

2016 / 17 QUAGGA AND ZEBRA
MUSSEL

INFESTATION PREVENTION

GRANT PROGRAM

ON-LINE GRANTS APPLICATION
(OLGA) INSTRUCTIONS

*California Parks,
Division of
Boating and
Waterways*



INTENTIONALLY LEFT BLANK



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.

Table of Contents

Each step is linked to the pages in the Step-by-Step Instructions. Simply click on the instruction step to be routed to the instruction step of interest.

Instructions	Pages
Part I – Preliminary Steps to Work in OLGA and Developing an Application	
Part I – Step 1: Access OLGA	1 - 2
Part I – Step 2: View or Print a Blank Application	3 - 4
Part I – Step 3: Validate Your Workstation	5 - 6
Part I – Step 4: Register Your Agency	7 - 9
Part I – Step 5: Create User Profile	10 - 11
Part I – Step 6: Login to OLGA	12 - 13
Part II – Statement of Eligibility	
Part II – Statement of Eligibility	14 - 28
Part III – Developing and Completing an Application	
Part III – Step 1: Assign Agency Users	29 - 30
Part III – Step 2: Enter (Access) a Grant Application	31- 46
Part III – Step 3: Validate, Review and Submit a SOE and Application	47 - 53
Part IV – Helpful Tools and Additional OLGA Applications	
Navigation Buttons	54
Action Buttons	55
Tools and Navigation Tips (Toolbar applications, Index Tab, Error and Warning Screen, and Show Tree)	56 - 59
Saving and Validating Data	59
Check Email and Grant Status	60

PAGE INTENTIONALLY LEFT BLANK

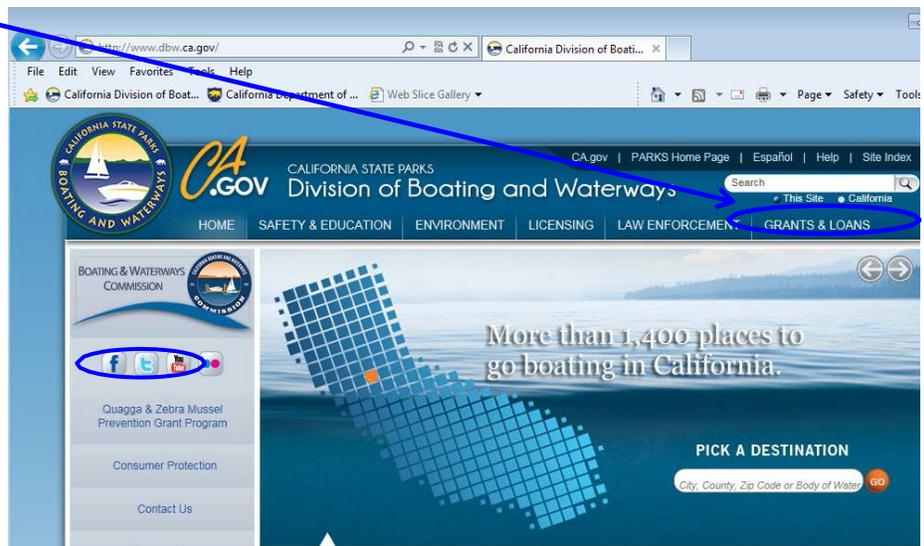
PART I – STEP 1: ACCESS TO OLGA

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.

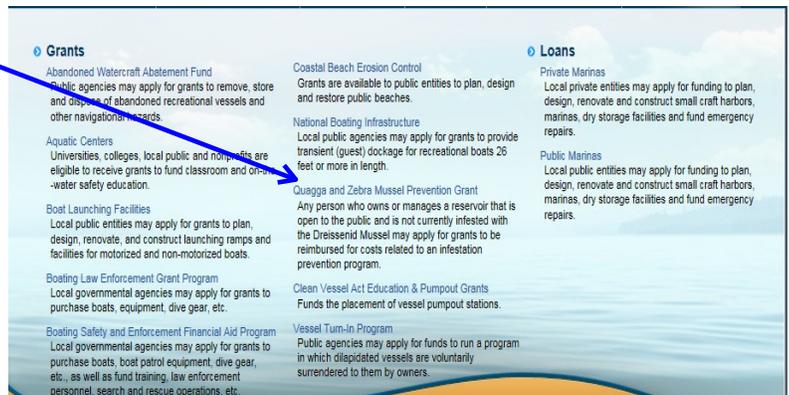
To access OLGA follow the steps below

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”

California State Parks
eGrAMS Division Logo
.GOV
Division of Boating and Waterways
Date : Aug-21-15

Home
Getting Started
EGrAMS (OLGA) Login
Register Your Agency
Create User Profile
Validate Workstation
Grant Opportunity Notification
Search Grants
Current Grants
Division of Boating and Waterways
Grant & Cooperative Agreements

agency:
If you are a returning user, click on the “EGrAMS (OLGA) Login” button to begin your session.
If you have any technical difficulties accessing the application, please contact the appropriate DBW program administrator as listed below.

Grant Program	Program Contact
Abandoned Watercraft Abatement Fund(AWAF) Surrendered and Abandoned Vessel Exchange(SAVE) Vessel Turn-In Program(VTIP)	Susan Sykes (916) 327-1825 Susan.Sykes@parks.ca.gov
Boating Safety and Enforcement Equipment Grant (BSEE)	Corrina Dugger (916) 327-1834 Corrina.Dugger@parks.ca.gov
Quagga and Zebra Mussel Infestation Prevention (QZMIP)	Edward Haro (916) 327-1865 Edward.Haro@parks.ca.gov

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

California State Parks
eGrAMS Division Logo
.GOV
Division of Boating and Waterways
Date : Aug-04-15

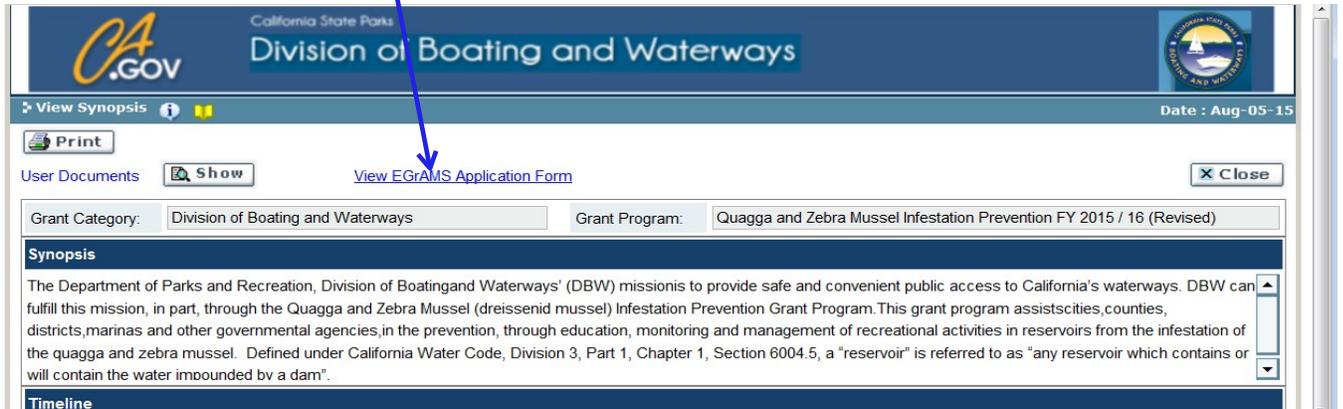
Current Grants

Home
Getting Started
EGrAMS (OLGA) Login
Register Your Agency
Create User Profile
Validate Workstation
Grant Opportunity Notification
Search Grants

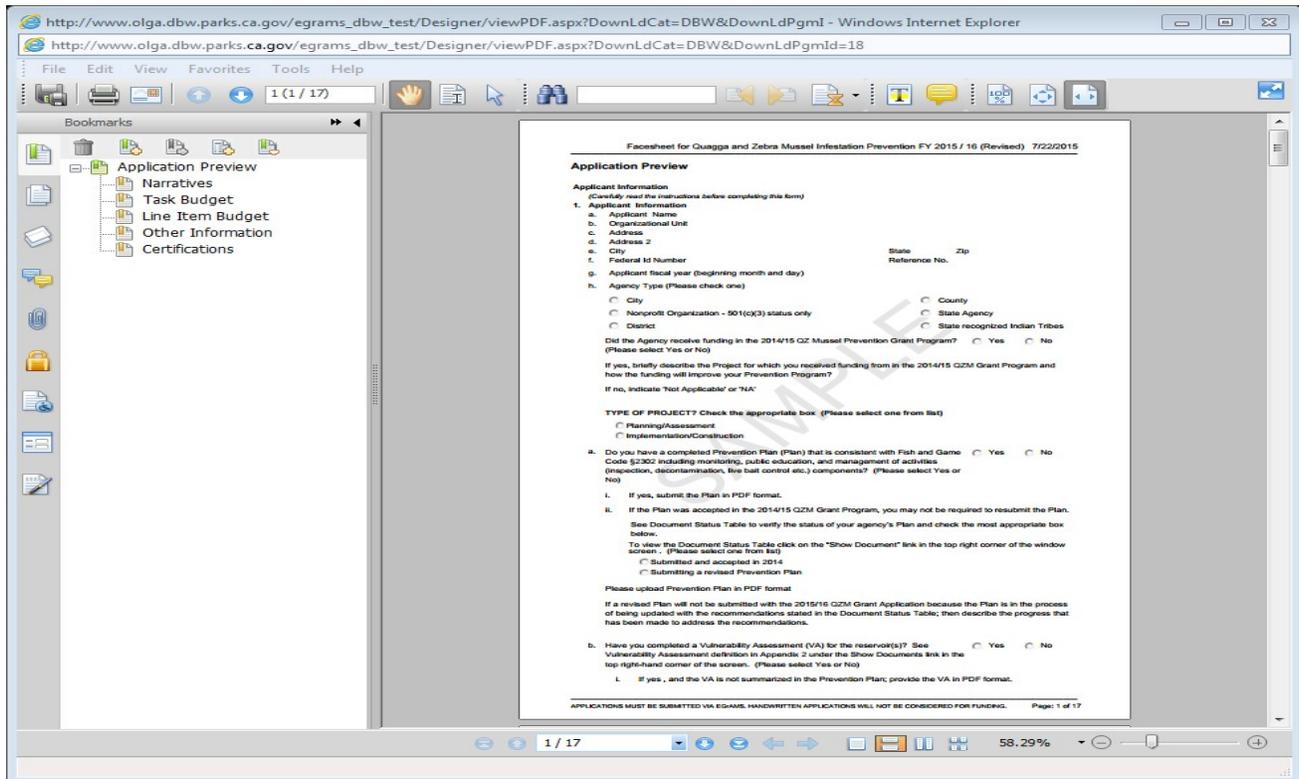
Category: Division of Boating and Waterways
Option: Open All

Program	Description	Preliminary Due Date	Final Due Date
QZMIPL-15	Quagga and Zebra Mussel Infestation Prevention Letter of Intent FY 2015/16		8/31/2015
QZMIP-15R	Quagga and Zebra Mussel Infestation Prevention FY 2015 / 16 (Revised)		8/31/2015

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



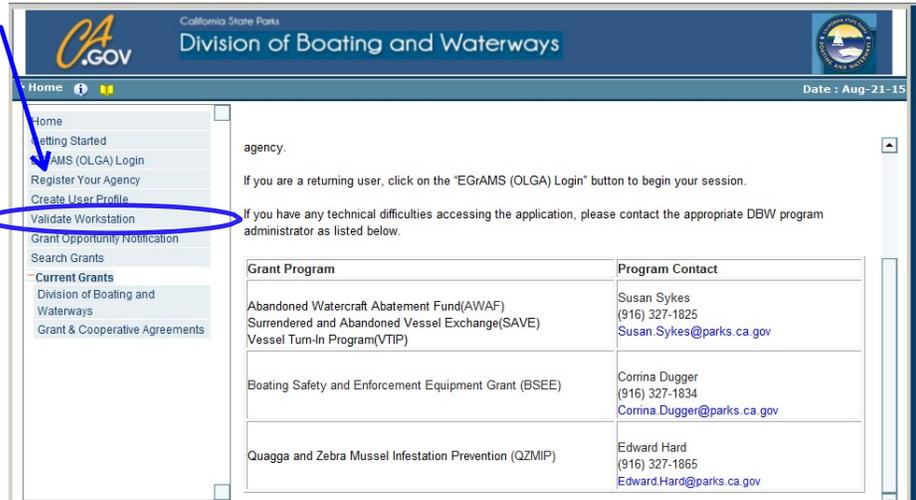
- Below is a blank “EGrAMS Application Form.”



PART I – STEP 3: VALIDATE YOUR WORKSTATION

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

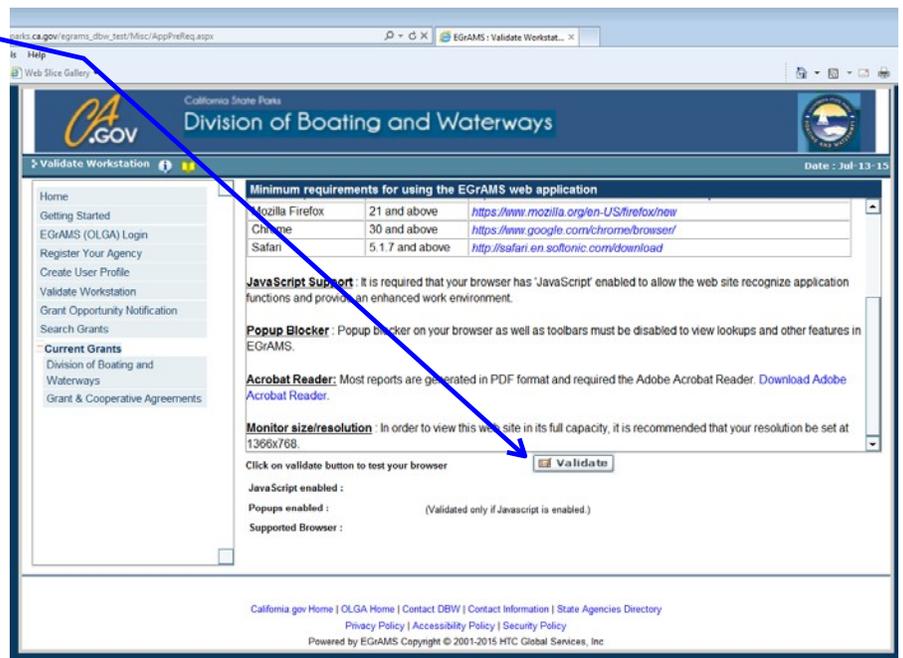
1. In the OLGA “Home” page, click “Validate Workstation”



The screenshot shows the OLGA Home page for the California State Parks Division of Boating and Waterways. The page includes a navigation menu on the left with the following items: Home, Getting Started, EGrAMS (OLGA) Login, Register Your Agency, Create User Profile, **Validate Workstation** (circled in blue), Grant Opportunity Notification, Search Grants, Current Grants, Division of Boating and Waterways, and Grant & Cooperative Agreements. The main content area contains a welcome message, a table of grant programs and contacts, and a footer with navigation links and copyright information.

