January 2023

EAC Quick Sheet: Submit a Performance Progress Report in Online Data Collection (OLDC)

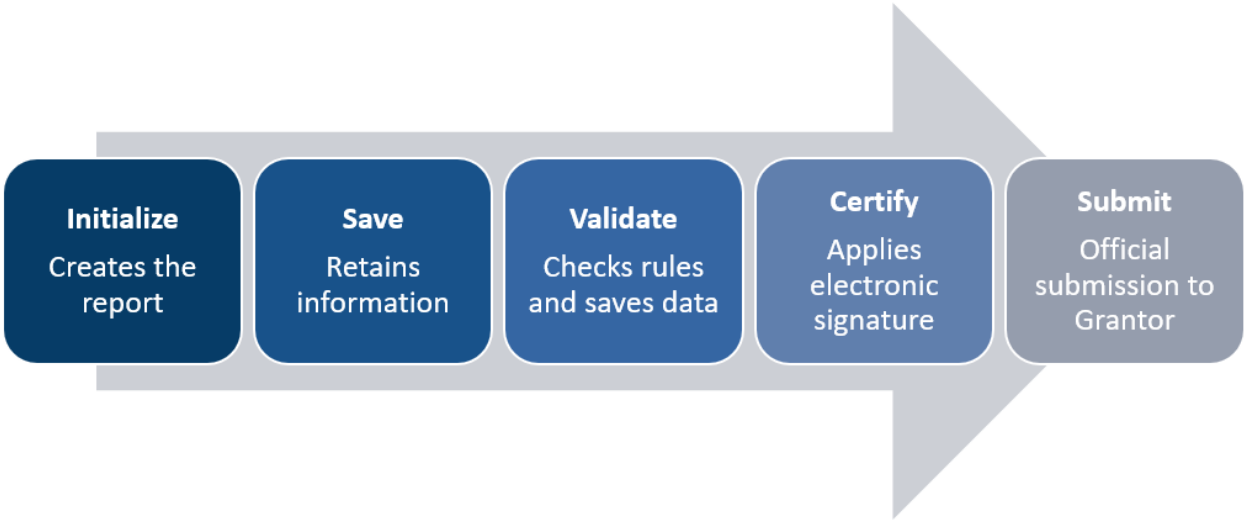
Audience: EAC Grant Recipients

PERFORMANCE PROGRESS 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 authority to certify must electronically sign the report. Lastly, a recipient user with authority to submit the report must officially submit the report to EAC for review and approval.

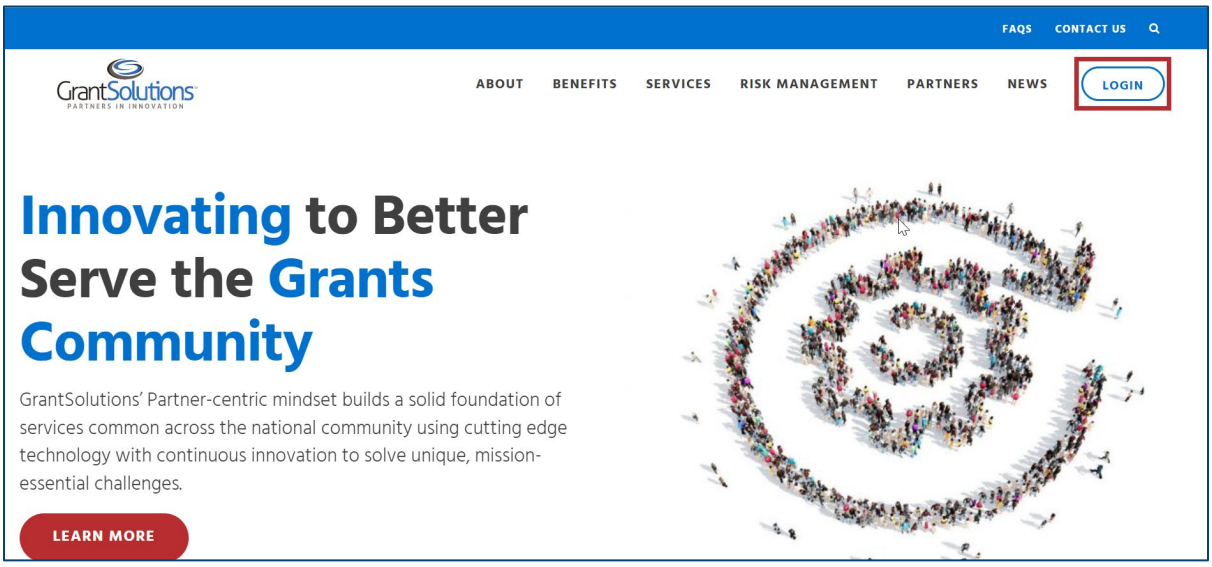
The figure below represents the submission workflow steps Grant Recipients will follow outlined in this quick sheet:



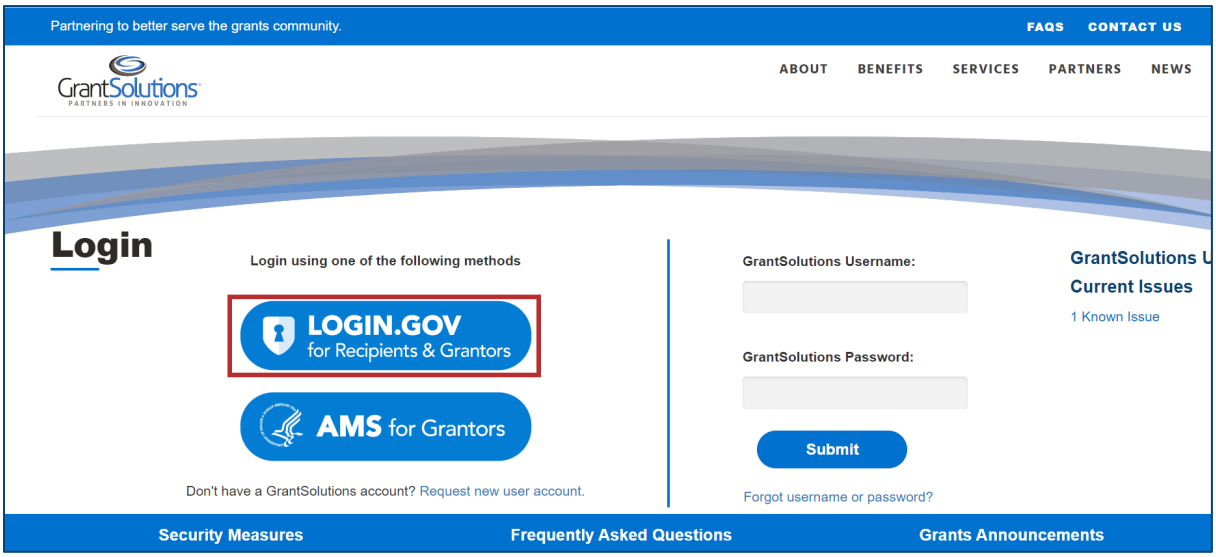
The last section of this document provides step-by-step instructions on how to revise a submitted report.

To initialize and save a new Performance Progress Report (PPR), follow the steps below:

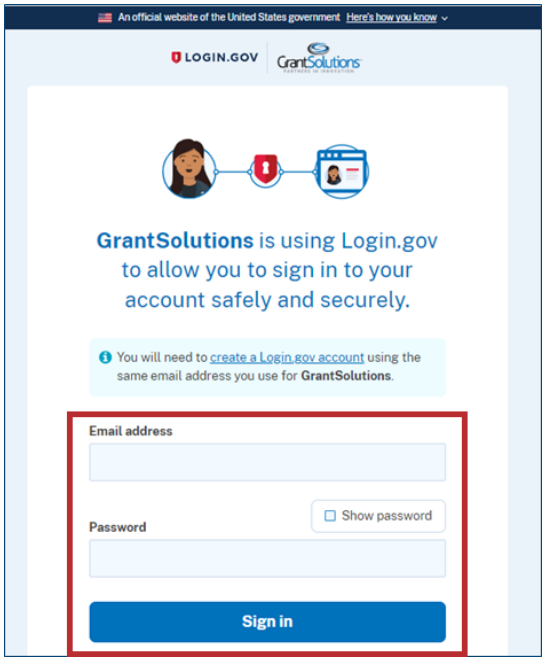
1. From the latest version of a preferred internet browser, such as Google Chrome or Firefox, go to www.Grantsolutions.gov.
2. The "GrantSolutions Public Website" screen appears. Click the **Login** button.



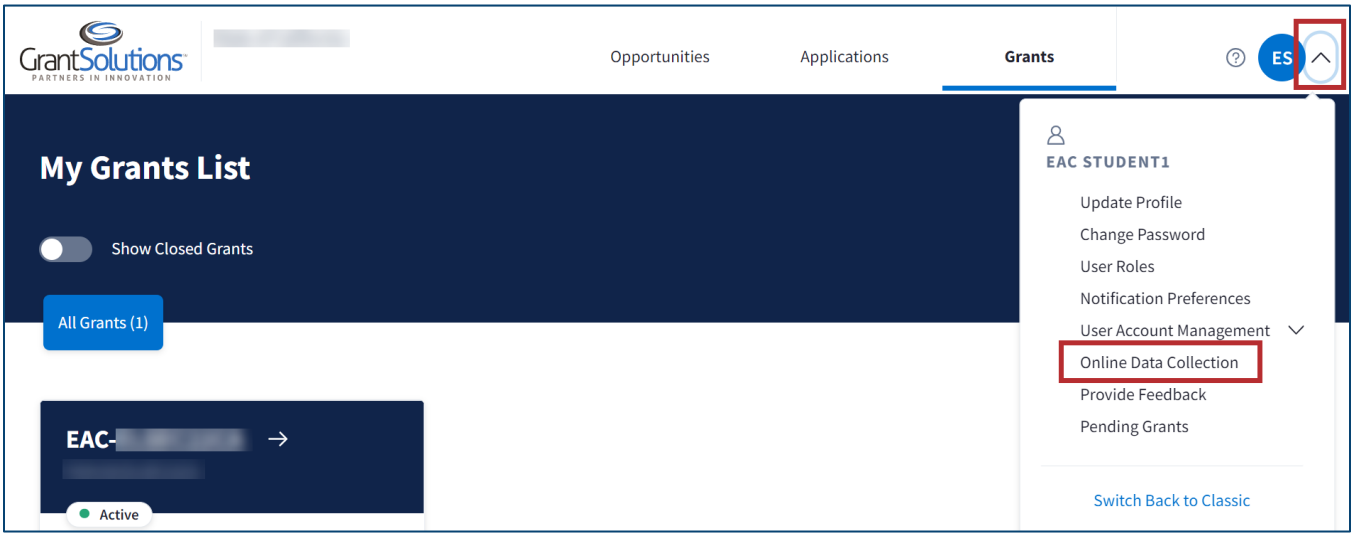
3. The "GrantSolutions Login" screen appears. Click the **Login.gov** button.



