County Opportunity Grant Program
Online Grant Application Instructions

The County Opportunity Grant Program in now utilizing an online grant application. This system has been designed to make the application process more streamlined and efficient.

The following **instructions** are intended to help applicants navigate the online application process.

For information on answering actual application questions, please refer to the County Opportunity Grant Program (GOG) **Manual**.

The Grant Program Coordinator is available to assist those who have additional questions.

Who is Eligible to Apply?: Only counties, or other public entities with interagency agreements to operate county property may apply to the County Opportunity Grant Program.

System Requirements: The OPRD Online Grant Application requires the following software:

1. **Browser**:
   - **Firefox** version 7 or higher.
   - **Safari** version 4 or higher.
   - **Chrome** version 10 or higher.
   - Internet Explorer version 8 or higher. (**WARNING**: Using Internet Explorer may lead to unsatisfactory results. Not all application functionality is available in Internet Explorer. To create and manage Applications with a minimum amount of frustration, we recommend you use Chrome, Safari or Firefox browsers. Click on one of these links to download the appropriate browser.)

     ☞ Don't know what browser version you are using? The web page fmbip.com will show you which browser and browser version you are currently using.

2. **JavaScript** must be turned ON. (Usually ON by default.)

3. **Popup blockers** need exceptions for this site. (For additional help, go to the "Help" button on your browser toolbar.)

4. Applicants need to be able to receive email messages generated from the online application system. Please check your **spam folder** to make sure your spam filter is not intercepting application generated email alerts.

Note: Screen shots and photos within these instructions are just samples of what the application looks like. These shots are from a simulated application. These are not taken from the actual grant application from this particular grant program.

☑ Step One: Accessing the Online Grant System

Go to: www.oregon.gov/OPRD/GRANTS
- ↳ Select Grant Programs
- ↳ Select County Opportunity Program
- ↳ Select Manual and Forms
- ↳ Select Application

- OR –

Go directly to Grants Online at http://oprdgrants.org/

☑ Step Two: Request an Account

Important: It is recommended that you request an account as soon as possible. Do not wait until the last minute to request an account or to begin filling out the application. Grant staff must review and approve your account request before you can access the online application. Requests will typically be reviewed within 3 business days.

1. Qualified applicants can request an account by clicking on the **Applying** tab.

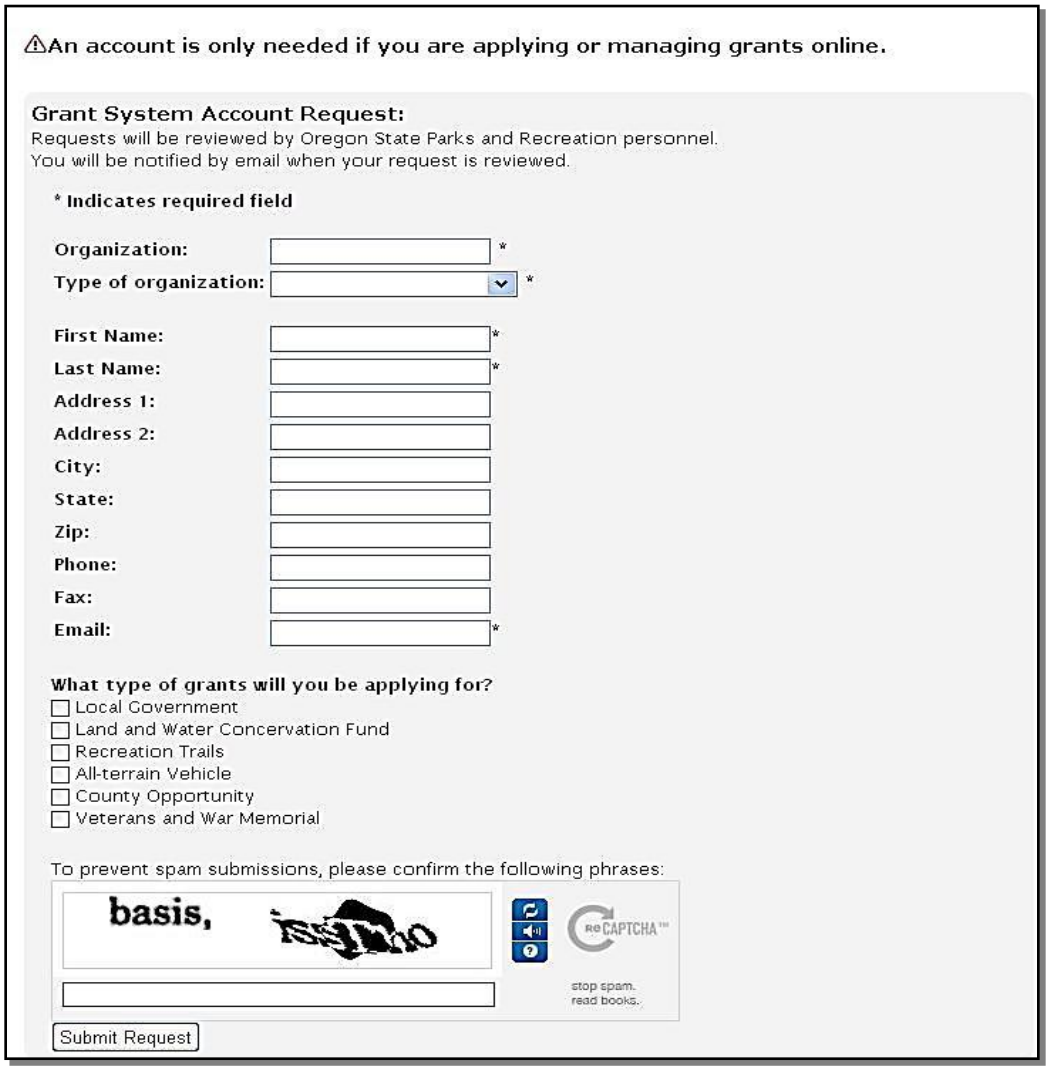
2. You will then be directed to the **Grant System Account Request** page.

3. Enter your name, organization information and contact information.

4. Check the **County Opportunity** box in the “type of grants applying for” sections. Also, you may want to check any other grant types you will be applying for in the future.

5. At the bottom of the screen, interpret the **distorted words** you see and enter them in the box below, in order, and separated by a space. If you are unable to distinguish the words, click the ‘reload’ button next to the distorted words for a new set.

6. Click the ‘submit request’ button.



7. You will receive a **confirmation e-mail** from OPRD RecGrants once your request has been processed.

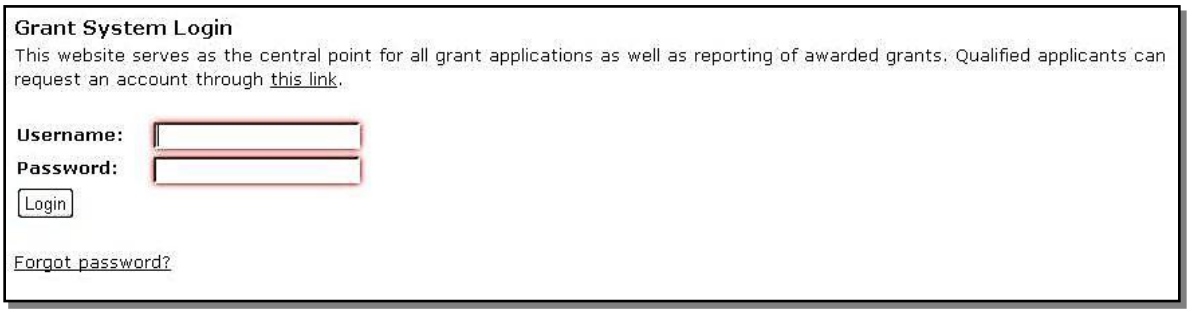
   If you are approved for an account, this e-mail will include a link which will direct you to set your password. **Note:** This link is only available for a limited time.

   Once you have set your password you may begin work on a grant application.

