2016 / 17 QUAGGA AND ZEBRA MUSSEL

INFESTATION PREVENTION

GRANT PROGRAM

ON-LINE GRANTS APPLICATION (OLGA) INSTRUCTIONS

California Parks, Division of Boating and Waterways

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The Division of Boating and Waterways

On-Line Grants Application (OLGA)

STEP-BY-STEP INSTRUCTIONS

Welcome to the On-Line Grants Application (OLGA) powered by EGrAMS. OLGA is a web-based, end-to-end solution supporting the entire grant life cycle process. OLGA offers a streamlined solution to the State Parks, Division of Boating and Waterways (DBW) grant programs. OLGA supports configuration of the grant application package, online grant application entry, application review submission of periodic progress reports, and reimbursement claims.

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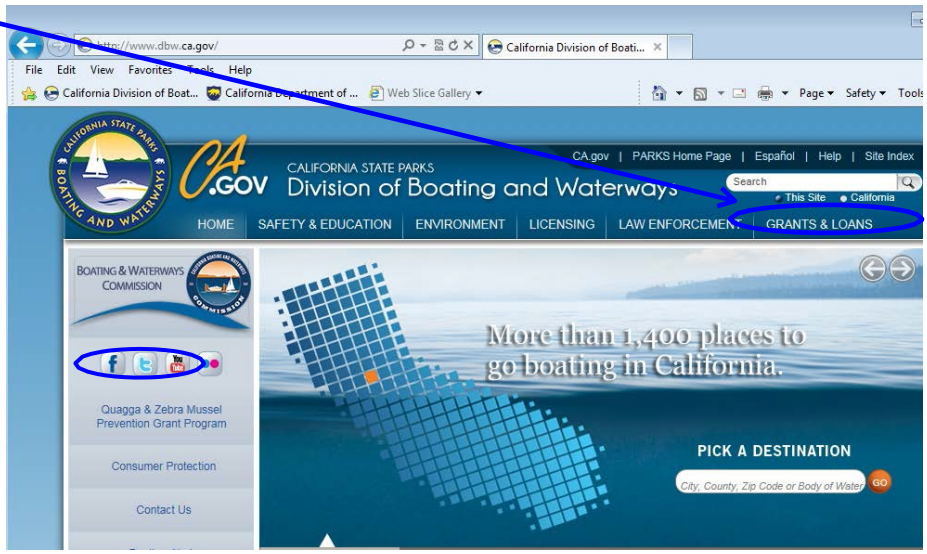
PART I – STEP 1: ACCESS TO OLGA

OLGA is the online application system that encumbers activities of the grant process from submitting an application to creating a Grant Agreement and electronic signature page. OLGA will serve as the communication link between the Grant Administrator and Applicant/ Grantee through emails that are generated and sent via OLGA.

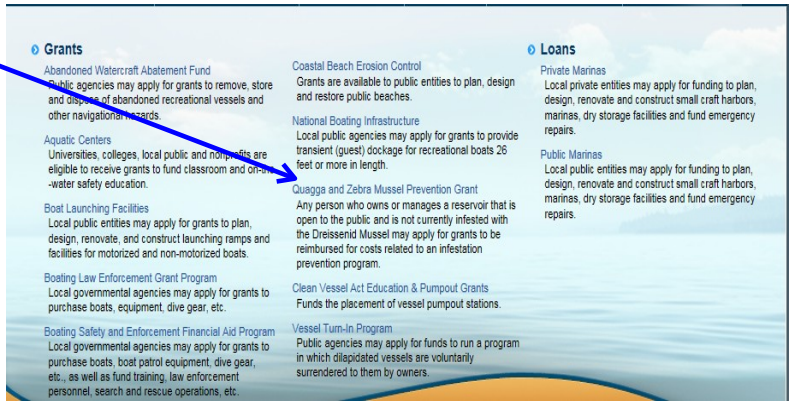
To access OLGA follow the steps below

1. Open the Division of Boating and Waterways website at www.dbw.ca.gov

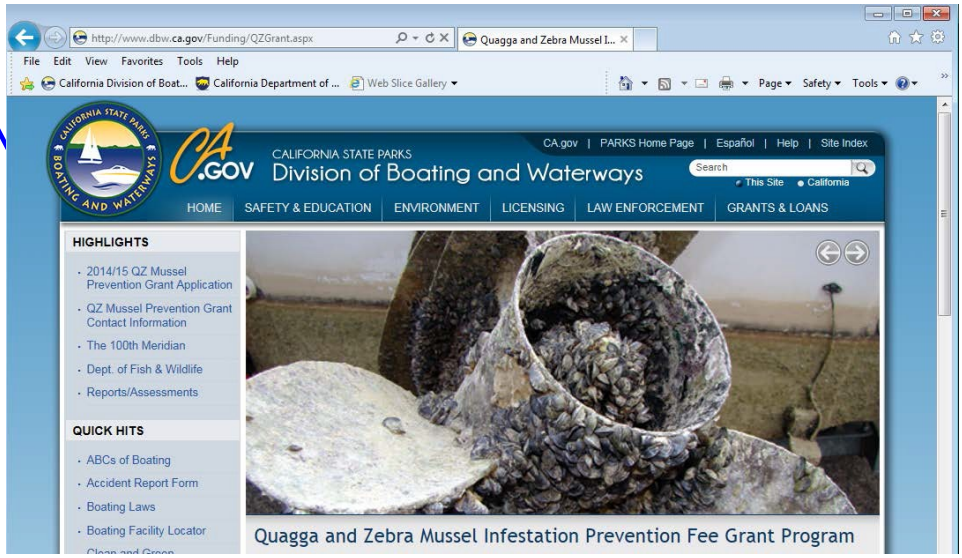
2. Click on the "Grants and Loans" tab



3. Click on the "Quagga and Zebra Mussel Infestation Prevention Grant"



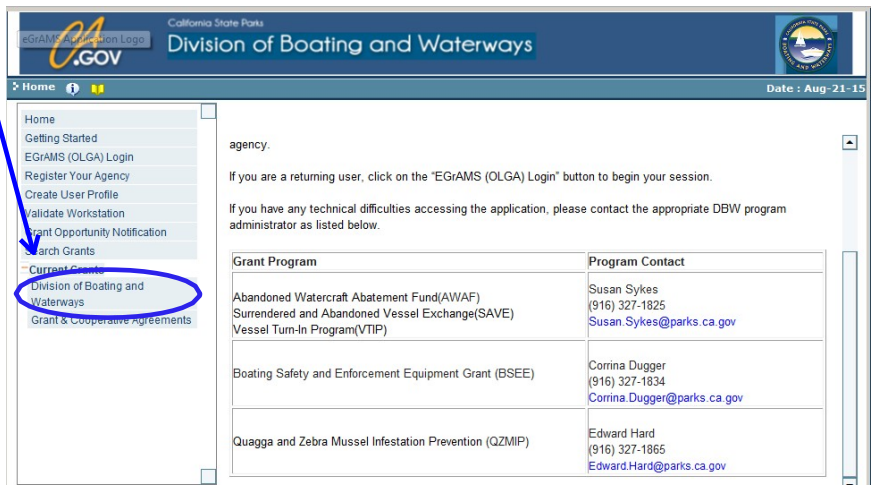
3. Under “Highlights” click on “2016/2017 Quagga Prevention Grant Application



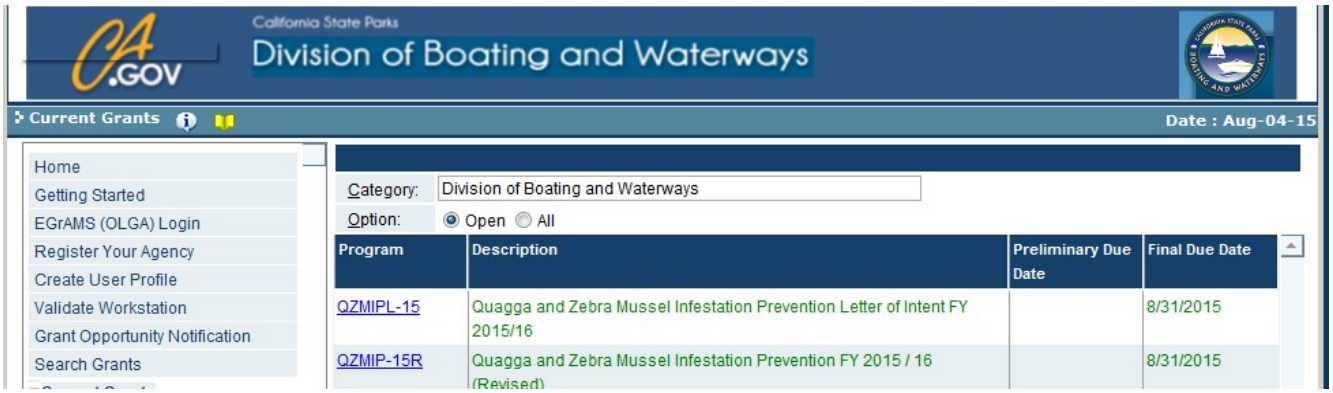
PART I – STEP 2: VIEW, COPY OR PRINT A BLANK APPLICATION

OLGA gives the applicant the ability to view and/or print a blank application. Follow the steps below to obtain a copy of the blank application.

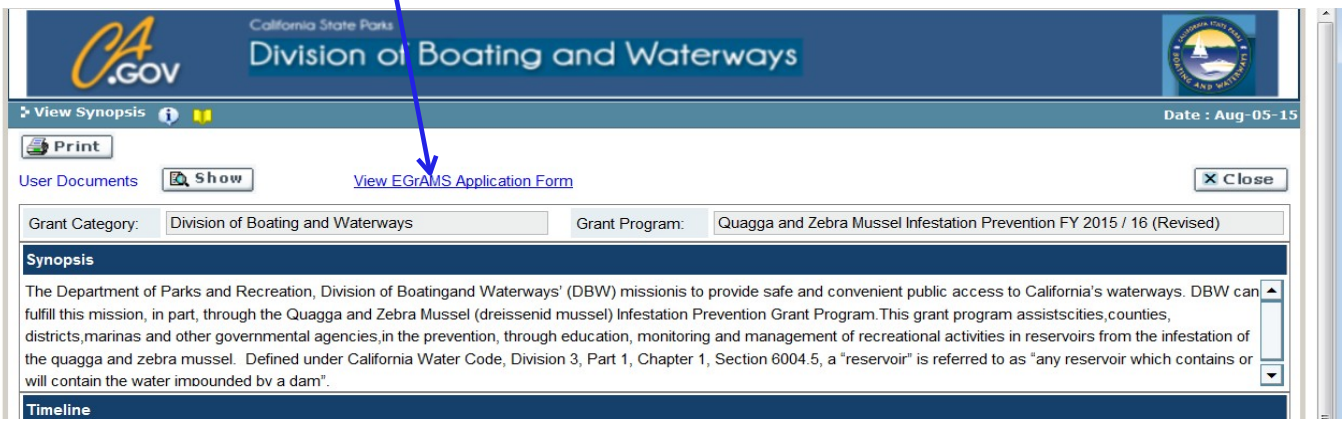
1. In the OLGA "Home" screen, click on "Division of Boating and Waterways"



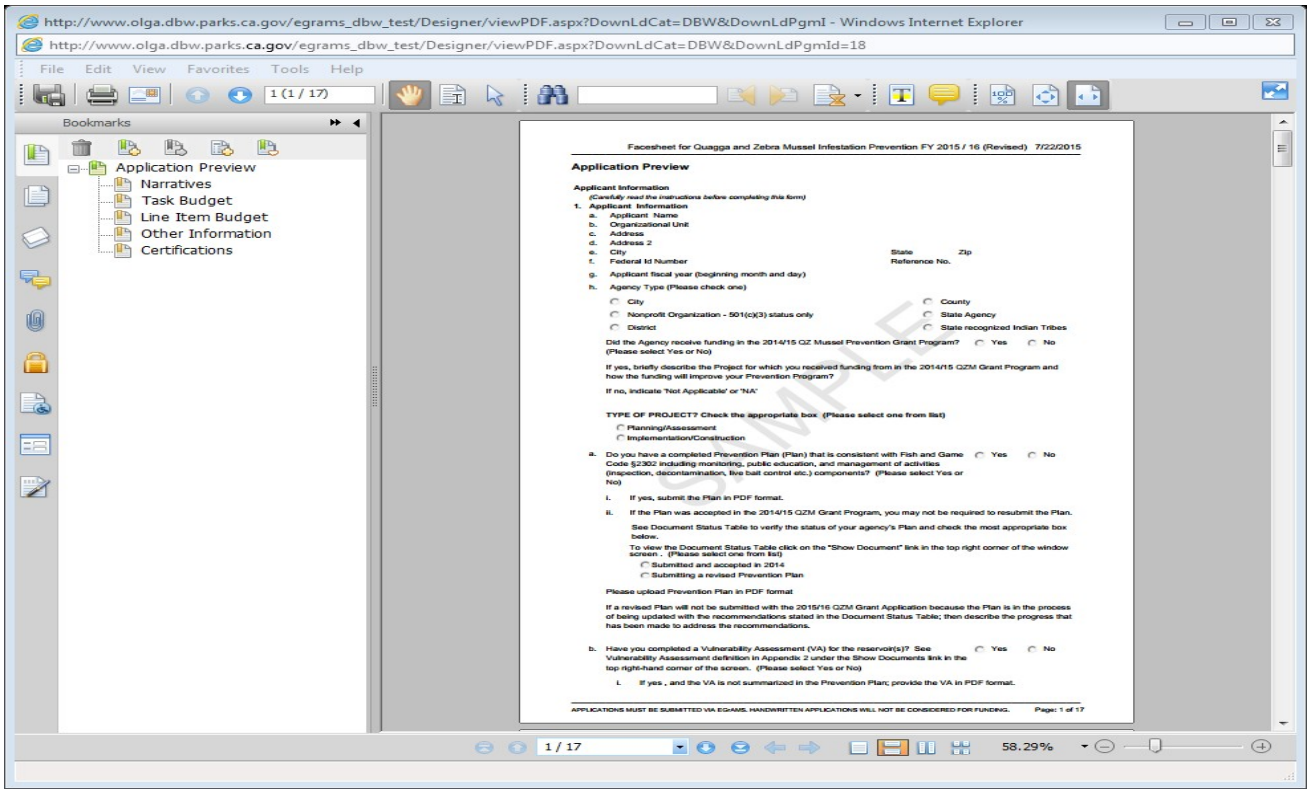
2. Click on the Grant Program link that you are interested in. (Below Sample Only)



3. Click on "View EGrAMS Application Form" link at the top of the screen. You may view, save, or print a blank application.



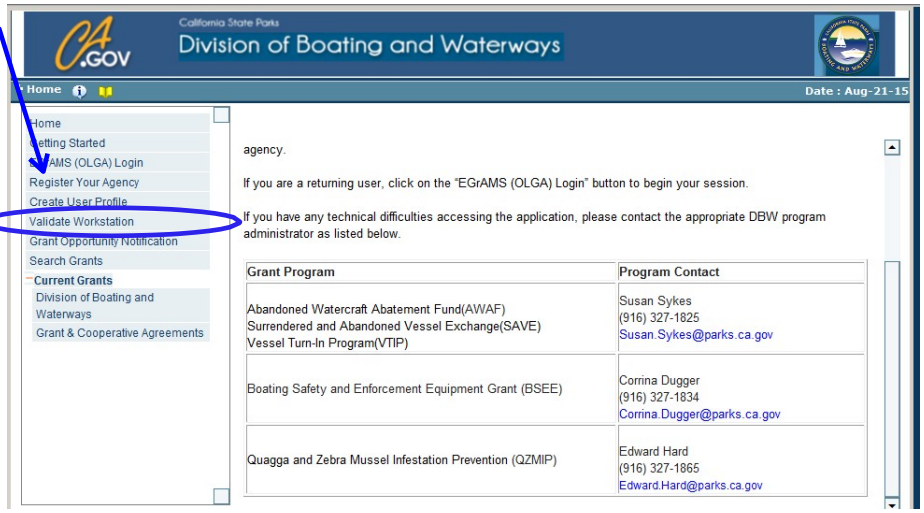
4. Below is a blank "EGrAMS Application Form."



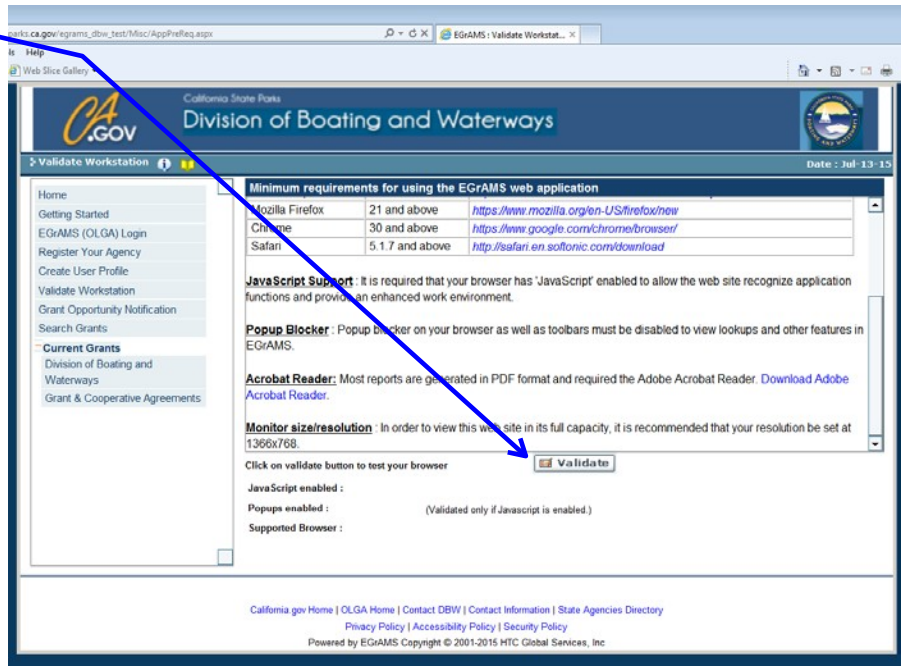
PART I – STEP 3: VALIDATE YOUR WORKSTATION

Before you start any work in OLGA validate that your computer has the appropriate functional capabilities.

1. In the OLGA "Home" page, click "Validate Workstation"



2. Click "Validate" button to determine whether your browser is set to specification to run OLGA properly

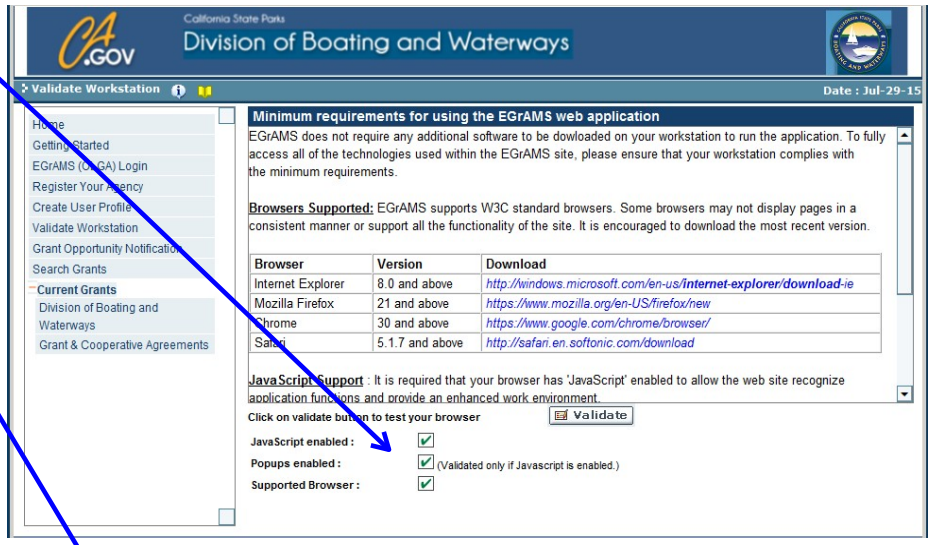


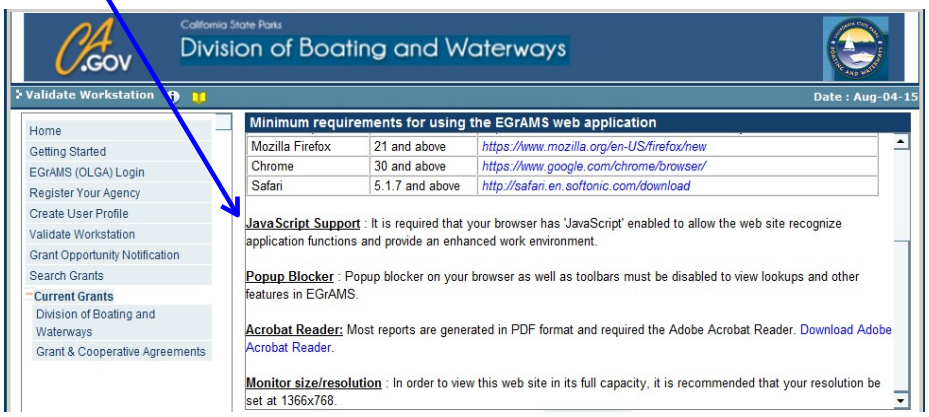
3. After clicking "Validate" each box should display a green check mark. If so, you may proceed to the Part I – Step 4: Register Your Agency.

If any boxes have a red mark, you will need to resolve the issue to run OGLA effectively. Basic guidance it provided

On the right hand side of the window, scroll down to review more information on the settings

If you are still having issues, you may need to contact your internal IT department for assistance

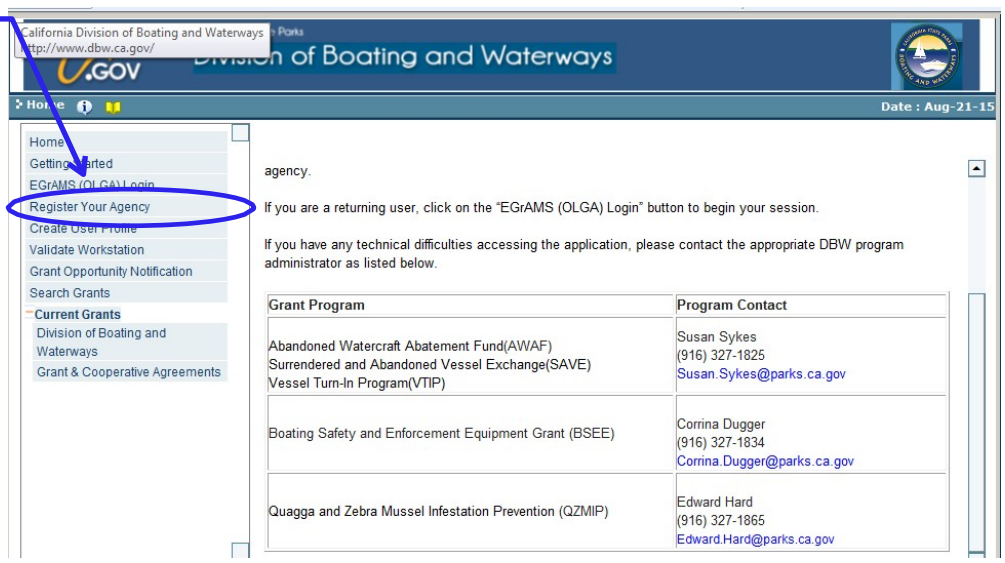




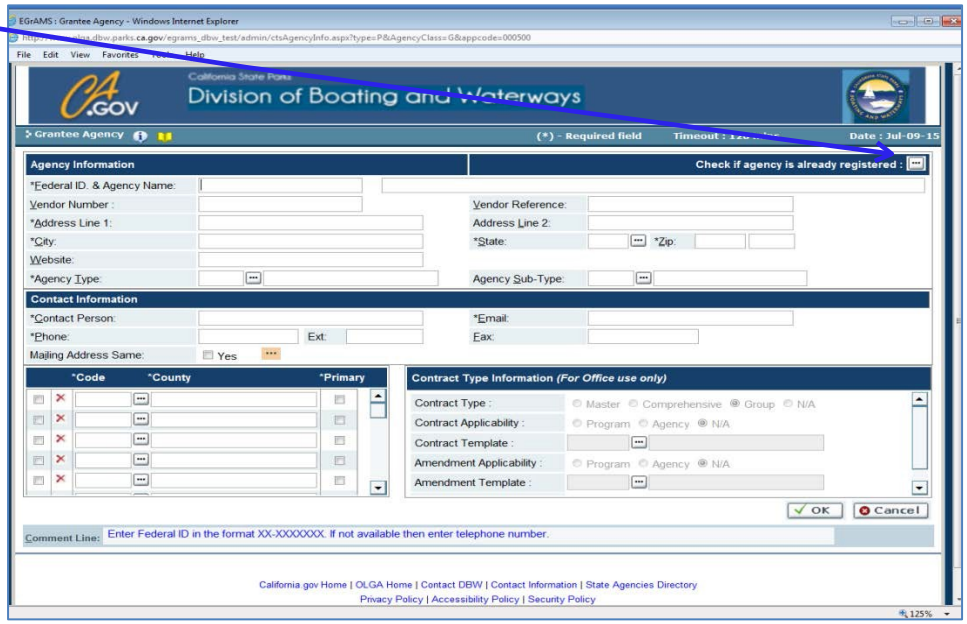
PART I – STEP 4: REGISTER YOUR AGENCY

Your agency must be registered in the On-Line Grants Application (OLGA). In this step, you will verify whether your agency is registered. If your agency is not register, you will use the instructions to complete the registration for your agency.

