CERTIFIED LOCAL GOVERNMENT GRANT

ONLINE GRANT APPLICATION INSTRUCTIONS

STATE HISTORIC PRESERVATION OFFICE, OREGON HERITAGE

The CLG Program has 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 sample form of the old application. Please contact Kuri Gill (Kuri.Gill@oregon.gov or 503-986-0685) for assistance.

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

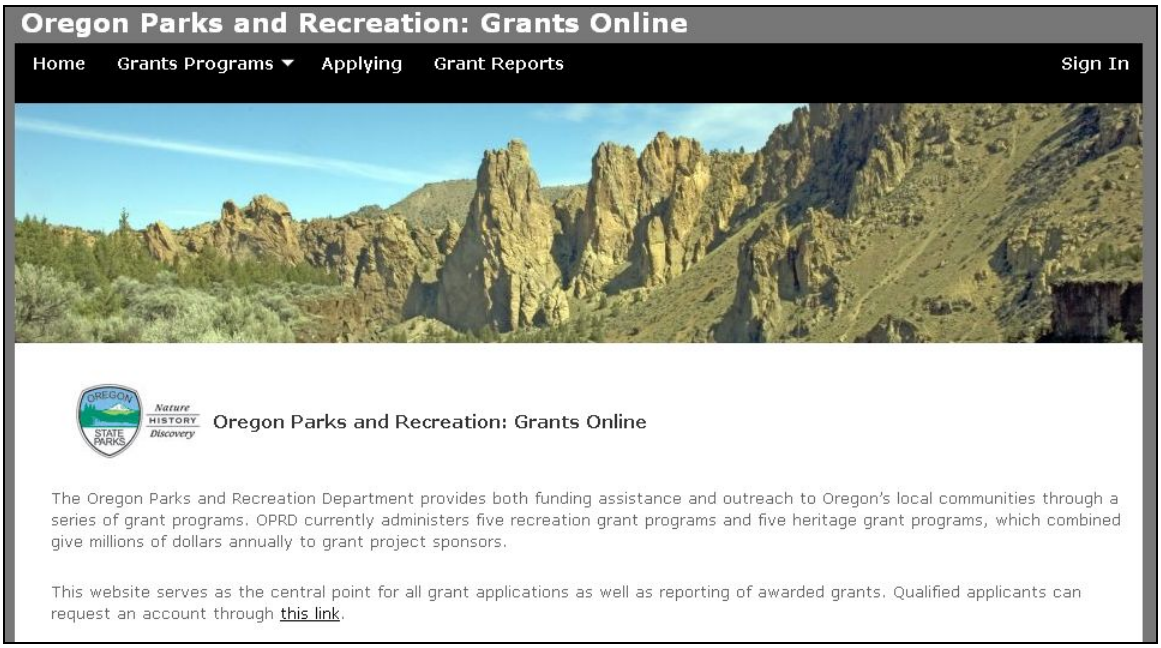
1. Browser:
    - Firefox version 17 or higher.
    - Safari version 7 or higher.
    - Chrome latest version.
    - Internet Explorer version 9 or higher. (WARNING: Using Internet Explorer may lead to unsatisfying results. Not all application functionality is available in Internet Explorer. To create 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 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://oprdgrants.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.

