

## **Online Grant Application Instructions**

### **Local Government Grant Program**

The Oregon Parks and Recreation Department's (OPRD's) recreation grant programs utilize an online grant application. These instructions are intended to assist with the online application process and may not address every possible scenario that could occur. For more information on how to respond to the application questions and learn more about the grant policies, refer to the relevant grant manual. Contact the individual OPRD grant coordinator for assistance.

### **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 9 or higher (**WARNING:** Using Internet Explorer is not recommended. 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: Screenshots and photos within these instructions are only samples of what an application looks like. They may vary from the application in the online system. Please see the Grant Manual for specific information on application content.**

### **Questions?**

For the Local Government Grant Program (LGGP), contact Jennifer Dimsho for assistance.  
[jennifer.dimsho@oprд.oregon.gov](mailto:jennifer.dimsho@oprд.oregon.gov) or 503-951-1317

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## Accessing the Online Grant System

1. Visit the Oregon Parks and Recreation: Grants Online site at <https://oprgrants.org/>.



**Oregon Parks and Recreation: Grants Online**

**Home** **Grants Programs ▾** **Sign In**

 **Oregon Parks and Recreation: Grants Online**

The Oregon Parks and Recreation Department provides both funding assistance and outreach to Oregon's local communities through a series of grant programs. OPRD currently administers five recreation grant programs and five heritage grant programs, which combined give millions of dollars annually to grant project sponsors.

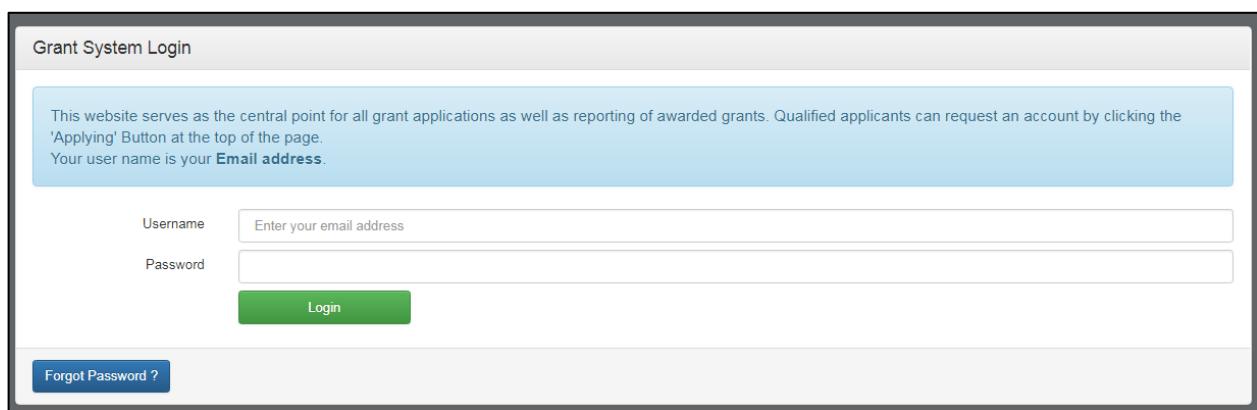
This website serves as the central point for all grant applications as well as reporting of awarded grants. Qualified applicants can request an account through [this link](#).

2. Login in or request an account
  - a. Existing Users: Click on "Sign in".
  - b. New Users: Request an account by clicking "this link" on the OPRD Grants home page.

**IMPORTANT:** Please do not share accounts. There is no limit to how many people in an organization can have an account.

### **2. a.: Existing Users**

Your username is your email address. Your password is one set by you. Click "Forgot Password" if needed.



**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 by clicking the 'Applying' Button at the top of the page.  
Your user name is your [Email address](#).

Username

Password

**Login**

[Forgot Password ?](#)

## 2. b.: New Users

1. Click here:

 **Oregon Parks and Recreation: Grants Online**

The Oregon Parks and Recreation Department provides both funding assistance and outreach to Oregon's local communities through a series of grant programs. OPRD currently administers five recreation grant programs and five heritage grant programs, which combined give millions of dollars annually to grant project sponsors.

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](#).

2. Fill out the Grant System Request form.

**Grant System Account Request**

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

**Contact Information**

First Name \*

Last Name \*

Address  Address 2

City  State  Zip Code

Phone

Fax

Email \*

Organization \*

My organization is not in this list

To prevent spam submissions, please confirm the following phrases:

I'm not a robot  reCAPTCHA  
Privacy - Terms

**Submit Request**

3. First look for your organization in the Organization drop-down. If it is not on the drop-down, click the box indicating that.

- When the organization is not already registered, fill in these additional fields:

Organization Name \*  Type in the name of the organization you will be applying for.

Organization Type \*

My organization is not in this list

I am interested in applying for Heritage Grants (Heritage Grants, Historic Cemetery Grants, Historic Preservation Grants, Museum Grants, Preserving Oregon Grants, Veterans War Memorial Grants).

I am interested in applying for Recreation Grants (All-terrain Vehicle Grants, County Opportunity Grants, Land and Water Conservation Fund Grants, Local Government Grants, Recreation Trails Grants).

4. Click the Submit Request button.

5. OPRD grants staff will contact you if there are any questions about your affiliation with the organization or your organization's eligibility for grant programs. Once approved, you will receive email confirmation. This e-mail will include a link which will direct you to set your password.

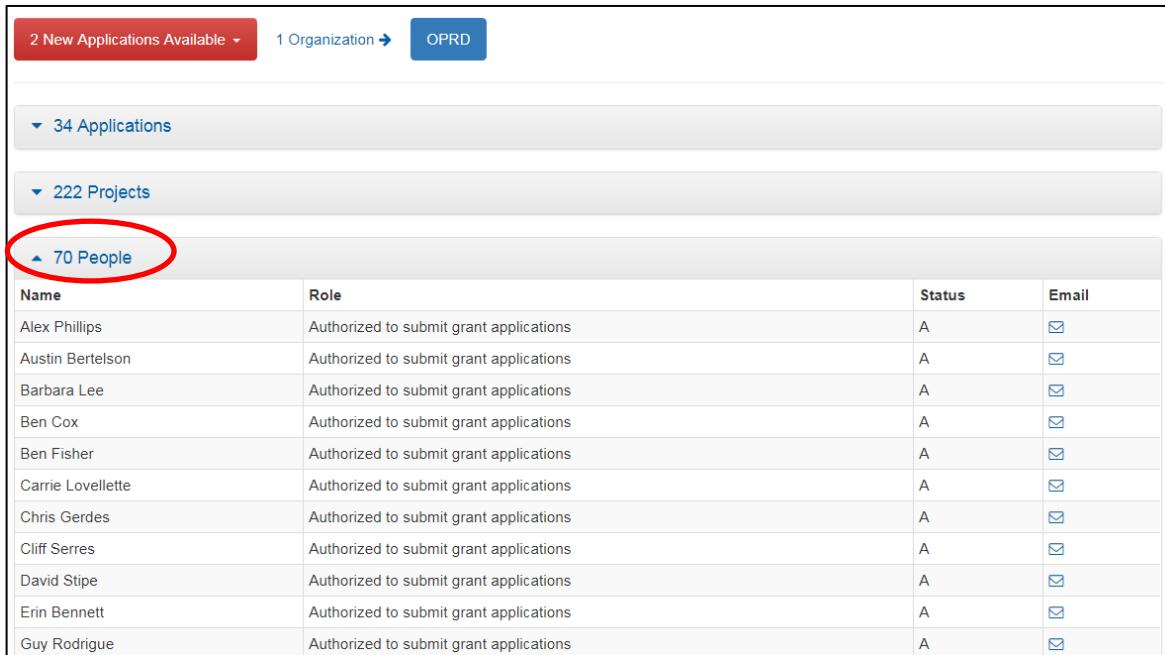
Note: The link is only valid for a limited time so please set your password immediately. If the link expires or doesn't work, follow the instructions for existing users and click "Forgot Password."