1. In the OLGA "Home" page, click "Register Your Agency"



2. To check if your agency is already registered in OLGA, click the ... 'Show Lookup' button



3. A pop up screen will appear to search for your agency's name. Use the Page 1 of 5 'Next Page' button or the scrollbar to navigate through the list of registered agencies.

Note:

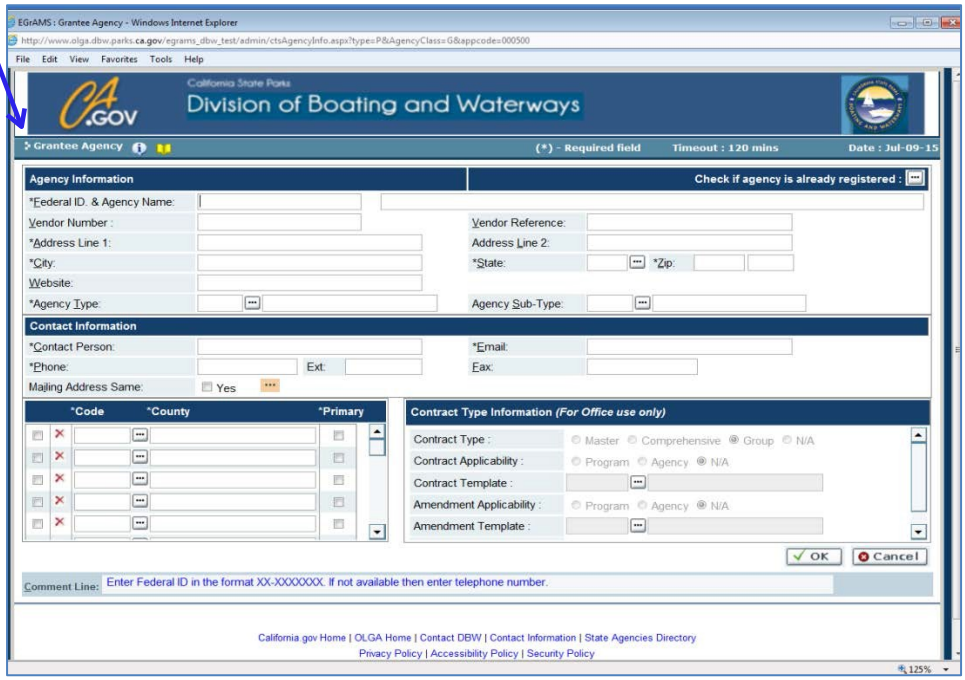
- **If your agency name appears**, you are registered. Do not select anything here. Close the window by clicking on the red (red) button at the top right and skip to "Part I – Step 5: Create User Profile."

- **If your agency name does NOT appear**, close the window by clicking on the red (red) button at the top right section of this window. You will now register your agency.

4. To register your agency, complete the required fields "Grantee Agency" screen

Note:

- " * " denotes a required field
- Grayed-out fields will not allow data entry (e.g., Vendor Number, Vendor Reference, etc.)
- 'Show Lookup' button



5. 'Agency Type' field click and select your appropriate type by clicking in the small box to the left of your selection.

6. In the bottom left section for "Code, County and Primary" click and select your county or counties (if there are multiple counties). Then, click on the "Primary" box to check it (for multi-area agencies only one 'Primary' is allowed. Select the county that your agency considers "Primary").

7. Click on the "OK" button, located bottom right.

Your agency is now registered indefinitely. You will not need to register again for future grants in OLGA.

Finished Screen

Grant Applicant | Project Director | Agency Information | go | Home | Logout

Agency Information (*) - Required field Timeout : 119 mins Date : Aug-11-15

Change | Review

Agency Information

*Federal ID. & Agency Name:	91-2223333	Co-Energy and Water Spikes Recreation	
Vendor Number :		Vendor Reference:	
*Address Line 1:	623 West Game Street	Address Line 2:	
*City:	Gametown	*State:	CA *Zip: 56123
Website:			
*Agency Type:	010 State Agency	Agency Sub-Type:	

Contact Information

*Contact Person:	Connie Marshall	*Email:	Connie.Marshall@spikesenergy.com
*Phone:	(231) 622-9245 Ext:	Fax:	
Mailing Address Same:	Yes		

*Code	*County	*Primary
003	Alpine	☑

Contract Type Information *(For Office use only)*

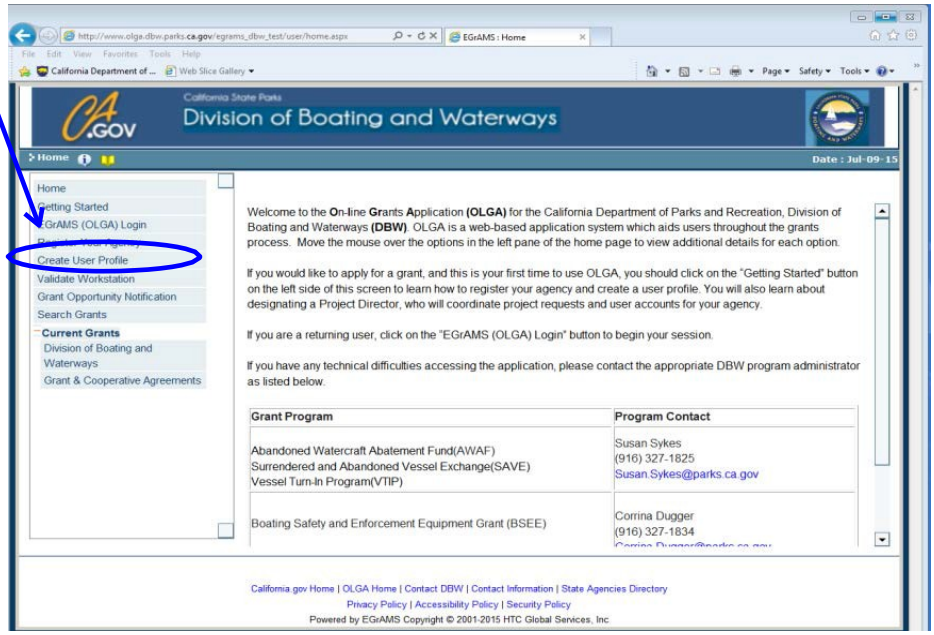
Contract Type :	Master Comprehensive Group Project N/A
Contract Applicability :	Program Agency N/A
Contract Template :	
Amendment Applicability :	Program Agency N/A
Amendment Template :	

Find | Cancel

PART I – STEP 5: CREATE USER PROFILE

You must create a user profile to access the application functions within the On-Line Grants Application (OLGA). If your user profile has already been created in OLGA you do not need to complete "Part I – Step 5" again. If multiple users work in the application, each user will need to create a user profile. Note: Only one agency may be selected for each login. If you will be working on multiple applications (multiple agencies) you must create a user profile for each agency.

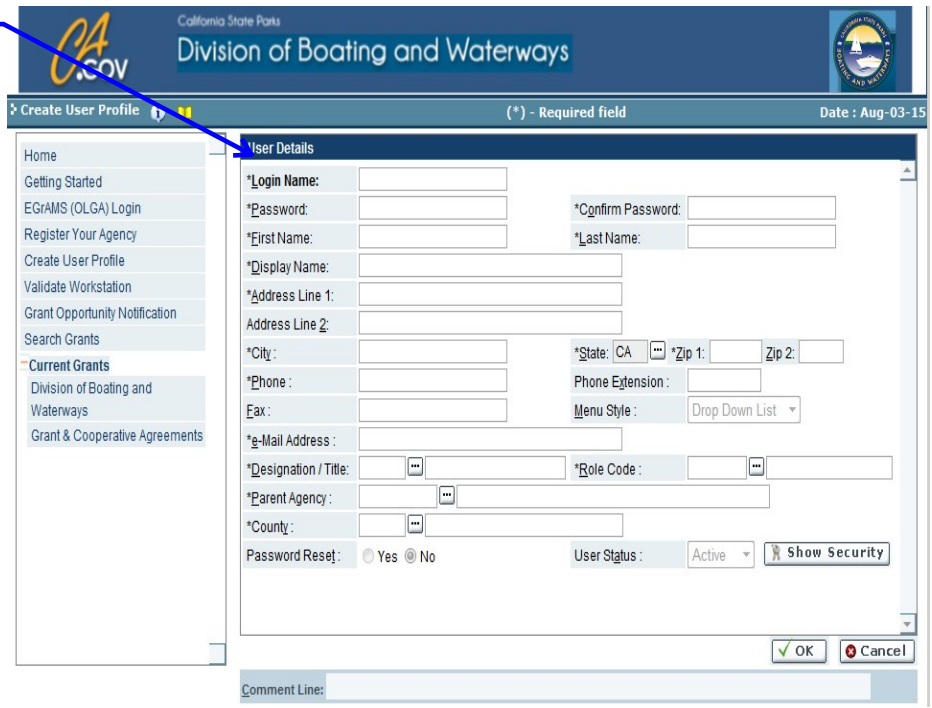
1. In the "Home" page, click "Create User Profile"



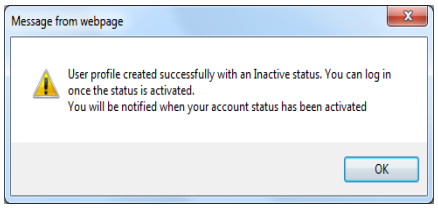
2. Complete the required fields in the "User Details" screen to create your user profile and OLGA login

Note:

- " * " denotes a required field
- Login Names must have a minimum length of 3 characters and a maximum length of 10 characters
- Passwords must have a minimum length of 5 characters and a maximum of 15 characters
- "Show Lookup" table



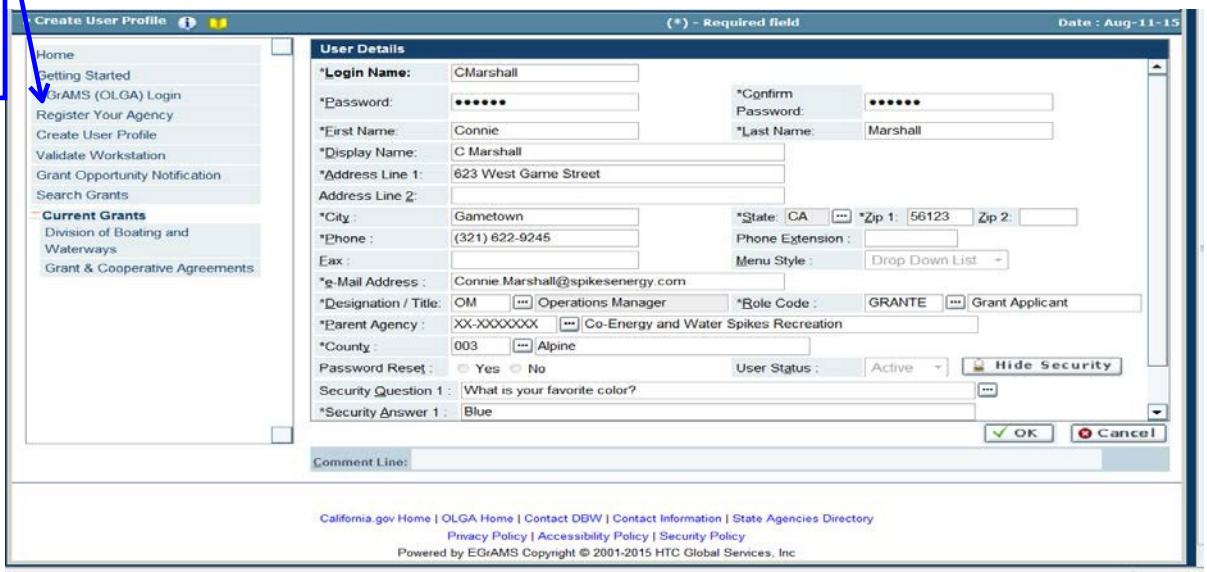
3. At the **Designation/Title field**, click the button and select a title that closest fits your position. Click in the small box to check it and the User Profile window will return.
4. **Role Code: <u>IMPORTANT</u>**: Click the button and <u>select the box for "GRANTE / Grant Applicant</u>." If you select anything else you will not be able to enter information in the application.
5. Click the "Parent Agency" look-up box and select your agency. Click in the box next to the name to select it and the window will close.
6. Select your county by clicking on the button. Click on the "Show Security" button and answer questions for security purposes.
7. Click the button for "Security Question 1". A list of security questions will display.
   1. Click a box to select a question. The question will automatically populate in the field Enter an answer to the question in the "Security Answer 1" field.
      <u>Note</u>: You must select and respond to at least <u>one</u> "Security Question." Write your answers down and keep in a safe, separate location. You will need to know the answer to the question that you have selected to reset your password in the future.
   2. Click the "OK" button after you have entered your response to the selected question. After clicking the "OK" button, you should receive the following message:



If not, you must correct the errors to complete "User Details."
Remember to write your login and password down and keep it in secure place.

8. You will return to the Home page. You will need to login to OLGA to continue the application process. See "Part I – Step 6: Login to OLGA."

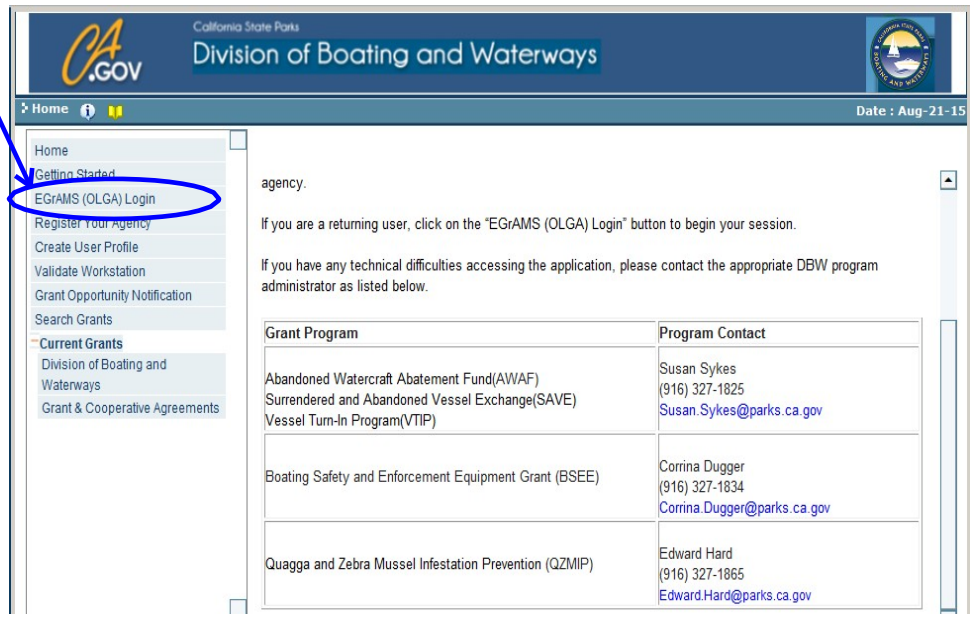
Example of a completed User Profile



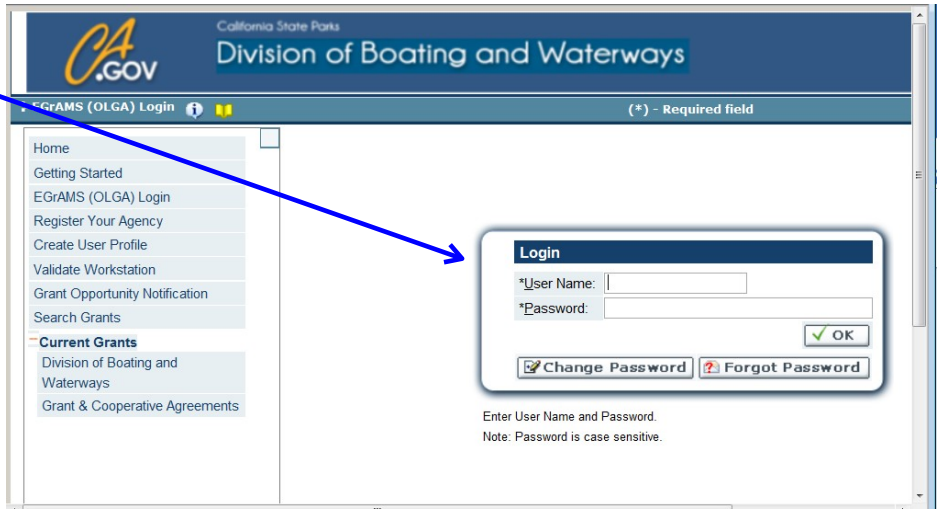
PART I – STEP 6: LOGIN to OLGA

You will need to be logged in to OLGA to create a new application or access an existing one.

1. In the "Home" page, click "EGrAMS OLGA Login"



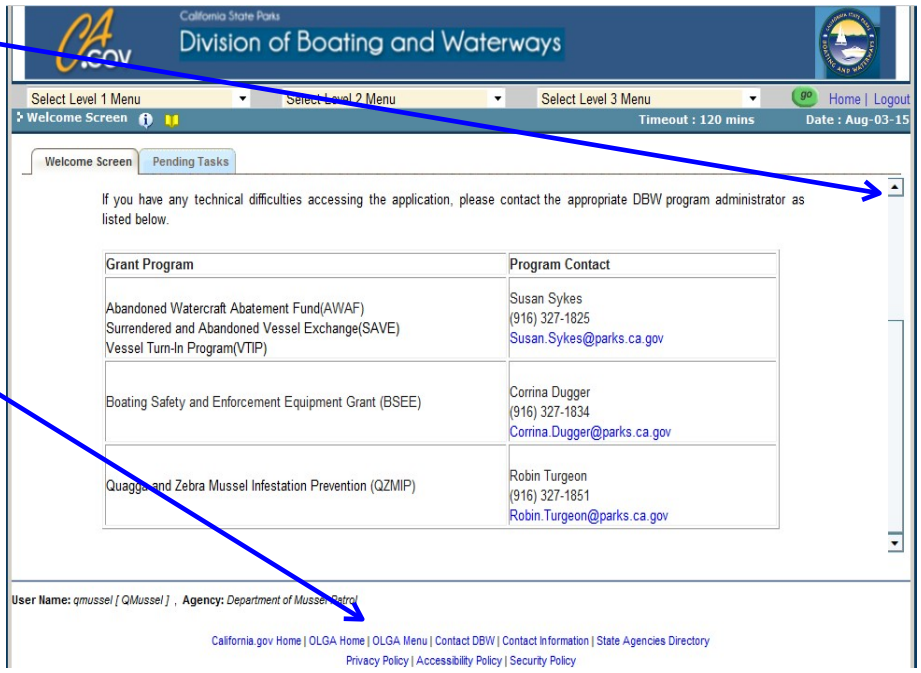
2. In the "Login" box, enter your user name and password, click "OK."



3. If you wish to update your profile, scroll up on the screen.

4. Click “OLGA Menu” in the footer of the screen

This action is display in #5.



5. This screen is the “OLGA MENU” to access various application functions in OLGA

All of the application steps

- Statement of Eligibility
- Start a New Application
- Enter a Grant Application
  Assign Agency Users
- Etc.

begin from this screen

PART III – STATEMENT OF ELIGIBILITY

In order to qualify for the grant, applicants must meet the following qualifications:

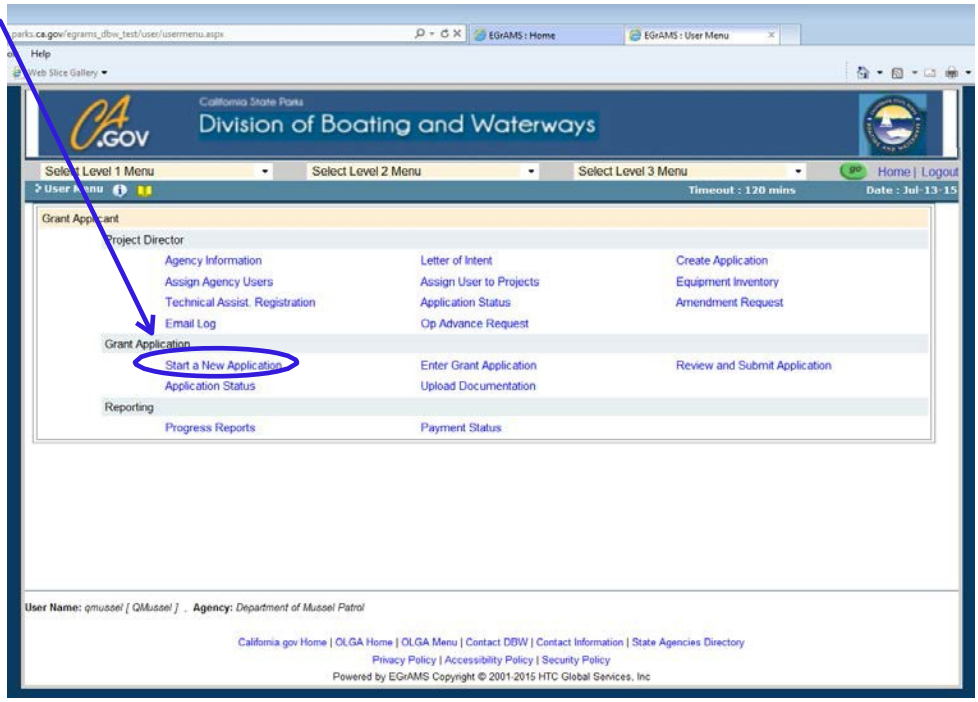
a. The applicant **MUST** own or manage the reservoir where recreational, boating, or fishing activities are allowed.
b. The water body **MUST** be open to the general public for recreational opportunities.
c. The water body **MUST NOT** currently be infested with either quagga or zebra mussels.

- Note: If the applicant does not meet the minimum qualifications, they will not be able to proceed further in the application process.

Also, the applicant must provide management authority documentation and evidence (monitoring data) that the reservoir(s) is NOT infested.