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

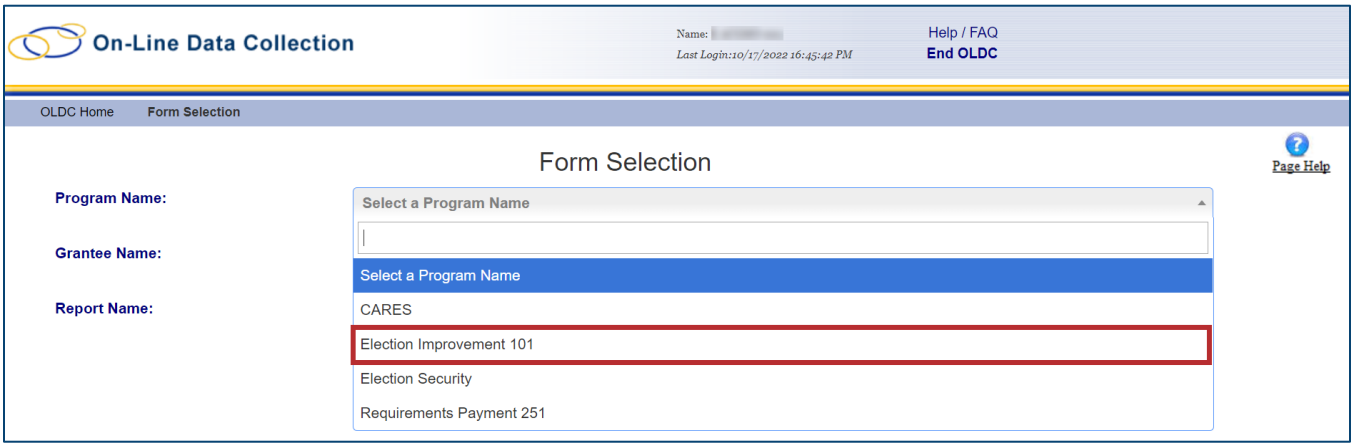


5. The “My Grants List” screen appears. Click the **Avatar** drop-down and select the **Online Data Collection** option.

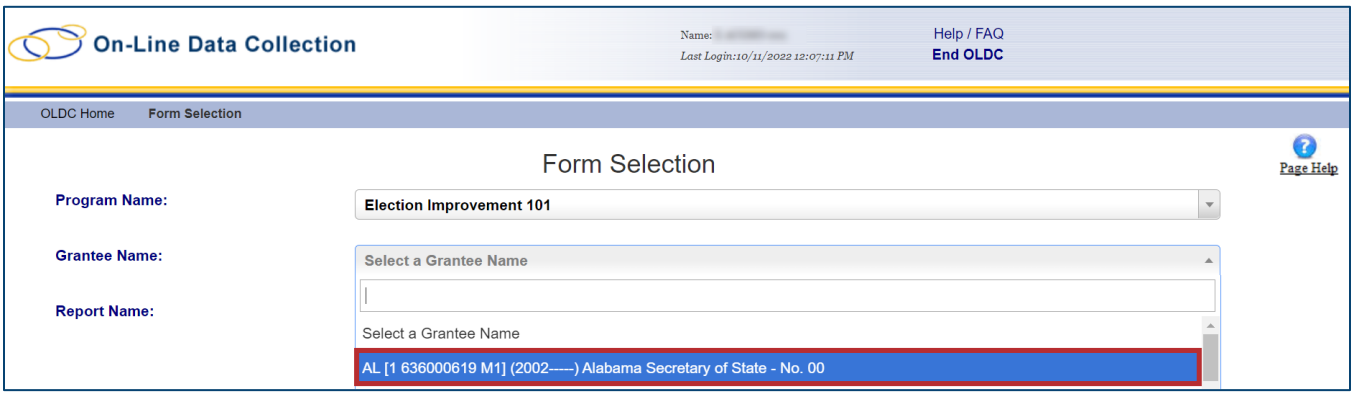


6. The Regular "OLDC Home" screen appears in a new window. Click the **Report Form Entry** hyperlink to start a new report.

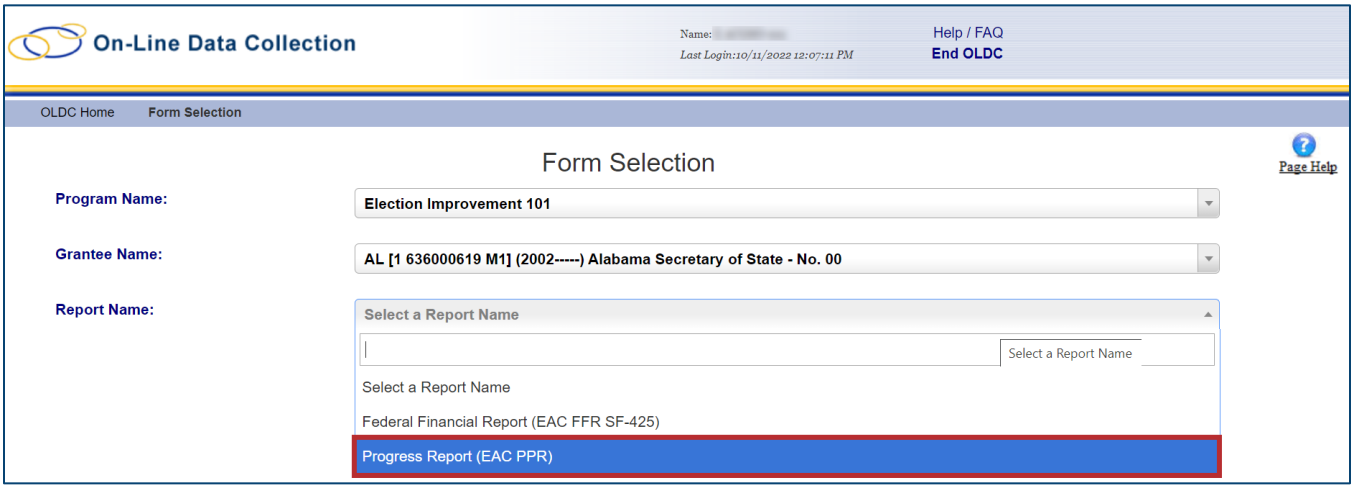
7. The "Form Selection" screen appears. Click the **Program Name** drop-down and select a **Program** option.



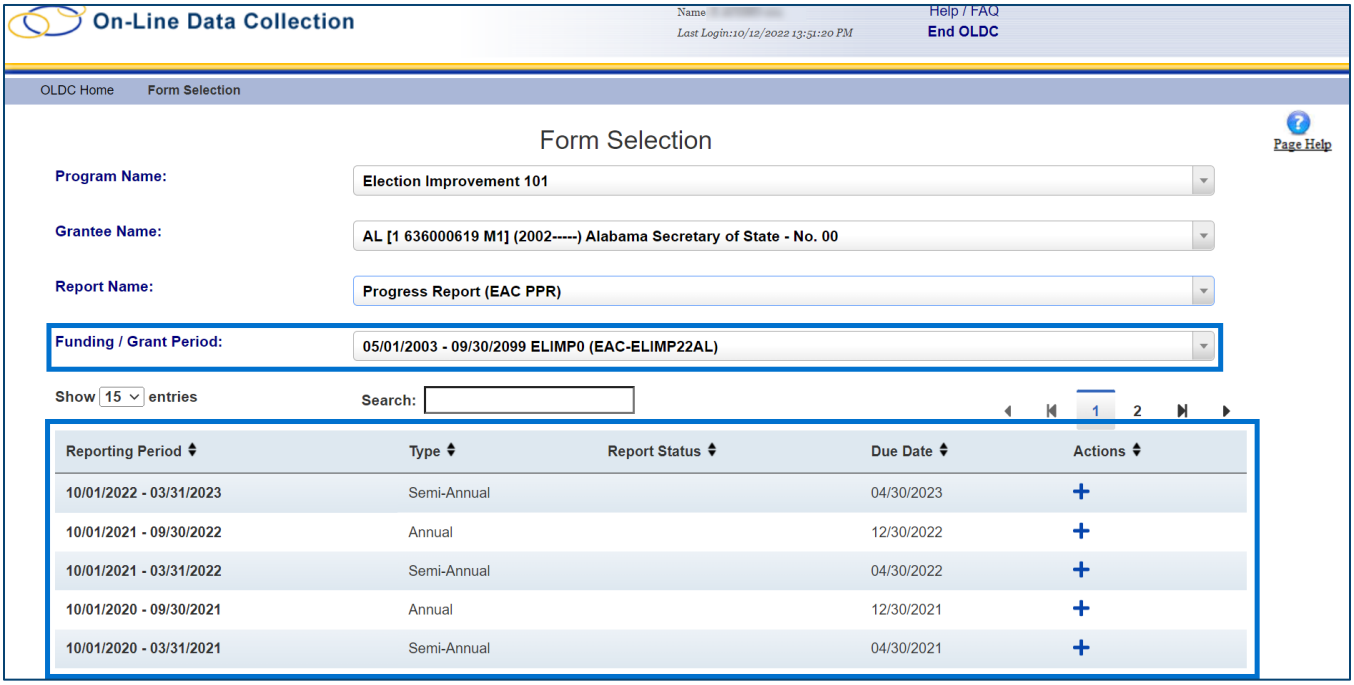
8. Click the **Grantee Name** drop-down and select a **Grant Recipient**.



