



# County Opportunity Grant Program Online Grant Application Instructions

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The following **instructions** are intended to help applicants navigate the County Opportunity Grant Program (COGP) online application process.

For information on answering actual application questions, please refer to the County Opportunity Grant Program (COGP) **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](http://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:** Some screen shots and photos within these instructions are just samples of what the application looks like. These shots are from a simulated application. What you see in the actual application may vary from what is depicted here.

## ☑ Step One: Accessing the Online Grant System

Go to: [www.oregon.gov/OPRD/GRANTS](http://www.oregon.gov/OPRD/GRANTS)

- ↳ Select Grant Programs
- ↳ Select County Opportunity Grant Program
- ↳ Select Manual and Forms
- ↳ Select Application

- OR -

Go directly to Grants Online at <http://oprgrants.org/>



## ☑ Step Two: Sign In or 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 Grant Program** 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.

- 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.
- Click the 'submit request' button.

 An account is only needed if you are applying or managing grants online.

**Grant System Account Request:**  
 Requests will be reviewed by Oregon State Parks and Recreation personnel.  
 You will be notified by email when your request is reviewed.

\* Indicates required field

Organization:  \*

Type of organization:  \*

First Name:  \*

Last Name:  \*

Address 1:

Address 2:

City:

State:

Zip:

Phone:

Fax:

Email:  \*

**What type of grants will you be applying for?**

Local Government

Land and Water Conservation Fund

Recreation Trails

All-terrain Vehicle

County Opportunity

Veterans and War Memorial

To prevent spam submissions, please confirm the following phrases:

basis,   

stop spam.  
read books.

- 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://oprtdgrants.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**.

**Grant System Login**  
This website serves as the central point for all grant applications as well as reporting of awarded grants. Qualified applicants can request an account through [this link](#).

**Username:**

**Password:**

[Forgot password?](#)

3. Select the **Grant Program** and **Grant Year**.
4. 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**.

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

**Grant Program: County Opportunity**

**Grant Year: 2017**  
Select the year the grant will be awarded.

Grant Program: Local Government      Grant Year: 2014

**Projects**   **Applications**   **My Account**

My Applications

Available Applications

Grant Type		Open Date	Close Date	Letter of Intent
Local Government	Rehabilitation	12/31/2013	01/31/2014	
Local Government	Development	12/31/2013	03/31/2014	

Page 1 of 1

**Available Applications**

6. 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 the time it is submitted.

Application Worksheets Information Event Log

This application has not had any data entered into the form yet.

**Edit Application**

Edit Application  
Delete Application

7. 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.

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.

Application Id: 27 - Local Government - Rehabilitation \* Response Required

Contact Project Finance Other Submit

\* Sponsor Name Oregon State Parks

\* First Name mm

\* Last Name scalise

\* Address 1

\* Address 2

\* City

\* State

\* Zip Code

\* Contact Phone

\* Contact Fax

\* Contact Email mmscalise@gmail.com

\* Federal Tax ID

8. The **Project tab** is where information about the proposed project is entered. See Section 1 of the Grants Manual for more information on answering these questions.

You will not need to enter dollar amounts for 'Funds Requested', 'Matching Funds', and 'Total Cost.' These amounts will auto-populate from the project budget.