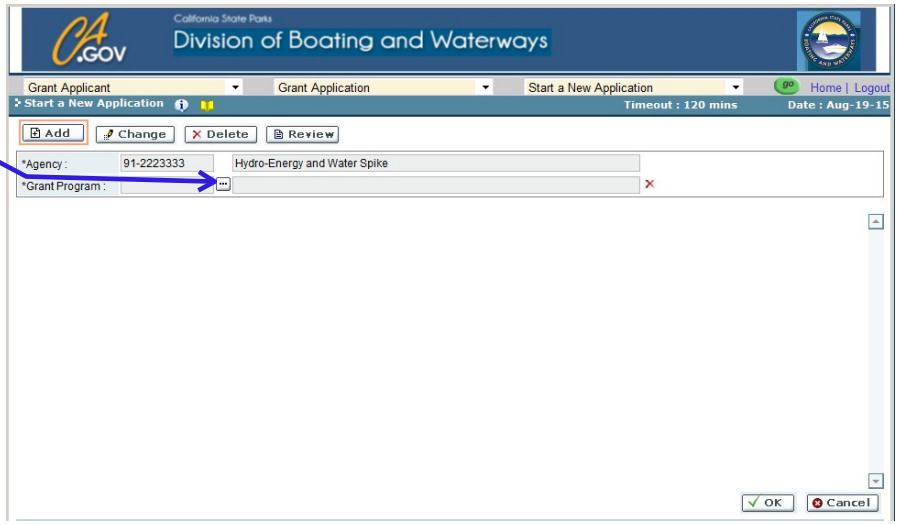
In order to complete the Statement of Eligibility, the applicant will need to be logged into OLGA. If you are not logged-in to OLGA, go to the OLGA Home page; click on "EGrAMS (OLGA) Login" to login. In footer of the "Welcome" screen click on the "OLGA MENU." The next screen will display the various application function links.

1. In the 'OLGA Menu' window; click 'Start a New Application"



2. This screen is automatically populates the agency fields

Click on ... to display the "Show Lookup" table



3. In the "Show Lookup" table, select Grant Program application by clicking on the small box next to the QZMIPS-15: Statement of Eligibility FY 2016; then click on Close

.

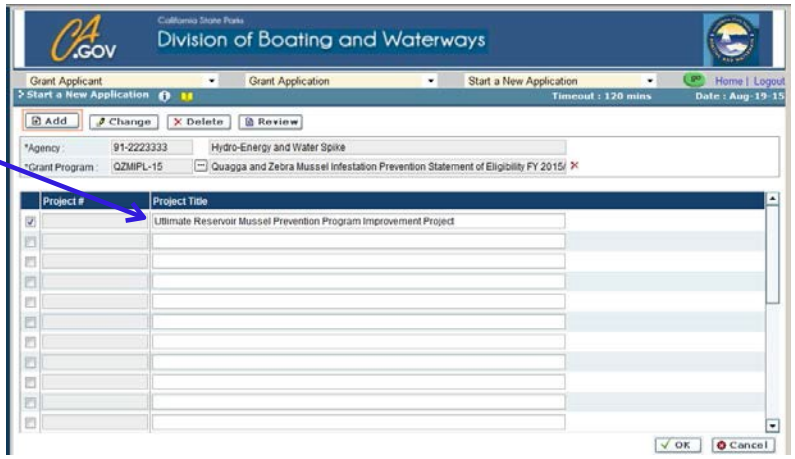
4. Fill-in Project Title

Click "OK"

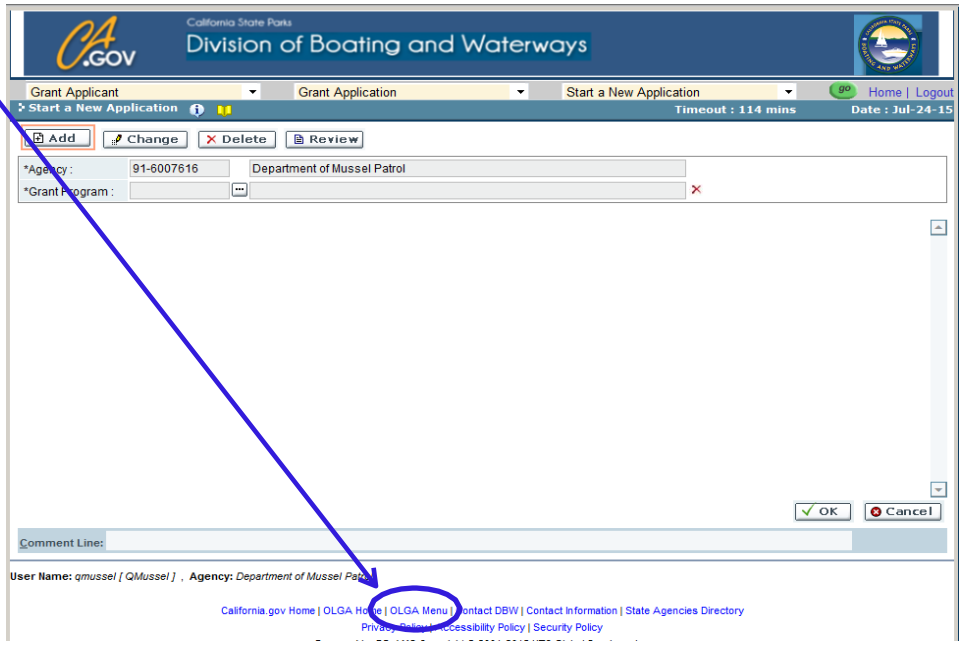
The following message will display stating that the record was successfully added

Click "OK"

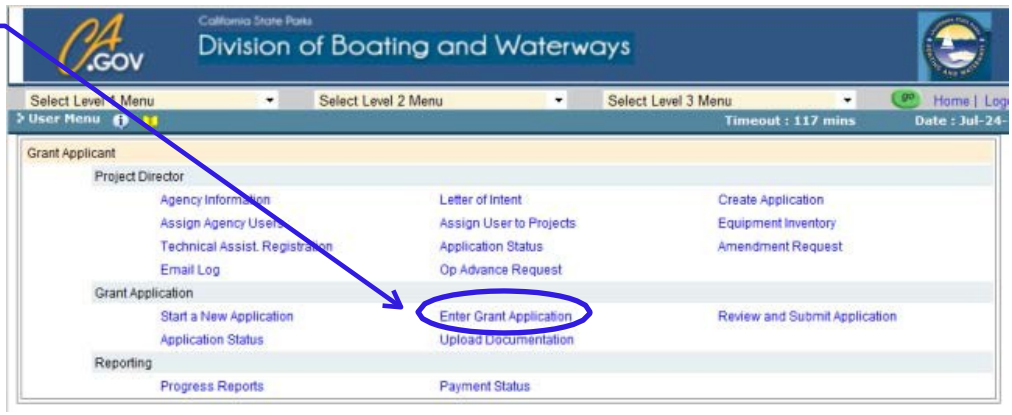
The Project number will automatically generated by OLGA.



5. In the footer of the screen click on “OLGA Menu”



6. In the ‘OLGA Menu’ window, under “Grant Application, click “Enter Grant Application”

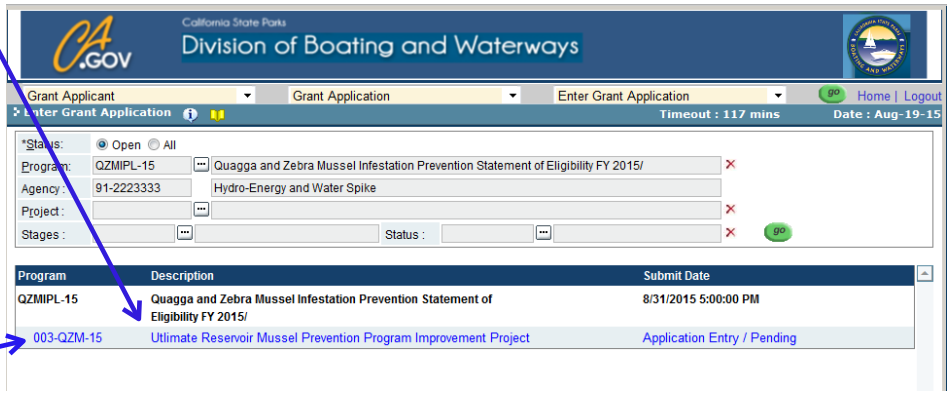


7. Click on the Project's Statement of Eligibility started in Step 4

The following message will display with the deadline submission date

Click "OK"

Note: the Project # was generated from #4

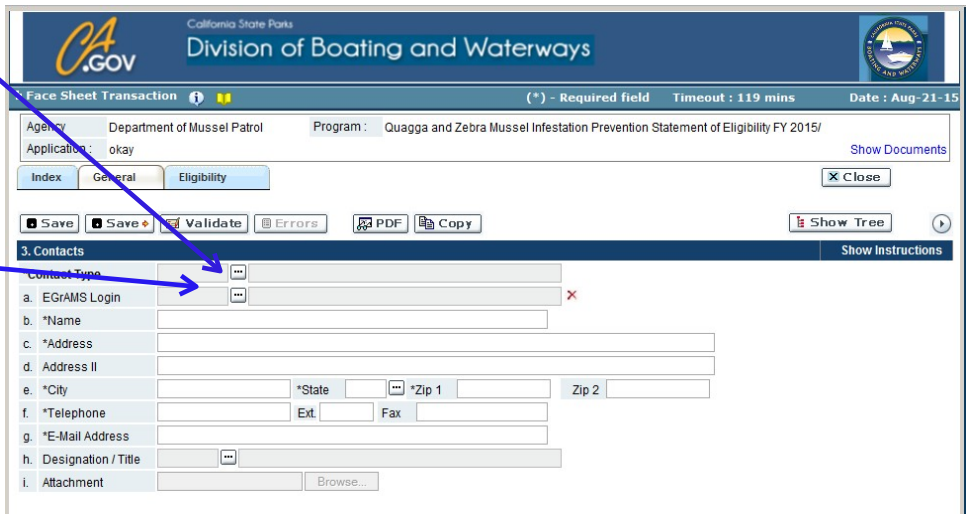


8. Click on (Show Lookup)

In the "Lookup" table, click on the box next to the appropriate 'Contact Description'

In the EGrAMS Login, click on the box next to the appropriate Name of the user

The remainder of the information for the contact will automatically populate

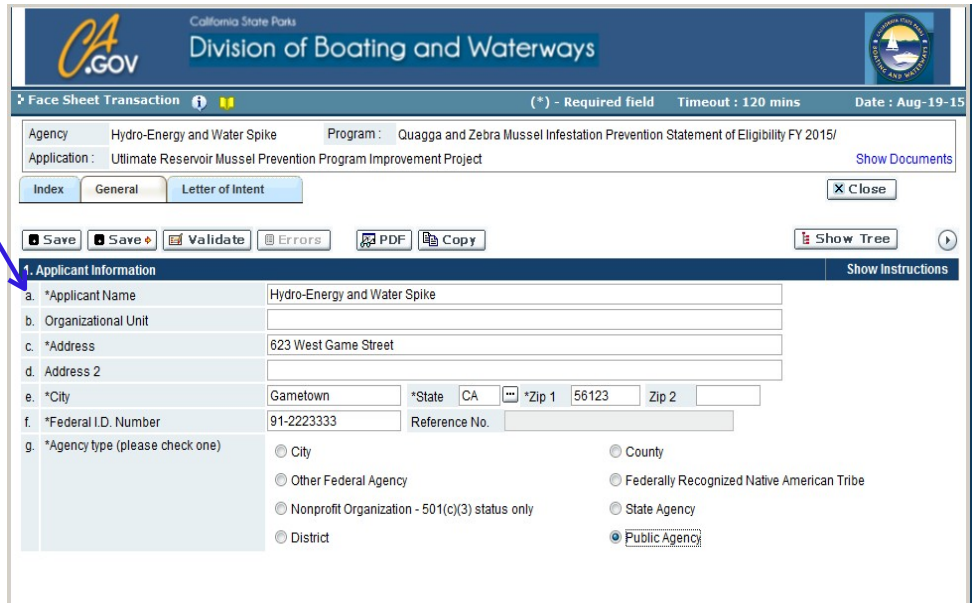


9. The information in the "General" tab is automatically populated.

Review the information

If no additional information is needed in the empty fields click on the button to move to the next screen

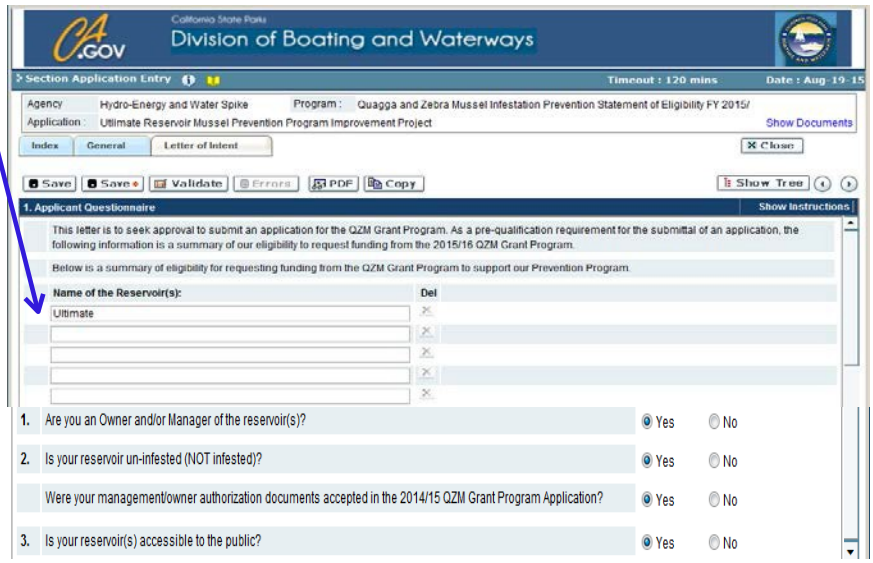
If additional information is needed in the empty fields, complete the information and click the Save button to move to the next screen



10. Fill-in the name of the reservoir(s)

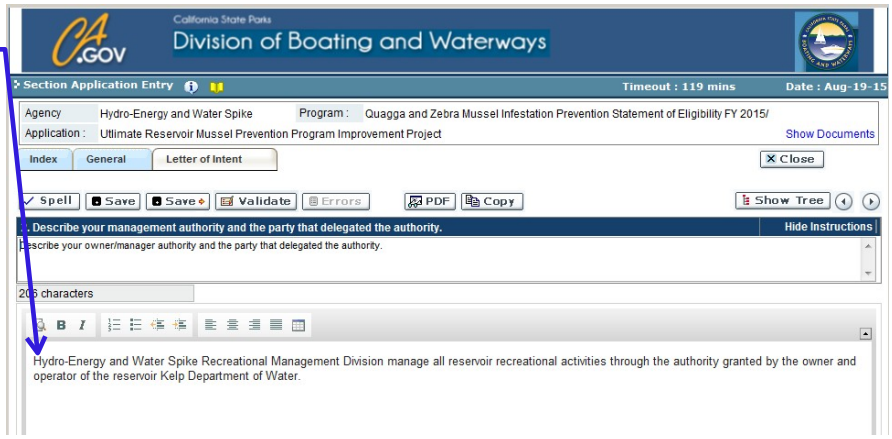
Click Yes/No for Question 1 - 3

Click the Save button to move to the next screen



11. Respond to the management authority question in the space provided

Click the Save button to move to the next screen



12. Upload the Management Authority document as follows:

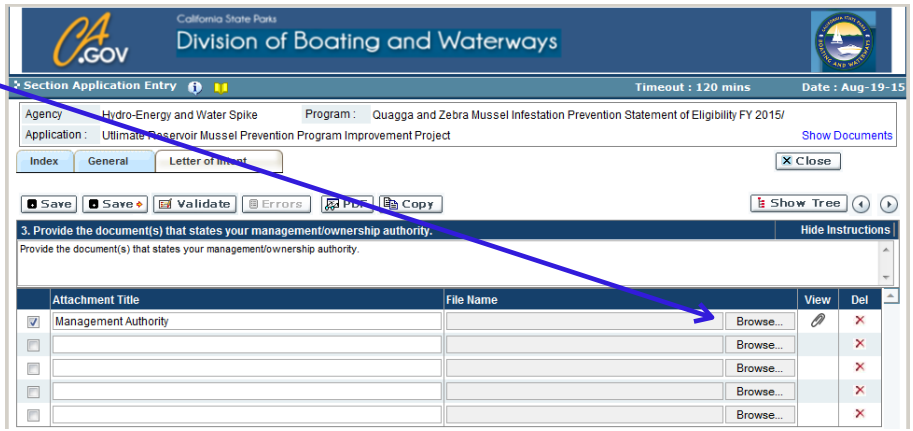
Click Browse...

In the next pop-up window; locate and click on the appropriate document; then click on "Open" to upload the document

Fill-in the title of the document in the "Attachment Title" field

Click the Save button to move to the next screen

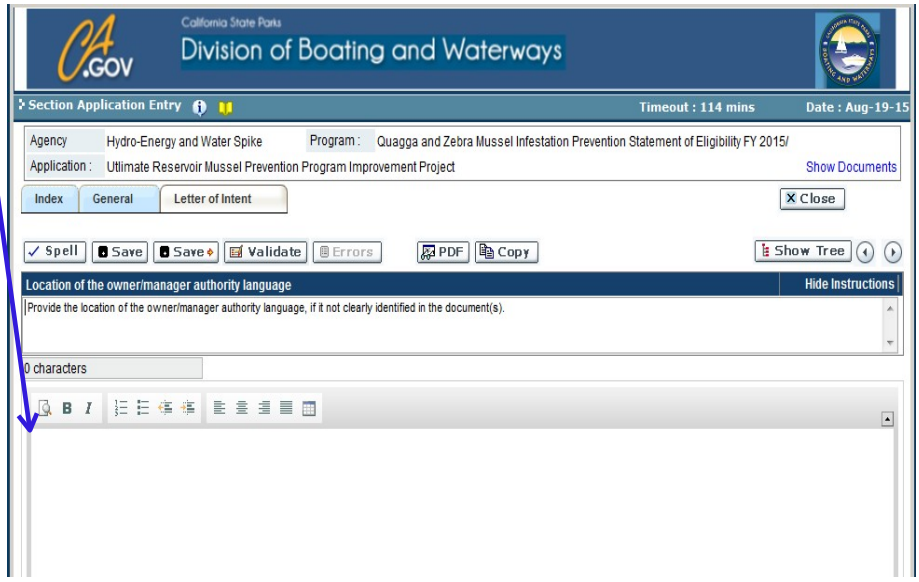
After clicking the "Save - forward" button, paperclip will display in the "View" field verifying that the document has been uploaded



13. Respond to the information requested in the space provided.

If you wish to use spell check, click Spell

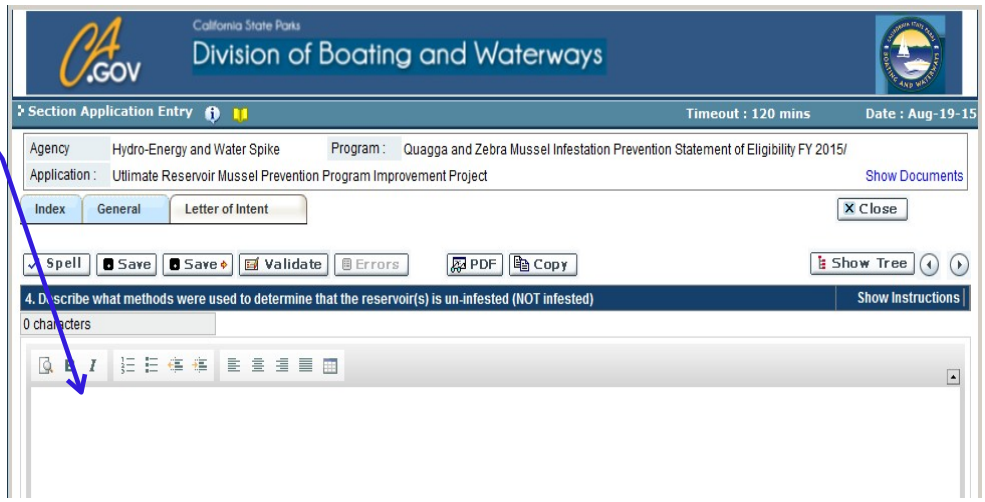
Click the Save button to move to the next screen



14. Respond to the information requested in the space provided.

If needed, click Spell to check spelling

Click Save to move to the next screen



15. To upload mussel monitoring data, click on ⬆ to locate the document on your computer

In the "Upload Attachments" screen; click Browse...

In pop-up screen, locate and click on the appropriate document to upload. Then, click the "Open" button

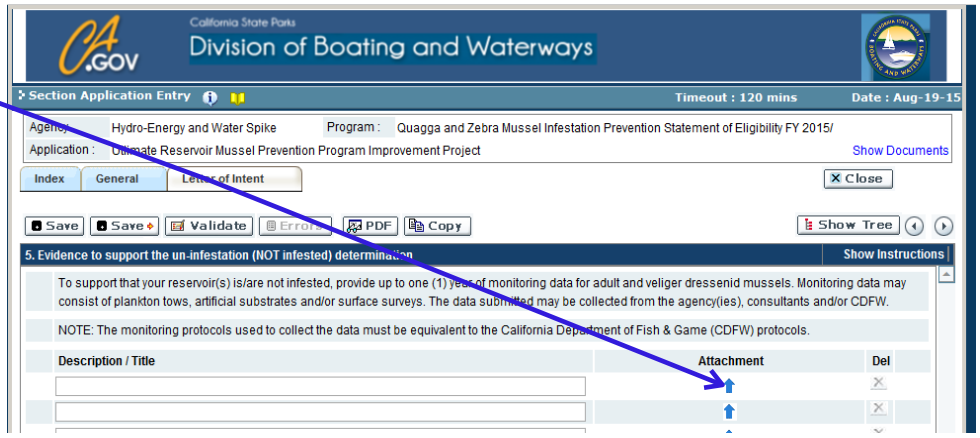
In the next screen, click Save.

