Surrendered and Abandoned Vessel Exchange (SAVE) Grant

OLGA INSTRUCTIONS

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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 SAVE grant hyperlink
- ✓ User is ready to begin!

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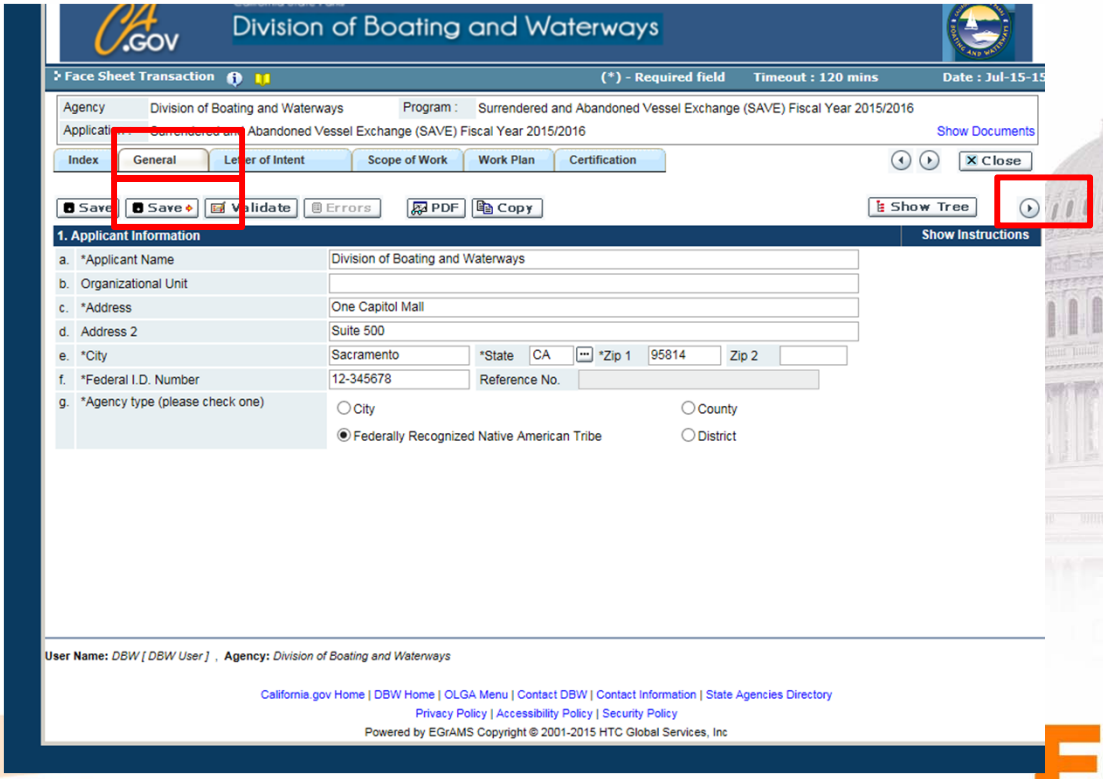
1) This is the first screen in the GENERAL tab. Verify the information. If you need to make any corrections, do so here. To add an Organizational Unit name, click in the field “Organizational Unit” and enter the information. Click the **SAVE→** button to save the info and move forward to the next screen.

2) If no changes to this page, click the right navigation arrow (next to “Show Tree” button).