Grant Program	Program Contact
Abandoned Watercraft Abatement Fund(AWAF) Surrendered and Abandoned Vessel Exchange(SAVE) Vessel Turn-In Program(VTIP)	Susan Sykes (916) 327-1825 Susan.Sykes@parks.ca.gov
Boating Safety and Enforcement Equipment Grant (BSEE)	Corina Dugger (916) 327-1834 Corina.Dugger@parks.ca.gov
Quagga and Zebra Mussel Infestation Prevention (QZMIP)	Edward Hard (916) 327-1865 Edward.Hard@parks.ca.gov

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



The screenshot shows the OLGA Validate Workstation page. The page displays the following information:

- Minimum requirements for using the EGrAMS web application**
- Browser requirements table:

Browser	Version	Link
Mozilla Firefox	21 and above	https://www.mozilla.org/en-US/firefox/new
Chrome	30 and above	https://www.google.com/chrome/browser/
Safari	5.1.7 and above	http://safari.en.softonic.com/download

- JavaScript Support:** It is required that your browser has 'JavaScript' enabled to allow the web site recognize application functions and provide an enhanced work environment.
- Popup Blocker:** Popup blocker on your browser as well as toolbars must be disabled to view lookups and other features in EGrAMS.
- Acrobat Reader:** Most reports are generated in PDF format and required the Adobe Acrobat Reader. [Download Adobe Acrobat Reader.](#)
- Monitor size/resolution:** In order to view this web site in its full capacity, it is recommended that your resolution be set at 1366x768.

Click on validate button to test your browser

JavaScript enabled :

Popups enabled : (Validated only if Javascript is enabled.)

Supported Browser :

Validate

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

California State Parks
CA.GOV
Division of Boating and Waterways
Date : Jul-29-15

Validate Workstation

Home
Getting Started
EGrAMS (OLGA) Login
Register Your Agency
Create User Profile
Validate Workstation
Grant Opportunity Notification
Search Grants
Current Grants
Division of Boating and Waterways
Grant & Cooperative Agreements

Minimum requirements for using the EGrAMS web application
EGrAMS does not require any additional software to be downloaded on your workstation to run the application. To fully access all of the technologies used within the EGrAMS site, please ensure that your workstation complies with the minimum requirements.

Browsers Supported: EGrAMS supports W3C standard browsers. Some browsers may not display pages in a consistent manner or support all the functionality of the site. It is encouraged to download the most recent version.

Browser	Version	Download
Internet Explorer	8.0 and above	http://windows.microsoft.com/en-us/Internet-explorer/download-ie
Mozilla Firefox	21 and above	https://www.mozilla.org/en-US/firefox/new
Chrome	30 and above	https://www.google.com/chrome/browser/
Safari	5.1.7 and above	http://safari.en.softonic.com/download

JavaScript Support: It is required that your browser has 'JavaScript' enabled to allow the web site recognize application functions and provide an enhanced work environment.
Click on validate button to test your browser

JavaScript enabled :

Popups enabled : (Validated only if Javascript is enabled.)

Supported Browser :

California State Parks
CA.GOV
Division of Boating and Waterways
Date : Aug-04-15

Validate Workstation

Home
Getting Started
EGrAMS (OLGA) Login
Register Your Agency
Create User Profile
Validate Workstation
Grant Opportunity Notification
Search Grants
Current Grants
Division of Boating and Waterways
Grant & Cooperative Agreements

Minimum requirements for using the EGrAMS web application

Mozilla Firefox	21 and above	https://www.mozilla.org/en-US/firefox/new
Chrome	30 and above	https://www.google.com/chrome/browser/
Safari	5.1.7 and above	http://safari.en.softonic.com/download

JavaScript Support: It is required that your browser has 'JavaScript' enabled to allow the web site recognize application functions and provide an enhanced work environment.

Popup Blocker: Popup blocker on your browser as well as toolbars must be disabled to view lookups and other features in EGrAMS.

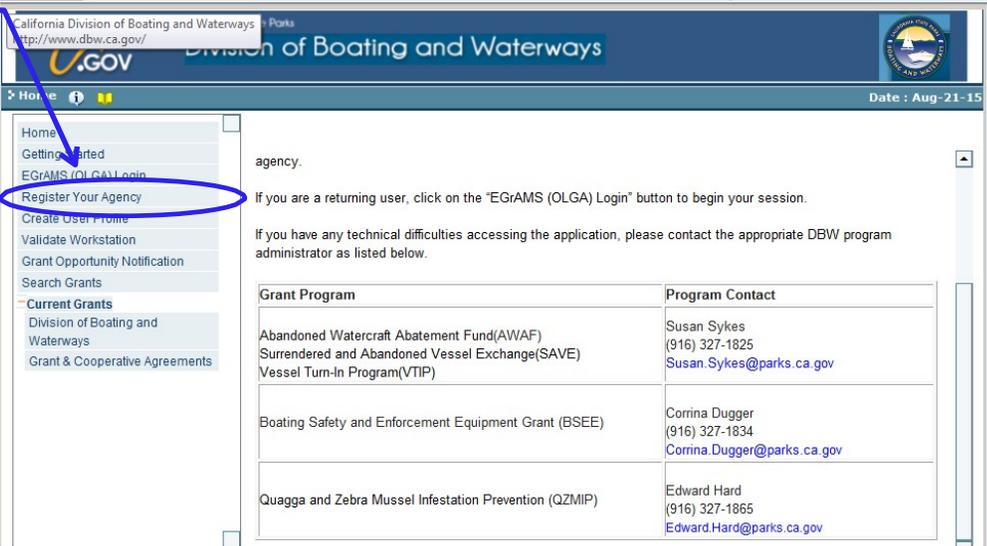
Acrobat Reader: Most reports are generated in PDF format and required the Adobe Acrobat Reader. [Download Adobe Acrobat Reader.](#)

Monitor size/resolution: In order to view this web site in its full capacity, it is recommended that your resolution be set at 1366x768.

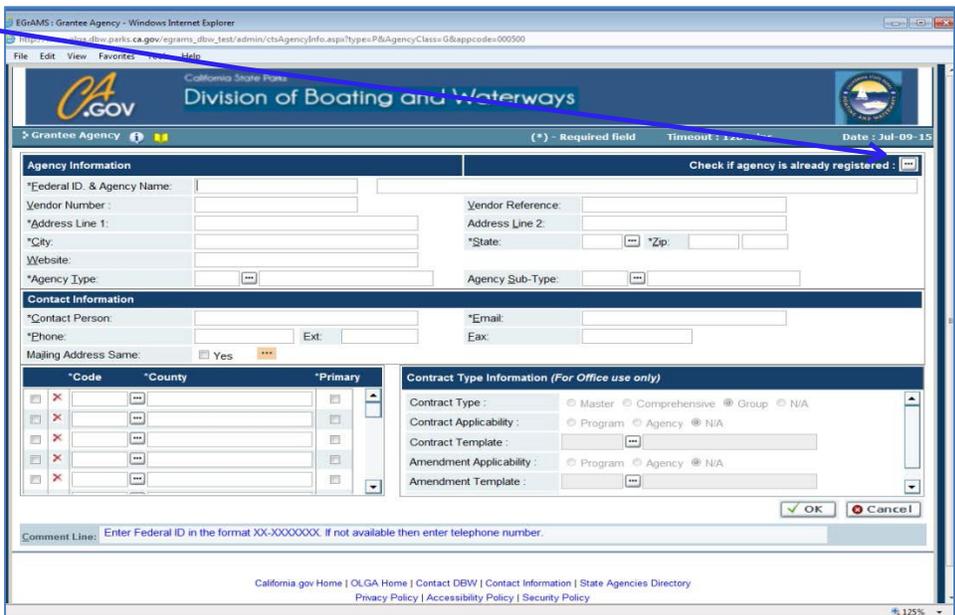
PART I – STEP 4: REGISTER YOUR AGENCY

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 registered, 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 'Next Page' button or the scrollbar to navigate through the list of registered agencies.

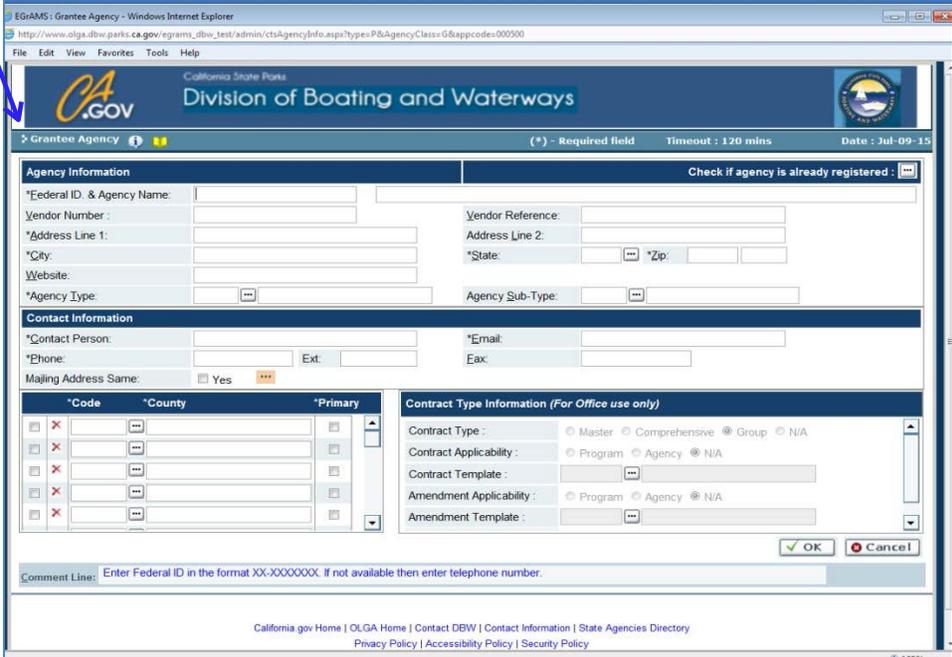
Note:

- **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 | 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
<input checked="" type="checkbox"/> X 003	Alpine	<input checked="" type="checkbox"/>
<input type="checkbox"/> X		<input type="checkbox"/>
<input type="checkbox"/> X		<input type="checkbox"/>
<input type="checkbox"/> X		<input type="checkbox"/>
<input type="checkbox"/> X		<input type="checkbox"/>

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

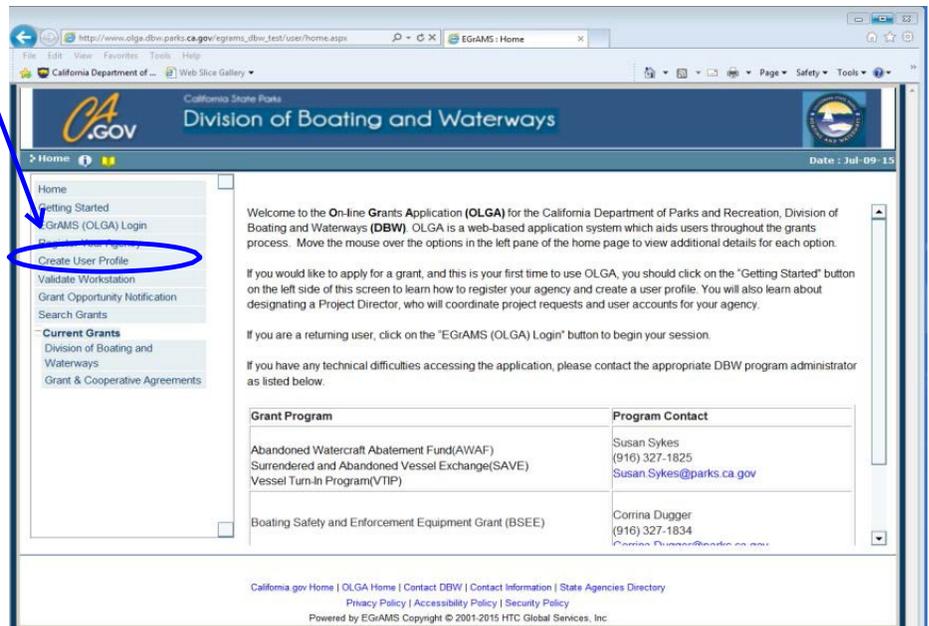
Amendment Template : |

[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

(*) - Required field

Date: Aug-03-15

User Details

*Login Name:

*Password: *Confirm Password:

*First Name: *Last Name:

*Display Name:

*Address Line 1:

Address Line 2:

*City: *State: CA *Zip 1: Zip 2:

*Phone: Phone Extension:

Fax: Menu Style: Drop Down List

*E-Mail Address:

*Designation / Title: *Role Code:

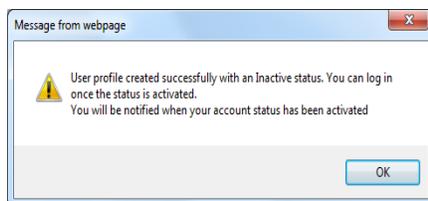
*Parent Agency:

*County:

Password Reset: Yes No User Status: Active

Comment Line:

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: IMPORTANT:** Click the  button and select the box for “GRANTE / Grant Applicant.” 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.
Note: You must select and respond to at least one “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

The screenshot shows the 'Create User Profile' web form. The form is titled 'User Details' and contains various fields for user information. A blue box on the left points to the 'Create User Profile' link in the navigation menu. The form fields include:

- *Login Name: CMarshall
- *Password: [masked]
- *Confirm Password: [masked]
- *First Name: Connie
- *Last Name: Marshall
- *Display Name: C Marshall
- *Address Line 1: 623 West Game Street
- Address Line 2: [empty]
- *City: Gametown
- *State: CA
- *Zip 1: 56123
- Zip 2: [empty]
- *Phone: (321) 622-9245
- Phone Extension: [empty]
- Eax: [empty]
- Menu Style: Drop Down List
- *e-Mail Address: Connie.Marshall@spikesenergy.com
- *Designation / Title: OM Operations Manager
- *Role Code: GRANTE Grant Applicant
- *Parent Agency: XX-XXXXXX Co-Energy and Water Spikes Recreation
- *County: 003 Alpine
- Password Reset: Yes No
- User Status: Active
- Security Question 1: What is your favorite color?
- *Security Answer 1: Blue

At the bottom of the form, there are 'OK' and 'Cancel' buttons, and a 'Comment Line:' field.