Application Id: 25 - Local Government - Development \* Response Required

Contact **Project** Finance Other Attachments Submit

\* Project Name

\* Funds Requested

\* Matching Funds

\* Total Cost

\* Brief Project Description

\* Start Date

\* End Date

\* Percent of Grant

\* Percent of Match

\* Site Name

\* Site Acreage

\* Site Town - City

\* Site County

\* Site Description

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

\* USGS Quad

\* Township

\* Range

\* Section

\* Oregon Legislative District-H

\* State Representative Name

\* Oregon Legislative District-S

\* State Senator Name

\* Land Control

\* Project Use SCORP

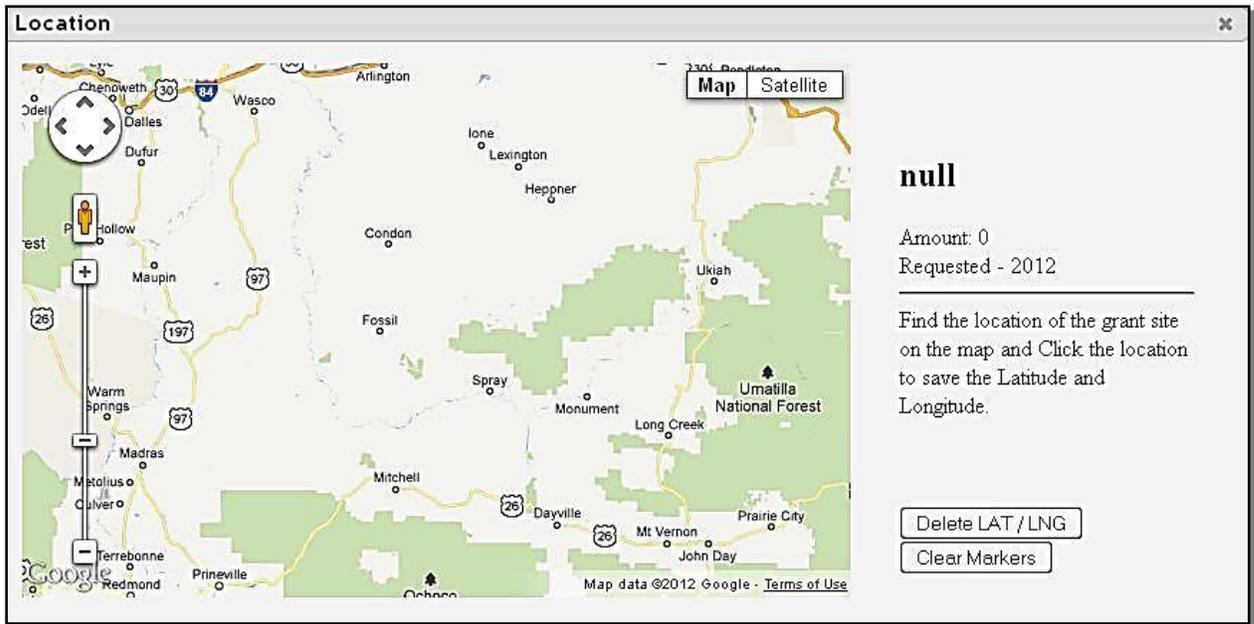
- Group Day-Use
- Sports Field
- Camping
- Trail
- Other

