

# Boating Safety and Enforcement Equipment (BSE) Grant

## OLGA INSTRUCTIONS



**These instructions are to be used in conjunction with the OLGA Step-by-Step Instructions, and begin after Step 6.**

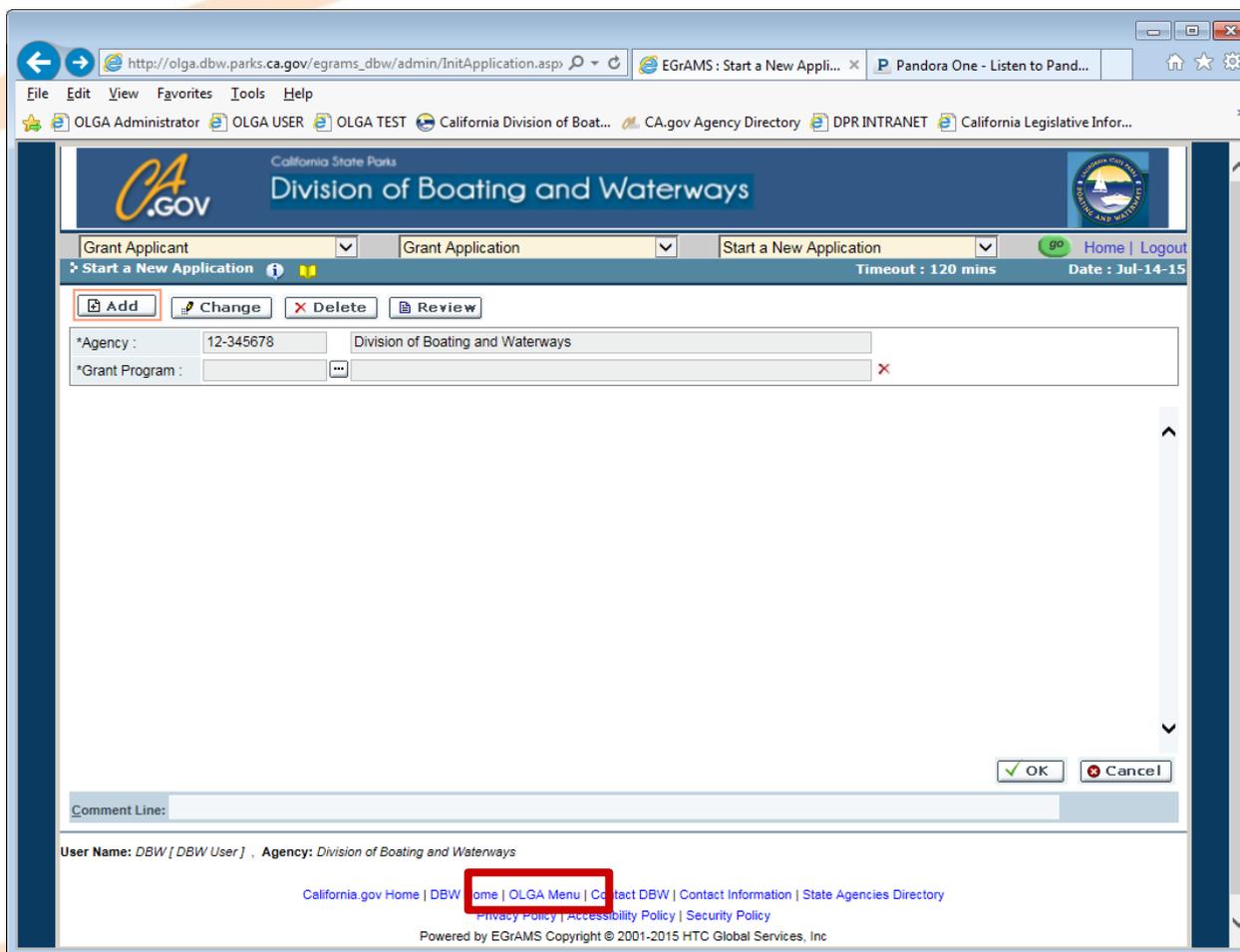
At this time, user should have completed these steps:

- 1) Verified agency registration
- 2) Created a User Profile
- 3) Logged in to OLGA
- 4) **Next steps:**

- ✓ At the Welcome page, click the “OLGA Menu” link at the bottom of the page
- ✓ Select the “Enter Grant Application” link
- ✓ Select the BSE grant hyperlink
- ✓ User is ready to begin!



