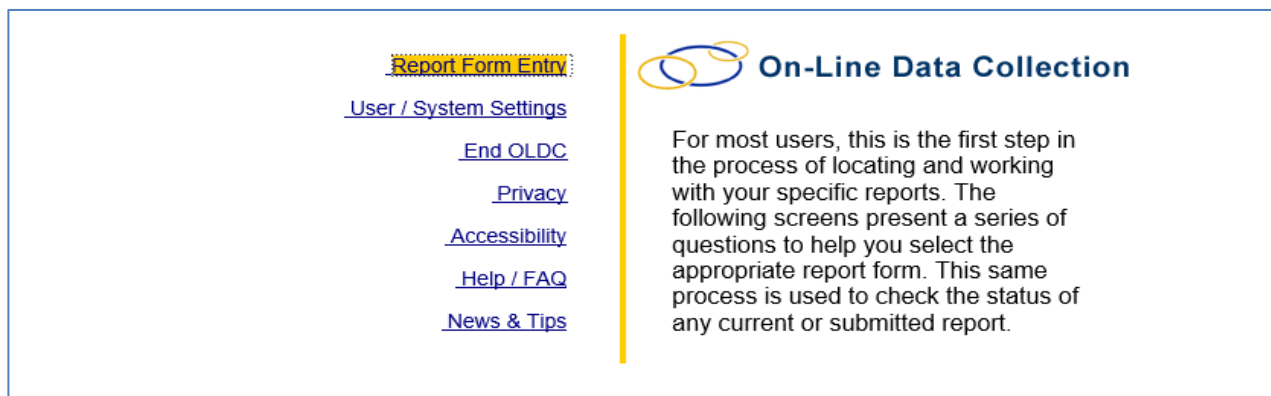


## OLDC System Instructions for LIHEAP Plan Submission

### How to Use the Clone Report Feature in OLDC to Submit a New FY 2024 LIHEAP Plan

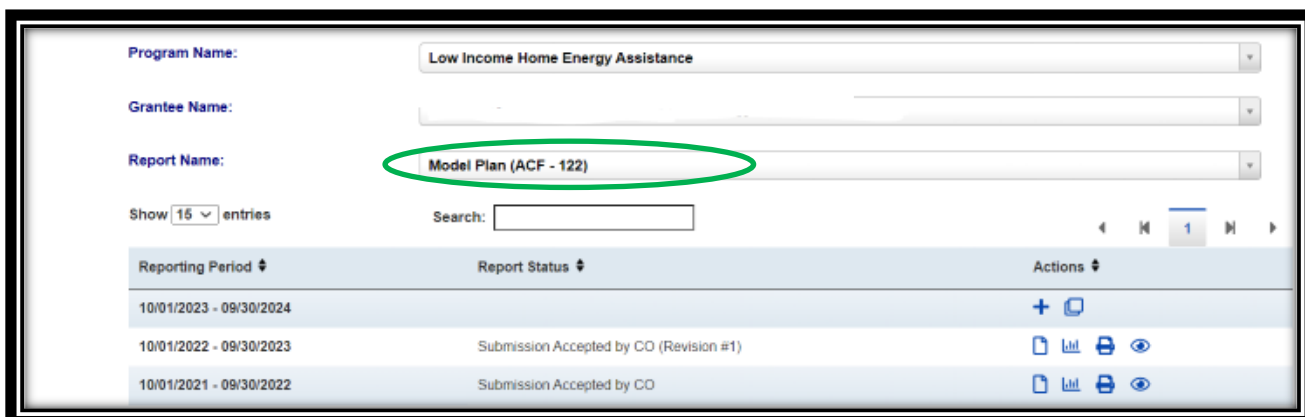
The Clone Report feature in OLDC allows the user to populate the fields of a current year's form with the data from a prior year's form. Follow the steps below to copy all information from your FY 2023 Model Plan into your FY 2024 Model Plan.


**Step 1:** Log into [GrantSolutions](#), then select OLDC at the top right side of the screen. Click on the Report Form Entry link at the top left of the screen.



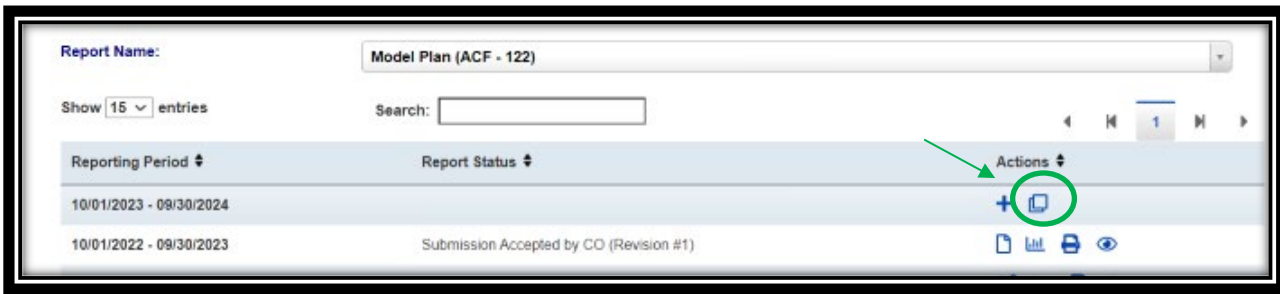
**Step 2:** This will take you to the Program and Grantee Selection screen.

