** text box and enter the **source of program income** name.

12. Remarks:		
a. State Interest Earned: Enter the current year amount earned (not cumulative)	<input type="text" value="\$0.00"/>	
b. State Interest Expended: Enter the current year amount expended (not cumulative)	<input type="text" value="\$0.00"/>	
c. Program Income Earned: Enter the current year amount earned. (not cumulative)	<input type="text" value="\$0.00"/>	
d. Program Income Expended: Enter the amount of Program Income expended in the current year (not cumulative)	<input type="text" value="\$0.00"/>	
e. Program Income Earned Breakdown: List each source of program income individually next to each amount (federal interest earned is not program income).		
Source of program income	Amount	Delete
e. 1 <input type="text"/>	<input type="text" value="\$0.00"/>	<input type="checkbox"/>
Total:		<input type="text" value="\$0.00"/>
Add source of program income: 1 <input type="button" value="Add"/> <input type="button" value="Delete Marked Rows"/>		

27. In the *Amount* column, click on the text box and enter the **dollar amount**.

12. Remarks:		
a. State Interest Earned: Enter the current year amount earned (not cumulative)	<input type="text" value="\$0.00"/>	
b. State Interest Expended: Enter the current year amount expended (not cumulative)	<input type="text" value="\$0.00"/>	
c. Program Income Earned: Enter the current year amount earned. (not cumulative)	<input type="text" value="\$0.00"/>	
d. Program Income Expended: Enter the amount of Program Income expended in the current year (not cumulative)	<input type="text" value="\$0.00"/>	
e. Program Income Earned Breakdown: List each source of program income individually next to each amount (federal interest earned is not program income).		
Source of program income	Amount	Delete
e. 1 <input type="text"/>	<input type="text" value="\$500.00"/>	<input type="checkbox"/>
Total:		<input type="text" value="\$0.00"/>
Add source of program income: 1 <input type="button" value="Add"/> <input type="button" value="Delete Marked Rows"/>		

28. To add another *Source of program income*, click the **Add** button.

12. Remarks:		
a. State Interest Earned: Enter the current year amount earned (not cumulative)	<input type="text" value="\$0.00"/>	
b. State Interest Expended: Enter the current year amount expended (not cumulative)	<input type="text" value="\$0.00"/>	
c. Program Income Earned: Enter the current year amount earned. (not cumulative)	<input type="text" value="\$0.00"/>	
d. Program Income Expended: Enter the amount of Program Income expended in the current year (not cumulative)	<input type="text" value="\$0.00"/>	
e. Program Income Earned Breakdown: List each source of program income individually next to each amount (federal interest earned is not program income).		
Source of program income	Amount	Delete
e. 1 <input type="text"/>	<input type="text" value="\$500.00"/>	<input type="checkbox"/>
Total:		<input type="text" value="\$0.00"/>
Add source of program income: 1 <input type="button" value="Add"/> <input type="button" value="Delete Marked Rows"/>		

The screen refreshes and a new *Source of program income* row appears.

12. Remarks:		
a. State Interest Earned: Enter the current year amount earned (not cumulative)	\$0.00	
b. State Interest Expended: Enter the current year amount expended (not cumulative)	\$0.00	
c. Program Income Earned: Enter the current year amount earned. (not cumulative)	\$0.00	
d. Program Income Expended: Enter the amount of Program Income expended in the current year (not cumulative)	\$0.00	
e. Program Income Earned Breakdown: List each source of program income individually next to each amount (federal interest earned is not program income).		
Source of program income	Amount	Delete
e. 1 <input type="text"/>	\$500.00	<input type="checkbox"/>
e. 2 <input type="text"/>	\$0.00	<input type="checkbox"/>
Total:		\$0.00

Add source of program income: 1

29. To delete a *Source of program income*, select the **checkbox** in the *Delete* column and click the **Delete Marked Rows**.

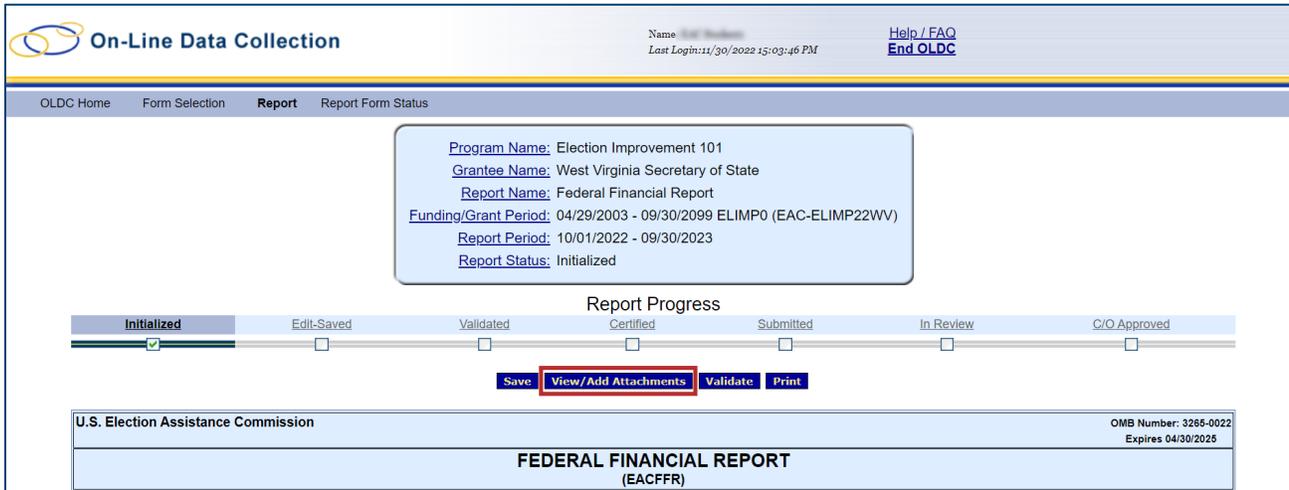
12. Remarks:		
a. State Interest Earned: Enter the current year amount earned (not cumulative)	\$0.00	
b. State Interest Expended: Enter the current year amount expended (not cumulative)	\$0.00	
c. Program Income Earned: Enter the current year amount earned. (not cumulative)	\$0.00	
d. Program Income Expended: Enter the amount of Program Income expended in the current year (not cumulative)	\$0.00	
e. Program Income Earned Breakdown: List each source of program income individually next to each amount (federal interest earned is not program income).		
Source of program income	Amount	Delete
e. 1 <input type="text"/>	\$500.00	<input type="checkbox"/>
e. 2 <input type="text"/>	\$0.00	<input checked="" type="checkbox"/>
Total:		\$0.00

Add source of program income: 1

30. In cell f, click the **text box** and **enter** the necessary information.

Total:		\$0.00
Add source of program income: 1 <input type="button" value="Add"/> <input type="button" value="Delete Marked Rows"/>		
f. Comments: <i>Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:</i>		
<div style="border: 1px solid red; height: 60px; width: 100%;"></div>		

31. To add an attachment, click the **View/Add Attachments** button.



On-Line Data Collection Name: [redacted] Help / FAQ
Last Login: 11/30/2022 15:03:46 PM End OLDC

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

Program Name: Election Improvement 101
Grantee Name: West Virginia Secretary of State
Report Name: Federal Financial Report
Funding/Grant Period: 04/29/2003 - 09/30/2099 ELIMP0 (EAC-ELIMP22WV)
Report Period: 10/01/2022 - 09/30/2023
Report Status: Initialized

Report Progress

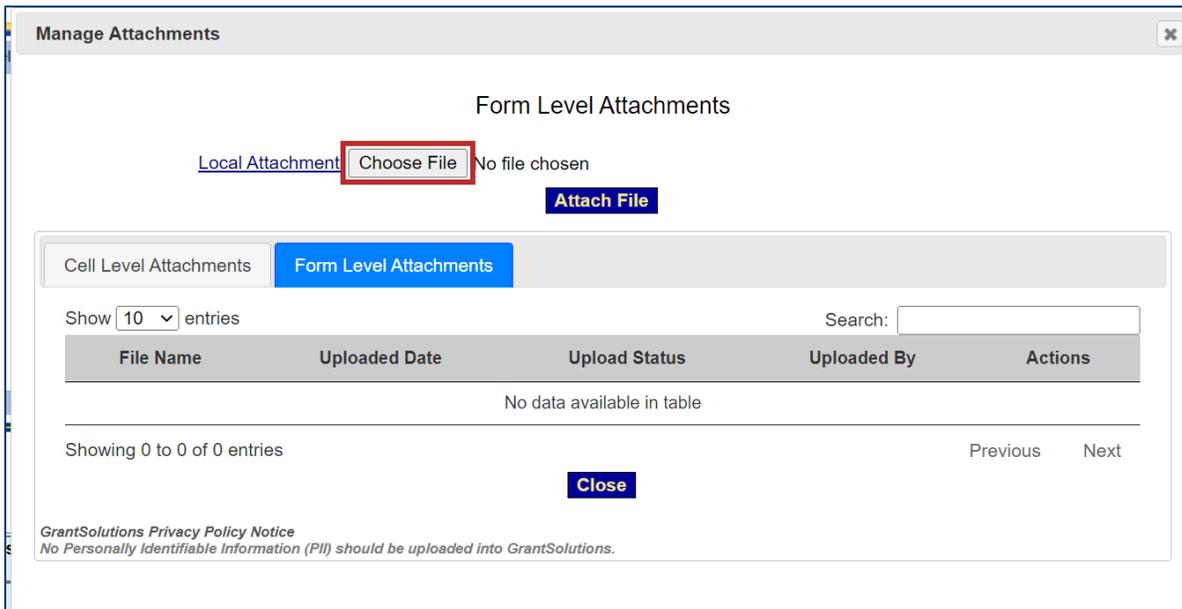
Initialized Edit-Saved Validated Certified Submitted In Review C/O Approved