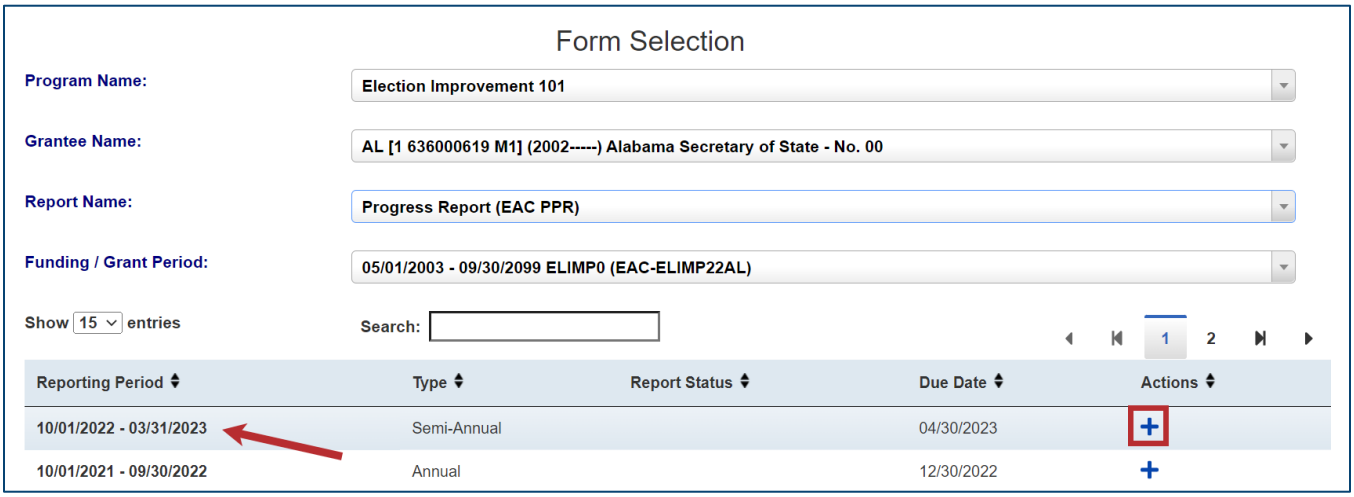
9. Click the **Report Name** drop-down and select the **Progress Report (EAC PPR)** option.



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.



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



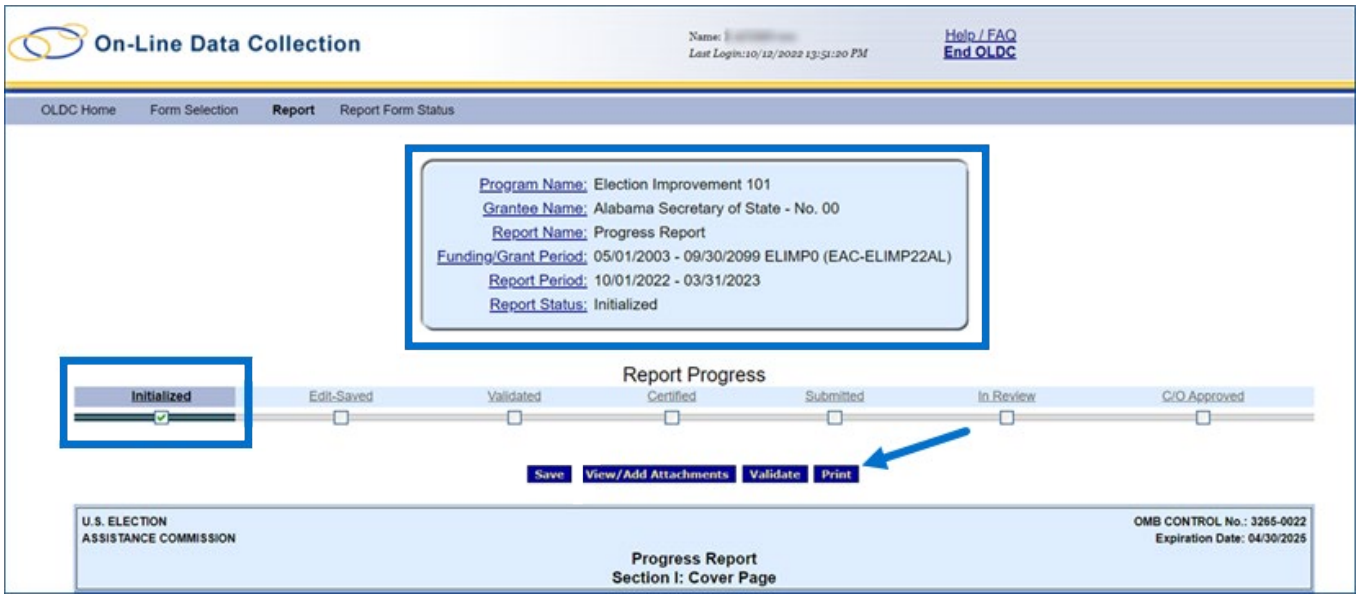
The "Report" screen appears. An information box displayed at the top of the screen contains the following fields:

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

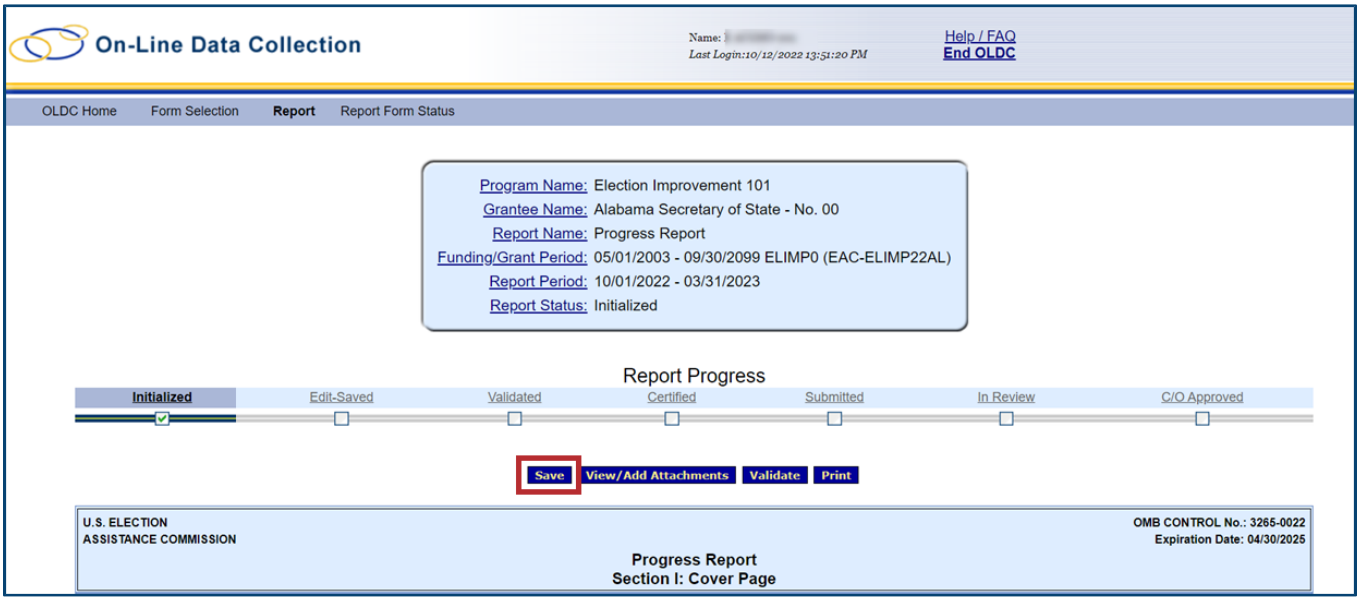
11. Verify that the information is correct before proceeding.

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.

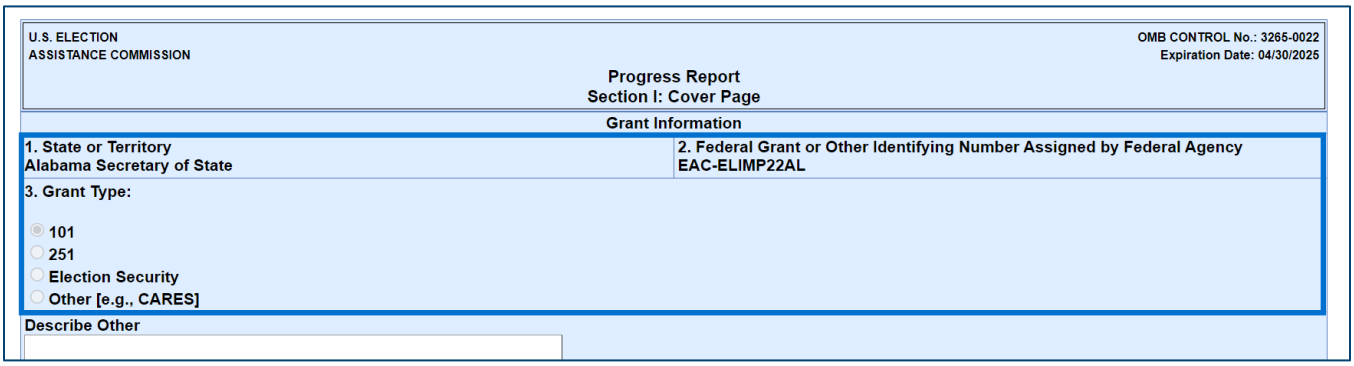
Note: The option to print is available. To print a report, click the *Print* button.



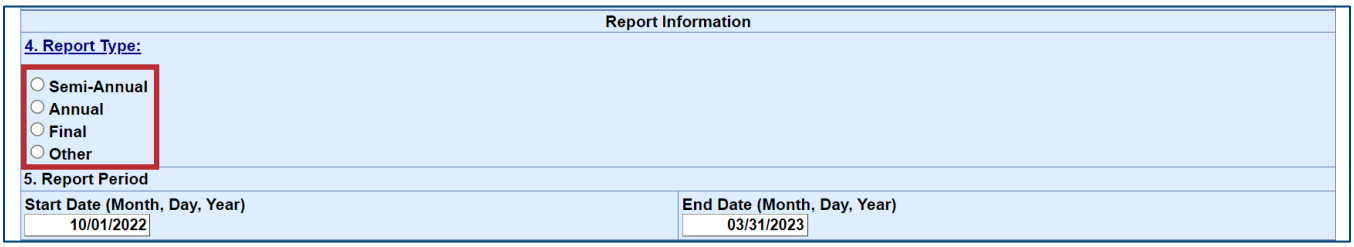
12. While completing the PPR, click the save button often to retain all information entered.