- A. In the Program Name dropdown box, select **Low Income Home Energy Assistance**.
- B. In the Grantee Name dropdown box, select the grantee name.
- C. In the Report Name drop down box, select **Model Plan (ACF-122)**.



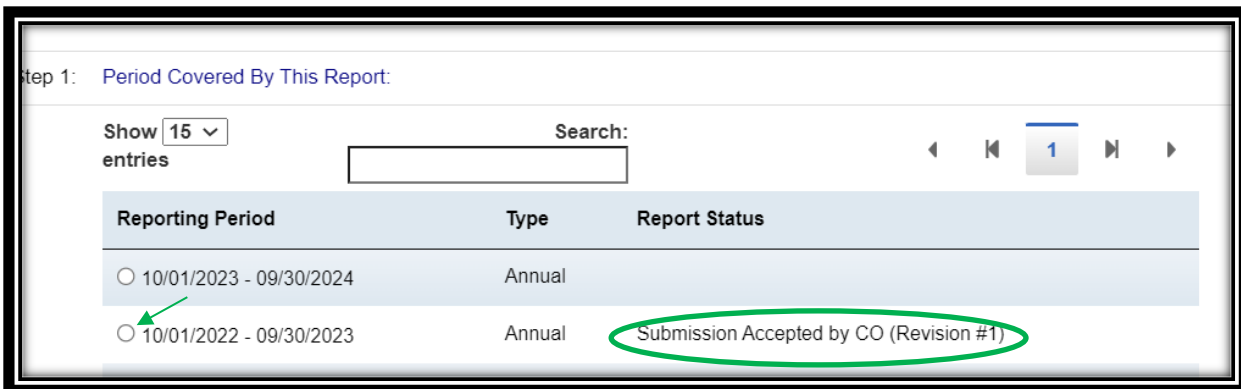
**Step 3:** Click on the  button located under Actions. The reporting period is

10/1/2023 – 9/30/2024. This is the FY 2024 LIHEAP Plan reporting period.



**Step 4:** Once you've clicked the  button it will take you to the Clone Report screen.

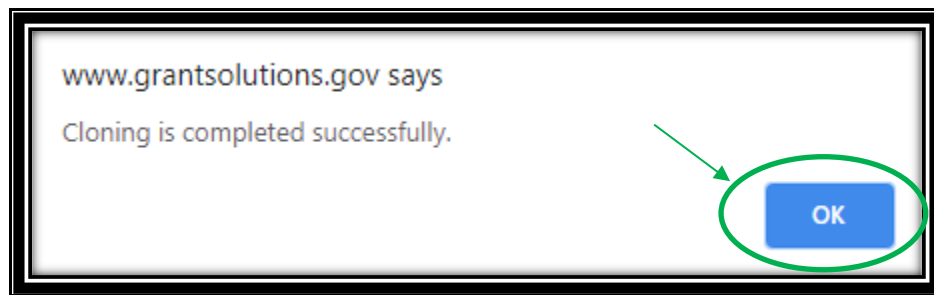
- A. Select the radio button next to 10/1/2022 - 9/30/2023. This is your FY 2023 Plan and it is the information that you want to copy to your FY 2024 Plan. **NOTE: The FY2023 Plan must be in report status "Submission Accepted by CO" to clone to the current year.**



- B. Click the "Clone" button.



**Step 5:** If you've followed the above steps properly, you will see a popup message indicating that your report has been cloned successfully. Click the OK button and your FY 2024 Plan will come up with all the information from the FY 2023 Plan prepopulated.



**Step 6:** Go through every section and entry and update the information to reflect the program for FY 2024. Pay special attention to dates and figures.

**Step 7:** Add any required attachments, such as the updated benefit matrix reflecting the 2023 Federal Poverty Guidelines (FPG) or State Median Income (SMI) Estimates mandatory for use in FY 2024.

**Step 8:** After all desired sections have been revised and saved, select the *Validate* option at the top of the report. Fix any errors that are flagged and continue to select *Validate* until there are no errors.

**Step 9:** Select the *Report Sections* dropdown menu listed at the top left of the screen. Select *Mandatory Grant Application SF-424*. Scroll to the bottom of the SF-424 and select *Click to Sign*. This action certifies the plan. Select the *Report Form Status* option at the top left of the screen.

**Step 10:** Click *Submit*. This is the final act of submission of your LIHEAP Plan to OCS.