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"

California State Parks
Division of Boating and Waterways

Home | Getting Started | **EGrAMS (OLGA) Login** | Register Your Agency | Create User Profile | Validate Workstation | Grant Opportunity Notification | Search Grants

Current Grants
Division of Boating and Waterways
Grant & Cooperative Agreements

agency:

If you are a returning user, click on the "EGrAMS (OLGA) Login" button to begin your session.

If you have any technical difficulties accessing the application, please contact the appropriate DBW program administrator as listed below.

Grant Program	Program Contact
Abandoned Watercraft Abatement Fund(AWAF) Surrendered and Abandoned Vessel Exchange(SAVE) Vessel Turn-In Program(VTIP)	Susan Sykes (916) 327-1825 Susan.Sykes@parks.ca.gov
Boating Safety and Enforcement Equipment Grant (BSEE)	Corrina Dugger (916) 327-1834 Corrina.Dugger@parks.ca.gov
Quagga and Zebra Mussel Infestation Prevention (QZMIP)	Edward Hard (916) 327-1865 Edward.Hard@parks.ca.gov

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

California State Parks
Division of Boating and Waterways

EGrAMS (OLGA) Login | (*) - Required field

Home | Getting Started | EGrAMS (OLGA) Login | Register Your Agency | Create User Profile | Validate Workstation | Grant Opportunity Notification | Search Grants

Current Grants
Division of Boating and Waterways
Grant & Cooperative Agreements

Login

*User Name:

*Password:

Enter User Name and Password.
Note: Password is case sensitive.

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.

California State Parks
Division of Boating and Waterways

Select Level 1 Menu | Select Level 2 Menu | Select Level 3 Menu | Home | Logout
Welcome Screen | Pending Tasks | Timeout : 120 mins | Date : Aug-03-15

If you have any technical difficulties accessing the application, please contact the appropriate DBW program administrator as listed below.

Grant Program	Program Contact
Abandoned Watercraft Abatement Fund(AWAF) Surrendered and Abandoned Vessel Exchange(SAVE) Vessel Turn-In Program(VTIP)	Susan Sykes (916) 327-1825 Susan.Sykes@parks.ca.gov
Boating Safety and Enforcement Equipment Grant (BSEE)	Corina Dugger (916) 327-1834 Corina.Dugger@parks.ca.gov
Quagga and Zebra Mussel Infestation Prevention (QZMIP)	Robin Turgeon (916) 327-1851 Robin.Turgeon@parks.ca.gov

User Name: qmussel [QMussel] , Agency: Department of Mussel Patrol

California.gov Home | OLGA Home | OLGA Menu | Contact DBW | Contact Information | State Agencies Directory
Privacy Policy | Accessibility Policy | Security Policy

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

California State Parks
Division of Boating and Waterways

Select Level 1 Menu | Select Level 2 Menu | Select Level 3 Menu | Home | Logout
User Menu | Timeout : 120 mins | Date : Aug-04-15

Grant Applicant

Project Director		
Agency Information	Letter of Intent	Create Application
Assign Agency Users	Assign User to Projects	Equipment Inventory
Technical Assist. Registration	Application Status	Amendment Request
Email Log	Op Advance Request	
Grant Application		
Start a New Application	Enter Grant Application	Review and Submit Application
Application Status	Upload Documentation	
Reporting		
Progress Reports	Payment Status	

User Name: qmussel [QMussel] , Agency: Department of Mussel Patrol

California.gov Home | OLGA Home | OLGA Menu | Contact DBW | Contact Information | State Agencies Directory
Privacy Policy | Accessibility Policy | Security Policy

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.

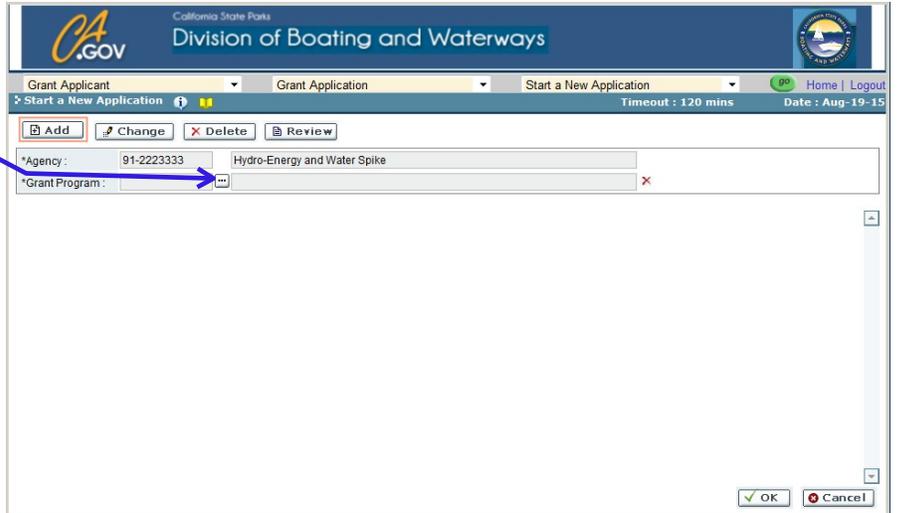
1. In the ‘OLGA Menu’ window;
click ‘Start a New Application’

The screenshot shows the OLGA (EGrAMS) user menu interface. The page title is "California State Parks Division of Boating and Waterways". The user is logged in as "qmusseel [QMusseel]" from the "Department of Mussel Patrol". The "Grant Application" section is highlighted, and the "Start a New Application" link is circled in blue. A blue arrow points from the instruction box to this link.

Project Director	Letter of Intent	Create Application
Agency Information	Assign User to Projects	Equipment Inventory
Assign Agency Users	Application Status	Amendment Request
Technical Assist. Registration	Op Advance Request	
Email Log		
Grant Application		
Start a New Application	Enter Grant Application	Review and Submit Application
Application Status	Upload Documentation	
Reporting		
Progress Reports	Payment Status	

2. This screen is automatically populated with 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 

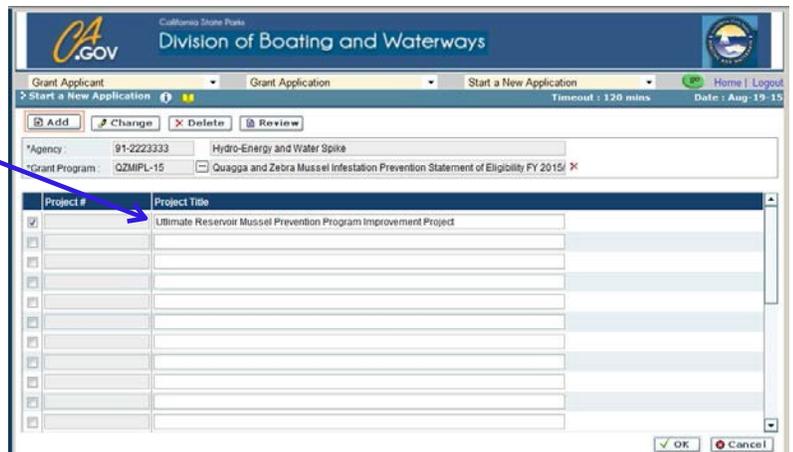
4. Fill-in Project Title

Click "OK"

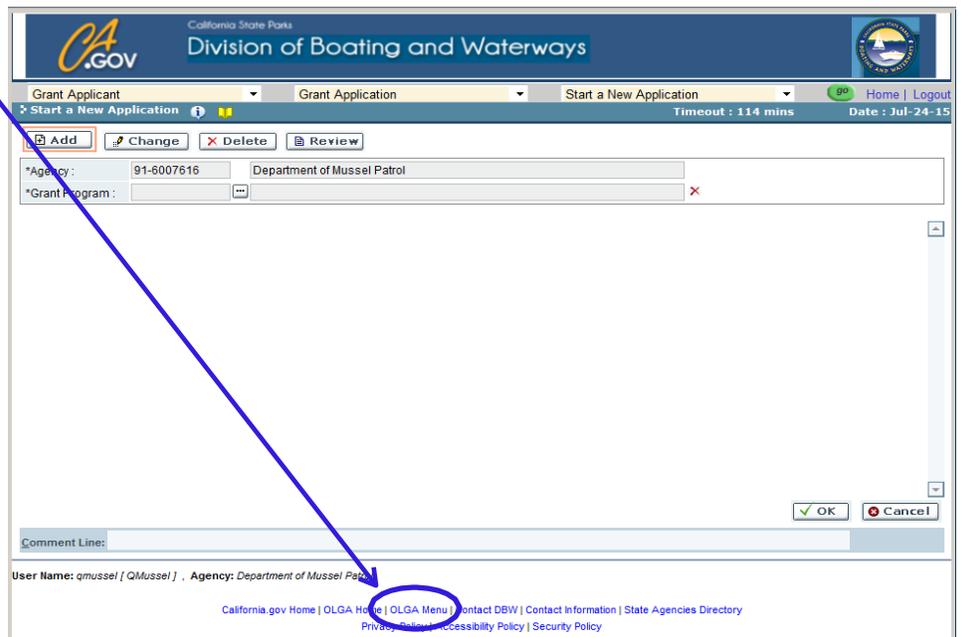
The following message will display stating that the record was successfully added

Click "OK"

The Project number will automatically be 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"



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  button to move to the next screen

California State Parks
Division of Boating and Waterways

Face Sheet Transaction (*) - Required field Timeout : 120 mins Date : Aug-19-15

Agency: Hydro-Energy and Water Spike Program: Quagga and Zebra Mussel Infestation Prevention Statement of Eligibility FY 2015/
Application: Ultimate Reservoir Mussel Prevention Program Improvement Project

Index General Letter of Intent Close

Save Save Validate Errors PDF Copy Show Tree

1. Applicant Information Show Instructions

a. *Applicant Name Hydro-Energy and Water Spike

b. Organizational Unit

c. *Address 623 West Game Street

d. Address 2

e. *City Gametown *State CA *Zip 1 56123 Zip 2

f. *Federal I.D. Number 91-2223333 Reference No.

g. *Agency type (please check one)

- City
- Other Federal Agency
- Nonprofit Organization - 501(c)(3) status only
- District
- County
- Federally Recognized Native American Tribe
- State Agency
- Public Agency

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

Click Yes/No for Question 1 - 3

Click the  button to move to the next screen

California State Parks
Division of Boating and Waterways

Section Application Entry Timeout : 120 mins Date : Aug-19-15

Agency: Hydro-Energy and Water Spike Program: Quagga and Zebra Mussel Infestation Prevention Statement of Eligibility FY 2015/
Application: Ultimate Reservoir Mussel Prevention Program Improvement Project

Index General Letter of Intent Close

Save Save Validate Errors PDF Copy Show Tree

1. Applicant Questionnaire Show Instructions

This letter is to seek approval to submit an application for the QZM Grant Program. As a pre-qualification requirement for the submittal of an application, the following information is a summary of our eligibility to request funding from the 2015/16 QZM Grant Program.

Below is a summary of eligibility for requesting funding from the QZM Grant Program to support our Prevention Program.

Name of the Reservoir(s):	Del
Ultimate	X
	X
	X
	X

1. Are you an Owner and/or Manager of the reservoir(s)? Yes No

2. Is your reservoir un-infested (NOT infested)? Yes No

Were your management/owner authorization documents accepted in the 2014/15 QZM Grant Program Application? Yes No

3. Is your reservoir(s) accessible to the public? Yes No

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

Click the  button to move to the next screen

Section Application Entry | Timeout: 119 mins | Date: Aug-19-15

Agency: Hydro-Energy and Water Spike | Program: Quagga and Zebra Mussel Infestation Prevention Statement of Eligibility FY 2015/
 Application: Ultimate Reservoir Mussel Prevention Program Improvement Project

Buttons: Index, General, Letter of Intent, X Close

Buttons: Spell, Save, Save+, Validate, Errors, PDF, Copy, Show Tree

Describe your management authority and the party that delegated the authority.

206 characters

Hydro-Energy and Water Spike Recreational Management Division manage all reservoir recreational activities through the authority granted by the owner and operator of the reservoir Kelp Department of Water.

12. Upload the Management Authority document as follows:

Click 

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  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

Section Application Entry | Timeout: 120 mins | Date: Aug-19-15

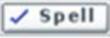
Agency: Hydro-Energy and Water Spike | Program: Quagga and Zebra Mussel Infestation Prevention Statement of Eligibility FY 2015/
 Application: Ultimate Reservoir Mussel Prevention Program Improvement Project

Buttons: Save, Save+, Validate, Errors, PDF, Copy, Show Tree

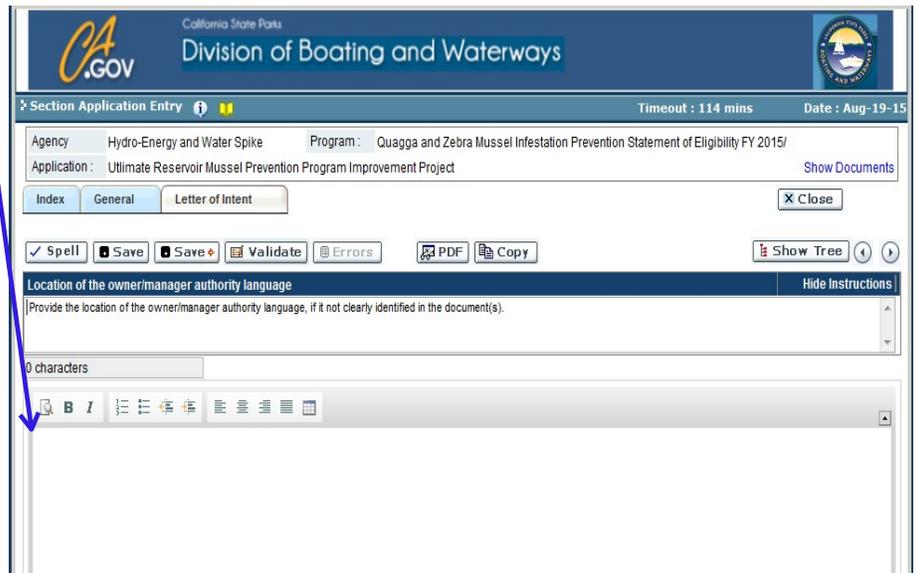
3. Provide the document(s) that states your management/ownership authority.

