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:
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.
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.

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.

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.
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 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.
Note that the Manage My Grants screen now shows the Contract icon has been signed by the grantee.
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 approvals above show up on the last page of the project agreement on both documents as shown above.
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.