Grant Reporting and Reimbursement Instructions
GENERAL INFORMATION

In an effort to streamline the grant application process, OPRD moved from paper applications to an online grant application in 2012. This system allows applicants to apply and submit all grant materials electronically. Now progress reports and reimbursement requests can be submitted using the same online grant system. An account with OPRDgrants.org is required to utilize this system.

These instructions are intended to assist with the online reporting and reimbursement process. For specific information on eligible costs and reporting requirements, please see the grant manual for the specific type of grant you have been awarded or contact grant program staff for assistance if you have any questions. The instructions may not address every possible scenario that could occur, however, they do provide the information necessary to navigate the reporting and reimbursement process.

Note: Screen shots and photos within these instructions are samples of what the reimbursement request and progress report will look like. These shots are from a variety of grant programs and simulated projects. All OPRD grant programs use the same reporting system. You should not be concerned if you don’t see an example using the type of grant you have been awarded. The example screen shots and exhibits were captured using Chrome as the browser. Display of information may vary based on the browser used.

SYSTEM REQUIREMENTS

System Requirements: The OPRD Online Grant System 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 functionality is available in Internet Explorer. To manage grants 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.
<table>
<thead>
<tr>
<th>Access Your OPRDGrants.org Account</th>
<th>1</th>
</tr>
</thead>
<tbody>
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</tr>
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<td>8</td>
</tr>
</tbody>
</table>
ACCESS YOUR OPRDGRANTS.ORG ACCOUNT

1. Visit the Oregon Parks and Recreation: Grants Online site at https://oprdgrants.org/ and click “Sign In” in the upper right hand corner of the page. This will take you to the Grant System Login.

2. Enter the same username (your email address) and password used when accessing grant applications.
3. Once logged in you will be at the **Home Page** and see:
   - Any organizations you are associated with – most have only one.
   - New applications available for programs with open grant cycles – if any.
   - Panels for all **Applications**, **Projects** and **People** associated with your organization.

![Image](image)

**Note:** All People associated with your organization can access all applications and projects.
ACCESS THE PROJECT

From the **Home Page**, click anywhere in the **Projects** panel to open. Find the project that you would like to submit a report and/or reimbursement request.

- Click anywhere on the **Project ID** or **Project Name** you want to open to access the project **Grant Agreement Summary**.

**GRANT AGREEMENT SUMMARY**

The **Grant Agreement Summary** page includes several panels that can open and collapse:

- Project Details
- Files
- Images
- Contact Information
- **Reimbursement Requests**- Access this panel to submit a reimbursement request.
- **Progress Reports**- Access this panel to submit a progress report.
A Progress Report is required to be submitted to OPRDgrants.org at least once every 90 days in order to be able to submit a Reimbursement Request. Each grant program has different reporting requirements and timelines. Please check the grant program manual, grant agreement, or with the grant program coordinator for specific guidance.

COMPLETE THE PROGRESS REPORT

1. From the Grant Agreement Summary page, click the button in the upper right hand corner.

2. Click the button in the Progress Reports panel (opens report in new browser tab). Note: If no previous progress reports have been submitted online, the panel will show “No Progress Reports”. If previous reports have been submitted, the number of reports submitted will show in the panel and you will be able to view them.

Clicking the button will open a blank reporting form.

3. Click on the button to fill out the form.
Note: Progress reports cannot be edited once submitted. If you need to amend a report you can submit another report or contact your grant coordinator.

4. Fill out the Progress Report form by entering information into required fields first;

   **Required** fields:
   - **Project Sponsor** - Auto populated
   - **Report Period** – Enter the start and end dates of work this period
   - **Describe Work this Period** – Brief description of work completed
   - **Percentage of Project Completed to Date** – Estimated amount of work completed from grant project scope so far
   - **Estimate of spending over the next 90 days** – This is only an estimate. OPRD will not hold you to this estimated amount; however, we do need this information for grant program budgeting purposes.

5. After entering information into the required fields, click the **Save** button.
   
a. If this is not your **Final Report** or if you do not want to upload any documents click the **Edit** button then the **Submit** button.

   b. If you want to **Upload Files** or if this is your **Final Report**, continue to step 6.
6. Complete **optional** fields (if desired);

**Optional** fields to be completed:

- **Final Report** – Only check this box if the percentage of work completed to date is 100%.
- **Attachments** – Panel will say “No Attachments” until something is uploaded; see step 7.

7. **Upload Attachments**

   a. Click the **Upload Files** button in the Attachment panel.

   ![Upload Files Button](image)

   b. Click the **Browse** button to find and select the document or photo you have on file to upload.

![Browse Button](image)
c. Enter information in the **Description** field

![File upload interface]

```
File: File
Description: Koala.jpg

No Attachments
```

**Add File** if you are ready to complete the upload, or **Nevermind** if you decide not to upload the file.

d. Click **Add File** if you are ready to complete the upload, or click **Nevermind** if you decide not to upload the file.

e. Click the **Save** button located in the upper right hand corner of the form. You should now be able to see and open the attached file. If you do not click the **Save** button the document will not upload.