A message will display stating that the attachment has been successfully saved. Click "OK", then Close

Next, fill-in the document title/ Description in the "Description/Title" field

Click Save to move forward to the next screen

After clicking Save, a paperclip will display in the "View" field verifying that the document has been uploaded

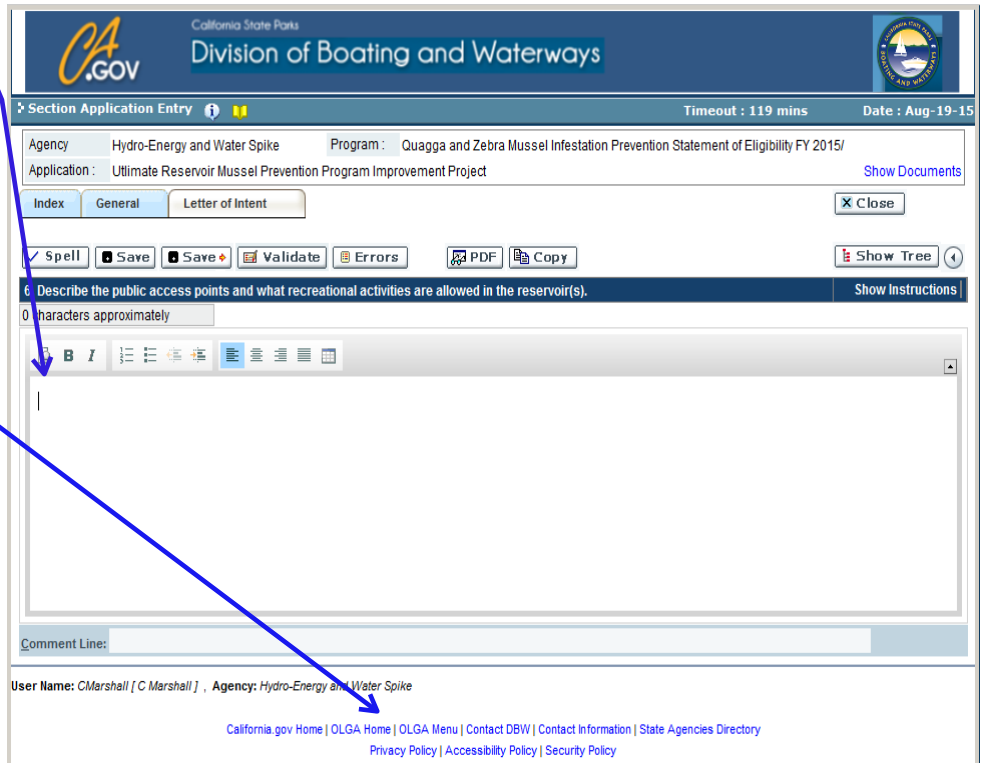


16. Respond to the information requested in the space provided.

If you wish to use spell check, click Spell

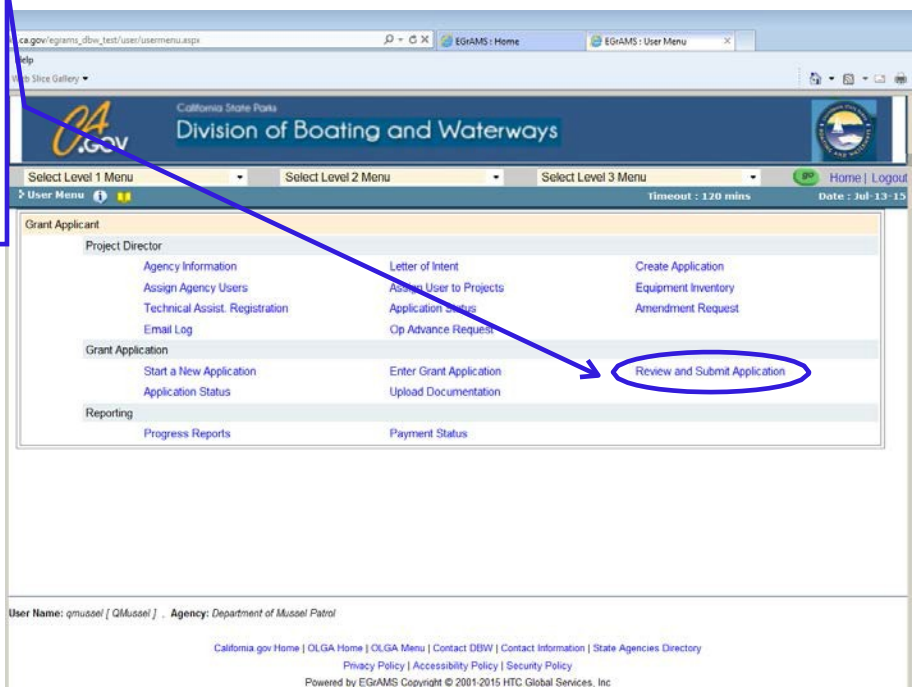
Click on Save; this is the last screen to the section

In the footer of the screen, click on the "OLGA Menu"

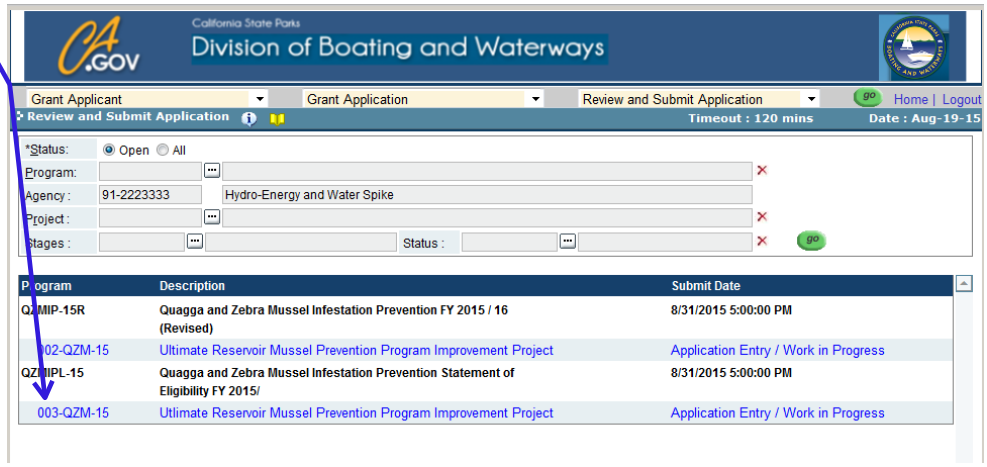


Validate, Review and Submit

17. Under "Grant Application;" click "Review and Submit Application"



18. Click on the application link to validate, review and submit

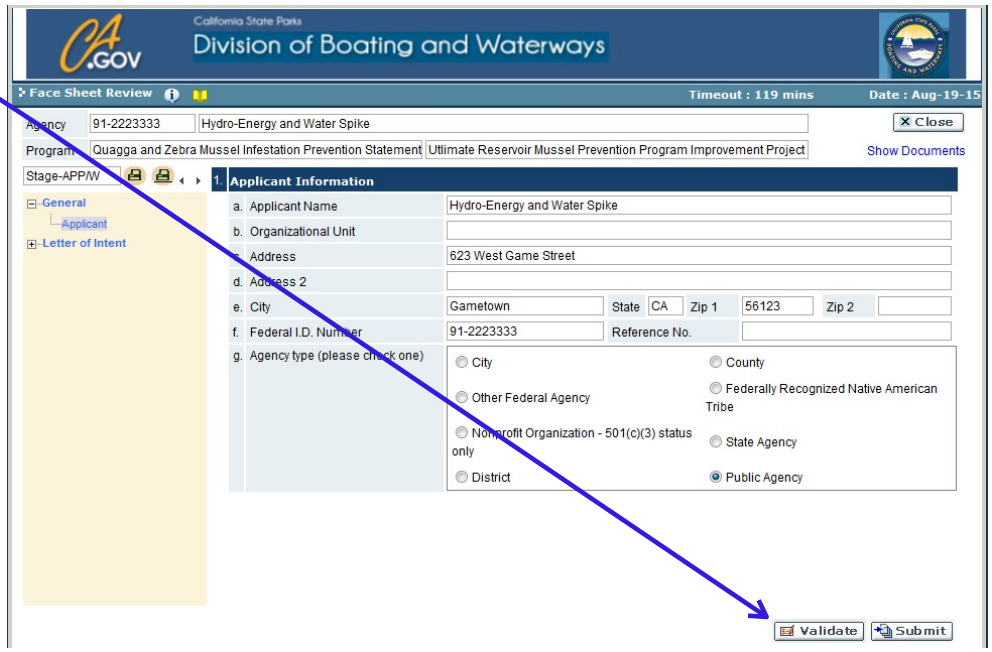


19. Validate Data

The applicant must validate to verify that the application is completed

Click Validate to ensure that all information requested in this section was completed

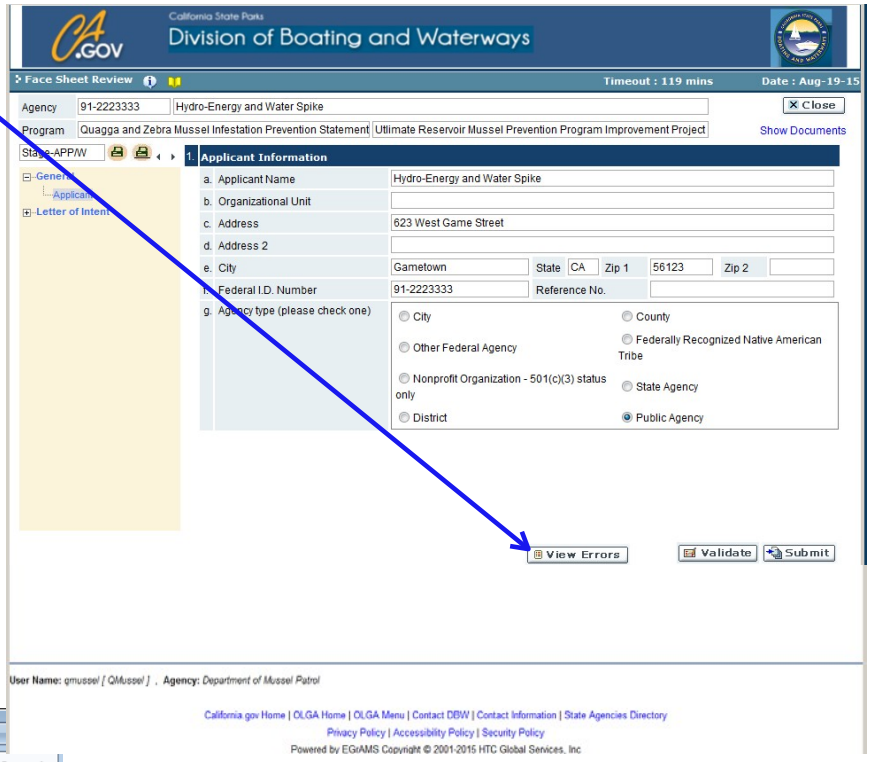
The following message will display if there are errors (missing information or information does not match)

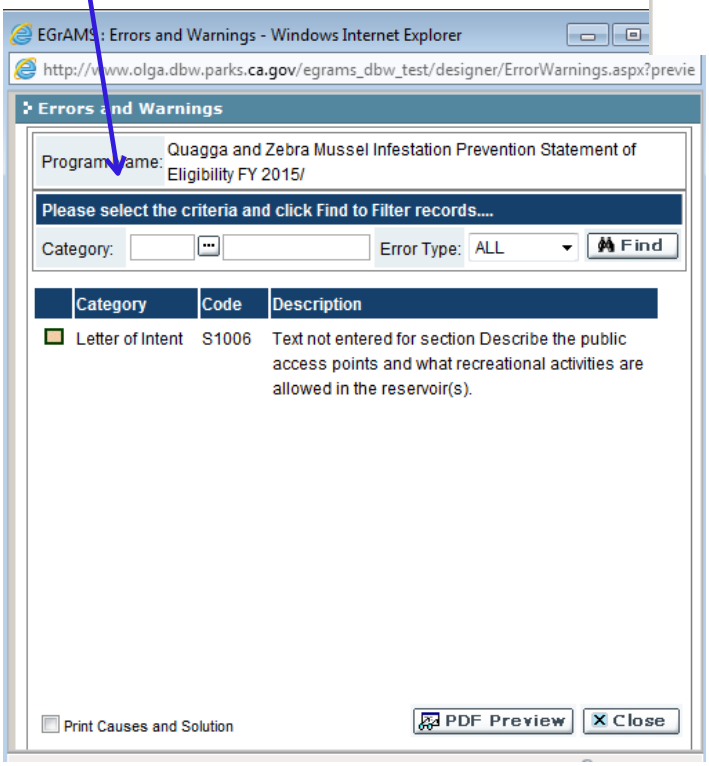


20. Click the “View Errors” button to display the errors

Errors are displayed in the screenshot below.

Print or save a copy of the errors, so you will have a record of where they are in the application to use in #21.

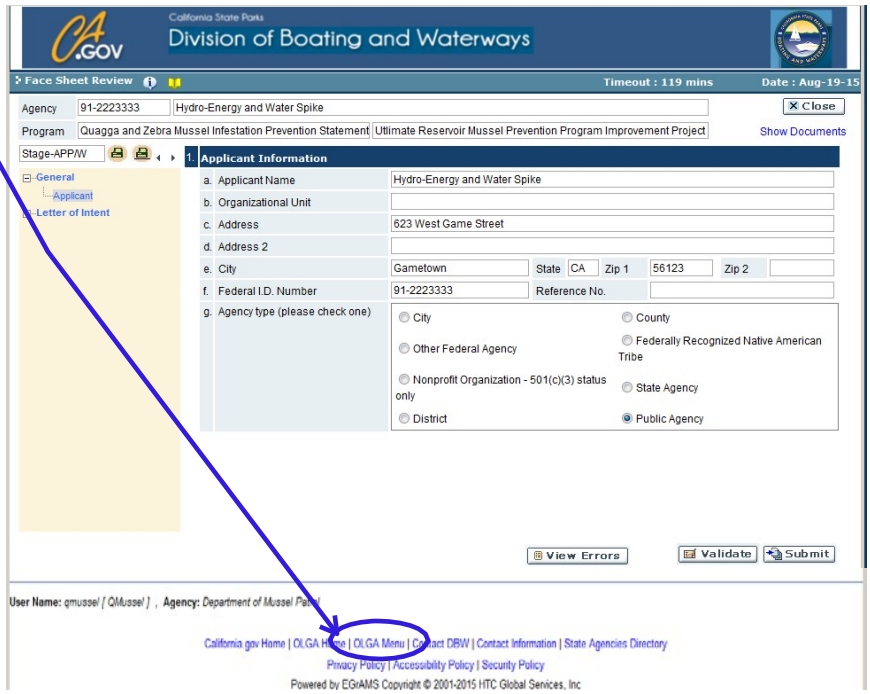




To Correct Errors

21. To correct errors you will need to be in the "Enter Grant Application" screen. To go correct errors:

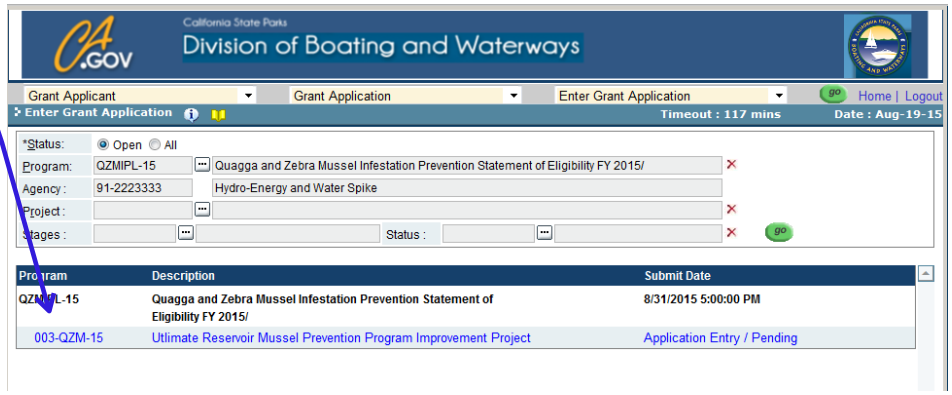
Click on the "OLGA Menu" in the footer of the screen



22. In the "User/OLGA Menu;" click "Enter Grant Application"

Click on the "OLGA Menu" in the footer of the screen

23. Click on the Project link

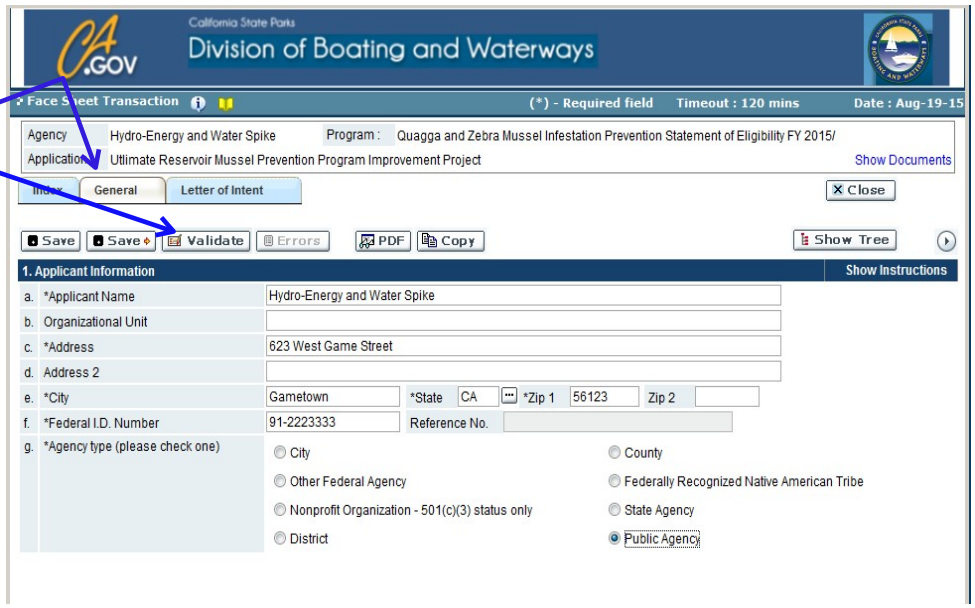


24. Using the Error print-out in 18, click on the section with the errors; then click Validate

An error message will display; click "OK"

The "Errors and Warning" will display.

Correct the errors; click Save and then click Validate



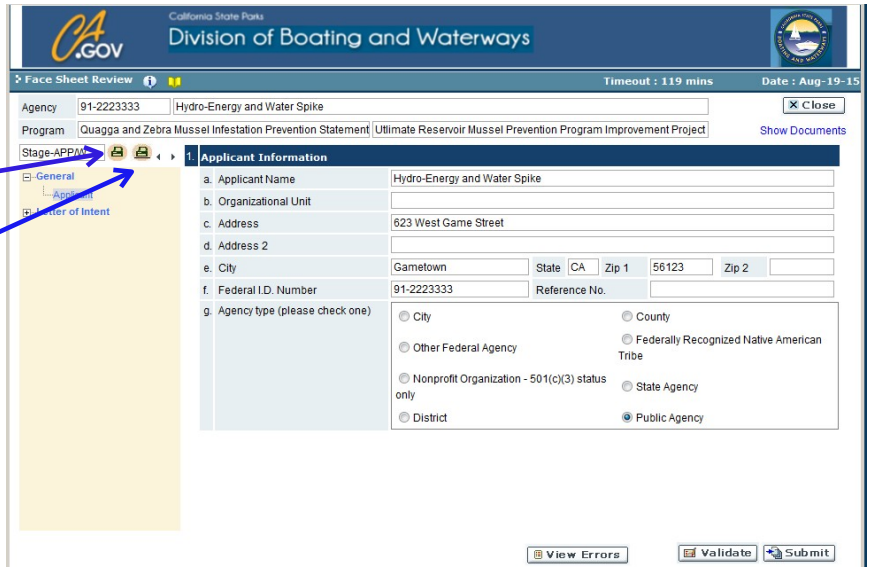
TO SUBMIT

1. In the footer of the screen, click “OLGA Menu”
2. Under “ Grant Application” click “Review and Submit Application”

24. In the “Face Sheet Review” screen, you may print, email or copy the SOE

Click to view SOE

Click to View SOE without attachments



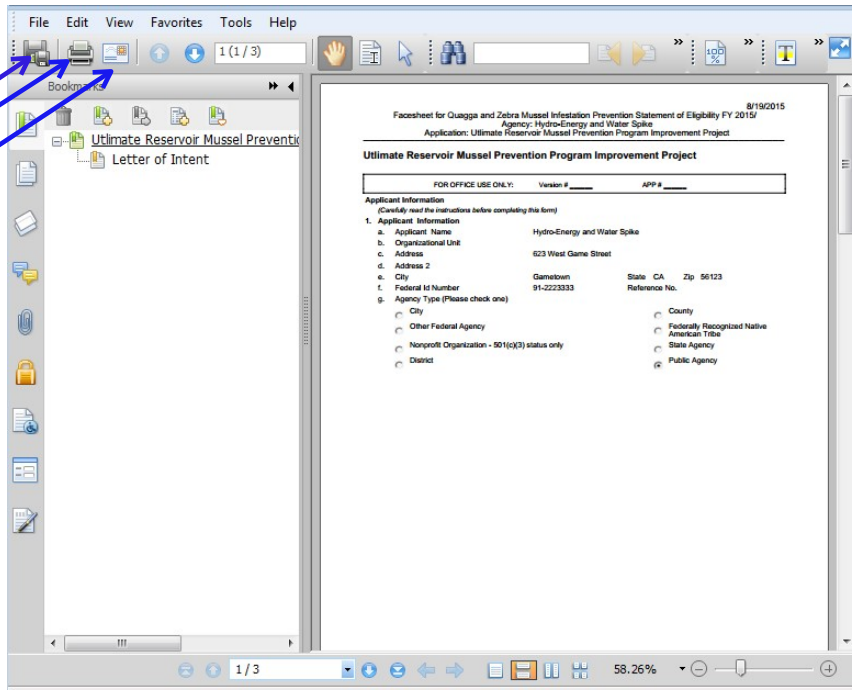
25. Click on the appropriate tool.

Save

Print

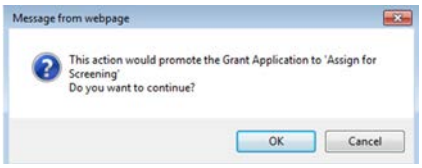
Email

The SOE may be email, printed or save for review by other Project members

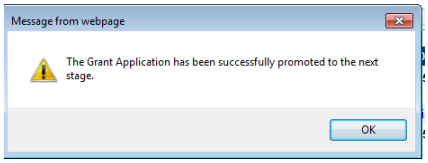


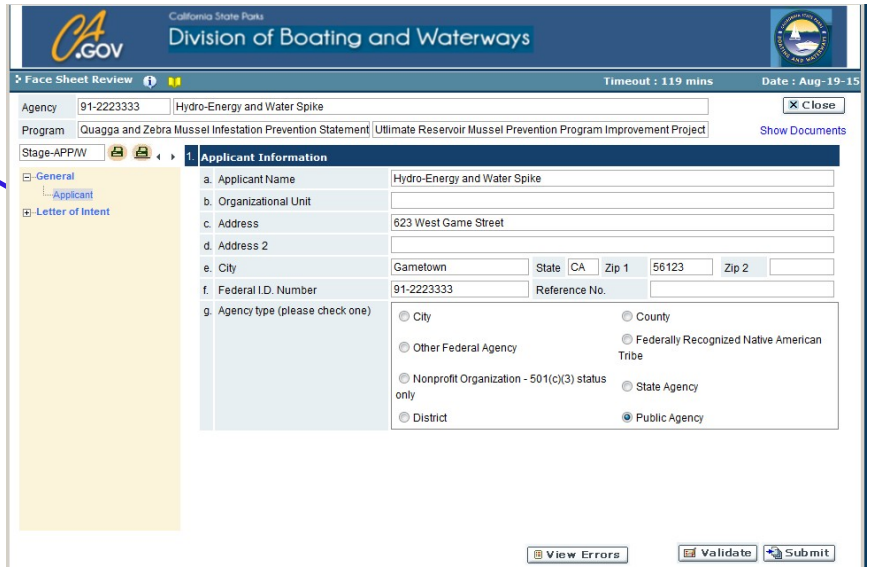
26. After the SOE has been review and all errors have been correct; click Submit

The following message will display; click “OK”



Next this message will display





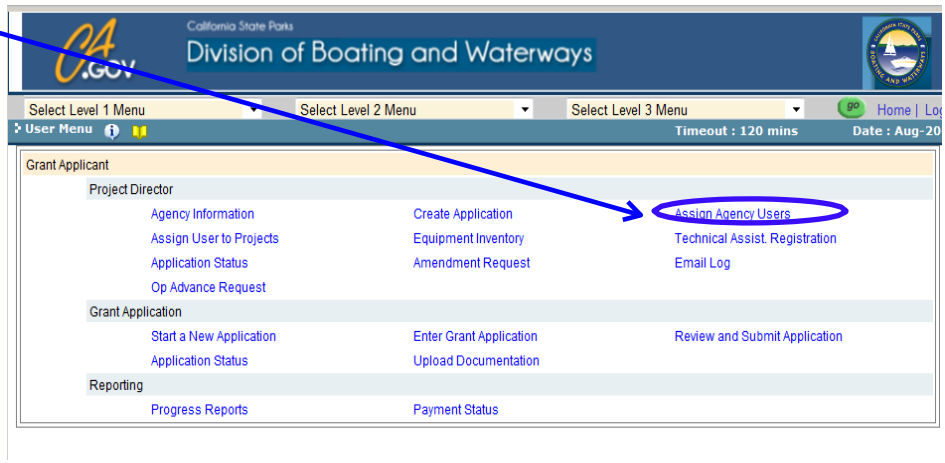
Upon submission of the SOE, DBW Grant Administrators will review for eligibility. If DBW determines that that the applicant is eligible, a notification will be sent to the applicant granting them access to develop and submit an application. To develop and submit an application, refer to instruction in “Part III – Step 1: Enter Grant Application.”

PART III – STEP 1: ASSIGN AGENCY USERS

Only those users identified as the agency's Project Administrator (PA) may grant access and assign users permission to work on projects. If you are not identified as the Project Administrator for your agency, then you will not be able to perform this function. You must first create a "User Profile" (Part I – Step 5: Create User Profile) for others, before assigning them to work on the application in OLGA.