Latitude

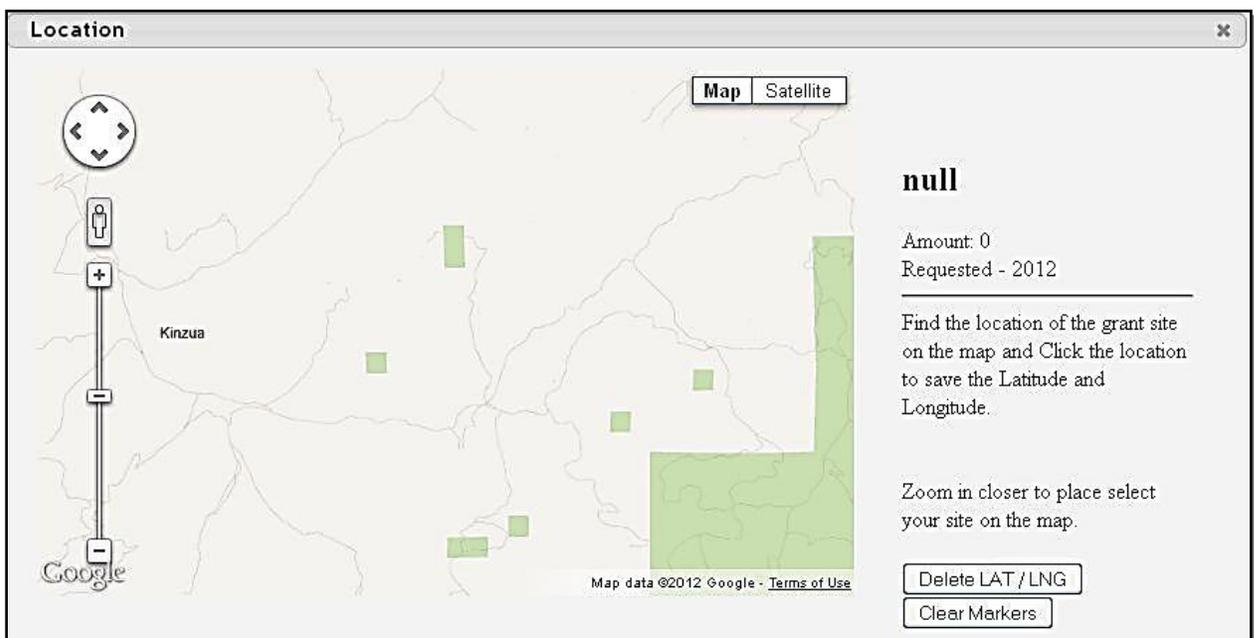
Longitude

## Latitude and Longitude:

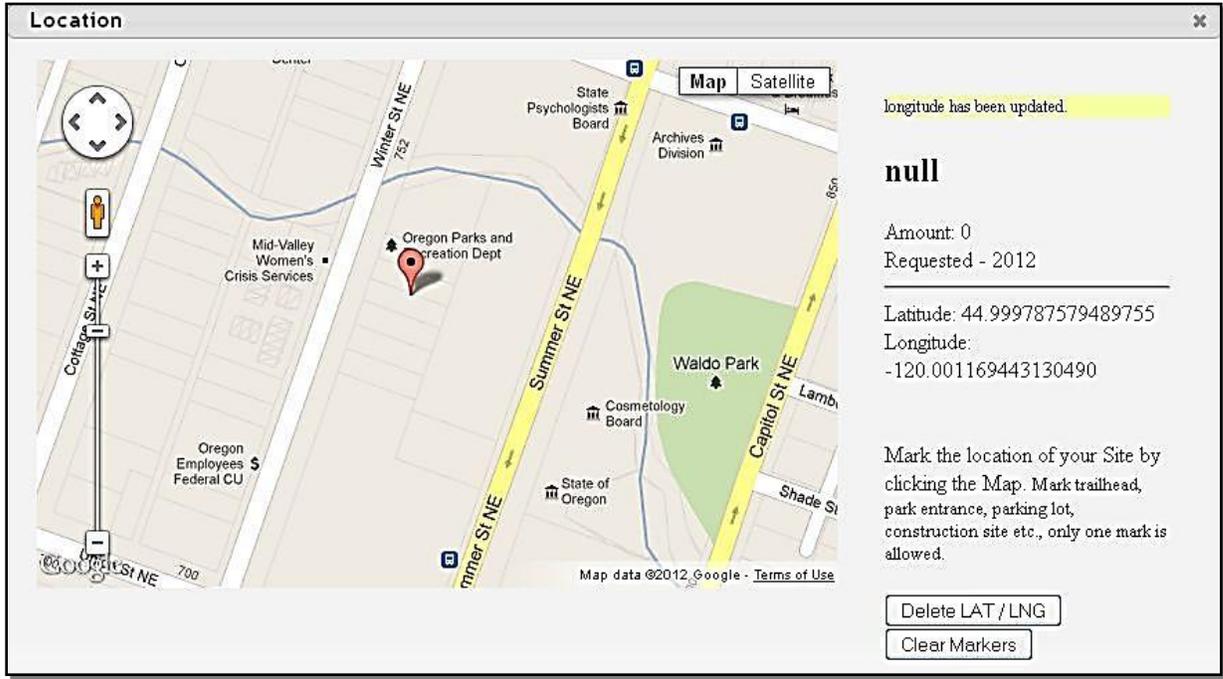
Identify the location of your project by clicking on the **Find Lat / Lng Location** button.



Pin-point the project location by zooming in very close, repeatedly clicking on the project location in order to select the project site. You can also use the slide bar on the left side of the map to zoom in closer.