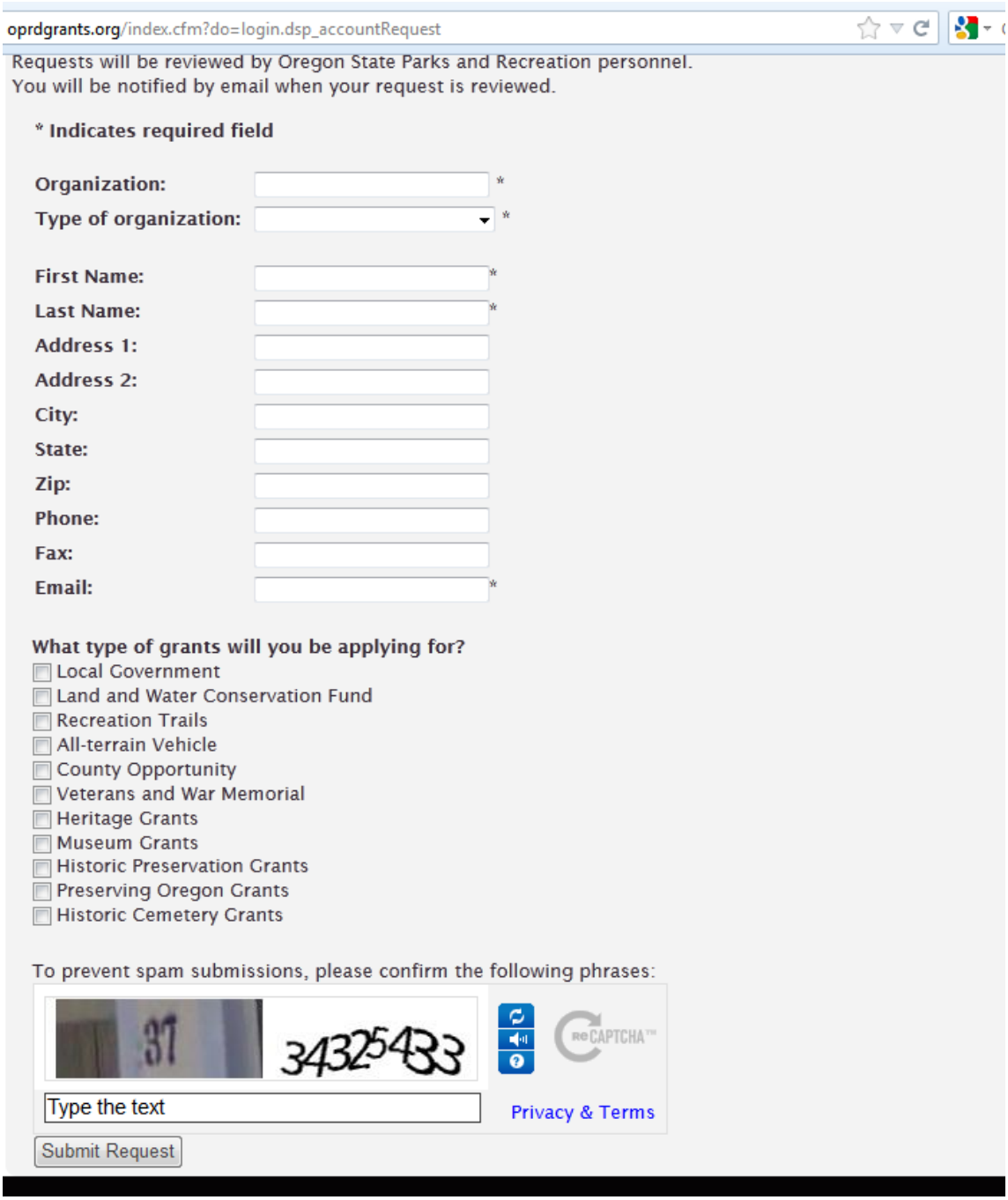


It is recommended you request an account as soon as possible. Do not wait until the last minute to request an account or to begin filling out the application. Grant staff must review and approve your account request before you can access the online application. Requests will be reviewed within 3 business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

Step Two: Request an Account

1. Enter your name, organization information and contact information. Only certified local governments will be approved to apply to the CLG Grant Program.
2. Check the Historic Preservation Grants 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.

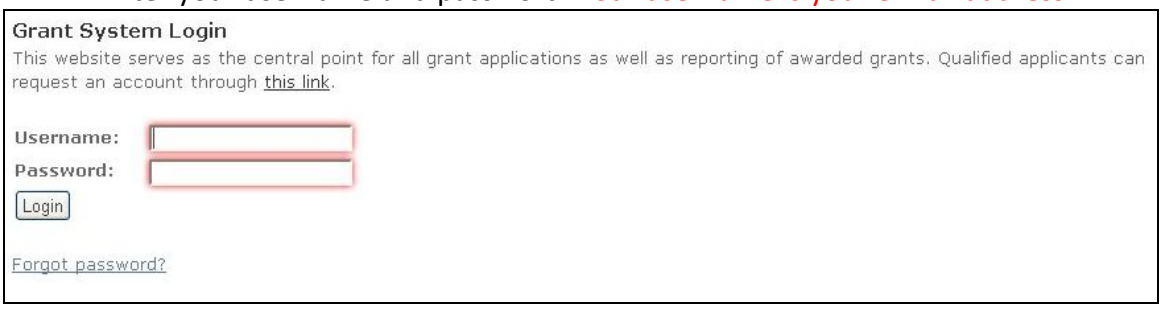


4. You will receive a confirmation e-mail from OPRD RecGrants once your request has been processed. If you are approved for an account, this e-mail will include a link which will direct you to set your password. When you click the link, a box will pop-up to enter your password. You have 24 hours from the time the email was sent to complete this, notify the grants coordinator if you have missed that time frame.

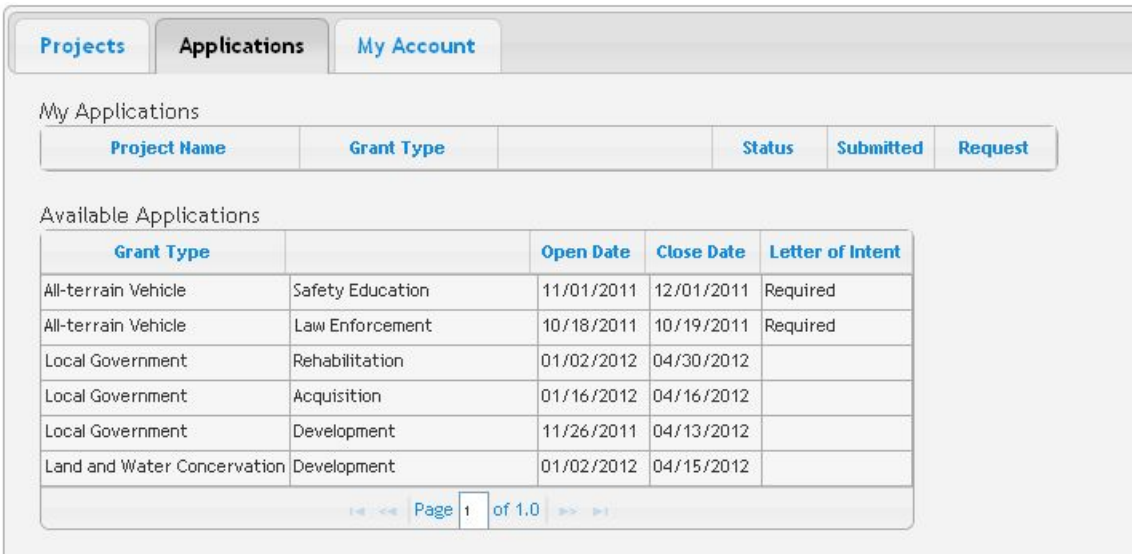
Step Three: Applying for a Grant

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

1. Go to http://oprdgrants.org/ and click 'sign in'. This is on the upper right corner.
2. Enter your username and password. Your username is your e-mail address.

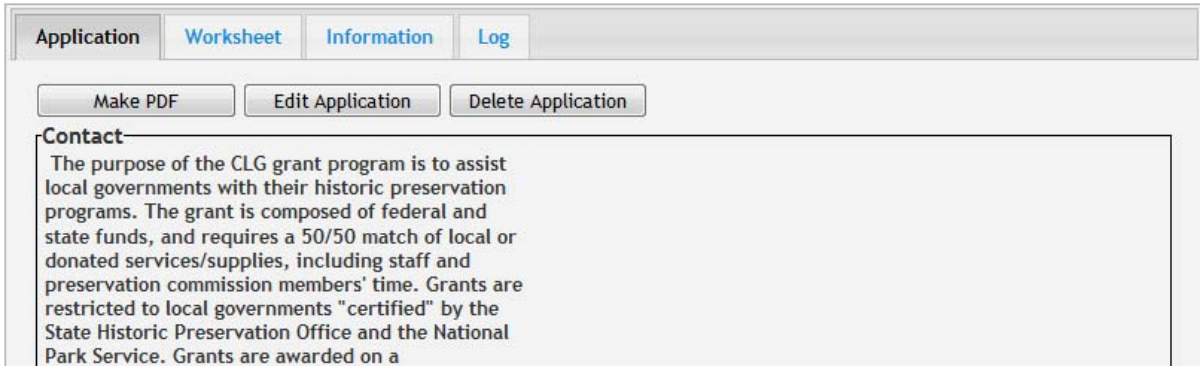


3. Select the 'Applications' tab. There may be several applications available through different OPRD grant programs, so be sure to select the correct grant type and project type that applies to your project. Select Historic Preservation Grants for the Grant Program field and 2016 for the Grant Year field.
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.

