

Vessel Turn-In Program (VTIP)

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 VTIP grant hyperlink
 - ✓ User is ready to begin!

- 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).

CA.GOV Division of Boating and Waterways
 Face Sheet Transaction (*) - Required field Timeout : 120 mins Date : Jul-15-15
 Agency: Division of Boating and Waterways Program: Surrendered and Abandoned Vessel Exchange (SAVE) Fiscal Year 2015/2016
 Application: Surrendered and Abandoned Vessel Exchange (SAVE) Fiscal Year 2015/2016 Show Documents
 Index **General** Letter of Intent Scope of Work Work Plan Certification
 Save Save + Validate Errors PDF Copy Show Tree
1. Applicant Information Show Instructions
 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)
 City County
 Federally Recognized Native American Tribe District
 User Name: DBW [DBW User] , Agency: Division of Boating and Waterways
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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.

California State Parks
Division of Boating and Waterways

Face Sheet Transaction (*) - Required field Timeout : 119 mins Date : Jul-15-15

Agency: Division of Boating and Waterways Program: Surrendered and Abandoned Vessel Exchange (SAVE) Fiscal Year 2015/2016
Application: Surrendered and Abandoned Vessel Exchange (SAVE) Fiscal Year 2015/2016

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2. Project Information Hide Instructions

Project Cost is Amount of Funds Requested plus 10% required contribution, per Harbors and Navigation Code 525 (1) (C).

a. *Project Title Surrendered and Abandoned Vessel Exchange (SAVE) Fiscal Year 2015/2016

b. Is Implementing Agency Same Yes No

c. If Not, Implementing Agency Name

d. Project Start Date (mm/dd/yyyy) 10/1/2015 End Date (mm/dd/yyyy) 9/30/2017

e. Amount of Funds Requested .00 Project Cost .00

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

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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

- 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.

The screenshot displays the OLGA web application interface. At the top, the header includes the CA.GOV logo and the text "California State Parks Division of Boating and Waterways". Below the header, the page title is "Section Application Entry" with a "Timeout : 120 mins" and "Date : Jul-17-15". The main content area shows the "Agency" as "Division of Boating and Waterways" and the "Program" as "Surrendered and Abandoned Vessel Exchange (SAVE) Fiscal Year 2015/2016". The "Application" is also "Surrendered and Abandoned Vessel Exchange (SAVE) Fiscal Year 2015/2016". A "Show Documents" link is visible. The navigation tabs include "Index", "General", "Letter of Intent" (selected), "Scope of Work", "Work Plan", and "Certification". A toolbar contains buttons for "Spell", "Save", "Save +", "Validate", "Errors", "PDF", and "Copy". Below the toolbar, the section "1. Agency Type and Area of Responsibility (AOR)" is highlighted, with a "Hide Instructions" link. The text area contains the instruction "Briefly describe the agency type and Area of Responsibility (AOR)." and shows "0 characters approximately". A rich text editor toolbar is visible above the text area. At the bottom, there is a "Comment Line:" field and a footer with "User Name: DBW [DBW User] , Agency: Division of Boating and Waterways" and various policy links.

- 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.

CA.GOV California State Parks Division of Boating and Waterways

Section Application Entry Timeout : 120 mins Date : Jul-17-15

Agency : Division of Boating and Waterways Program : Surrendered and Abandoned Vessel Exchange (SAVE) Fiscal Year 2015/2016
Application : Surrendered and Abandoned Vessel Exchange (SAVE) Fiscal Year 2015/2016 [Show Documents](#)

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2. Statement of Need [Hide Instructions](#)

Briefly explain your agency's interest and need for the AWAF. Explain any present Abandoned and Derelict Vessel (ADV) issue problems and state the amount of anticipated costs for current issues. If no immediate ADVs, please state. In addition briefly explain agency interest and need for Vessel Turn-In Program.

0 characters approximately

- 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

- 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.

California State Parks
Division of Boating and Waterways

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✓ Spell Save Save Validate Errors PDF Copy Show Tree

1. Outreach / Advertising plan for implementing a Vessel Turn-In Program [Hide Instructions](#)

1) Please explain your outreach/advertising plan to inform the public that you are a Vessel Turn-In Program participant.
2) Define your target audience: e.g. general public, local community, specific group(s) or individuals.
3) Upload a flyer or advertisement that your agency plans to use for public outreach (optional).

0 characters

Attachment Title File Name View Del

- 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

California State Parks
CA.GOV Division of Boating and Waterways

Section Application Entry Timeout : 120 mins Date : Jul-17-15

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1. Applicant Certification [Hide Instructions](#)

Please fill out the names of Prepared by, Reviewed by and Approving Officer.

Per Harbors and Navigation Code 525 (C) "A grant awarded by the department pursuant to subparagraph (A) shall be matched by a 10% contribution from the local agency receiving the grant." This matching fund may be rendered in cash, or through in-kind contributions which must be verified, and are at the discretion of DBW. These contributions may include (but are not limited to) the following: administrative costs, personnel hours, removal, and/or storage.

Grant monies WILL NOT be reimbursed by DBW unless 10% of each reimbursement claim is met.

a. Under penalty of perjury, I certify that I have examined this application and the document(s), proposal(s), and statement(s) submitted in conjunction herewith, and that to the best of my information and belief, the information contained herein is true, accurate, correct, and complete.

b. I certify that I am the person authorized to submit this application on behalf of the applicant.

Prepared by: Name: _____ Date: _____
 Reviewed by: Name: _____ Date: _____
 Approving Officer: Name: _____ Date: _____

Comment Line: _____

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

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