



## 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.

An overview to register your agency and create a User Profile:

[Step 1: Access Olga](#)

[Step 2: Validate Your Workstation](#)

[Step 3: Register Your Agency](#)

[Step 4: Create User Profile](#)

The following detailed instructions will allow you to navigate through the OLGA process to begin and complete your application. It is also available on the OLGA page under "Getting Started".

#### **STEP 1: ACCESS OLGA**

- 1) Open the DBW OLGA website at  
<http://olga.dbw.parks.ca.gov/egramsbw/User/home.aspx>

#### **STEP 2: VALIDATE YOUR WORKSTATION**

- 1) Click on "Validate Workstation" link on the left of the OLGA Home page.
- 2) Click on the "Validate" button in the lower middle section of this page.
- 3) You should now see three green checked boxes for JavaScript, Popups and Support Browser enabled. If so, you are ready to proceed to the next step. If not, you may need to contact your internal IT department for assistance.

NOTE: A table of supported browsers is identified here. If you need to update to the most current version click on the link of the browser you use.

Also, if your computer needs Adobe Acrobat Reader, click the link to download the free Adobe Acrobat Reader (use the scroll bar to locate the link).

### STEP 3: REGISTER YOUR AGENCY

All agencies must enter their agency information in OLGA to be registered; however, if your agency has applied for a grant through Parks' Off Highway Vehicles (OHV) Division, your agency is already registered. If not, you must register your agency here. It is only necessary to register ONCE for all California State Parks grants using OLGA.

#### To check if your agency is registered:

- 1) Click on the "Register Your Agency" link in the OLGA Home screen (left side of the Home page).
- 2) On the "Agency Information" page, click on the Look-up Field button (example below) to check if your agency is already registered.

- 3) A pop up screen will appear. Search for your agency by one of two methods:

- 1) Leave the Federal ID field box blank. In the Description field box, type in the wildcard symbol identifier (%), your agency name, and end with another wildcard symbol. Example: %San Diego%. Click the "Look-up" button.

OR

- 2) Use the scroll bar in this window to look for your agency. This list is separated into many pages; just above the "Org. Unit" category there are page navigation arrows to move through these pages.

- 4) **If your agency name appears**, you are registered. Do not select anything here. Close the window by clicking on the red "X" in the top right and skip to Step 4: Create User Profile.

**If your agency name does NOT appear**, close the window by clicking on the red "X" in the top right section of this window. You will now register your agency.

- 5) Complete the agency information requested in this window. Fields with asterisks indicate information is required.
- 6) At the field, "Agency Type" please click the look-up box and select your appropriate type by clicking in the small box to the left of your selection.
- 7) The next field "Sub-Type" is not necessary to complete.
- 8) Complete the "Contact Information" section with your name and info.

9) In the bottom left section for “Code, County and Primary” select the look-up box and select your county. Then, click on the “Primary” box to check it (for multi-area agencies only one ‘Primary’ is allowed—select one).

10) Click on the “OK” button, located bottom right.

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

#### **STEP 4: CREATE USER PROFILE**

OLGA requires users to create a user profile. Each user must have a valid user name and password to login to OLGA.

Before you attempt to create your user profile, ensure that your agency information has been registered in OLGA (See Step 3: Register Your Agency).

- 1) Select “Create User Profile” in the OLGA Home screen to create your user profile.
- 2) Complete the information requested in this window. Fields with asterisks indicate information is required. Be sure to write down your login name and password and keep in a safe, separate location.
- 3) At the **Designation/Title field**, click the look-up box 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 look-up field and select the box for “GRANTEE / 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 (either by the wildcard method or by scrolling through the pages). Click in the box next to the name to select it and the window will close.
- 6) Select your county by clicking on the look-up field button.
- 7) Click on the “Show Security” button and answer questions for security purposes. Click on the look-up button to the right of the question boxes and select a question of your choice. Write your answers down and keep in a safe, separate location. You will need to know the answers to these questions if you need to reset your password in the future.
- 8) Click the “OK” button at the bottom right of the screen.
- 9) You will return to the Home screen. You are now ready to create an Aquatic Center Grant application.

