



## EXTENSIONS HELP DOCUMENT

### OVERVIEW

#### Contract Status

Grantees can only request an extension on a project that has a status of Executed (contract signed by the Grantee and DRPT). Executed projects will have the hourglass icon in the Extension column. See projects 10000-01 and 10000-03 below on the Manage My Grants page.

The screenshot shows the 'Manage My Grants' page in a web browser. The page title is 'OLGA - Manage Grants - Project Summary'. The URL is 'https://olga.drpt.virginia.gov/ManageGrant/ProjectSummary.aspx'. The page features the OLGA and DRPT logos. A navigation menu on the left includes 'Main Menu', 'System Requirements', 'News & Information', 'Contact DRPT', 'Grant Management', 'Manage My Grants', 'Reimbursement Requests', 'Contract Administration', 'Update Milestones', 'Extension Request', and 'Payment History'. The main content area shows a table of projects with the following data:

Project	Description	Budget	Expenditures	Balance	End Date	Reimburse	Extension	Milestones	Contract
10000-01	OLGA Test Account	\$100,000	\$10,000	\$90,000	7/1/2013				
10000-02	OLGA Test Account	\$150,000	\$0	\$150,000					
10000-03	OLGA Test Account	\$110,850,000	\$101,749,292	\$9,100,708	6/30/2013				
10000-04	OLGA Test Account	\$85,000	\$0	\$85,000					

Below the table is a 'Return' button. The page also includes a 'Contract Key' section with options for 'Unsigned', 'Signed By Grantee', and 'Signed by Grantee & DRPT'. The browser's taskbar shows the time as 12:03 PM.

#### Requesting an Extension

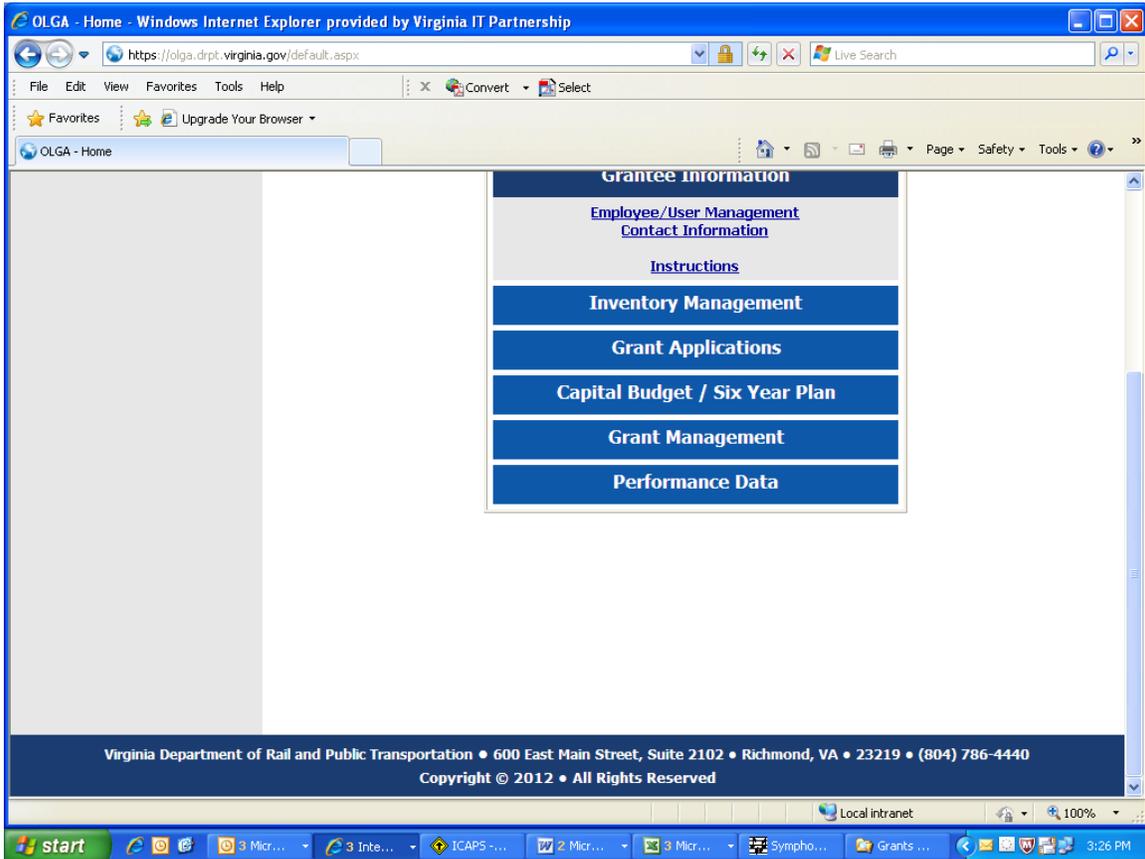
Select the hourglass icon related to the project that you want to request an extension and it will take you to the Extension Request page. Use the calendar to select the end date and the reason for extension, and submit the extension request to DRPT.