## Updating Contact Information

Your contact information will display within an application but cannot be updated there.

1. To update your contact information go to your home screen and expand the “People” panel. All active and inactive users associated with the organization will be listed. You can only edit your own contact information.

**Note:** If you see users that should no longer have access to your organization’s data, contact an OPRD grant coordinator.



2 New Applications Available ▾ 1 Organization ➔ OPRD

▼ 34 Applications

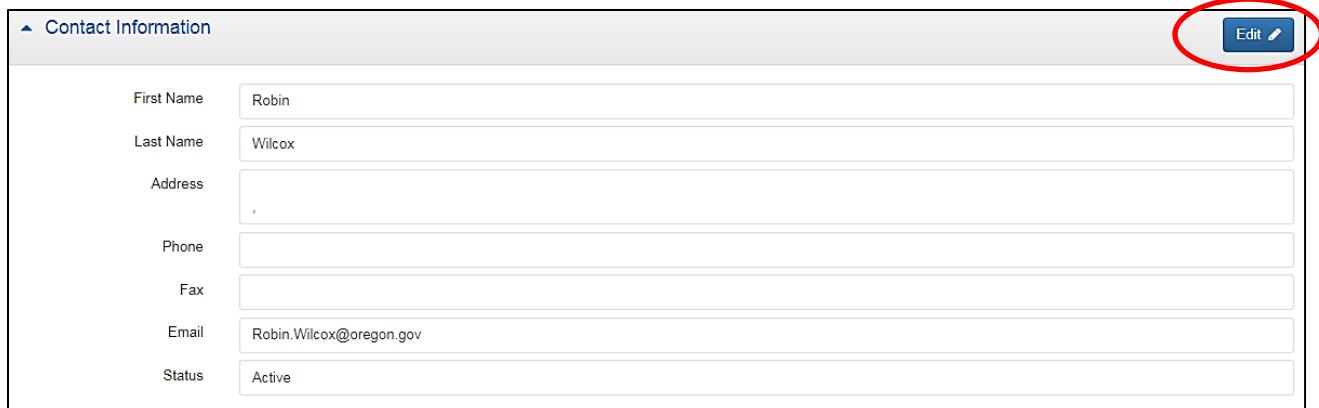
▼ 222 Projects

▲ 70 People

Name	Role	Status	Email
Alex Phillips	Authorized to submit grant applications	A	<a href="#">✉</a>
Austin Bertelson	Authorized to submit grant applications	A	<a href="#">✉</a>
Barbara Lee	Authorized to submit grant applications	A	<a href="#">✉</a>
Ben Cox	Authorized to submit grant applications	A	<a href="#">✉</a>
Ben Fisher	Authorized to submit grant applications	A	<a href="#">✉</a>
Carrie Lovellette	Authorized to submit grant applications	A	<a href="#">✉</a>
Chris Gerdes	Authorized to submit grant applications	A	<a href="#">✉</a>
Cliff Serres	Authorized to submit grant applications	A	<a href="#">✉</a>
David Stipe	Authorized to submit grant applications	A	<a href="#">✉</a>
Erin Bennett	Authorized to submit grant applications	A	<a href="#">✉</a>
Guy Rodrigue	Authorized to submit grant applications	A	<a href="#">✉</a>

2. Click on your name.

3. Click “Edit.”



▲ Contact Information

First Name: Robin

Last Name: Wilcox

Address: ,

Phone:

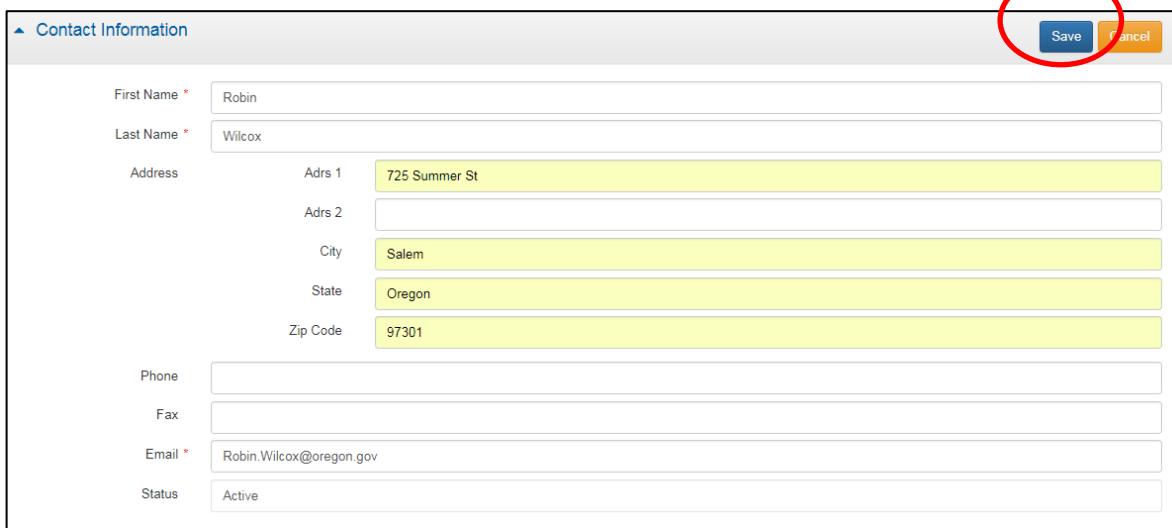
Fax:

Email: [Robin.Wilcox@oregon.gov](mailto:Robin.Wilcox@oregon.gov)

Status: Active

Edit 

4. Update your information and click “Save.”



The screenshot shows a 'Contact Information' form with the following fields and values:

Contact Information	
First Name *	Robin
Last Name *	Wilcox
Address	Adrs 1: 725 Summer St Adrs 2: City: Salem State: Oregon Zip Code: 97301
Phone	
Fax	
Email *	Robin.Wilcox@oregon.gov
Status	Active

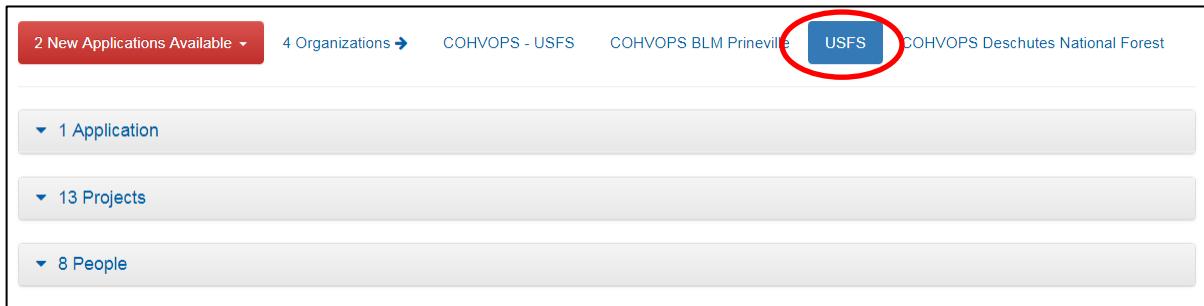
A red circle highlights the 'Save' button in the top right corner of the form.