Save **View/Add Attachments** Validate Print

U.S. Election Assistance Commission OMB Number: 3285-0022
Expires 04/30/2025

FEDERAL FINANCIAL REPORT (EACFFR)

32. The “Form Level Attachments” window appears. Click the **Choose File** button.



Manage Attachments

Form Level Attachments

[Local Attachment](#) **Choose File** No file chosen **Attach File**

Cell Level Attachments **Form Level Attachments**

Show 10 entries Search:

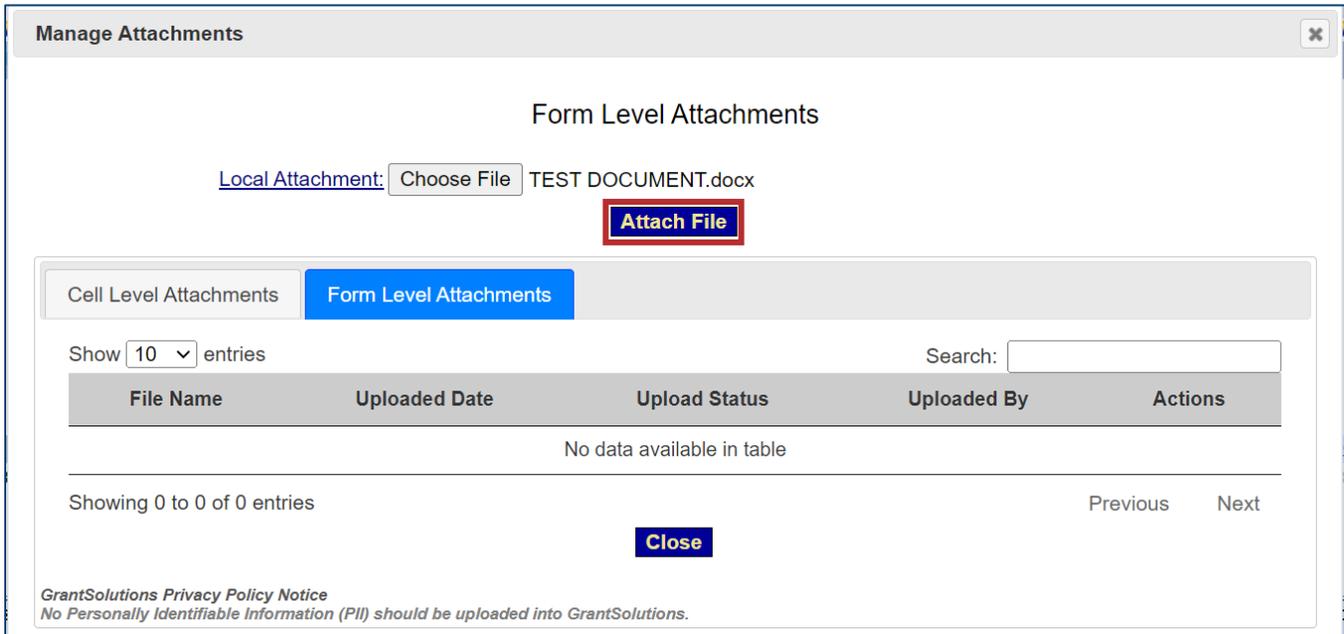
File Name	Uploaded Date	Upload Status	Uploaded By	Actions
No data available in table				

Showing 0 to 0 of 0 entries Previous Next

Close

GrantSolutions Privacy Policy Notice
No Personally Identifiable Information (PII) should be uploaded into GrantSolutions.

33. Select the file, then click the **Attach File** button.



Manage Attachments

Form Level Attachments

Local Attachment: TEST DOCUMENT.docx

Attach File

Cell Level Attachments **Form Level Attachments**

Show entries Search:

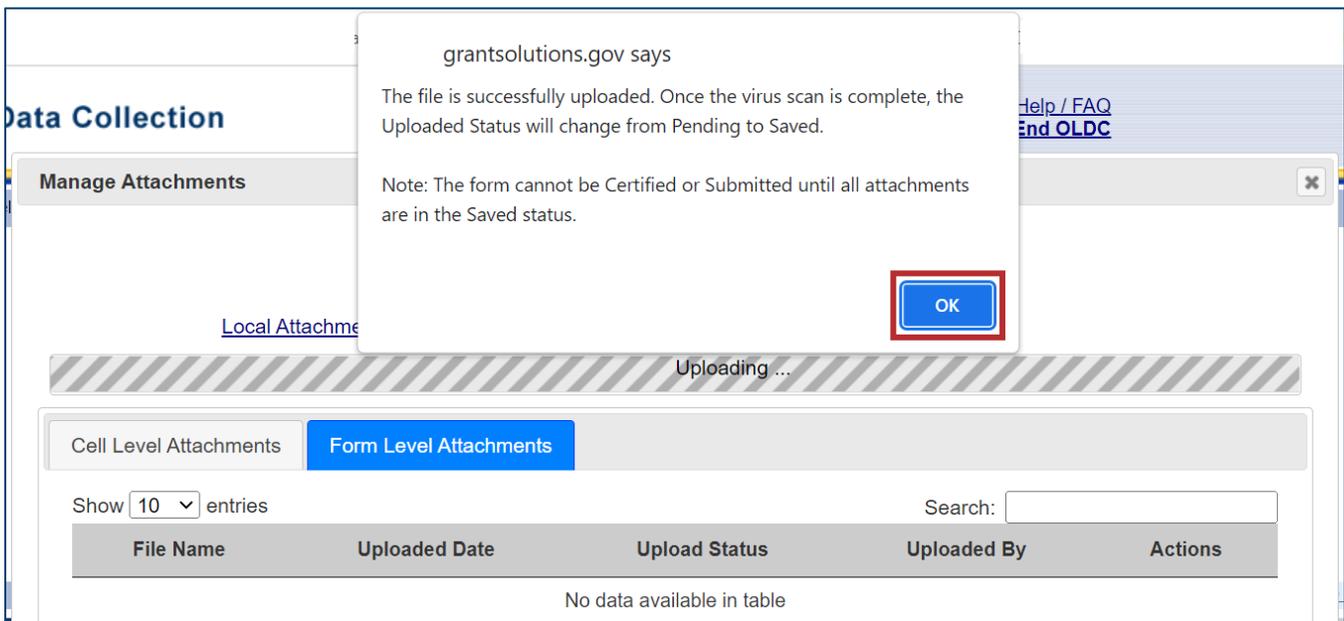
File Name	Uploaded Date	Upload Status	Uploaded By	Actions
No data available in table				

Showing 0 to 0 of 0 entries Previous Next

Close

GrantSolutions Privacy Policy Notice
No Personally Identifiable Information (PII) should be uploaded into GrantSolutions.

34. The successful file upload message appears. Click the **OK** button.



grantsolutions.gov says

The file is successfully uploaded. Once the virus scan is complete, the Uploaded Status will change from Pending to Saved.

Note: The form cannot be Certified or Submitted until all attachments are in the Saved status.

OK

Local Attachment

Uploading ...

Cell Level Attachments **Form Level Attachments**

Show entries Search:

File Name	Uploaded Date	Upload Status	Uploaded By	Actions
No data available in table				

The file appears in the *Form Level Attachments* tab.

Manage Attachments
✕

Form Level Attachments

Local Attachment: No file chosen

Cell Level Attachments

Form Level Attachments

Show entries Search:

File Name	Uploaded Date	Upload Status	Uploaded By	Actions
TEST DOCUMENT.docx	01/06/2023	Pending	EAC Student1	<input type="button" value="✕"/>

Showing 1 to 1 of 1 entries Previous Next

*GrantSolutions Privacy Policy Notice
No Personally Identifiable Information (PII) should be uploaded into GrantSolutions.*

35. To close the attachment window, click the **Close** button.

Manage Attachments
✕

Form Level Attachments

Local Attachment: No file chosen

Cell Level Attachments

Form Level Attachments

Show entries Search:

File Name	Uploaded Date	Upload Status	Uploaded By	Actions
TEST DOCUMENT.docx	01/06/2023	Pending	EAC Student1	<input type="button" value="✕"/>

Showing 1 to 1 of 1 entries Previous Next

*GrantSolutions Privacy Policy Notice
No Personally Identifiable Information (PII) should be uploaded into GrantSolutions.*

37. Ensure all sections of the FFR are complete and accurate, then click the **Save** button to save the changes made to the report.