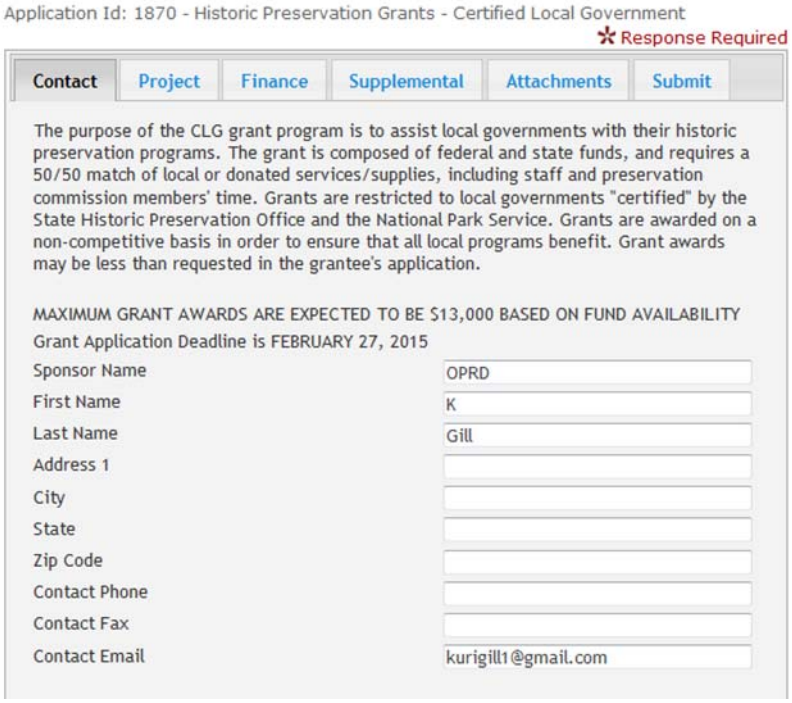


5. Click on the 'Edit Application' button. This button will appear each time you log on until you have submitted the application. You would only 'Delete Application' if you choose not to

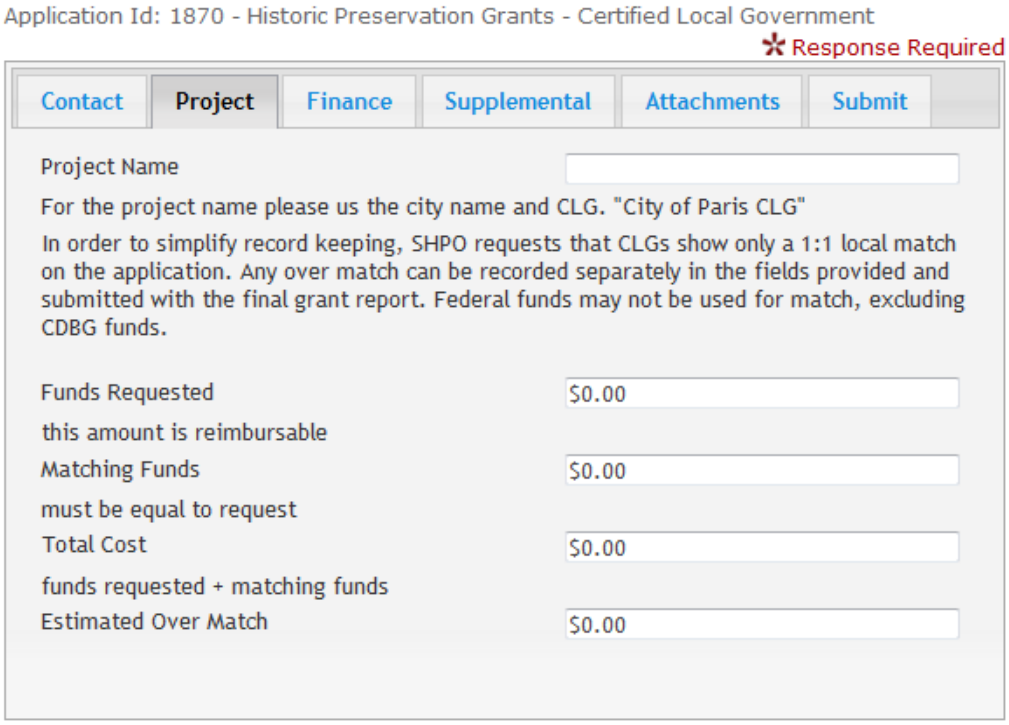
submit the application. The application can be edited up until it is submitted.



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.



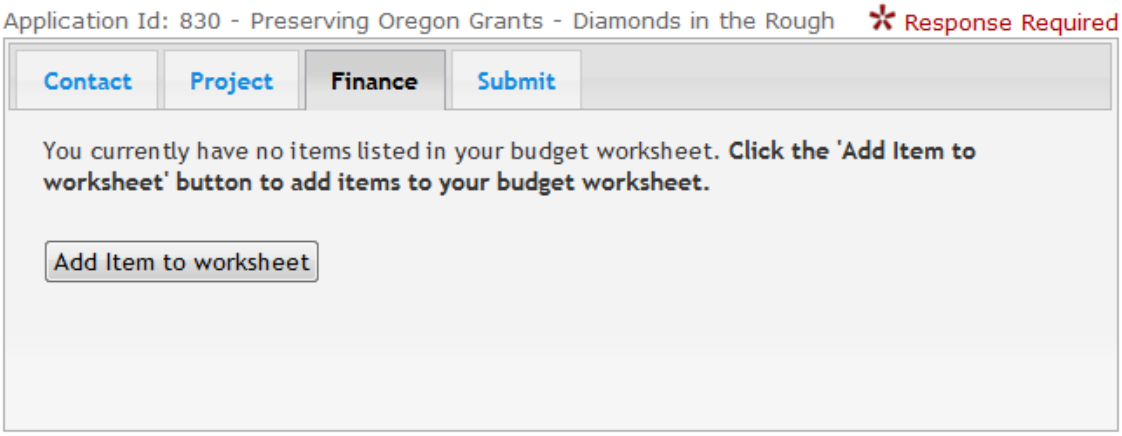
7. The 'Project' tab is where information about the project is entered. Project Name should be the city or county and CLG (ex. City of Paris CLG) Keep in mind that the 'Funds Requested', 'Matching Funds', and 'Total Cost' amounts need to match the amounts that you will enter in the 'Finance' tab. 'Funds requested' and 'matching funds' must be equal. Enter 'over match' amount in the over match field.



