



CONTRACT ADMINISTRATION IN OLGA

OVERVIEW

Initiating Contracts

Grantees do not initiate contracts through OLGA, but can request a contract for certain funding by contacting the Finance Division via phone or e-mail. Use the phone number or e-mail for Finance under the DRPT Contact link on the Main Menu.

DRPT uploads contracts to OLGA that only have state funding at the beginning of the year (usually July to early August). DRPT also uploads contracts for federal funds that the Department administers and/or is the direct recipient with the Federal Transit Administration (FTA) and the related state match (usually September or October).

Grantees that receive federal funds directly from the Federal Transit Administration (FTA) can request a contract from the Finance division of DRPT for the state match once they have a federal award number. **Grantees** that receive Federal Highway Administration (FHWA) funds and/or the related state match through DRPT can request a contract by contacting Finance as well.

Viewing Contracts

The Grantee can go through the Manage My Grants link or the Contract Administration link for contracts to view a copy of their contract prior to using their PIN to approve.

NOTE: The Grantee will not be able to view contracts that were signed prior to OLGA Grants Management going live, but they will still be able to draw down funds, extend the end date, or create/update milestones for all projects with a status of Executed.

Approval Process

1. DRPT uploads contracts to OLGA. When this occurs there will be a message on the Main Menu that tells you there is a contract ready for your approval. The grantee will also see the Unsigned contract icon (see Contract Key below) on the Manage My Grants page in the Contract column for the applicable project.
2. Next, the grantee signs the contract in OLGA using their OLGA password. Once the grantee signs the contract the grantee will see the Signed by Grantee contract icon (see Contract Key below).
3. Next, DRPT signs the contract and the Signed by Grantee and DRPT icon (see Contract Key below) will appear.
4. Grantee can now request reimbursement.

Contract Key:

DRPT – OLGA Help Documentation
Last Updated: 9/24/2012

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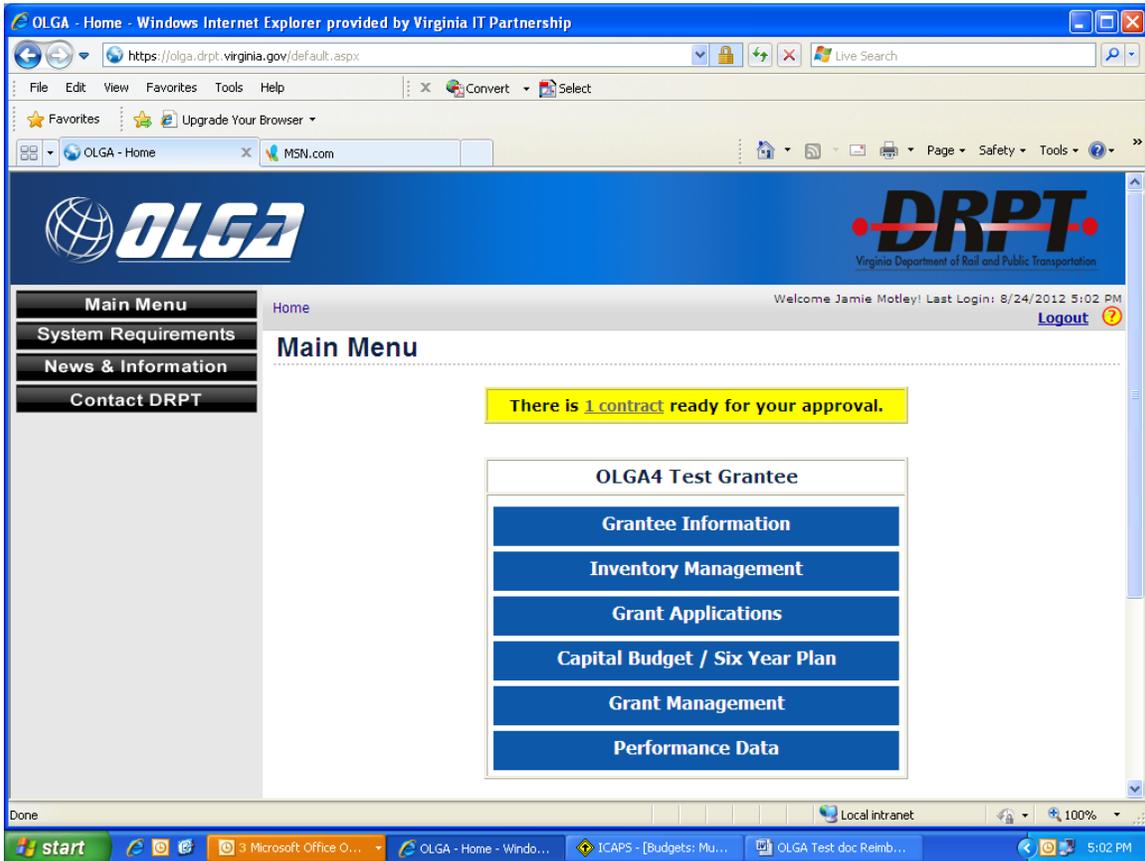