☑ Step Three: Complete the OnLine Grant Application

1. Go to http://oprdgrants.org/ using one of the recommended web browsers, and click 'sign in'.

2. Enter your username and password. Your username is your e-mail address.

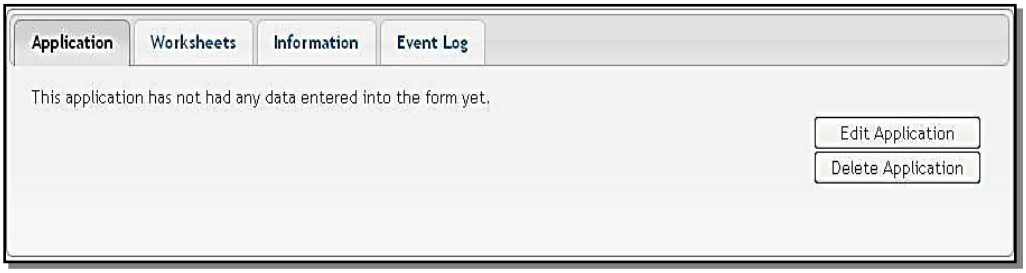


3. Select the **Applications tab**. There may be several applications available through different OPRD grant programs, so be sure to select the correct **grant type** and **project type** that applies to your project.

   Applications available for the County Opportunity Grant Program include **Development**, **Acquisition**, **Rehabilitation** and **Planning**.

4. Select the application you need under **Available Applications**. Click anywhere on the application title to open. Once you have saved information in the application it will remain available under 'My Applications' to edit or view.

5. Click on the **Edit Application** button. This button will appear each time you log on until you have submitted the application. You would only select 'Delete Application' if you choose not to submit the application. The application can be edited up until it is submitted.



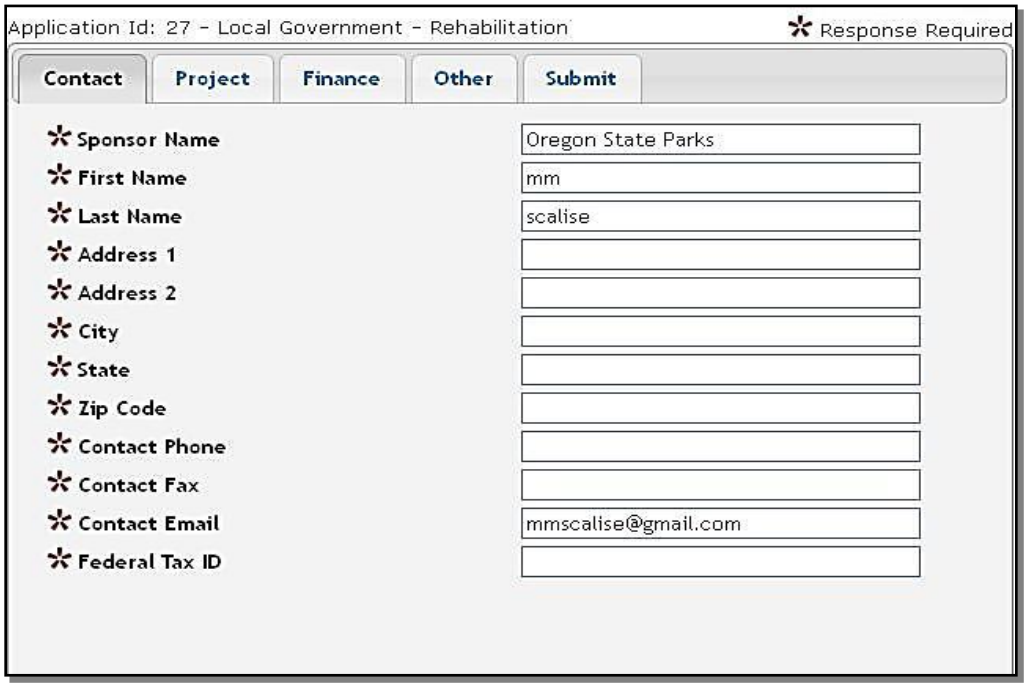
6. Each **tab** is a section of the application that must be completed.

   You may move from tab to tab during the course of completing the application. You are not required to complete the entire application or all parts within a tab all at one time. It is recommended that you complete the 'Project' tab first.

   Click the **Save button** at the top or bottom of the page after completing responses. It is recommended that you save your work often.

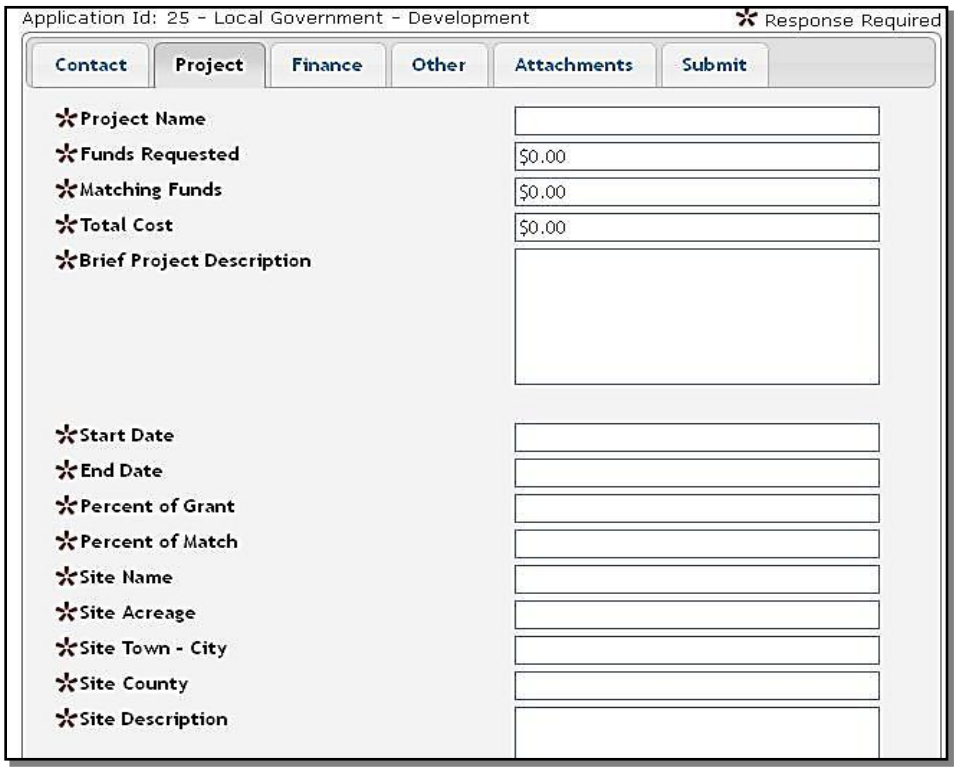
   You may log out and log back in to resume work on your application at any time.

   Questions with an **asterisk** require a response prior to final submission.

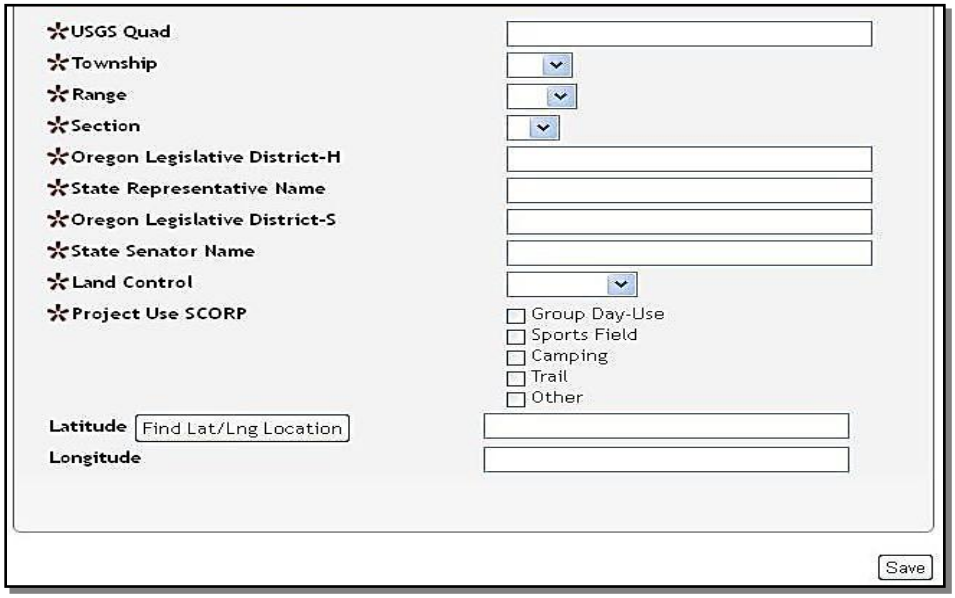


7. The **Project tab** is where information about the proposed project is entered.

   Keep in mind that the 'Funds Requested', 'Matching Funds', and 'Total Cost' amounts need to match the amounts that you will enter in the 'Finance' tab. See Section 1 of the Grants Manual for more information on answering these questions.

