



OLGA – Grantee Information

CONTACT INFORMATION

Organization: Enter your organization's full name. Do not use acronyms.

Mailing Address: Enter your organization's mailing address. Enter the address where any correspondence from DRPT should be mailed.

Address Line 2: If necessary, use this line to enter additional lines of your organization's mailing address such as a suite number.

City: Enter the city where your organization is located.

State: Enter the state where your organization is located.

Zip: Enter the zip code for your organization.

Phone: Enter the 10 digit phone number for the person who should be contacted with any questions about your organization.

Fax: Enter the 10 digit fax number where correspondence about your organization may be faxed.

Website: If available, enter the URL for your organization's website.

Organization Type: Use the dropdown menu to choose your organization's type.

Combined Railroad: Combined Railroad applies to an organization that's primary purpose is to transport both goods and people.

Freight Railroad: Freight Railroad applies to an organization that's primary purpose is to transport goods not people.

Government/Locality: Government/Locality applies to an organization that works under any federal, state, city or county government.

Non-Profit Organization: A non-profit organization provides services without making a profit.

Other: Select "Other" if your organization does not fall into any of the other organization types.

Passenger Railroad: Passenger Railroad applies to an organization that's primary purpose is to transport people not goods.

Organization Size: Use the dropdown menu to choose your organization's size.

Rural – A rural organization is an area where the population is equal to or less than 50,000.

Small Urban – A small urban organization is an area where the population is between 50,001 and 200,000.

Unknown

Urban – An urban organization is an area where the population is equal to or more than 200,001.

Congressional District: Use the dropdown menu to choose in which congressional district your organization belongs. If the services your organization provides spans across multiple districts, choose the district where your organization's mailing address is located.

Service Category: Use the dropdown menu to enter your organization's service category. If your organization services a combination of human services and rural or small urban, choose "Human Services".



Human Services: Transportation services provided by an operator, or a contractor on behalf of the operator, to meet the basic mobility needs of individuals with disabilities, older adults, low-income riders or welfare-to-work program participants. Human service ridership is reported only for ridership achieved through vehicles funded through the federal 5310 program.

Other

Rural

Urban

EIN: This field is automatically filled in.

Organization Description: Use this space to briefly describe your organization's purpose and programs, what services your organization provides and where the services are provided.

SUBSIDIARIES: Subsidiaries are any other agencies that this organization will be responsible for entering and updating information in OLGA.

To add a subsidiary for your organization, click "Add Subsidiary" button under Contacts.

Subsidiary Name: Enter your subsidiary's full name.

EIN: The EIN field automatically populates.

Business

Combined Railroad: Combined Railroad applies to an organization that's primary purpose is to transport both goods and people.

Freight Railroad: Freight Railroad applies to an organization that's primary purpose is to transport goods not people.

Government/Locality: Government/Locality applies to an organization that works under any federal, state, city or county government.

Non-Profit Organization: A non-profit organization provides services without making a profit.

Other: Select "Other" if your organization does not fall into any of the other organization types.

Passenger Railroad: Passenger Railroad applies to an organization that's primary purpose is to transport people not goods.

Address Line 1: Enter your subsidiary's mailing address

Address Line 2: If necessary, use this line to enter additional lines of your subsidiary's mailing address.

City: Enter the city where your subsidiary is located.

State: Enter the state where your subsidiary is located.

Zip: Enter the zip code for your subsidiary.

Phone: Enter the 10 digit phone number for the person who should be contacted with any questions about your subsidiary.

Fax: Enter the 10 digit fax number where correspondence about your subsidiary can be faxed.

Website: If available, enter the URL for your subsidiary's website.

Org. Description: Use this space to briefly describe your subsidiary's purpose and programs, what services your subsidiary provides and where the services are provided.



Service Category: Use the dropdown menu to enter your subsidiary's service category. If your organization services a combination of human services and rural or small urban, choose "Human Services".

- Human Services
- Other
- Rural
- Urban

Subsidiary Size: Use the dropdown menu to choose your subsidiary's size.

Rural – A rural organization is an area where the population is equal to or less than 50,000.

Small Urban – A small urban organization is an area where the population is between 50,001 and 200,000.

Unknown

Urban – An urban organization is an area where the population is equal to or more than 200,001.

Congressional District:

CONTACTS

General Manager: Use the dropdown menu to choose which employee is your organization's general manager. If your organization does not have a general manager, leave this field blank.

Chief Financial Officer: Use the dropdown menu to choose which employee is your organization's Chief Financial Officer. If your organization does not have a chief financial officer, leave this field blank.

Chief Operating Officer: Use the dropdown menu to choose which employee is your organization's Chief Operating Officer. If your organization does not have a chief operating officer, leave this field blank.

Grants Division: Use the dropdown menu to choose which employee should be contacted with general questions/comments about your organization's grants. If your organization does not have a grants division, leave this field blank.

Security Division: Use the dropdown menu to choose which employee should be contacted with security and IT questions/issues in your organization.

Communication Division: Use the dropdown menu to choose who should be contacted with communication questions/issues for your organization.