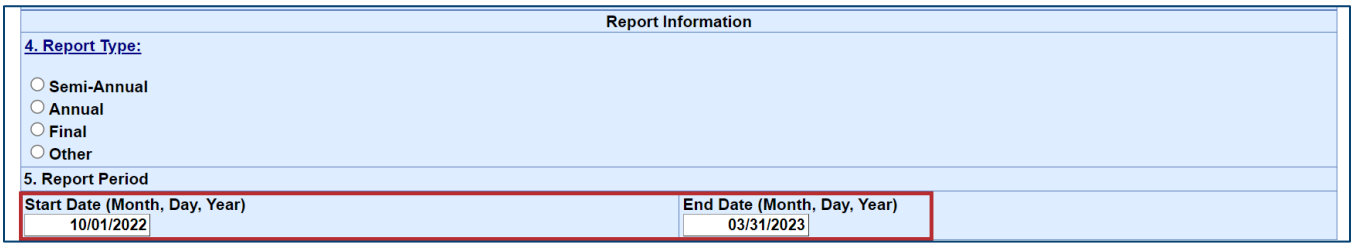
13. The PPR begins with the *Cover Page* section. The *Grant Information* is auto-populated. Verify that the information is correct, then proceed to the *Report Information*.



14. In the *Report Information*, select the **Report Type** radio button. *Report Type* options include:
    a. *Semi-Annual*
    b. *Annual*
    c. *Final*
    d. *Other*



15. The *Report Period* field is auto-populated but can be modified. To edit the *Report Period*, click on the **Start Date** and **End Date (Month, Date, Year)** text boxes and **enter** the desired start and end date.



16. In the *Progress and Narrative* section, click the **text box** and enter the necessary information for each cell. If there is no information to provide, select the **checkbox** to collapse the text field.

Section II: Progress and Narrative

Instructions: Reports due for the period ending March 31 should describe the activities of the previous six-month period and reports due for the period ending September 30 should cover the previous 12- month period. Final reports should cover the entire performance period from the start of the grant.
Additional guidance can be found on our website: https://www.eac.gov/payments-and-grants/financial-progress-reporting

EAC grants reports will be made publicly available. Therefore, your report narrative should:
* Be written in clear, concise, and plain language
* Not include sensitive confidential information

6. Describe in detail what happened during this reporting period and explain how you implemented the approved grant activities in accordance with your State Plan/Program Narrative. (Note: Your activities should align with your category expenditures in Section IV and you may use those categories as headings in your response as applicable.)

☐ Check if no activity during this reporting period.

7. Provide a description of any training conducted, including security training.

☑ Check if no training was conducted during this reporting period.

8. Report on the number and type of articles of voting equipment obtained with the funds. Include the amount expended on the expenditure chart.

☑ Check if no voting equipment purchased during this reporting period.

9. Subgrants (if applicable)

☐ Check if no subgrants were made during this reporting period.

Describe the activities carried out by your subgrantees during the reporting period.

17. In cell 10, provide a breakdown of the aggregate subaward expenditures. In the *Federal Expenditures* column, click the **text box** and enter the **dollar amount** for the applicable *Category*.

Note: The Total amount will appear once the report is Saved.

10. Provide a breakdown of aggregate subaward expenditures across major categories. (Total subaward expenditures should be provided in the expenditure table in Section IV).

Category	Federal Expenditures
Voting Equipment	$50.00
Voting Processes	$100.00
Voter Registration Systems	$250.00
Election Auditing	$400.00
Cyber and Physical Security	$600.00
Voter Education	$0.00
Accessibility	$0.00
Other:	$0.00
Total	$0.00

Note: To add a *Category*, click the **Other** text box and **enter** the new category name.

10. Provide a breakdown of aggregate subaward expenditures across major categories. (Total subaward expenditures should be provided in the expenditure table in Section IV).

Category	Federal Expenditures
Voting Equipment	$50.00
Voting Processes	$100.00
Voter Registration Systems	$250.00
Election Auditing	$400.00
Cyber and Physical Security	$600.00
Voter Education	$0.00
Accessibility	$0.00
Other: Indirect Costs	$0.00
Total	$0.00

18. In the *Challenges and Changes* section, click the **text box** and **enter** the necessary information for each cell. If there is no information to provide, select the **checkbox** to collapse the text field.

Section Section III: Challenges and Changes

12. Issues Encountered

☑ Check if no major issues encountered during this reporting period.

13. Describe any significant changes to your program during the reporting period, including changes to your original State Plan/Program Narrative or favorable developments that improved program efficiency and/or service delivery.

☐ Check if no significant changes were made during this reporting period.

19. In the *Expenditures* section, fill out the table with the *Federal* and *State Match* expenditures. In the *Federal* and *State Match* columns, click the **text box** and enter the **dollar amount** for the applicable *Categories*.

    Note: To add a category, click the *Other* **text box** and **enter** the new category name.

Section IV: Expenditures

14. Fill out the table below with both the Federal and State Match expenditures for the current reporting period. Include federal and state interest expenditures and write-in any cost areas that do not fit into the predefined categories. If applicable, the subgrants field should align with the total amount reported in your narrative section discussing subgrants. Calculate total expenditures for each column, including any write-in expenditures.

Expenditures should be consistent with the activities described in your narrative and with the amounts in your financial reports. (EAC uses the difference between your current and previous period FFR to calculate current period expenditures).

Categories	Federal	State Match
Voting Equipment	$50.00	$50.00
Voting Processes	$0.00	$0.00
Voter Registration Systems	$0.00	$0.00
Election Auditing	$100.00	$150.00
Cyber and Physical Security	$0.00	$0.00
Voter Education	$200.00	$100.00
Accessibility	$0.00	$0.00
Other Indirect Costs	$25.00	$0.00
TOTAL	$0.00	$0.00

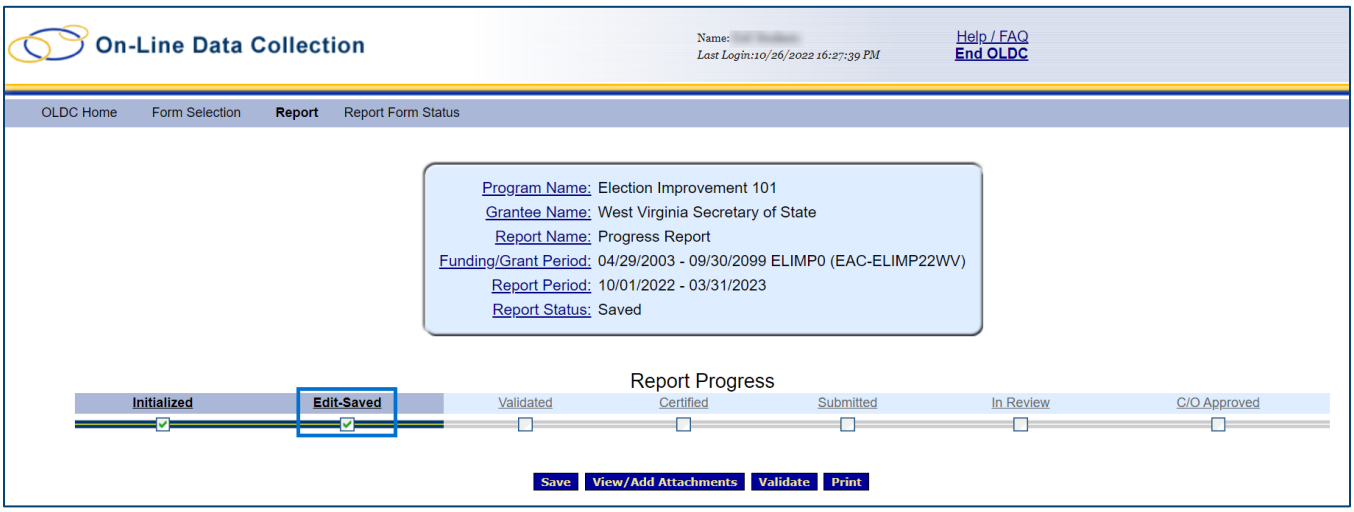
20. Ensure all sections of the PPR are complete and accurate, then click the **Save** button to save the changes made to the report.

Section VI: Certification

18.Name and Contact of the authorized certifying official.	
First and Last Name	**Title**
Phone Number	**Email Address**
19.Signature of Certifying Official	

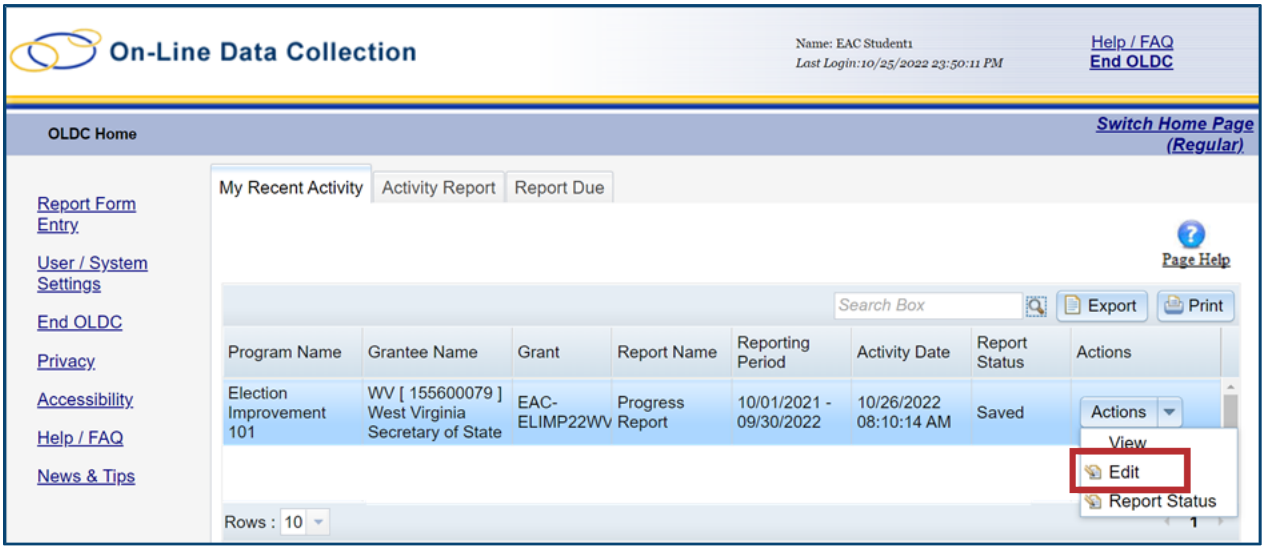
Save | View/Add Attachments | Validate | Print