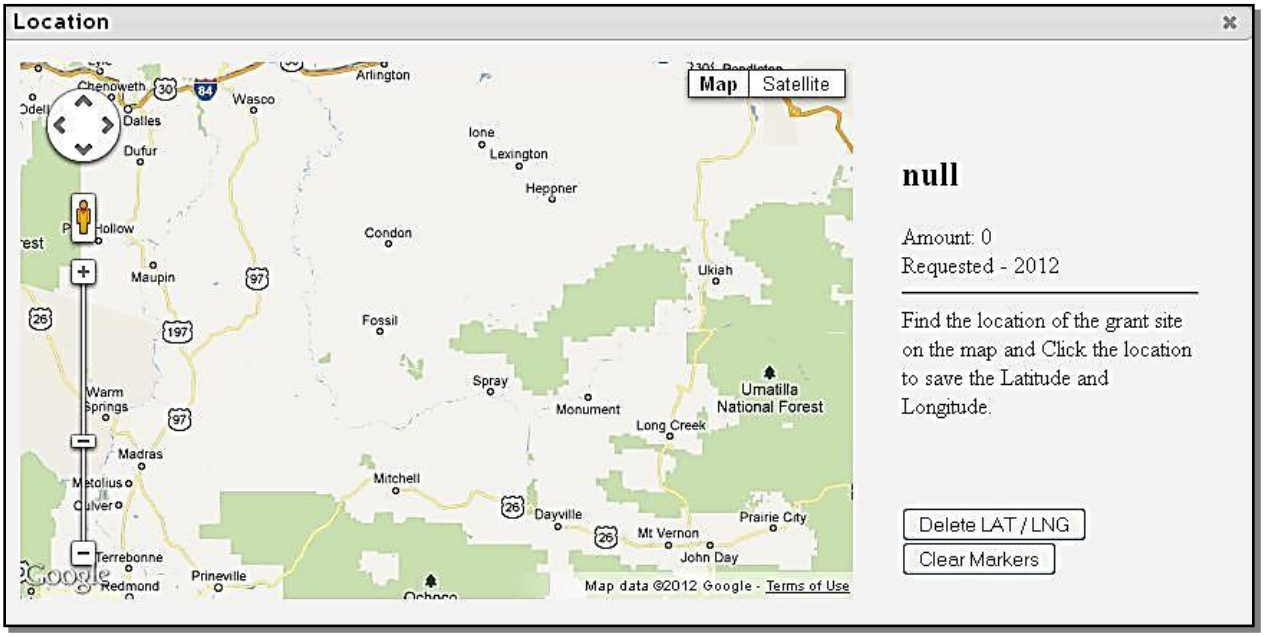


   At the bottom of the Project tab page – click 'save' after you are done entering responses.

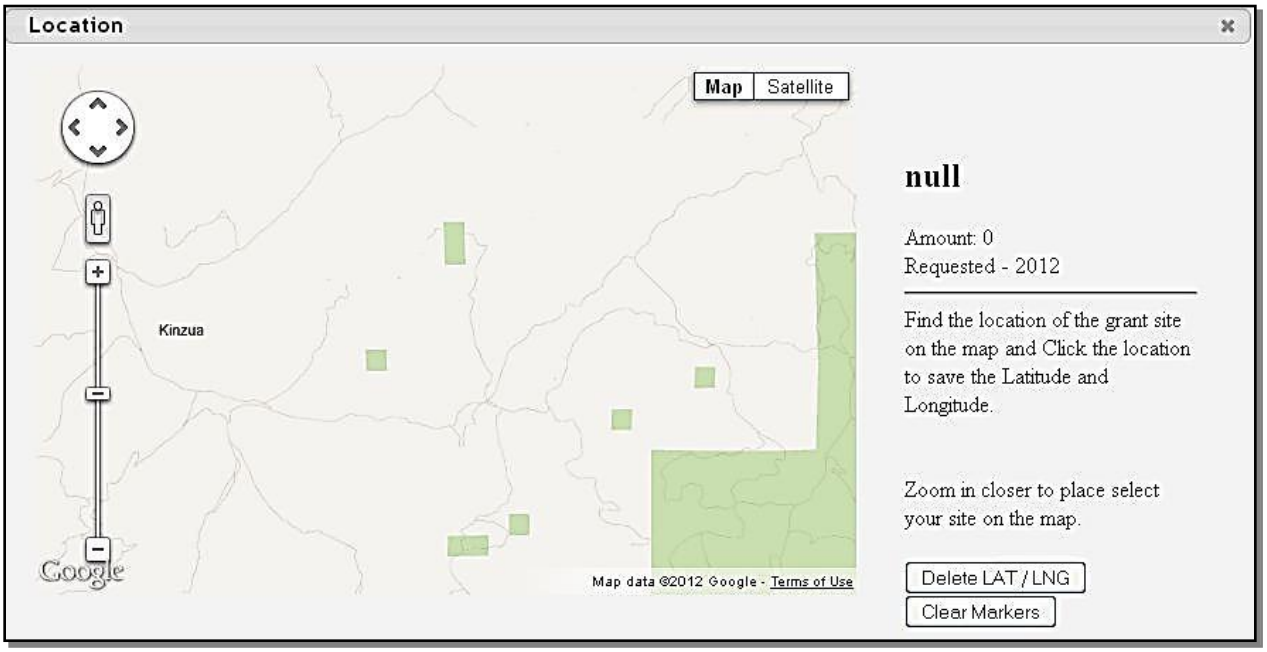


Latitude and Longitude:

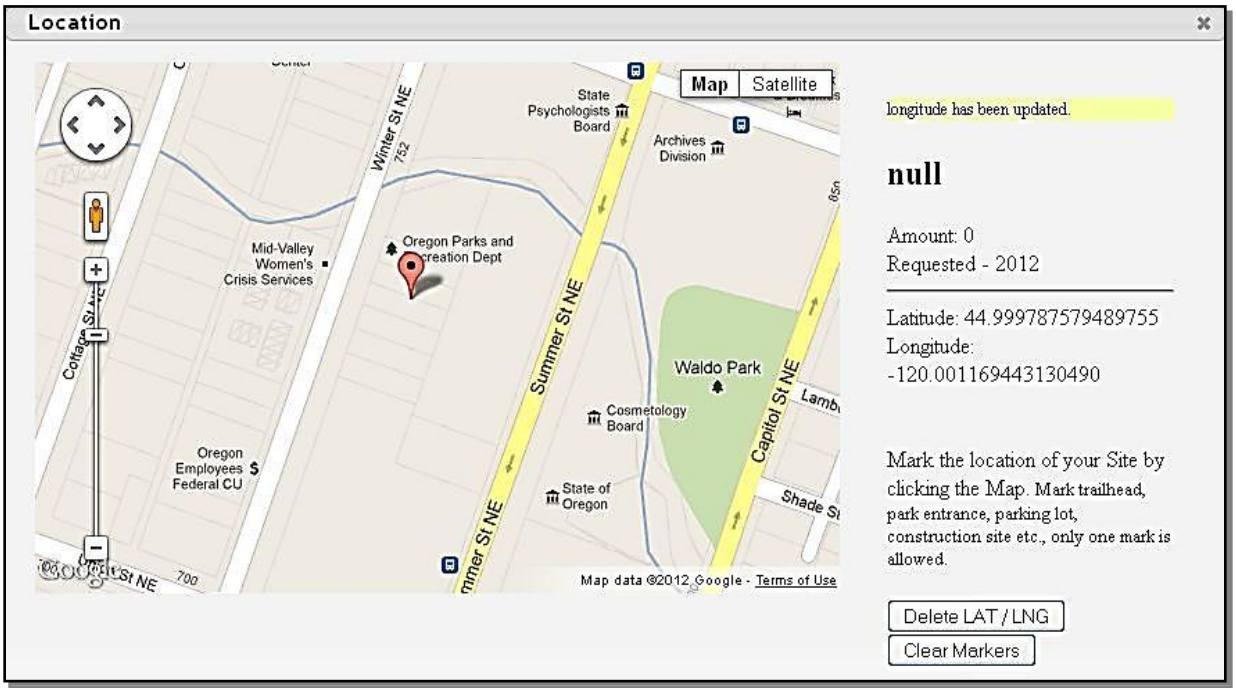
Find the location of your project by clicking on the **Find Lat / Lng Location** button.