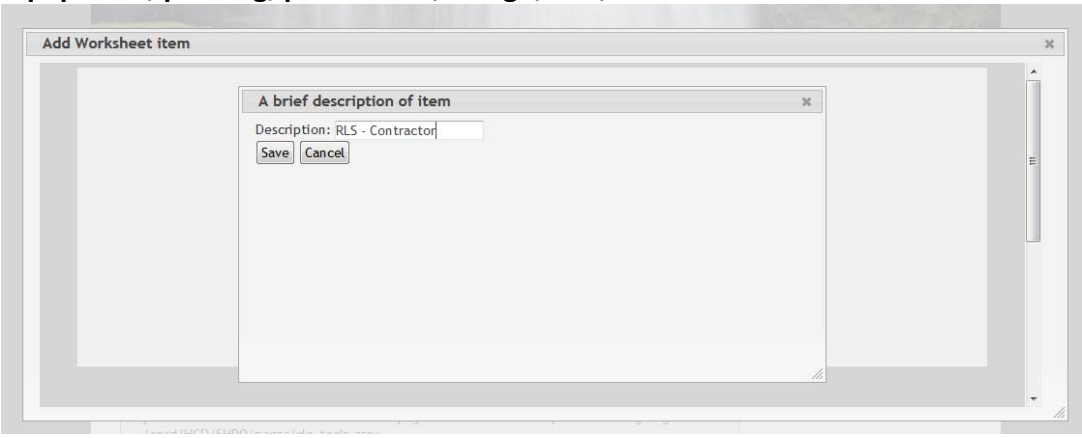
Click 'save' after you are done entering responses.

8. The 'Finance' tab is where you provide summary information about finance of all project categories. Match amount for each project category is addressed on the 'Funding Sources Worksheet'. Project category and total cost information is to be provided on the 'Project Budget Worksheet' and other finance related questions are on the 'Other Funding Questions' section.

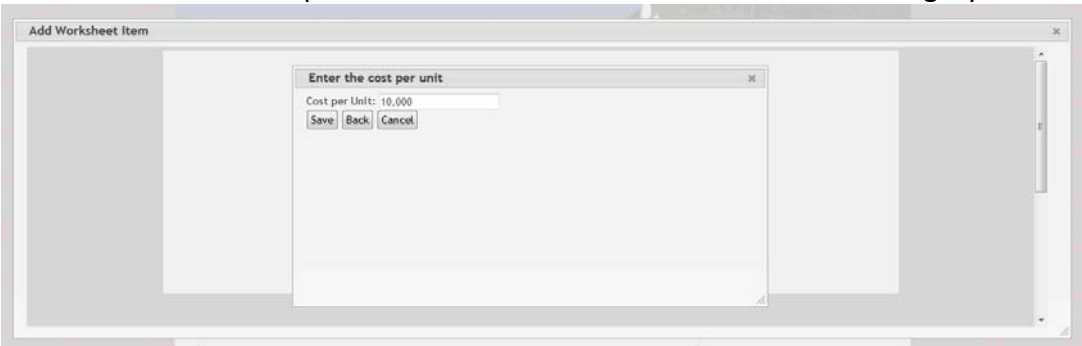
Please note: Before you begin this section you should already have a project budget established. It is recommended you work from a budget you have created from collecting information including cost estimates, quotes, and other research. You may want to have a spreadsheet or other document with your finances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



a. Click ‘Add Item to Worksheet’ button to enter items into the form.
b. The first screen will request the item name. **Use categories: contractor/consultant; volunteer time; employee; travel; materials & equipment; printing, publication, design, etc.; other**.

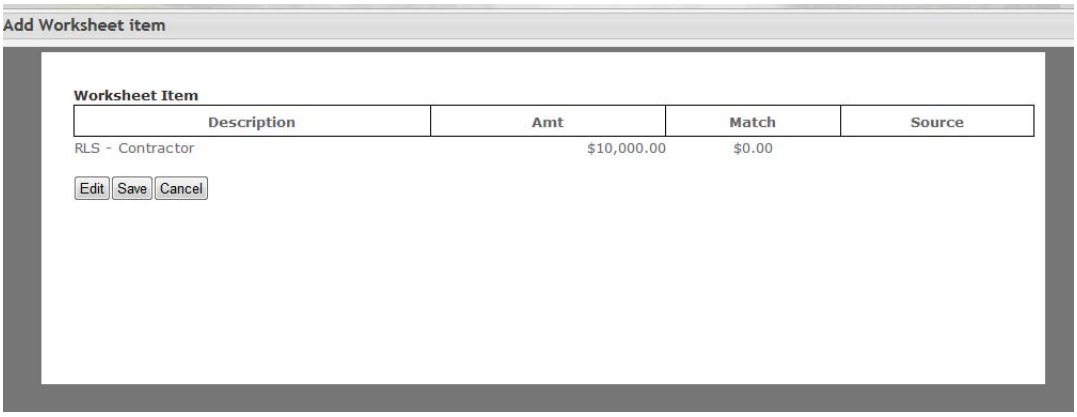


c. The next screen will request the value. Enter the total value of the category.

