

## Online Grant Application Instructions

In order to streamline the grant application process, the Local Government Grant Program has moved to an online grant application. This system has been designed to make the grant application more efficient. The instructions may not address every possible scenario that could occur however, you will get the information necessary to navigate the application process. These instructions are intended to assist with the online application process, for information on how to answer the questions see the grant manual. Please contact grant program staff for assistance if you have any questions.

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

1. Browser:
  - o [Firefox](#) version 7 or higher.
  - o [Safari](#) version 4 or higher.
  - o [Chrome](#) version 10 or higher.
  - o Internet Explorer version 8 or higher. (**WARNING:** Using Internet Explorer may lead to unsatisfying results. Not all application functionality is available in Internet Explorer. To create and manage Applications with a minimum amount of frustration, we suggest you use [Chrome](#), [Safari](#) or [Firefox](#) browsers. Click on one of these links to download the appropriate browser.)
2. JavaScript must be turned ON.
3. Popup blockers need exceptions for this site.
4. If you are not receiving emails from us, please check your spam filters, some filters are intercepting application generated email messages.

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.

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 cycle.

## Step One: Accessing the Online Grant System

1. Visit the Oregon Parks and Recreation: Grants Online site at <http://oprgrants.org/>
2. Qualified applicants can request an account through clicking on the link provided at the bottom of the page.
3. You will then be directed to the Grant System Account Request page.



It is recommended 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 be reviewed within 3 business days.

## Step Two: Request an Account

1. Enter your name, organization information and contact information. Only cities, counties, port districts, special districts, and metro service districts will be approved to apply to the Local Government Grant Program.
2. Check the Local Government box. You may also check any other grant type you will be applying for in the future if you wish.
3. At the bottom of the screen, enter the distorted words you see in the box, in order and separated by a space. Doing so helps prevent automated programs from abusing this program. If you are not sure what the words are, enter your best guess or click the 'reload' button next to the distorted words. Visually impaired users can click the audio button to hear a set of words that can be entered instead of the visual challenge. 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:

4. 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.

### Step Three: Applying for a Grant

Once you have set your password you may begin to apply for a grant.

1. Go to <http://oprdragrants.org/> 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 '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. Available applications for the 2012 Local Government Grant Program include Development, Acquisition, Rehabilitation, and, Acquisition & Development.
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 be available under 'My Applications' to edit or view.

Projects Applications My Account

My Applications

Project Name	Grant Type	Status	Submitted	Request

Available Applications

Grant Type		Open Date	Close Date	Letter of Intent
All-terrain Vehicle	Safety Education	11/01/2011	12/01/2011	Required
All-terrain Vehicle	Law Enforcement	10/18/2011	10/19/2011	Required
Local Government	Rehabilitation	01/02/2012	04/30/2012	
Local Government	Acquisition	01/16/2012	04/16/2012	
Local Government	Development	11/26/2011	04/13/2012	
Land and Water Conservation	Development	01/02/2012	04/15/2012	

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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 'Delete Application' if you choose not to submit the application. The application can be edited up until it is submitted.

Application Worksheets Information Event Log

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

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 of the page after completing responses. You should save often. You may log out and log back in when you

are ready to work on your application as desired. 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	<input type="text" value="Oregon State Parks"/>
* First Name	<input type="text" value="mm"/>
* Last Name	<input type="text" value="scalise"/>
* Address 1	<input type="text"/>
* Address 2	<input type="text"/>
* City	<input type="text"/>
* State	<input type="text"/>
* Zip Code	<input type="text"/>
* Contact Phone	<input type="text"/>
* Contact Fax	<input type="text"/>
* Contact Email	<input type="text" value="mmscalise@gmail.com"/>
* Federal Tax ID	<input type="text"/>

7. The 'Project' tab is where information about the 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 2 of the Grants Manual to

get detailed information on answering these questions.