**Note:** Your email address is your username for logging into OPRD Grants. Changing your email address here will change your OPRD Grants username.

## Initiating an Application

Once logged in, you may begin applying for any grant programs that are currently accepting application and that your organization is eligible for.

1. If your account is associated with multiple organizations, select the organization that will be applying for a grant. The organization you select will be highlighted in blue.



A screenshot of a web-based application interface. At the top, there is a red button labeled '2 New Applications Available' with a dropdown arrow. To its right are links for '4 Organizations' (with a dropdown arrow), 'COHVOPS - USFS', 'COHVOPS BLM Prineville', and 'USFS' (which is highlighted with a red oval). Below these are three expandable sections: '1 Application' (with a dropdown arrow), '13 Projects' (with a dropdown arrow), and '8 People' (with a dropdown arrow).

2. Click on the red drop down to initiate a new application. The list will only include programs that are currently accepting applications and that your organization is eligible for.

For LGGP, select an LGGP application making note of the grant types, i.e. Acquisition, Planning, Development, or Rehabilitation. If you are not sure what to select, contact the LGGP grant coordinator.



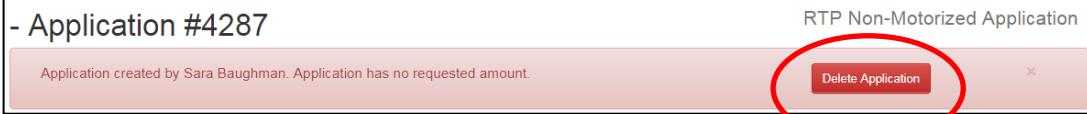
A screenshot of a list of new applications. At the top, it says '6 New Applications Available' with a dropdown arrow and '1 Organization' with a dropdown arrow. Below is a list of grants: 'LGGP - Acquisition: due on 12/31/2017', 'LGGP - Planning: due on 12/31/2017', 'LGGP - Development: due on 12/31/2017', 'RTP - Water Trail: due on 12/31/2017', 'LWCF - Acquisition: due on 12/31/2017', and 'RTP - Motorized: start by 12/31/2017'.

3. Your new application will now be available in the 'Applications' panel. Click on "This is your new application click here to begin." Note: You will be able to see all past applications completed in the online grant system.



A screenshot of the 'Applications' panel. At the top, it says '6 Applications' with a dropdown arrow. Below is a table with columns: ID, Project Name, Status, Grant Program, and Award Year. The first row shows '11890' and 'This is your new application click here to begin' in red text, indicating it's the new application. The status is 'Editable', the grant program is 'Local Government', and the award year is '2025'.

If you unintentionally create an application, you have the option to delete it.



A screenshot of an application detail page. At the top, it says '- Application #4287' and 'RTP Non-Motorized Application'. Below is a message: 'Application created by Sara Baughman. Application has no requested amount.' At the bottom right is a red button labeled 'Delete Application' with a red oval around it.

## Completing the Application

When filling out the application, click “Save” often and keep a backup copy of your responses. Do not click ‘New Applications Available’ button to access your application as this will only add a new blank application to your Applications panel.

1. On your home screen, click on the application.

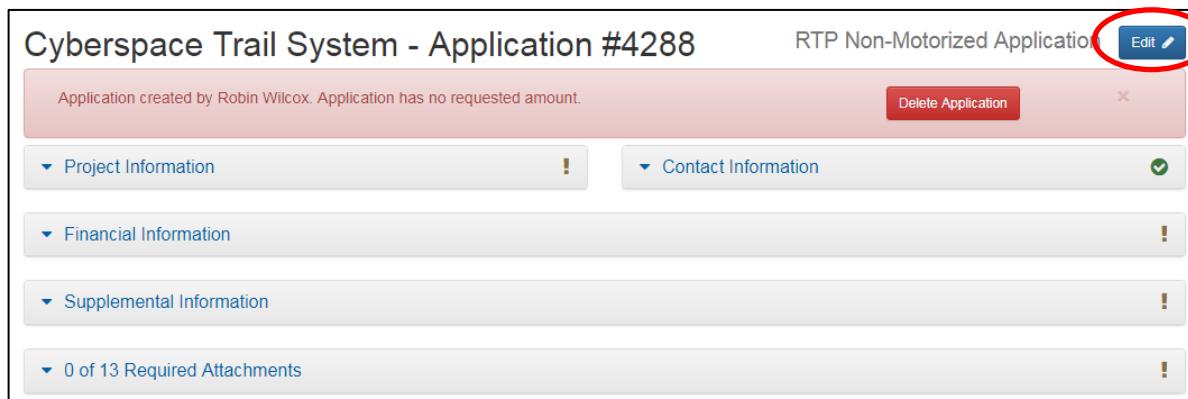


2 New Applications Available ▾ 1 Organization ➔ OPRD

▲ 34 Applications

Project Name	Status	Grant Program	Award Year	Funds Requested
Neat Project	Editable	Museum Grants	2016	\$10,000.00
2018 N-M Test	Reviewed	Recreation Trails	2018	\$8,000.00
Non-motorized hiking trail	Editable	Recreation Trails	2018	
Cyberspace Trail System	Editable	Recreation Trails	2018	

2. Click on the “Edit” button. This button will appear each time you log in until you submit the application.



Cyberspace Trail System - Application #4288 RTP Non-Motorized Application

Application created by Robin Wilcox. Application has no requested amount.