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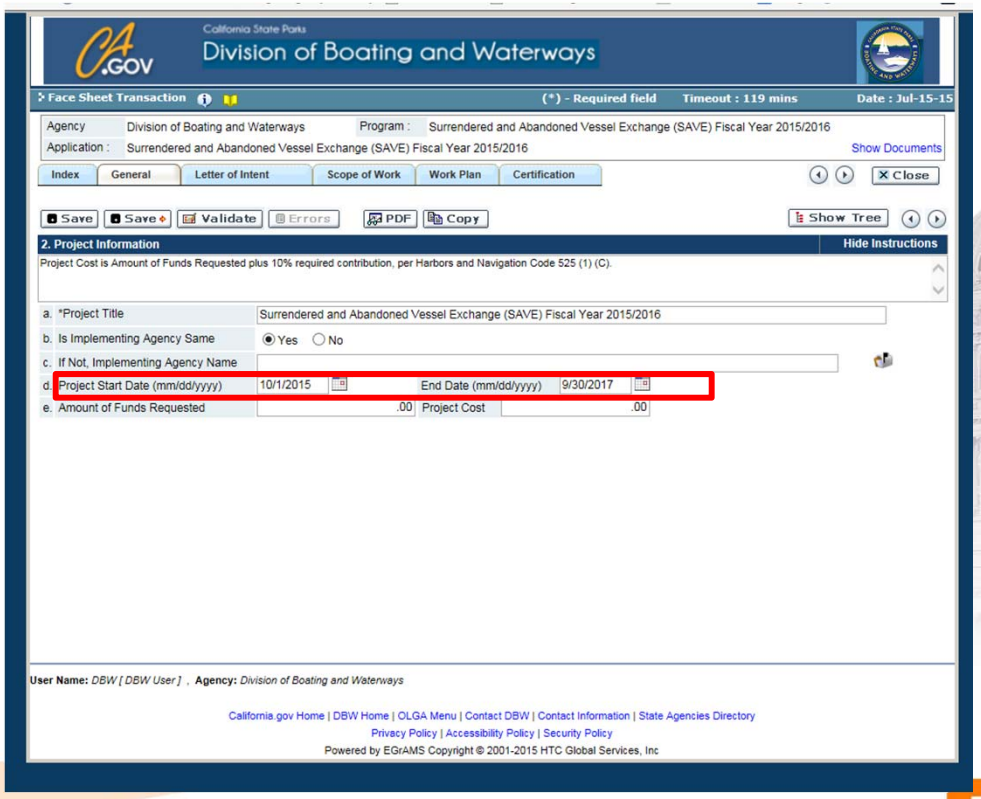
1) Enter the amount of funds requested in “e.” below.

2) Tab once to the Project Cost box to enter the total amount of funds requested INCLUDING your 10% required match.

3) Click the **SAVE→** button to save the information and move forward to the next page.



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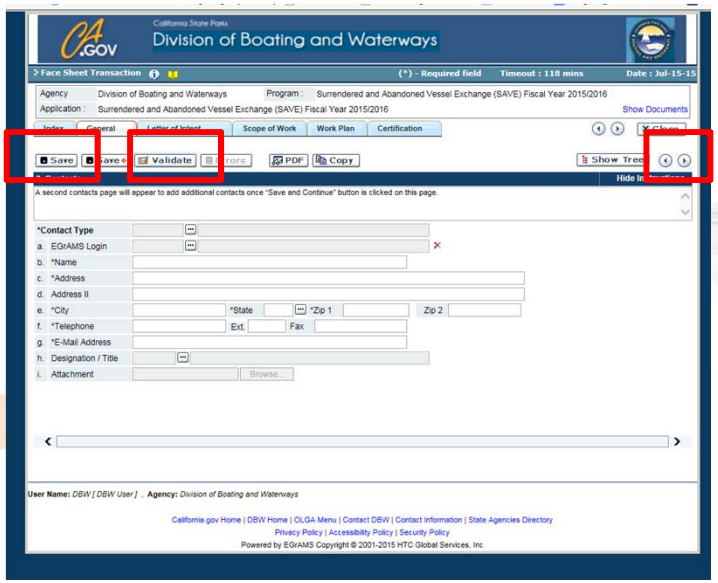
1) In the GENERAL tab, this Contact page requires you to add your name and information as the primary contact and then complete additional Contacts pages to provide names of other staff in your agency that will be responsible for grant management.

   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.