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 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

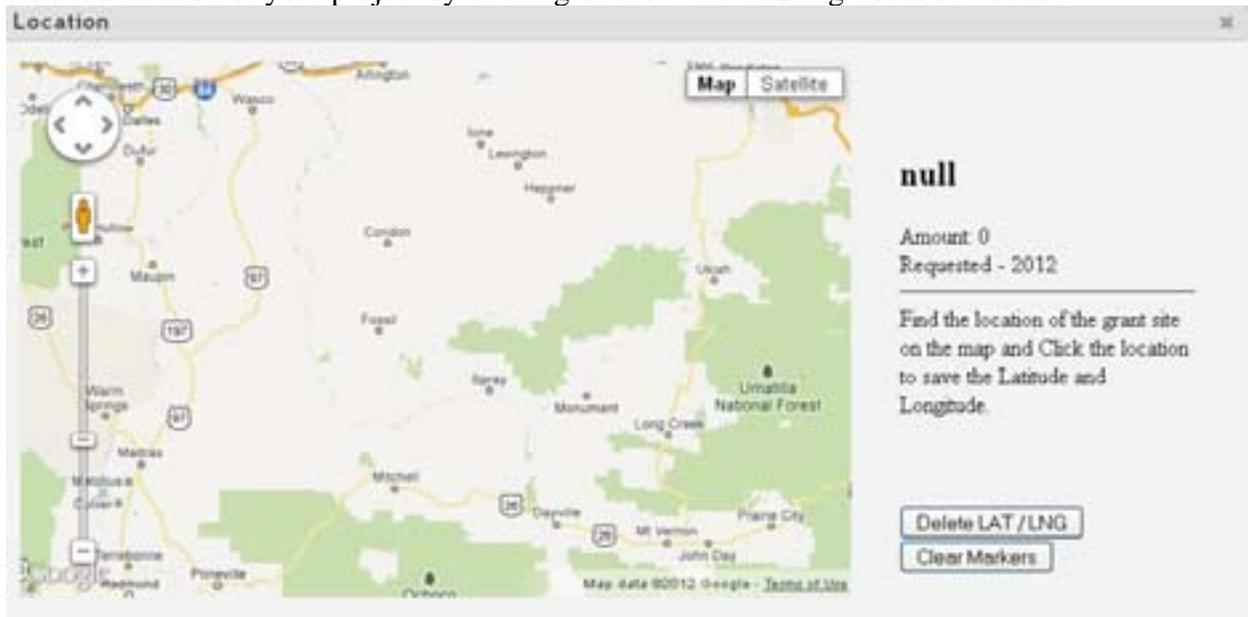
- Group Day-Use
- Sports Field
- Camping
- Trail
- Other

Latitude

Longitude

'Project Tab' - Latitude and Longitude:

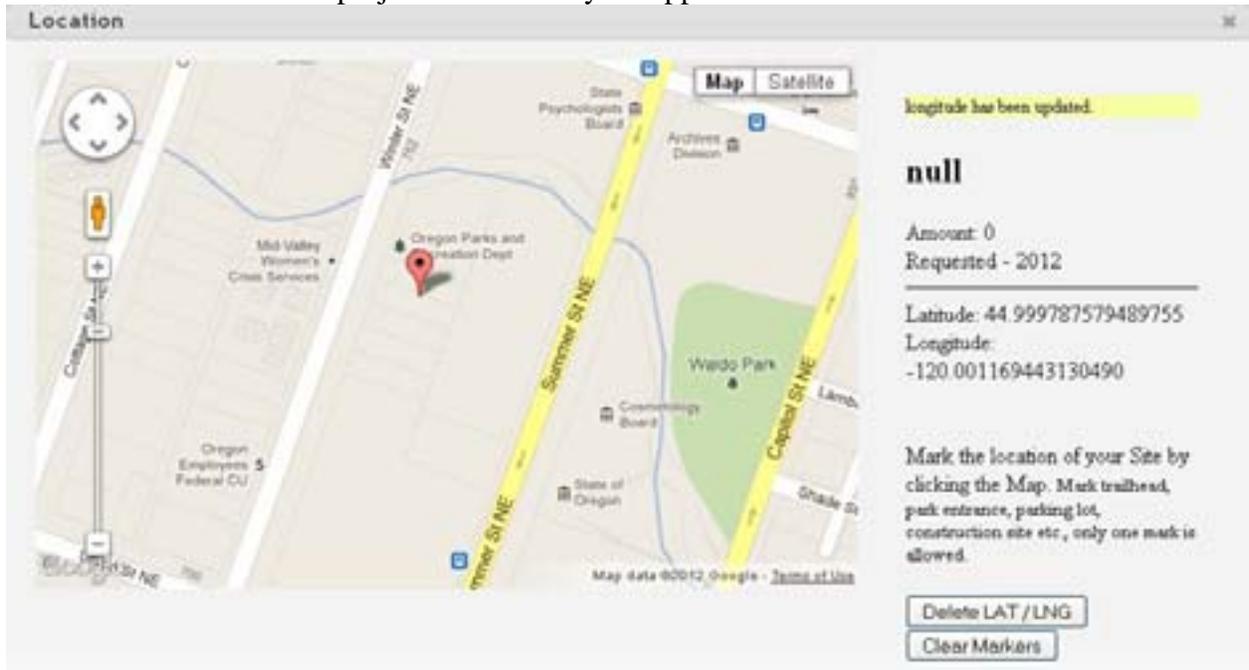
Find the location of your project by clicking on the 'Find Lat/Lng Location" button.



You will need to zoom in very close in order to select your project site. Use the 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.



- The 'Finance' tab is where you provide information about all aspects of project finance. How you will pay for the project is addressed on the 'Funding Sources Worksheet'. Project elements and cost information is to be provided on the 'Project Budget Worksheet' and other finance related questions are on the 'Other Funding Questions' section. Please see section 3 of the manual for more information regarding allowable costs under the grant program.

Please note: Before you begin this section you should already have a project budget established. It is recommended 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 finances established 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.

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

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

**Funding Sources Worksheet**

Add funding sources, donations or any matching items:

Add funding coming from other grants:

**Project Budget Worksheet**

**Other Funding Questions**

Description	<input type="text" value="Donated Labor"/>
Amount	<input type="text" value="\$1,000.00"/>
<input type="button" value="Submit"/>	

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

**Funding**

Name of Grant:

Type of Grant:

Agency:

Grant Status:

Amount of Grant:

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

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

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

Funding Sources Worksheet  
 Project Budget Worksheet

Add an item to your budget worksheet.

Other Funding Questions

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

Add Project Cost Item

Description	<input type="text" value="Picnic Tables"/>
Amount	<input type="text" value="\$2,000.00"/>

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

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

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

Funding Sources Worksheet  
 Project Budget Worksheet

• The Project tab has \$60,000.00 as Total Costs. The total on your Project Budget Worksheet is \$2,000.00. The Worksheet is short by \$58,000.00.

Other Funding Questions

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
<b>Total Project Cost:</b>	<b>\$200,000.00</b>

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
<b>Total Match for Sponsor:</b>	<b>\$100,000.00</b>
<b>Grant Funds Requested:</b>	<b>\$100,000.00</b>
	<b>Total: \$200,000.00</b>

d. 'Other Funding Questions' will include finance related questions about the project.

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

Contact	Project	<b>Finance</b>	Other	Attachments	Submit
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- + Funding Sources Worksheet
- + Project Budget Worksheet
- + Other Funding Questions

\* Are the combined costs for administration, land use permits, design and engineering,  pre-agreement planning 15% or less of your total project costs?

9. The "Other" 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.

Contact	Project	Finance	<b>Other</b>	Attachments	Submit
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\* 1. Describe all the elements of the project and the need for assistance, project objectives, facilities to be constructed, existing facilities which are to be renovated, removed or demolished.

\* 1a. Describe how the project relates to current and future public recreation needs.

10. The 'Attachments' tab is where you will upload required supporting 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, PDF, etc. Once you have your documents saved to a location of your choice, you may begin to upload documents.