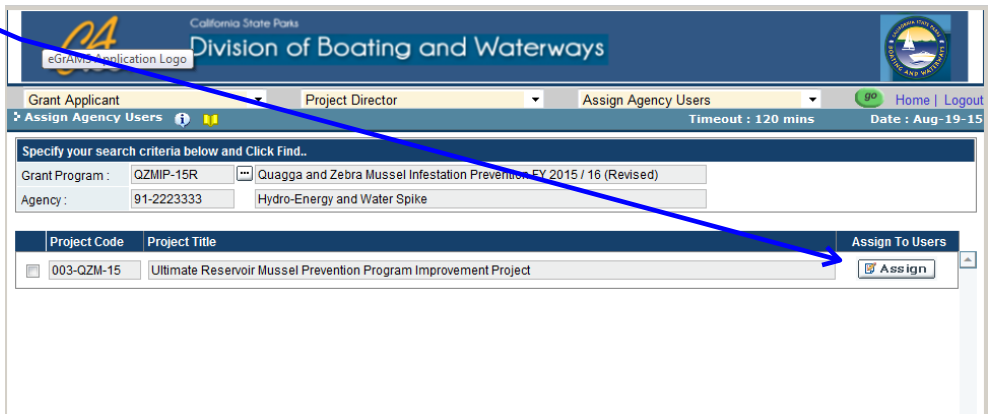
You will need to be logged into OLGA. If you are not logged-in to OLGA, go to the OLGA home screen; click on "EGrAMS (OLGA) Login". In footer of the "Welcome" screen, click on the "OLGA MENU."

1. From the "OLGA Menu" screen, select "Assign Agency Users"



2. Click the ... 'Show Lookup' button.
3. Click to select the box next to the "Grant Program" that you desire.
4. Click on the Find button on the bottom of the page to populate the information in the next screen.

5. Find the Project you desire to assign users; then click on the Assign button to load the users.
If names do not populate, they have not created their User Profile, or may have the wrong agency registered in their profile.)



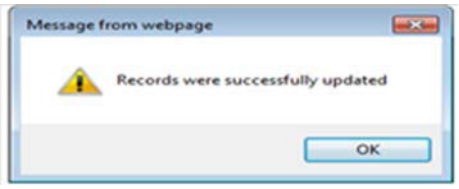
6. In the “User Status” field, click the appropriate box to select the user for whom you are assigning permissions

In the ‘Perm CD’ ‘Lookup’ box, then click the person’s function

In the “Appl” box (for “applicability”): leave this box <u>unchecked</u> if you wish to give the user unlimited access. Check the box if you wish to assign specific access

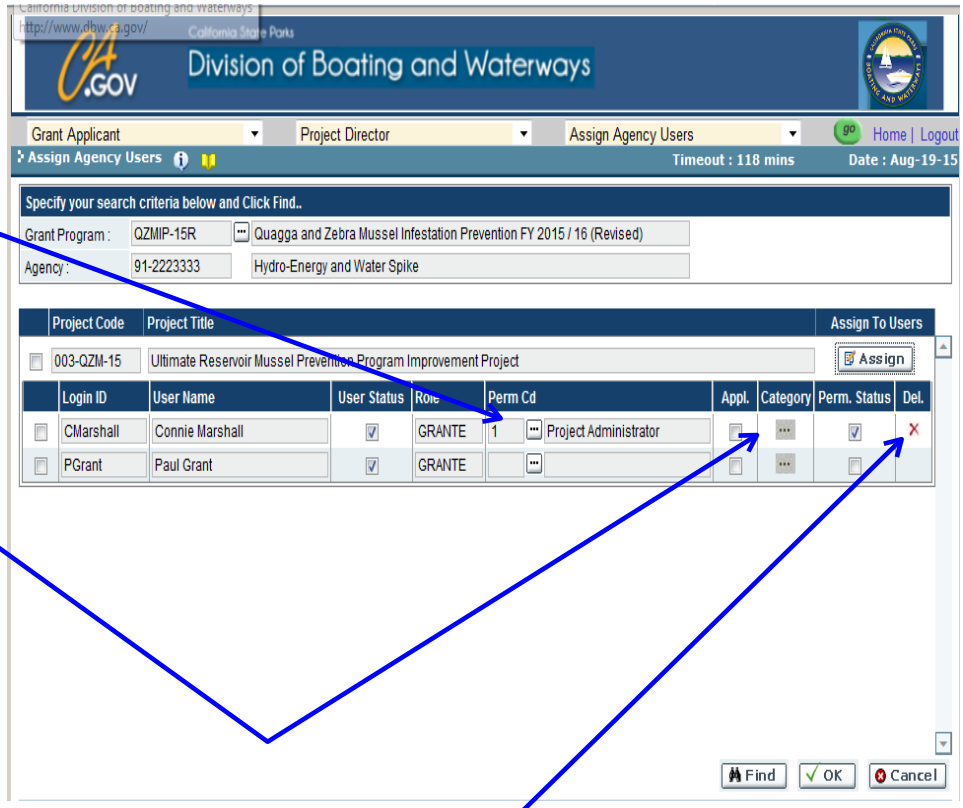
If you checked the “Appl” box, in the “Category” box, click on the button ‘Look up’ box only if you wish to assign user access to specific sections of the grant application, such as Read Only, Write Only or No Access (NA). The default for all is “No Access.” Make your access choices and click OK at the bottom of the pop up window.

A message will display, click “OK”



Repeat Steps 5-7 for each user

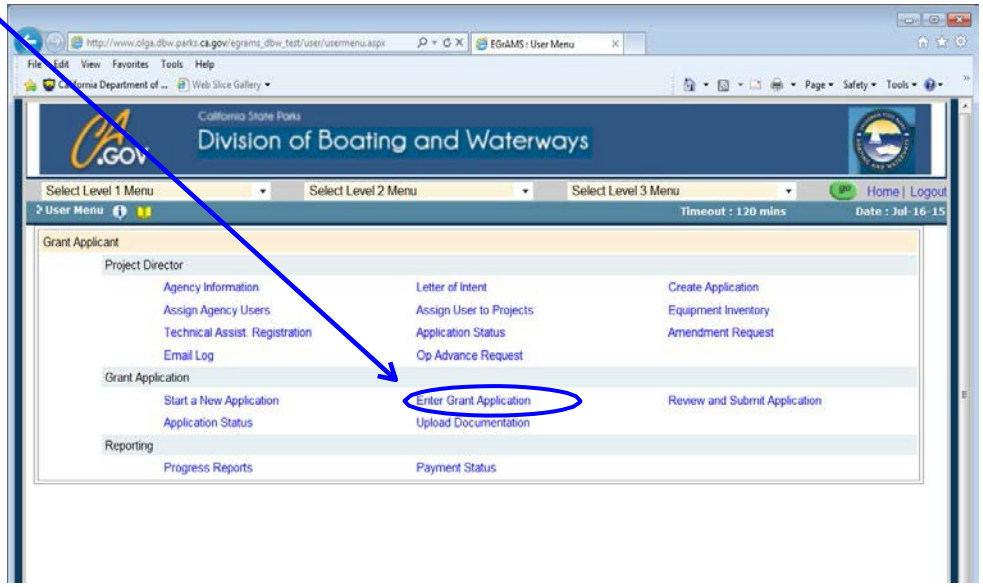
To delete a user, click on red “X” in the “Del” (for delete) column



PART III – STEP 2: ENTER GRANT APPLICATION

Before you are able to enter the grant application, you will need to be logged into OLGA. If you are not logged-in to OLGA, go to the OLGA home screen; click on “EGrAMS (OLGA) Login”. In footer of the “Welcome” screen, click on the “OLGA MENU.”

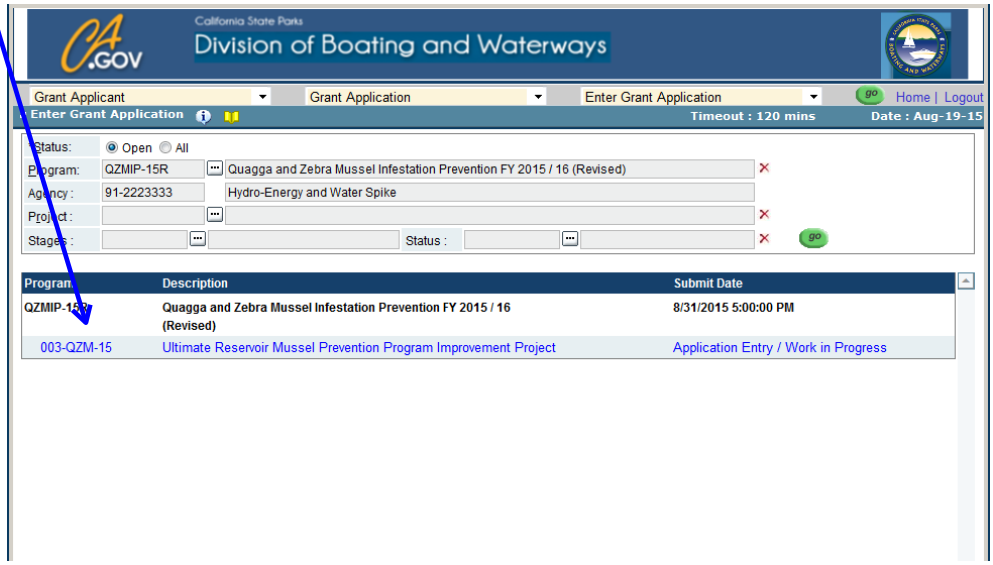
1. In the “OLGA Menu” screen; click on “Enter Grant Application”



2. The Agency information is automatically populated in the fields

Click on the “Title” of the specific Project you wish to work on

A message will display as a reminder of the submission deadline. Click “OK”



3. SECTION TAB INSTRUCTIONS

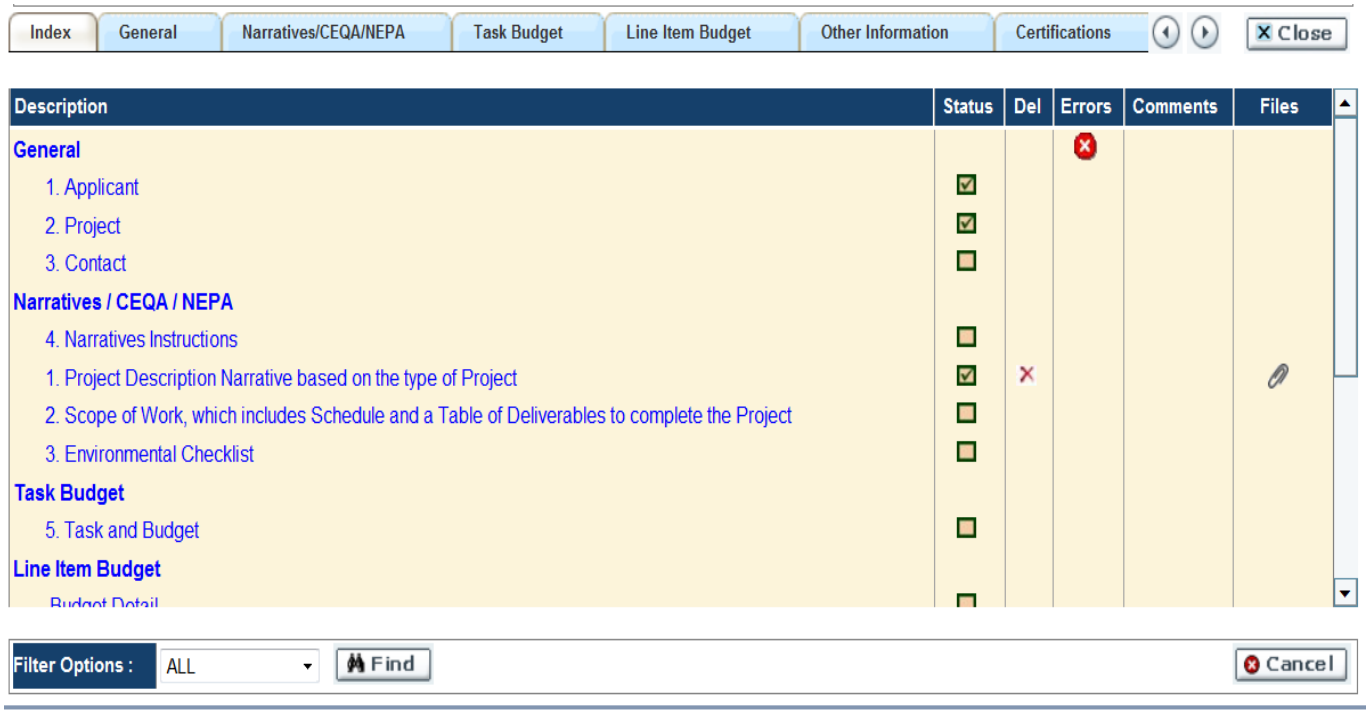
Navigate through the section tabs to enter the information required for your grant application. After completing each section tab, click Validate to ensure that all information has been entered. See OLGA Instructions in the "Navigation Tools and Tips" document on "Saving and Validating Data." **Note**: Reference the 'Navigation Tools and Tips' instruction document to assist you in performing some of the OLGA functionalities to complete and submit your grant application.

INDEX TAB

This tab displays all the parts of the application. The applicant may click on the **bold** blue links to view the section or un-bolded links (subsection) that are under each section. The description of each column is as follows:

Status – A check mark indicates the information is completed in the application
Del – Identifies deleted records by the applicant.
Errors – Identifies errors in the application when the application is validated
Comments – May display reviewer comments if permitted by the Grant Administrator
Files – Identifies uploaded documents by the applicant.

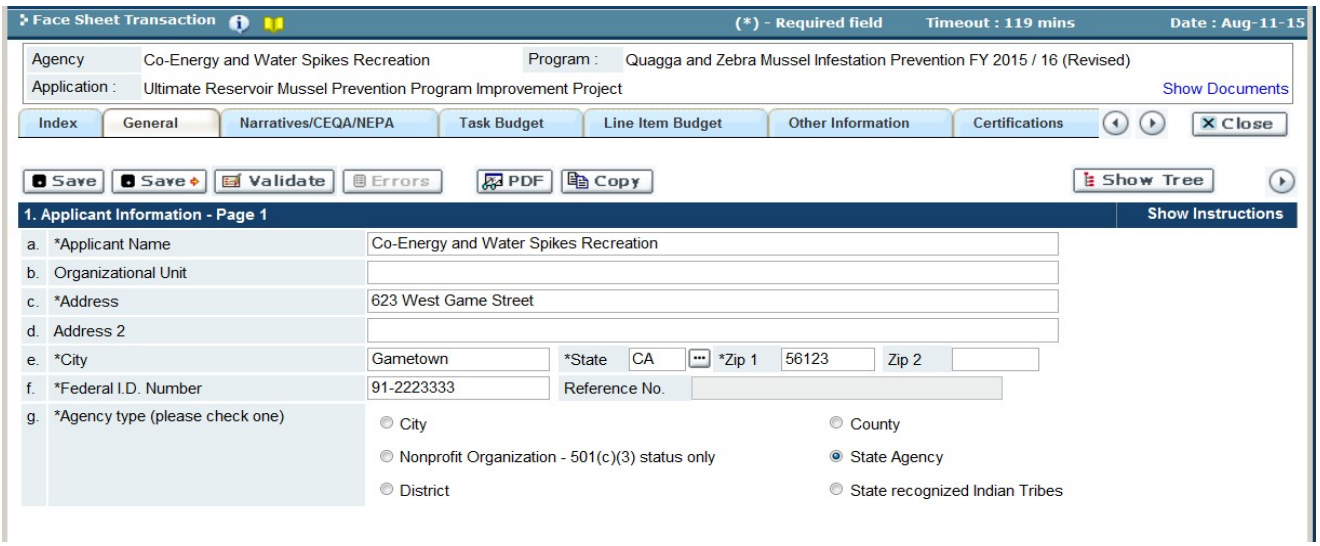
The "Index" tab is a great navigation and information tool that is especially useful in the validation stage.



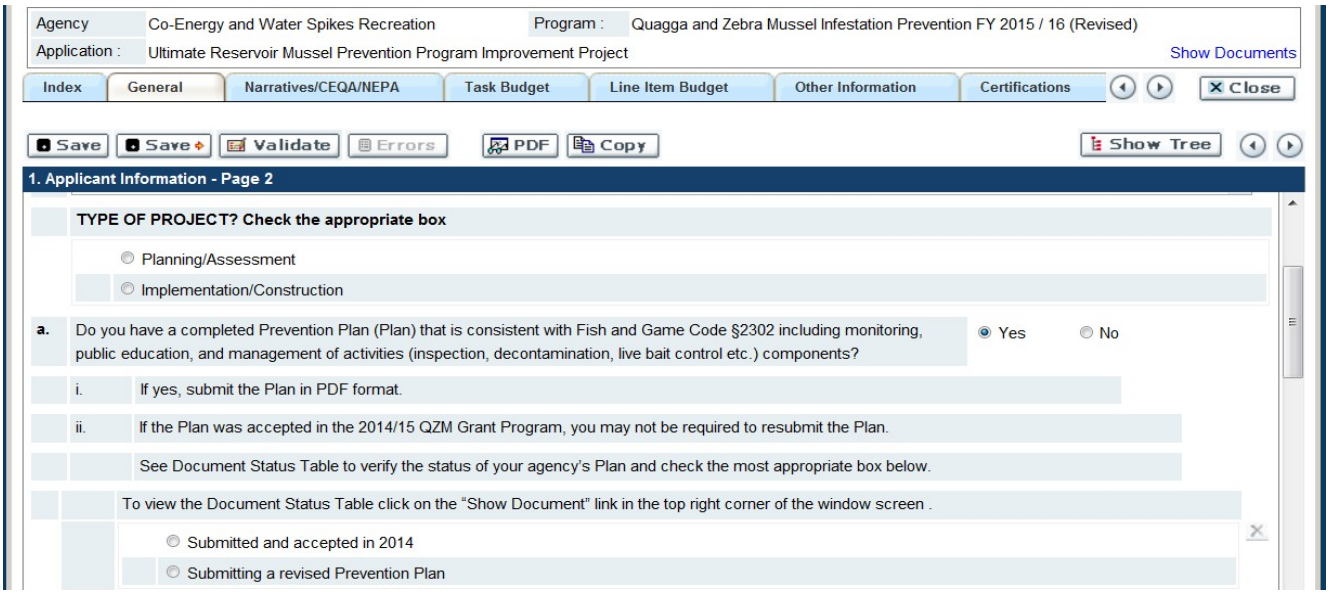
GENERAL TAB

Most of the information under this tab is automatically populated.

- Please review the information for accuracy and add/change information as appropriate. If any information is changed, click Save to move to the next screen. If no information is changed, click ⊙ to the next screen.

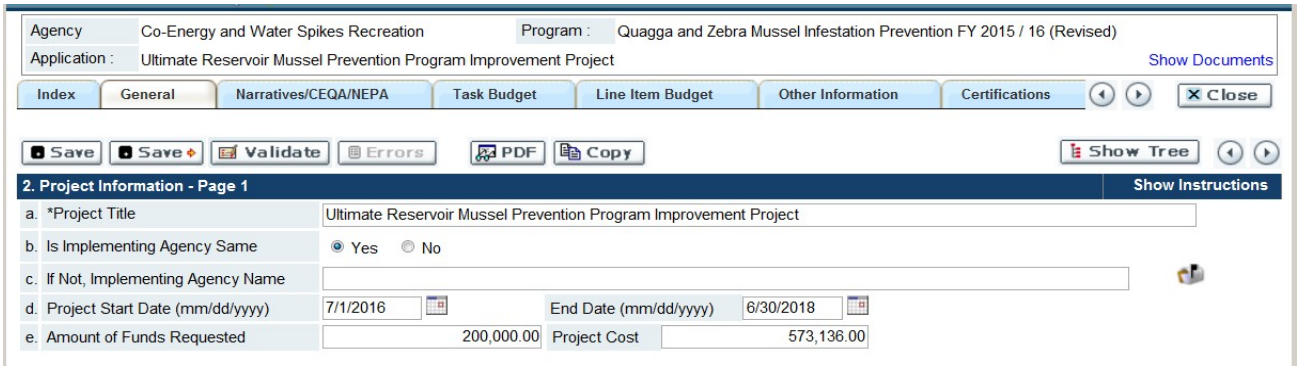


- Click on the Type Project you are proposing.
- Address whether you have a complete Prevention Plan (Plan and/or Vulnerability Assessment (VA).
- Click on ⬆ to upload the Plan and/or VA; click Save to move to the next screen.

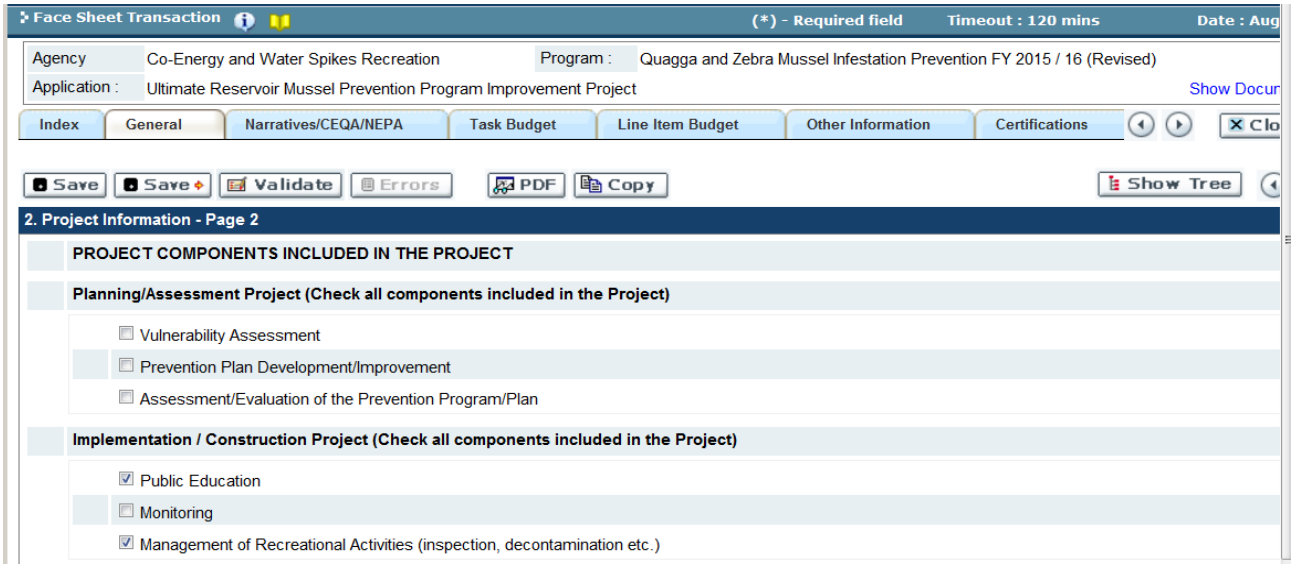


Complete the information in the screen.

- The Project is required to be complete two (2) year after the start date.
- The “Total Project Costs” include the cost associate with the completion of the Project (DBW and other funding sources).
- Click Save to move to the next screen.



- Click on the box(es) next to the components of the Project Type that you are applying for.
- Scroll down to the reservoir and Project location screen (in the next screenshot below).



- Identify the reservoir(s) including latitude and longitude (usually the middle point of the reservoir) as well as Project name and location points.
- Provide a brief description of the Project.
- Click Save to move to the next screen.

NAME OF RESERVOIR(s) and PROJECT SITE/LOCATION	Latitude	Longitude	Del
Ultimate Reservor	432,578	121,560	✕
North Marina Ramp	433,744	121,563	✕
South Marina Ramp	435,078	121,563	✕
			✕
			✕

BRIEF PROJECT DESCRIPTION

This Project will support and improve our current regional-scale Prevention Program by broading the inspection and banding to the South Marina, installing a self contained decontamination station that will be utilized by all entities and reservoirs in the surrounding area. The Project wll also purchase and install mechanical arms to improve control of watercraft entering the Utlimate Reservoir without prior mussel inspections. The Program will continues to promote outreach and education to watercraft owner and the general public.