 Unsigned

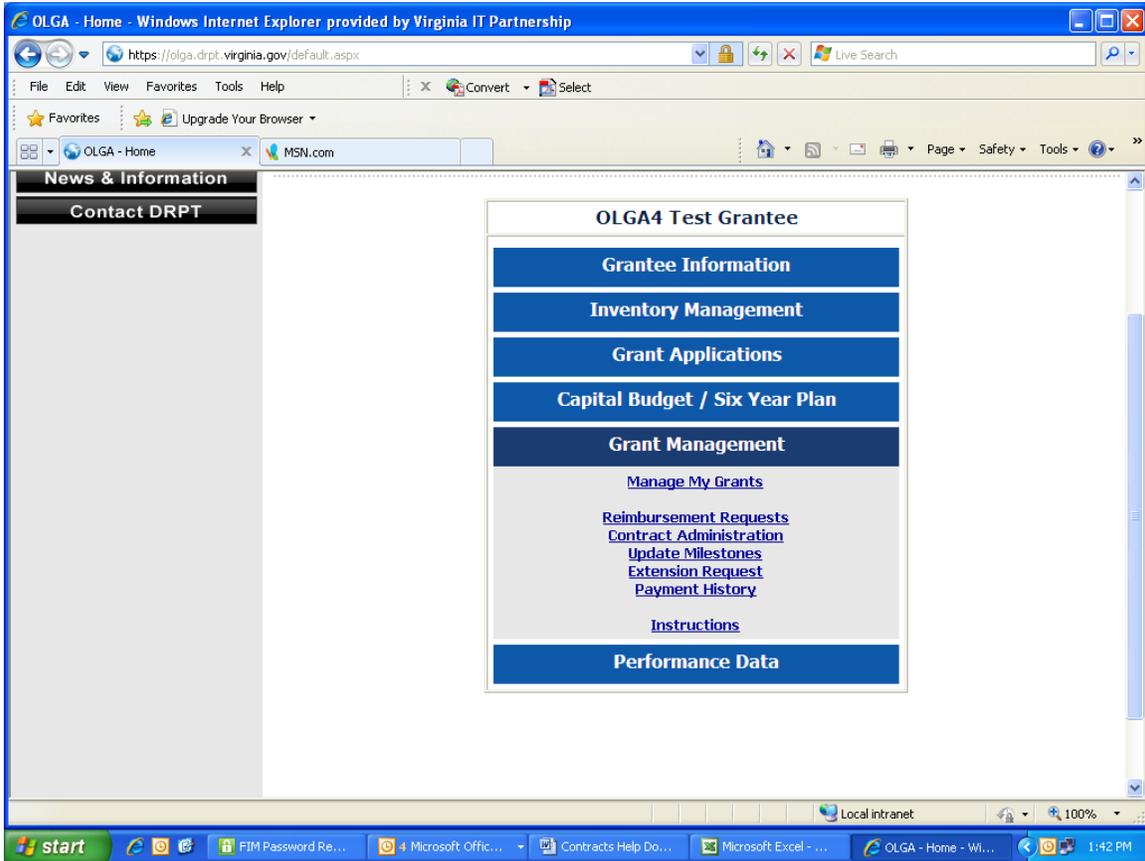
 Signed By Grantee

 Signed by Grantee & DRPT

Use your user id and password to log in to OLGA. This will take you to the Main Menu as seen below. If there are any contracts ready to sign there will be a highlighted message at the top of the page. The grantee can select the contract link in the highlighted message and it will take you to the Contract Administration screen where you can sign the contract.



