



## MILESTONES HELP DOCUMENT

### OVERVIEW

#### Projects with Milestones

Grantees can create/update milestones on all projects that required milestones when preparing the application. Milestones are currently required for Demonstration, Capital, FTA 5303, TDM Operating, and Technical Assistance projects. Grantees should update milestones as needed. See the milestone icon below in the Milestone column 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 browser address bar shows 'https://olga.drpt.virginia.gov/ManageGrant/ProjectSummary.aspx'. The page features a navigation menu on the left and a main content area with a table of projects.

**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	7/2/2013				
10000-02	OLGA Test Account	\$150,000	\$0	\$150,000					
10000-03	OLGA Test Account	\$110,850,000	\$101,749,292	\$9,100,708	7/2/2013				
10000-04	OLGA Test Account	\$85,000	\$0	\$85,000					

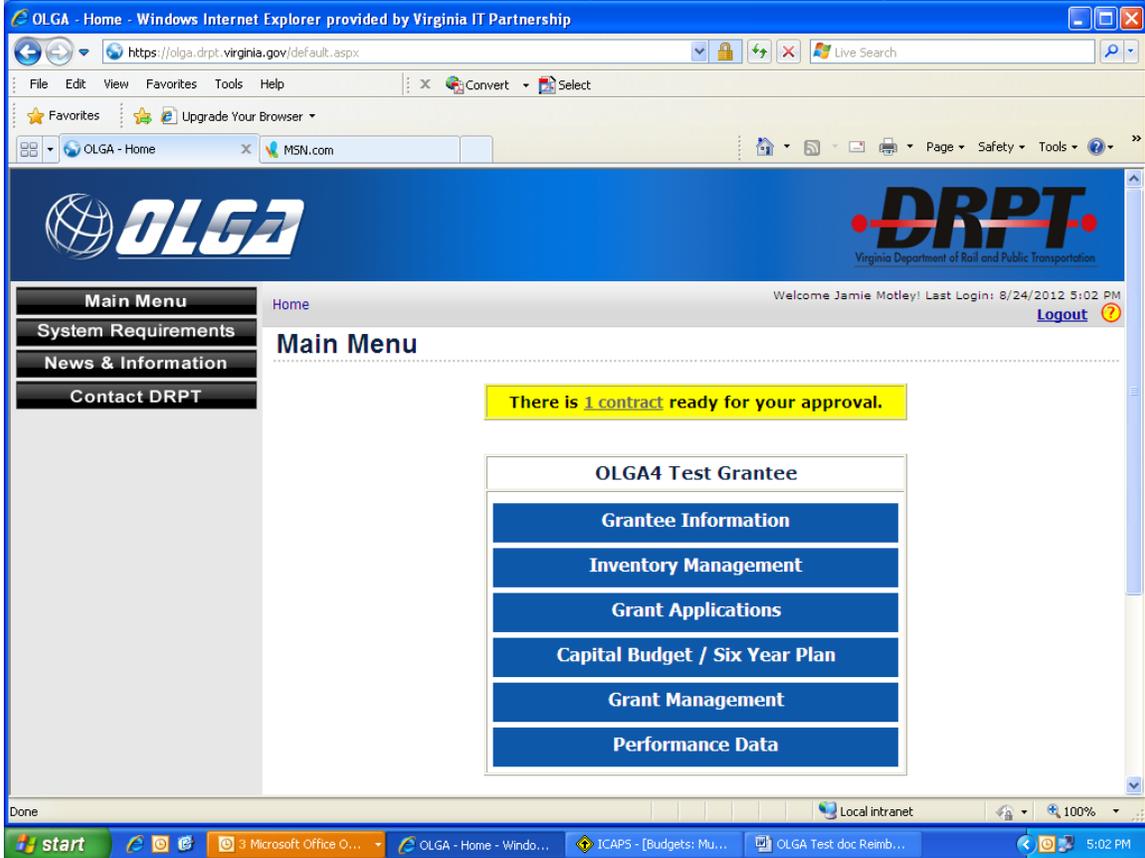
#### Managing Milestones on Manage My Grants Link

Select the milestone icon on the Manage My Grants page related to the project that you want to update milestones, and it will take you to the Update Milestones page where you can revise the milestone date or add a new one.