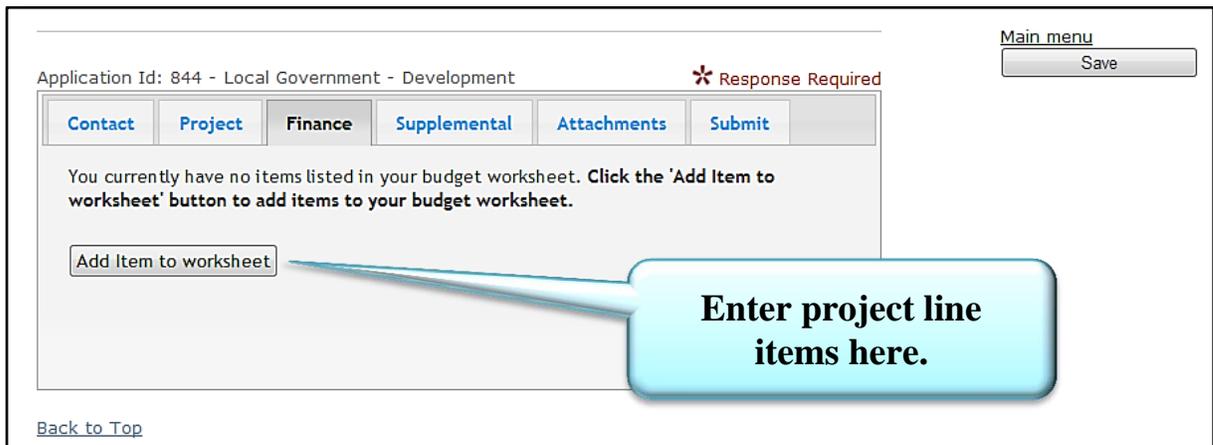


**Mark the location of your project site** by clicking the location on the map. If you are satisfied with the location of the pin, close the map by clicking the x at the top right of the 'Location' screen. This will save the project location on your application.



9. The **Finance / Worksheet tab** is where you will provide all funding and budget information for the project. 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.

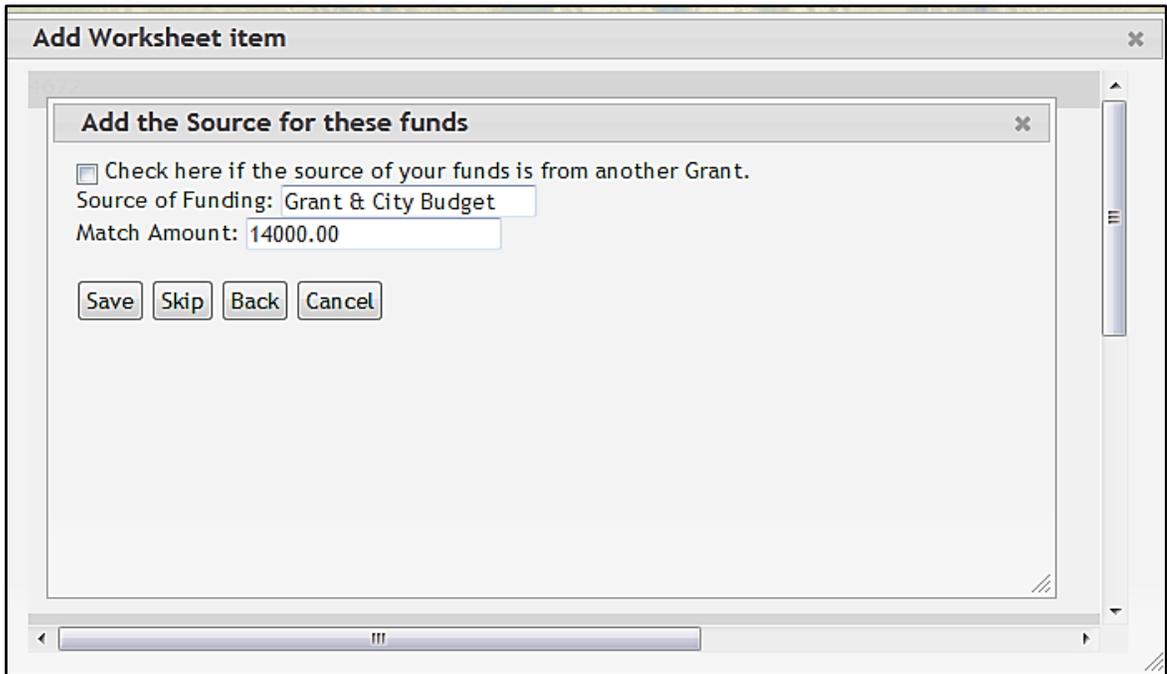


- a. Click the 'Add Item to Worksheet' button and enter all requested information until all project line items are entered.