Note: There will be some documents that will be provided to you under the 'Main Menu' that you will be available to you to download. You then upload the forms when completed.

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

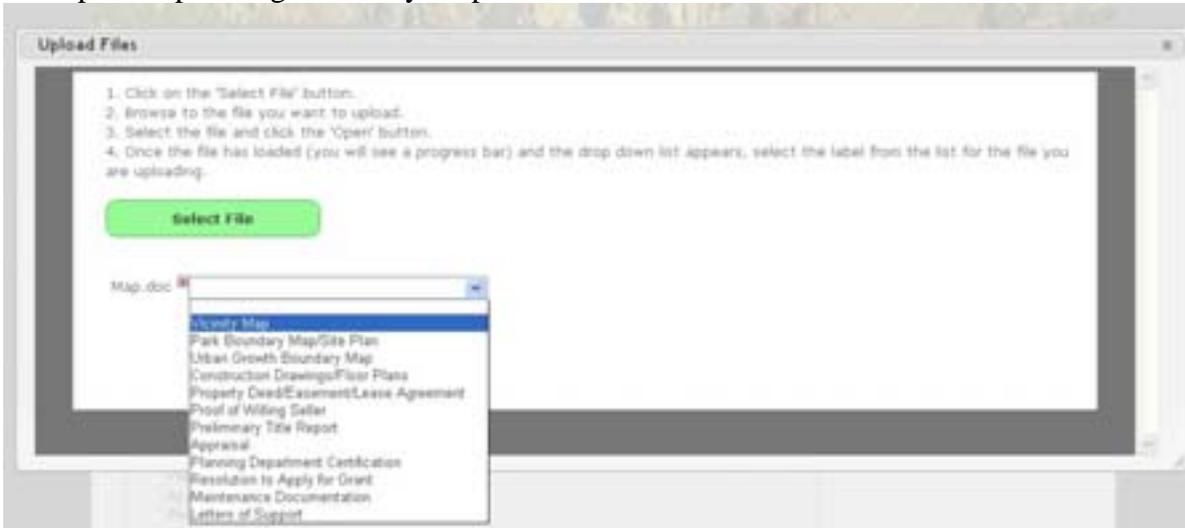
I am sending my Attachments in the Mail

- 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

- 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 the checked off the list. If you wish to check the document to assure it is correct, click the link to the attachment.

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

Contact Project Finance Other **Attachments** Submit

I am sending my Attachments in the Mail

Add Attachments

- 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)**

Map020038.doc Delete Attachment

d. Some attachments on the list are forms that you must download and complete prior to uploading. These items are provided on the right hand side of the application under ‘Manuals 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

[Manual and Forms](#)  
[Application Manual](#)  
[Environmental Assessment](#)  
[City Safety and Law Enforcement quarterly report](#)  
[Bids of Grades](#)

- e. If you would like to upload an attachment that is not specifically defined on the list, assign the “Other” attachments label to upload your documents. If you do NOT have “Other” attachments. Download the “Other – Blank Form”. Follow the instructions on that form.
- f. 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 no later than April 6, 2012. It is preferred that attachments are uploaded rather than mailed if you have the capability to do so.
- g. 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 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 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 a complete application. Keep in mind, most attachments are mandatory, so an explanation letter will not suffice in meeting the grant application requirements.

[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.

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 statement. If you agree with the statement click the 'Submit Application' button.

[Contact](#)
[Project](#)
[Finance](#)
[Other](#)
[Attachments](#)
[Submit](#)

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If you submit an incomplete application, you will receive message letting you know what 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.