Report Attachment (For reporting multiple grants)

14. List Information below for each grant covered by this report.

Federal Grant Number	Recipient Account Number	Cumulative Federal Cash Disbursement	Delete
		\$0.00	
TOTAL (Should correspond to the amount on Line 10b on Page 1)		\$0.00	


[Save](#) [View/Add Attachments](#) [Validate](#) [Print](#)

The *Edit-Saved* checkbox is checked in the *Report Progress* bar.

 On-Line Data Collection

Name: [Redacted] [Help / FAQ](#)
Last Login: 11/28/2022 14:50:21 PM [End OLDC](#)

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

[Program Name:](#) Election Improvement 101
[Grantee Name:](#) West Virginia Secretary of State
[Report Name:](#) Federal Financial Report
[Funding/Grant Period:](#) 04/29/2003 - 09/30/2099 ELIMP0 (EAC-ELIMP22WV)
[Report Period:](#) 10/01/2022 - 09/30/2023
[Report Status:](#) Saved

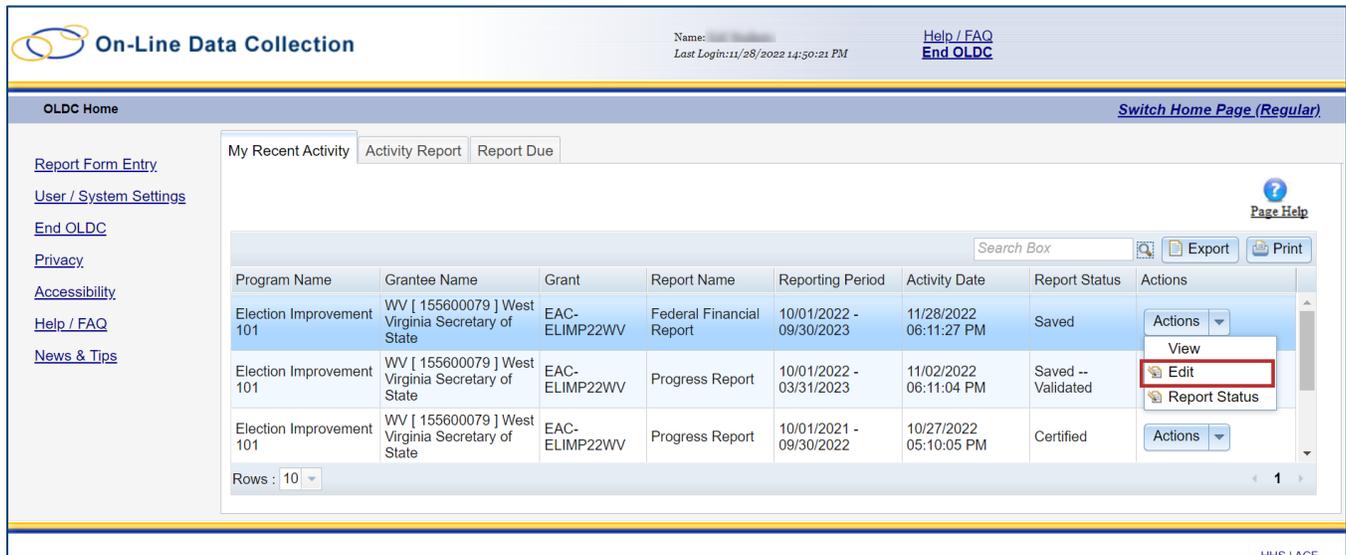
Report Progress

Initialized	Edit-Saved	Validated	Certified	Submitted	In Review	C/O Approved
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				

[Save](#) [View/Add Attachments](#) [Validate](#) [Print](#)

To validate the report, users with the validate permissions will follow the steps below:

1. Log into GrantSolutions, navigate to the “OLDC Home” screen and click the **Switch Home Page (Enhanced)** hyperlink.
2. In the *My Recent Activity* tab, locate the report and click the **Edit** option from the Actions drop-down.



On-Line Data Collection Name: [REDACTED] Help / FAQ
Last Login: 11/28/2022 14:50:21 PM End OLDC

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

Report Form Entry
User / System Settings
End OLDC
Privacy
Accessibility
Help / FAQ
News & Tips

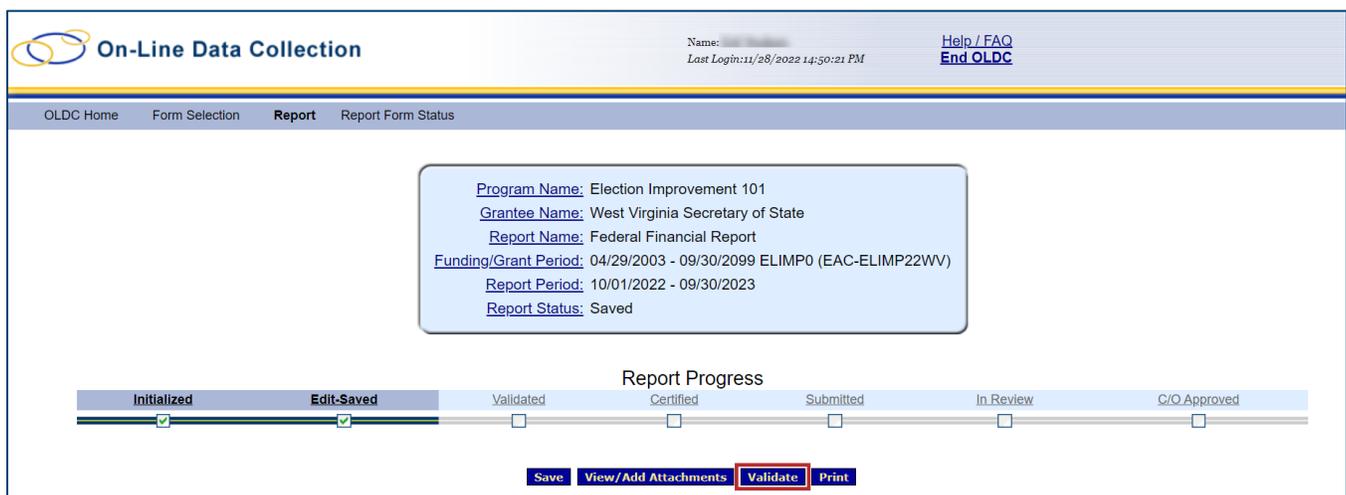
My Recent Activity Activity Report Report Due

Search Box Export Print

Program Name	Grantee Name	Grant	Report Name	Reporting Period	Activity Date	Report Status	Actions
Election Improvement 101	WV [155600079] West Virginia Secretary of State	EAC-ELIMP22WV	Federal Financial Report	10/01/2022 - 09/30/2023	11/28/2022 06:11:27 PM	Saved	Actions View Edit Report Status
Election Improvement 101	WV [155600079] West Virginia Secretary of State	EAC-ELIMP22WV	Progress Report	10/01/2022 - 03/31/2023	11/02/2022 06:11:04 PM	Saved -- Validated	Report Status
Election Improvement 101	WV [155600079] West Virginia Secretary of State	EAC-ELIMP22WV	Progress Report	10/01/2021 - 09/30/2022	10/27/2022 05:10:05 PM	Certified	Actions

Rows : 10

3. Click the **Validate** button to validate the report.



On-Line Data Collection Name: [REDACTED] Help / FAQ
Last Login: 11/28/2022 14:50:21 PM End OLDC

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

Program Name: Election Improvement 101
Grantee Name: West Virginia Secretary of State
Report Name: Federal Financial Report
Funding/Grant Period: 04/29/2003 - 09/30/2099 ELIMP0 (EAC-ELIMP22WV)
Report Period: 10/01/2022 - 09/30/2023
Report Status: Saved

Report Progress

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

[Save](#)
[View/Add Attachments](#)
[Validate](#)
[Print](#)

If errors occur, follow the steps below. If no errors exist, the report will be in the *Validated* status.

Upon clicking the *Validate* button, if an error exists, an error message appears above the report header.

- To resolve the error, click the **Goto Error** hyperlink and **edit** the appropriate field.

- Upon fixing the error, click the **Validate** button.

The *Validated* checkbox is checked in the *Report Progress* bar.

To certify the report, users with the certify permissions will follow the steps below:

1. Log into GrantSolutions, navigate to the “OLDC Home” screen and click the **Switch Home Page (Enhanced)** hyperlink.
2. In the *My Recent Activity* tab, locate the report and click the **Edit** option from the Actions drop-down.