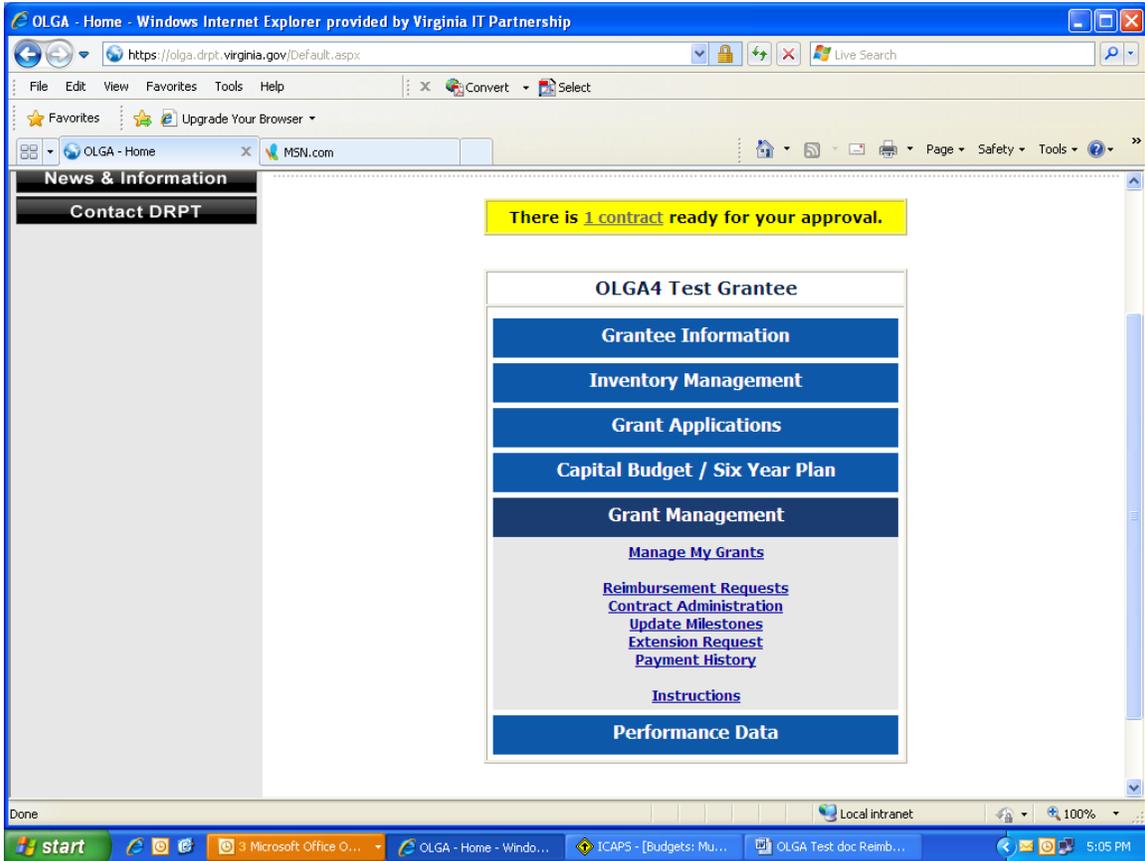
#### Managing Milestones on Update Milestones Link



If you select the Update Milestones link on the left of the screen above you can also add a new milestone or revise a milestone date, but you must select the Project number.



Once you log in to OLGA you will see the screen above which is the Main Menu. Select the Grant Management link and you will see the following screen.



Select the Manage My Grants link which will show all projects for your entity.

Alternatively, you can select the Update Milestones link to add or update milestones for a project, but you must know the specific 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

Home > Grant Management > Manage My Grants

Welcome Jamie Motley! Last Login: 9/18/2012 2:33 PM

### 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	7/2/2013				
10000-02	OLGA Test Account	\$150,000	\$0	\$150,000					
10000-03	OLGA Test Account	\$110,850,000	\$101,749,292	\$9,100,708	7/2/2013				
10000-04	OLGA Test Account	\$85,000	\$0	\$85,000					

**Return**

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.



Grantees can update milestones on all projects that required milestones when preparing the application. Milestones are currently required for Demonstration, Capital, FTA 5303, TDM Operating, and Technical Assistance projects.

Select the icon in the Milestones column for a specific project and you will see the following screen.

The screenshot shows a web browser window displaying the OLGA Manage Grants - Project Milestones interface. The browser's address bar shows the URL <https://olga.drpt.virginia.gov/ManageGrant/Milestones.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 side lists various options: Main Menu, System Requirements, News & Information, Contact DRPT, Grant Management (with sub-options like Manage My Grants), Reimbursement Requests, Contract Administration, Update Milestones, Extension Request, and Payment History. The main content area is titled "Project Milestones" and shows a dropdown menu for "Project" set to "10000-01 OLGA Test Account" and "Project Status: Executed". Below this is a table with the following data:

Milestone Date	Milestone Description	Revision	Date Completed	Edit
9/3/2012	Contractor/Consultant Hired	Y	09/16/2012	
9/25/2012	Notice to Proceed	Y		

Below the table are two buttons: "Add New Milestone" and "Return". The browser's taskbar at the bottom shows several open applications and the system clock indicating 3:35 PM.