Attachment Title	File Name	View	Del
<input checked="" type="checkbox"/> Management Authority		Browse...	X
<input type="checkbox"/>		Browse...	X
<input type="checkbox"/>		Browse...	X
<input type="checkbox"/>		Browse...	X
<input type="checkbox"/>		Browse...	X

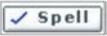
13. Respond to the information requested in the space provided.

If you wish to use spell check, click 

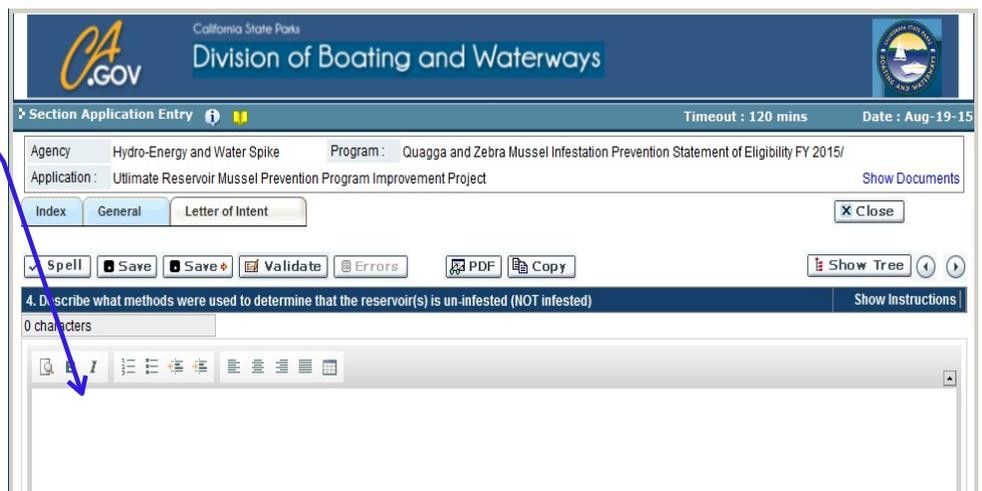
Click the  button to move to the next screen



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

If needed, click  to check spelling

Click  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 

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

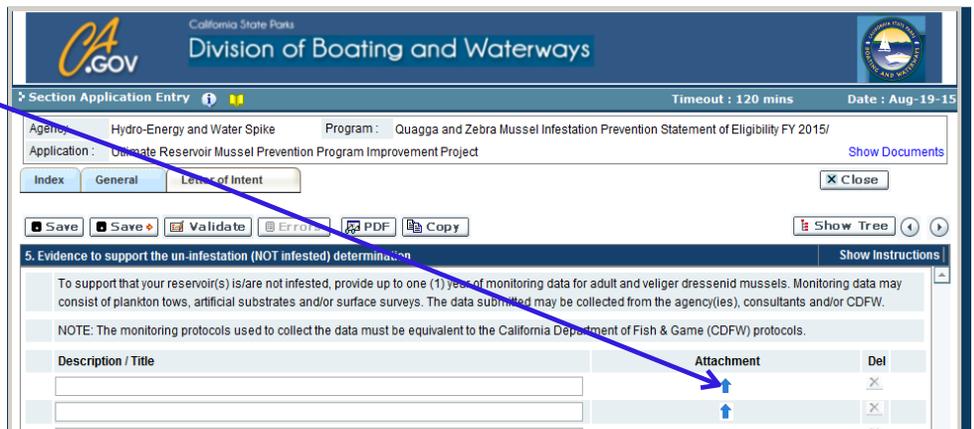
In the next screen, click 

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

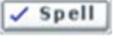
Next, fill-in the document title/Description in the “Description/Title” field

Click  to move forward to the next screen

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

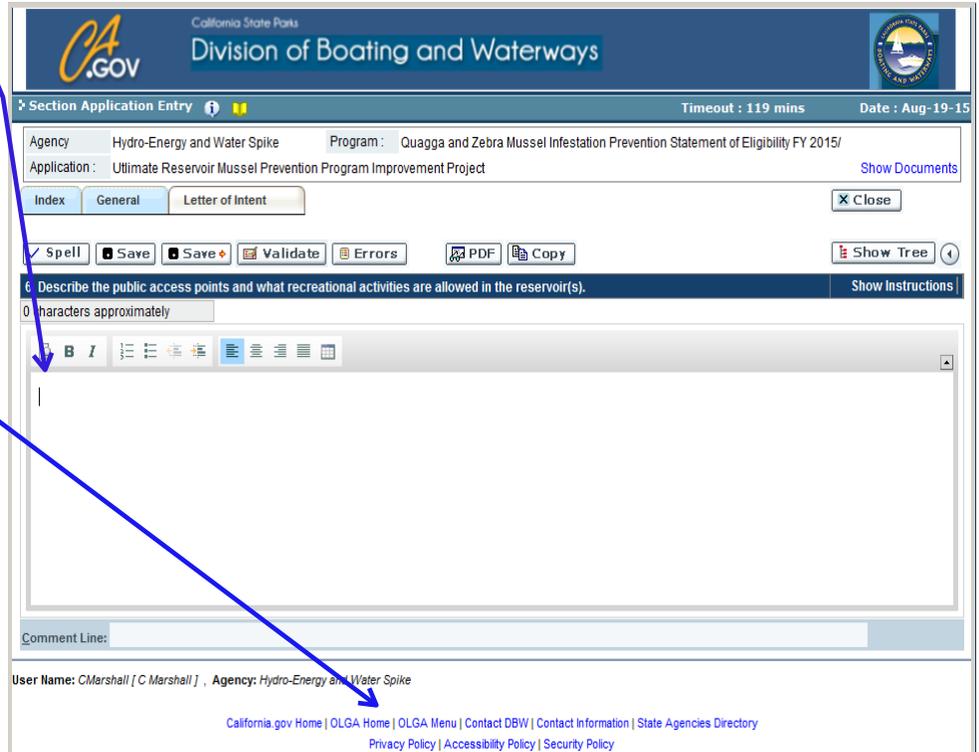


16. Respond to the information requested in the space provided.

If you wish to use spell check, click 

Click on ; this is the last screen to the section

In the footer of the screen, click on the “OLGA Menu”



California State Parks
Division of Boating and Waterways

Section Application Entry | Timeout : 119 mins | Date : Aug-19-15

Agency: Hydro-Energy and Water Spike | Program: Quagga and Zebra Mussel Infestation Prevention Statement of Eligibility FY 2015/
Application: Ultimate Reservoir Mussel Prevention Program Improvement Project

Index | General | Letter of Intent | Close

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

Describe the public access points and what recreational activities are allowed in the reservoir(s).
0 characters approximately

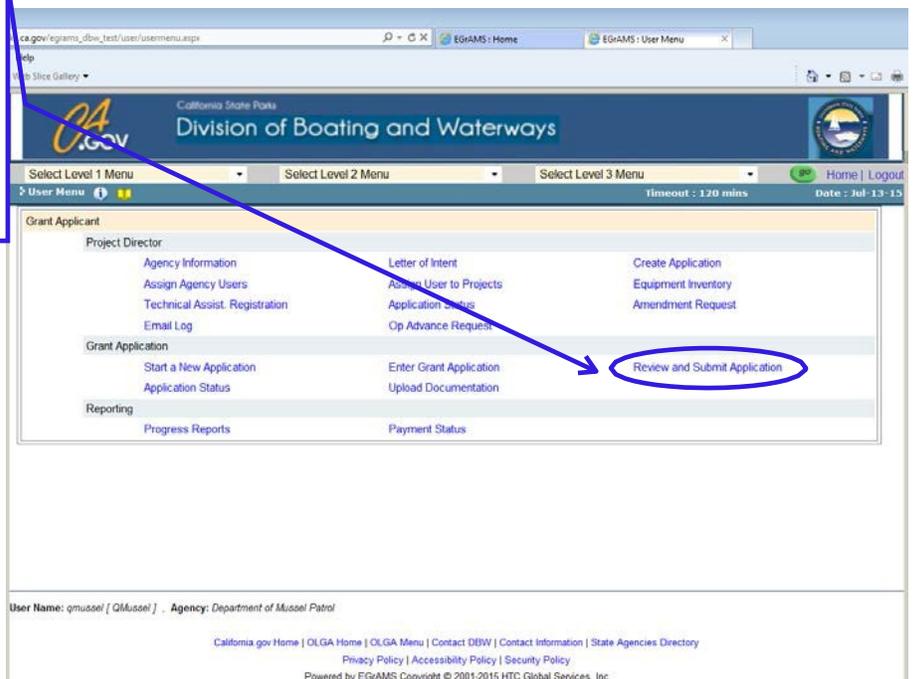
Comment Line:

User Name: CMarshall [C Marshall] , Agency: Hydro-Energy and Water Spike

California.gov Home | OLGA Home | OLGA Menu | Contact DBW | Contact Information | State Agencies Directory
Privacy Policy | Accessibility Policy | Security Policy

Validate, Review and Submit

17. Under “Grant Application;” click “Review and Submit Application”



California State Parks
Division of Boating and Waterways

Select Level 1 Menu | Select Level 2 Menu | Select Level 3 Menu | Home | Logout

User Menu | Timeout : 120 mins | Date : Jul-13-15

Grant Applicant		
Project Director	Letter of Intent	Create Application
Agency Information	Assign User to Projects	Equipment Inventory
Assign Agency Users	Application Status	Amendment Request
Technical Assist. Registration	Op Advance Request	
Email Log		
Grant Application	Enter Grant Application	Review and Submit Application
Start a New Application	Upload Documentation	
Application Status		
Reporting	Payment Status	
Progress Reports		

User Name: qmussel [QMussel] , Agency: Department of Mussel Patrol

California.gov Home | OLGA Home | OLGA Menu | Contact DBW | Contact Information | State Agencies Directory
Privacy Policy | Accessibility Policy | Security Policy
Powered by EG&AMS Copyright © 2001-2015 HTC Global Services, Inc.

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

Program	Description	Submit Date
002-QZM-15	Ultimate Reservoir Mussel Prevention Program Improvement Project	Application Entry / Work in Progress
003-QZM-15	Ultimate Reservoir Mussel Prevention Program Improvement Project	Application Entry / Work in Progress

19. Validate Data

The applicant must validate to verify that the application is completed

Click  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.

California State Parks
Division of Boating and Waterways

Face Sheet Review | Timeout : 119 mins | Date : Aug-19-15

Agency: 91-2223333 | Hydro-Energy and Water Spike [Close]

Program: Quagga and Zebra Mussel Infestation Prevention Statement | Ultimate Reservoir Mussel Prevention Program Improvement Project [Show Documents]

1 Applicant Information

a. Applicant Name: Hydro-Energy and Water Spike

b. Organizational Unit: []

c. Address: 623 West Game Street

d. Address 2: []

e. City: Gametown | State: CA | Zip 1: 56123 | Zip 2: []

f. Federal I.D. Number: 91-2223333 | Reference No.: []

g. Agency type (please check one)

- City
- County
- Other Federal Agency
- Federally Recognized Native American Tribe
- Nonprofit Organization - 501(c)(3) status only
- State Agency
- District
- Public Agency

[View Errors] [Validate] [Submit]

User Name: qmussel [QMussel] | Agency: Department of Mussel Patrol

California.gov Home | OLGA Home | OLGA Menu | Contact DBW | Contact Information | State Agencies Directory
Privacy Policy | Accessibility Policy | Security Policy
Powered by EGrAMS Copyright © 2001-2015 HTC Global Services, Inc.

EGrAMS: Errors and Warnings - Windows Internet Explorer

http://www.olga.dbw.parks.ca.gov/egramms_dbw_test/designer/ErrorWarnings.aspx?previe

Errors and Warnings

Program Name: Quagga and Zebra Mussel Infestation Prevention Statement of Eligibility FY 2015/

Please select the criteria and click Find to Filter records....

Category: [] Error Type: ALL [Find]

Category	Code	Description
<input checked="" type="checkbox"/> Letter of Intent	S1006	Text not entered for section Describe the public access points and what recreational activities are allowed in the reservoir(s).

Print Causes and Solution [PDF Preview] [Close]

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

California State Parks
CA.GOV
Division of Boating and Waterways

Face Sheet Review | Timeout : 119 mins | Date : Aug-19-15

Agency: 91-2223333 Hydro-Energy and Water Spike [Close]

Program: Quagga and Zebra Mussel Infestation Prevention Statement Ultimate Reservoir Mussel Prevention Program Improvement Project [Show Documents]

Stage-APP/W

General
Applicant
Letter of Intent

1. Applicant Information

a. Applicant Name: Hydro-Energy and Water Spike

b. Organizational Unit:

c. Address: 623 West Game Street

d. Address 2:

e. City: Gametown State: CA Zip 1: 56123 Zip 2:

f. Federal I.D. Number: 91-2223333 Reference No.:

g. Agency type (please check one)

City County

Other Federal Agency Federally Recognized Native American Tribe

Nonprofit Organization - 501(c)(3) status only State Agency

District Public Agency

[View Errors] [Validate] [Submit]

User Name: qmussel [QMussel] , Agency: Department of Mussel Farm

California gov Home | OLGA Home | OLGA Menu | Contact DBW | Contact Information | State Agencies Directory
Privacy Policy | Accessibility Policy | Security Policy
Powered by EGAAMS Copyright © 2001-2015 ITC Global Services, Inc

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

Click on the “OLGA Menu” in the footer of the screen

California State Parks
CA.GOV
Division of Boating and Waterways

Select Level 1 Menu | Select Level 2 Menu | Select Level 3 Menu | go Home | Logout

User Menu | Timeout : 120 mins | Date : Aug-20-15

Grant Applicant

Project Director

Agency Information | Create Application | Assign Agency Users

Assign User to Projects | Equipment Inventory | Technical Assist. Registration

Application Status | Amendment Request | Email Log

Op Advance Request

Grant Application

Start a New Application | **Enter Grant Application** | Review and Submit Application

Application Status | Upload Documentation

Reporting

Progress Reports | Payment Status

23. Click on the Project link

California State Parks
Division of Boating and Waterways

Grant Applicant: [dropdown] Grant Application: [dropdown] Enter Grant Application: [dropdown] Home | Logout
Enter Grant Application Timeout: 117 mins Date: Aug-19-15

*Status: Open All
 Program: QZMPL-15 Quagga and Zebra Mussel Infestation Prevention Statement of Eligibility FY 2015/
 Agency: 91-2223333 Hydro-Energy and Water Spike
 Project: [dropdown]
 Stages: [dropdown] Status: [dropdown] go

Program	Description	Submit Date
QZMPL-15	Quagga and Zebra Mussel Infestation Prevention Statement of Eligibility FY 2015/	8/31/2015 5:00:00 PM
003-QZM-15	Ultimate Reservoir Mussel Prevention Program Improvement Project	Application Entry / Pending

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

then click

An error message will display; click "OK"

The "Errors and Warning" will display.