On-Line Data Collection Name: [Redacted] Help / FAQ
Last Login: 11/28/2022 14:50:21 PM End OLDC

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

Report Form Entry
User / System Settings
End OLDC
Privacy
Accessibility
Help / FAQ
News & Tips

My Recent Activity Activity Report Report Due

Search Box Export Print

Program Name	Grantee Name	Grant	Report Name	Reporting Period	Activity Date	Report Status	Actions
Election Improvement 101	WV [155600079] West Virginia Secretary of State	EAC-ELIMP22WV	Federal Financial Report	10/01/2022 - 09/30/2023	11/28/2022 06:11:27 PM	Saved	Actions View
Election Improvement 101	WV [155600079] West Virginia Secretary of State	EAC-ELIMP22WV	Progress Report	10/01/2022 - 03/31/2023	11/02/2022 06:11:04 PM	Saved -- Validated	Actions Edit Report Status
Election Improvement 101	WV [155600079] West Virginia Secretary of State	EAC-ELIMP22WV	Progress Report	10/01/2021 - 09/30/2022	10/27/2022 05:10:05 PM	Certified	Actions

Rows : 10

3. Click the **Certify** button.

On-Line Data Collection Name: [Redacted] Help / FAQ
Last Login: 11/28/2022 14:50:21 PM End OLDC

OLDC Home **Report** Report Form Status

Program Name: Election Improvement 101
Grantee Name: WV [155600079] West Virginia Secretary of State
Report Name: Federal Financial Report
Funding/Grant Period: 10/01/2002 - 09/30/2099 ELIMP0 (EAC-ELIMP22WV)
Report Period: 10/01/2022 - 09/30/2023
Report Status: Saved -- Validated

Report Progress

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

[Save](#)
[View/Add Attachments](#)
[Validate](#)
[Certify](#)
[Print](#)

- The certify notification appears. Click the **OK** button.



- In the *Certification* section, click the **Click to Sign** button.

13. 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 objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

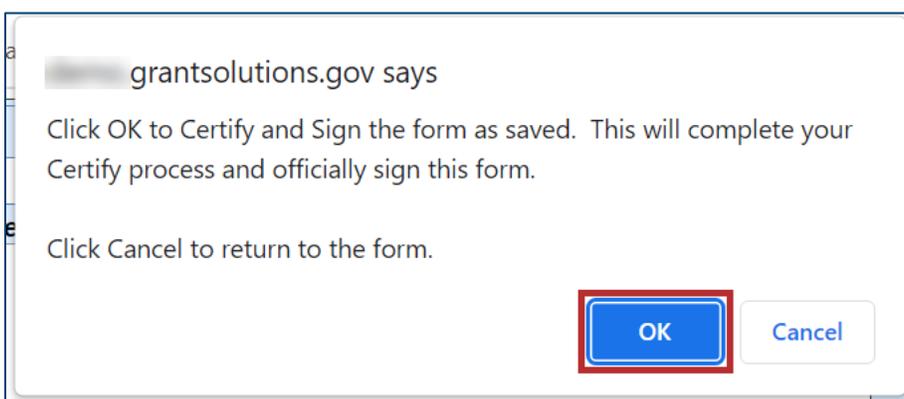
<u>a. Typed or Printed Name and Title of Authorized Certifying Official</u>	<u>c. Telephone (Area code, number and extension)</u>
<u>Certification Title</u>	<u>d. Email address</u>
<u>b. Signature of Authorized Certifying Official</u> Click to Sign	<u>e. Date Report Submitted (Month, Day, Year)</u>

Report Attachment (For reporting multiple grants)

14. List Information below for each grant covered by this report.

<u>Federal Grant Number</u>	<u>Recipient Account Number</u>	<u>Cumulative Federal Cash Disbursement</u>	<u>Delete</u>
		\$0.00	
TOTAL (Should correspond to the amount on Line 10b on Page 1)		\$0.00	

- The confirm certify window appears. Click the **OK** button.



- The screen refreshes. Scroll down to the *Certification* section to review the contact information and date of signature.

Note: If the pre-populated contact information is incorrect, please contact the GrantSolutions Help Desk at help@grantsolutions.gov or by phone dial 1-866-577-0771.

13. 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 objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).	
a. Typed or Printed Name and Title of Authorized Certifying Official	c. Telephone (Area code, number and extension)
Certification Title EAC Recipient	d. Email address @state.gov
b. Signature of Authorized Certifying Official 	e. Date Report Submitted (Month, Day, Year)

The *Certified* checkbox is checked in the *Report Progress* bar.



Name: [redacted]
Last Login: 11/30/2022 13:30:16 PM

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

OLDC Home
Report
Report Form Status

Program Name: Election Improvement 101
Grantee Name: WV [155600079] West Virginia Secretary of State
Report Name: Federal Financial Report
Funding/Grant Period: 10/01/2002 - 09/30/2099 ELIMP0 (EAC-ELIMP22WV)
Report Period: 10/01/2022 - 09/30/2023
Report Status: Certified

Report Progress

Initialized

Edit-Saved

Validated

Certified

Submitted

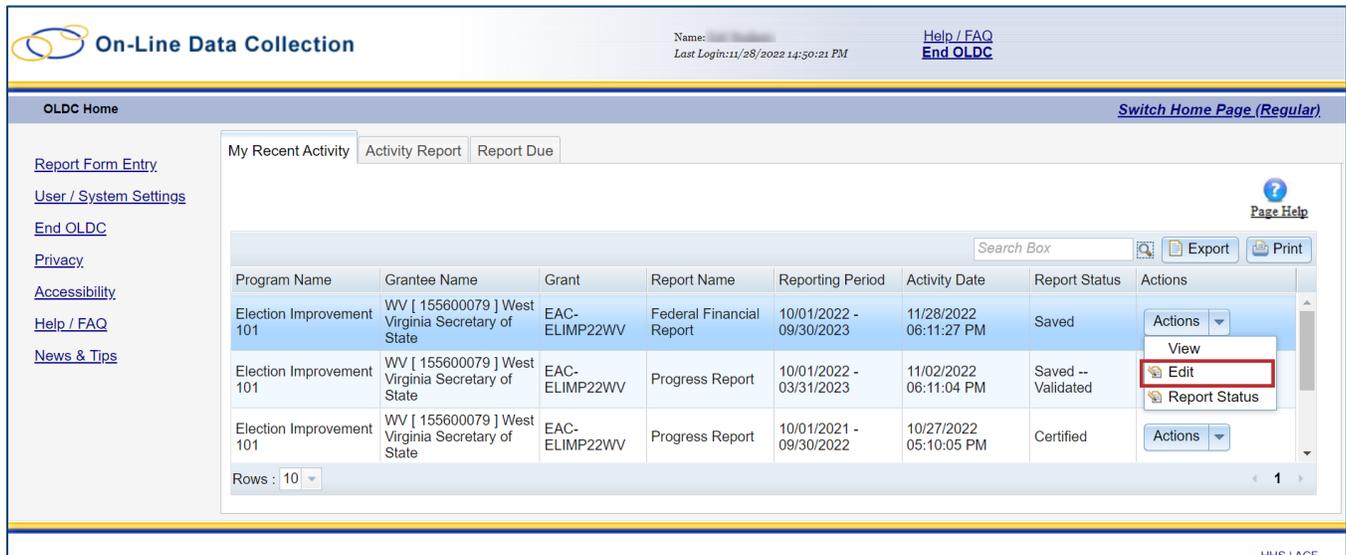
In Review

C/O Approved

[View Attachments](#)
[UnCertify](#)
[Submit](#)
[Print](#)

To submit the report, users with the submit permissions will follow the steps below:

1. Log into GrantSolutions, navigate to the “OLDC Home” screen and click the **Switch Home Page (Enhanced)** hyperlink.
2. In the My Recent Activity tab, locate the report and click the Edit option from the Actions drop-down.