Click on the OLGA Menu link at the bottom of this page.



Select the “Enter Grant Application” link as shown below

The screenshot displays the OLGA web application interface for the California State Parks Division of Boating and Waterways. The page features a header with the CA.GOV logo and the agency name. Below the header is a navigation bar with three dropdown menus: 'Select Level 1 Menu', 'Select Level 2 Menu', and 'Select Level 3 Menu'. To the right of these menus are links for 'Home' and 'Logout', along with a 'go' button. The main content area is titled 'Grant Applicant' and contains a grid of links organized into three sections: 'Project Director', 'Grant Application', and 'Reporting'. The 'Grant Application' section includes the link 'Enter Grant Application', which is highlighted with a red rectangular box. Other links in this section include 'Start a New Application', 'Grant Application Preview', 'Application Status', and 'Upload Documentation'. The 'Project Director' section includes links for 'Agency Information', 'Letter of Intent', 'Create Application', 'Assign Agency Users', 'Assign User to Projects', 'Equipment Inventory', 'Technical Assist. Registration', 'Application Status', 'Amendment Request', and 'Email Log'. The 'Reporting' section includes 'Progress Reports' and 'Payment Status'. At the bottom of the page, there is a footer with the user name 'User Name: DBW [DBW User]', the agency name 'Agency: Division of Boating and Waterways', and a list of links for 'California.gov Home', 'DBW Home', 'OLGA Menu', 'Contact DBW', 'Contact Information', 'State Agencies Directory', 'Privacy Policy', 'Accessibility Policy', and 'Security Policy'. The page is powered by EGrAMS, with a copyright notice for 2001-2015 HTC Global Services, Inc.

Select the hyperlink of the grant you wish to work in.

California State Parks  
**Division of Boating and Waterways**

Grant Applicant | Grant Application | Enter Grant Application | go Home | Logout

Enter Grant Application | Timeout : 120 mins | Date : Jul-14-15

\*Status:  Open  All

Program: BSE-15 Boating Safety and Enforcement Equipment Grant - FY 2015 / 16

Agency : 12-345678 Division of Boating and Waterways

Project : Status : go

Program	Description	Submit Date
BSE-15	Boating Safety and Enforcement Equipment Grant - FY 2015 / 16	7/31/2015 5:00:00 PM
1	<a href="#">patrol boat</a>	Application Entry / Work in Progress

- 1) The General tab will open. Review your agency's information for accuracy.
- 2) Make any necessary changes and click the **SAVE→** button to save the changes and move to the next page. If no changes, use the navigation arrow to the right of the "Show Tree" button (see blue arrow below). **IMPORTANT: While you are active in an OLGA application, do not use the back arrow of your browser (top left of page) as it will close OLGA.**

The screenshot shows a web browser window with the URL [http://olga.dbw.parks.ca.gov/egrans\\_dbw/GrantApp/FaceSheetEntry...](http://olga.dbw.parks.ca.gov/egrans_dbw/GrantApp/FaceSheetEntry...). The page title is "Face Sheet Transaction" and it includes a "Show Documents" link. The form displays the following information:

- Agency: Division of Boating and Waterways
- Program: Boating Safety and Enforcement Equipment Grant - FY 2015 / 16
- Application: patrol boat

Navigation tabs include: Index, General, Letter of Intent, Application Info, Cost Estimate, Certifications. Action buttons include: Save, Save →, Validate, Errors, PDF, Copy, Show Tree, and Show Instructions. The "Save →" button and the right arrow of the "Show Tree" button are highlighted with red boxes. A blue arrow points to the right arrow of the "Show Tree" button.

**1. Applicant Information**

a. *Applicant Name	Division of Boating and Waterways		
b. Organizational Unit			
c. *Address	One Capitol Mall		
d. Address 2	Suite 500		
e. *City	Sacramento	*State	CA
	*Zip 1	95814	Zip 2
f. *Federal I.D. Number	12-345678	Reference No.	
g. *Agency type (please check one)	<input checked="" type="radio"/> City <input type="radio"/> County <input type="radio"/> State Agency <input type="radio"/> District		

- 1) In item “e” below enter the amount of funds requested.
- 2) Click **SAVE**→ to save information and move to the next page.