- Click on (Lookup table) to select the "Contact Type."
- Next, click on to select the contact; this will automatically populate the rest of the screen information.
- Click Save to move to the next screen. The next screen will be another "Contact" screen. If there are no additional contacts for the Project; click to move to the next screen or click on the "Narrative\CEQA\NEPA" Tab.

Face Sheet Transaction (*) - Required field Timeout : 119 mins Date : Aug-12-15

Agency: Co-Energy and Water Spikes Recreation — Program: Quagga and Zebra Mussel Infestation Prevention FY 2015 / 16 (Revised)

Application: Ultimate Reservoir Mussel Prevention Program Improvement Project — Show Documents

Index | General | Narratives/CEQA/NEPA | Task Budget | Line Item Budget | Other Information | Certifications | Close

Save | Save | Validate | Errors | PDF | Copy | Show Tree

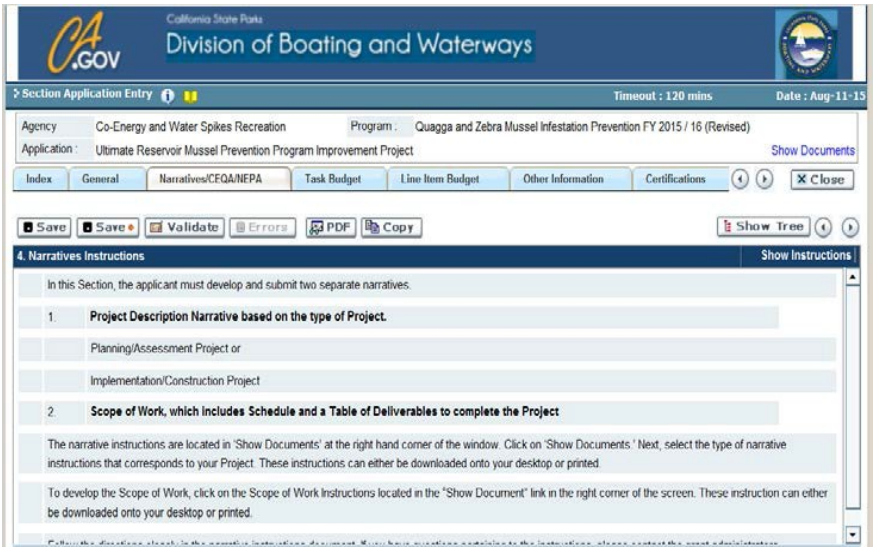
3. Contact — Show Instructions

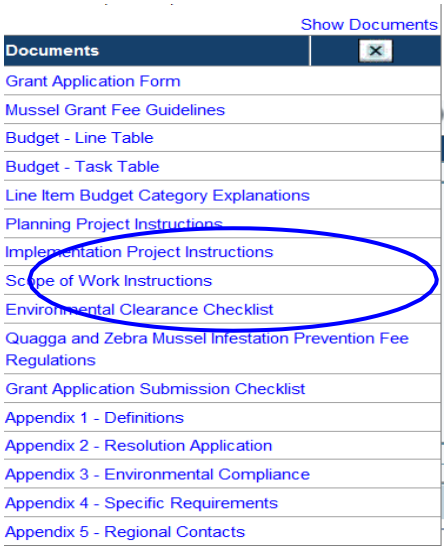
	*Contact Type	PD — Project Administrator
a.	EGrAMS Login	CMarshall — Connie Marshall
b.	*Name	Connie Marshall
c.	*Address	623 West Game Street
d.	Address II	
e.	*City	Gametown; *State CA; *Zip 1 56123; Zip 2
f.	*Telephone	(321) 622-9245; Ext.; Fax
g.	*E-Mail Address	Connie.Marshall@spikesenergy.com
h.	Designation / Title	OM — Operations Manager
i.	Attachment	Browse...

Delete

NARRATIVE/CEQA/NEPA TAB

The applicant is required to complete two narratives; a Project Description and a Scope of Work, which includes the Project Schedule and theTable of Deliverables. The Project Description Narrative should be tailored to the type of Project (Planning/Assessment or Implementation/Construction) the applicant is proposing. The Scope of Work is designed for either Project type. These narratives are to be developed outside of OLGA, then uploaded into OLGA after the narratives has been completed. Develop the narratives according to the Narrative Instructions. To locate the Narrative Instructions, click on the "Show Documents" link at the top-right corner of the screen. Click on the most appropriate Project Description Instructions for your proposed Project type as well as the Scope of Work. These instructions may be downloaded onto your commuter or printed. Follow the Narrative Instruction closely and include all the requested information.





After the narratives have been developed and reviewed, upload them into OlGA. Click the to move to the upload screen. Use the procedures before to upload the narratives.

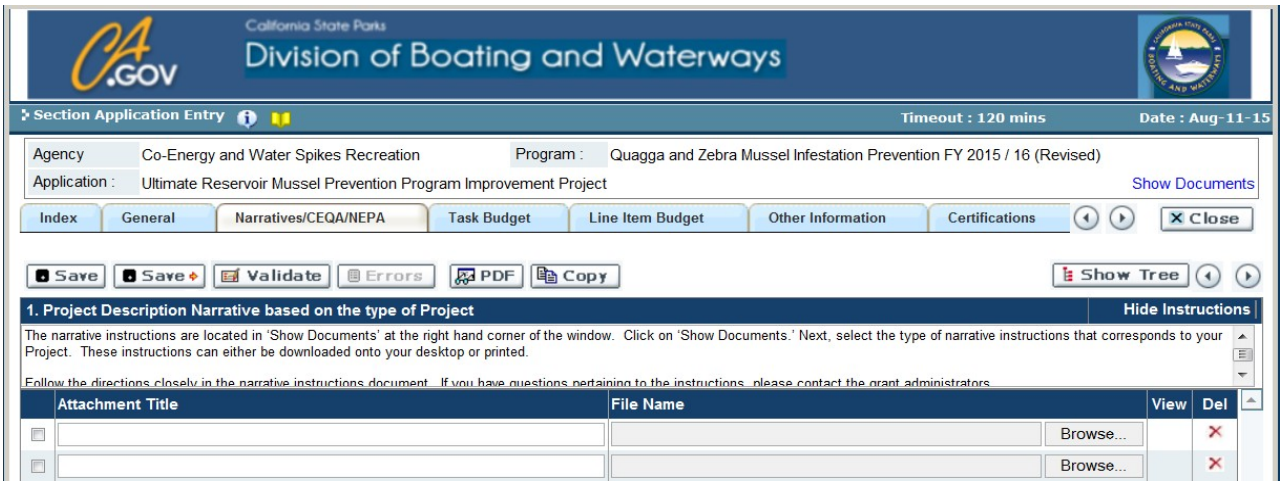
1. Click Browse... to locate the document on your computer.
2. In the upload window, click on the appropriate document and click "Open" to attach the document.

4. The name of the document will automatically display in the "Attachment Title" field; click to complete the upload process. A message will display stating the document has been successfully uploaded; click "OK" and Save on the Permit/Ordinance screen to the next screen. To verify that the attachment process was successful, click on the next to "Show Tree". In the upload document area, a paperclip icon will be displayed. You may click on the paperclip to view the permit.

5. Before moving to the Task Budget Tab, click Validate to ensure that all required information has been entered. If errors are found a notification message will appear.

6. Click "OK" to display the errors. Correct the error and click Validate again until all errors are removed.

You may delete the uploaded narratives by clicking on red "x" in the far right column, then Save to complete the deletion.



Environmental Checklist (CEQA/NEPA)

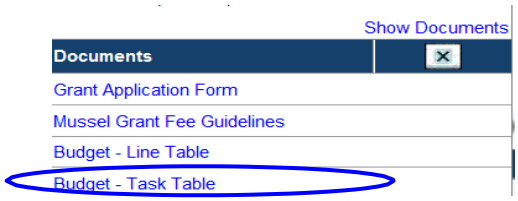
1. Provide the Lead Agency name
2. Indicate whether a CEQA/NEPA document has been completed. If a document has been completed, click to upload the document following the uploading instructions after clicking the upload icon .
3. Indicate which type of the CEQA documents will be submitted. Also, provide the category and/or statutory exemption and the class, if appropriate. If it is not appropriate for the Project, indicate "none" in the space provided.

TASK BUDGET TAB

1. Fill-in the Task # and Task Title
2. Under each task, complete the following information for each item:
    - Provide the name of the position/item under the different categories (Personnel, Applicant Expense, Professional Services-Consulting).
    - Rate
    - QTY – number of hours
    - UOM (hours) for Personnel
    - Indicate the amount of funding for the funding source (DBW, In-Kind and/or Cash.
    - Note: the total amounts will calculate after clicking Save. Any item that is not funded by a particular funding source, the applicant must place a zero(0). Do not leave any blanks spaces in a cost and funding of an item. A blank space will produce an error in the validation of the data entered.
3. Complete all tasks in the same manner. The tasks in the Task Budget are required to align with the tasks in the Scope of Work. This means that each task in the Scope of Work is required to have the associated costs and funding amounts with that task in the Task Budget.
4. Click Save after each task budget is completed before moving to the next task.

5. OLGA will automatically calculate the total costs and funding for each task at the end of the Task Budget. The last screen of the Task Budget will display the accumulated total costs and the total amount of funding projected from the various funding sources (DBW, in-kind, and cash). Click Save again to move to the next screen.
6. Click Validate to ensure that all required information has been entered. If errors are found, a notification message will appear. Click "OK" to display the errors. Correct the errors and click Validate again until all errors are removed.
7. The applicant may delete a task item by clicking "x" in the far right box of each task item line.

Note: You may use the Task Budget Worksheet in the Show Documents link. This may assist you in filling out the Task Budget in OLGA.



Agency	Hydro-Energy and Water Spike	Program :	Quagga and Zebra Mussel Infestation Prevention FY 2015 / 16 (Revised)
Application :	Ultimate Reservoir Mussel Prevention Program Improvement Project		Show Docume

Index | General | Narratives/CEQA/NEPA | Task Budget | Line Item Budget | Other Information | Certifications | Close

Save | Save + | Validate | Errors | PDF | Copy | Show Tree

5. Task and Budget (1) — Hide Instructio

The Task Budget Table must align with the tasks in the Scope of Work.

Task No: 1 **Task Title:** CEQA - Mitigated Negative Delaration (Reimbusement)

Applicant - Personnel	Hours	Salary ($/hour)	Total Cost ($)	DBW Fee Grant Funding ($)	Cash ($)	In-Kind ($)	Total Funding ($)	De
Attorney	20.00	73.00	1,460.00	1,460.00	0.00	0.00	1,460.00	
Supervisor	10.00	52.00	520.00	520.00	0.00	0.00	520.00	
Program Analyst	20.00	52.00	1,040.00	1,040.00	0.00	0.00	1,040.00	

Applicant Expenses		Total Cost ($)	DBW Fee Grant Funding ($)	Cash ($)	In-Kind ($)	Total Funding ($)	De
Materials 1	CEQA Fees, Office Supplies	2,500.00	2,500.00			2,500.00	
Materials 2							
Materials 3							
Travel							

Professional Services - Consulting	Hours	Salary ($/hour)	Total Cost ($)	DBW Fee Grant Funding ($)	Cash ($)	In-Kind ($)	Total Funding ($)	De
			0.00				0.00	

Professional Services - Consulting		Total Cost ($)	DBW Fee Grant Funding ($)	Cash ($)	In-Kind ($)	Total Funding ($)	De
Materials 1		0.00				0.00	
Materials 2							
Materials 3							
Travel							

Item (Construction / Implementation Costs)	Total Cost ($)	DBW Fee Grant Funding ($)	Cash ($)	In-Kind ($)	Total Funding ($)	De
Task Total ($)	5,520.00	5,520.00	0.00	0.00	5,520.00	

Task and Budget Summary — Show Instructio

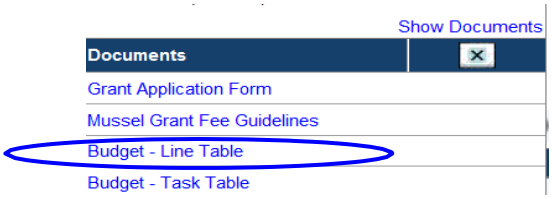
2	Decontamination Station and Mechanical Arm Installatio	316,768.00	100,000.00	88,808.00	127,960.00	316,768.00	
3	Implementation of an Inspection Station and Mechanical	62,838.00	1,200.00	58,120.00	3,518.00	62,838.00	
4	Reciprocal Banding Program	163,160.00	93,280.00	69,880.00	0.00	163,160.00	
5	Reporting	1,850.00	0.00	1,850.00	0.00	1,850.00	
	TOTAL TASK SUMMARY ($)	550,136.00	200,000.00	218,658.00	131,478.00	550,136.00	

LINE ITEM BUDGET TAB

The Line Item Budget contains the various budget categories: Personnel, Professional Services – Consulting (Personnel and Non-Personnel) and Construction Services (Personnel and Non-Personnel). Under each Category there are subcategories (personnel, supplies, equipment, travel and other expenses).

1. In the Personnel Category and Personnel Subcategory areas click "Lookup Table" for a list of positions. Select the most appropriate position title by clicking . If a position title is not in the drop down-list, select "Other" and fill-in the position title.
2. As in the Task Budget, you must put zero "0" in empty fields that are not funded by a funding source in an item. If zeros are not entered in those fields, they will appear as error upon validating the information.
3. Supplies - select the supply item by clicking . If the item is not in the list, select "Other" from the list and fill-in the items' name. Supplies are items that are less than $5,000 /item.
4. Equipment - select the equipment item by clicking . If the item is not in the list, select "Other" from the list and fill-in the items name. Equipment is an item that is equal to and greater than $5,000/item.
5. Click Save after adding information for each Category.
6. The (Narrative envelop) in the top right corner, next to the "Sub-type" is used to add text information pertaining to the complete Line Item Budget.
7. The (Note message) at the right of each line item is used to add text pertaining to a particular item.
8. The second to the last screen contains the summary of costs and funding for the total Line-Item Budget.
9. The last screen totals the costs as well as the funding projected from DBW, cash, and in-kind services. In the "Others" field indicate the source of funding by clicking and filling in the field.
10. Click Save when you are completely finished with the Budget.
11. In the "Source of Funding" Screen (last screen) upload the "Commitment to Fund" using the Browse... button next to the funding source line.
12. Click Validate to ensure that all required information has been entered. If error are found a notification message will appear, click "OK" to display the errors. Correct the error and click Validate again until all errors are removed.

Note: You may use the Line Item Budget Worksheet in the Show Documents link. This may assist you in filling out the Line Item Budget in OLGA.



Example of Personal Category of the Line Item Budget

Save | Save | Validate | Errors | PDF | Copy | Show Tree

Budget Detail

Category : Personnel | Type : Expenditure

Classification Seq. : 1 | Sub Type : Direct | Narrative :

Instructions : This includes classification, hours, and rates. The total must add up to the total column. These individuals must be employed by the Grantee. If CEQA, etc. documents are done by Grantee's employee, costs are incurred in the hours/total. Includes: salaries, wages, fringe benefits, and preparation of required progress and final reports.

Description	Qty	Rate	UoM	Total	DBW Funding	Cash	In-Kind	Notes
Others	20.0000	73.000	HRS	1,460.00	1,460.00	0.00	0.00	
Attorney								
Others	10.0000	52.000	HRS	520.00	520.00	0.00	0.00	
Superviisor								
Others	20.0000	52.000	HRS	1,040.00	1,040.00	0.00	0.00	
Analyst								
Others	120.0000	15.000	HRS	1,800.00	0.00	1,800.00	0.00	
			Totals :	246,178.00	56,900.00	189,028.00	250.00	

Click Save or to move to the "Supplies" screen

Category : Supplies | Type : Expenditure

Classification Seq. : 2 | Sub Type : Direct | Narrative :

Instructions : All Grantee expenses associated with the Project including permits fees, etc. Examples: Document Reproduction, Office Supplies, Office Expenses, Travel, Permit Fees, Lab Equipment, etc. Note: If an item is described as "equipment" it must be followed by "(less than $5000).

Description	Total	DBW Funding	Cash	In-Kind	Notes
Others	13,300.00	13,250.00	50.00	0.00	
Bands, Stickers, Office Supplies, Fees					
Computers	12,000.00	12,000.00	0.00	0.00	
QID Handheld Devices	12,000.00	12,000.00	0.00	0.00	
Others	3,450.00	3,450.00	0.00	0.00	
Signs, shade tent, cones					
Totals :	40,750.00	40,700.00	50.00	0.00	

Click Save or to move to the "Equipment" screen

Category : Equipment | Type : Expenditure

Classification Seq. : 2 | Sub Type : Direct | Narrative :

Instructions : All Grantee expenses associated with the Project including permits fees, etc. Equipment ($5,000 or more per item). Itemize each piece of equipment. Example: decontamination unit, mechanical ramp arm monitoring equipment etc.

Description	Total	DBW Funding	Cash	In-Kind	Notes
Totals :	0.00	0.00	0.00	0.00	

Click Save or to move to the “Travel” screen

Category :	Travel	Type :	Expenditure
Classification Seq. :	2	Sub Type :	Direct
Narrative :			

Instructions :

Description	Total	DBW Funding	Cash	In-Kind	Notes
Totals :	0.00	0.00	0.00	0.00	

Line Item Budget Summary Screen

Budget Summary

Description	Total	DBW Funding	Cash	In-Kind	Narr.
Travel					
Other Expenses					
Total Professional / Consultant Services	11,120.00	2,400.00	3,760.00	4,960.00	
Construction					
Personnel - Construction	6,088.00	0.00	2,820.00	3,268.00	
Supplies					
Equipment	246,000.00	100,000.00	23,000.00	123,000.00	
Travel					
Other Expenses					
Total Construction	252,088.00	100,000.00	25,820.00	126,268.00	
TOTAL DIRECT EXPENSES	550,136.00	200,000.00	218,658.00	131,478.00	
TOTAL EXPENDITURES	550,136.00	200,000.00	218,658.00	131,478.00	

Funding Source

Source(s) of Funds

	TOTAL EXPENDITURES	200,000.00	218,658.00	131,478.00	550,136.00		
Del.	Description	DBW Funding	Cash	In-Kind	Total	Narr.	Attach
	Source of Funds						
✕	DBW Fee Grant Funding	200,000.00	0.00	0.00	200,000.00		
✕	Federal	0.00	0.00	0.00	0.00		
	Other(s)						
✕	Others Hydro Energy-Water Spike Revenue F	0.00	0.00	131,478.00	131,478.00		Browse...
✕	Others State Water Reservoir Grant Fund	0.00	218,658.00	0.00	218,658.00		Browse...
✕		0.00	0.00	0.00	0.00		
✕		0.00	0.00	0.00	0.00		
	Totals	200,000.00	218,658.00	131,478.00	550,136.00		

Upload Funding Commitment Letters

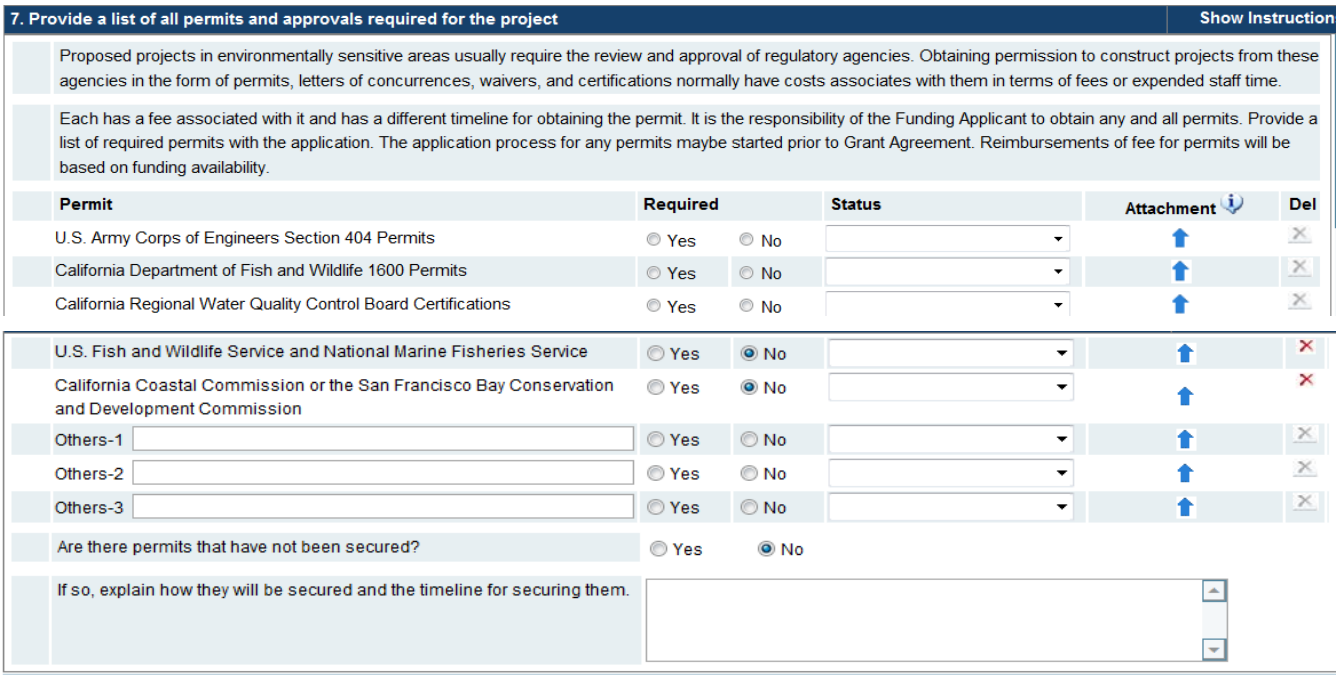
OTHER INFORMATION TAB

Permits

In each of the Permits listed click (Yes/No) to indicate whether the permit is required. If the Permit is required, indicate the status of the Permit. Upload the Permit by clicking .

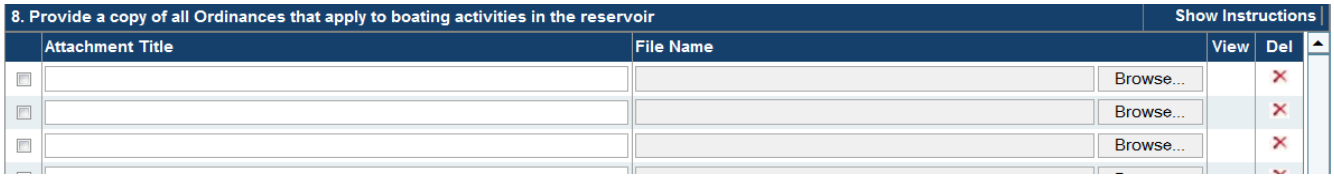
1. Click Browse... to locate the document on your computer.
2. In the upload window, click on the appropriate document and click "Open" to attach the document.
3. The name of the document will automatically display in the "Attachment Title" field; click Save to complete the upload process. A message will display stating the document has been successfully uploaded; click "OK" and Save to move to the next screen. To verify that the attachment process was successful, click on the next to "Show Tree". In the upload document area, a paperclip icon will be display. You may click on the paperclip to view the permit.

You may delete the uploaded Permit by clicking on red "x" in the far right column, then Save to complete the deletion.



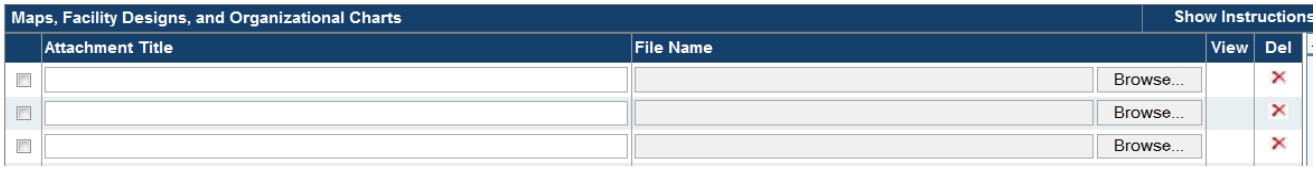
Ordinances

Follow steps 1 – 3 under Permits upload ordinances. After clicking Save (#3 upload instructions) OLGA will move to the "Maps, Facility Designs and Organizational Charts" screen.