On-Line Data Collection Name: [Redacted] Last Login: 11/28/2022 14:50:21 PM [Help / FAQ](#) [End OLDC](#)

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

My Recent Activity | Activity Report | Report Due

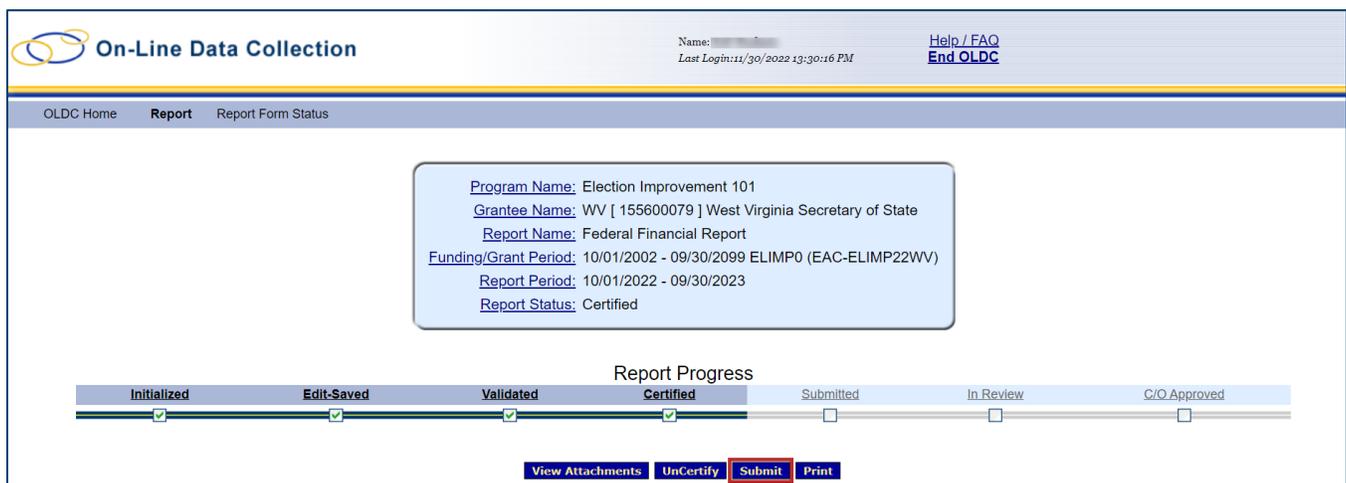
[Report Form Entry](#)
[User / System Settings](#)
[End OLDC](#)
[Privacy](#)
[Accessibility](#)
[Help / FAQ](#)
[News & Tips](#)

Search Box [] [Export] [Print] [Page Help]

Program Name	Grantee Name	Grant	Report Name	Reporting Period	Activity Date	Report Status	Actions
Election Improvement 101	WV [155600079] West Virginia Secretary of State	EAC-ELIMP22WV	Federal Financial Report	10/01/2022 - 09/30/2023	11/28/2022 06:11:27 PM	Saved	Actions View
Election Improvement 101	WV [155600079] West Virginia Secretary of State	EAC-ELIMP22WV	Progress Report	10/01/2022 - 03/31/2023	11/02/2022 06:11:04 PM	Saved -- Validated	Edit Report Status
Election Improvement 101	WV [155600079] West Virginia Secretary of State	EAC-ELIMP22WV	Progress Report	10/01/2021 - 09/30/2022	10/27/2022 05:10:05 PM	Certified	Actions

Rows : 10

3. Click the **Submit** button.



On-Line Data Collection Name: [Redacted] Last Login: 11/30/2022 13:30:16 PM [Help / FAQ](#) [End OLDC](#)

OLDC Home **Report** Report Form Status

[Program Name](#): Election Improvement 101
[Grantee Name](#): WV [155600079] West Virginia Secretary of State
[Report Name](#): Federal Financial Report
[Funding/Grant Period](#): 10/01/2002 - 09/30/2099 ELIMPO (EAC-ELIMP22WV)
[Report Period](#): 10/01/2022 - 09/30/2023
[Report Status](#): Certified

Report Progress

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

[View Attachments](#) [UnCertify](#) [Submit](#) [Print](#)

4. The submit report message appears. Click the **OK** button.



5. The report received confirmation message appears. Click the **OK** button.



The “Report Form Status” screen appears.

The submitted report and attachments appear under the *Report Form Status* section.

On-Line Data Collection

Name: [redacted]
 Last Login: 11/30/2022 13:30:16 PM

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

[OLDC Home](#) **Report Form Status**

Program Name: Election Improvement 101
Grantee Name: WV [155600079] West Virginia Secretary of State
Report Name: Federal Financial Report
Funding/Grant Period: 10/01/2002 - 09/30/2099 ELIMPO (EAC-ELIMP22WV)
Report Period: 10/01/2022 - 09/30/2023

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	11/30/2022	Unsubmit Report	HTML Print Form <input type="button" value="Go"/>

Original File Attachments

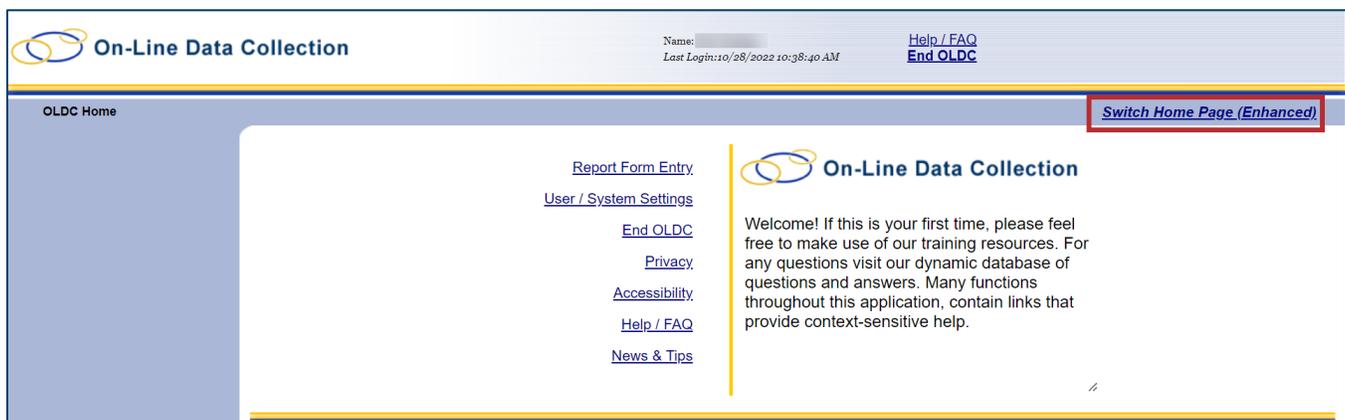
Attachment Type:	File Name:	Uploaded Date:	Upload Status	Uploaded By
12. Remarks:	TEST DOCUMENT.docx	11/28/2022	Saved	EAC Student1

Once a report is submitted, if changes need to be made or if EAC rejects the report, the report will need to be unsubmitted and uncertified. However, the option to unsubmit is unavailable if the report progress is in the *In Review* status.

Note: Only users with permissions can perform the unsubmit and uncertify process.

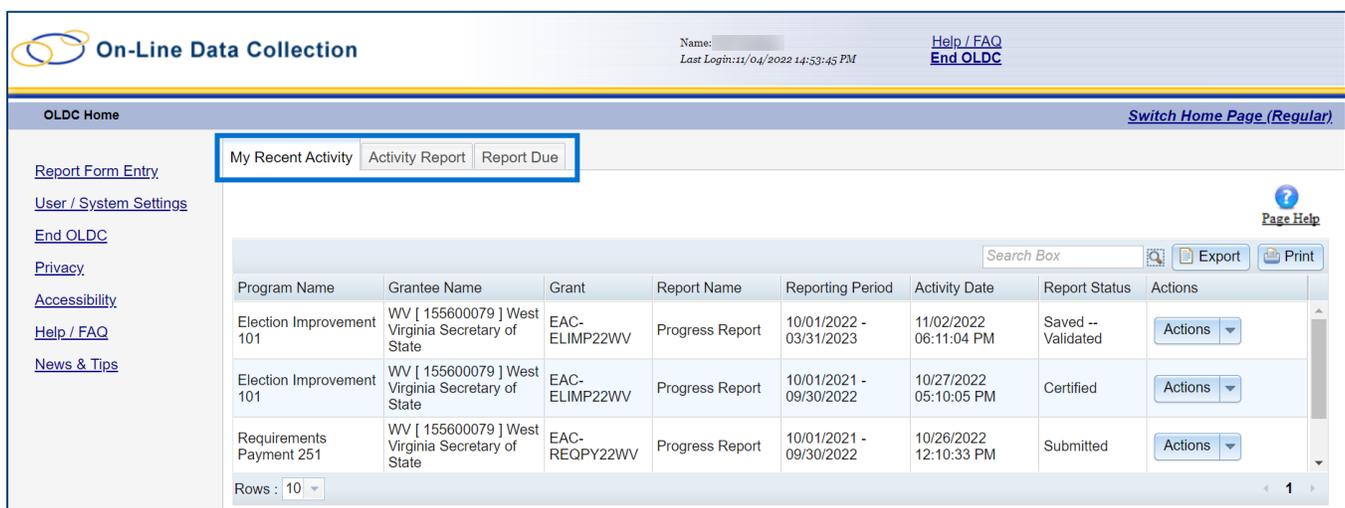
To make changes to a report, follow the steps below:

1. On the Regular “OLDC Home” screen, click the **Switch Home Page (Enhanced)** hyperlink.



The screenshot shows the OLDC Home page. At the top, there is a header with the logo and navigation links. The main content area has a sidebar on the left with links like 'Report Form Entry', 'User / System Settings', 'End OLDC', 'Privacy', 'Accessibility', 'Help / FAQ', and 'News & Tips'. On the right, there is a welcome message. A red box highlights the 'Switch Home Page (Enhanced)' link in the top right corner.

The Enhanced “OLDC Home” screen refreshes with the *My Recent Activity*, *Activity Report*, and *Report Due* tabs.