California State Parks  
**CA.GOV** Division of Boating and Waterways

Face Sheet Transaction (\*) - Required field Timeout : 120 mins Date : Jul-14-15

Agency: Division of Boating and Waterways Program: Boating Safety and Enforcement Equipment Grant - FY 2015 / 16  
 Application: patrol boat [Show Documents](#)

Index General Letter of Intent Application Info Cost Estimate Certifications [Close](#)

[Save](#) [Save +](#) [Validate](#) [Errors](#) [PDF](#) [Copy](#) [Show Tree](#)

**2. Project Information** [Show Instructions](#)

a. *Project Title	patrol boat		
b. Is Implementing Agency Same	<input checked="" type="radio"/> Yes <input type="radio"/> No		
c. If Not, Implementing Agency Name			
d. Project Start Date (mm/dd/yyyy)	10/1/2015	End Date (mm/dd/yyyy)	9/30/2018
e. Amount of Funds Requested	<b>5,000.00</b>	Project Cost	5,000.00

User Name: DBW [ DBW User ] , Agency: Division of Boating and Waterways

[California.gov Home](#) | [DBW Home](#) | [OLGA Menu](#) | [Contact DBW](#) | [Contact Information](#) | [State Agencies Directory](#)

1) In the GENERAL tab, this Contact page requires you to add your name and information as the primary contact and then complete additional Contacts pages to provide names of other staff in your agency that will be responsible for grant management.

If any staff will be active in creating or working with the OLGA grant process they will need to be listed in the Contacts page(s), and complete a User Profile first in order for you to assign them access to the grant application in OLGA (Step 8: Assign Agency Users).

2) OLGA will provide another blank page for contacts; if no other names are to be added, click the **SAVE** button (on left, no arrow), then click the **VALIDATE** button. This will save your information for this page, and check for any errors in the "General" tab before you move to the next section. If there are errors, you will receive a pop up message identifying those errors to fix. If so, click on the small box to the left of the error message to move to that section/page, complete each correction, click SAVE and VALIDATE to save and confirm or continue to the next error. Once finished the VALIDATION pop up will state no errors. Click OK in the pop up, then use the right navigation arrow to move to the next tab/section to continue.

California State Parks  
**CA.GOV** Division of Boating and Waterways

Face Sheet Transaction (\*) - Required field Timeout : 120 mins Date : Jul-14-15

Agency : Division of Boating and Waterways Program : Boating Safety and Enforcement Equipment Grant - FY 2015 / 16  
 Application : patrol boat [Show Documents](#)

Index General Letter of Intent Application Info Cost Estimate Certifications

Save Save Validate Errors PDF Copy Show Tree

**3. Contacts** [Show Instructions](#)

*Contact Type	PD	Project Administrator
a. EGrAMS Login	DBW	DBW User Test
b. *Name	DBW User Test	
c. *Address	One Capitol Mall	
d. Address II	Suite 500	
e. *City	Sacramento	*State CA *Zip 1 95814 Zip 2
f. *Telephone	(916) 327-1825	Ext. Fax
g. *E-Mail Address	susan.sykes@parks.ca.gov	
h. Designation / Title	GA	Grants Administrator
i. Attachment	Browse... Delete	

Navigation Arrows

- 1) In the LETTER OF INTENT tab, on the Statement of Need page, complete the information requested in the text box area. Space allows up to 2,000 characters.
- 2) Click on the **SAVE** button, the **VALIDATE** button and the right navigation arrow to save and validate the information and move forward to the next page/section. If any errors, correct them and re-SAVE and VALIDATE, then use the right navigation arrow to move forward.

The screenshot displays the OLGA web application interface for the California State Parks Division of Boating and Waterways. The page is titled 'Section Application Entry' and shows the following details:

- Agency: Division of Boating and Waterways
- Program: Boating Safety and Enforcement Equipment Grant - FY 2015 / 16
- Application: patrol boat