You can select the icon in the Edit column to revise the milestone date and you will see the following screen.



The screenshot shows a web browser window titled "OLGA - Manage Grants - Project Milestones - Windows Internet Explorer provided by Virginia IT Partnership". The address bar shows the URL <https://olga.drpt.virginia.gov/ManageGrant/Milestones.aspx>. The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help), a toolbar with navigation and utility icons, and a status bar at the bottom showing "Done" and "Local intranet".

The application page has a blue header with the OLGA logo on the left and the DRPT (Virginia Department of Rail and Public Transportation) logo on the right. Below the header is a navigation menu 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, Payment History), and a Logout link. The breadcrumb trail is "Home > Grant Management > Update Milestones".

The main content area is titled "Project Milestones" and displays the following information:

- Project: 10000-01 OLGA Test Account
- Project Status: Executed
- Section: Edit Milestone
- Notice to Proceed: Select an option:
  - Enter Date Completed for Milestone
  - Revise Milestone Date
- Enter Date: 09/25/2012
- Reason for Revision: (empty text box)
- Buttons: Save, Cancel

The Windows taskbar at the bottom shows the Start button, several open applications (FIM Pa..., Mic..., Wi...), and the system clock at 3:35 PM on 9/24/2012.



You can now select the Revise Milestone Date radio button, enter the Reason for Revision, and select Save and you will see the following screen.