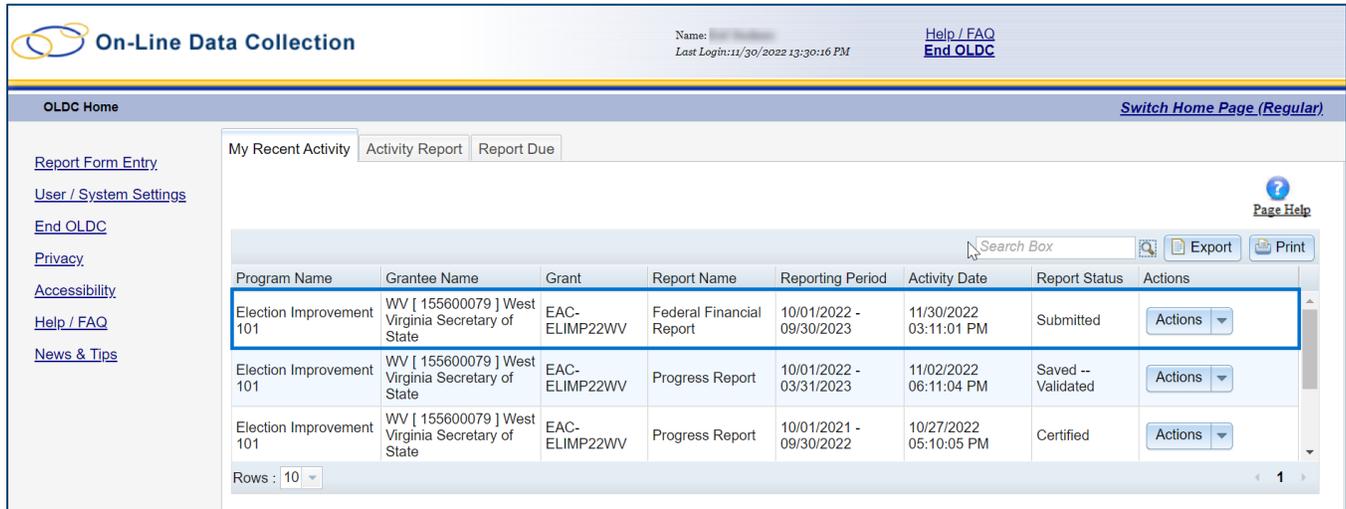


The screenshot shows the OLDC Home page with the 'My Recent Activity' tab selected. The table below displays a list of reports with columns for Program Name, Grantee Name, Grant, Report Name, Reporting Period, Activity Date, Report Status, and Actions.

Program Name	Grantee Name	Grant	Report Name	Reporting Period	Activity Date	Report Status	Actions
Election Improvement 101	WV [155600079] West Virginia Secretary of State	EAC-ELIMP22WV	Progress Report	10/01/2022 - 03/31/2023	11/02/2022 06:11:04 PM	Saved -- Validated	Actions
Election Improvement 101	WV [155600079] West Virginia Secretary of State	EAC-ELIMP22WV	Progress Report	10/01/2021 - 09/30/2022	10/27/2022 05:10:05 PM	Certified	Actions
Requirements Payment 251	WV [155600079] West Virginia Secretary of State	EAC-REQPY22WV	Progress Report	10/01/2021 - 09/30/2022	10/26/2022 12:10:33 PM	Submitted	Actions

Rows: 10

2. In the *My Recent Activity* tab, locate the correct report in the *Submitted* status.



On-Line Data Collection

Name: [REDACTED] Last Login: 11/30/2022 13:30:16 PM

Help / FAQ
End OLDC

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

Report Form Entry
User / System Settings
End OLDC
Privacy
Accessibility
Help / FAQ
News & Tips

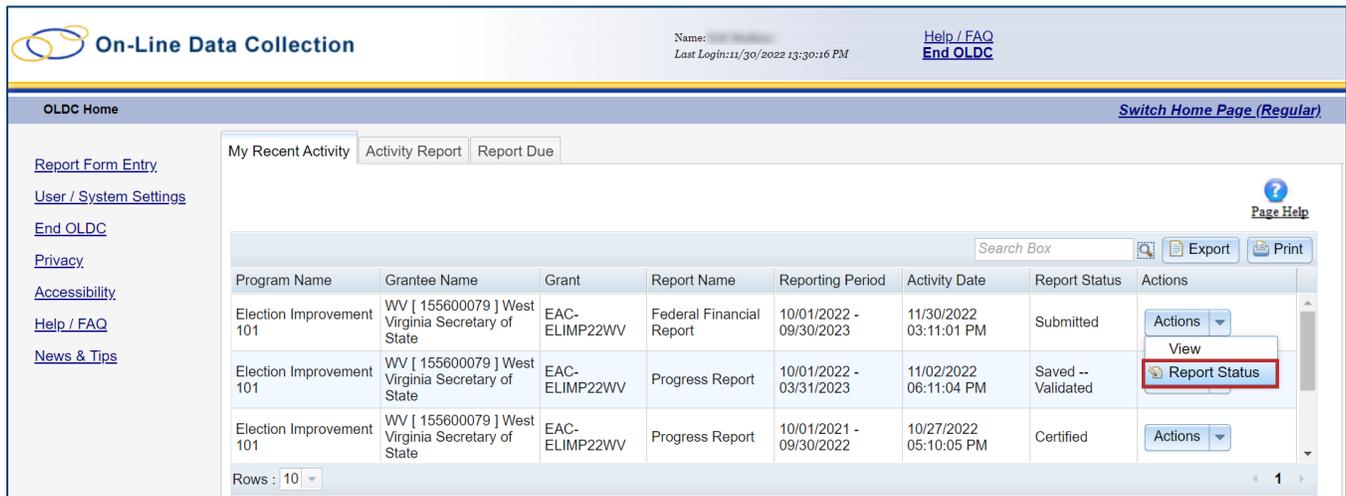
My Recent Activity | Activity Report | Report Due

Search Box [] Export [] Print []

Program Name	Grantee Name	Grant	Report Name	Reporting Period	Activity Date	Report Status	Actions
Election Improvement 101	WV [155600079] West Virginia Secretary of State	EAC-ELIMP22WV	Federal Financial Report	10/01/2022 - 09/30/2023	11/30/2022 03:11:01 PM	Submitted	Actions
Election Improvement 101	WV [155600079] West Virginia Secretary of State	EAC-ELIMP22WV	Progress Report	10/01/2022 - 03/31/2023	11/02/2022 06:11:04 PM	Saved -- Validated	Actions
Election Improvement 101	WV [155600079] West Virginia Secretary of State	EAC-ELIMP22WV	Progress Report	10/01/2021 - 09/30/2022	10/27/2022 05:10:05 PM	Certified	Actions

Rows : 10

3. In the *Actions* column, click the **Actions** drop-down and select the **Report Status** option.



On-Line Data Collection

Name: [REDACTED] Last Login: 11/30/2022 13:30:16 PM

Help / FAQ
End OLDC

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

Report Form Entry
User / System Settings
End OLDC
Privacy
Accessibility
Help / FAQ
News & Tips

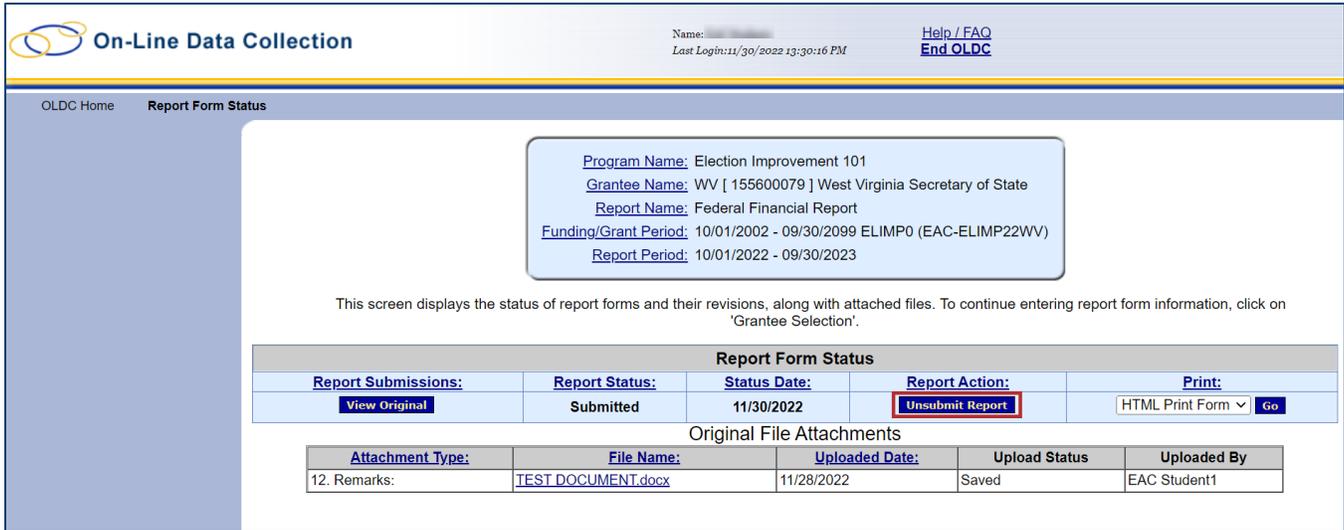
My Recent Activity | Activity Report | Report Due