Correct the errors; click

and then click

California State Parks
Division of Boating and Waterways

Face Sheet Transaction (*) - Required field Timeout: 120 mins Date: Aug-19-15

Agency: Hydro-Energy and Water Spike Program: Quagga and Zebra Mussel Infestation Prevention Statement of Eligibility FY 2015/
 Application: Ultimate Reservoir Mussel Prevention Program Improvement Project Show Documents

Index General Letter of Intent Close

Save Save+ Validate Errors PDF Copy Show Tree

1. Applicant Information Show Instructions

a. *Applicant Name Hydro-Energy and Water Spike
 b. Organizational Unit
 c. *Address 623 West Game Street
 d. Address 2
 e. *City Gametown *State CA *Zip 1 56123 Zip 2
 f. *Federal I.D. Number 91-2223333 Reference No.
 g. *Agency type (please check one)

City
 Other Federal Agency
 Nonprofit Organization - 501(c)(3) status only
 District
 County
 Federally Recognized Native American Tribe
 State Agency
 Public Agency

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

California State Parks
Division of Boating and Waterways

Face Sheet Review Timeout : 119 mins Date : Aug-19-15

Agency: 91-2223333 Hydro-Energy and Water Spike [Close]

Program: Quagga and Zebra Mussel Infestation Prevention Statement | Ultimate Reservoir Mussel Prevention Program Improvement Project Show Documents

Stage-APPIM

General
Application
Letter of Intent

1. Applicant Information

a. Applicant Name: Hydro-Energy and Water Spike

b. Organizational Unit:

c. Address: 623 West Game Street

d. Address 2:

e. City: Gametown State: CA Zip 1: 56123 Zip 2:

f. Federal I.D. Number: 91-2223333 Reference No.:

g. Agency type (please check one)

City County
 Other Federal Agency Federally Recognized Native American Tribe
 Nonprofit Organization - 501(c)(3) status only State Agency
 District Public Agency

[View Errors] [Validate] [Submit]

25. Click on the appropriate tool.

Save
Print
Email

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

File Edit View Favorites Tools Help

1 (1 / 3)

Bookmarks

Ultimate Reservoir Mussel Preventio
Letter of Intent

9/19/2015
Facesheet for Quagga and Zebra Mussel Infestation Prevention Statement of Eligibility FY 2015/
Agency: Hydro-Energy and Water Spike
Application: Ultimate Reservoir Mussel Prevention Program Improvement Project

Ultimate Reservoir Mussel Prevention Program Improvement Project

FOR OFFICE USE ONLY: Version # APP #

Applicant Information
(Carefully read the instructions before completing this form)

1. Applicant Information

a. Applicant Name: Hydro-Energy and Water Spike

b. Organizational Unit:

c. Address: 623 West Game Street

d. Address 2:

e. City: Gametown State: CA Zip: 56123

f. Federal ID Number: 91-2223333 Reference No.:

g. Agency Type (Please check one)

City County
 Other Federal Agency Federally Recognized Native American Tribe
 Nonprofit Organization - 501(c)(3) status only State Agency
 District Public Agency

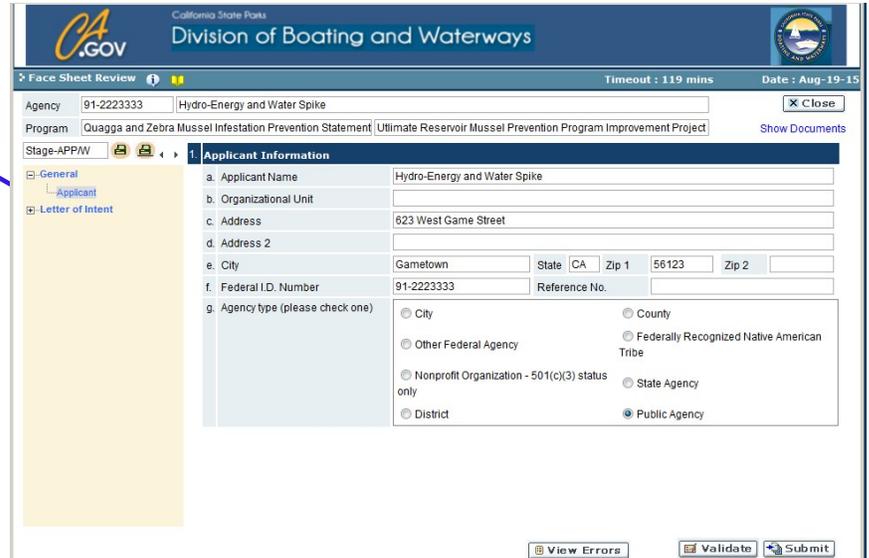
1 / 3 58.26%

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

The following message will display; click "OK"



Next this message will display



California State Parks
Division of Boating and Waterways

Face Sheet Review Timeout : 119 mins Date : Aug-19-15

Agency: 91-2223333 Hydro-Energy and Water Spike 

Program: Quagga and Zebra Mussel Infestation Prevention Statement | Ultimate Reservoir Mussel Prevention Program Improvement Project 

Stage-APPW   < >

1. Applicant Information

General

Applicant

Letter of Intent

a. Applicant Name: Hydro-Energy and Water Spike

b. Organizational Unit: _____

c. Address: 623 West Game Street

d. Address 2: _____

e. City: Gametown State: CA Zip 1: 56123 Zip 2: _____

f. Federal I.D. Number: 91-2223333 Reference No.: _____

g. Agency type (please check one)

City County

Other Federal Agency Federally Recognized Native American Tribe

Nonprofit Organization - 501(c)(3) status only State Agency

District Public Agency

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.

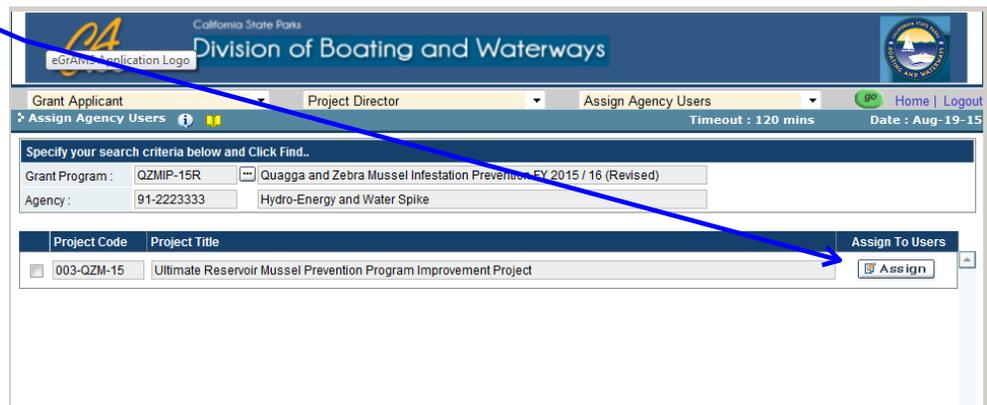
You will need to be logged into OLGA. If you are not logged-in to OLGA, go to the OLGA home screen; click on "EGrAMS (OLGA) Login". In footer of the "Welcome" screen, click on the "OLGA MENU."

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  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  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.)



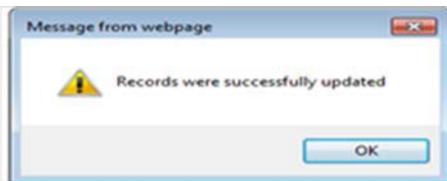
6. In the “User Status” field, click the appropriate box to select the user for whom you are assigning permissions

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

In the “Appl” box (for “applicability”): leave this box unchecked 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 ‘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 at the bottom of the pop up window.

A message will display, click “OK”



Repeat Steps 5-7 for each user

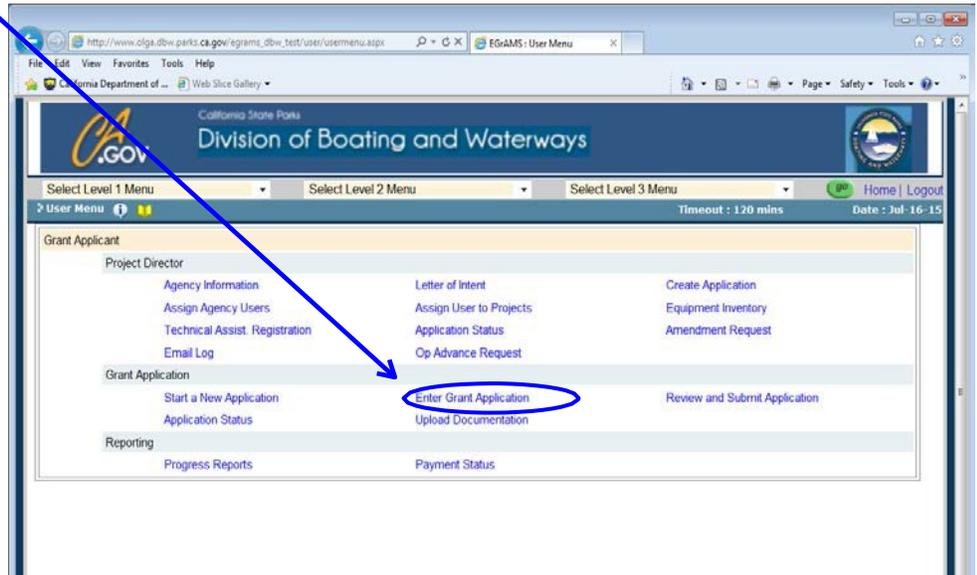
To delete a user, click on red “X” in the “Del” (for delete) column

Project Code	Project Title	Assign To Users						
<input type="checkbox"/>	003-QZM-15 Ultimate Reservoir Mussel Prevention Program Improvement Project	<input type="button" value="Assign"/>						
Login ID	User Name	User Status	Role	Perm Cd	Appl	Category	Perm. Status	Del.
<input type="checkbox"/>	CMarshall Connie Marshall	<input checked="" type="checkbox"/>	GRANTE	1	<input type="checkbox"/>	...	<input checked="" type="checkbox"/>	<input type="button" value="X"/>
<input type="checkbox"/>	PGrant Paul Grant	<input checked="" type="checkbox"/>	GRANTE	...	<input type="checkbox"/>	...	<input type="checkbox"/>	<input type="button" value="X"/>

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.”

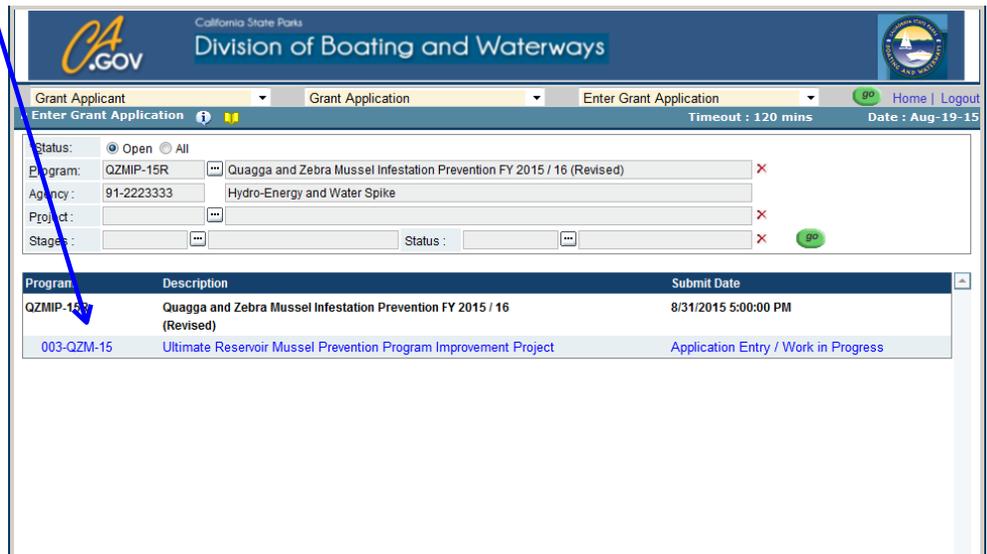
1. In the “OLGA Menu” screen; click on “Enter Grant Application”



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

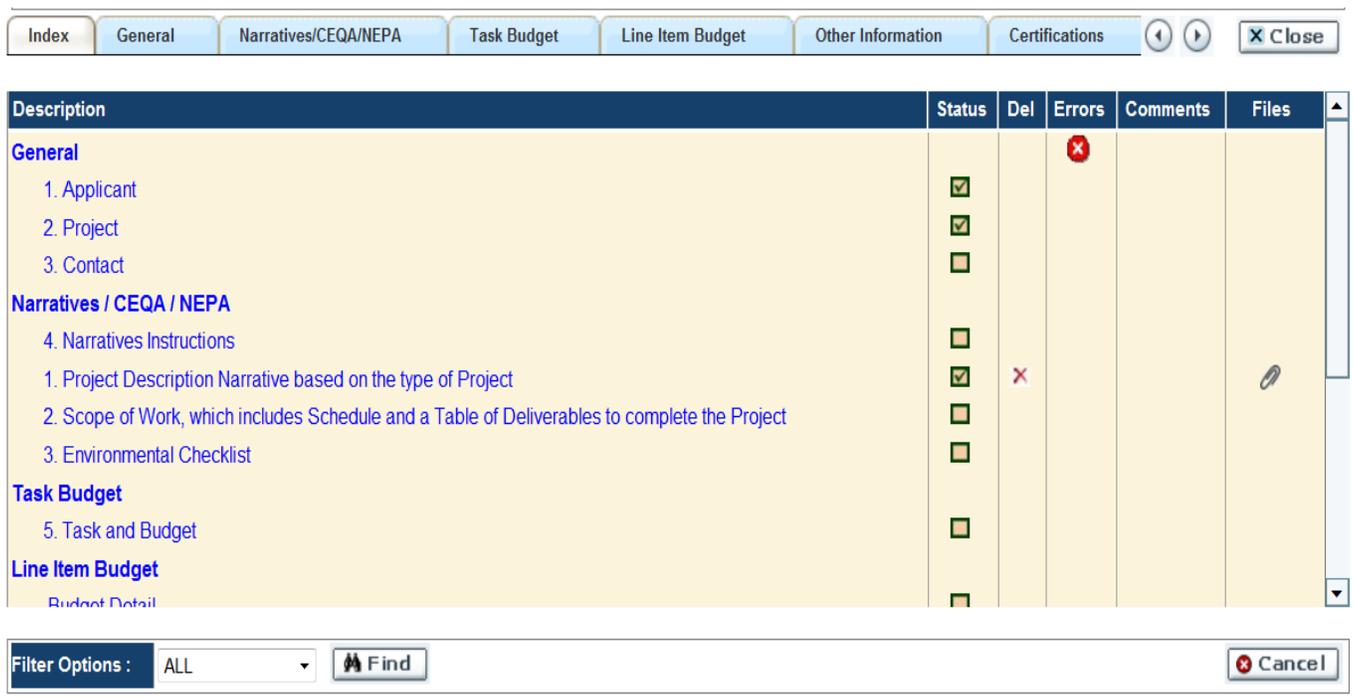
Navigate through the section tabs to enter the information required for your grant application. After completing each section tab, click  to ensure that all information has been entered. See OLGA Instructions in the “Navigation Tools and Tips” document on “Saving and Validating Data.” **Note:** Reference 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.