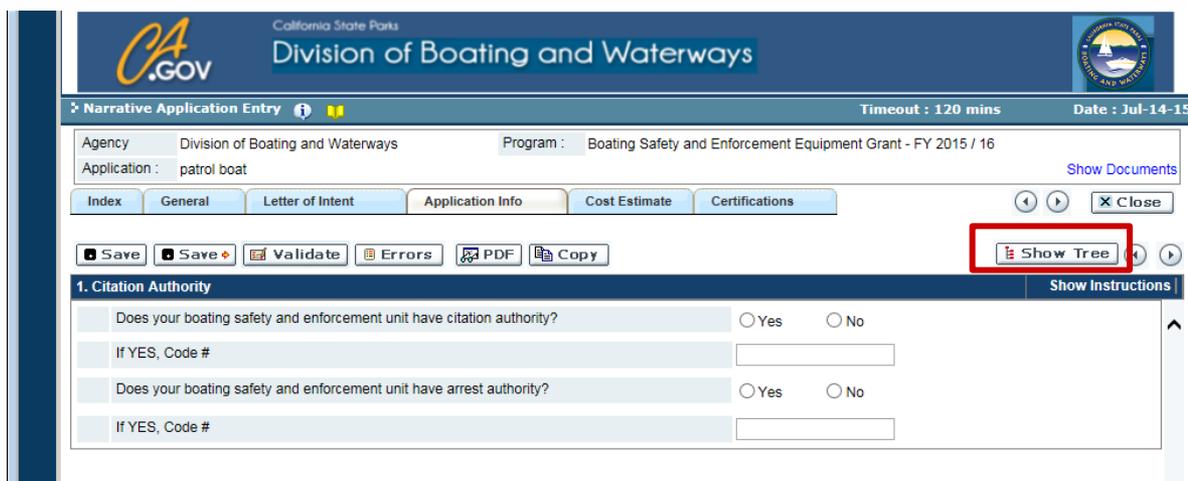
The navigation tabs include: Index, General, Letter of Intent, Application Info, Cost Estimate, and Certifications. The 'Letter of Intent' tab is currently selected.

Below the navigation tabs, there are buttons for 'Save', 'Validate', and 'Errors'. The 'Save' and 'Validate' buttons are highlighted with red boxes. A blue arrow points to the text box area, which is labeled 'TEXT BOX AREA'.

The text box area is titled '1. Statement of Need' and contains the instruction: 'Please explain the existing need associated with boating safety and law enforcement equipment procurement.' The text box is currently empty, showing '0 characters'.

At the bottom of the page, the user information is displayed: 'User Name: DBW [ DBW User ] , Agency: Division of Boating and Waterways'.

- 1) In the APPLICATION INFO tab, there are seven (7) pages to complete. Click on the “Show Tree” button for a list of the pages.
- 2) Answer the questions on each page, and click on the **SAVE** → button to move forward. Refer to the next slide in this PPT for page 2 in this section.



California State Parks  
Division of Boating and Waterways

Narrative Application Entry Timeout : 120 mins Date : Jul-14-15

Agency : Division of Boating and Waterways Program : Boating Safety and Enforcement Equipment Grant - FY 2015 / 16  
Application : patrol boat Show Documents

Index General Letter of Intent Application Info Cost Estimate Certifications

Save Save + Validate Errors PDF Copy Show Tree

1. Citation Authority Show Instructions

Does your boating safety and enforcement unit have citation authority?  Yes  No

If YES, Code #

Does your boating safety and enforcement unit have arrest authority?  Yes  No

If YES, Code #

- 1) Still in the APPLICATION INFO tab, in page 2. Boating Safety and Enforcement Income, complete the information requested. **NOTE: The tax rate is entered as a decimal (ex: .01) and the agency's general tax allocation factor is a mixed number (ex: 26.8).**
- 2) Use the scroll bar (or scroll button on your mouse) to move down in this page.
- 3) When finished, click on **SAVE**→ button and the page will auto-sum and move forward.
- 4) On the last page of the APPLICATION INFO section, **#7. List your boating inventory:** after completing, click the **SAVE** button, click the **VALIDATE** button, fix any errors listed for the section, and use the right navigation arrow to move forward.

The screenshot displays the OLGA application interface for the California State Parks Division of Boating and Waterways. The page is titled "2. Boating Safety and Enforcement Income" and contains several input fields for tax and revenue information. The interface includes a navigation bar with tabs for "Index", "General", "Letter of Intent", "Application Info", "Cost Estimate", and "Certifications". A toolbar at the top provides options for "Save", "Save +", "Validate", "Errors", "PDF", and "Copy". The form fields are organized into sections: "Tax Revenue" and "Other Revenue".