Search Box [] Export [] Print []

Program Name	Grantee Name	Grant	Report Name	Reporting Period	Activity Date	Report Status	Actions
Election Improvement 101	WV [155600079] West Virginia Secretary of State	EAC-ELIMP22WV	Federal Financial Report	10/01/2022 - 09/30/2023	11/30/2022 03:11:01 PM	Submitted	Actions View Report Status
Election Improvement 101	WV [155600079] West Virginia Secretary of State	EAC-ELIMP22WV	Progress Report	10/01/2022 - 03/31/2023	11/02/2022 06:11:04 PM	Saved -- Validated	Actions
Election Improvement 101	WV [155600079] West Virginia Secretary of State	EAC-ELIMP22WV	Progress Report	10/01/2021 - 09/30/2022	10/27/2022 05:10:05 PM	Certified	Actions

Rows : 10

- The “Report Form Status” screen appears. In the *Report Action* column, click the **Unsubmit Report** button.



OLDC Home **Report Form Status**

Name: [Redacted] [Help / FAQ](#)
Last Login: 11/30/2022 13:30:16 PM [End OLDC](#)

Program Name: Election Improvement 101
Grantee Name: WV [155600079] West Virginia Secretary of State
Report Name: Federal Financial Report
Funding/Grant Period: 10/01/2002 - 09/30/2099 ELIMPO (EAC-ELIMP22WV)
Report Period: 10/01/2022 - 09/30/2023

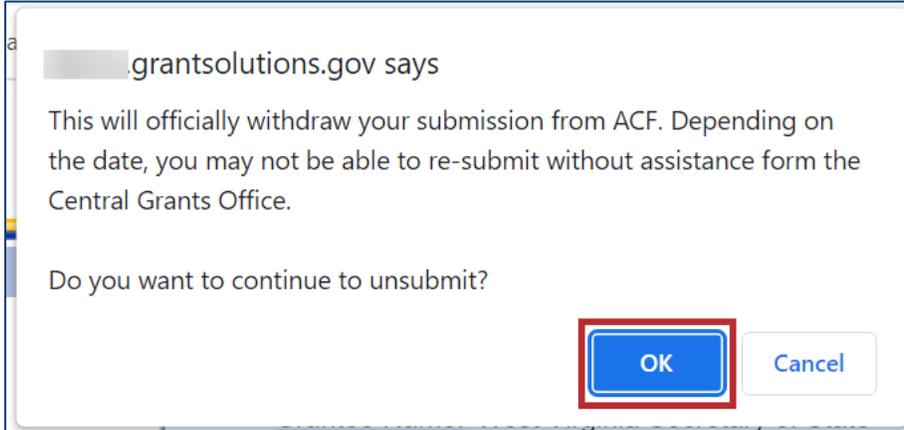
This screen displays the status of report forms and their revisions, along with attached files. To continue entering report form information, click on 'Grantee Selection'.

Report Form Status				
Report Submissions:	Report Status:	Status Date:	Report Action:	Print:
View Original	Submitted	11/30/2022	Unsubmit Report	HTML Print Form <input type="button" value="Go"/>

Original File Attachments

Attachment Type:	File Name:	Uploaded Date:	Upload Status	Uploaded By
12. Remarks:	TEST DOCUMENT.docx	11/28/2022	Saved	EAC Student1

- The unsubmit confirmation message appears. Click the **OK** button.



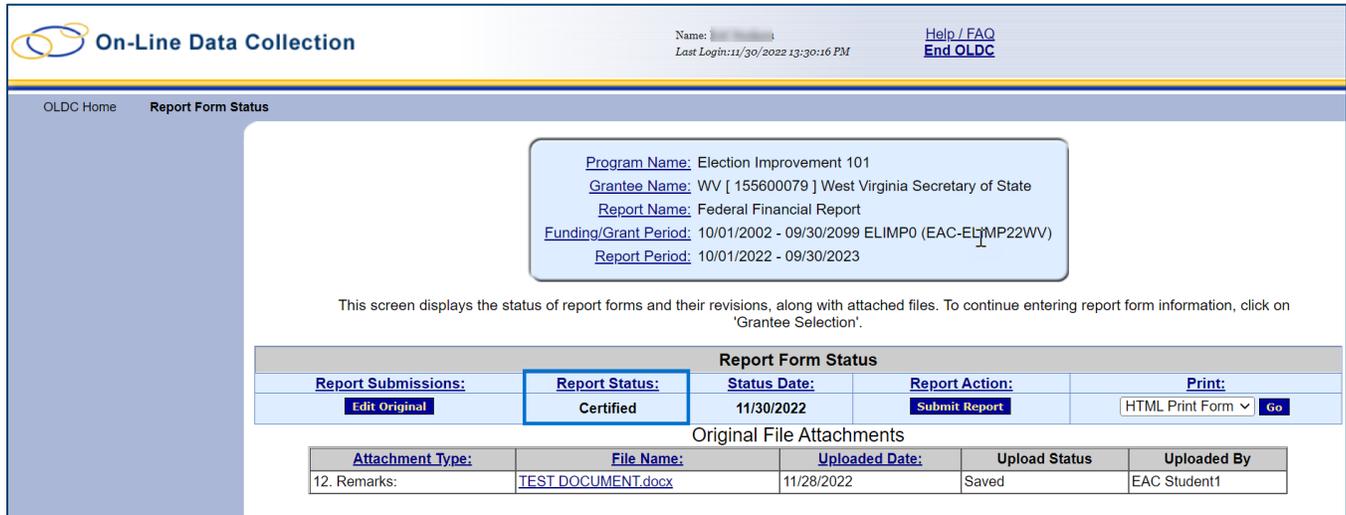
[Redacted] grantsolutions.gov says

This will officially withdraw your submission from ACF. Depending on the date, you may not be able to re-submit without assistance form the Central Grants Office.

Do you want to continue to unsubmit?

OK Cancel

The screen refreshes, and the report is in the *Certified* status.



On-Line Data Collection Name: [REDACTED] Help / FAQ
Last Login: 11/30/2022 13:30:16 PM End OLDC

OLDC Home **Report Form Status**

Program Name: Election Improvement 101
Grantee Name: WV [155600079] West Virginia Secretary of State
Report Name: Federal Financial Report
Funding/Grant Period: 10/01/2002 - 09/30/2099 ELIMPO (EAC-ELIMP22WV)
Report Period: 10/01/2022 - 09/30/2023

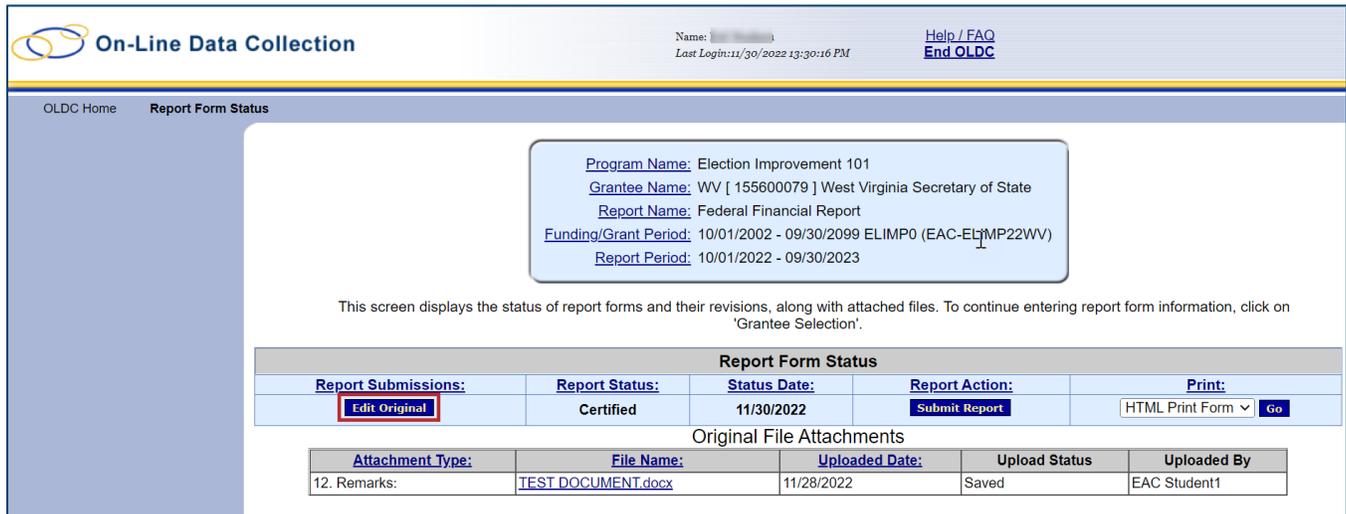
This screen displays the status of report forms and their revisions, along with attached files. To continue entering report form information, click on 'Grantee Selection'.