**Edit**

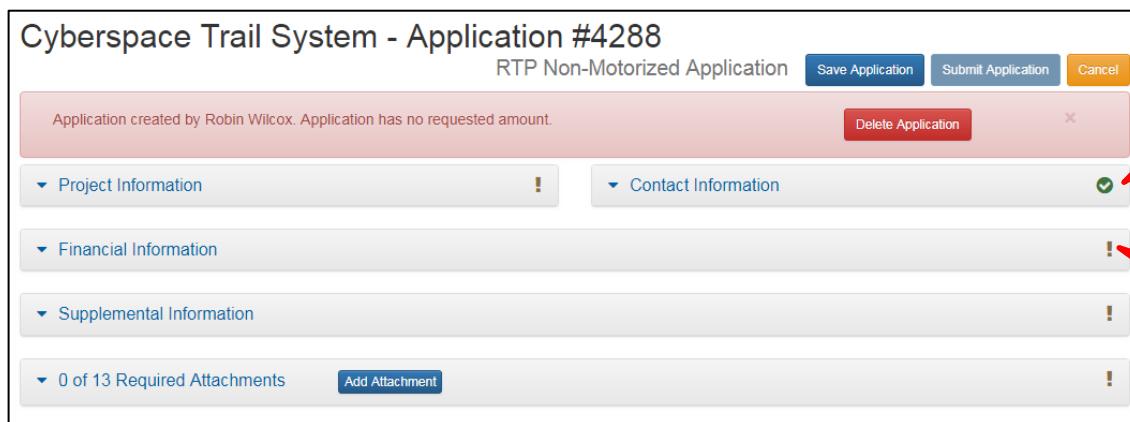
Project Information Contact Information

Financial Information

Supplemental Information

0 of 13 Required Attachments

Once you click “Edit” you will see the options to Save, Submit, or Cancel. You cannot click “Submit Application” until all required fields are completed and required attachments uploaded.



Cyberspace Trail System - Application #4288 RTP Non-Motorized Application

Save Application Submit Application Cancel

Application created by Robin Wilcox. Application has no requested amount.

**Edit**

Project Information Contact Information

Financial Information

Supplemental Information

0 of 13 Required Attachments Add Attachment

Required information completed

Required information missing

3. Each panel is a section of the application that must be completed. You may move from panel to panel during the course of completing the application.

- You are not required to complete the entire application or all parts within a panel all at one time.
- Click the “Save Application” button at the top of the screen after completing responses as often as you like.
- You will need to click the “Edit” button after you save in order to enter new information into the application.
- 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.

Note: Once you have filled in a Project Name in the Project informational panel, that name will appear in front of the Application # at the upper left of the screen and in the Applications panel on your home page.

It is recommended that you complete the ‘Project’ panel first.

### **Project Information Panel:**

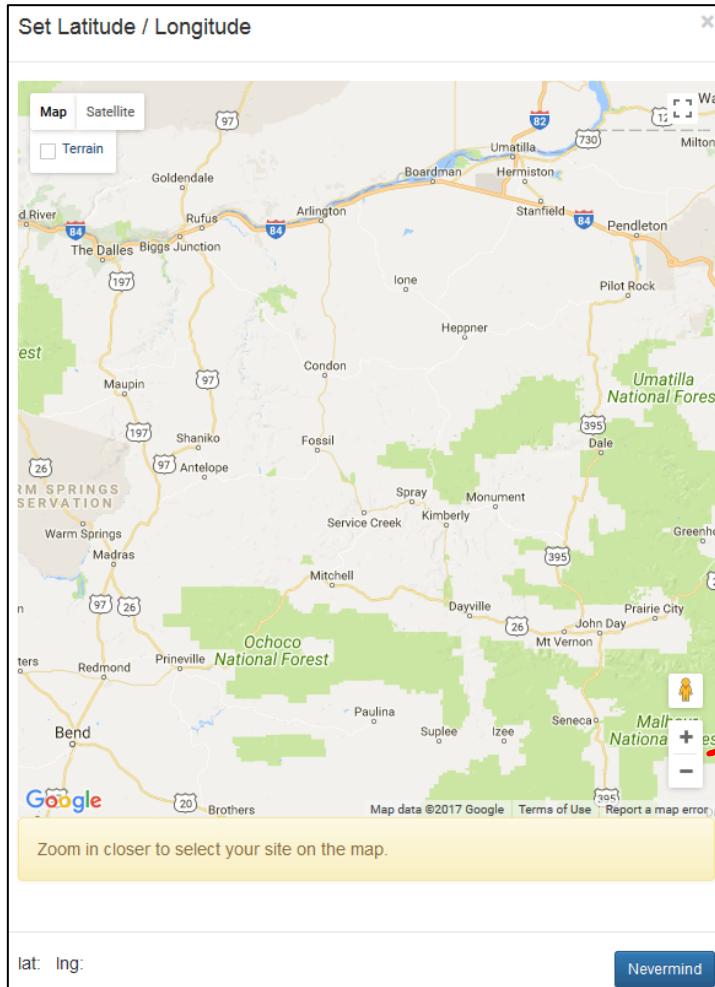
Basic information about your project.

The screenshot shows the 'Project Information' panel with the following fields:

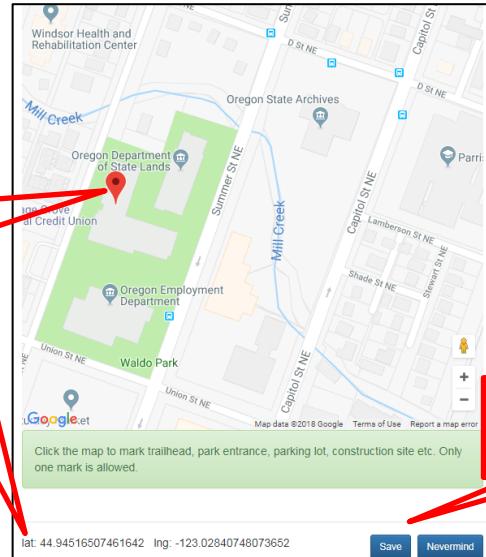
- Project Name \***: Cyberspace Trail System
- Brief Project Description \***: (Large text area)
- Project Start Date \***: mm/dd/yyyy (with a calendar icon)
- Project End Date \***: mm/dd/yyyy (with a calendar icon)
- Site Name \***: (Text input)
- Site City/Town/Area \***: (Text input)
- Site County \***:
  - Unknown
  - Baker
- Site Description**: (Large text area)
- Site Acreage \***: (Text input)
- Find Lat/Lng**: (Text input)
- Latitude \***: (Text input)
- Longitude \***: (Text input)

Latitude and Longitude:

Find the location of your project by clicking on the “Find Lat/Lng” button. More detailed location information will be submitted on various map attachments.



Use the zoom function to locate your project area. Once zoomed in close enough, you can pinpoint the site.



The pin and lat/long coordinates indicate that your location has been selected.

Click “Save”  
when done

## Financial Information Panel

Information about your estimated cost of project elements and source of match. There are a few things to keep in mind when you begin:

**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.**

This section will auto-fill as you enter worksheet line items and click “Save”:

▲ Financial Information

**Financial Information**

Financial fields are updated once you have filled out your Project Budget Worksheet and clicked the 'Save Application' Button.

Requested Amount *	\$0.00
Match Amount *	\$0.00
Total Project Cost *	\$0.00
Grant %	0 %
Match %	0 %

▲ Financial Information

**Financial Information**

Financial fields are updated once you have filled out your Project Budget Worksheet and clicked the 'Save Application' Button.