![Attachment table]

```
<table>
<thead>
<tr>
<th>File</th>
<th>Description</th>
<th>Uploaded by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Progress report attachment (jpg)</td>
<td>Koala Pic</td>
<td>Jason Williams</td>
</tr>
</tbody>
</table>
```

**Upload Files**

f. Click the **Edit** button, then the **Submit** button to submit the **Progress Report**. You will then see “Progress Report Submitted” pop up at the top of the page.

![Progress report form]

```
Cheadle Lake Connector Trail Paving

RTP-13-20 Progress Report
```

```
Progress report submitted
```
GETTING STARTED

Before starting the Reimbursement Request, know which project expenses are eligible for reimbursement and which are eligible for match only. This can vary slightly depending on the specific grant program. Check the Grant Program Manual specific to your grant or contact your Grant Program Coordinator. Typically “hard costs” can be reimbursed and/or be used as match while “soft costs” can only be used as match. Generally, hard costs are out-of-pocket expenses and soft costs are donations, volunteer labor and in-kind/force account labor, materials or services for example.

Only elements described in the grant agreement Scope of Work are eligible for grant or match. Costs outside of the eligible scope should not be included in the Reimbursement Request.

Prior to starting the Reimbursement Request, compile invoices and other supporting documentation. Sort documentation into expense categories; e.g., Contract Payments, Consultant Services, Materials and Supplies, Salaries and Wages, and Value of Donated Labor, etc.

Expenses may be bundled by category or entered separately by invoice. Follow one of these two methods:

1. Prepare documents for upload by scanning anything that you don’t already have saved electronically. If you have multiple invoices for any given Expense Category, those invoices should be bundled into one document and labeled by Expense Category (e.g., Materials and Supplies, Salaries and Wages, and Value of Donated Labor, etc.). If you have multiple expenses in multiple categories, do not mix expense categories and upload as one document. Each Expense Category used should have an attachment document associated with it.

2. Alternatively, you may enter each individual invoice separately. The system will allow you to select an Expense Category more than once. This method is only recommended when there are only a few invoices. For example, if you have three invoices that are categorized as Materials and Supplies, you may upload the three documents separately and enter a Line Item for each invoice.

Whichever method you choose, for each Line Item listed there should be one attachment document associated with it.
1. From the **Grant Agreement Summary** page, click the **Edit** button in the upper right hand corner.

   **Cheadle Lake Connector Trail Paving**

<table>
<thead>
<tr>
<th>Project Details</th>
<th>$58,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Files</td>
<td></td>
</tr>
<tr>
<td>9 Images</td>
<td></td>
</tr>
</tbody>
</table>

2. Click the **New Request** button in the **Reimbursement Requests** panel to open a blank form.

   **No Reimbursement Requests**

   ![New Request Button]

   Note: If no previous reimbursement requests have been submitted online, the panel will show “No Reimbursement Requests”. If previous reimbursement requests have been submitted, they will show up here. You will be able to view submitted requests and edit saved requests not yet submitted.

3. Click on the **Edit** button and fill out the form.

   ![Screenshot of Reimbursement Form]

   ![New Request Button]

   Note: You may click the **Save** button at any point to save the form. You will be able to return to the form and complete it later if it has been saved. The request will not be submitted until the **Submit Request** button is clicked.
4. Complete **Agreement Information**: 

   a. Enter the Reimbursement Period “From” and “To” (date timeframe indicating when work was completed).

   ![Image of Agreement Information panel]

   The date can be entered by typing in the date, or;

   Click the up or down to select month, date and year, or;

   ![Image of date field with calendar]

   Click the in the date field to select the date from the calendar.

   b. If this is the final reimbursement, check the box. Do not check the box if this is a quarterly or progress reimbursement request.

   Nothing else in the **Agreement Information** panel will need to be filled out. The remaining fields will auto-populate after the reimbursement is disbursed.
5. Complete the **Project Expenses** panel:

   a. Click **Add Line Item** to begin entering eligible project expenses. **Project Expenses** are entered one line at a time and can be bundled into expense categories.

   ![Project Expenses Table](image1)

   b. Select the Expense Category form the drop-down menu. If the category you would like to use is not listed, check “Other”.

   ![Expense Category Dropdown](image2)

   c. Enter the **Vendor** name (If applicable).

   d. Enter the **Expense Description**.

   e. Enter the dollar **Amount**.

      If the item includes any match, or is all match, indicate that by checking: **Does this item include Match?**

      Then enter the dollar amount to be applied toward **Match**. The **Match Amount** cannot exceed the total entered in **Amount**.

      ![Does this item include Match?](image3)
If you are satisfied with what you have entered, click **Add**. If you decide not to add the line item, click **Nevermind**.