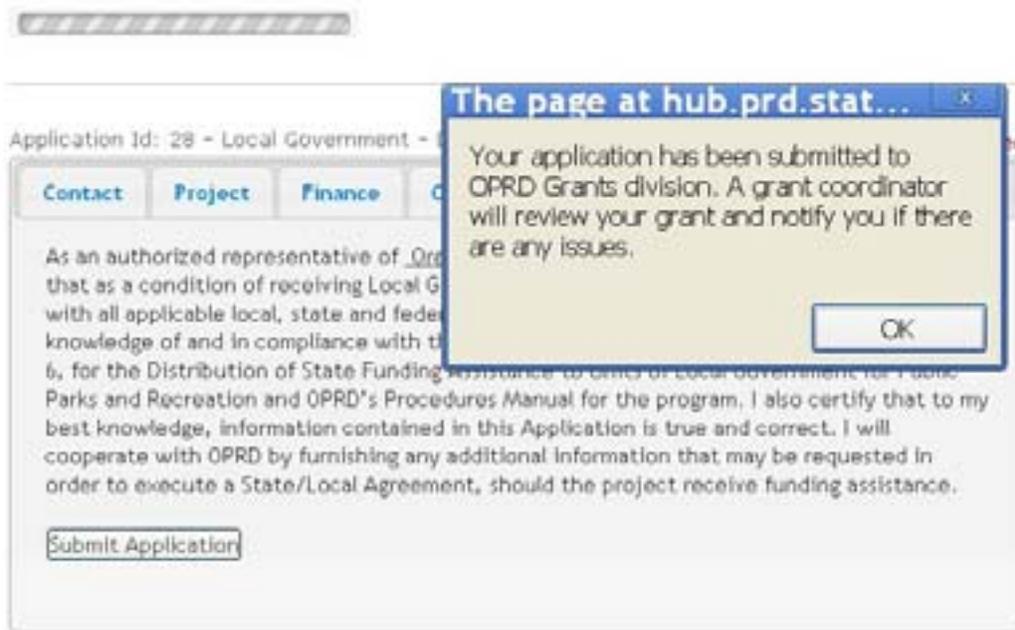
[Contact](#) | [Project](#) | [Finance](#) | [Other](#) | [Attachments](#) | [Submit](#)

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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://oprdragrants.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 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 it being submitted.
3. Once submitted the application status will change to 'Submitted'. Please check to make sure the application is in 'Submitted' status the by grant application deadline. If the application is not submitted by the deadline, it will be disqualified and not be considered for funding.
4. After 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 from 'Submitted' to 'Reviewed'. When the application is in 'Reviewed' status you will not need to do anything unless contacted by OPRD staff. If you have a large grant request (over \$75,000) you will be contacted by staff to schedule a presentation for the Local Government Grant Committee. If you have a small grant request you will be contacted after all applications are evaluated and ranked.
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 corrected. After all corrections are approved the status will then change to 'Reviewed' and you will need to do nothing further unless contacted by OPRD staff.

## **Application Tips & Troubleshooting:**

- Complete as much information in the 'Project' tab as possible before moving on to other parts of the application. The most important parts to complete in the 'Project' tab first are the Project County, Grant Request, Match and Total 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. If you are working on a tab with many questions, you shouldn't work on more than a couple of questions at a time before saving your answers. 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.
- 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 budgets and documents you will need 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 when you go to enter it in the application.
- If you are working on a narrative answer that will take a lot of time and editing, you should prepare and save that 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 saved by leaving that tab and coming back to see if the answer is there.
- If you see a message pop up that indicates there was a problem saving, likely your answer did not save. The best thing to do at this point would be to log out, log back in and try again. If you don't log first, this could cause more saving problems with rest of the questions on that tab.
- Complete the application well before the deadline date of April 6<sup>th</sup>. However, applications will be accepted until the date changes to April 7<sup>th</sup>. No applications can be submitted after April 6<sup>th</sup>.
- Keep in mind, the 2012 LGGP grant cycle is the launch of the online grant application. Please be patient with OPRD staff as we work with you on the new system. Do not hesitate to contact staff with questions.
- Save a PDF of your grant application for your records. When you open your application you will be on the 'Application Tab', you can click on the 'Export PDF' button. You can save the application at this point and print it if you want.

Application Worksheets Information Event Log

**Contact**

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

Edit Application  
Delete Application  
Export to PDF