Tax Revenue:	
Market Value of Boats	<input type="text"/>
Multiplied by Tax Rate	<input type="text"/>
	<input type="text"/>
Multiplied by Agency's General Tax Allocation Factor(%)	<input type="text"/>
Boat Tax Revenue	<input type="text"/>
Other Revenue:	
a. other local revenue sources	<input type="text"/>
b. other State funding sources	<input type="text"/>

Comment Line:

User Name: DBW [ DBW User ] . Agency: Division of Boating and Waterways

California.gov Home | DBW Home | OLGA Menu | Contact DBW | Contact Information | State Agencies Directory  
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- 1) In the COST ESTIMATE tab, complete the information for Budget Detail by clicking on the look-up box in the Description field to select the items.
- 2) Complete quantity in the Qty column, indicate the rate, and select UoM (unit of measure) from the look-up field.
- 3) User may add a note to this information by clicking on the note icon in the Notes column.
- 4) Click the **SAVE** → button to save and move forward.

California State Parks  
**CA.GOV** Division of Boating and Waterways

Budget Category Application Timeout : 120 mins Date : Jul-14-15

Agency : Division of Boating and Waterways Program : Boating Safety and Enforcement Equipment Grant - FY 2015 / 16  
 Application : patrol boat Show Documents

Index General Letter of Intent Application Info **Cost Estimate** Certifications Close

Save Save+ Validate Errors PDF Copy Show Tree

**Budget Detail**

Category : Equipment Type : Expenditure  
 Classification Seq. : 1 Sub Type : Direct Narrative : Narrative

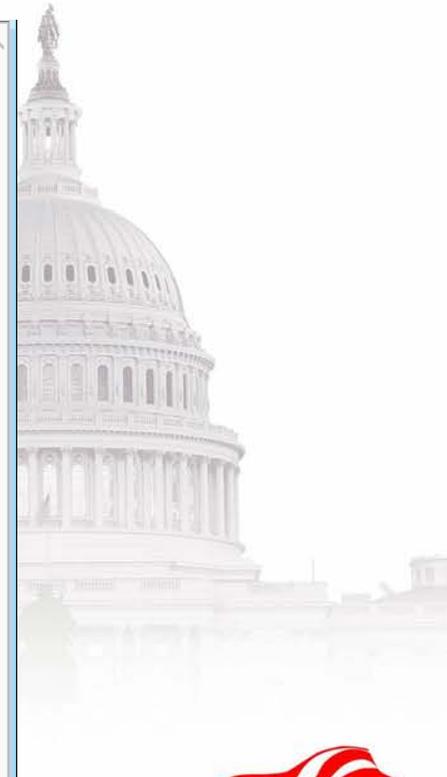
Instructions :

	Description	Qty	Rate	UoM	Total	Req Amount	Notes
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
<b>Totals :</b>					0.00	0.00	

Comment Line:

User Name: DBW [ DBW User ] , Agency: Division of Boating and Waterways

California.gov Home | DBW Home | OLGA Menu | Contact DBW | Contact Information | State Agencies Directory  
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- 1) Complete the information requested on this final Budget Summary page.
- 2) On the last page of the COST ESTIMATE section, after completing,click the **SAVE** button, click the **VALIDATE** button, fix any errors listed for this section, and use the right navigation arrow to move forward.

California State Parks  
 CA.GOV  
 Division of Boating and Waterways

Budget Category Application    Timeout : 120 mins    Date : Jul-14-15

Agency : Division of Boating and Waterways    Program : Boating Safety and Enforcement Equipment Grant - FY 2015 / 16  
 Application : patrol boat    Show Documents

Index    General    Letter of Intent    Application Info    Cost Estimate    Certifications    [Close]

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

Description	Total	Req Amount	Narr.
<b>DIRECT EXPENSES</b>			
Program Expenses			
Equipment			
Total Program Expenses	0.00	0.00	
TOTAL DIRECT EXPENSES	0.00	0.00	
TOTAL EXPENDITURES	0.00	0.00	

Comment Line:

- 1) CERTIFICATION tab: this is the final page in the application. Complete by checking boxes a and b, and entering the information for the appropriate personnel. One person may be two of the names listed, but not all three. NOTE: This is NOT the submission page.
- 2) When completed, click on either SAVE button, then click on the “Validate” button. Fix any errors if presented.
- 4) Click the OLGA Menu link at the bottom of the page to return to the main menu.
- 5) Keep the application open and return to follow the Step by Step instructions, Step #8: Assign Agency Users.

