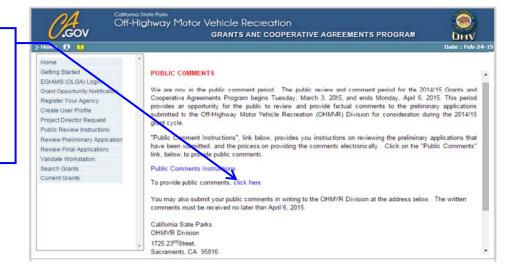
PUBLIC REVIEW AND COMMENT INSTRUCTIONS

Welcome to the Grants and Cooperative Agreements Program Public Review and Comment Period. The following steps will direct you in viewing any and all preliminary applications, and also instruct you on how to submit comments to the Applicants through the Online Grant Application (OLGA) database.

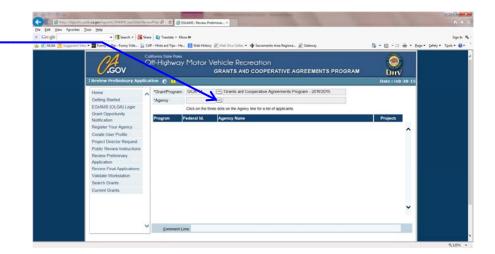
Step 1 – From the OLGA 'Home' page, click on 'To provide public comments, click here'.

This action will display the screen in Step 2.



Step 2 – Click the '' 'Show Lookup' button for a listing of Agencies that have submitted preliminary applications.

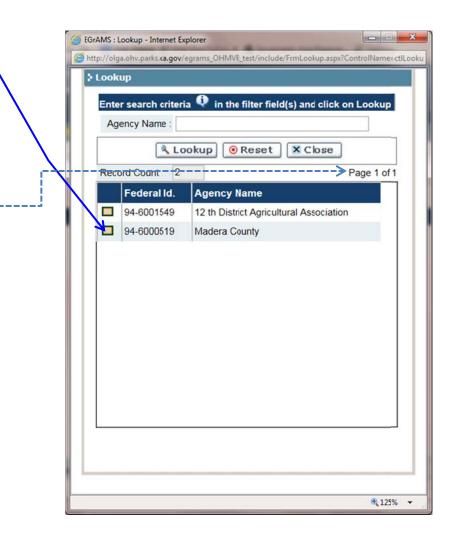
This action will display the screen in Step 3.



Step 3 – Select the Agency you want to review by scrolling* and clicking on the box next to the agency 'Federal ID' number.

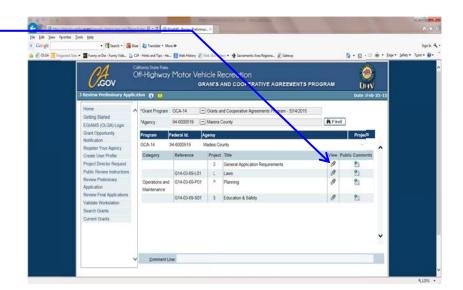
This action will display the screen in Step 4.

* Note: There may be multiple pages to scroll through.



Step 4 – Click the "paper clip" icon to view each section/project of the application.

This action will display the screen below (a PDF of the application).



A PDF of the section/project of the preliminary application you selected will display.

Note: To view other sections/projects of the preliminary application or other agency applications, close the PDF file. OLGA will take you back to the screen in Step 4. Repeat Step 4.



Step 5 – After returning to Step

4, click on the button corresponding to the project you wish to comment on, and the comment screen will appear.

This action will display in **Step 6.**