 **Note:** "Contingency" as a line item is not permitted in the County Opportunity Grant program. Spread contingency throughout entire budget.

- b. In the **Source of Funds** window:

- i. Select if any of the funds for that line item are from **another grant**.
- ii. List the **Source** of Funds i.e. Grant, Agency Budget, SDC's, Materials from Inventory, Force Account Labor, etc.
- iii. Identify how much of that line item will be provided by **Match**, if any.



**Add Worksheet item**

**Add the Source for these funds**

Check here if the source of your funds is from another Grant.

Source of Funding: Grant & City Budget

Match Amount: 14000.00

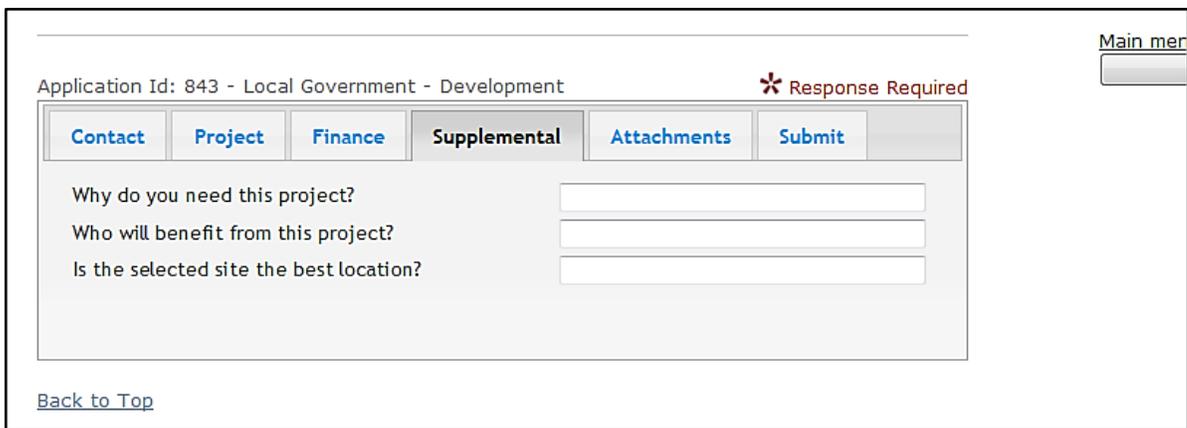
Save Skip Back Cancel

10. The **Supplemental 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:** Please limit answers to all questions to **400** words or less.

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



The screenshot displays a web application interface for a grant application. At the top, it shows 'Application Id: 843 - Local Government - Development' and a 'Response Required' indicator. Below this is a navigation menu with tabs for 'Contact', 'Project', 'Finance', 'Supplemental', 'Attachments', and 'Submit'. The 'Supplemental' tab is currently selected. Underneath the tabs, there are three narrative questions with corresponding text input boxes: 'Why do you need this project?', 'Who will benefit from this project?', and 'Is the selected site the best location?'. A 'Back to Top' link is visible at the bottom left of the form area.

11. 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 'Manual and Forms'

Application Id: 42 - Local Government - Development ✳ Response Required

**Contact** **Project** **Finance** **Other** **Attachments** **Submit**

I am sending my Attachments in the Mail

- 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

[Main menu](#)  
**Manual and Forms**  
[Application Manual](#)  
[Environmental Assessment](#)  
[OHV Safety and Law Enforcement quarterly report](#)  
[Bbls of Grapes](#)

**Manual and Required Forms**

- b. To begin **uploading documents** click the **‘Add Files’** button. Step by step instructions will appear at this point.