Description	Status	Del	Errors	Comments	Files
General			✘		
1. Applicant	<input checked="" type="checkbox"/>				
2. Project	<input checked="" type="checkbox"/>				
3. Contact	<input type="checkbox"/>				
Narratives / CEQA / NEPA					
4. Narratives Instructions	<input type="checkbox"/>				
1. Project Description Narrative based on the type of Project	<input checked="" type="checkbox"/>	✘			
2. Scope of Work, which includes Schedule and a Table of Deliverables to complete the Project	<input type="checkbox"/>				
3. Environmental Checklist	<input type="checkbox"/>				
Task Budget					
5. Task and Budget	<input type="checkbox"/>				
Line Item Budget					
Budget Detail	<input type="checkbox"/>				

Filter Options : ALL

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  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  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  to move to the next screen.

NAME OF RESERVOIR(s) and PROJECT SITE/LOCATION	Latitude	Longitude	Del
Ultimate Reservoir	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 broadening 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 will also purchase and install mechanical arms to improve control of watercraft entering the Ultimate Reservoir without prior mussel inspections. The Program will continue 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  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 

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

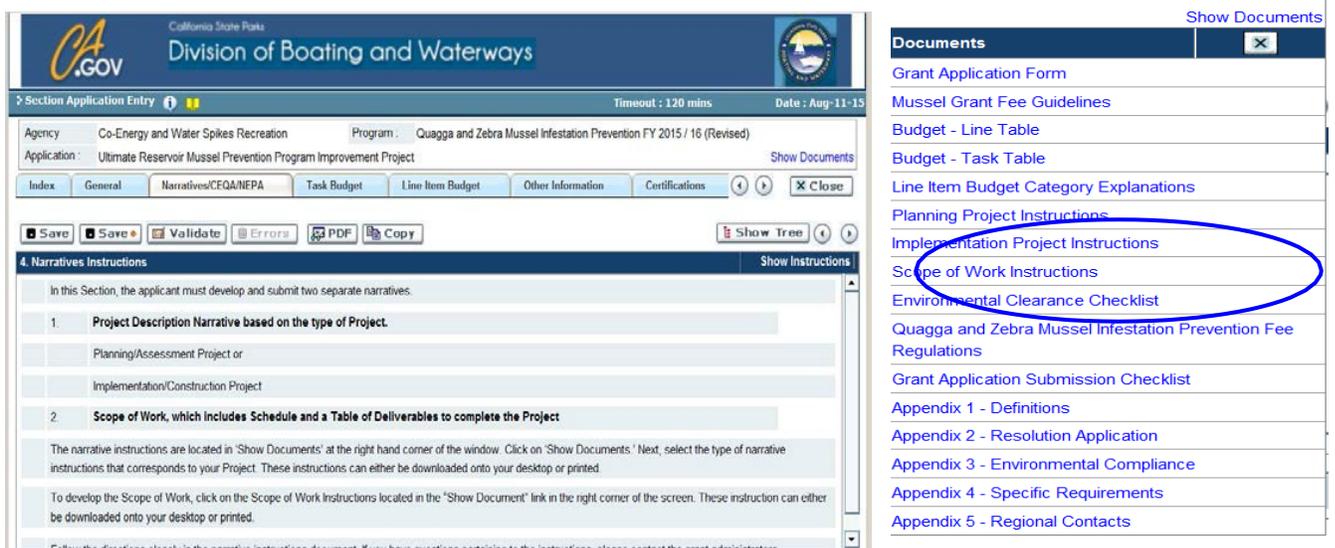
g. *E-Mail Address Connie.Marshall@spikesenergy.com

h. Designation / Title OM  Operations Manager

i. Attachment 

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 the Table 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 have 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 computer or printed. Follow the Narrative Instruction closely and include all the requested information.



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

1. Click 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 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 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 again until all errors are removed.
You may delete the uploaded narratives by clicking on red “X” in the far right column, then to complete the deletion.

Section Application Entry Timeout : 120 mins Date : Aug-11-15

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](#)

1. Project Description Narrative based on the type of Project [Hide Instructions](#)

The narrative instructions are located in 'Show Documents' at the right hand corner of the window. Click on 'Show Documents.' Next, select the type of narrative instructions that corresponds to your Project. These instructions can either be downloaded onto your desktop or printed.

Follow the directions closely in the narrative instructions document. If you have questions pertaining to the instructions, please contact the grant administrators.

Attachment Title	File Name	View	Del
<input type="checkbox"/>	<input type="text" value="Browse..."/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text" value="Browse..."/>	<input type="checkbox"/>	<input type="checkbox"/>

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  again to move to the next screen.
6. Click  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  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.



5. Task and Budget (1) Hide Instruction

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

Task No: Task Title:

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 <input type="text" value="CEQA Fees, Office Supplies"/>	2,500.00	2,500.00			2,500.00	✕
Materials 2 <input type="text"/>						✕
Materials 3 <input type="text"/>						✕
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 <input type="text"/>	0.00				0.00	✕
Materials 2 <input type="text"/>						✕
Materials 3 <input type="text"/>						✕
Travel						✕

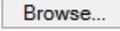
Item (Construction / Implementation Costs)	Total Cost (\$)	DBW Fee Grant Funding (\$)	Cash (\$)	In-Kind (\$)	Total Funding (\$)	De
<input type="text"/>						✕
<input type="text"/>						✕
<input type="text"/>						✕
<input type="text"/>						✕
<input type="text"/>						✕
Task Total (\$)	5,520.00	5,520.00	0.00	0.00	5,520.00	

Task and Budget Summary Show Instruction

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  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  when you are completely finished with the Budget.
11. In the “Source of Funding” Screen (last screen) upload the “Commitment to Fund” using the  button next to the funding source line.
12. Click  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  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

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	JoM	Total	DBW Funding	Cash	In-Kind	Notes
<input type="checkbox"/>	X Others Attorney	20.0000	73.000	HRS	1,460.00	1,460.00	0.00	0.00	
<input type="checkbox"/>	X Others Supervisor	10.0000	52.000	HRS	520.00	520.00	0.00	0.00	
<input type="checkbox"/>	X Others Analyst	20.0000	52.000	HRS	1,040.00	1,040.00	0.00	0.00	
<input type="checkbox"/>	X 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 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
<input type="checkbox"/>	X Others Bands, Stickers, Office Supplies, Fees	13,300.00	13,250.00	50.00	0.00	
<input type="checkbox"/>	X Computers	12,000.00	12,000.00	0.00	0.00	
<input type="checkbox"/>	X QID Handheld Devices	12,000.00	12,000.00	0.00	0.00	
<input type="checkbox"/>	X Others Signs, shade tent, cones	3,450.00	3,450.00	0.00	0.00	
Totals :		40,750.00	40,700.00	50.00	0.00	

Click 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
<input type="checkbox"/>	X					
<input type="checkbox"/>	X					
<input type="checkbox"/>	X					
<input type="checkbox"/>	X					
<input type="checkbox"/>	X					
<input type="checkbox"/>	X					
Totals :		0.00	0.00	0.00	0.00	

Click  or  to move to the "Travel" screen

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

Description	Total	DBW Funding	Cash	In-Kind	Notes
<input type="checkbox"/> <input type="checkbox"/>					
<input type="checkbox"/> <input type="checkbox"/>					
<input type="checkbox"/> <input type="checkbox"/>					
<input type="checkbox"/> <input type="checkbox"/>					
<input type="checkbox"/> <input type="checkbox"/>					
<input type="checkbox"/> <input type="checkbox"/>					
Totals :	0.00	0.00	0.00	0.00	

Line Item Budget Summary Screen

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

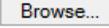
Source(s) of Funds						
Del.	Description	DBW Funding	Cash	In-Kind	Total	Narr. Attach
	TOTAL EXPENDITURES	200,000.00	218,658.00	131,478.00	550,136.00	
	Source of Funds					
X	DBW Fee Grant Funding	200,000.00	0.00	0.00	200,000.00	
X	Federal	0.00	0.00	0.00	0.00	
	Other(s)					
X	Others <input type="text" value="Hydro Energy-Water Spike Revenue f"/>	0.00	0.00	131,478.00	131,478.00	 <input type="button" value="Browse..."/>
X	Others <input type="text" value="State Water Reservoir Grant Fund"/>	0.00	218,658.00	0.00	218,658.00	 <input type="button" value="Browse..."/>
X	<input type="text"/>	0.00	0.00	0.00	0.00	
X	<input type="text"/>	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  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  to complete the upload process. A message will display stating the document has been successfully uploaded; click “OK” and  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  to complete the deletion.

7. Provide a list of all permits and approvals required for the project					Show Instruction
Proposed projects in environmentally sensitive areas usually require the review and approval of regulatory agencies. Obtaining permission to construct projects from these agencies in the form of permits, letters of concurrences, waivers, and certifications normally have costs associates with them in terms of fees or expended staff time.					
Each has a fee associated with it and has a different timeline for obtaining the permit. It is the responsibility of the Funding Applicant to obtain any and all permits. Provide a list of required permits with the application. The application process for any permits maybe started prior to Grant Agreement. Reimbursements of fee for permits will be based on funding availability.					
Permit	Required	Status	Attachment 	Del	
U.S. Army Corps of Engineers Section 404 Permits	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>			
California Department of Fish and Wildlife 1600 Permits	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>			
California Regional Water Quality Control Board Certifications	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>			
U.S. Fish and Wildlife Service and National Marine Fisheries Service	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>			
California Coastal Commission or the San Francisco Bay Conservation and Development Commission	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>			
Others-1 <input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>			
Others-2 <input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>			
Others-3 <input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>			
Are there permits that have not been secured?	<input type="radio"/> Yes <input checked="" type="radio"/> No				
If so, explain how they will be secured and the timeline for securing them.		<input type="text"/>			

Ordinances

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

8. Provide a copy of all Ordinances that apply to boating activities in the reservoir				Show Instructions
	Attachment Title	File Name	View	Del
<input type="checkbox"/>		<input type="text"/> Browse...		X
<input type="checkbox"/>		<input type="text"/> Browse...		X
<input type="checkbox"/>		<input type="text"/> Browse...		X

Maps, Facility Designs and Organizational Charts

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

Maps, Facility Designs, and Organizational Charts				Show Instructions
	Attachment Title	File Name	View	Del
<input type="checkbox"/>		<input type="text"/> Browse...		X
<input type="checkbox"/>		<input type="text"/> Browse...		X
<input type="checkbox"/>		<input type="text"/> Browse...		X

Letters of Support

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

Letters of Support				Hide Instruction
You may submit Letters of Support. The Letters of Support are optional documents.				
	Attachment Title	File Name	View	Del
<input type="checkbox"/>		<input type="text"/> Browse...		X
<input type="checkbox"/>		<input type="text"/> Browse...		X

Other Information

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

Other Information		Show Instructions						
9.	Indicate the response to the questions in the application box provided, and submit copies of related MOUs, Ordinances, lease agreements, contracts etc. regarding the control and operation of the project site.							
	Does the applicant/designated representative(s) control/manage the program site solely as part of a joint power authority arrangement/Memorandum of Understanding (MOU)?	<input type="radio"/> Yes <input type="radio"/> No						
	Does the applicant/designated representative(s) hold a long-term lease agreement on the program site?	<input type="radio"/> Yes <input type="radio"/> No						
	Does the applicant operate the site through a concessionaire? Applicant/designated representative(s) must own or control the program area and rights of way to and from the project area.	<input type="radio"/> Yes <input type="radio"/> No						
	Provide copies of any related MOUs' lease agreements, ordinances, etc. concerning the control and operation of the project site.							
	<table border="1"><thead><tr><th>MOUs' lease agreements Description</th><th>Attachment</th><th>Del</th></tr></thead><tbody><tr><td><input type="text"/></td><td></td><td></td></tr></tbody></table>	MOUs' lease agreements Description	Attachment	Del	<input type="text"/>			
MOUs' lease agreements Description	Attachment	Del						
<input type="text"/>								

Draft Resolution

Upload a Draft/Final Resolution.

10.	Submit a draft Resolution/Order from the governing body/executive office or a Letter of Approval, if there is not a governing body authorizing the applicant/designation representative(s) to sign the application, contract, and any claim for payment or reimbursement.	
	Note: The official Resolution/Order/Letter of Approval must be submitted upon funding approval.	
	The resolution is a formal request for a Grant from the official government body, i.e., City Council, County Board of Supervisors, Harbormaster, Port District, etc. See example Resolution in Appendix 2 located in the blue 'Show Documents' in top right-hand corner of the screen.	

Validate the Section

Click  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  again until all errors are removed.