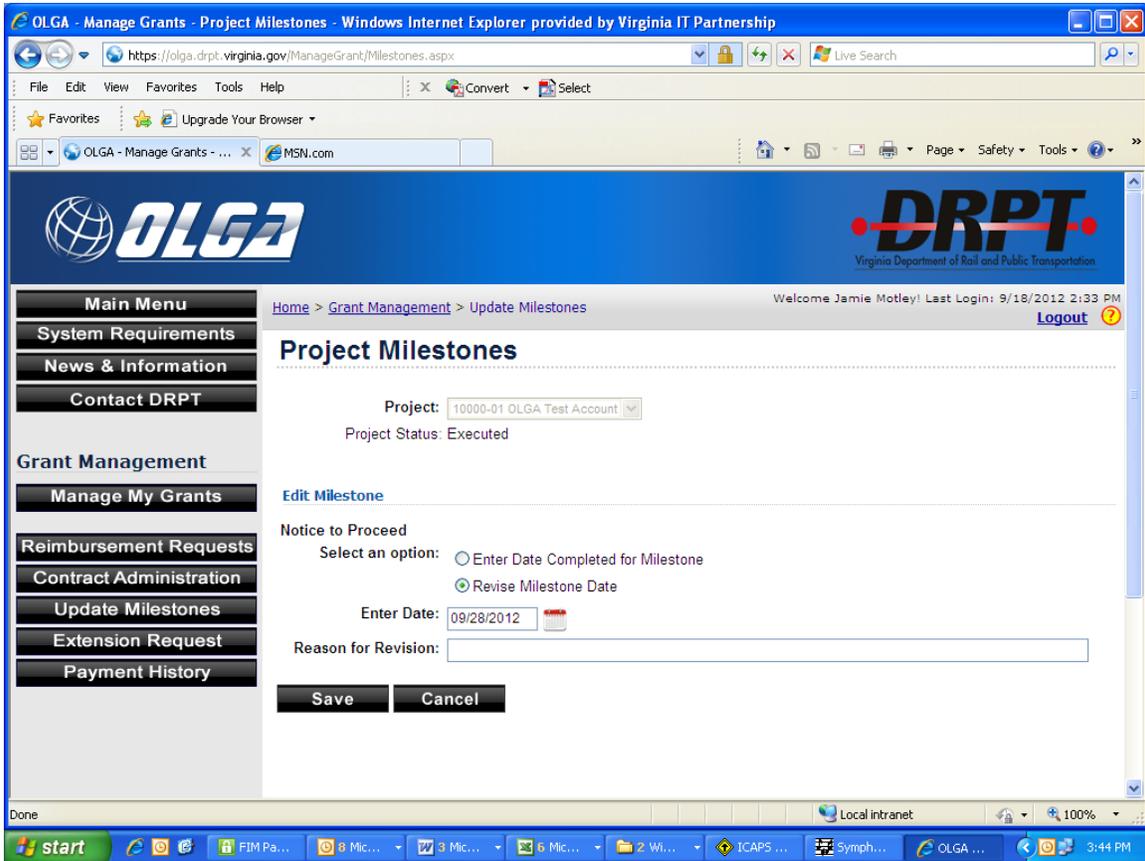


The screenshot shows a web browser window displaying the OLGA Manage Grants - Project Milestones page. The browser title is "OLGA - Manage Grants - Project Milestones - Windows Internet Explorer provided by Virginia IT Partnership". The address bar shows the URL "https://olga.drpt.virginia.gov/ManageGrant/Milestones.aspx". 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 such as "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 a success message: "Milestone revision saved successfully." Below this, the project is identified as "10000-01 OLGA Test Account" with a status of "Executed". A table lists two milestones:

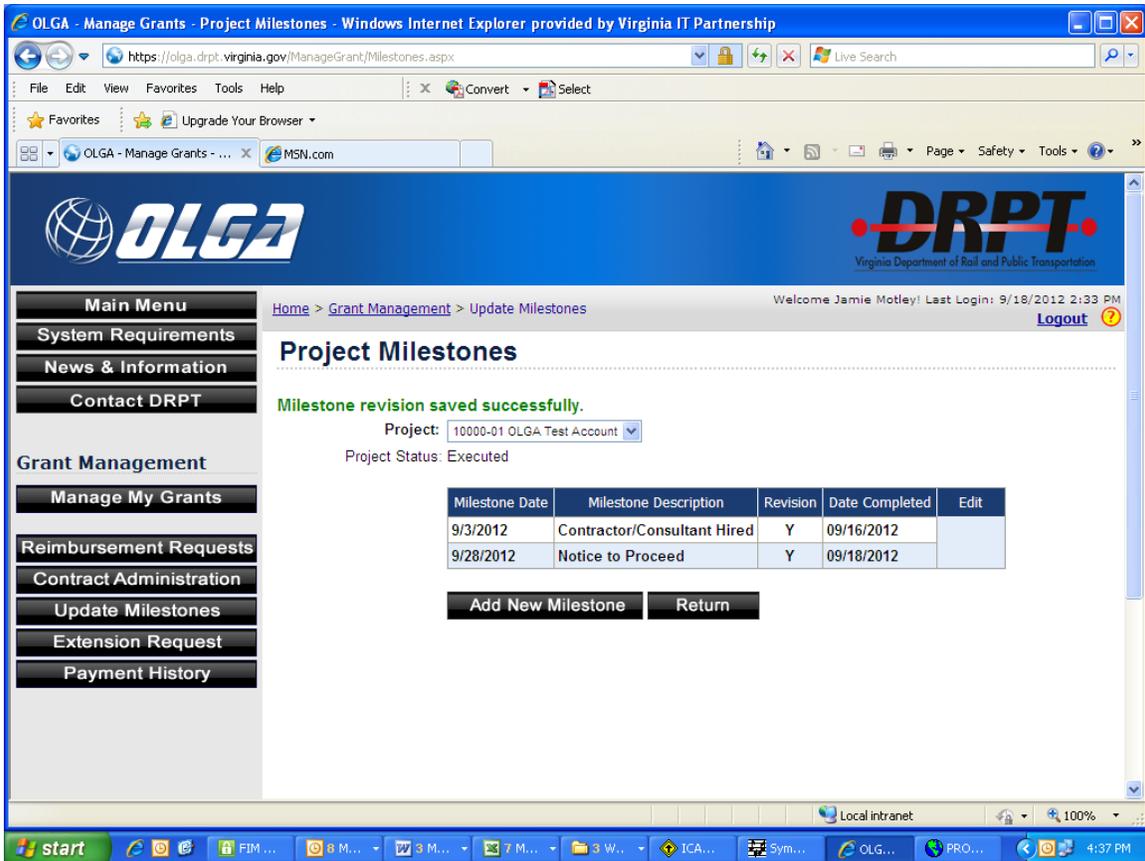
Milestone Date	Milestone Description	Revision	Date Completed	Edit
9/3/2012	Contractor/Consultant Hired	Y	09/16/2012	
9/28/2012	Notice to Proceed	Y		

Below the table are two buttons: "Add New Milestone" and "Return". The browser's taskbar at the bottom shows the start button, several open applications, and the system clock indicating 3:37 PM on 9/18/2012.