Navigation Arrows

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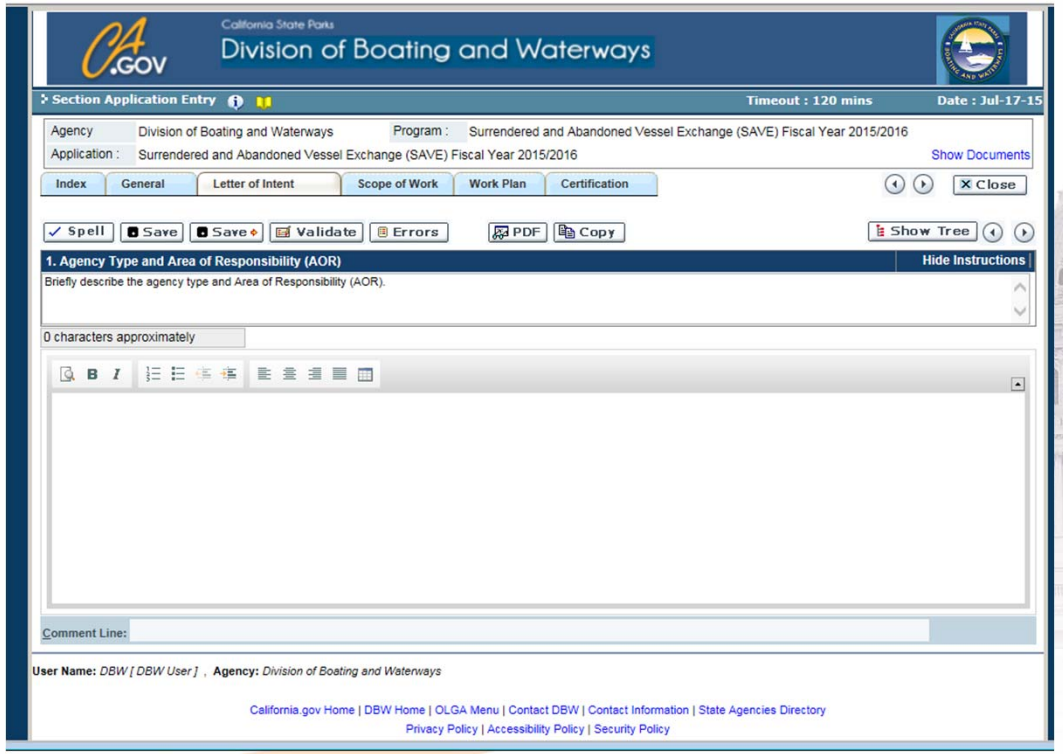
1) In the LETTER OF INTENT tab, in the text area, briefly explain your agency type and your area of responsibility (AOR). You are allowed up to 2,000 characters of space.

2) Click the **SAVE→** button to continue after you have completed this page.



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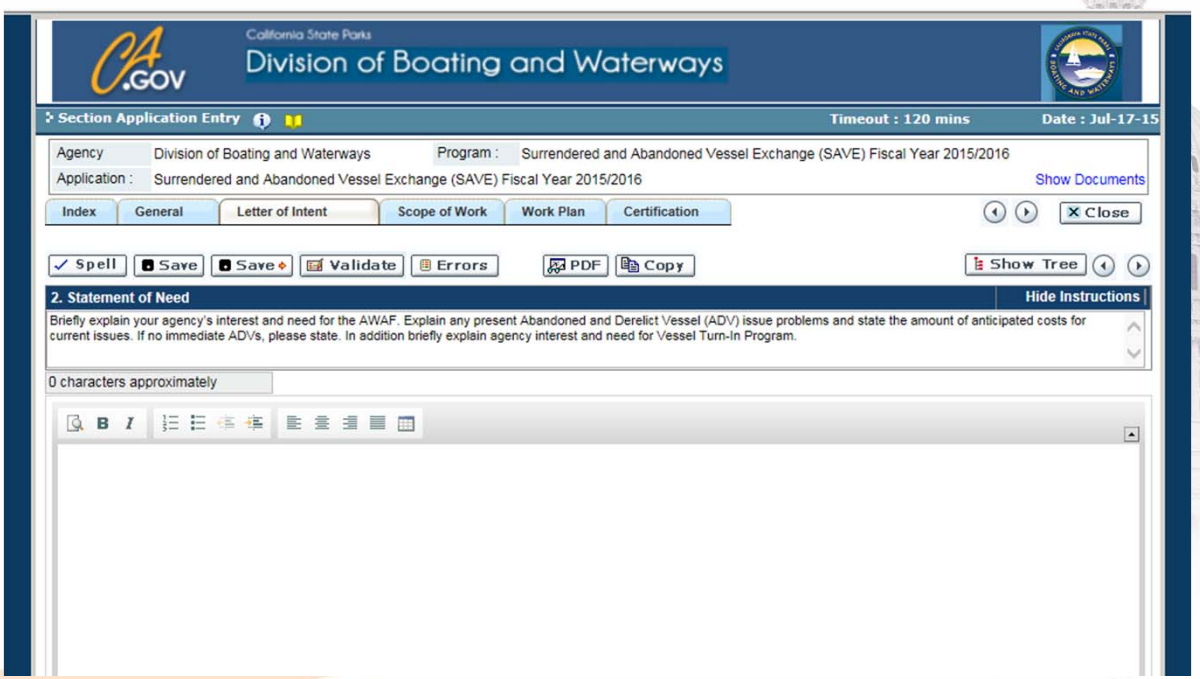
1) Still in the LETTER OF INTENT tab, follow the instructions and clearly answer all information requested. Up to 2,000 characters are allowed.