**NOTE: The Aquatic Center Grant Application is not scheduled to go live until November 13. Once it is live, you may proceed with Step 5 for the OLGA log-in and to start the application process.**

## **STEP 5: EGRAMS (OLGA) LOGIN**

You will login each time to OLGA to create a new application or access an existing one (to access, see Step 7).

- 1) From the OLGA Home page, click on the link "EGrAMS (OLGA) Login on the left side.
- 2) Enter your user name and password. If you need to change or have forgotten your password, you may click on one of the buttons and follow the prompts.
- 3) The Welcome Screen will appear addressing you by name. If you wish to update your User Profile, click on the link in the middle of the greeting dialogue that states, "click here." If you have any problems, contact the DBW program administrator to assist you. The contact info is located below in this welcome page.
- 4) **BEFORE you move further into the grant application screens, click on the Show Documents at the upper right of the screen and you will see several essential documents to this grant. You should print out and/or save each of these PFD documents, especially the sample application, as it will help you prepare your information prior to going online.**

## **STEP 6: START A NEW APPLICATION**

The person creating an application becomes the "Project Administrator" (PA) of the application. Instructions are provided in this document for the PA to designate one other user from the agency to work on the application, if required ("Assign Agency Users, Step #8).

- 1) Select the "OLGA Menu" link located at the footer of the "Welcome" screen (look closely--it's very small! NOTE: you will use this link frequently throughout OLGA).
- 2) The "User Menu" screen will display
- 3) In the middle section titled "Grant Application" select the link, "Start a New Application."
- 4) In the next screen that pops up, your agency name will automatically populate in the "Agency" field boxes.
- 5) In the Grant Program field box, select the look-up box and select the grant you wish to apply for. Do this by clicking in the small box to the left of the appropriate grant.
- 6) Click the OK button at the bottom right. You will receive a pop up that says, "Records were Successfully Added."
- 7) Click on the Olga Menu link at the bottom of the page. At the Olga Menu page, select the link, "Enter Grant Application."
- 8) On the next screen that pops up, select the hyperlink of the grant you wish to access and it will open in edit mode for you to begin entering grant information.
- 9) At any time while *in* the OLGA application, use the **SAVE →** button to save your work and move to the next page (see #1 below), or use navigation arrows (#2) to move within the OGLA application. Make sure you SAVE your work before moving to another page.

**IMPORTANT: Do not use the back arrow of your browser on the top left of your screen or you will be booted out of OLGA.**

The screenshot shows the OLGA application interface for the California State Parks Division of Boating and Waterways. The page title is "Face Sheet Transaction" and the application is "Abandoned Watercraft Abatement Fund (AWAF) Fiscal Year 2015/2016". The interface includes a navigation menu with tabs for "Index", "General", "Letter of Intent", "Scope of Work", and "Certification". A toolbar contains buttons for "Save", "Validate", "Errors", "PDF", and "Copy". A "Show Tree" button with a dropdown arrow is also present. Two callout boxes are overlaid on the image: one on the left pointing to the "Save" button with the text "#1: SAVE and move to next page", and one on the right pointing to the "Show Tree" button with the text "#2: Use these navigation arrows only".

10) **From here, to complete the entry of information into OLGA, each application will have different windows requesting information specific to that grant.**

NOTE: If you have logged out for any reason and wish to re-enter the application to continue working in it, follow the instructions below in Step 7.

### **STEP 7: ENTER A GRANT APPLICATION (to access an existing application)**

If you wish to access an existing application to continue working in it to review, edit, approve, email, print a PDF, copy an application from year to year, or submit to DBW:

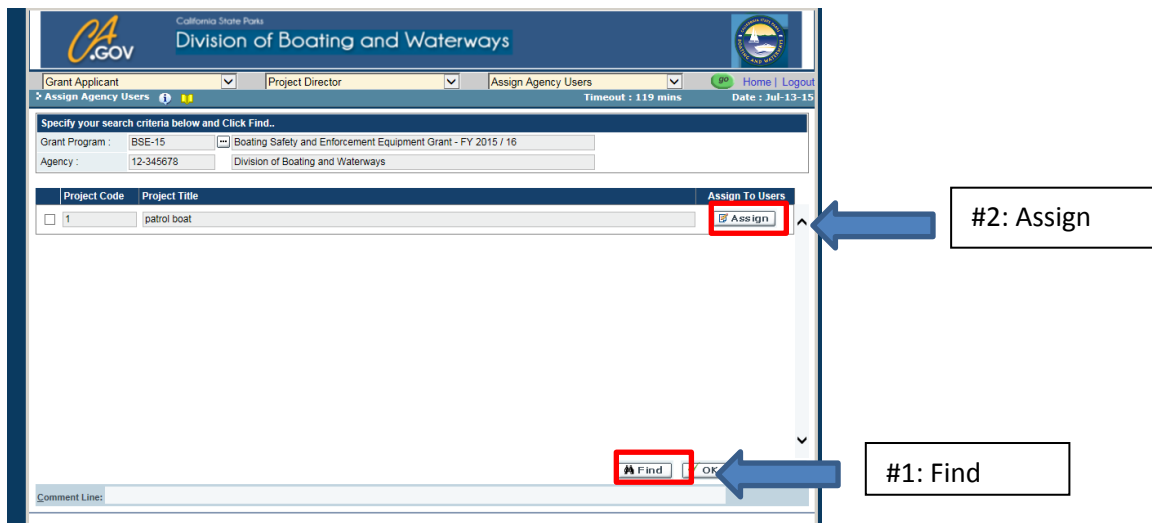
- 1) If logged out, log in to OLGA; the Welcome page will acknowledge you
- 2) If active in the application, click the OLGA Menu link at the bottom of the OLGA page
- 3) Select the link "Enter Grant Application." On the page that pops up, click on the hyperlink of the application you wish to edit and it will open. You are now in edit mode and may begin entering/editing information. Remember to SAVE your work. Click on the Logout link at the top right of the page to logout.

### **STEP 8: ASSIGN AGENCY USERS**

OLGA allows your agency to have multiple users working on your application. It requires the PA with an 'active' status to assign projects and permissions for other users. Currently, each agency may have a maximum of two Project Administrators (PA). **Only PAs have authorization to submit a grant.**

Once the PA has created an application (See Step 6: Start a New Application), the PA may then give other agency users authorization to work on the application(s). All users must have their User Profile completed first before they can be assigned access.

- 1) The PA must login to OLGA from the OLGA Home screen
- 2) Select "OLGA Menu" in the footer of the Welcome screen.
- 3) The User Menu will display. Click the link "Assign Agency Users"
- 4) Click in the "Grant Program" look-up box
- 5) Select the grant you wish to work in by clicking in the small box next to the name. Click on the "Find" (#1 in screen shot, next page) button on the bottom of the page.
- 6) Click on the "Assign" button to locate users (#2 screen shot). (If names do not populate, they have not created their User Profile, or may have the wrong agency registered in their profile.)



- 7) In the next screen, for each user, click the look-up box in the "Perm CD" category button and assign a title to the user(s).
- 8) 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.
- 9) In the "Category" box, click on this look-up box only if you wish to assign user access to specific sections of the grant application, such as Read Only, Write Only or No Access (NA). The default for all is "No Access." Make your access choices and click OK at the bottom of the pop up window.
- 10) Repeat Steps 5-9 for each user.
- 11) If you ever wish to delete a user, the PA can click on the red "X" in the "Del" (for delete) column.
- 12) Click OK at the bottom of the screen to complete this section.

## **STEP 9: VALIDATE THE APPLICATION: CHECK FOR ERRORS**

Before an application can be submitted for consideration, it must be free of errors. The “Validate” button allows the user to check for errors and correct the information. It is necessary to click the Validate button in each tab section of the application for all errors to populate. Validation may be done during the initial creation of the application by clicking on the button at the **end** of each tab section, or when the application has been completed.

- 1) If user is logged out, login and click the OLGA Menu link at the bottom of the Welcome screen. Click on “Enter Grant Application” and select the grant desired from the hyperlink that appears. Click on the Index tab at the top left of the application.