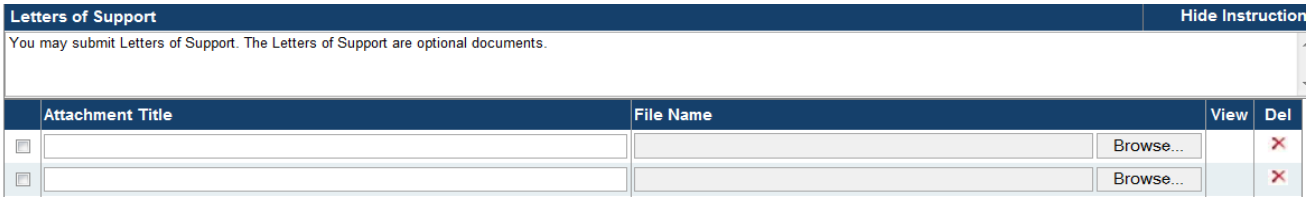
Maps, Facility Designs and Organizational Charts

Follow steps 1 – 3 under Permits upload maps, facility designs and organization charts. After clicking Save (#3 in the upload instructions) OLGA will move to the "Intention to Fund" screen.



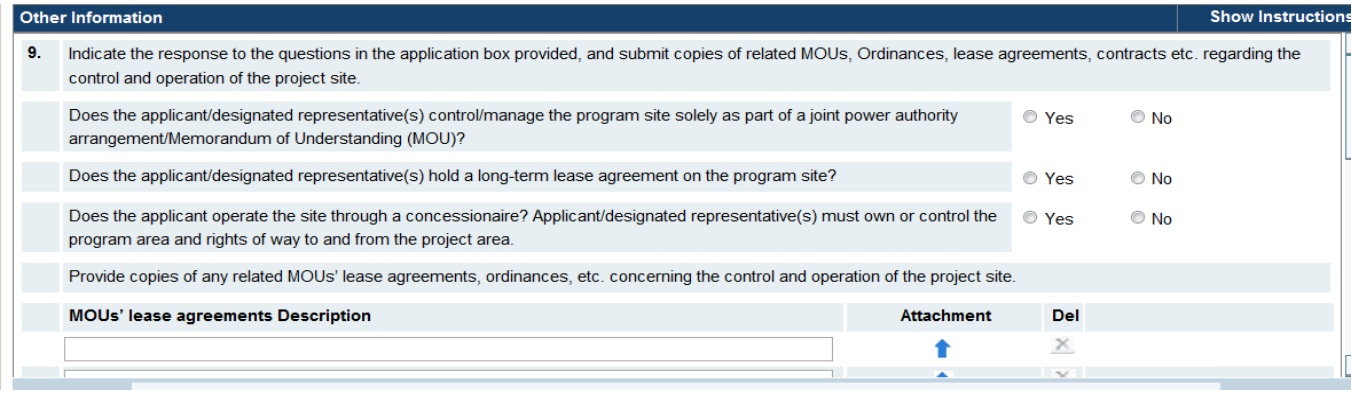
Letters of Support

Follow steps 1 – 3 under Permits upload maps, facility designs and organization charts. After clicking Save (#3 in the upload instructions) OLGA will move to the "Other Information" screen.



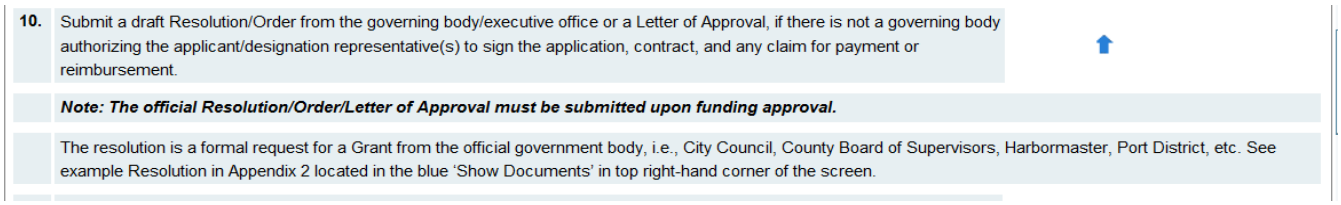
Other Information

1. Click yes/no in response to question 9.
2. To upload documents, click on and follow steps 1 – 3 under Permits.



Draft Resolution

Upload a Draft/Final Resolution.

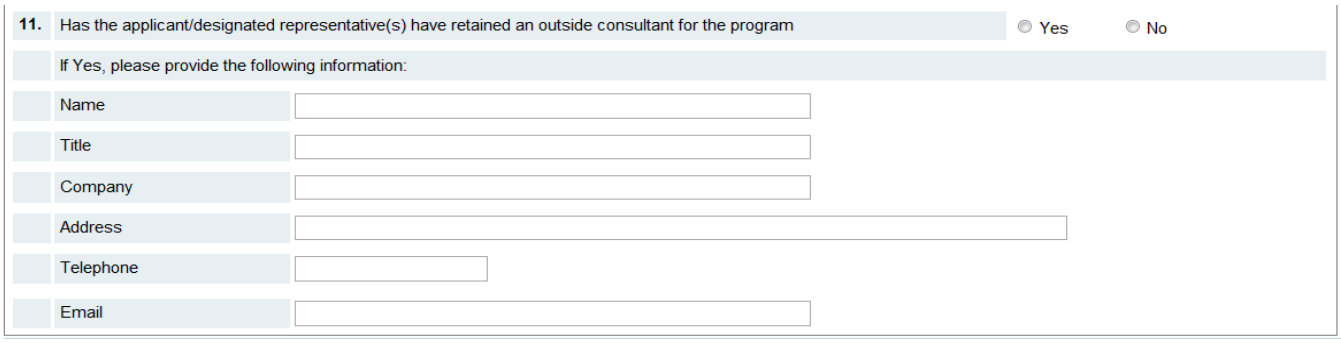


Validate the Section

Click Validate to ensure that all required information has been entered. If error are found a notification message will appear, click "OK" to display the errors. Correct the error and click Validate again until all errors are removed.

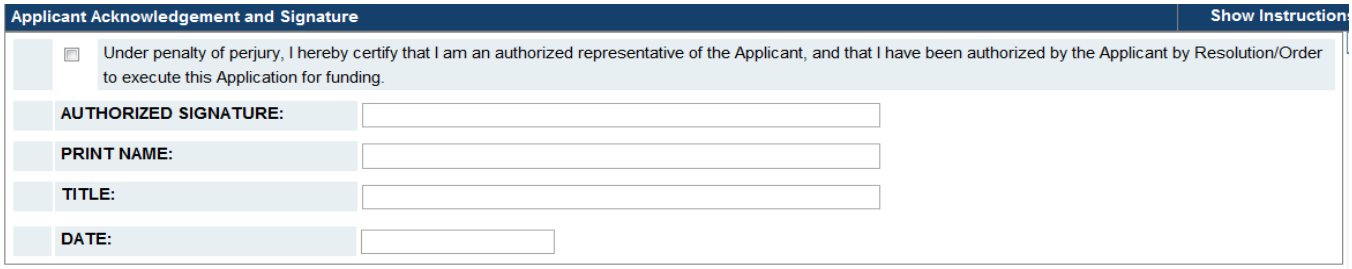
Consultants

Complete the field box, if there are outside consultants for the Project.



Certification

Complete the information required in the fields below.



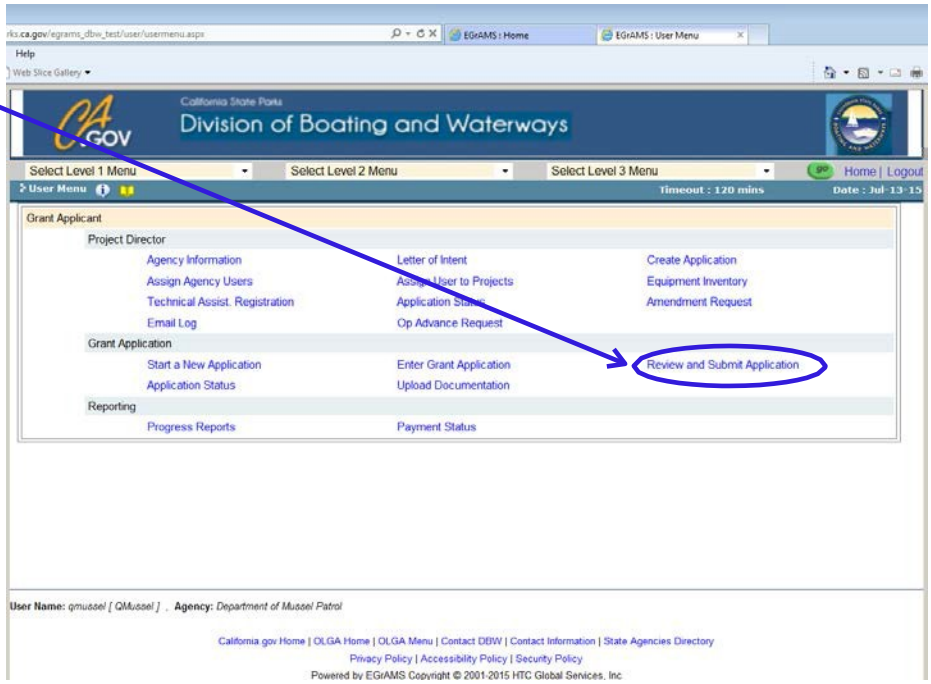
Validate, Review and Submission of Applications

Before the final application is submitted to DBW, it is highly recommended that the application perform a thorough review and validation of the application. The applicant may be printed and/or emailed to others for review. Follow the instructions in "Part III – Step 3: Validate, Review and Submit" to submit the application.

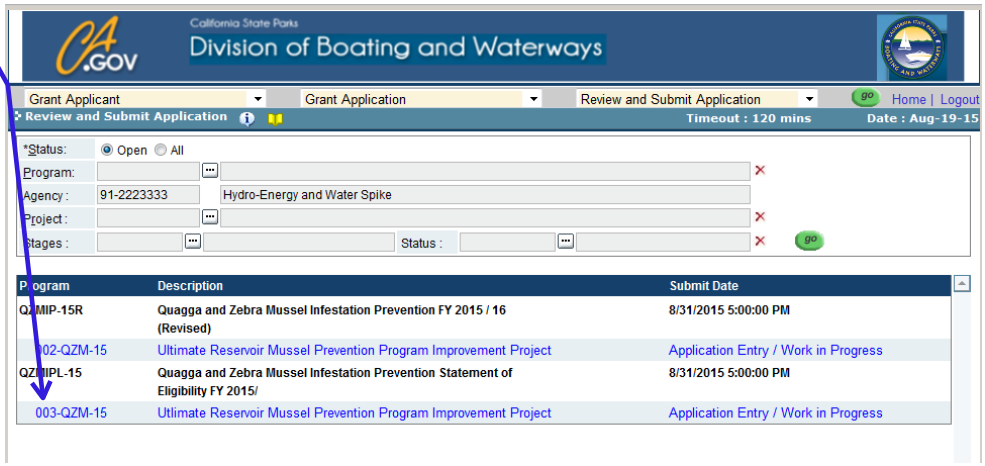
PART III– STEP 3: VALIDATE, REVIEW AND SUBMIT

The applicant must validate the application to ensure that it is complete and the data matches. If there are errors in the application, the application will not submit. The best way to validate the application is after completing each screen or each section tab. It is also recommended that the applicant print-out the application and review it thoroughly for accuracy and completeness. The applicant may also send the application to other Project members for review. These instructions below are the same for submitting the Statement of Edibility and the Application.

1. Under "Grant Application;" click "Review and Submit Application"



2. Click on the application link to validate, review and submit

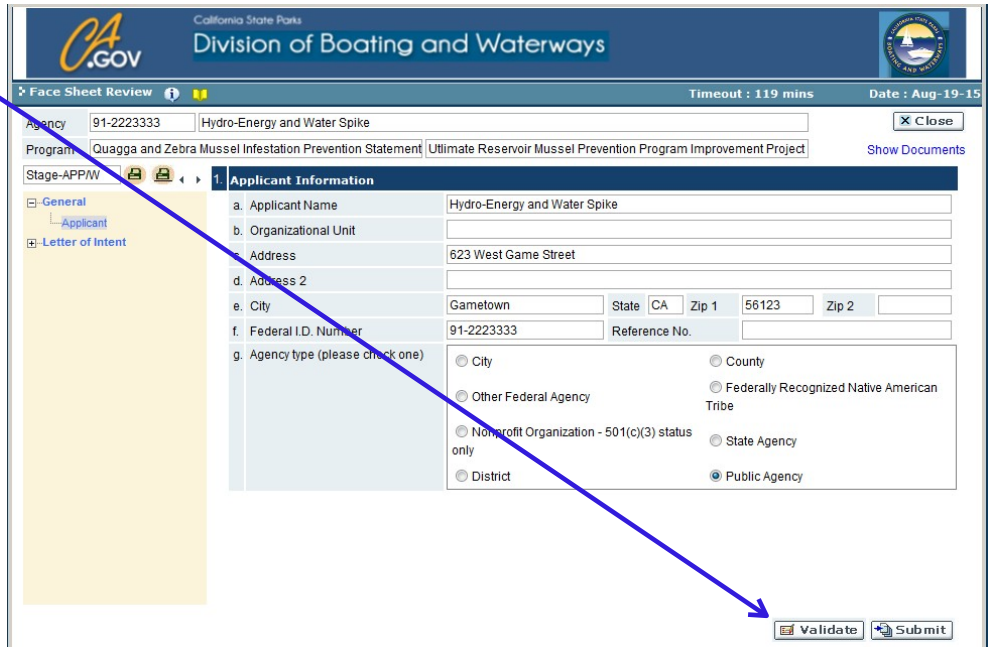


3. Validate Data

The applicant must validate to verify that the application is completed

Click Validate to ensure that all information requested in this section was completed and data matches

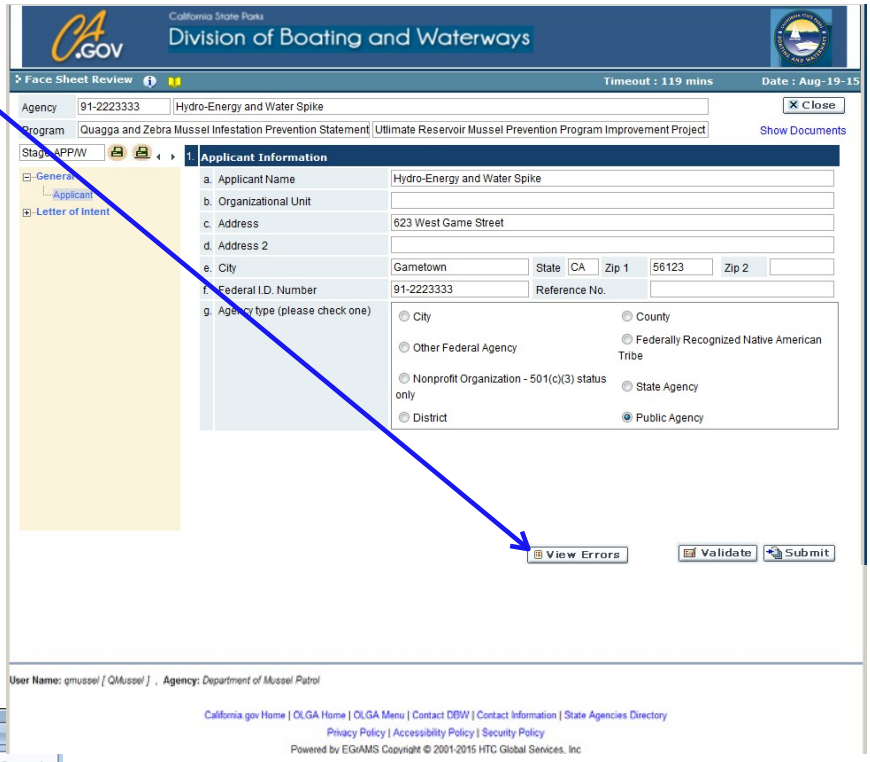
The following message will display if there are errors (missing information or information does not match)

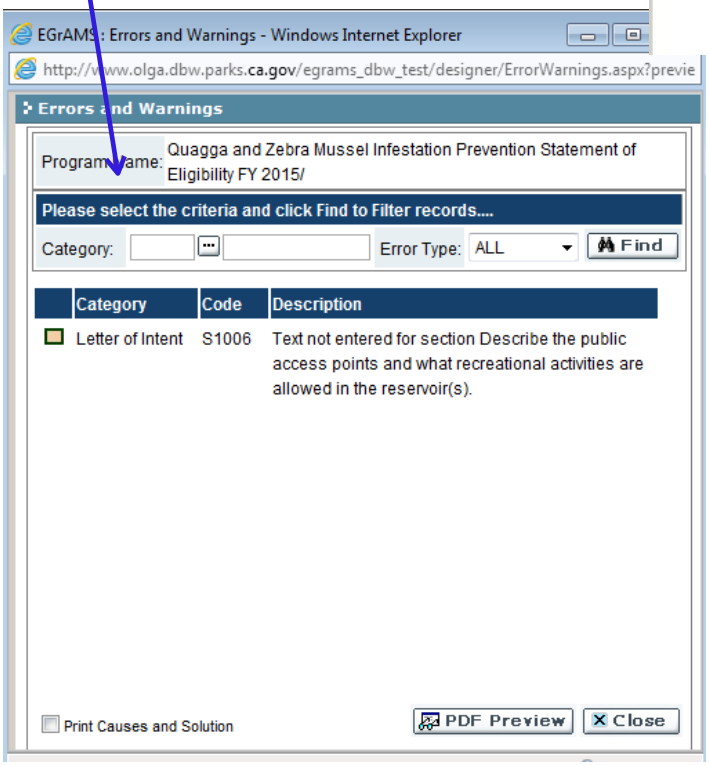


4. Click the “View Errors” button to display the errors

Errors are displayed in the screenshot below.

Print or save a copy of the errors, so you will have a record of where they are in the application to use in #21.



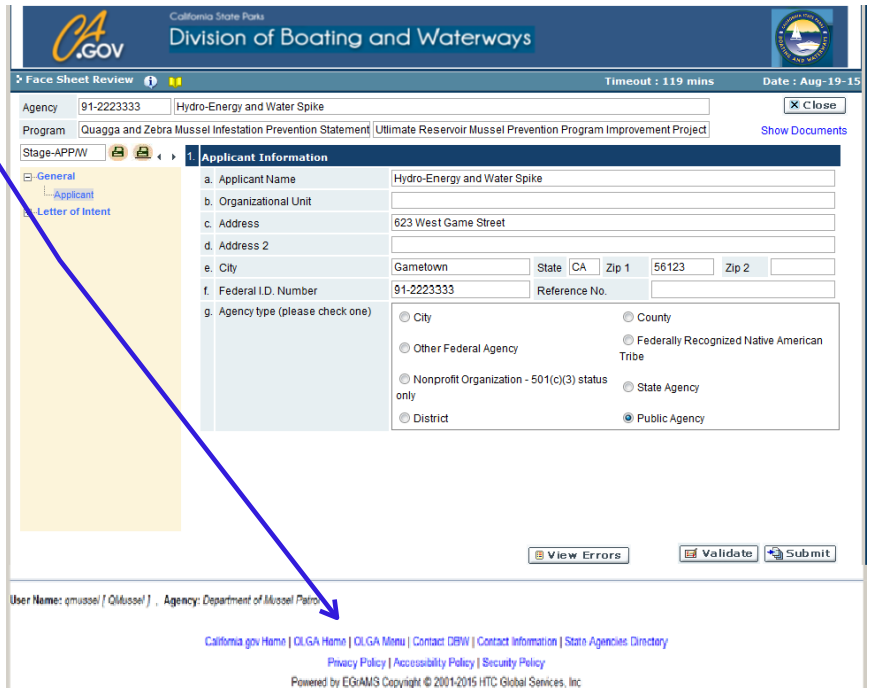


To Correct Errors

20. To correct errors you will need to be in the "Enter Grant Application" screen.

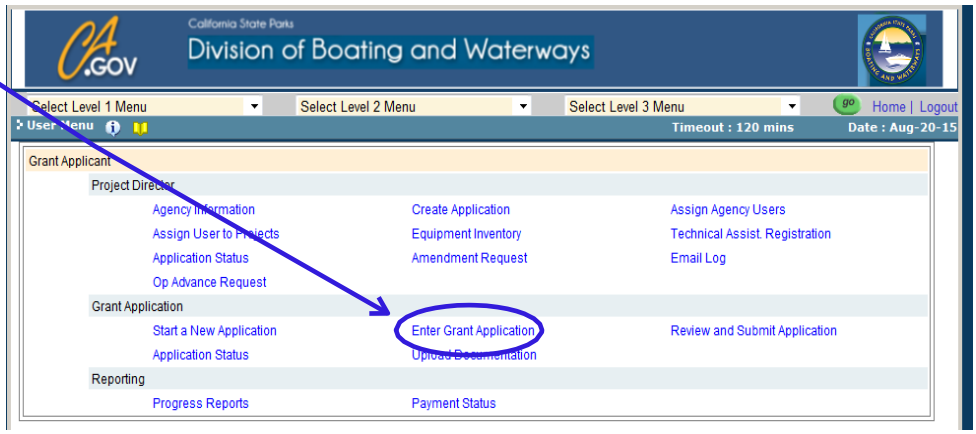
To correct errors:

Click on the "OLGA Menu" in the footer of the screen

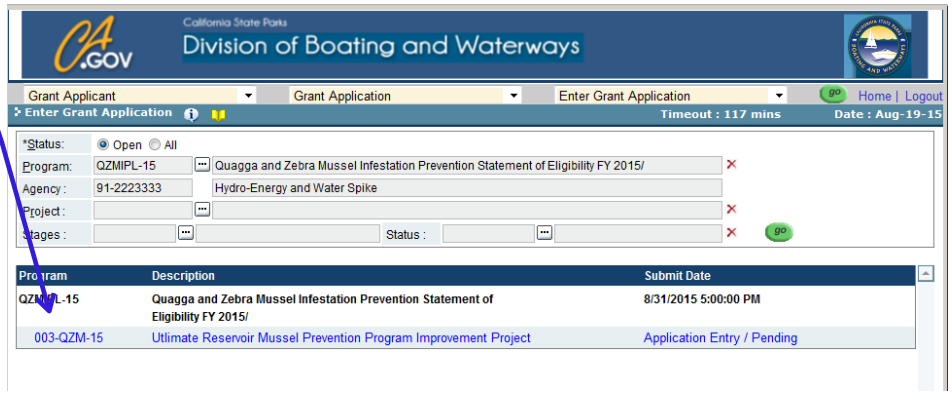


21. In the "User/OLGA Menu;" click "Enter Grant Application"

Click on the "OLGA Menu" in the footer of the screen



22. Click on the Project link

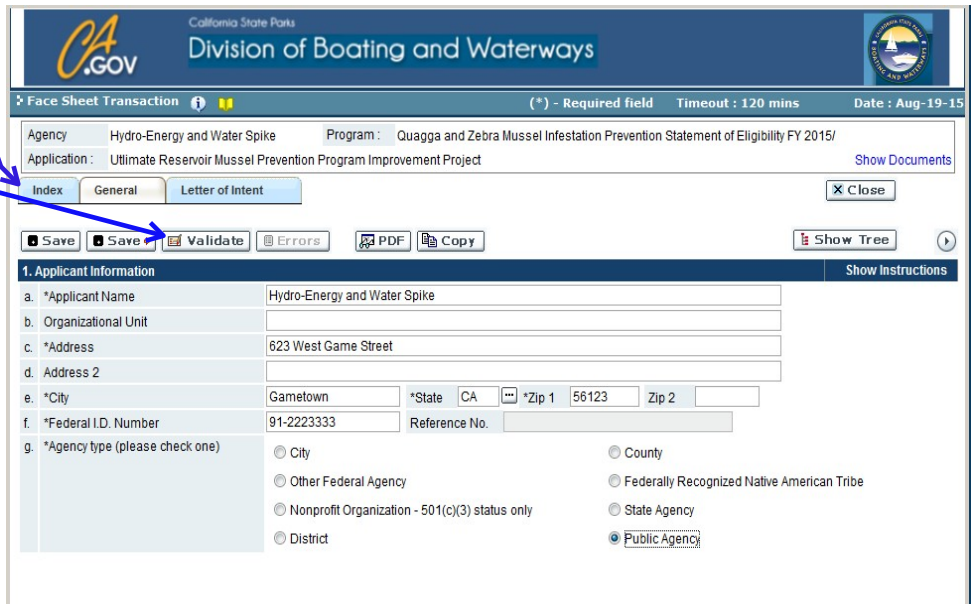


23. Using the Error print-out in 18, click on the section with the errors; then click Validate

An error message will display; click "OK"

The "Errors and Warning" will display.