#### Status of Extension Requests

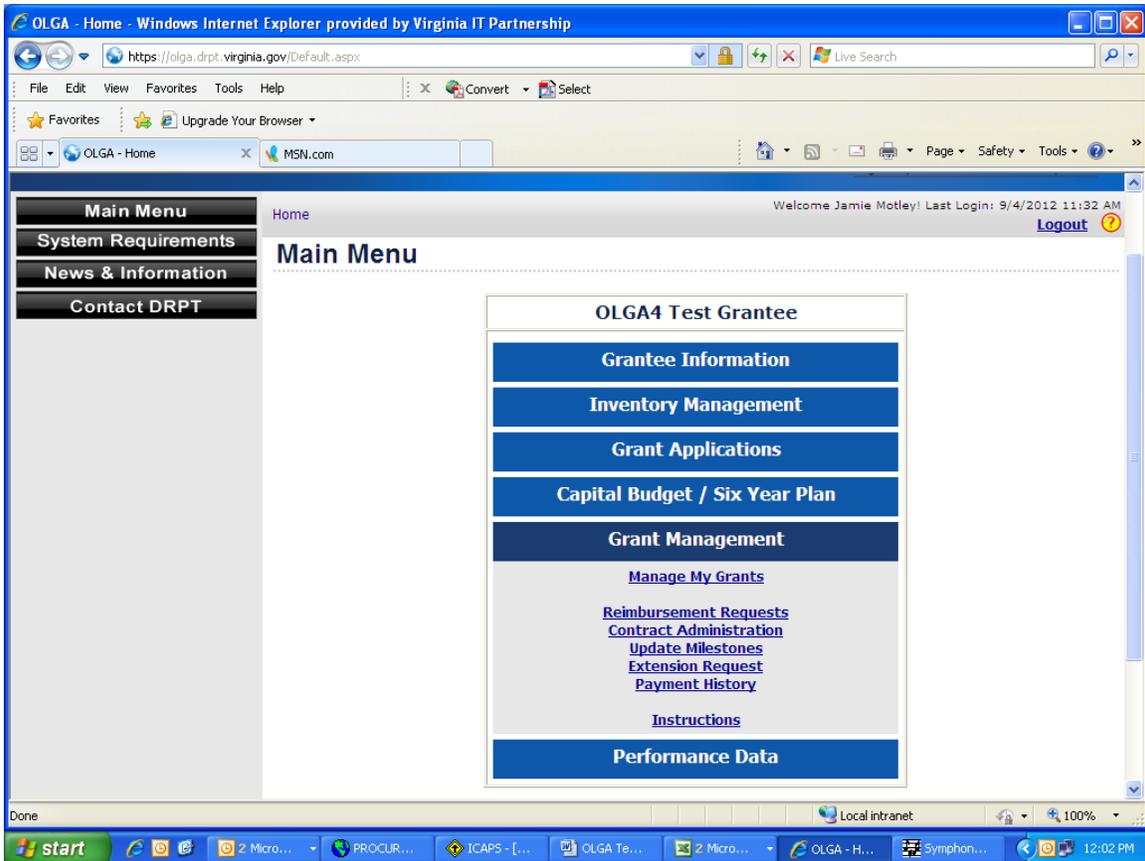
If you select the hourglass icon on the Manage My Grants page you will see the status of all recently created extension requests for the specific project selected. If you select the



Extension Request link to the left (from Manage My Grants screen) above you will see the status of all recently created extension requests for ALL projects.



Here is the main OLGA screen once the grantee logs in. Select the Grant Management link and you will see the following screen.



Select the Manage My Grants link which shows the screen on the next page which shows all projects for the grantee. Alternatively, you can select the Extension Requests link to request the end date be extended for a grant. If you use the Extension Requests link you have to know the project number and select it.