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 then click **SAVE and VALIDATE**. Use the right navigation arrow to move forward.



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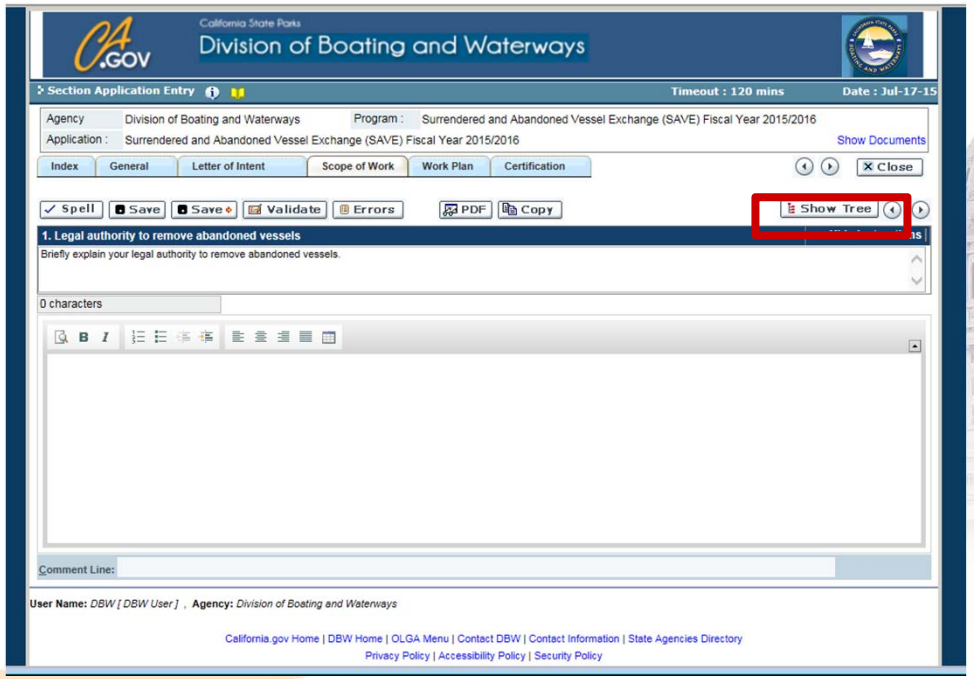
1) SCOPE OF WORK tab: there are six (6) pages in this tab to complete. To check the number of pages, click on the “Show Tree” button (see below) and it will provide a site map of the specific tab you are in.

2) Complete all pages in the Scope of Work tab. On page #5, be sure to use the scroll bar to the right to access all information to be completed on that page.

3) After completing page 6, 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 then click **SAVE and VALIDATE**. Use the right navigation arrow to move forward



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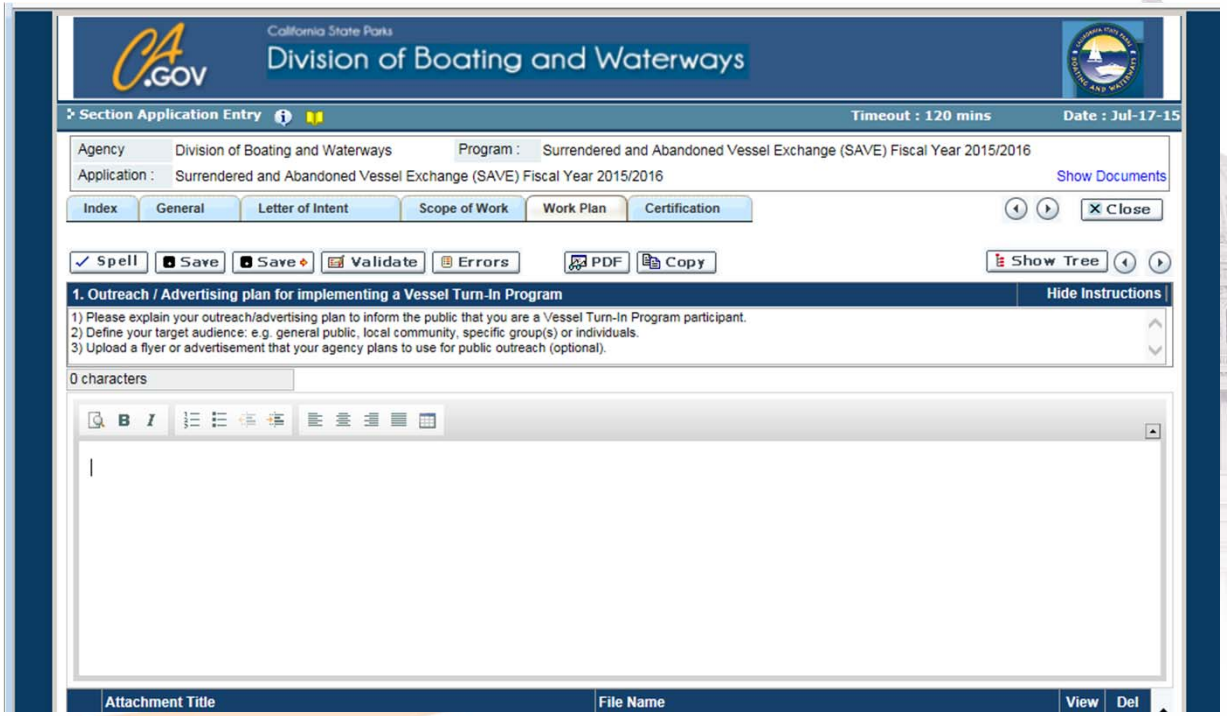
1) WORK PLAN tab: Provide your agency's plan regarding the Vessel Turn-In Program. Answer all information requested.