Select the Grant Management button and you will see the following screen.



If you select the Manage My Grants link you will see the following screen which lists all your projects.



OLGA - Manage Grants - Project Summary - Windows Internet Explorer provided by Virginia IT Partnership

https://olga.drpt.virginia.gov/ManageGrant/ProjectSummary.aspx

Home > Grant Management > Manage My Grants

Welcome Jamie Motley! Last Login: 8/24/2012 5:02 PM

Manage My Grants

Display projects: Open Executed Closed Archived **Refresh**

Project	Description	Budget	Expenditures	Balance	End Date	Reimburse	Extension	Milestones	Contract
10000-01	OLGA Test Account	\$100,000	\$10,000	\$90,000	6/30/2013				
10000-02	OLGA Test Account	\$150,000	\$0	\$150,000					
10000-03	OLGA Test Account	\$110,850,000	\$0	\$110,850,000					
10000-04	OLGA Test Account	\$85,000	\$0	\$85,000					

Return

Contract Key:

- Unsigned
- Signed By Grantee
- Signed by Grantee & DRPT

The Manage My Grants page shows all projects for your entity. The list can be filtered by the status of the project.

- Open – Contract still needs to be signed by Grantee, DRPT, or both.
- Executed – Contract has been signed by the Grantee and DRPT and reimbursement request can be submitted.
- Closed – Project has been completed and closed.
- Archived – Old Closed projects.

Nothing shows in the Contract column until a contract has been uploaded by DRPT. Once DRPT uploads the contract you will see an Unsigned Contract icon (See the



Contract Key on the screen above). Select a project that has an Unsigned contract (Project 10000-03) and you will see the following screen.

NOTE: The Grantee will not see an icon in the contract column for projects that were Executed (signed by the Grantee and DRPT) prior to OLGA Grant Management going live. You will see the Reimburse, Extension, and Milestones icons for Executed projects so that you are able to request reimbursement, extend projects, or create/update milestones that do not have a contract icon.

OLGA - Manage Grants - Contract Administration - Windows Internet Explorer provided by Virginia IT Partnership

https://olga.drpt.virginia.gov/ManageGrant/ContractAdministration.aspx

Home > Grant Management > Contract Administration

Welcome Jamie Motley! Last Login: 8/14/2012 2:01 PM

Contract Administration

History of Contracts for 10000-01 Display closed contracts

Project Number	Project Name	Status	Status Date	Federal Project Agreement	State Project Agreement	Federal Master Agreement	State Master Agreement	Sign	Payments
10000-01 FY2013	OLGA Test Account	Open	08/14/2012	PDF	PDF				

Return

Once DRPT uploads a contract the Status shows as Open (neither the Grantee nor DRPT have signed the contract) and you can open any related agreements by double clicking a specific agreement (Federal Project Agreement, State Project Agreement, State Master Agreement).



The Grantee can now click on the Sign icon to sign the agreement.

Note: The State Master Agreement will be signed on-line by the grantee during the application process and appear in the State Master Agreement column.

Note: DRPT uploads the Federal Project Agreement and State Project Agreement. The Federal Project Agreement is one document, but will include information from the Federal Master Agreement and Federal Project Agreement.

A screenshot of a web browser window displaying the OLGA Contract Administration page. The browser title is "OLGA - Manage Grants - Contract Administration - Windows Internet Explorer provided by Virginia IT Partnership". The address bar shows the URL "https://olga.drpt.virginia.gov/ManageGrant/ContractAdministration.aspx". The page header includes the OLGA logo on the left and the DRPT logo (Virginia Department of Rail and Public Transportation) on the right. A navigation menu on the left lists options like "Main Menu", "System Requirements", "News & Information", "Contact DRPT", "Grant Management", "Project Summary", "Reimbursement Requests", "Contract Administration", "Update Milestones", "Extension Request", and "Payment History". The main content area is titled "Contract Administration" and displays a message: "Note: You do not have permission to Approve Contracts." Below this message, there is a table showing the status of contracts for 10000-03. The table has columns for Project Number, Project Name, Status, Status Date, Federal Project Agreement, State Project Agreement, Federal Master Agreement, State Master Agreement, and Payments. A single row is visible with Project Number "10000-03 FY2013", Project Name "OLGA Test Account", Status "Open", Status Date "08/24/2012", and PDF icons for the Federal and State Project Agreements. A "Return" button is located below the table. The browser's taskbar at the bottom shows several open applications, including Microsoft Office and OLGA-related files.