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 Jamie Motley! Last Login: 9/4/2012 11:32 AM [Logout](#)

### Manage My Grants

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

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

Project	Description	Budget	Expenditures	Balance	End Date	Reimburse	Extension	Milestones	Contract
10000-01	OLGA Test Account	\$100,000	\$10,000	\$90,000	7/1/2013				
10000-02	OLGA Test Account	\$150,000	\$0	\$150,000					
10000-03	OLGA Test Account	\$110,850,000	\$101,749,292	\$9,100,708	6/30/2013				
10000-04	OLGA Test Account	\$85,000	\$0	\$85,000					

[Return](#)

Local intranet 100%

start Micro... PROCLUR... ICAPS-... OLGA Te... 2 Micro... OLGA - M... Symphon... 12:03 PM

Here is the Manage My Grants page in OLGA. Select the hourglass to go to the extension request page.



The screenshot shows a web browser window displaying the OLGA web application. The browser's address bar shows the URL: <https://olga.drpt.virginia.gov/ManageGrant/ExtensionRequest.aspx>. The page title is "OLGA - Manage Grants - Extension Project Requests - Windows Internet Explorer provided by Virginia IT Partnership".

The application interface includes a navigation menu on the left with the following items: Main Menu, System Requirements, News & Information, Contact DRPT, Grant Management (with sub-items: Manage My Grants, Reimbursement Requests, Contract Administration, Update Milestones, Extension Request, and Payment History), and a Logout button. The breadcrumb trail is: Home > Grant Management > Project Extension Request. The user is logged in as Jamie Motley, with a last login time of 9/4/2012 11:32 AM.

### Project Extension Requests

Status of Project Extension Requests for 10000-01

Project Number	Project Name	Current End Date	Requested End Date	Status	View
10000-01	OLGA Test Account	06/30/2013	09/30/2013	Submitted 08/20/2012	
10000-01	OLGA Test Account	06/30/2013	07/31/2013	Denied 08/22/2012	
10000-01	OLGA Test Account	06/30/2013	07/01/2013	Approved 09/04/2012	

New Project Extension Request

Project:

Here are the extensions that have been submitted for this project. Alternatively, you can select the Extension Request button to the left (from Manage My Grants screen) above to see the status of ALL recently submitted extension requests.



Click the New Extension button (notice that the project is already selected) and you will see the following screen.

The screenshot shows a web browser window titled "OLGA - Manage Grants - Extension Project Requests - Windows Internet Explorer provided by Virginia IT Partnership". The address bar shows the URL: <https://olga.drpt.virginia.gov/ManageGrant/ExtensionRequest.aspx>. The page content includes a sidebar with navigation links and a main form area.

**News & Information**  
Contact DRPT

**Grant Management**  
Manage My Grants

**Reimbursement Requests**  
Contract Administration  
Update Milestones  
Extension Request  
Payment History

**New Project Extension Request**

Project Name: 10000-01 FY2013 OLGA Test Account  
Project End Date: 07/01/2013

	Federal	State	Local	Total
Total Contract Amount	\$80,000	\$11,000	\$9,000	\$100,000
Total Payments	\$8,000	\$1,100	\$900	\$10,000
Balance Remaining	\$72,000	\$9,900	\$8,100	\$90,000

Requested End Date:

Reason for Extension:



Click the calendar to select the requested end date and you will see the following screen.



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

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

File Edit View Favorites Tools Help

OLGA - Manage Grants - ... x MSN.com

**News & Information**

Contact DRPT

**Grant Management**

Manage My Grants

**Reimbursement Requests**

Contract Administration

Update Milestones

Extension Request

Payment History

**Project Extension Request**

New Project Extension Request

Project Name: 10000-01 FY2013 OLGA Test Account  
Project End 07/01/2013  
Date:

	Federal	State	Local	Total
	80.0%	11.0%	9.0%	100%
Total Contract Amount	\$80,000	\$11,000	\$9,000	\$100,000
Total Payments	\$8,000	\$1,100	\$900	\$10,000
Balance Remaining	\$72,000	\$9,900	\$8,100	\$90,000

Requested End Date:

Reason for Extension:

Submit Cancel

July, 2013

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Today: September 4, 2012

Local intranet 100%

start PROCLUR... ICAPS - [OLGA Te... z Micro... OLGA - M... Symphon... 12:07 PM

The calendar takes you to the current end date of the project and shows today's date at the bottom of the calendar. Select a date after the current end date, the reason for the extension, and select the submit button and you will see the following screen.