You will need to zoom in very close in order to select your project site. Use the slide bar on the left side of the map to zoom in closer.



Mark the location of your project site by clicking the location on the map. If you are satisfied with the location of the pin, close the map by clicking the x at the top right of the 'Location' screen. This will save the project location on your application.

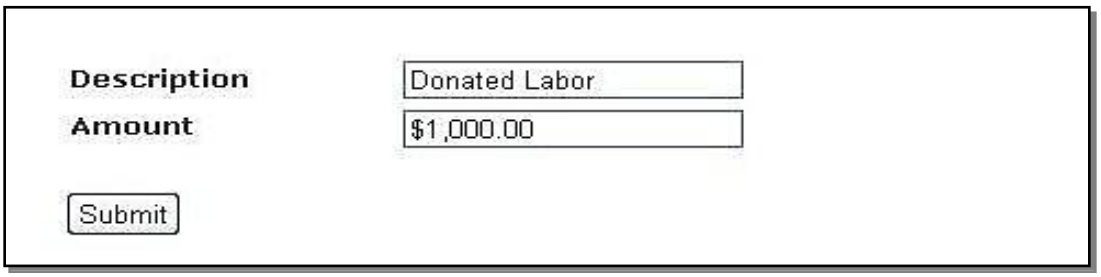


8. The **Finance tab** is where you will provide all funding and budget information for the project. How project costs will be paid for is addressed on the 'Funding Sources Worksheet'. Project elements and cost information is to be provided on the 'Project Budget Worksheet'. Other finance related questions are on the 'Other Funding Questions' section. Please see section 1 of the Manual for more information regarding allowable costs.

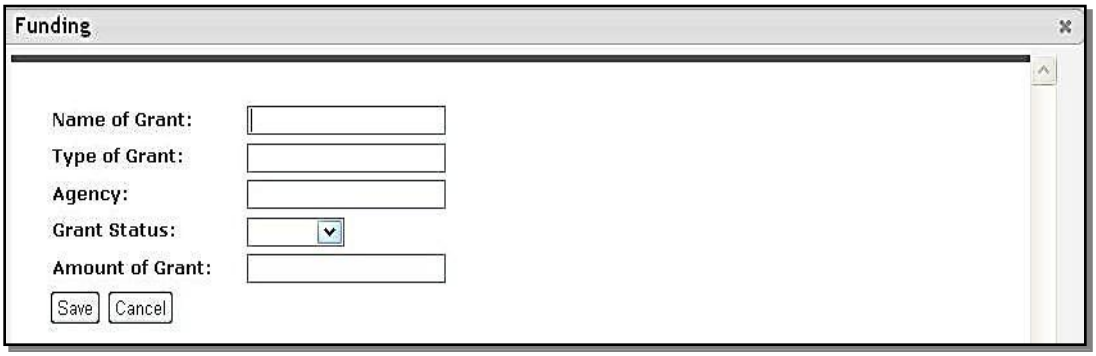
   Note: Before you begin this section you should already have a **project budget** established. It is recommended that you work from a budget you have created from collecting information including cost estimates, quotes, and other research. You may want to have a spreadsheet or other document with your project financial information available to work from when you begin this section.

Click on the + button to open each section.

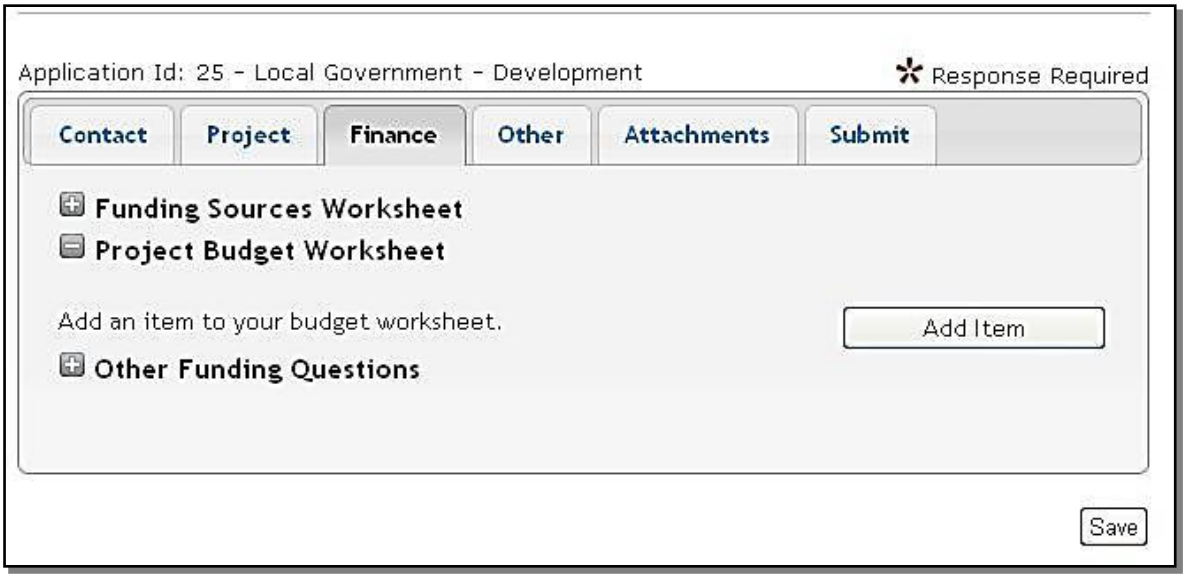
a. The **Funding Sources Worksheet** is where all the items that make up your match will be entered. For each funding source you will click the 'Add Item' button until all items are entered.



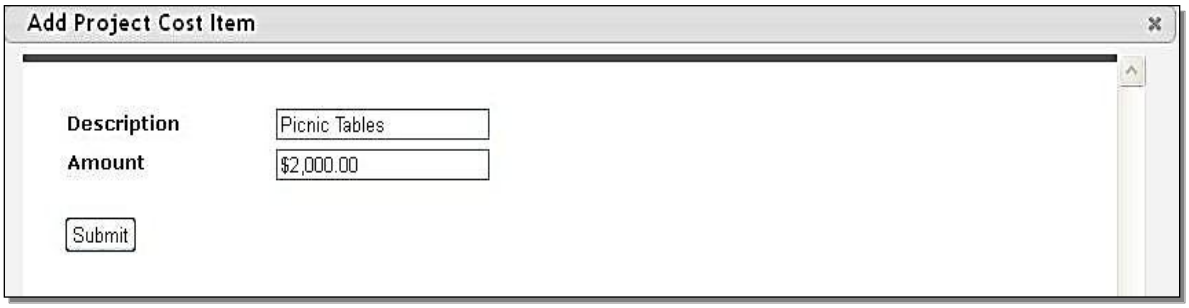
If any match is coming from another grant source, click the **Add Grant** button to provide information about that grant.