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

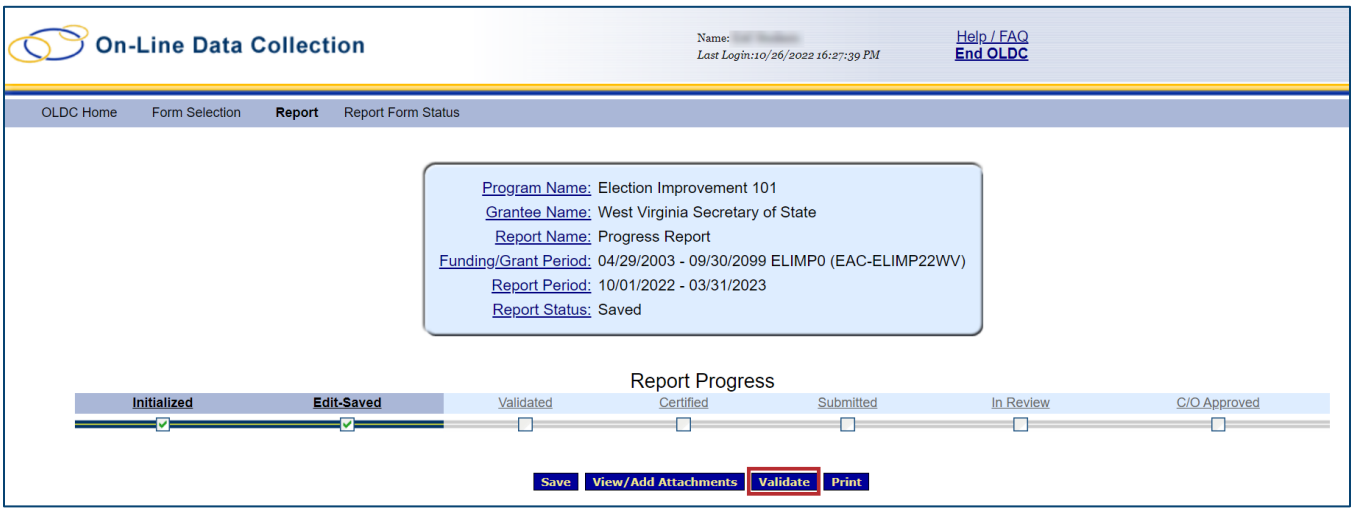


To validate the report, users with the validate permissions will follow the steps below:

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.



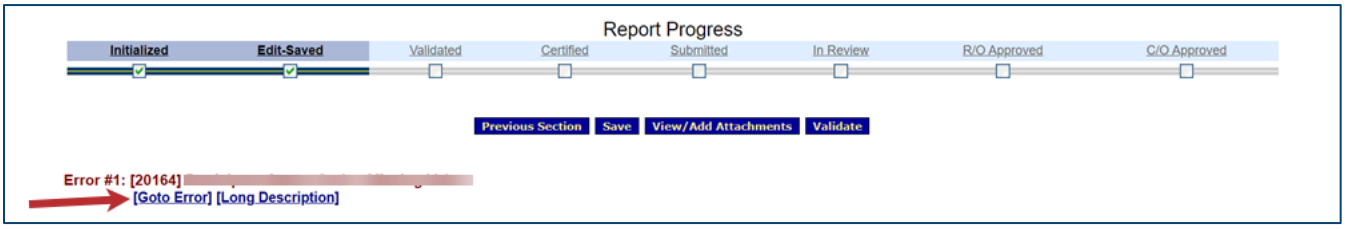
3. Click the **Validate** button to validate the report.



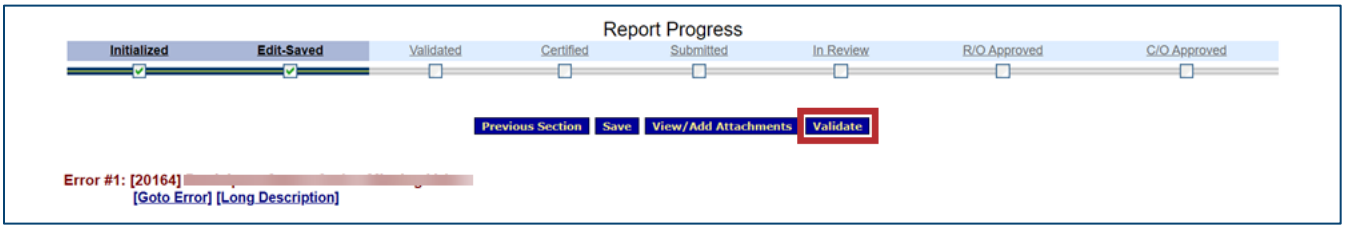
If an error(s) occur, follow the steps below. If no errors exist, the report will be in the *Validated* status.

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

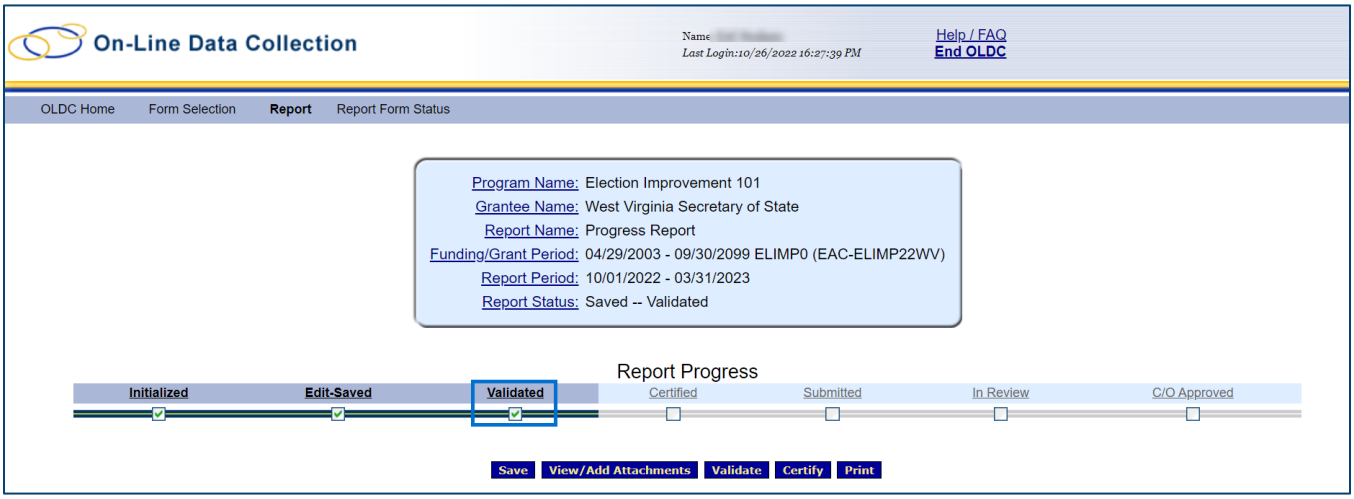
4. To resolve the error, click the **Goto Error** hyperlink and **edit** the appropriate field.



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

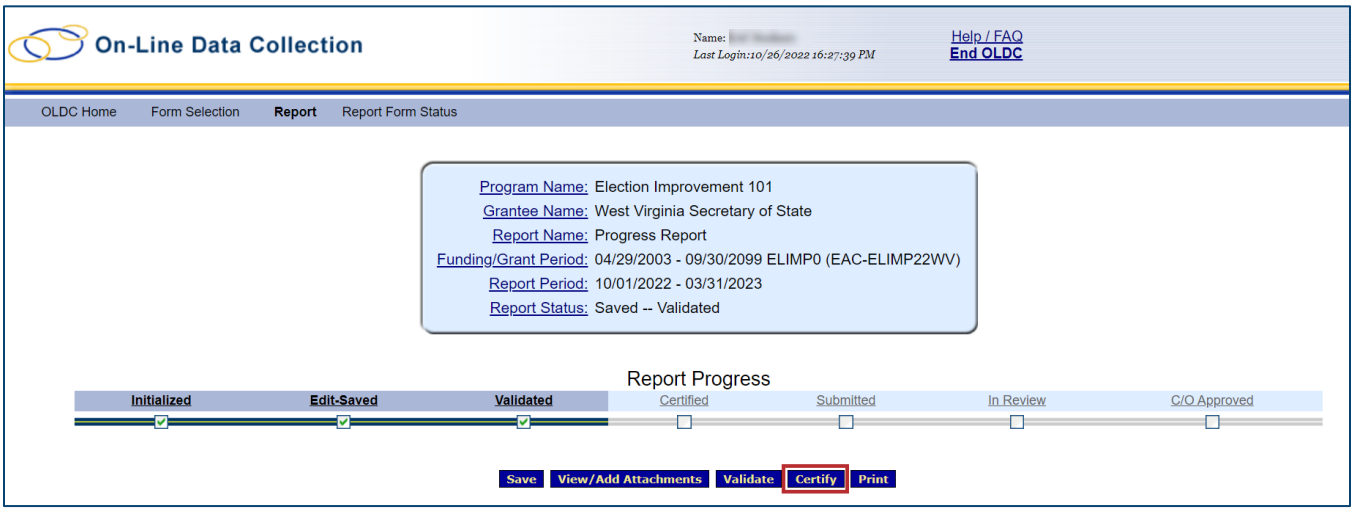


The *Validated* checkbox is checked in the *Report Progress* bar.



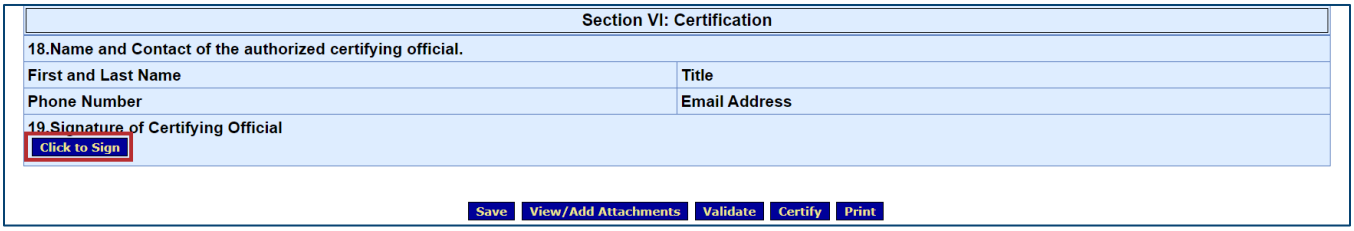
To certify the report, users with the certify permissions will follow the steps below:

1. Click the **Certify** button.



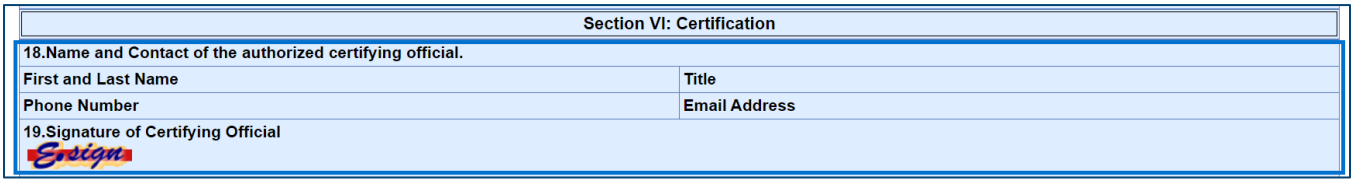
2. The certify notification appears. Click the **OK** button.