Report Form Status				
Report Submissions:	Report Status:	Status Date:	Report Action:	Print:
Edit Original	Certified	11/30/2022	Submit Report	HTML Print Form <input type="button" value="Go"/>

Original File Attachments

Attachment Type:	File Name:	Uploaded Date:	Upload Status	Uploaded By
12. Remarks:	TEST DOCUMENT.docx	11/28/2022	Saved	EAC Student1

6. In the *Report Submissions* column, click the **Edit Original** button.



On-Line Data Collection Name: [REDACTED] Help / FAQ
Last Login: 11/30/2022 13:30:16 PM End OLDC

OLDC Home **Report Form Status**

Program Name: Election Improvement 101
Grantee Name: WV [155600079] West Virginia Secretary of State
Report Name: Federal Financial Report
Funding/Grant Period: 10/01/2002 - 09/30/2099 ELIMPO (EAC-ELIMP22WV)
Report Period: 10/01/2022 - 09/30/2023

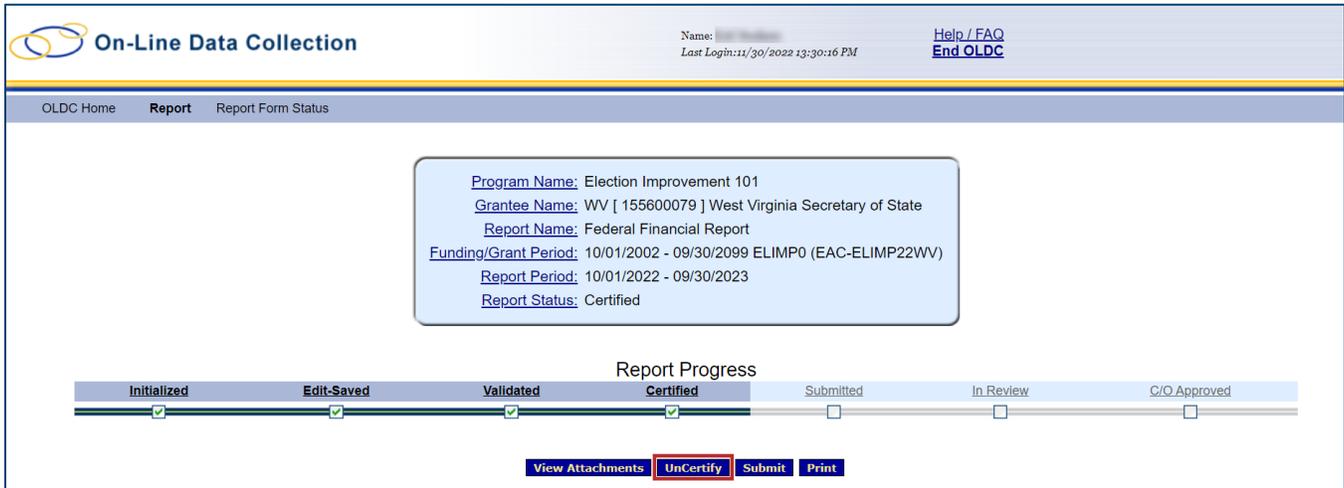
This screen displays the status of report forms and their revisions, along with attached files. To continue entering report form information, click on 'Grantee Selection'.

Report Form Status				
Report Submissions:	Report Status:	Status Date:	Report Action:	Print:
Edit Original	Certified	11/30/2022	Submit Report	HTML Print Form <input type="button" value="Go"/>

Original File Attachments

Attachment Type:	File Name:	Uploaded Date:	Upload Status	Uploaded By
12. Remarks:	TEST DOCUMENT.docx	11/28/2022	Saved	EAC Student1

7. The “Report” screen appears. Click the **UnCertify** button.



On-Line Data Collection

Name: [REDACTED] Last Login: 11/30/2022 13:30:16 PM [Help / FAQ](#)
[End OLDC](#)

OLDC Home **Report** Report Form Status

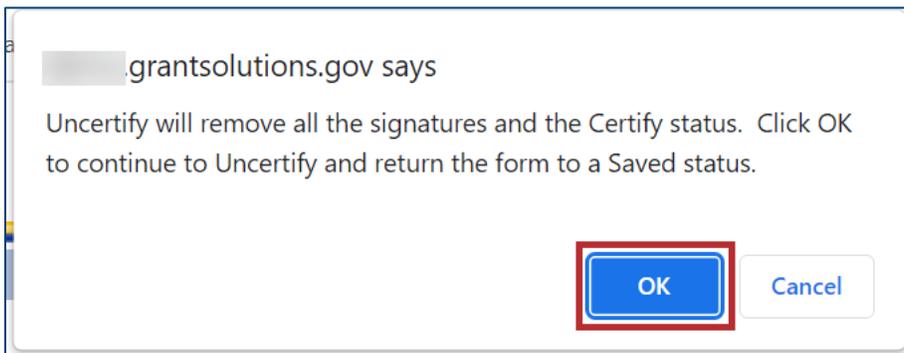
Program Name: Election Improvement 101
Grantee Name: WV [155600079] West Virginia Secretary of State
Report Name: Federal Financial Report
Funding/Grant Period: 10/01/2002 - 09/30/2099 ELIMP0 (EAC-ELIMP22WV)
Report Period: 10/01/2022 - 09/30/2023
Report Status: Certified

Report Progress

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

[View Attachments](#) **UnCertify** [Submit](#) [Print](#)

8. The uncertify verification message appears. Click the **OK** button.

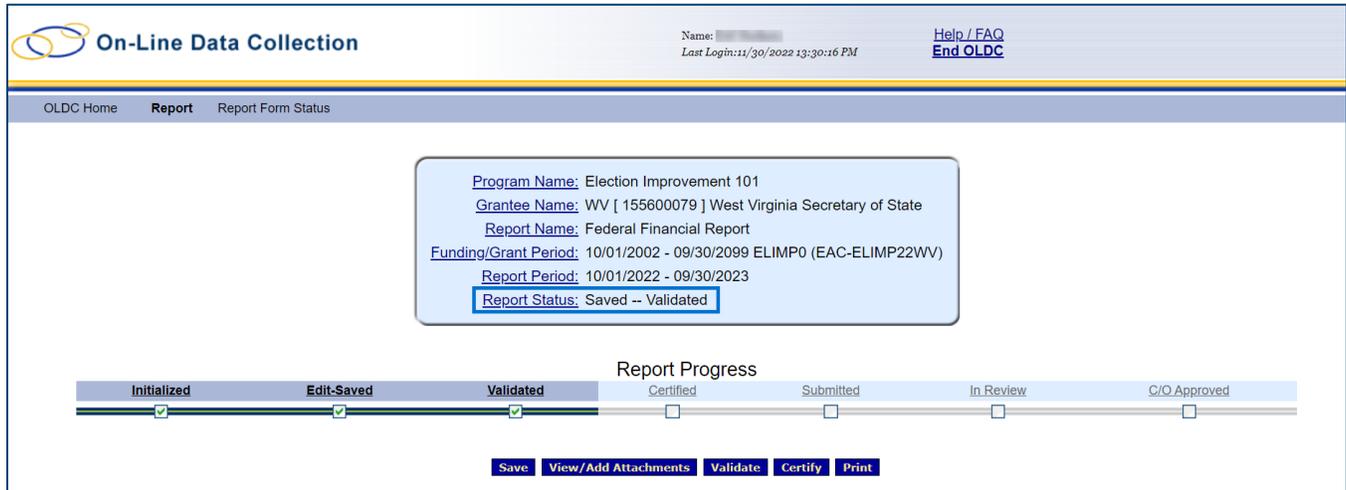


[REDACTED].grantsolutions.gov says

Uncertify will remove all the signatures and the Certify status. Click OK to continue to Uncertify and return the form to a Saved status.

OK Cancel

The report refreshes and is now in the *Saved—Validated* status. Changes can now be made to the report.



On-Line Data Collection Name: [REDACTED] Help / FAQ
Last Login: 11/30/2022 13:30:16 PM End OLDC

OLDC Home **Report** Report Form Status

Program Name: Election Improvement 101
Grantee Name: WV [155600079] West Virginia Secretary of State
Report Name: Federal Financial Report
Funding/Grant Period: 10/01/2002 - 09/30/2099 ELIMP0 (EAC-ELIMP22WV)
Report Period: 10/01/2022 - 09/30/2023
Report Status: Saved -- Validated

Report Progress

Initialized	Edit-Saved	Validated	Certified	Submitted	In Review	C/O Approved
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Save](#) [View/Add Attachments](#) [Validate](#) [Certify](#) [Print](#)

Once changes are complete, the report must be validated, certified, and submitted to EAC Grant’s staff for approval.