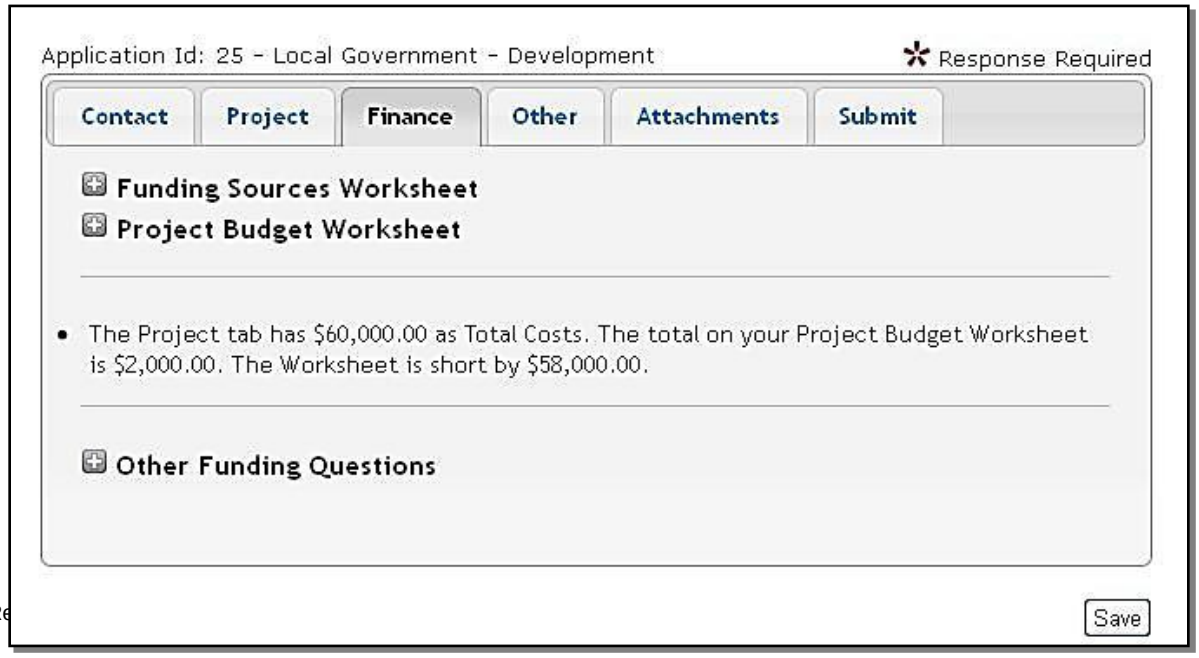
b. Enter all project elements and costs on the **Project Budget Worksheet**. For each element you will click the 'Add Item' button.



Enter the item and the cost, click 'submit', and repeat until all items are entered.



The totals on the worksheets must match the amounts entered at the beginning of the application on the 'Project' tab.



Note: While working on the finance worksheets you will continue to get a message notifying you that the worksheet totals do not match until all items are entered. Again, you should be working from budgets that were put together and proofed prior to starting the online application. If you continue to get a notification after you have entered all items, this means there is an error in your calculations and you should re-check what has been entered.

You will be able to review both the 'funding sources worksheet' and the 'project budget worksheet' and make changes as needed at any time prior to final submission of your application.

Worksheet Sample – Complete Project Budget and Source of Funding

Project Budget Worksheet

Natural Surface Trails	$28,000.00
AC paths	$48,000.00
Restroom Building	$35,000.00
Dog Agility Course	$17,943.00
Dual Dog Wash Station	$1,356.00
Dog Watering Station	$3,535.00
Mutt Mitt Stations	$1,973.00
Surfacing	$4,283.00
Receptacles	$2,538.00
20' x 30' Shade Shelter	$5,164.00
Picnic Tables	$5,240.00
Off-leash area -fencing	$13,000.00
Terrier Tunnel	$788.00
Design	$33,180.00

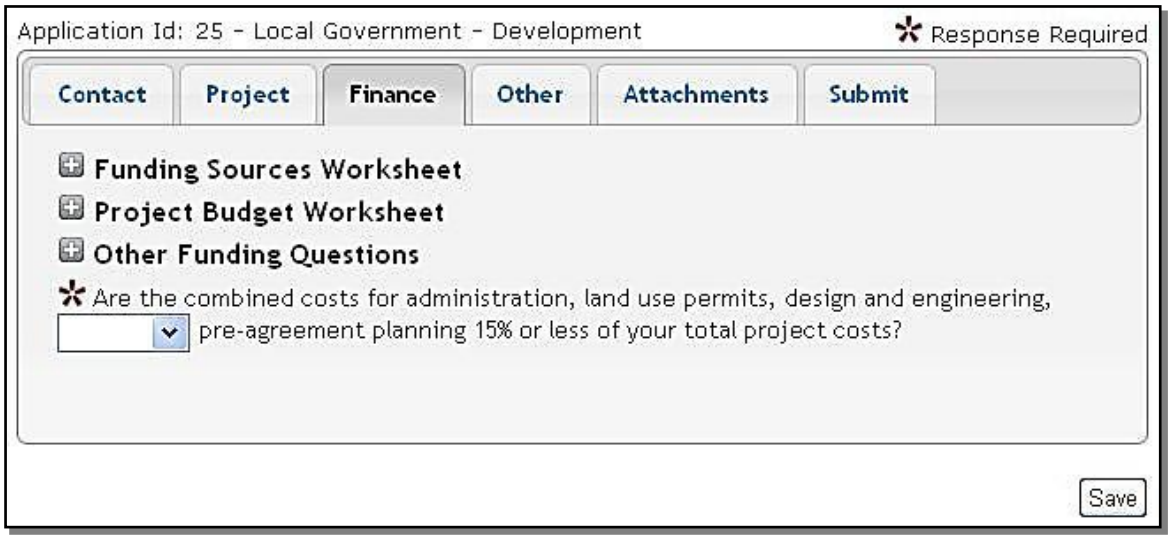
Total Project Cost: $200,000.00

Source of Funding Worksheet

Cash	$50,000.00
Force Account Labor	$15,000.00
Volunteer Labor	$5,000.00
Dogs Love Parks, Bob Barker Foundation: Private Foundation (Pending)	$20,000.00
Canine Activity in Nature, Charles Barkely Foundation: Private Foundation(Approved)	$10,000.00

Total Match for Sponsor: $100,000.00
Grant Funds Requested: $100,000.00
Total: $200,000.00

c. **Other Funding Questions** will include finance related questions about the project.



9. The **Other/Questions tab** is where a majority of questions in the application are located. Some questions are limited to yes/no, multiple choice, or a short answer. There are several narrative questions in this section. Questions that require a longer narrative response have an expanding box provided. The box will expand as you type until you have completed your response. Brief and concise answers are encouraged.

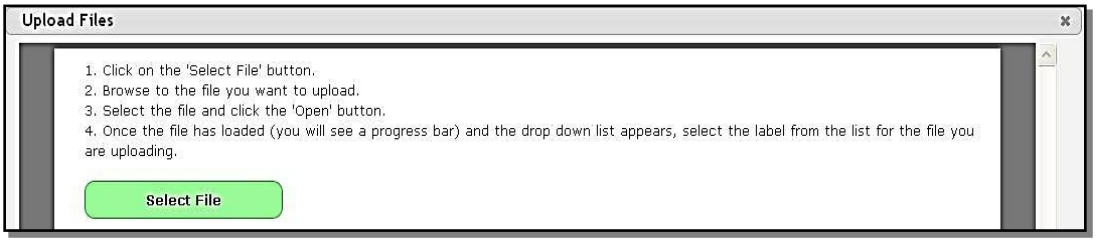
   Note: When preparing narrative answers, it is recommended that you **prepare, edit and save those answers in a Word document**. You can then **cut and paste** your answer into the application.

10. The **Attachments tab** is where you will upload required supporting documents such as maps, construction drawings and property control documents. The required documents are listed in this tab and also described in Section 2 of the Grants Manual. Instructions for attachments are as follows:

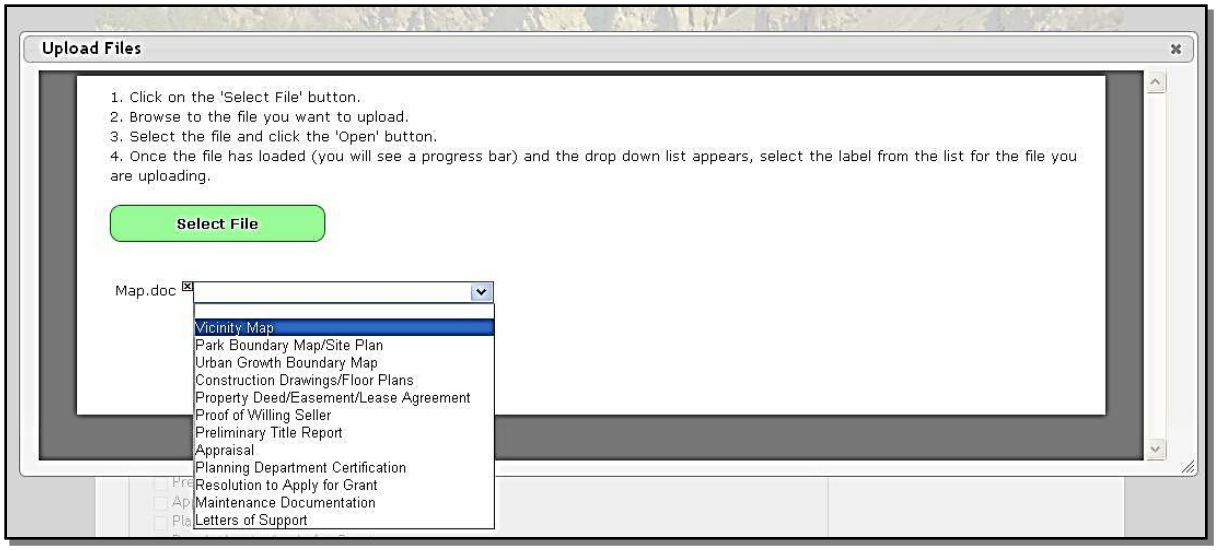
    a. After reviewing the list of required attachments, make the items you wish to upload available in a file accessible on your computer. If you need to scan items and save them to a file, do so. Uploaded attachments can be photos, Word documents, spreadsheets, PDFs, etc. Once you have your documents saved to a location of your choice, you may begin to upload documents.

    Note: For some grant programs, attachments on the list are forms that you must download and complete prior to uploading. These items will be provided on the right hand side bar of the application under 'Manuals and Forms'

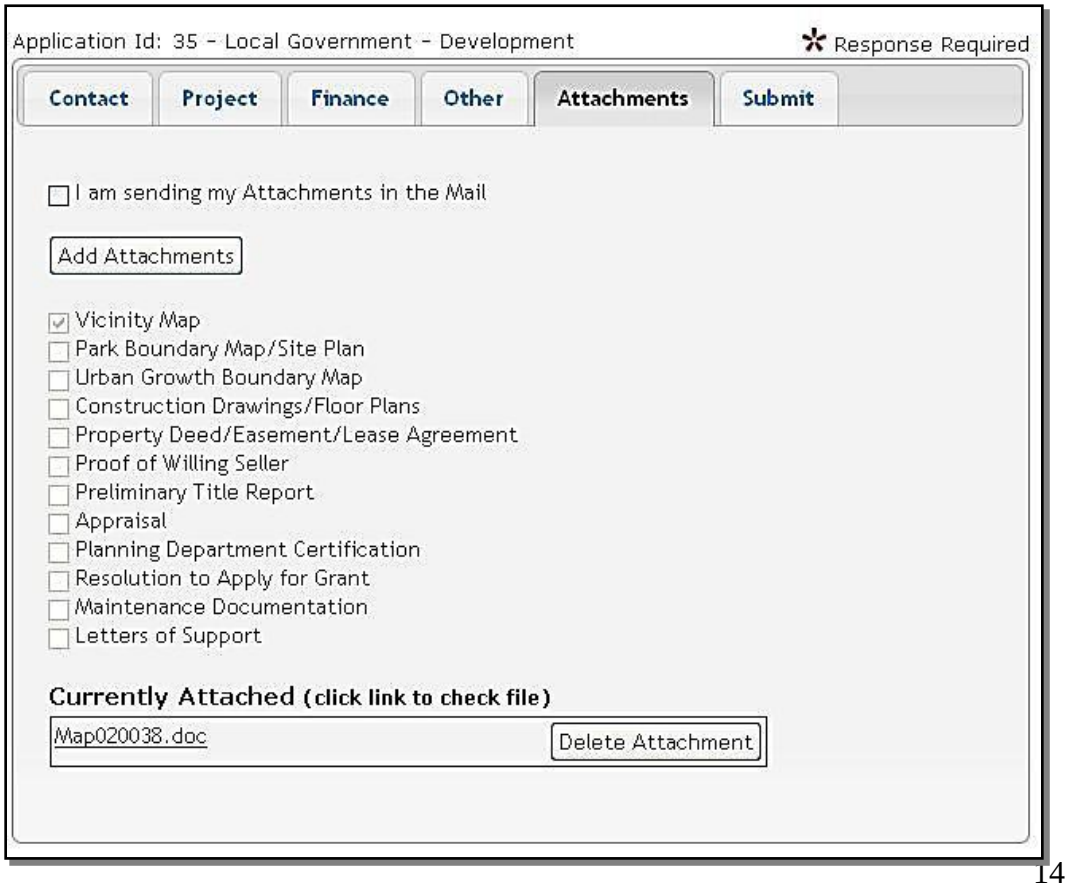
    b. To begin uploading documents click the 'Add Attachments' button. Step by step instructions will appear at this point.



Example of uploading a Vicinity Map



c. Once the selected file is uploaded it will appear next to a drop down menu of required attachments. Select the required attachment title that should be associated with your document, then close the “Upload Files” box by clicking the X in the right hand corner. After you have done this the document will appear under the heading “Currently Attached” and will be checked off the list. If you wish to check the document to ensure it is correct, click the link to the attachment.



d. If you would like to upload an attachment that is not specifically defined on the list, select the **Additional Attachments** label to upload your document(s). If you do NOT have any Additional Attachments, simply upload a blank place-holder page to fill the position. This will allow you to proceed and submit the application.

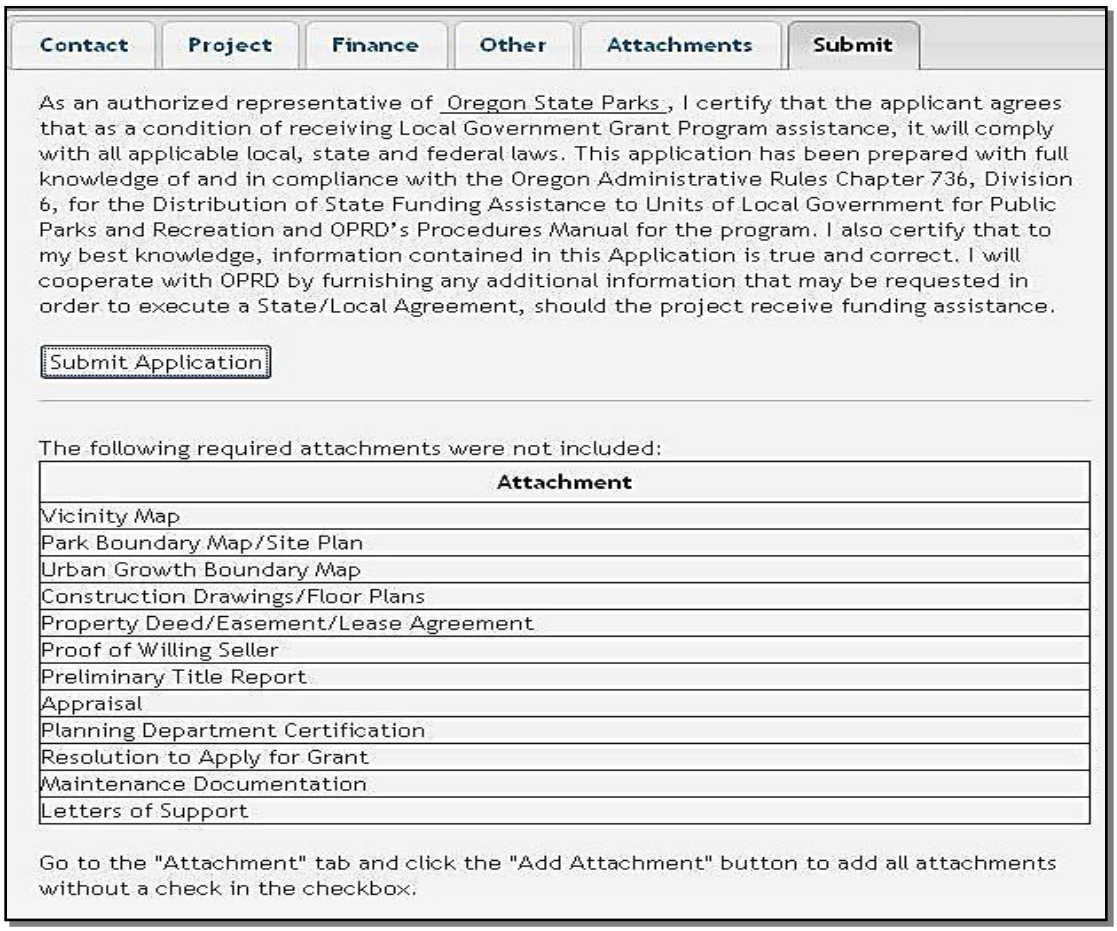
e. There is an option to send all the required attachments by mail. If you choose to do this, check the **I am sending my attachments in the mail** box. Follow the instructions in the manual for mailed attachments.