Requested Amount *	\$0.00
Match Amount *	\$0.00
Total Project Cost *	\$0.00
Grant %	0 %
Match %	0 %

▲ Project Budget Worksheet

**Project Budget Worksheet**

**Add Worksheet Item**

**Source of Funding Worksheet**

Total Project Cost	\$0.00
Total Match from Sponsor	\$0.00
Grant Funds Requested	\$0.00

### 1. Add Project Items to the Project Budget Worksheet:

a. Once you have clicked “Edit” on the main application screen, click “Add Worksheet Item.”

▲ Project Budget Worksheet

Add Worksheet Item

Project Budget Worksheet


b. Enter the description of the budget item you wish to enter, then enter the value of that item in the Amount box, then click “Add Item”. **Do not select the box “Does this item include Match” while entering the project items, i.e. materials, equipment, supplies, etc.**

▲ Project Budget Worksheet

Add Worksheet Item

Description *	Playground Equipment
Amount	100000
Does this item include Match?	<input type="checkbox"/>

Add Item      Nevermind

c. After clicking “Add Item”, your Financial Information Section will look similar to the example below. Note that the Requested Amount and Total Project Cost reflect only the item(s) entered so far. That is how it should look until you complete the entire Project Budget Worksheet, including Match.

▲ Financial Information

Financial fields are updated once you have filled out your Project Budget Worksheet and clicked the ‘Save Application’ Button.

Requested Amount *	\$100,000.00
Match Amount *	\$0.00
Total Project Cost *	\$100,000.00
Grant %	100 %
Match %	0 %

▲ Project Budget Worksheet

Project Budget Worksheet

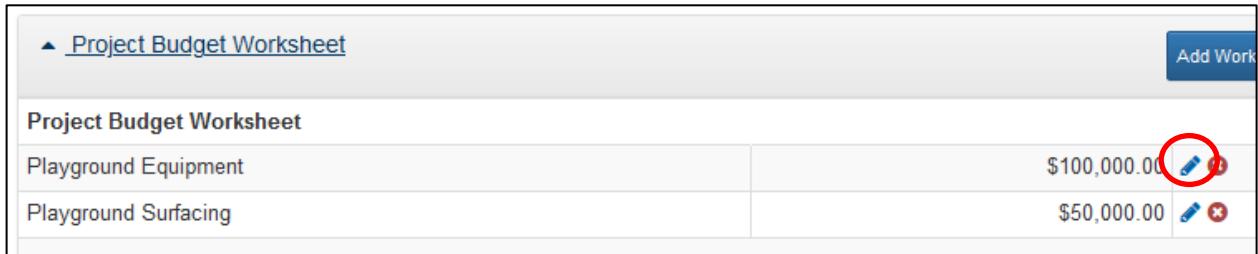
Playground Equipment	\$100,000.00

Source of Funding Worksheet

Total Project Cost	\$100,000.00
Total Match from Sponsor	\$0.00
Grant Funds Requested	\$100,000.00

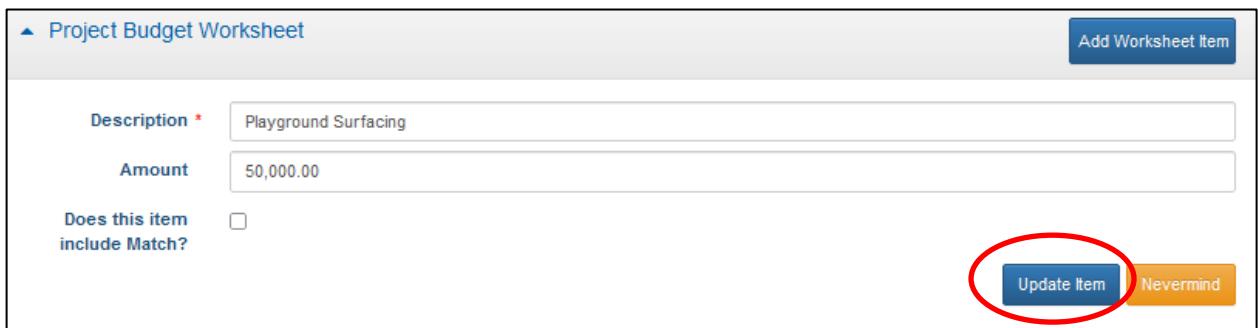
d. Continue to add all the project elements repeating step 1a.-1c. above. Check to make sure that entries are accurate.

e. To edit an item, click the edit symbol.



A screenshot of a web-based budgeting application. The title bar says 'Project Budget Worksheet'. Below it is a table with two rows. The first row has 'Playground Equipment' in the description column and '\$100,000.00' in the amount column. The second row has 'Playground Surfacing' in the description column and '\$50,000.00' in the amount column. To the right of each amount cell is a small blue edit icon with a white pencil symbol, and a red circle highlights the edit icon for the 'Playground Surfacing' row.

f. Make the change and click "Update Item."



A screenshot of the same budgeting application. It shows a single row with 'Playground Surfacing' in the description and '50,000.00' in the amount. Below the table is a form with fields for 'Description' (Playground Surfacing) and 'Amount' (50,000.00). There is also a checkbox for 'Does this item include Match?'. At the bottom right are two buttons: 'Update Item' (highlighted with a red circle) and 'Nevermind'.

g. To delete an item, click the delete symbol.

**Note:** The item will be deleted right away. You will not be prompted to make sure you want to delete it. Reenter the item if it was deleted by mistake.



A screenshot of the budgeting application showing a single row with 'Playground Surfacing' and '\$50,000.00'. To the right of the amount is a small blue delete icon with a white 'X' symbol, and a red circle highlights this icon.

## 2. Add Match Source(s) of Funding

a. Click "Add Worksheet Item."



A screenshot of the budgeting application. The title bar says 'Project Budget Worksheet'. Below it is a table with one row. To the right of the table is a blue 'Add Worksheet Item' button, which is highlighted with a red circle.

b. Enter the description of the budget item you wish to enter, then enter the value of that item in the Amount box, then click "Add Item". **Select the box "Does this item include Match".** Enter the description of match, i.e. budgeted funds, donations, volunteer labor, etc.

When you are adding Match, enter 0 (zero) in the "Amount" field below the "Description" field. **Add the value of match in the "Match Amount" field.**

Continue adding the match items until complete.

Project Budget Worksheet

Description *	Budgeted funds	Add Worksheet Item
Amount	0.00	
Does this item include Match?	<input checked="" type="checkbox"/>	
Match Amount *	70,000.00	
Source of Funding	SDCs	
Check here if the source of your funds is from another Grant?	<input type="checkbox"/>	
		Update Item
		Nevermind

c. If a match item includes a grant, you will need to check the box indicating your match is from another grant source (do not enter the LGGP grant you are applying for here). Click “Add Item” button.