The item will now show up in the grid at the bottom of the **Project Expenses** panel.

Repeat step 5. until all items for this **Reimbursement Request** are entered. Save your work as often as you would like. Keep in mind that you must click the **Edit** button after saving in order to continue working on the request.

Note: If you need to delete any **Line Item**, click on the red **X** to the right of that item. If you want to edit a line item, click on the word **edit** and make the desired changes, then click **Add** again.
6. Add Attachments.

a. Click **Upload Files** or anywhere in the **Attachments** panel to open.

b. Click **Browse...** to find and select the document you have on file to upload.

c. Select the **Category** from the drop-down menu associated with the document.

d. Enter a **Description** of the document.

e. Click **Add File**. If there are additional files to add, repeat the process starting at step a. until all files have been added.

f. Click the **Save** button located in the upper right-hand corner of the form.
g. After the files have been saved, all files will display as attachments in the Attachments panel.

<table>
<thead>
<tr>
<th>File</th>
<th>Category</th>
<th>Description</th>
<th>Uploaded by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reimbursement receipt (pdf)</td>
<td>Contract Payments</td>
<td>ABC Construction Receipt</td>
<td>Jason Williams</td>
</tr>
<tr>
<td>Reimbursement receipt (pdf)</td>
<td>Materials and Supplies</td>
<td>B&amp;B receipt - trail work</td>
<td>Jason Williams</td>
</tr>
<tr>
<td>Reimbursement receipt (pdf)</td>
<td>Salaries and Wages (Agency Force Account)</td>
<td>City labor for trail work</td>
<td>Jason Williams</td>
</tr>
</tbody>
</table>

7. Add Comments (optional).

If you have additional information or something you would like to explain to the grant coordinator regarding the reimbursement request or documentation, you may add comments to the request.

a. Click Add Comment

b. Type in comments.

c. Click Add Comment if you are satisfied with the comments. If you decide you don’t want the comment added, click Nevermind.

d. After clicking Add Comment, the comment will display at the bottom of the form with your name and the date the comment was made.

<table>
<thead>
<tr>
<th>Comment</th>
<th>By</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>The documentation for force account labor includes labor for another project. I have made a note on the document as to which amount is for this trail project</td>
<td>Jason Williams</td>
<td>12/09/2016</td>
</tr>
</tbody>
</table>

e. If you would like to add another comment, start over at step 7. a.

Note: Comments cannot be edited after clicking Add Comment. If you are not satisfied with the comment already added, we suggest adding another comment to clarify or update the information from the previous comment.
8. Submit the **Reimbursement Request**.

   a. Before submitting the request you will be able to view what has been completed. If all required fields have been completed you will see a check mark ✅ in the panel.

   ![Reimbursement Request Form]

   b. If everything is complete and accurate, click ✉ in the upper right-hand corner of the form.

   c. A message will pop-up on the screen confirming the request has been submitted. Click the “OK” button.

   ![Submit Request Confirmation]

d. Clicking “OK” will return you to the **Grant Agreement Summary** where you can view the status of the reimbursement request and review the request. You will no longer be able to edit the request at this point.

![Grant Agreement Summary](image)

- **1 Reimbursement Request**
- **Request** | **By** | **Date** | **Status** | **Amount** | **Review**
- 1st | Jason Williams | 12/07/2016 | Accepted | $21,681.98 | Review
- Request Total | | | | $21,681.98 |

- **3 Progress Reports**

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e. The grant coordinator will review your request. They will either approve the request or not approve the request.

f. If the request is not approved you will receive an email to let you know it has not been accepted. You will then need to login to your account and access the **Grant Agreement Summary**. You will see the status has changed from “Accepted” to “Not Accepted”

![Grant Agreement Summary](image)

- **1 Reimbursement Request**
- **Request** | **By** | **Date** | **Status** | **Amount** | **Edit**
- 1st | Jason Williams | 11/28/2016 | Not Accepted | $0.00 | Edit
- Request Total | | | | $0.00 |

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g. From the Grant Agreement Summary click **Edit** in the upper right-hand corner of the page. Click “Edit” in the **Reimbursement Request** panel to access the request.

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h. Click **Edit** and view the status of each Line Item in the **Project Expenses** panel.
i. Hover over the Reason to view the grant coordinator's note explaining why the request was not accepted.

j. If a correction to the amount is required, make the adjustment by clicking edit to change the Line Item. If updated supporting documentation is required, upload additional or new documents.

k. When all corrections are complete click Submit Request.

l. Click “OK” on the pop-up message confirming the request has been submitted.

Note: The grant coordinator may have written additional notes in the Comments panel. Click on the Comments panel to view any notes the grant coordinator may have written, if any. You may also add additional comments before resubmitting the Reimbursement Request.
Note: Grant coordinators are available to assist with this process. Please contact one of OPRD's grant program coordinators for additional assistance.