   Mailed attachments must arrive in Salem on, or prior to, the application due date.

   It is preferred that attachments be uploaded with the online application rather than mailed, if you have the capability to do so.

f. If you choose to upload your attachments, ALL attachments on the list must be uploaded. If you do not have attachments for a specific category, you must upload a simple place-holder document under that attachment title that explains why you are not submitting anything in that category. For example, if you do not have any 'Letters of Support' upload a letter/page stating that you do not have any letters of support. Doing this will allow the check box for that attachment title to be checked off and you will be able to submit the application.

   Note: Most attachments are mandatory, so an explanation letter may not suffice in meeting the grant application requirements for certain mandatory attachments.



Contact | Project | Finance | Other | Attachments | Submit

As an authorized representative of Oregon State Parks , I certify that the applicant agrees that as a condition of receiving Local Government Grant Program assistance, it will comply with all applicable local, state and federal laws. This application has been prepared with full knowledge of and in compliance with the Oregon Administrative Rules Chapter 736, Division 6, for the Distribution of State Funding Assistance to Units of Local Government for Public Parks and Recreation and OPRD's Procedures Manual for the program. I also certify that to my best knowledge, information contained in this Application is true and correct. I will cooperate with OPRD by furnishing any additional information that may be requested in order to execute a State/Local Agreement, should the project receive funding assistance.

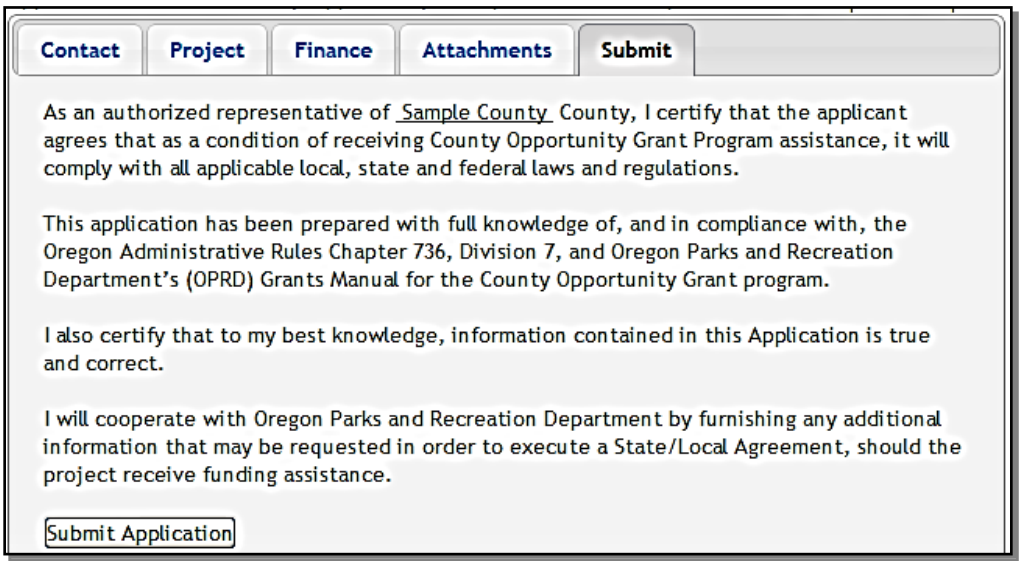
Submit Application

The following required attachments were not included:

Attachment
Vicinity Map
Park Boundary Map/Site Plan
Urban Growth Boundary Map
Construction Drawings/Floor Plans
Property Deed/Easement/Lease Agreement
Proof of Willing Seller
Preliminary Title Report
Appraisal
Planning Department Certification
Resolution to Apply for Grant
Maintenance Documentation
Letters of Support

Go to the "Attachment" tab and click the "Add Attachment" button to add all attachments without a check in the checkbox.

11. Once the application is complete, go to the **Submit tab**. Read the certification statement. If you agree with the statement click the 'Submit Application' button.



Contact | Project | Finance | Attachments | Submit

As an authorized representative of Sample County County, I certify that the applicant agrees that as a condition of receiving County Opportunity Grant Program assistance, it will comply with all applicable local, state and federal laws and regulations.

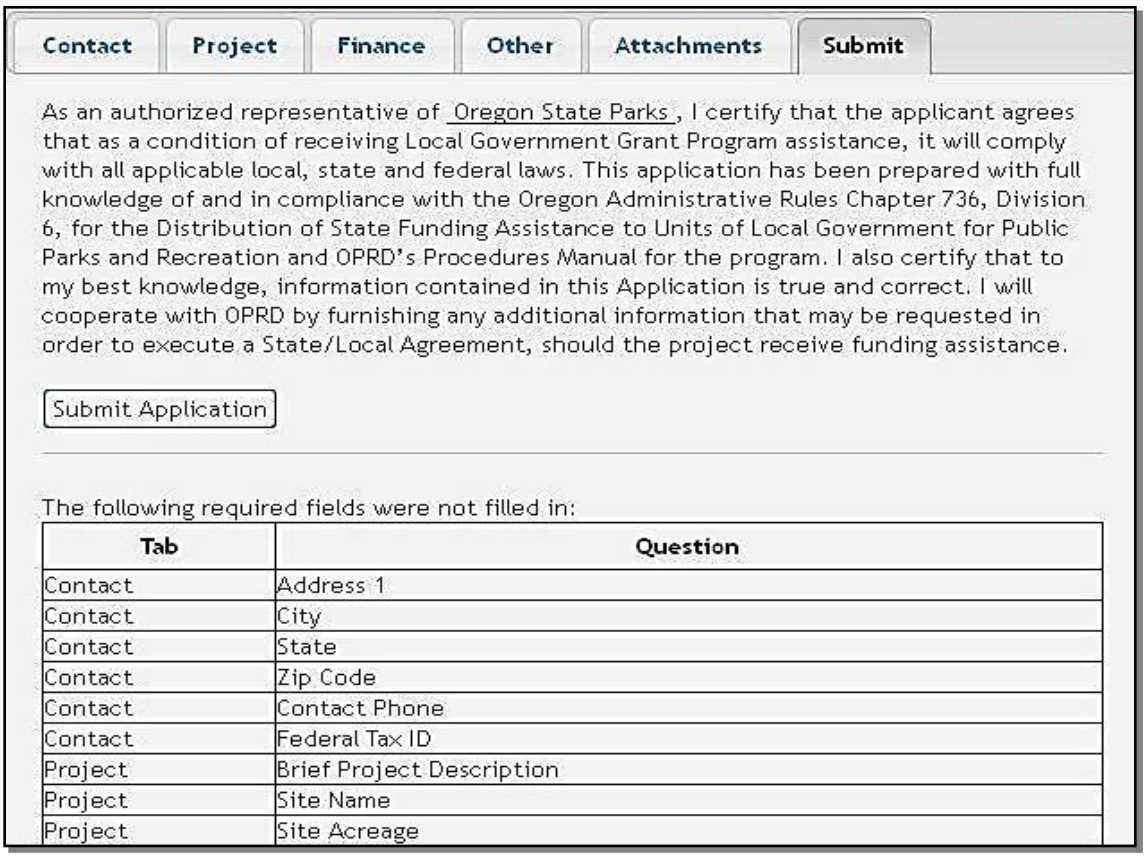
This application has been prepared with full knowledge of, and in compliance with, the Oregon Administrative Rules Chapter 736, Division 7, and Oregon Parks and Recreation Department's (OPRD) Grants Manual for the County Opportunity Grant program.

I also certify that to my best knowledge, information contained in this Application is true and correct.

I will cooperate with Oregon Parks and Recreation Department by furnishing any additional information that may be requested in order to execute a State/Local Agreement, should the project receive funding assistance.