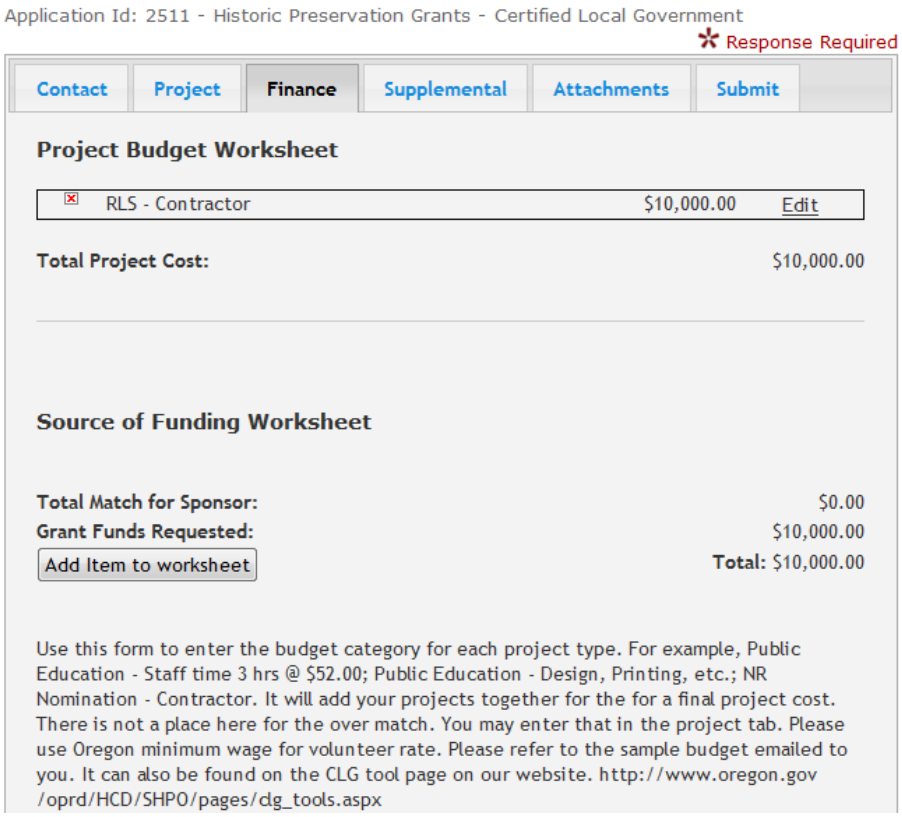


d. The next screen will allow you to mark the item as match. We recommend entering all expenses first and then entering the match items. To continue enter expense items click the ‘skip’ button.

e. The next screen will show what you have entered. If you need the change it, click the ‘edit’ button and go through the process again making changes. If it is OK, then click the ‘save’ button.



f. The next screen will show you the form as completed so far.



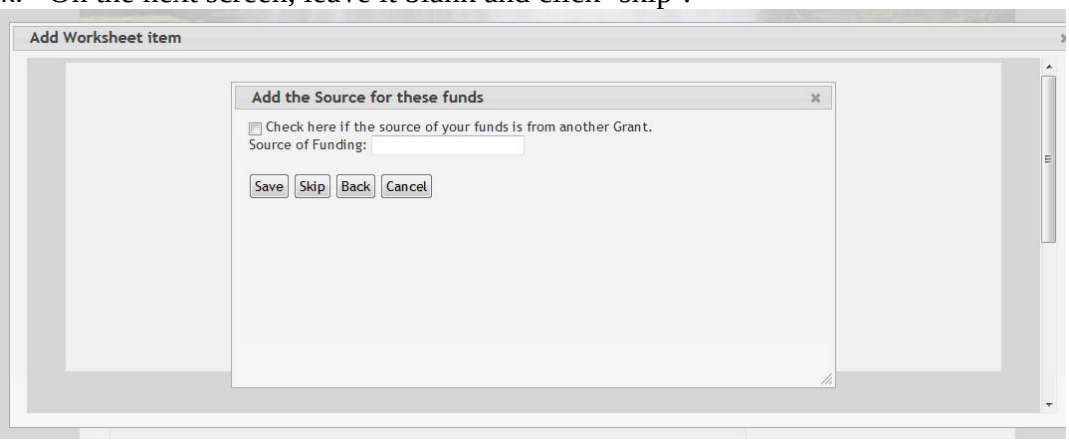
g. Continue adding items to the expenses. You may need to scroll down to see the 'Add item to worksheet' button.

h. To enter the match amount. Continue the process as before. Click 'Add item to worksheet' button. Enter the brief description of item and click 'save'. Here enter the total for each match category.
    i. Staff time - enter staff time match for all project categories at the match question select the match box.
    ii. Volunteer time – enter all volunteer time for all categories, this value should match the volunteer time total value in the expenses.
    iii. Organizational Cash – enter total cash match for all projects.

i. Enter the amount for the category and click 'save'.

j. On the next screen check the box that this is match and click 'save'.

k. On the next screen, leave it blank and click ‘skip’.



l. When you skip you will see the entry and have to opportunity to edit as before. When you save that you will see the entire budget form.

m. To enter a grant funded match follow the instructions for the other match categories. Select the box the notes it is a grant sourced match. A new window will open to enter grant information. Please use this if you have applied for a grant or intend to do so.

n. When you have entered all the expense and all of the match items, review the complete form. Use the edit option if you need to make any changes.

o. The totals on the form must match the amounts entered at the beginning of the application on the ‘Project’ tab.

Note: When you submit, if the totals on the project tab and totals on the finances tab don’t match you will get a notification.

Worksheet Sample – Complete Project Budget and Source of Funding

Application Id: 2510 - Historic Preservation Grants - Certified Local Government

* Response Required

Contact | Project | Finance | Supplemental | Attachments | Submit

Project Budget Worksheet

RLS - Contractor	$3,000.00	Edit
RLS - Staff 10hr/50	$500.00	Edit
RLS - Materials & Supplies	$100.00	Edit
Public Ed - Staff 20hr/$50	$1,000.00	Edit
Public Ed - Design, printing, etc.	$1,000.00	Edit
Public Ed - Volunteer 110hr/$9.25	$1,000.00	Edit
Other -Travel	$500.00	Edit
Other - registration	$500.00	Edit
Other - Staff 20hr/$50	$1,000.00	Edit
Development - Contractor	$3,000.00	Edit
Development - Staff 4hr/$50	$200.00	Edit
Grant Administration - Staff time 5hr/$20 & 4 hr/$50	$300.00	Edit
NR Nomination - Staff 50hr/$50	$2,500.00	Edit
NR Nomination - Contractor	$9,000.00	Edit
NR Nomination - Materials & Supplies	$400.00	Edit