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

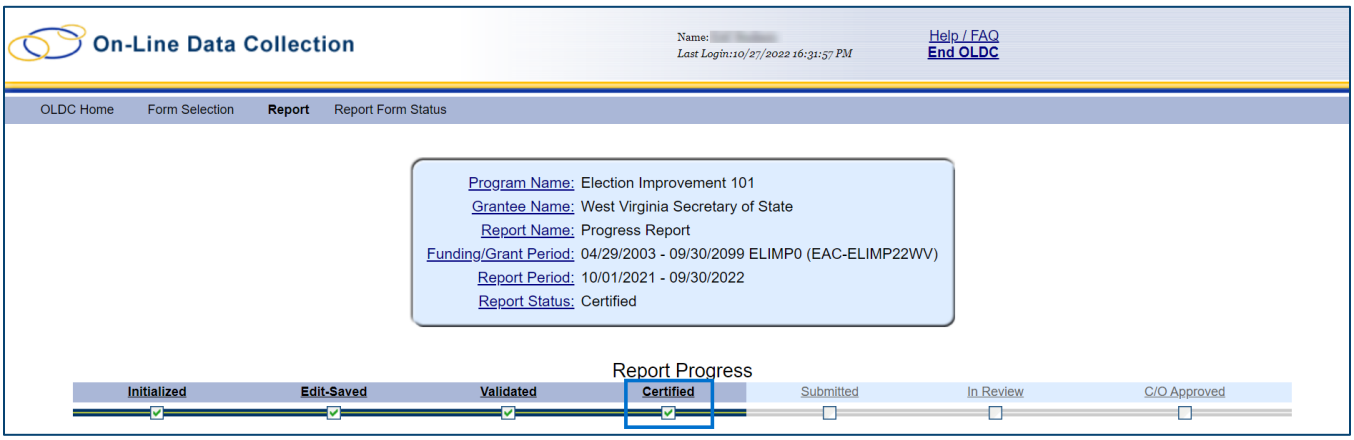


4. The screen refreshes. Scroll down to the *Certification* section to review the contact information and date of signature.

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.

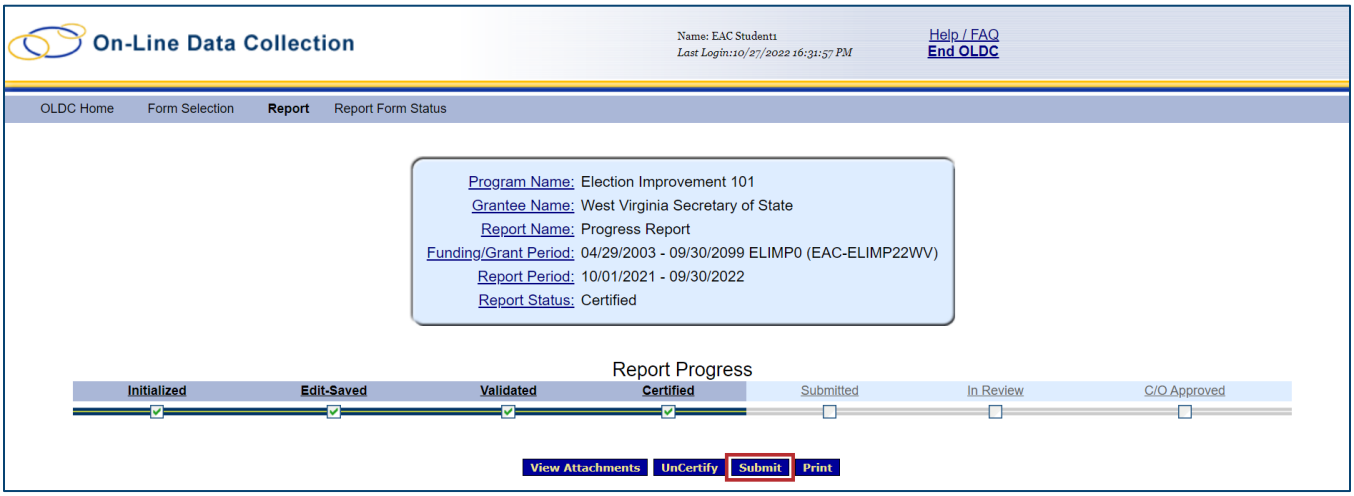


The *Certified* checkbox is checked in the *Report Progress* bar.



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

1. Click the **Submit** button.

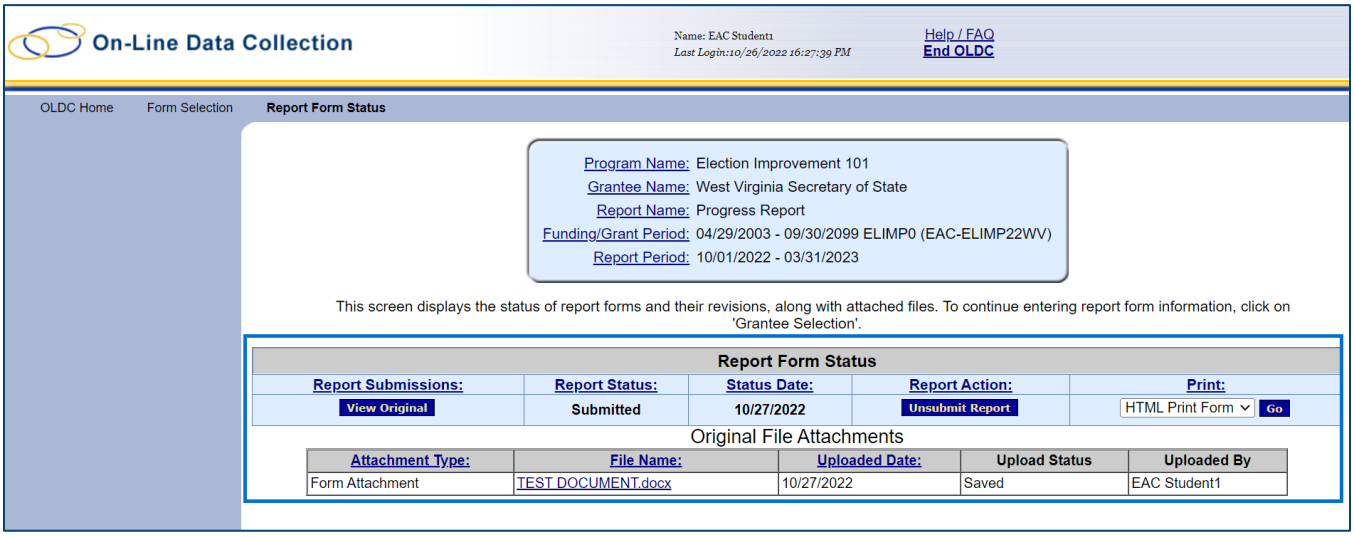


2. The submit your report notification appears. Click the **OK** button.

3. The report submitted message appears. Click the **OK** button.

The "Report Form Status" screen appears.

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

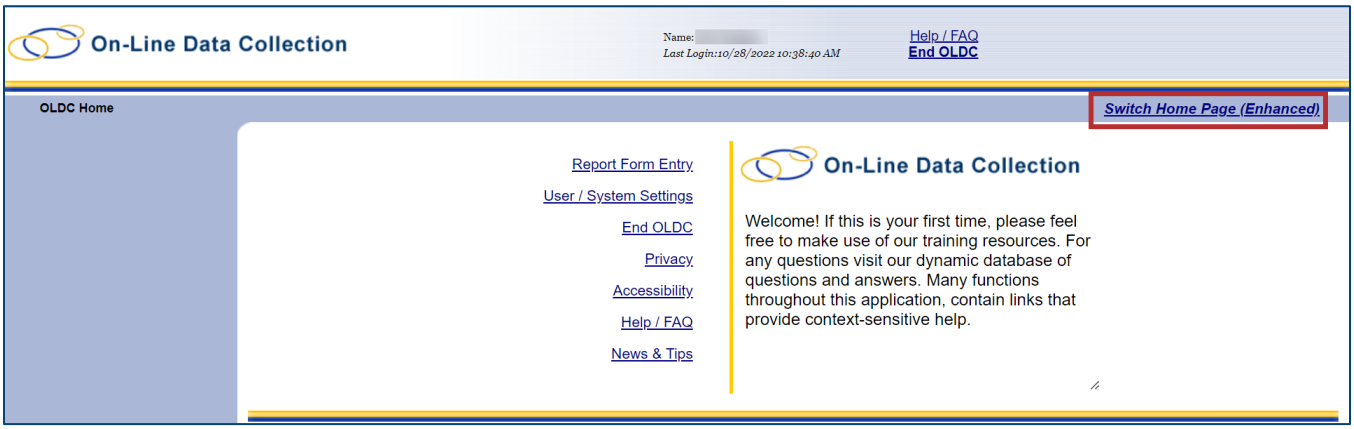


Once a report is submitted, if changes need to be made or if EAC rejects the report, the report will need to be unsubmitted and uncertified. However, the option to unsubmit is unavailable if the report progress is in the *In Review* status.