Consultants

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

11.	Has the applicant/designated representative(s) have retained an outside consultant for the program	<input type="radio"/> Yes <input type="radio"/> No
	If Yes, please provide the following information:	
	Name	<input type="text"/>
	Title	<input type="text"/>
	Company	<input type="text"/>
	Address	<input type="text"/>
	Telephone	<input type="text"/>
	Email	<input type="text"/>

Certification

Complete the information required in the fields below.

Applicant Acknowledgement and Signature		Show Instructions
<input type="checkbox"/>	Under penalty of perjury, I hereby certify that I am an authorized representative of the Applicant, and that I have been authorized by the Applicant by Resolution/Order to execute this Application for funding.	
AUTHORIZED SIGNATURE:	<input type="text"/>	
PRINT NAME:	<input type="text"/>	
TITLE:	<input type="text"/>	
DATE:	<input type="text"/>	

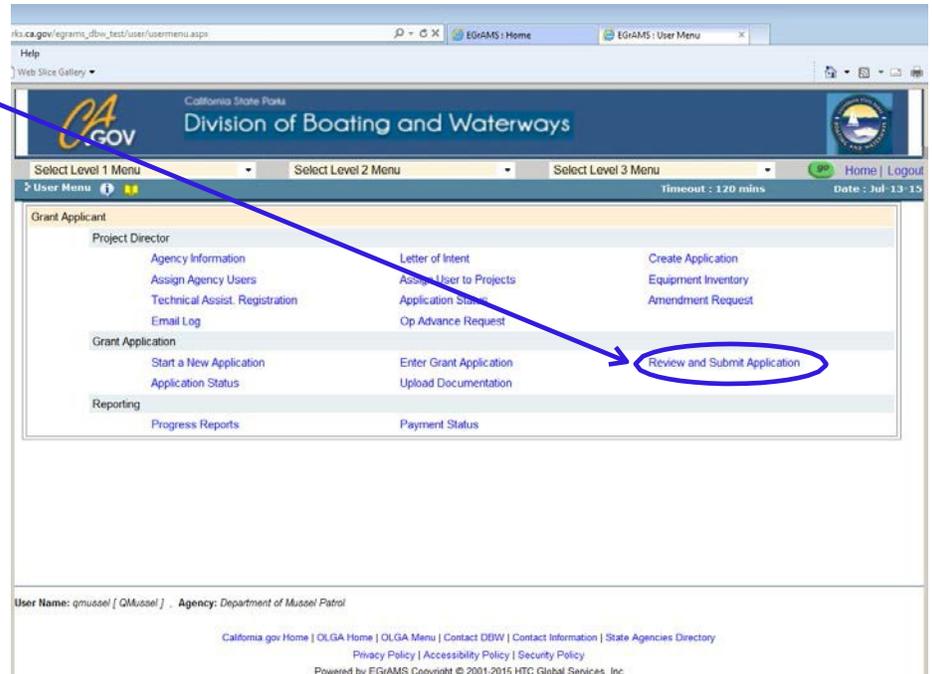
Validate, Review and Submission of Applications

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.

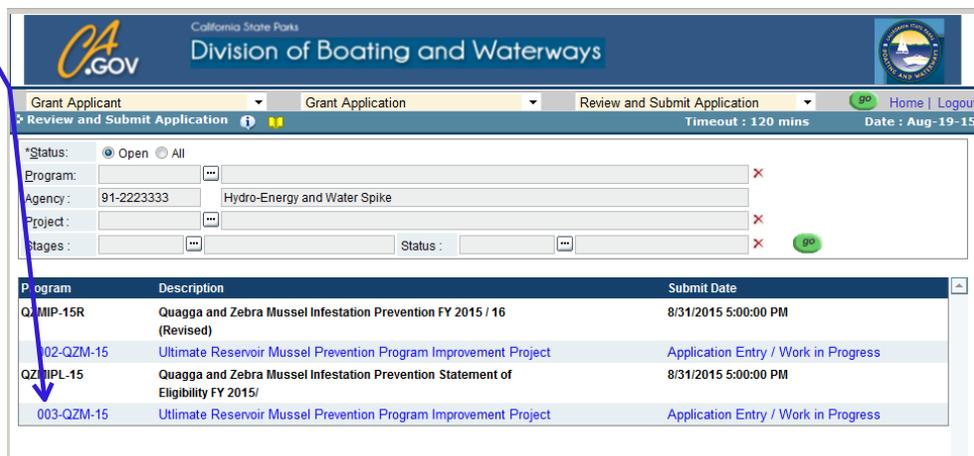
1. Under “Grant Application;” click “Review and Submit Application”



The screenshot shows the EGAMS user menu for a user named 'qmussel' from the 'Department of Mussel Patrol'. The menu is organized into sections: Project Director, Grant Application, and Reporting. The 'Grant Application' section contains several links, with 'Review and Submit Application' circled in blue. A blue arrow points from the instruction box to this link.

Project Director	Grant Application	Reporting
Agency Information	Start a New Application	Progress Reports
Assign Agency Users	Application Status	
Technical Assist. Registration	Enter Grant Application	Payment Status
Email Log	Upload Documentation	
Letter of Intent		
Assign User to Projects		
Application Status		
Op Advance Request		
Create Application		
Equipment Inventory		
Amendment Request		

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



The screenshot shows the 'Review and Submit Application' page. It includes search filters for Program, Agency, Project, and Stages. Below the filters is a table of applications. A blue arrow points from the instruction box to the '003-QZM-15' application link in the table.

Program	Description	Submit Date
Q-MIP-15R	Quagga and Zebra Mussel Infestation Prevention FY 2015 / 16 (Revised)	8/31/2015 5:00:00 PM
002-QZM-15	Ultimate Reservoir Mussel Prevention Program Improvement Project	Application Entry / Work in Progress
QZ-MPL-15	Quagga and Zebra Mussel Infestation Prevention Statement of Eligibility FY 2015/	8/31/2015 5:00:00 PM
003-QZM-15	Ultimate Reservoir Mussel Prevention Program Improvement Project	Application Entry / Work in Progress

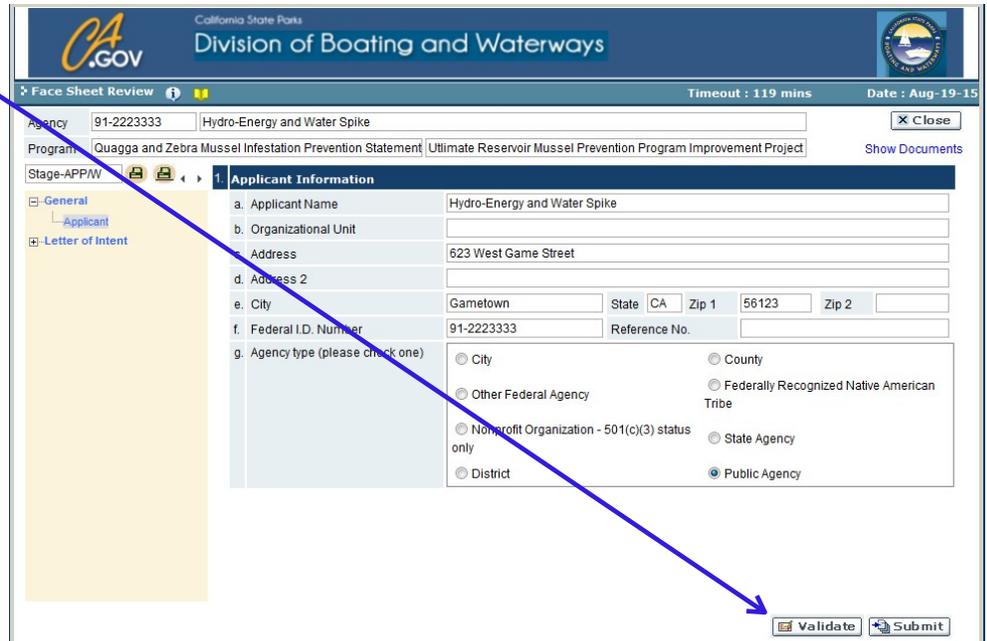
PART III – STEP 4: VALIDATE, REVIEW AND SUBMIT

3. Validate Data

The applicant must validate to verify that the application is completed

Click  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)



California State Parks
Division of Boating and Waterways

Face Sheet Review Timeout : 119 mins Date : Aug-19-15

Agency 91-2223333 Hydro-Energy and Water Spike 

Program Quagga and Zebra Mussel Infestation Prevention Statement Ultimate Reservoir Mussel Prevention Program Improvement Project [Show Documents](#)

Stage-APPIW  

Applicant Information

a. Applicant Name Hydro-Energy and Water Spike

b. Organizational Unit

c. Address 623 West Game Street

d. Address 2

e. City Gametown State CA Zip 1 56123 Zip 2

f. Federal I.D. Number 91-2223333 Reference No.

g. Agency type (please check one)

City County

Other Federal Agency Federally Recognized Native American Tribe

Nonprofit Organization - 501(c)(3) status only State Agency

District Public Agency

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.

California State Parks
Division of Boating and Waterways

Face Sheet Review | Timeout : 119 mins | Date : Aug-19-15

Agency: 91-2223333 | Hydro-Energy and Water Spike [Close]

Program: Quagga and Zebra Mussel Infestation Prevention Statement | Ultimate Reservoir Mussel Prevention Program Improvement Project [Show Documents]

Stage: APP/W

1. Applicant Information

a. Applicant Name: Hydro-Energy and Water Spike

b. Organizational Unit: []

c. Address: 623 West Game Street

d. Address 2: []

e. City: Gametown | State: CA | Zip 1: 56123 | Zip 2: []

f. Federal I.D. Number: 91-2223333 | Reference No.: []

g. Agency type (please check one)

City County

Other Federal Agency Federally Recognized Native American Tribe

Nonprofit Organization - 501(c)(3) status only State Agency

District Public Agency

[View Errors] [Validate] [Submit]

User Name: qmussel [QMussel] | Agency: Department of Mussel Patrol

California.gov Home | OLGA Home | OLGA Menu | Contact DBW | Contact Information | State Agencies Directory
Privacy Policy | Accessibility Policy | Security Policy
Powered by EGrAMS Copyright © 2001-2015 HTC Global Services, Inc.

EGrAMS: Errors and Warnings - Windows Internet Explorer

http://www.olga.dbw.parks.ca.gov/egrams_dbw_test/designer/ErrorWarnings.aspx?previe

Errors and Warnings

Program Name: Quagga and Zebra Mussel Infestation Prevention Statement of Eligibility FY 2015/

Please select the criteria and click Find to Filter records....

Category: [] Error Type: ALL [Find]

Category	Code	Description
<input checked="" type="checkbox"/> Letter of Intent	S1006	Text not entered for section Describe the public access points and what recreational activities are allowed in the reservoir(s).

Print Causes and Solution [PDF Preview] [Close]

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

California State Parks
CA.GOV
Division of Boating and Waterways

Face Sheet Review
Timeout : 119 mins
Date : Aug-19-15

Agency 91-2223333 Hydro-Energy and Water Spike
Program Quagga and Zebra Mussel Infestation Prevention Statement Ultimate Reservoir Mussel Prevention Program Improvement Project
Show Documents

Stage-APPW

1. Applicant Information

a. Applicant Name Hydro-Energy and Water Spike
b. Organizational Unit
c. Address 623 West Game Street
d. Address 2
e. City Gametown State CA Zip 1 56123 Zip 2
f. Federal I.D. Number 91-2223333 Reference No.
g. Agency type (please check one)

City County
 Other Federal Agency Federally Recognized Native American Tribe
 Nonprofit Organization - 501(c)(3) status only State Agency
 District Public Agency

View Errors Validate Submit

User Name: qmussel [QMussel] , Agency: Department of Mussel Patrol

California.gov Home | OLGA Home | OLGA Menu | Contact DBW | Contact Information | State Agencies Directory
Privacy Policy | Accessibility Policy | Security Policy
Powered by EGAMS Copyright © 2001-2015 HTC Global Services, Inc.

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

Click on the “OLGA Menu” in the footer of the screen

California State Parks
CA.GOV
Division of Boating and Waterways

Select Level 1 Menu Select Level 2 Menu Select Level 3 Menu go Home | Logout
User Menu Timeout : 120 mins Date : Aug-20-15

Grant Applicant

Project Director

Agency Information Create Application Assign Agency Users
Assign User to Projects Equipment Inventory Technical Assist. Registration
Application Status Amendment Request Email Log
Op Advance Request

Grant Application

Start a New Application Enter Grant Application Review and Submit Application
Application Status Upload Documentation

Reporting

Progress Reports Payment Status

22. Click on the Project link

California State Parks
Division of Boating and Waterways

Grant Applicant: [Dropdown] Grant Application: [Dropdown] Enter Grant Application [Home | Logout] Timeout: 117 mins Date: Aug-19-15

*Status: Open All
 Program: QZMIPL-15 Quagga and Zebra Mussel Infestation Prevention Statement of Eligibility FY 2015/
 Agency: 91-2223333 Hydro-Energy and Water Spike
 Project: [Dropdown]
 Stages: [Dropdown] Status: [Dropdown] [go]

Program	Description	Submit Date
QZMIPL-15	Quagga and Zebra Mussel Infestation Prevention Statement of Eligibility FY 2015/	8/31/2015 5:00:00 PM
003-QZM-15	Ultimate Reservoir Mussel Prevention Program Improvement Project	Application Entry / Pending

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

An error message will display; click "OK"

The "Errors and Warning" will display.