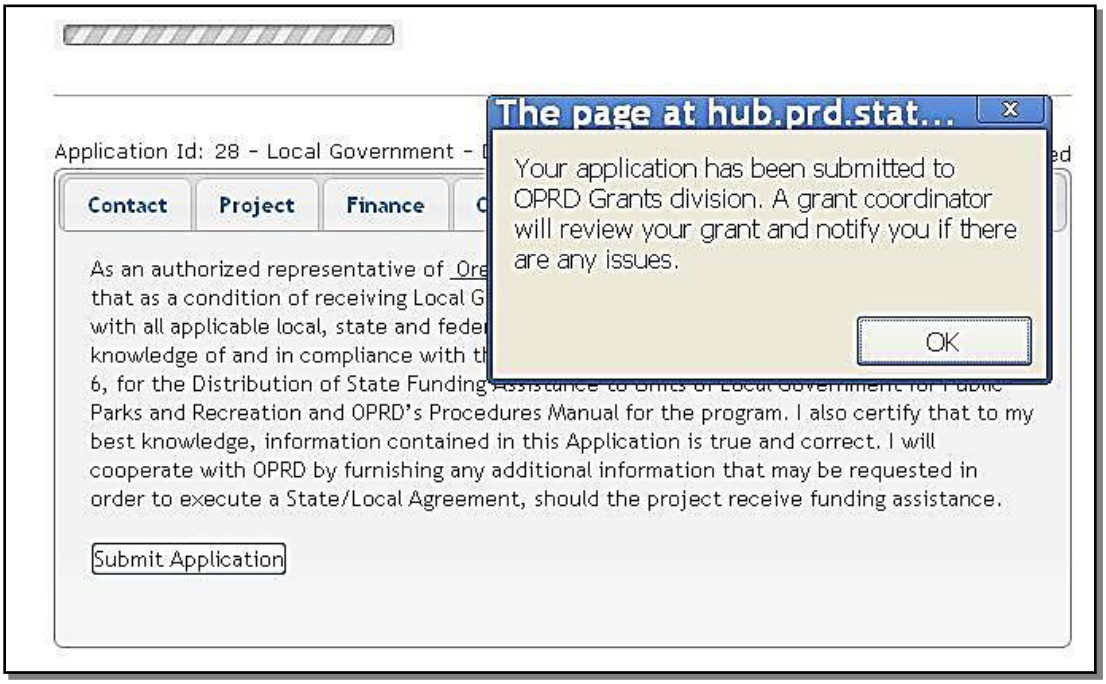
Submit Application

If you attempt to submit an incomplete application, you will receive a message letting you know which required fields were not filled in or what attachments were not submitted. You must complete all the required fields before your application can be submitted and accepted.



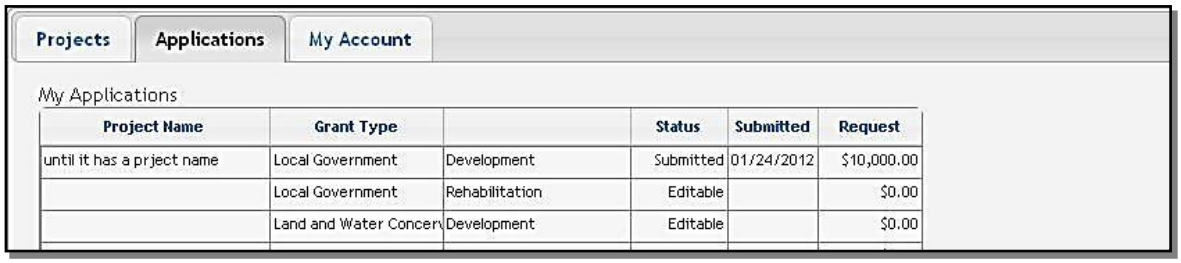
Tab	Question
Contact	Address 1
Contact	City
Contact	State
Contact	Zip Code
Contact	Contact Phone
Contact	Federal Tax ID
Project	Brief Project Description
Project	Site Name
Project	Site Acreage

Once all fields are complete and the application is submitted, a message will pop up stating that your application has been submitted to the OPRD grants division. You will also receive an e-mail from oprd.recgrants@state.or.us notifying you that it has been received.



☑ Step Four: Application Status

1. You may log on to http://oprdgrants.org/ at any point to check the status of the application. The application status will be one of three depending on where it is in the process.



Project Name	Grant Type		Status	Submitted	Request
until it has a prject name	Local Government	Development	Submitted	01/24/2012	$10,000.00
	Local Government	Rehabilitation	Editable		$0.00
	Land and Water Concer	Development	Editable		$0.00

2. The application will be in **Editable** status while it is still being completed by the applicant and prior to being submitted.

3. Once submitted, the application status will change to **Submitted**. Please check to make sure the application is in 'Submitted' status by the grant application deadline. If the application is not submitted by the deadline, it will be disqualified and will not be considered for funding.

4. Once submitted, OPRD staff will conduct a technical review of the application. If the application is complete and does not require further attention, the status will be changed to **Reviewed**. When the application is in 'Reviewed' status you will not need to do anything unless contacted by OPRD staff.

5. If the application requires updates or changes after staff technical review, you will be contacted via e-mail explaining what changes need to be made. The application status will be changed back from 'Submitted' to 'Editable' until the updates are reviewed by staff. Staff will work with the applicant until the application is acceptable. After all corrections are approved the status will then be changed to 'Reviewed' and you will not need to do anything further unless contacted by OPRD staff.

Application Tips & Troubleshooting:

- Complete as much information as possible in the **Project tab** before moving on to other parts of the application. The most important parts to complete in the 'Project' tab are the Project County, Grant Request, Match and Total Cost items.

- **Log out** of the site if you need to leave your computer for more than half an hour. The system may become unresponsive if you stop working on the application for long periods of time without logging out.

- **Be sure to click Save often** while working on the application. You should save your work after completing a couple of questions at a time. You should always save immediately after answering a long narrative question.

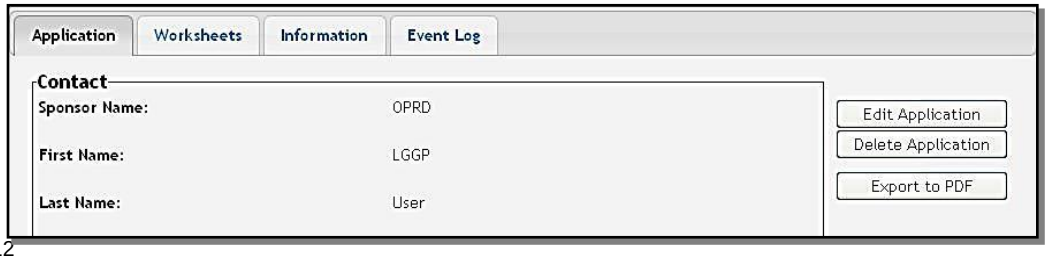
- If you are having problems with the application, check to make sure you are using a **browser** that meets the system requirements outlined on the first page of these instructions. Sometimes, simply changing browsers will fix a problem.

- If you are using an acceptable browser and are having problems, try clearing your web browser's cache. If you do not know how to do this, search your browser's help menu for **"clear cache"** or call OPRD Grant Program staff for assistance. After clearing your browser's cache, exit your browser completely before attempting to access the site again. You should periodically clear the cache to allow your browser to function more efficiently.

- **Have needed budgets and documents ready** when you log in to begin your application. The application isn't intended to be a place to work out your budget. This should already be figured out prior to entering it in the application.

- When preparing narrative answers, it is recommended that you **prepare, edit and save those answer in a Word document**. You then can **cut and paste** your answer into the application. Always save immediately after answering a question that you have put a great deal of time into completing. It is a good idea to double check that your narrative has actually been saved by leaving that tab and coming back to see if the answer is there.

- If you see a pop up message indicating there was a **saving problem**, it is likely that your answer did not save correctly. The best thing to do at that point would be to log out, log back in and try again. If you don't log out first, this could cause more saving problems with the rest of the questions on that tab.

- It is recommended that you **complete the application well before the application deadline date**. However, applications will be accepted up until midnight of the deadline date. No applications can be submitted after the deadline.

- **Save a PDF copy of your grant application for your records**. When you open your application you will be on the 'Application Tab'. Click on the **Export to PDF** button. This will allow you to save and print the application.