If the grantee does not have PIN access they get the above screen when they click on the contract icon on the Manage My Grants page which clearly states they do not have permission to approve contracts.

The user with the ability to sign contracts will need to log into OLGA. This access is granted by your Master User in the set up process of your user id.



A screenshot of a web browser window displaying the OLGA Contract Administration page. The browser title is "OLGA - Manage Grants - Contract Administration - Windows Internet Explorer provided by Virginia IT Partnership". The address bar shows the URL "https://olga.drpt.virginia.gov/ManageGrant/ContractAdministration.aspx". The page header includes the OLGA logo on the left and the DRPT (Virginia Department of Rail and Public Transportation) logo on the right. A navigation menu on the left lists options like "Main Menu", "System Requirements", "News & Information", "Contact DRPT", "Grant Management", "Project Summary", "Reimbursement Requests", "Contract Administration", "Update Milestones", "Extension Request", and "Payment History". The main content area is titled "Contract Administration" and contains a section for "Contract Approval & Signature". It displays the project name "Project: 10000-03 FY2013 - OLGA Test Account" and a password field. Below the field is a confirmation statement: "By entering my OLGA password and clicking the Approve button, I hereby approve and sign all agreements related to the project listed above on behalf of OLGA4 Test Grantee". At the bottom of this section are two buttons: "Approve" and "Cancel". The browser's status bar at the bottom shows the system tray with the time "5:13 PM" and the date "8/24/2012".



The above screen appears when the Sign icon is selected. The grantee with PIN access would put in their PIN and select the approve button.

The screenshot shows a web browser window displaying the OLGA Contract Administration page. The browser's address bar shows the URL: <https://olga.drpt.virginia.gov/ManageGrant/ContractAdministration.aspx>. The page features a navigation menu on the left and a main content area.

Navigation Menu (Left):

- Main Menu
- System Requirements
- News & Information
- Contact DRPT
- Grant Management
 - Project Summary
 - Reimbursement Requests
 - Contract Administration
 - Update Milestones
 - Extension Request
 - Payment History

Main Content Area:

Home > Grant Management > Contract Administration

Welcome Withpin Cando! Last Login: 8/24/2012 5:29 PM [Logout](#)

Contract Administration

Contract approved successfully.

Status of Contracts for 10000-03 Display closed contracts

Project Number	Project Name	Status	Status Date	Federal Project Agreement	State Project Agreement	Federal Master Agreement	State Master Agreement	Sign	Payments
10000-03 FY2013	OLGA Test Account	Open	08/24/2012						

[Return](#)



The green checkmark in the Sign column shows that the contract has been approved by the grantee. The status is still open because the DRPT Director has not signed.



OLGA - Manage Grants - Project Summary - Windows Internet Explorer provided by Virginia IT Partnership

https://olga.drpt.virginia.gov/ManageGrant/ProjectSummary.aspx

OLGA - Manage Grants - ... MSN.com

OLGA **DRPT**
Virginia Department of Rail and Public Transportation

Welcome Withpin Cando! Last Login: 8/24/2012 5:29 PM [Logout](#)

Manage My Grants

Display projects: Open Executed Closed Archived [Refresh](#)

Project	Description	Budget	Expenditures	Balance	End Date	Reimburse	Extension	Milestones	Contract
10000-01	OLGA Test Account	\$100,000	\$10,000	\$90,000	6/30/2013				
10000-02	OLGA Test Account	\$150,000	\$0	\$150,000					
10000-03	OLGA Test Account	\$110,850,000	\$0	\$110,850,000					
10000-04	OLGA Test Account	\$85,000	\$0	\$85,000					

[Return](#)

Contract Key:
 Unsigned
 Signed By Grantee
 Signed by Grantee & DRPT

Local intranet 100%

start Microsoft Office... ICAPS - [Budgets... OLGA Test doc Re... OLGA Test Doc Pr... OLGA - Manage G... 5:32 PM

Note that the Manage My Grants screen now shows the Contract icon has been signed by the grantee.