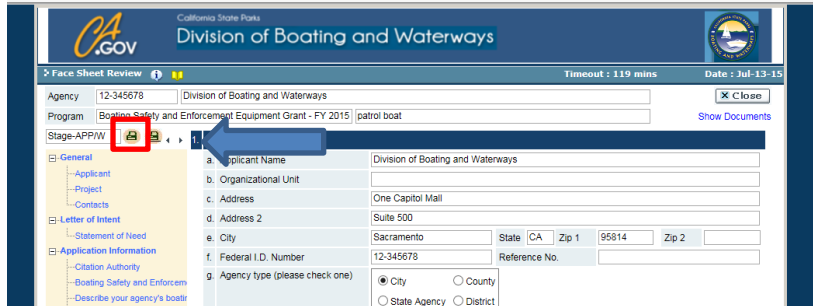
If user is active in the application, from the OLGA menu click on the Index tab at the top left of the application.

- 2) In the Errors column, click on the error icon. Use the scroll bar to the right to check for other errors in this column. If no errors show, click on the “Validate” button in each tab in the application to confirm no errors. Return to the Index tab after doing this step and check for any errors that may have populated.
- 3) When clicking on an error icon, a popup window will appear identifying the errors. Read the error and click in the small box to access. Complete the missing information. **IMPORTANT: AFTER ENTERING INFORMATION, CLICK ON THE (first) SAVE BUTTON AND THEN CLICK ON THE VALIDATE BUTTON TO UPDATE!** Click on the Index tab; the error message should be gone. If not, return to the tabs and recheck the information you entered. **CLICK ON THE (first) SAVE AND VALIDATE BUTTONS** and return to this Index page. Complete the remaining errors. If all errors are resolved, you are ready to forward your application by email to your reviewing officer for approval, or he/she may review your application directly in OLGA.

## **STEP 10: SAVE PDF, REVIEW, PRINT, and/or EMAIL**

The “Grant Application Preview” link in the OLGA Menu allows the PA to review, print, validate and submit the application (errors on this page are **read only**; user must be in the “Enter Grant Application” mode to edit errors).

- 1) Login (if logged out) and from the Welcome screen select the OLGA Menu link  
If logged in, select OLGA Menu link at the footer of the page
- 2) Click on the “Grant Application Preview” link
- 3) Click on the grant hyperlink you wish to review
- 4) User will now be in the Face Sheet Review page
- 5) To save a copy, review, print or email, click on the print icon to open the application as a PDF.



When opened, the Adobe Acrobat icon tool bar provides options to save a copy, print, email, view attachments, etc. If you are unfamiliar with Adobe, hover over the icon tool bar with your mouse and you will see description fields for each icon.

OLGA will not allow the user to submit the application without removing errors. To repeat: errors identified here are read-only; user must be in “Enter Grant Application” mode to resolve errors.

Do not rely on OLGA to validate all errors. It is suggested that you print out a PDF of your application and read it thoroughly for clarity and correctness. Once the application is submitted to DBW, it cannot be recalled or returned to you.

When user has finished reviewing or performing other activities in this mode, click the Close button at the top right of this Adobe Acrobat screen to return to the OLGA Preview page, then click the CLOSE button at the top right to return to work in another grant application. Or, if finished, click the OLGA Menu link, click Home / Logout at the top right and close the window.

### **STEP 11: SUBMIT YOUR APPLICATION**

When the final steps in Step 10 have been completed, the PA may now submit the application if ready; otherwise, return to the OLGA Menu and click the link, “Enter Grant Application” to edit the app, or log out of the application.

To access the “Submit” button:

- 1) If active in the application, click on the OLGA menu link at the footer of the page (if not logged in, login and from the Welcome screen, select OLGA Menu link at the footer of the page)
- 2) Click on the “Grant Application Preview” link
- 3) Click on the grant hyperlink you wish to submit
- 4) User will now be in the Face Sheet Review page. Click on the “Submit” button at the bottom right.



- 5) OLGA will acknowledge the submission and will issue a confirmation email to the Project Administrator. OLGA will also issue a notice to the DBW program administrator that the grant has been submitted.

### **STEP 12: 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.

- 1) Login
- 2) From the Welcome screen, select OLGA Menu
- 3) Select the "Email Log" or "Application Status" link
- 4) Select the application (or project) to view
- 5) Click "Find" at the bottom of the page

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.