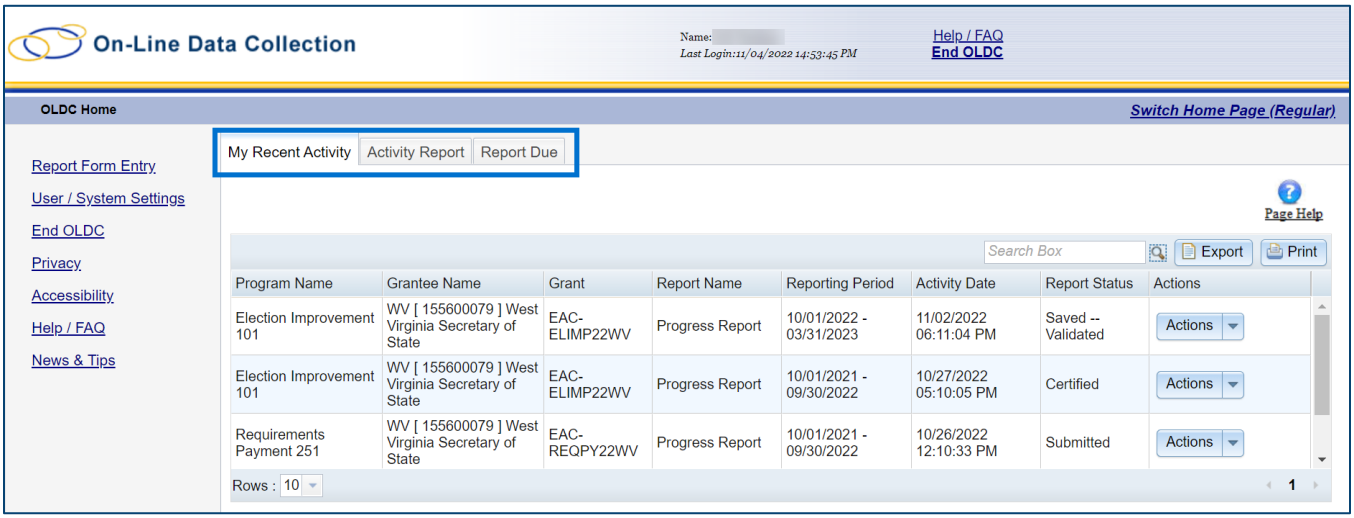
Note: Only users with permissions can perform the unsubmit and uncertify process.

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

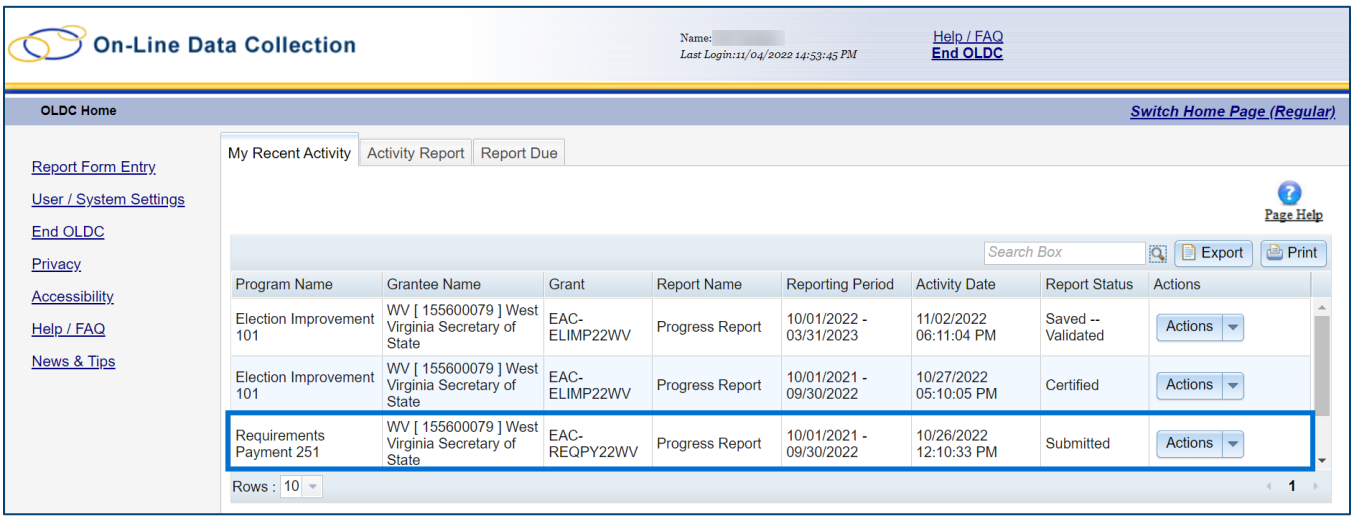
1. On the Regular "OLDC Home" screen, click the **Switch Home Page (Enhanced)** hyperlink.



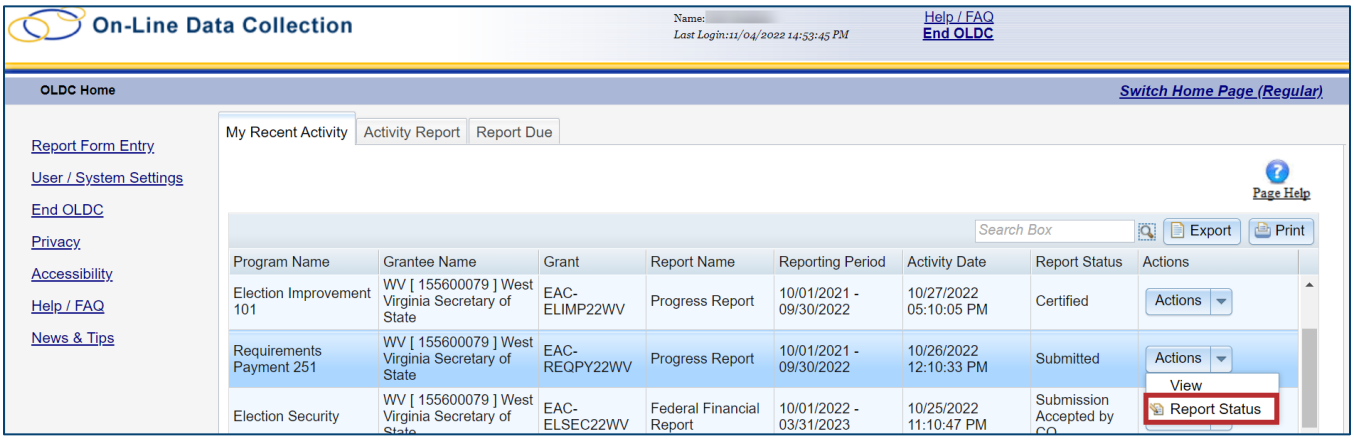
The Enhanced "OLDC Home" screen refreshes with the *My Recent Activity*, *Activity Report*, and *Report Due* tabs.



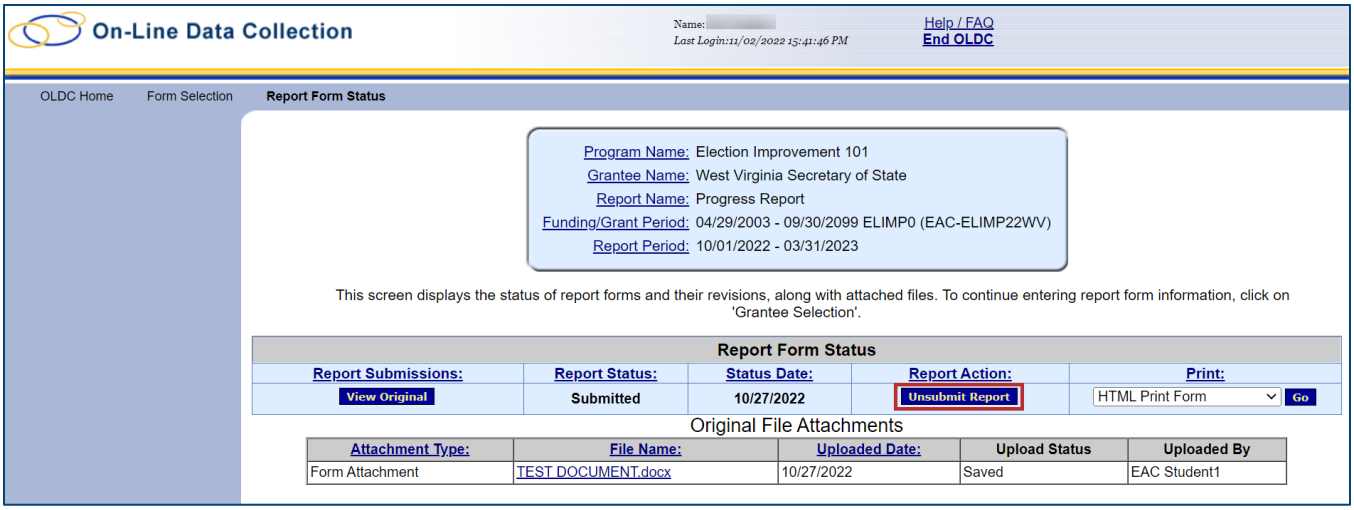
2. In the *My Recent Activity* tab, locate the correct report in the *Submitted* status.



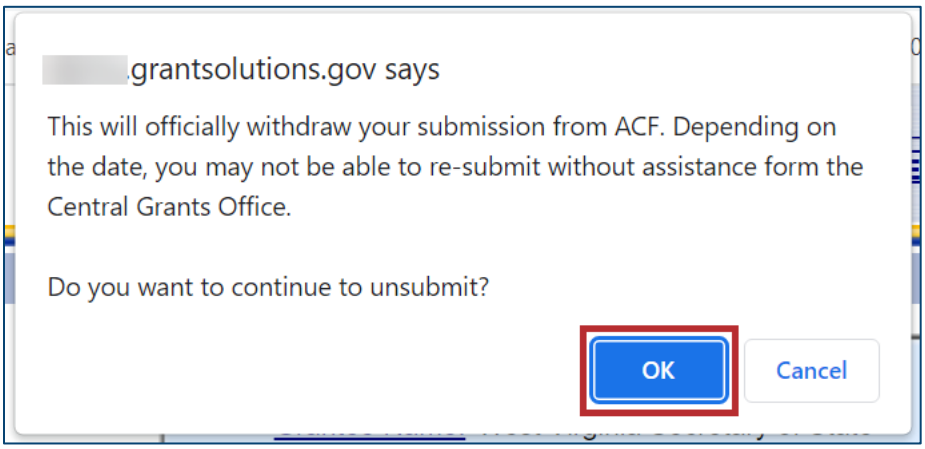
3. In the *Actions* column, click the **Actions** drop-down and select the **Report Status** option.