Total Project Cost: $24,000.00

Source of Funding Worksheet

Staff - 106hr/$50:	$5,300.00	Edit
Staff - 5hr/$20:	$100.00	Edit
Volunteer time - 110hr/$9.25:	$1,000.00	Edit
Contractor:	$5,100.00	Edit
Materials & Supplies:	$500.00	Edit

Total Match for Sponsor: $12,000.00

Grant Funds Requested: $12,000.00

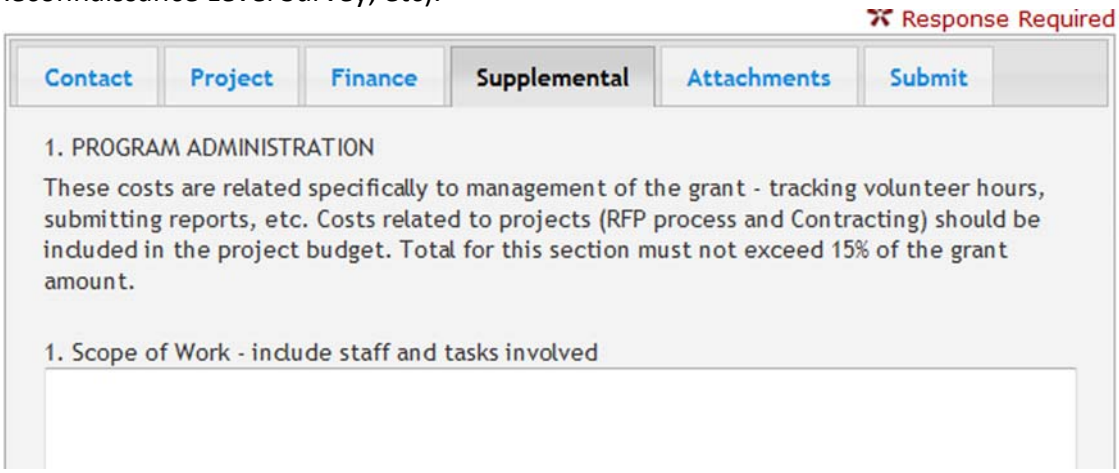
Add Item to worksheet

Total: $24,000.00

Use this form to enter the budget category for each project type. For example, Public Education - Staff time 3 hrs @ $52.00; Public Education - Design, Printing, etc.; NR

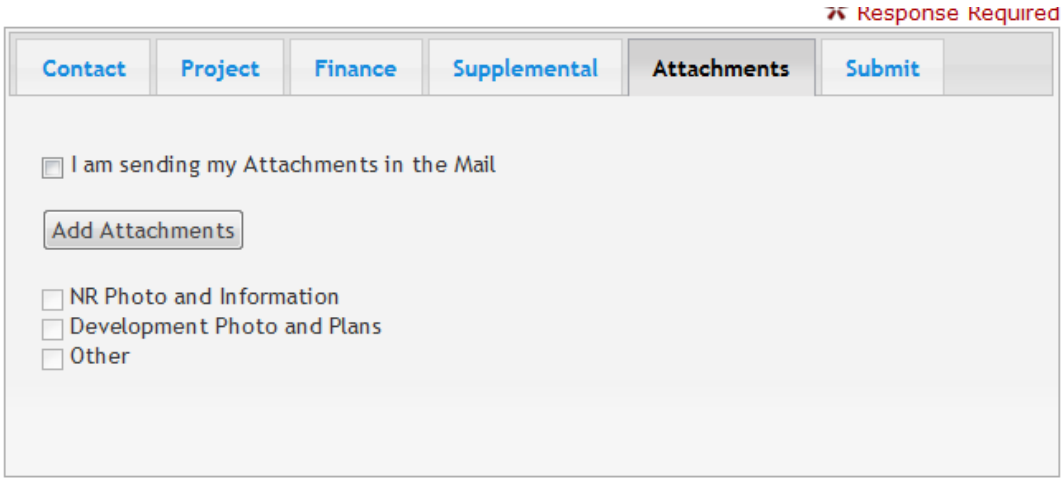
p. ‘Other Funding Questions’ is additional information and there are no other questions.

9. The “Supplemental” tab is where a majority of questions in the application are located. This is the area broken out into the project categories (National Register Nomination, Reconnaissance Level Survey, etc).

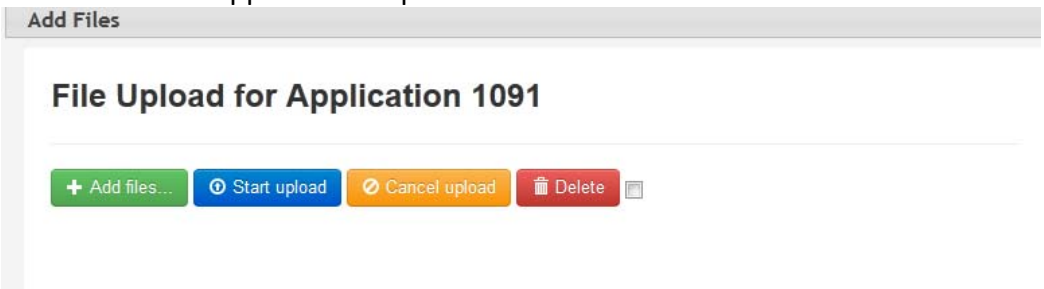


10. The ‘Attachments’ tab is where you will upload required supporting documents. The required documents are listed in this tab and also described in Section 2 of the Grants Manual. Instructions for attachments are as follows:

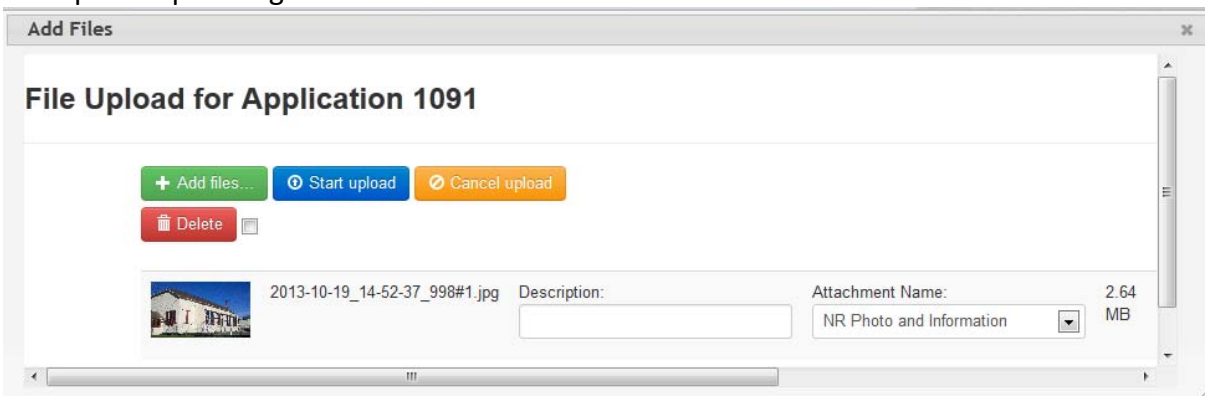
    a. After reviewing the list of required attachments, make the items you wish to upload available in a file accessible on your computer. If you need to scan items and save them to a file, do so. Uploaded attachments can be photos, Word documents, spreadsheets, PDF, etc. Please make photos individual files, don’t load them into a word or PDF document. Once you have your documents saved to a location of your choice, you may begin to upload documents.



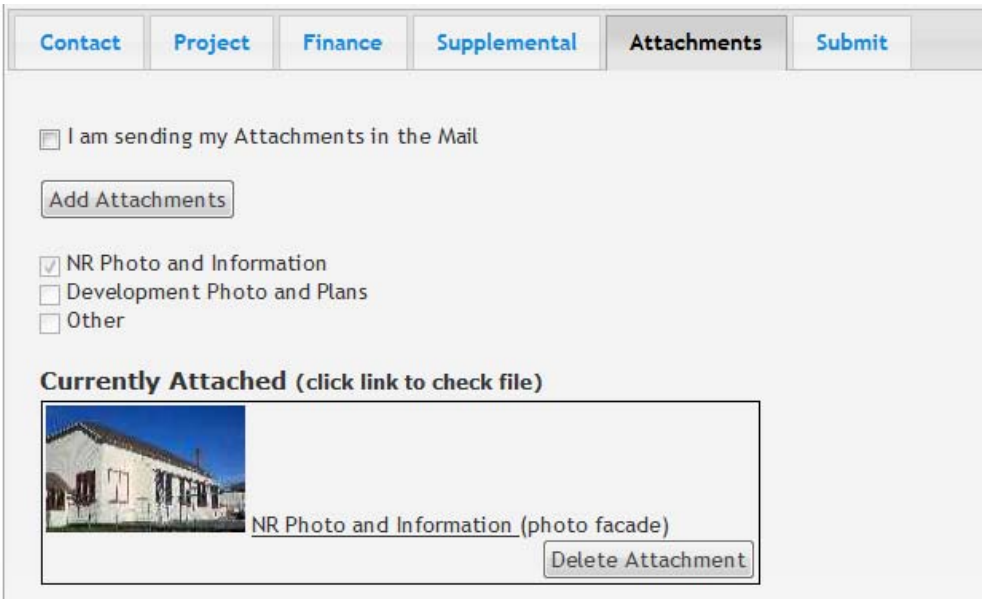
b. To begin uploading documents click the 'Add Attachments' button. Step by step instructions will appear at this point.



Example of uploading an NR Photo



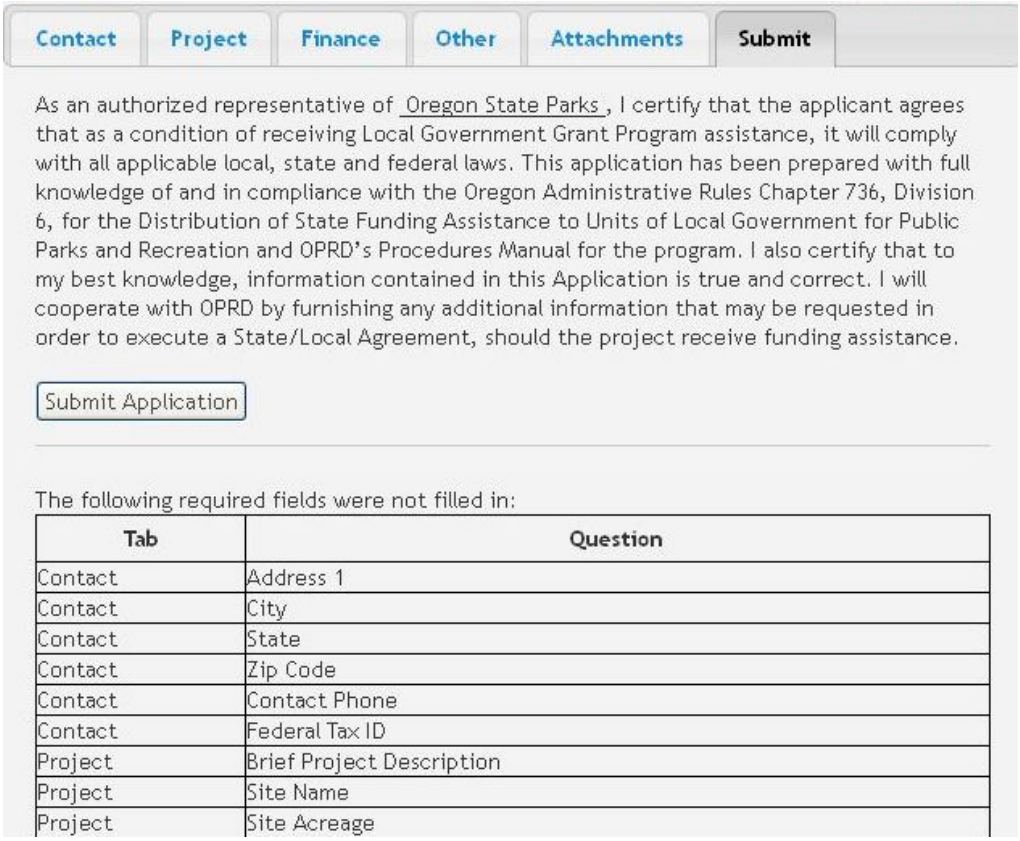
c. Once the selected file is uploaded it will appear next to a drop down menu of required attachments. Select the required attachment title that should be associated with your document and type in a description. Click the blue start upload button. Your file will appear in a list, you may need to refresh the page or move to another page and back to see it. If you wish to check the document to assure it is correct, click the link to the attachment.