**Add Files** ✕

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**File Upload for Application 843**

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- 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.

Application Id: 35 - Local Government - Development \* Response Required

I am sending my Attachments in the Mail

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

**Currently Attached (click link to check file)**

- 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 WORD doc 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
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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.

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The following required attachments were not included:

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

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

12. 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.

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.

**Contact** **Project** **Finance** **Other** **Attachments** **Submit**

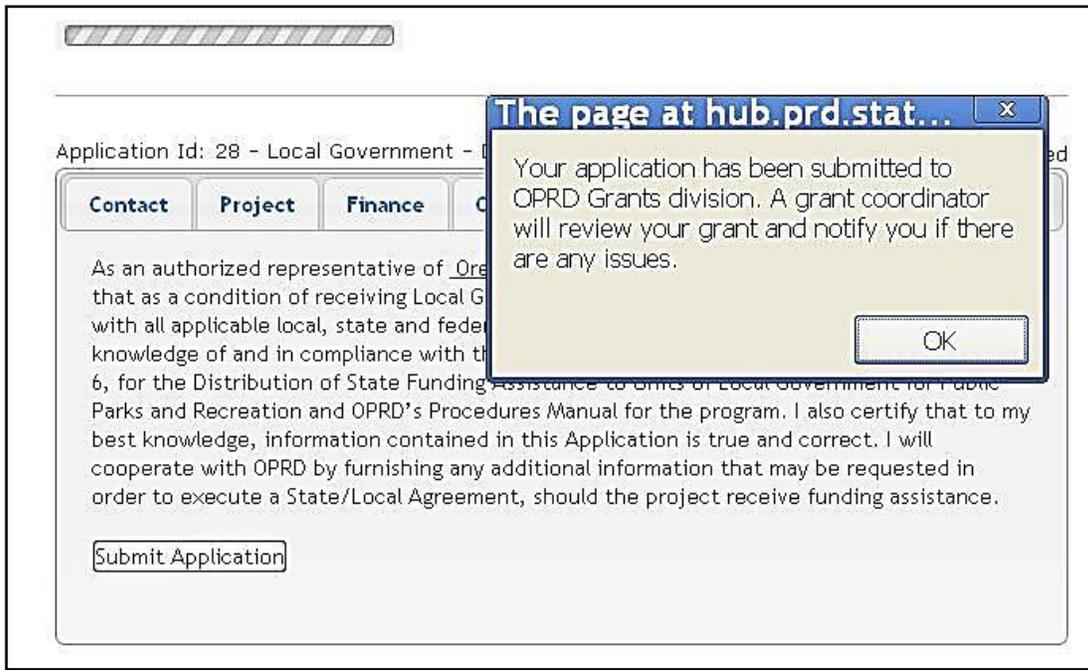
As an authorized representative of Oregon State Parks, I certify that the applicant agrees that as a condition of receiving Local Government Grant Program assistance, it will comply with all applicable local, state and federal laws. This application has been prepared with full knowledge of and in compliance 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.

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The following required fields were not filled in:

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 [opr.recgrants@state.or.us](mailto:opr.recgrants@state.or.us) notifying you that it has been received.



#### **Step Four: Application Status**

1. You may log on to <http://oprddgrants.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.

My Applications					
Project Name	Grant Type		Status	Submitted	Request
until it has a project name	Local Government	Development	Submitted	01/24/2012	\$10,000.00
	Local Government	Rehabilitation	Editable		\$0.00
	Land and Water Concern	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.
- **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. Internet Explorer does not support all the functions of the online application system.
- 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.



The screenshot shows a web application interface with four tabs: 'Application', 'Worksheets', 'Information', and 'Event Log'. The 'Application' tab is active. Below the tabs, there is a 'Contact' section with a table of information:

Contact	
Sponsor Name:	OPRD
First Name:	LGGP
Last Name:	User

To the right of the contact information, there are three buttons: 'Edit Application', 'Delete Application', and 'Export to PDF'. A blue callout bubble points to the 'Export to PDF' button.

**Create a  
.pdf**