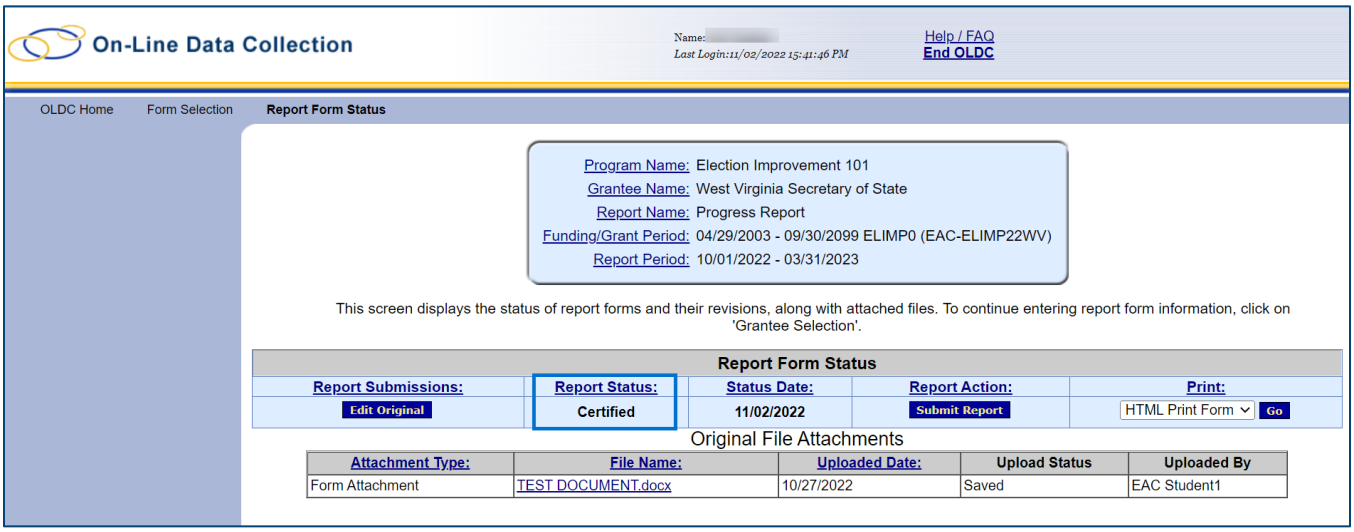
4. The “Report Form Status” screen appears. In the *Report Action* column, click the **Unsubmit Report** button.



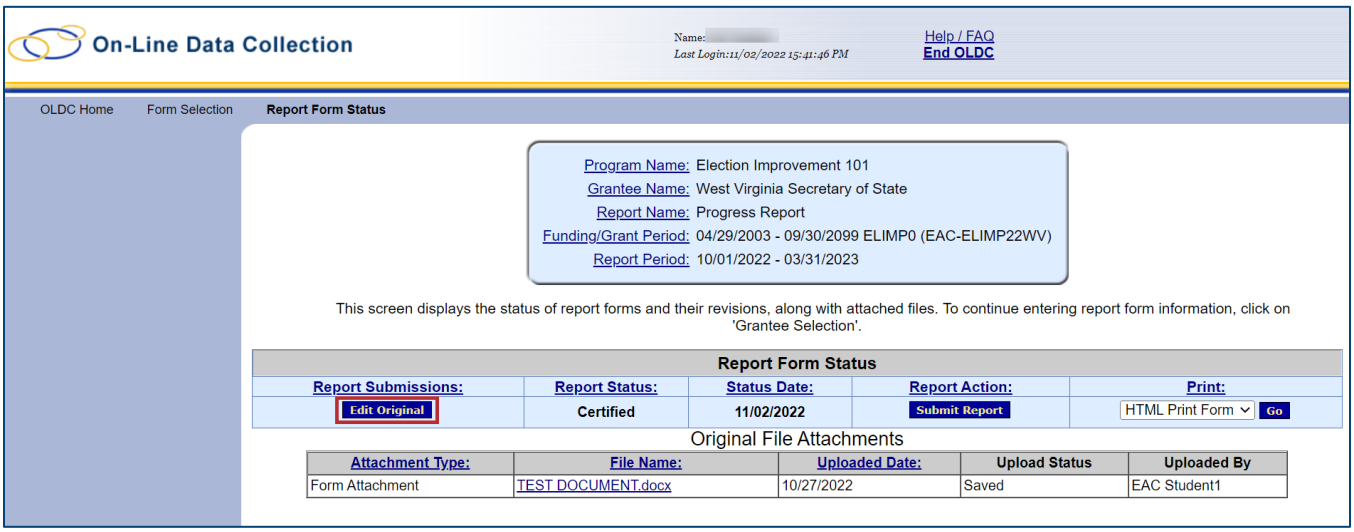
5. The unsubmit confirmation message appears. Click the **OK** button.



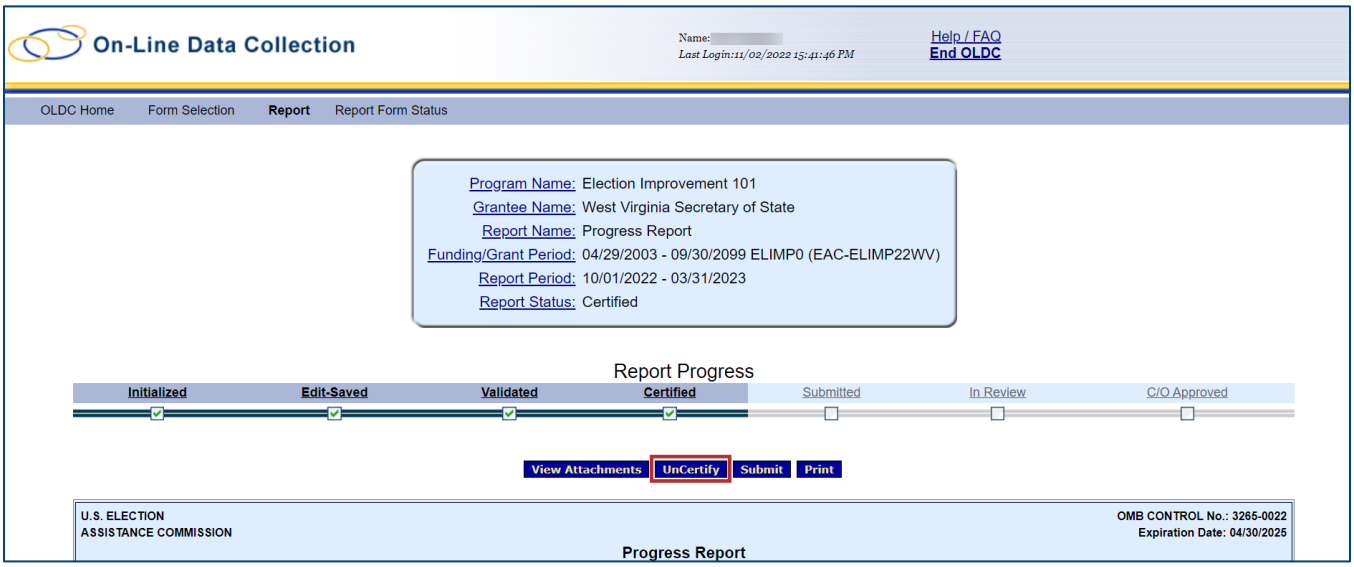
The screen refreshes, and the report is in the *Certified* status.



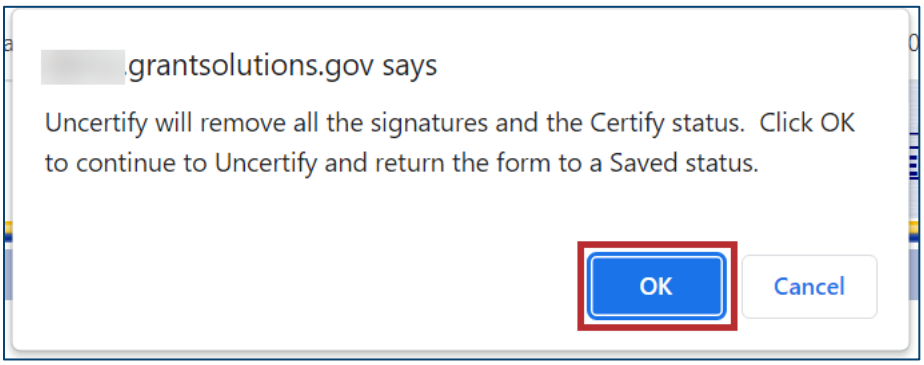
6. In the *Report Submissions* column, click the **Edit Original** button.



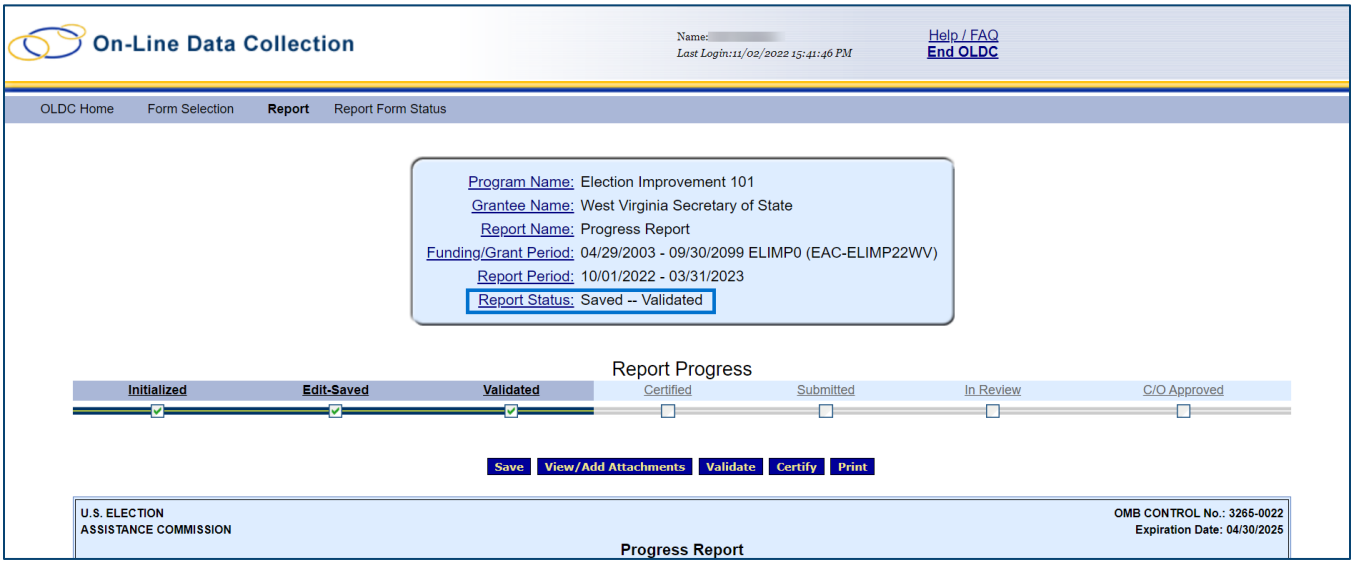
7. The "Report" screen appears. Click the **UnCertify** button.



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



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



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