2) Click the SAVE→ button to move to the next page in this section.



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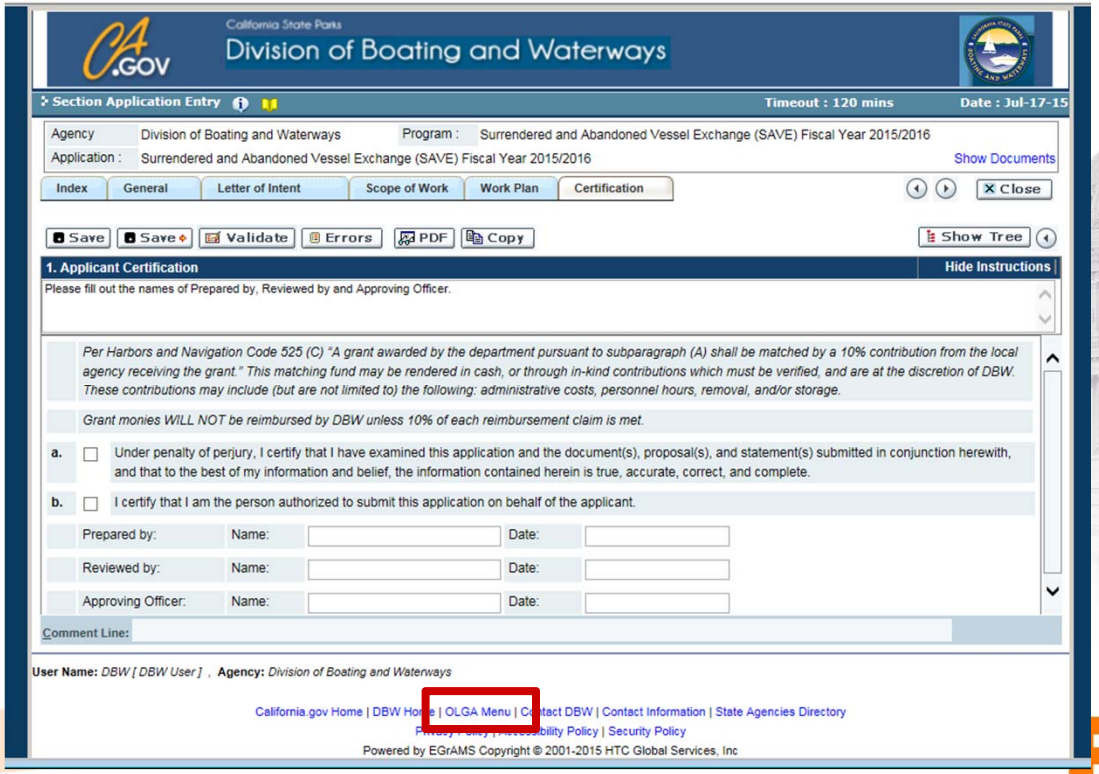
1) CERTIFICATION tab: this is the final page in the application. Complete by checking boxes a and b, and entering the information for the appropriate personnel. This is NOT the submission page.

2) When complete, click on the 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 menu.

5) Return to the Step by Step instructions, Step #8: Assign Agency Users



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