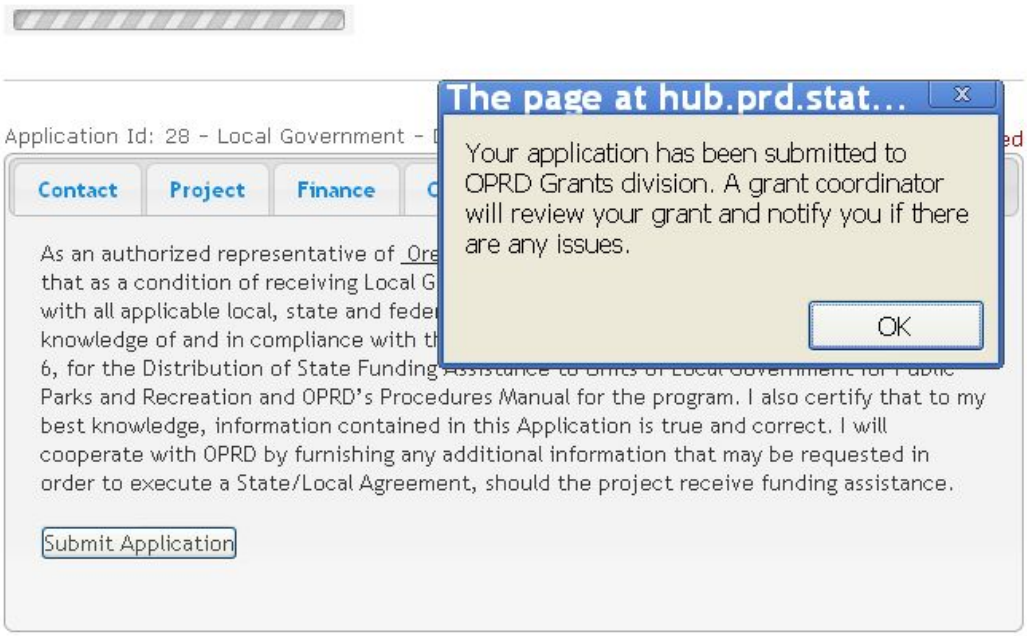
d. If you would like to upload an attachment that is not specifically defined on the list, assign the “Other” attachments label to upload your documents. If you do NOT have “Other” attachments or you are NOT completing an NR nomination or a development project, upload a document that says “NA” or “No Attachments”
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. Mailed attachments must arrive in Salem no later than February . It is preferred that attachments are uploaded 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 document with “NA” or “Do Document” on it. If you are doing a National Register nomination or a development project those materials are required.

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.

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.

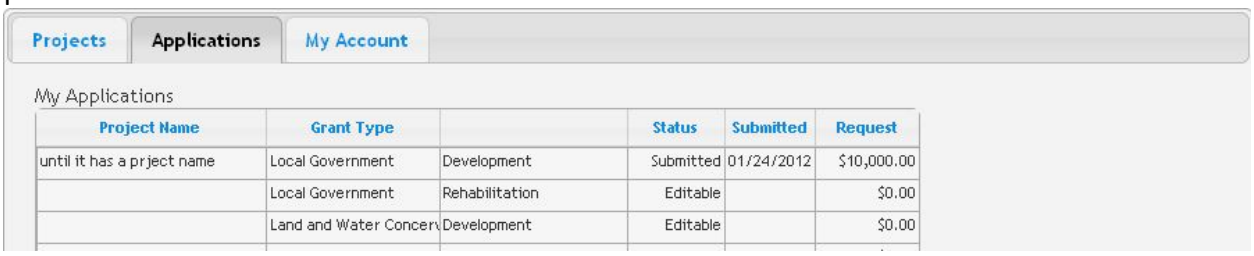


Once all fields are complete and the application is submitted, a message will pop up stating that your application has been submitted to the OPRD grants division. You will also receive an e-mail from oprd.recgrants@state.or.us notifying you that it has been received.



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.

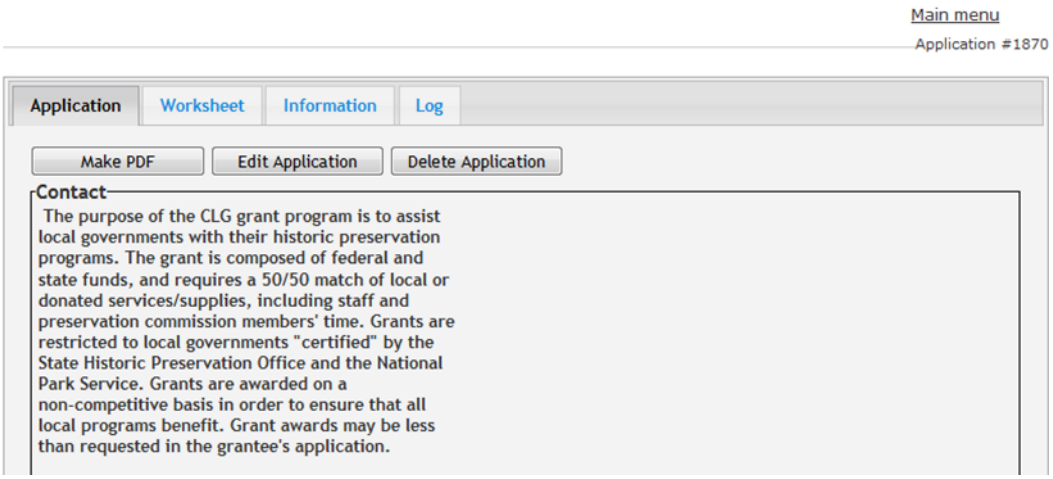


Project Name	Grant Type		Status	Submitted	Request
until it has a prject name	Local Government	Development	Submitted	01/24/2012	$10,000.00
	Local Government	Rehabilitation	Editable		$0.00
	Land and Water Concerv	Development	Editable		$0.00

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.
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 Grant Request, Match and Total items.
- Log out of the site if you need to leave your computer for more then 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 out first, this could cause more saving problems with rest of the questions on that tab.
- Complete the application well before the deadline. No applications can be submitted after the deadline.
- 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.