Project Budget Worksheet

Description *	Playtime Grant	Add Worksheet Item
Amount	0.00	
Does this item include Match?	<input checked="" type="checkbox"/>	
Match Amount *	5000	
Source of Funding	Grant award	
Check here if the source of your funds is from another Grant?	<input checked="" type="checkbox"/>	
Grant Name	Playtime for Kids	
Grant Type	Private	
Granting Agency	Playtime Equipment	
Grant Status	Approved	
		Add Item
		Nevermind

d. Once all worksheet items have been entered, verify the cumulative amounts are correct and that the match percentage meets the LGGP minimum. See Grant Manual if you are unsure of your match requirement. Below is an example of what the screen will look like after adding your project items and match source(s):

▲ Financial Information ✓

Financial fields are updated once you have filled out your Project Budget Worksheet and clicked the 'Save Application' Button.

Requested Amount *	\$75,000.00
Match Amount *	\$75,000.00
Total Project Cost *	\$150,000.00
Grant %	50 %
Match %	50 %

▲ Project Budget Worksheet Add Worksheet Item

Project Budget Worksheet

Playground Equipment	\$100,000.00	
Playground Surfacing	\$50,000.00	

Source of Funding Worksheet

Budgeted funds (SDCs)	\$70,000.00	
Playtime Grant (Grant - Playtime for Kids Playtime Equipment Private(approved))	\$5,000.00	

Total Project Cost	\$150,000.00
Total Match from Sponsor	\$75,000.00
Grant Funds Requested	\$75,000.00

**Don't forget to click "Save Application" located in the upper right-hand corner of the application periodically!**

Save Application Submit Application Cancel

## **Supplemental Information Panel**

This section is where the majority of the detailed questions in the application are located. Questions may consist of yes/no, multiple choice, or a short or long narrative answers., clear, and concise answers are encouraged. Note the word counts in the questions.

### **▲ Supplemental Information**

#### **A. PROJECT NARRATIVE (Please limit each answer to 400 words or less.)**

1. What will this project do? What are the objectives? How many acres will be acquired? Will the property be acquired by purchase, donation or a combination of these methods? \*

2. Why is this project a priority? What needs will be met by this project? How will these needs be met? \*

3. What is the proposed start date for development of the property? Describe any interim uses of the property until it can be developed. Provide information on the disposition of any buildings or structures on the property. \*

Some questions are directly related to a scoring criteria. Refer to the LGGP Grant Manual for more information about evaluation criteria used by the LGGP Grant Advisory Committee.

#### **B. CONSISTENCY With STATEWIDE PRIORITIES - **SCORP Criteria (0-20 points)****

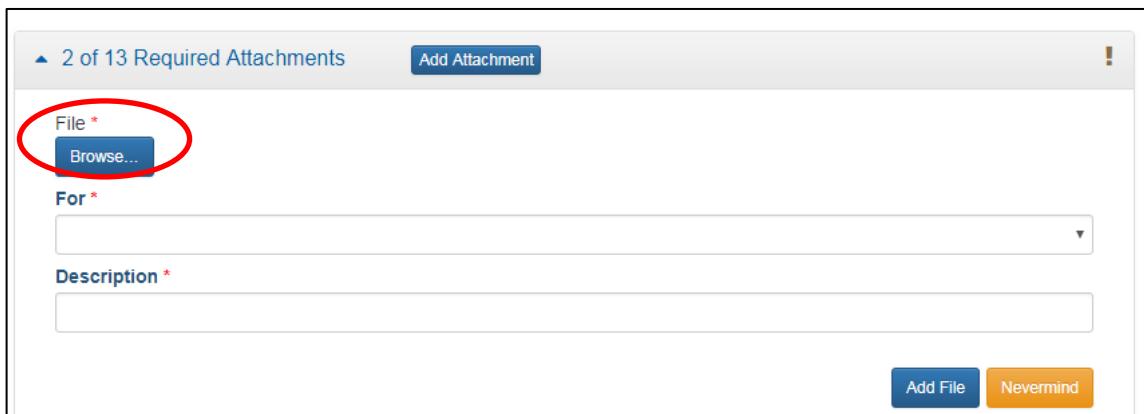
## Attachments Panel

This is where you will upload required documents or any other documentation relevant to your application. Refer to the LGGP Grant Manual for more information or instructions for completing specific forms.

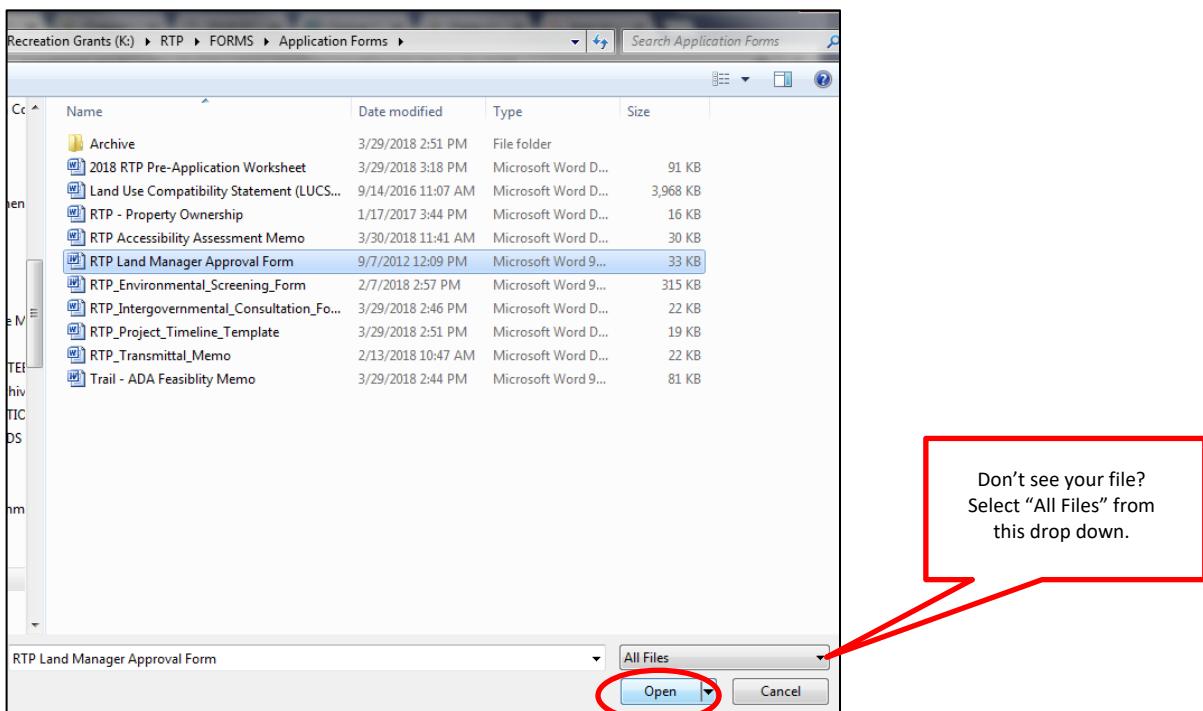
1. Make sure all documents are saved on your computer. Uploaded attachments can be photos, Word documents, spreadsheets, PDF, KMZ, etc.
2. To upload files under the relevant categories, click “Add Attachment.”



