GETTING STARTED
On-Line Grants Application (OLGA)

Welcome to the On-Line Grants Application (OLGA). OLGA is a web based, end-to-end solution supporting the entire grant life cycle process. OLGA offers a streamlined solution to the Off-Highway Motor Vehicle Recreation (OHMVR)'s Motorized Recreational Trails Program (RTP). OLGA supports configuration of the grant application package and online grant application entry.

The following six (6) steps will allow you to navigate through the grant application process.

Step 1: Register Your Agency
All agencies must be registered in OLGA to apply for grants before you can:
> 1. Create a User Profile (OLGA login), and
> 2. Enter a Project Director request

If your agency is already registered, skip to Step 2: Create User Profile.

To register your agency, select "Register Your Agency" in the OLGA "Home" screen.

Note: you will need to know your agencies nine (9)-digit Federal ID in order to register your agency.

Step 2: Create User Profile
OLGA requires users to create a user profile to access the various functionalities of OLGA. Each user must have a valid user name and password to login to OLGA.
Note: New users may login and start using OLGA only after they have been:
> 1. Activated by OHMVR Division staff or the agency's Project Director, and
> 2. Assigned permissions by the agency's Project Director.

If you already created a User Profile (i.e., you already have an OLGA user name and password) skip to Step 3: Create Project Director

Each user completes their user profile by entering their user information in OLGA. Before you attempt to create your user profile, ensure that your agency information has been registered in OLGA (See Step 1: Register Your Agency).

Select "Create User Profile" in the OLGA "Home" screen to create your user profile.

Step 3: Project Director Request
A Project Director is a person from the grantee agency responsible for performing administrative functions for their agency in OLGA. A Project Director is responsible for the following tasks in OLGA:
> 1. Creating an application
> 2. Assigning users access to projects,
> 3. Updating agency information, and
> 4. Submitting the application,

If you will be performing the responsibilities of a Project Director on behalf of your agency, select "Project Director Request" option in the OLGA "Home" screen.

Note: • Project Directors must be activated by OHMVR Division staff and will be notified by email once activated.
• A Project Director must be established for each grant cycle.

If you **will not** be performing the responsibilities of a Project Director, skip to Step 6: Enter Grant Application.

Step 4: Create Application
Once a user has been activated as a Project Director by OHMVR Division staff, they may create an application. The Project Director must login to OLGA from the OLGA "Home" screen, then select "OLGA Menu" from the footer of the "Welcome" screen. The "User Menu" screen will display, then select "Create Application

Step 5: Assign Users to Projects
OLGA allows your agency to have multiple users working on your application. It requires a user identified as a Project Director with an 'active' status to assign projects and permissions for other users.

Once the Project Director has created an application (See Step 4: Create Application), the Project Director may then give other agency users authorization to work on the application/project(s).

The Project Director must login to OLGA from the OLGA "Home" Screen, then select "OLGA Menu" in the footer of the "Welcome" screen. The "User Menu" will display, then select "Assign Users to Projects".

Step 6: Enter Grant Application
Once users have been assigned to projects they may login to OLGA and select "OLGA Menu" at the footer of the "Welcome" screen. In the "User Menu" screen select "Enter Grant Application" to begin working on the project(s)/application.