In this example I revised the date for the Milestone for the Notice to Proceed from 9/25/12 to 9/28/12. If you need to enter the date completed for the milestone at a later date you would select the Edit icon and you will see the following screen.

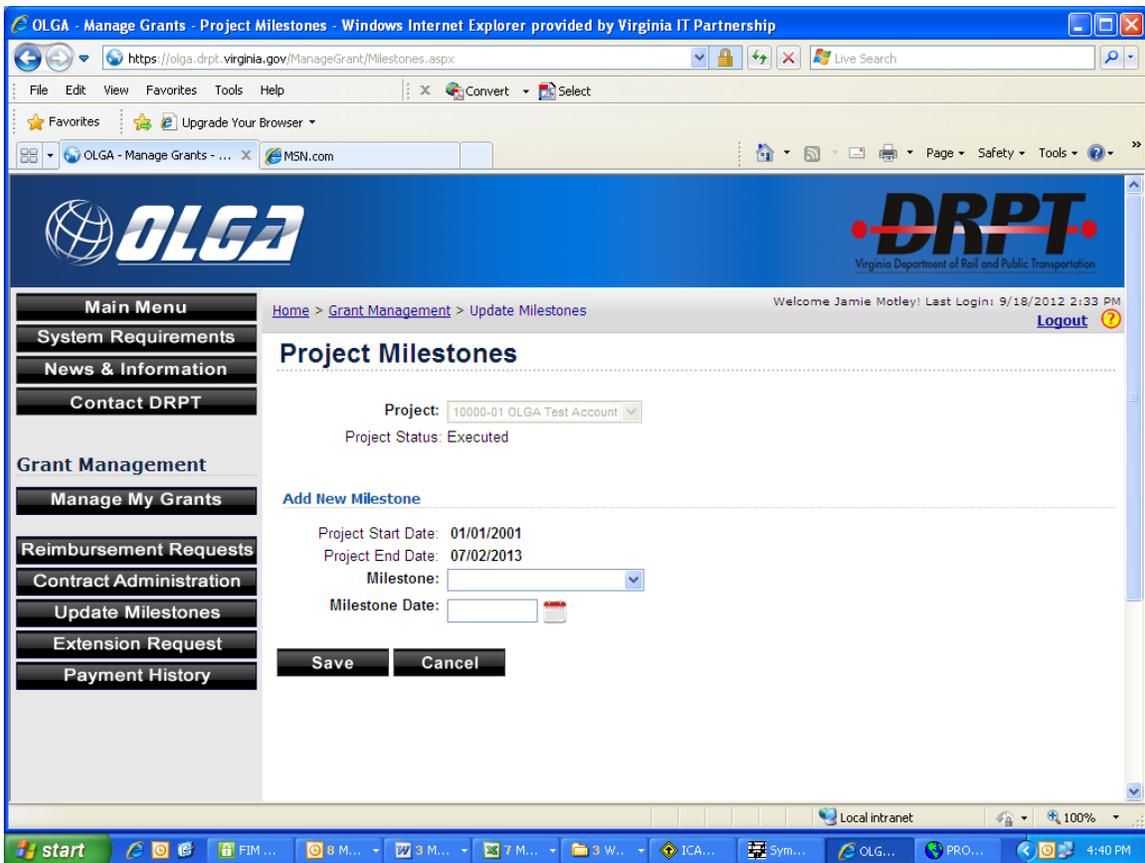


You can now select the Enter Date Completed for Milestone radio button, select the date completed (cannot be a future date) and select Save and you will see the following screen.



Now the date completed shows for the Milestone.

Now, let's add a new milestone. Select the Add New Milestone button and you will see the following screen.



You can select a Milestone from the dropdown box, use the calendar to select the date (must be a future date), and select Save and you will see the following screen.



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

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

File Edit View Favorites Tools Help

OLGA - Manage Grants - ... MSN.com

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

Home > Grant Management > Update Milestones Welcome Jamie Motley! Last Login: 9/18/2012 2:33 PM [Logout](#)

### Project Milestones

Milestone saved successfully.

Project: 10000-01 OLGA Test Account

Project Status: Executed

Milestone Date	Milestone Description	Revision	Date Completed	Edit
9/3/2012	Contractor/Consultant Hired	Y	09/16/2012	
9/21/2012	RFB/IFB Out For Bid	Y		
9/28/2012	Notice to Proceed	Y	09/18/2012	

[Add New Milestone](#) [Return](#)

Local intranet 100%

start FIM ... 8 M... 3 M... 7 M... 3 W... ICA... Sym... OLGA... PRO... 4:42 PM



You can see that the Milestone was saved successfully.