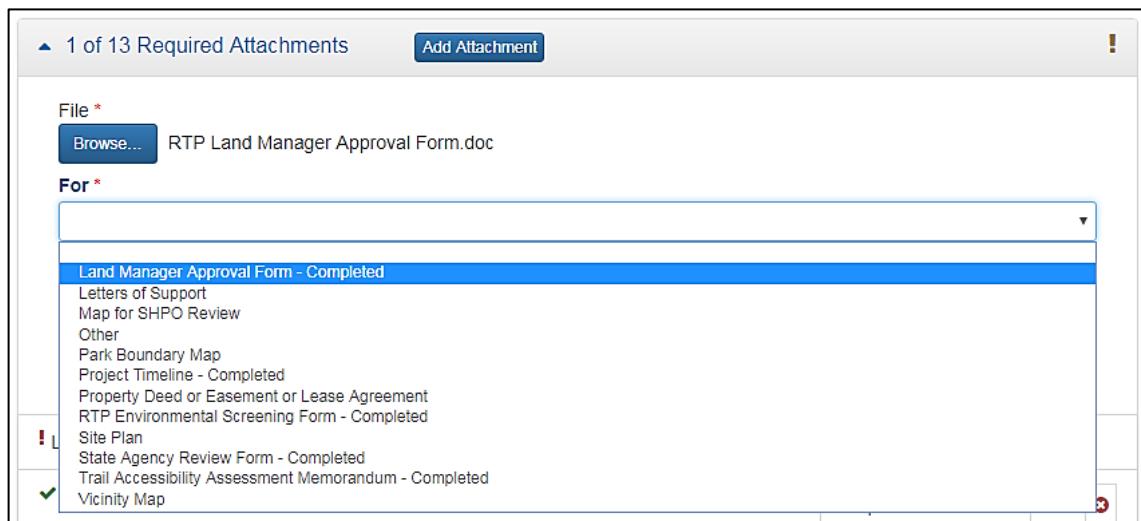
3. Click “Browse.”



4. Select your file and click “Open.”



5. Select the category to upload the file under. If it is outside of the required categories, use “Other” or “Additional Attachment”.



1 of 13 Required Attachments [Add Attachment](#)

File \*

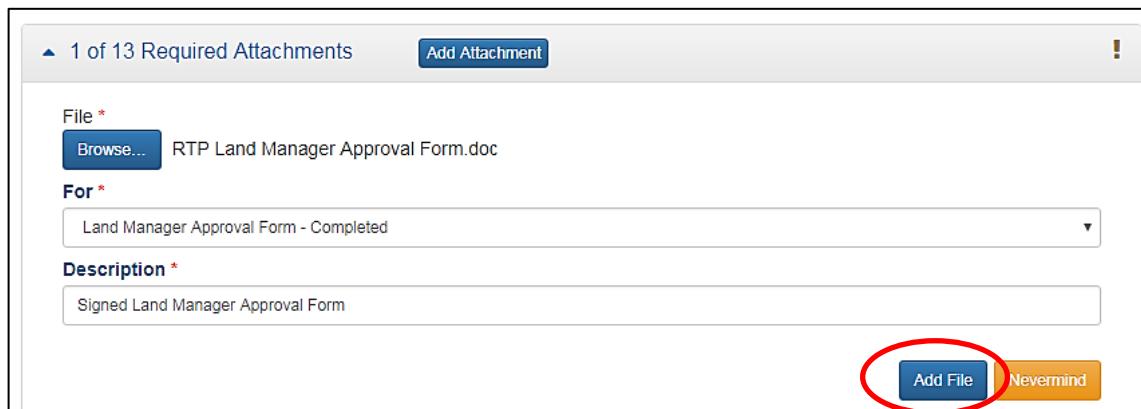
[Browse...](#) RTP Land Manager Approval Form.doc

For \*

Land Manager Approval Form - Completed

Letters of Support  
Map for SHPO Review  
Other  
Park Boundary Map  
Project Timeline - Completed  
Property Deed or Easement or Lease Agreement  
RTP Environmental Screening Form - Completed  
Site Plan  
State Agency Review Form - Completed  
Trail Accessibility Assessment Memorandum - Completed  
Vicinity Map

6. Enter a file description and click “Add File.”



1 of 13 Required Attachments [Add Attachment](#)

File \*

[Browse...](#) RTP Land Manager Approval Form.doc

For \*

Land Manager Approval Form - Completed

Description \*

Signed Land Manager Approval Form

[Add File](#) [Nevermind](#)

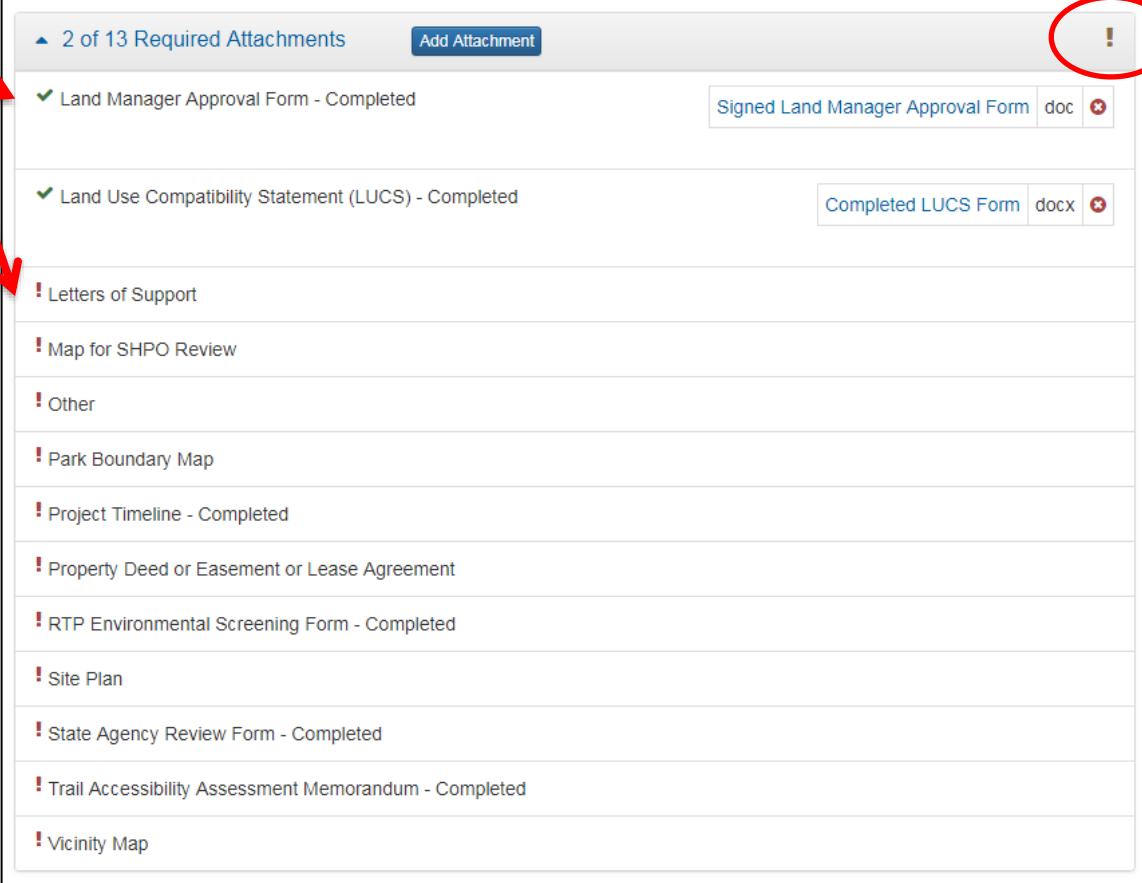
7. Click the “Save Application” button located in the upper right-hand corner of the application. Repeat this until all required attachments have been uploaded.