OLGA - Manage Grants - Project Summary - Windows Internet Explorer provided by Virginia IT Partnership

https://olga.drpt.virginia.gov/ManageGrant/ProjectSummary.aspx

File Edit View Favorites Tools Help

OLGA - Manage Grants - ... MSN.com

OLGA **DRPT**
Virginia Department of Rail and Public Transportation

Home > Grant Management > Manage My Grants

Welcome Withpin Cando! Last Login: 8/24/2012 5:29 PM [Logout](#)

Manage My Grants

Display projects: Open Executed Closed Archived [Refresh](#)

Project	Description	Budget	Expenditures	Balance	End Date	Reimburse	Extension	Milestones	Contract
10000-01	OLGA Test Account	\$100,000	\$10,000	\$90,000	6/30/2013				
10000-02	OLGA Test Account	\$150,000	\$0	\$150,000					
10000-03	OLGA Test Account	\$110,850,000	\$0	\$110,850,000	6/30/2013				
10000-04	OLGA Test Account	\$85,000	\$0	\$85,000					

[Return](#)

Contract Key:
 Unsigned
 Signed By Grantee
 Signed by Grantee & DRPT

Done Local intranet 100%

start Microsoft Office ICAPS - [Budgets... OLGA Test doc Re... OLGA - Manage G... Symphony - [Cont... 5:39 PM

Once the DRPT Director approves you will see the Contract icon with the green checkmark. This checkmark indicates the contract has been signed by DRPT and the grantee. If you click on the Contract icon you can open the various documents associated with the project and you will see the approvals listed at the end as seen on the next page.

You will also see that the reimburse and extension icons appear. The grantee can now request reimbursement.



The screenshot shows a web browser window displaying a document titled "The Department and the Grantee execute this Project Agreement for the Use of Commonwealth Transportation Funds on the date first written above." The document contains two signature blocks:

DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION
By: Test User-Director
Director
Date: 8/14/2012

OLGA4 TEST GRANTEE
By: Withpin Cando
Title: Contract approver
Date: 8/14/2012

The right sidebar of the browser shows the DRPT logo and a user login area for "Withpin Cando" with a "Logout" link. Below this is a table with the following structure:

Project Agreement	Federal Master Agreement	State Master Agreement	Sign	Payments
			✓	View

The browser's address bar shows the URL: https://olga.drpt.virginia.gov/Documents/Grantee00444-Contracts/2013_1091_FedContractFin...

The approvals above show up on the last page of the project agreement on both documents as shown above.



OLGA - Manage Grants - Payment History - Windows Internet Explorer provided by Virginia IT Partnership

https://olga.drpt.virginia.gov/ManageGrant/paymenthistory.aspx?id=10000-01%20FY2013

File Edit View Favorites Tools Help

OLGA - Manage Grants - Payment History

Contact DRPT

Grant Management

- Project Summary
- Reimbursement Requests
- Contract Administration
- Update Milestones
- Extension Request
- Payment History**

Payment History

Project: 10000-01 OLGA Test Account
Project Status: Executed

Payment Summary

	Federal	State	Local	Total
	80.0%	11.0%	9.0%	100%
Total Contract Amount	\$80,000	\$11,000	\$9,000	\$100,000
Total Previous Payments	\$0	\$0	\$0	\$0
Total Outstanding Requests	\$0	\$0	\$0	\$0
Balance Remaining	\$80,000	\$11,000	\$9,000	\$100,000

Invoice & Payment Details

Invoice Date	Invoice Number	Invoice Amount	Payment Date	Voucher Number	Federal Amount	State Amount	Total Amount
No Payment Detail on file.							
Total:					\$0	\$0	\$0

Contract Signatures

Test User-Director, DRPT Director 8/14/2012
 Withpin Cando, Contract approver 8/14/2012 2:36:34 PM
 OLGA4 Test Grantee

[Return](#)

Local intranet 100%

start [Icons] 3:58 PM

This is what the grantee sees if they click the “View” link under the Payments column on the Contract screen. It shows the contract amounts as well as the dates the contract was signed by the Grantee and DRPT.



The Grantee can now request reimbursement for this project.