NOTE: DRPT will review the request with a greater number of DRPT internal approvals required when the budget remaining is greater than \$250,000. Key determining factors in the approval of requests are the reasons provided by the grantee on why the project is not able to be completed on time and the grantee's plan for completing the project in a timely manner. Scope of work changes will not be considered as part of a request for a time extension.



The screenshot shows a web browser window displaying the OLGA web application. The browser's address bar shows the URL <https://olga.drpt.virginia.gov/ManageGrant/ExtensionRequest.aspx>. The page title is "OLGA - Manage Grants - Extension Project Requests - Windows Internet Explorer provided by Virginia IT Partnership".

The application interface includes a navigation menu on the left with the following items: Main Menu, System Requirements, News & Information, Contact DRPT, Grant Management, Manage My Grants, Reimbursement Requests, Contract Administration, Update Milestones, Extension Request, and Payment History. The main content area displays the "Project Extension Requests" page. At the top right, it says "Welcome Jamie Motley! Last Login: 9/4/2012 11:32 AM" and has a "Logout" link.

The page shows a message: "Extension Request added successfully." Below this is a table titled "Status of Project Extension Requests for 10000-01".

Project Number	Project Name	Current End Date	Requested End Date	Status	View
10000-01	OLGA Test Account	06/30/2013	09/30/2013	Submitted 08/20/2012	
10000-01	OLGA Test Account	06/30/2013	07/31/2013	Denied 08/22/2012	
10000-01	OLGA Test Account	06/30/2013	07/01/2013	Approved 09/04/2012	
10000-01	OLGA Test Account	07/01/2013	07/02/2013	Submitted 09/04/2012	

Below the table is a section for "New Project Extension Request" with a dropdown menu for "Project" set to "10000-01 FY2013 OLGA Test Account". There are buttons for "New Extension Request" and "Return".

You can see that the request was submitted successfully and the status is Submitted.

If you select the icon in the View column above you will see the following screen.



A screenshot of a web browser window displaying the OLGA web application. The browser title is "OLGA - Manage Grants - Extension Project Requests - Windows Internet Explorer provided by Virginia IT Partnership". The address bar shows the URL "https://olga.drpt.virginia.gov/ManageGrant/ExtensionRequest.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 "Main Menu", "System Requirements", "News &amp; Information", "Contact DRPT", "Grant Management", "Manage My Grants", "Reimbursement Requests", "Contract Administration", "Update Milestones", "Extension Request", and "Payment History". The main content area is titled "Project Extension Requests" and displays the following details: Project Number: 10000-01, Project Name: OLGA Test Account, Project End Date: 7/1/2013, Requested End Date: 7/2/2013, Reason for Extension: Because I need just one more day, and Status: Submitted 09/04/2012. A "Return" button is located below the details. The browser's status bar at the bottom shows "Local intranet" and "100%" zoom. The Windows taskbar at the very bottom shows the Start button and several open applications, including "Micro...", "PROCLIR...", "ICAPS - [...]", "OLGA Te...", "z Micro...", "OLGA - M...", and "Symphon...". The system clock shows "12:10 PM".

This page shows the details of the extension request.



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

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

File Edit View Favorites Tools Help

OLGA - Manage Grants - ... MSN.com

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

Welcome Jamie Motley! Last Login: 9/4/2012 11:32 AM [Logout](#)

**Project Extension Requests**

Status of Project Extension Requests for 10000-01

Project Number	Project Name	Current End Date	Requested End Date	Status	View
10000-01	OLGA Test Account	06/30/2013	09/30/2013	Submitted 08/20/2012	
10000-01	OLGA Test Account	06/30/2013	07/31/2013	Denied 08/22/2012	
10000-01	OLGA Test Account	06/30/2013	07/01/2013	Approved 09/04/2012	
10000-01	OLGA Test Account	07/01/2013	07/02/2013	Approved 09/04/2012	

New Project Extension Request

Project:

**New Extension Request**

Done Local intranet 100%

start MICRO... PROCUR... ICAPS - ... OLGA Te... z Micro... OLGA - M... Symphon... 12:28 PM

Once DRPT approves the extension request the status will change to approved as shown above.



If the extension request is denied the status will change to Denied and you will receive an e-mail that your request has been denied.

If your extension request is denied, you have 10 business days to request an appeal from DRPT. Contact your program administrator if you would like to appeal the decision.