[Save Application](#) [Submit Application](#) [Cancel](#)

**If you have multiple documents to upload under one category (ex: Letters of Support), consider combining them into a single PDF and uploading as one file. This will ease the review process for staff and Committee members. You are encouraged to use a cover page indicating that multiple letters or other documents are included in the file.**

8. Make sure that something is uploaded under each required category. You will see a green check mark in the “Required Attachments” panel heading and next to each item. This screen shot shows two items uploaded and others that are needed.



2 of 13 Required Attachments    Add Attachment

✓ Land Manager Approval Form - Completed	Signed Land Manager Approval Form	doc	
✓ Land Use Compatibility Statement (LUCS) - Completed	Completed LUCS Form	docx	
! Letters of Support			
! Map for SHPO Review			
! Other			
! Park Boundary Map			
! Project Timeline - Completed			
! Property Deed or Easement or Lease Agreement			
! RTP Environmental Screening Form - Completed			
! Site Plan			
! State Agency Review Form - Completed			
! Trail Accessibility Assessment Memorandum - Completed			
! Vicinity Map			

9. If you decide to delete the attachment, click the red X next to the attachment name.



✓ Map - Park Boundary	Map - Park Boundary	pdf	
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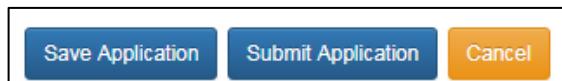
**Note:**

- Below the Attachments, the “Files” panel contains forms that are required to be download and completed prior to uploading to the application. Forms are also found on the OPRD Grant Programs website.
- If you would like to upload an attachment that is not specifically defined on the list, use the “Additional Attachment” label to upload your document(s). **If you do NOT have any ‘Additional Attachments’, upload a Word document marked as “N/A” in its place.**
- **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 “Photos”, upload a Word document that explains why you do not have any photos.

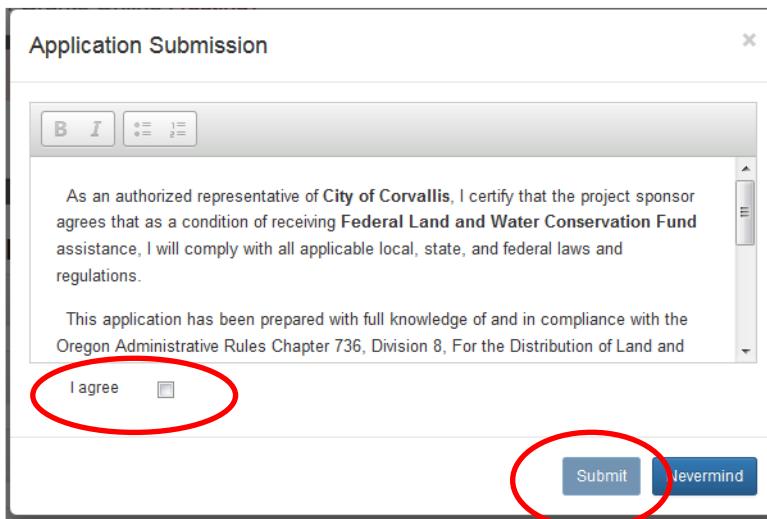
Doing this will allow the check box for that attachment title to be checked off and you will be able to submit a complete application. Keep in mind, most attachments are mandatory, so an explanation letter will not suffice in meeting the grant application requirements.

### Submitting the Application

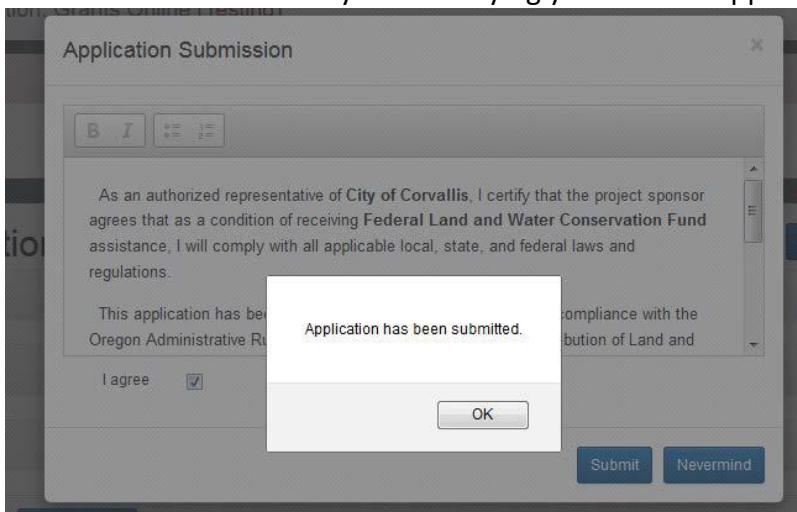
1. Once all required questions are answered and documents uploaded, after you have saved the application one final time, you will have the option to click "Submit Application."



2. After click "Submit Application", read the statement that pops up. If you agree with the statement check the "I agree" box and click the "Submit" button.



You will see another pop up stating that the application has been submitted. You will also receive an email from the system notifying you that the application has been received.



3. On your home screen, you can check the status of your application.

Status	Grant Program	Award Year	Funds Requested
Submitted	Recreation Trails	2018	\$10,000.00

### Application Status

OPRD grants staff will contact you during the technical review process if any edits are needed. If edits are needed, they will change the status back to Editable and you will make any required edits and re-submit the application when completed. When the application is made available to the LGGP Grant Advisory Committee you will see the status change to “Reviewed.”

Status	Grant Program	Award Year	Funds Requested
Reviewed	Recreation Trails	2018	\$10,000.00

1. You may log on to <https://oprdbl.org/> at any point to check the status of the application by opening the “Applications” panel.
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 will 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.

## Application Tips & Troubleshooting

- 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 Application’ often while working on the application. If you are working on a panel 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. **Avoid using Internet Explorer.**
- 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. An application worksheet is on the OPRD LGGP website at: <https://www.oregon.gov/oprd/GRA/Pages/GRA-Lggp.aspx>
- If you see a message pop up that indicates there was a problem saving, your answer likely 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 panel.
- Complete the application well before the application deadline date. Applications will be accepted until 11:59 PM on the deadline date.