Correct the errors; click Save



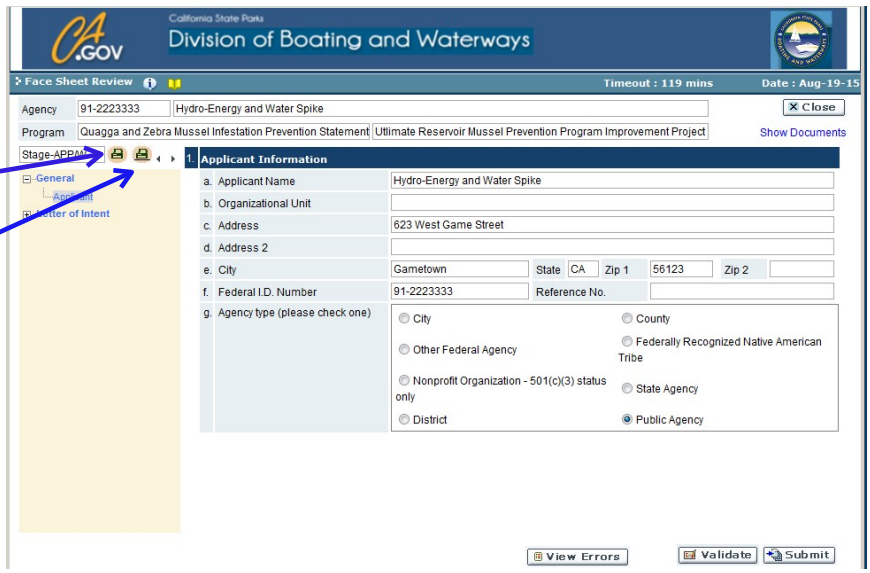
TO SUBMIT

1. In the footer of the screen, click “OLGA Menu”
2. Under “ Grant Application” click “Review and Submit Application”

24. In the “Face Sheet Review” screen, you may print, email or copy the SOE

Click to view SOE

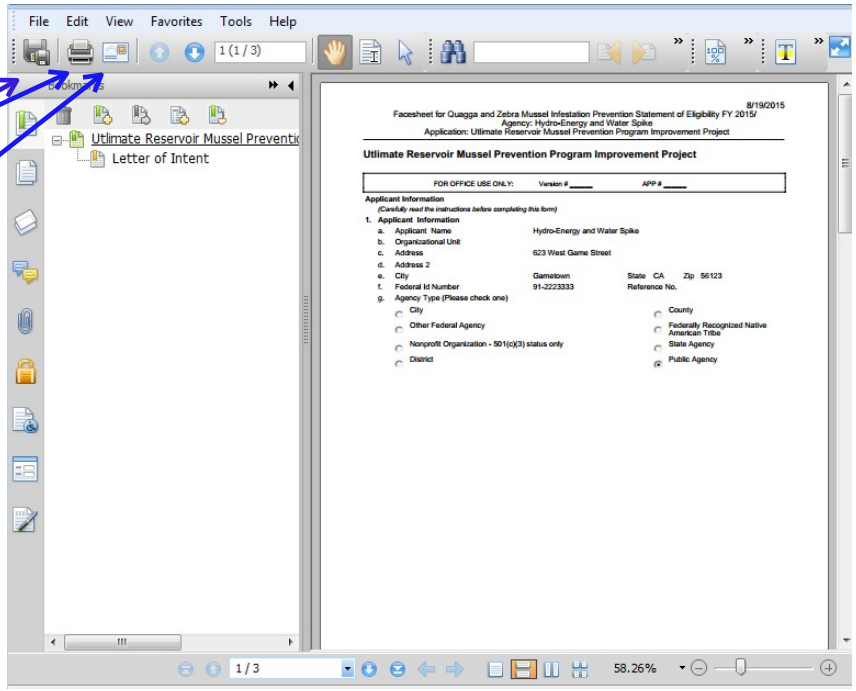
Click to View SOE without attachments



25. Click on the appropriate tool.

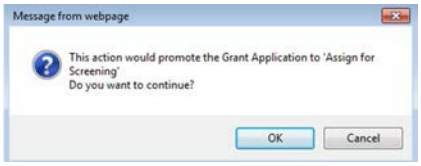
Save
Print
Email

The SOE may be email, printed or save for review by other Project members

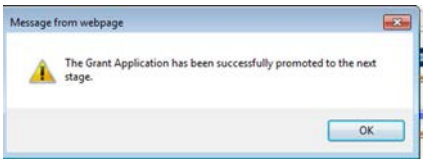


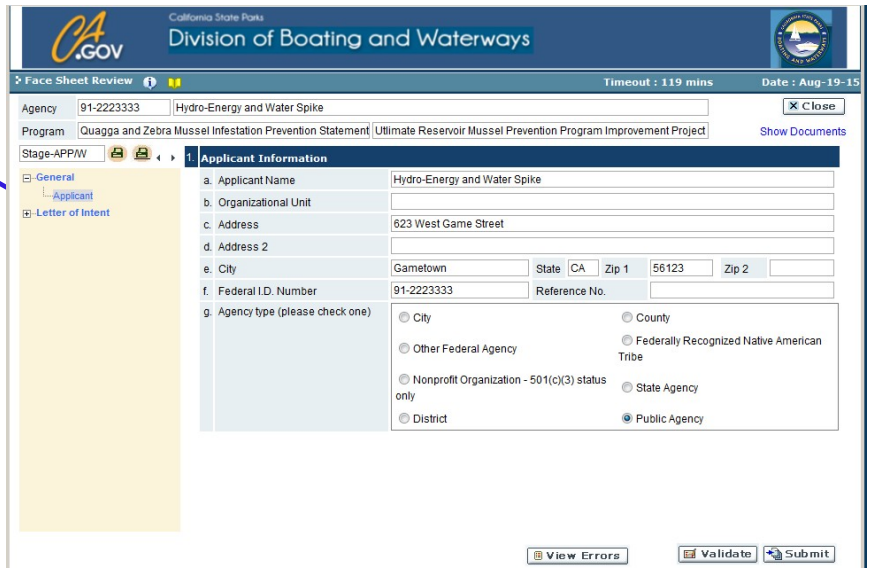
26. After the SOE has been review and all errors have been correct; click Submit

The following message will display; click “OK”



Next this message will display





Upon submission of the SOE, DBW Grant Administrators will review for eligibility. If DBW determines that that the applicant is eligible, a notification will be sent to the applicant granting them access to develop and submit an application. To develop and submit an applicant, refer to instruction in “Part III – Step 1: Enter Grant Application.”

PART IV – Navigation Tools and Tips

Navigation Buttons:

Instructions / Information (i-bubble) - Provides instructions / information for a specific item or screen

Screen Help (yellow-book) - Provides detail instructions about a specific functionality (not available in all screens

Show Lookup/Drop Down - Displays a list of valid values for a specific field

Go - Displays the respective screen

Next Page or Tab

Last Page

Previous Page or Tab

First Page

Click to Select

%_ _ _ _% Wildcard for querying in the "Lookup Table." In the 'Description' box of the lookup table place the wildcard (%) sign around part or all of the word.

Show Documents – Displays reference documents (i.e., Regulations, Appendix, Soil Conservation Standard and Guidelines, Soil Conservation Plan Checklist, Location Map, Application Submittal Instructions)

Logout – Logs you out of the grant application section of OLGA

Project Director = Project Administrator

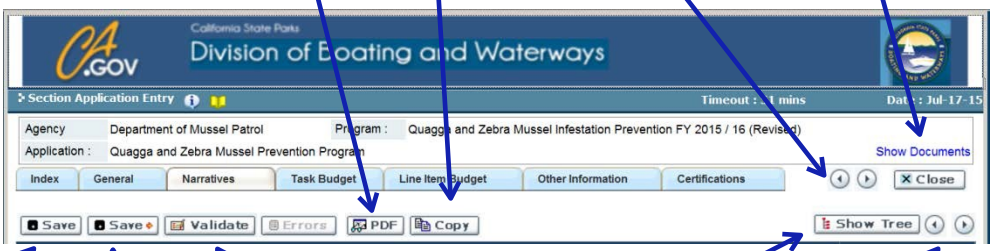
Action Buttons

Save	Updates and Saves an action
Save	Saves entries
Validate	Validates that all fields were completed.
Delete	Delete a project
Cancel	Cancels an action
Change Add	Allows review (add or change) a current screen
Review	Allows review of the current screen
Find	Finds the selection criteria entered
Errors	Check for errors
	Display errors
PDF	Displays Selected in pdf format
Spell	Performs a spell check on text entered in a respective section
Close	Close out of an OLGA function e.g. lookup box.
	Upload Attachment
OK	Okay
	Close Window
Browse...	To search for the document in uploading document
Submit	Submit Letter of Intent and Application

Tip to Delete/Correct Entries and Navigation

- It is highly recommended that each Section is validated before moving forward to the next Section. Validating each Section makes validation much easier at end of the application.

PDF Create a PDF document of the current section	**Copy** Create a copy document of the current section	**Scrolls** through the Section tab bar	**Show Documents** Displays additional Grant information



Save Saves information, but it does NOT automatically move to the next screen	**Save** Saves information in current screen and moves to the next screen	**Validate** Performs validation of data in Section of the Application	**Show Tree** Displays a visual outline of items included in the under Section tab	**Scrolls** through materials in under a current Section tab in use

Index tab – Access the Index tab to:

- Delete data entry in a specific section of the application:

  Click the appropriate under the "Del" column to delete data entries.
  Note: All entries contained in that specific section will be deleted.

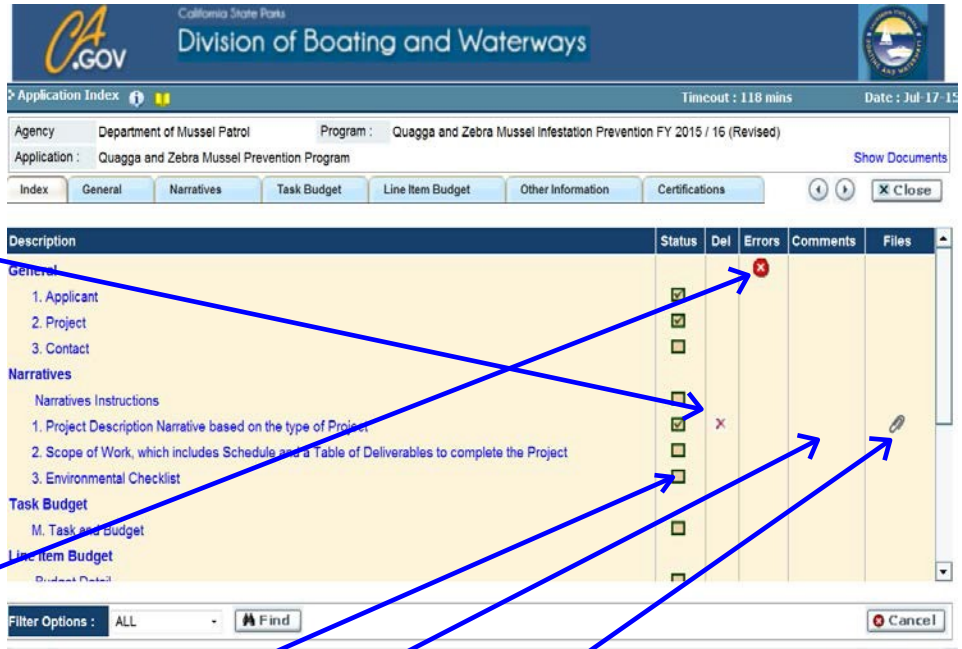
- Access "Errors":

  Click on the appropriate under the "Errors" column to access the errors for that specific section.

- Verify the "Status" of specific sections of the application has been entered. means completed

- Reviewer comments if permitted by the Grant Administration

- Verifies files that have been uploaded

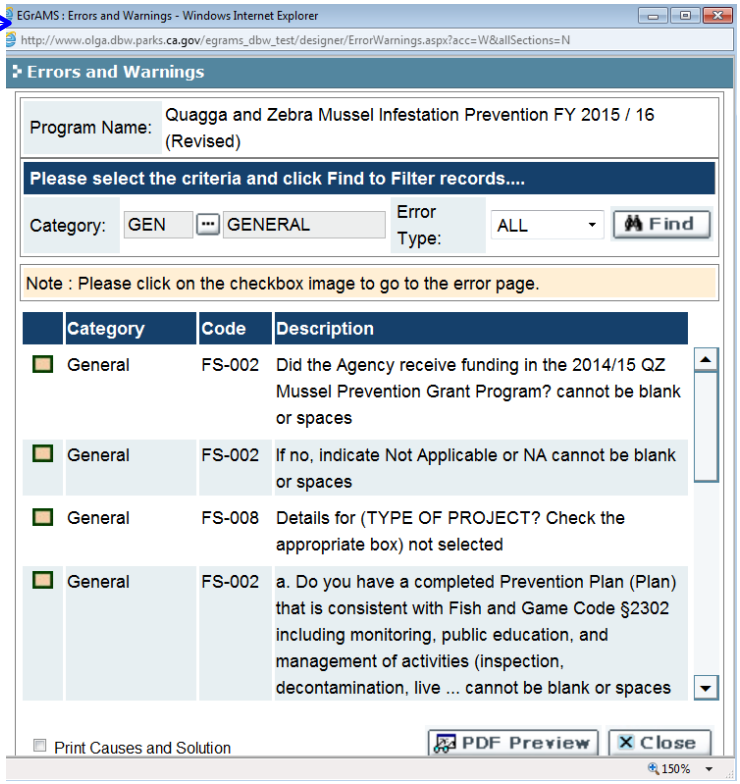


“Errors and Warnings” screen

Errors will be listed, identifying the “Category” where the error exists and a description of the error.

Clicking on the check box will take you directly to the error for correction.

Once the error is corrected, ‘Save’ and ‘Validate’ again to ensure the error has been corrected.



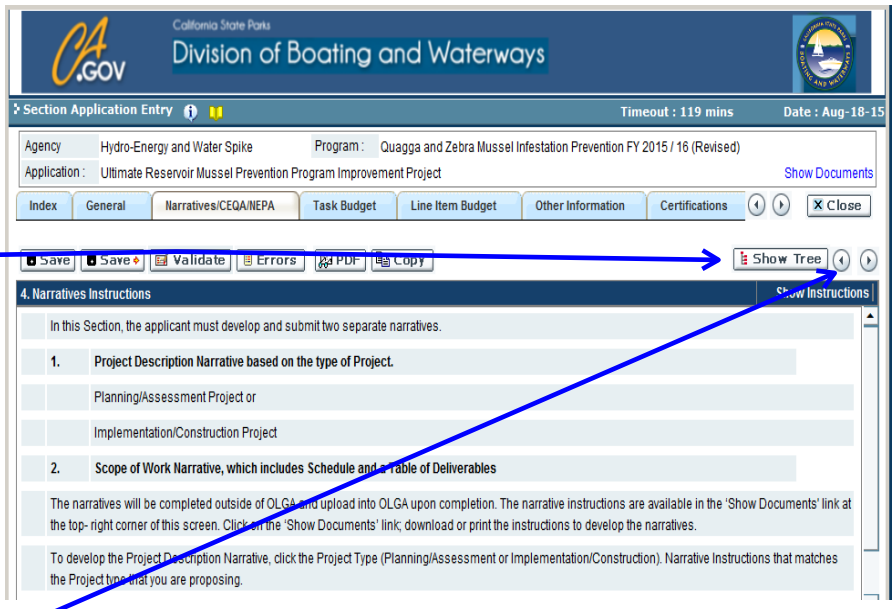
Use the “Show Tree” button to Navigate within a Tab

You may use the “Show Tree” button to navigate within a tab.

Click the “Show Tree” button to display a site map of the current tab.

The next screen displays an example of a “Show / Section Tree” screen.

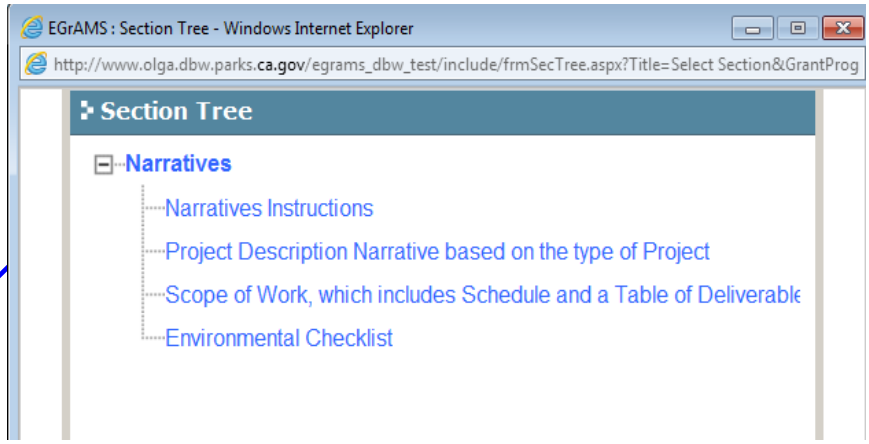
Remember: You may also navigate within a tab using the Next and Previous buttons to the right of the “Show Tree” button.



"Show / Section Tree" screen

This screen displays an example of a site map for an Evaluation tab.

Clicking on a specific subsection will navigate you directly to that screen within that section tab.



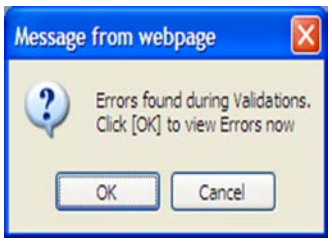
Additional Application Operations

Saving and Validating Data

As you're working through the application you should click the 'Save' button in each screen to save the entries

And click the 'Validate' button to check for errors

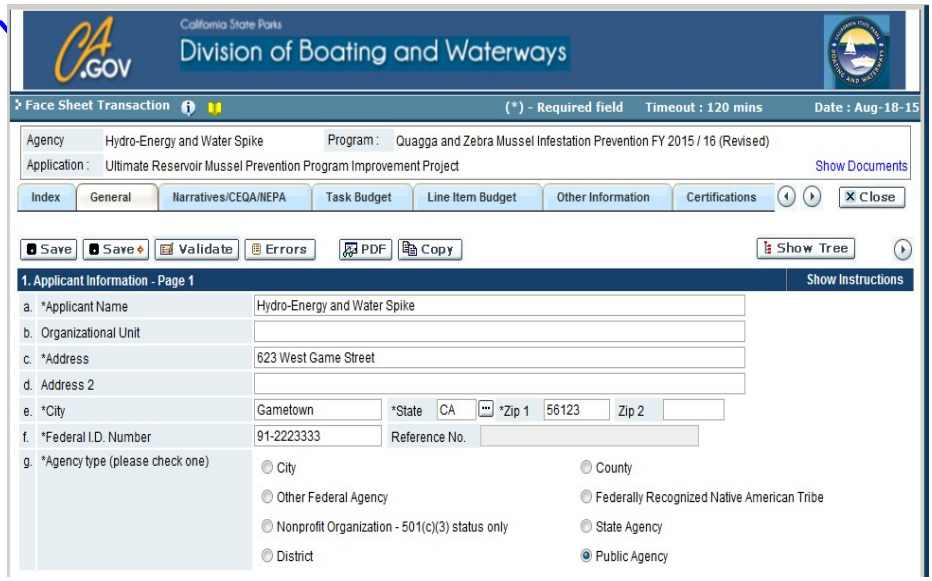
If errors exist during 'Validation', the following message appears



Click 'OK' to display the error(s)

The "Errors and Warnings" screen will display

IMPORTANT: AFTER ENTERING INFORMATION, **CLICK ON THE SAVE BUTTON AND THEN CLICK ON THE VALIDATE BUTTON TO UPDATE!**



CHECK EMAIL AND GRANT STATUS

You may check the status of the grant after submission to DBW, review correspondence between your agency and DBW, etc.

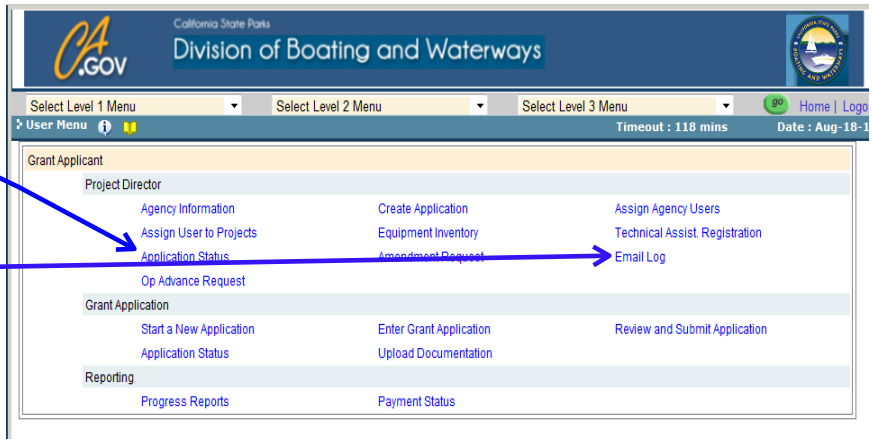
Login following Stops 1- 3 in the SAVE PDF, REVIEW, PRINT, and/or EMAIL instructions above.

Step 4 – Select either check:

Application Status

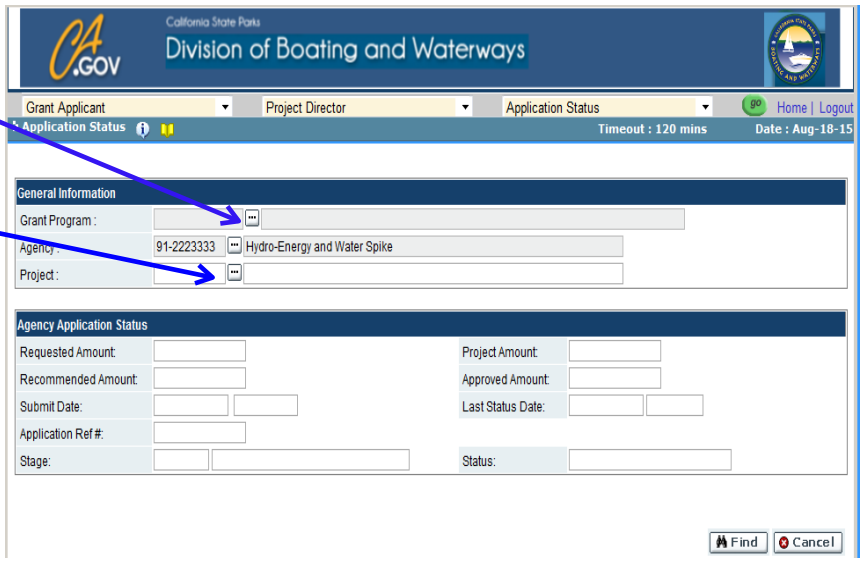
Or

Email Log



Step 5 – Select the Grant Program by clicking ▪▪▪.

Select the Project to view by clicking ▪▪▪.

Any updates will be posted here; however, if an email is issued to the agency from DBW, a separate email will appear in the PA's inbox.

More directions for OLGA processes will be provided if your agency receives an award.