Correct the errors; click

California State Parks
Division of Boating and Waterways

Face Sheet Transaction (*) - Required field Timeout: 120 mins Date: Aug-19-15

Agency: Hydro-Energy and Water Spike Program: Quagga and Zebra Mussel Infestation Prevention Statement of Eligibility FY 2015/
 Application: Ultimate Reservoir Mussel Prevention Program Improvement Project [Show Documents]

Index General Letter of Intent [Close]

[Save] [Save] [Validate] [Errors] [PDF] [Copy] [Show Tree]

1. Applicant Information [Show Instructions]

a. *Applicant Name Hydro-Energy and Water Spike
 b. Organizational Unit
 c. *Address 623 West Game Street
 d. Address 2
 e. *City Gametown *State CA *Zip 1 56123 Zip 2
 f. *Federal I.D. Number 91-2223333 Reference No.
 g. *Agency type (please check one)

City
 Other Federal Agency
 Nonprofit Organization - 501(c)(3) status only
 District
 County
 Federally Recognized Native American Tribe
 State Agency
 Public Agency

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

California State Parks
Division of Boating and Waterways

Face Sheet Review Timeout : 119 mins Date : Aug-19-15

Agency: 91-2223333 Hydro-Energy and Water Spike [Close]

Program: Quagga and Zebra Mussel Infestation Prevention Statement Ultimate Reservoir Mussel Prevention Program Improvement Project [Show Documents]

Stage-APPAM

General
Applicant Information
Letter of Intent

Applicant Information

a. Applicant Name: Hydro-Energy and Water Spike

b. Organizational Unit: [Empty]

c. Address: 623 West Game Street

d. Address 2: [Empty]

e. City: Gametown State: CA Zip 1: 56123 Zip 2: [Empty]

f. Federal I.D. Number: 91-2223333 Reference No.: [Empty]

g. Agency type (please check one)

City County

Other Federal Agency Federally Recognized Native American Tribe

Nonprofit Organization - 501(c)(3) status only State Agency

District Public Agency

[View Errors] [Validate] [Submit]

25. Click on the appropriate tool.

Save
Print
Email

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

File Edit View Favorites Tools Help

1 (1 / 3)

Bookmarks

Ultimate Reservoir Mussel Prevention
Letter of Intent

Face Sheet for Quagga and Zebra Mussel Infestation Prevention Statement of Eligibility FY 2015
Agency: Hydro-Energy and Water Spike
Application: Ultimate Reservoir Mussel Prevention Program Improvement Project

Ultimate Reservoir Mussel Prevention Program Improvement Project

FOR OFFICE USE ONLY: Version # APP #

Applicant Information
(Carefully read the instructions before completing this form)

1. Applicant Information

a. Applicant Name: Hydro-Energy and Water Spike

b. Organizational Unit: [Empty]

c. Address: 623 West Game Street

d. Address 2: [Empty]

e. City: Gametown State: CA Zip: 56123

f. Federal ID Number: 91-2223333 Reference No.: [Empty]

g. Agency Type (Please check one)

City County

Other Federal Agency Federally Recognized Native American Tribe

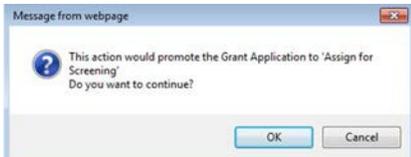
Nonprofit Organization - 501(c)(3) status only State Agency

District Public Agency

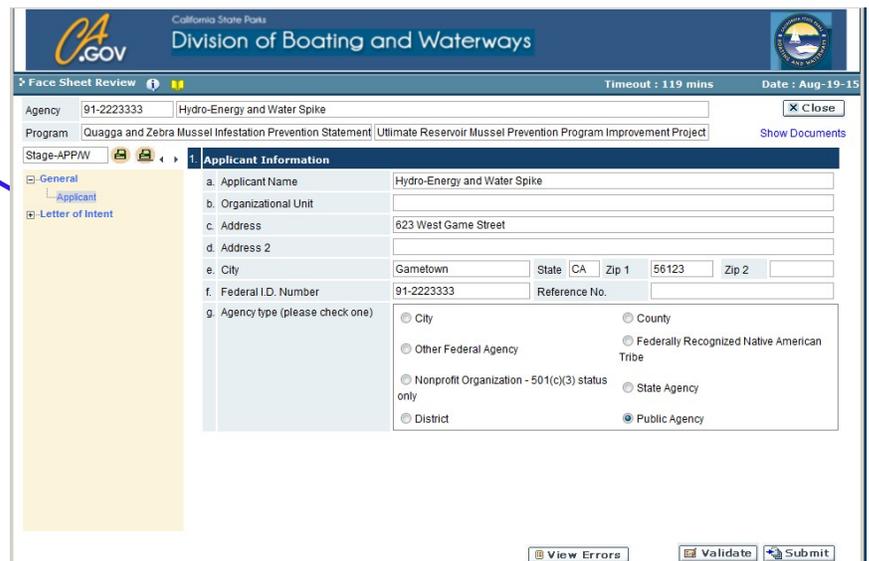
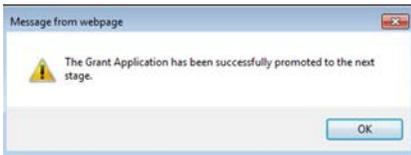
1 / 3 58.26%

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

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

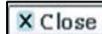
%_ _ _ % Wildcard for querying in the “Lookup Table.” In the ‘Description’ box of the lookup table place the wildcard (%) sign around part or all of the word.

[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

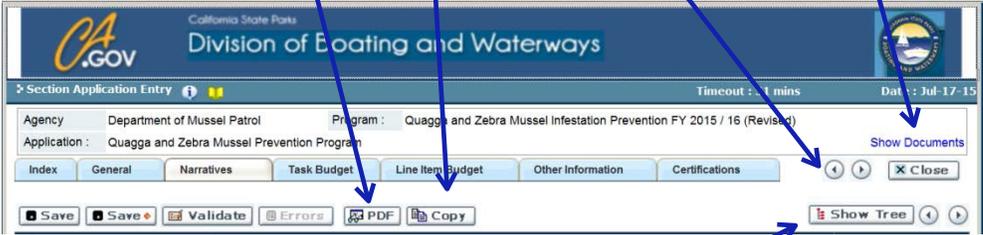
Action Buttons

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

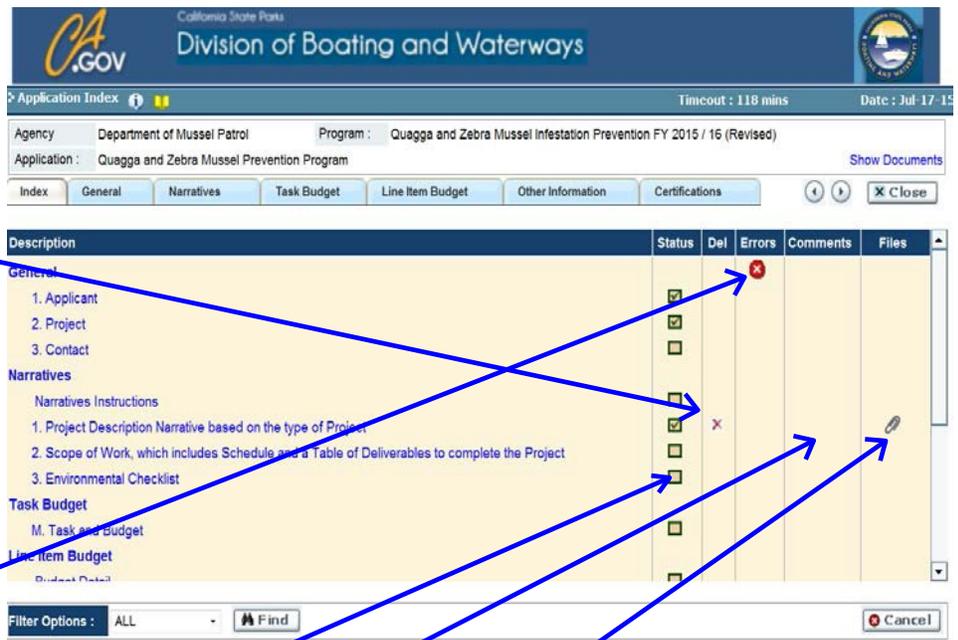
- Access "Errors":

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



California State Parks
 CA.GOV
 Division of Boating and Waterways

Application Index Timeout: 118 mins Date: Jul 17 15

Agency: Department of Mussel Patrol Program: Quagga and Zebra Mussel Infestation Prevention FY 2015 / 16 (Revised)
 Application: Quagga and Zebra Mussel Prevention Program Show Documents

Description	Status	Del	Errors	Comments	Files
General					
1. Applicant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
2. Project	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3. Contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Narratives					
Narratives Instructions					
1. Project Description Narrative based on the type of Project	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
2. Scope of Work, which includes Schedule and a Table of Deliverables to complete the Project	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3. Environmental Checklist	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Task Budget					
M. Task and Budget	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Line Item Budget					
Budget Detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

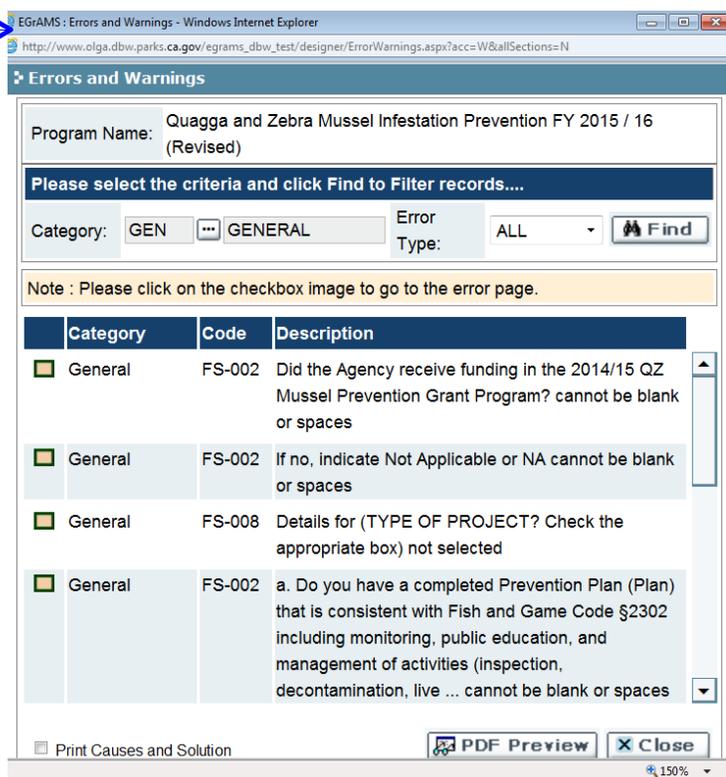
Filter Options: ALL Find Cancel

“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.



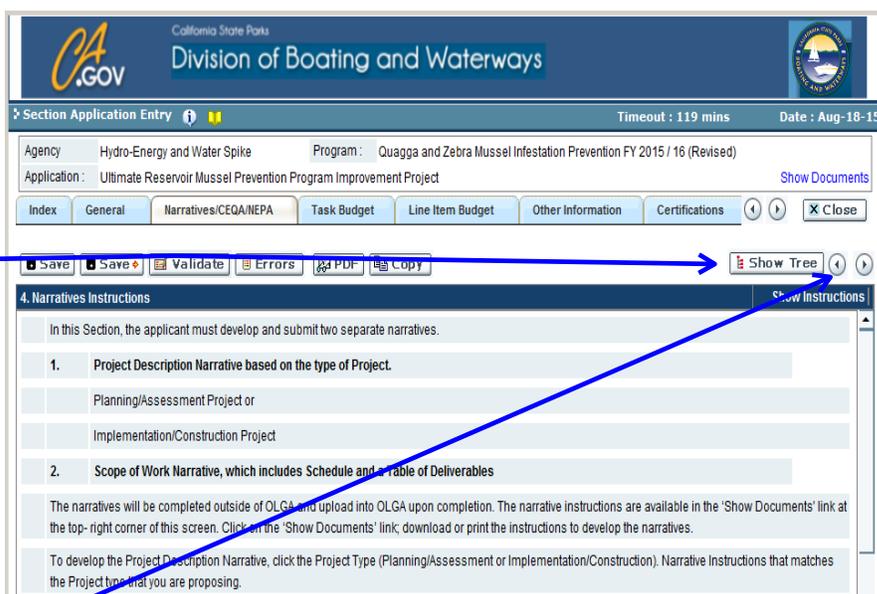
Use the “Show Tree” button to Navigate within a Tab

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.

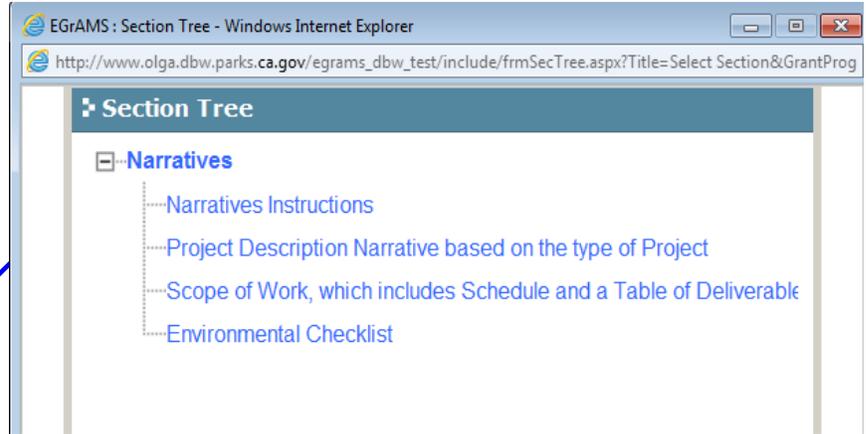
Remember: You may also navigate within a tab using the Next  and Previous  buttons to the right of the “Show Tree” button.



“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.



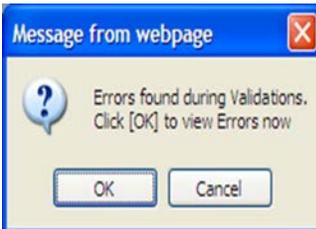
Additional Application Operations

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

Step 4 – Select either check:

Application Status

Or

Email Log

California State Parks
CA.GOV
Division of Boating and Waterways

Select Level 1 Menu | Select Level 2 Menu | Select Level 3 Menu | Home | Logo

User Menu | Timeout : 118 mins | Date : Aug-18-15

Grant Applicant

Project Director

Agency Information	Create Application	Assign Agency Users
Assign User to Projects	Equipment Inventory	Technical Assist. Registration
Application Status	Amendment Request	Email Log
Op Advance Request		

Grant Application

Start a New Application	Enter Grant Application	Review and Submit Application
Application Status	Upload Documentation	

Reporting

Progress Reports	Payment Status
------------------	----------------

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.

California State Parks
CA.GOV
Division of Boating and Waterways

Grant Applicant | Project Director | Application Status | Home | Logout

Application Status | Timeout : 120 mins | Date : Aug-18-15

General Information

Grant Program :

Agency : 91-2223333 Hydro-Energy and Water Spike

Project :

Agency Application Status

Requested Amount: <input type="text"/>	Project Amount: <input type="text"/>
Recommended Amount: <input type="text"/>	Approved Amount: <input type="text"/>
Submit Date: <input type="text"/> <input type="text"/>	Last Status Date: <input type="text"/> <input type="text"/>
Application Ref#: <input type="text"/>	
Stage: <input type="text"/> <input type="text"/>	Status: <input type="text"/>

Find | Cancel