

Online Grant Application Instructions

The Land and Water Conservation Fund grant program uses 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 **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 only samples of what an application looks like. These shots are from simulated applications. These are not taken from an actual grant application from this grant cycle. Please see the Grant Manual for specific information on application content.

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

[Forgot Password ?](#)

- Click on the red button on the upper right hand side of the screen. This will give you the option to select the grant application you would like to fill out. Select a 'Land and Water Conservation Fund' application making note of the grant types, i.e. Development, Rehabilitation, Acquisition, or Acquisition & Development.

6 New Applications Available ▾ 1 Organization → City of Corvallis

▾ 19 Applications

▾ 37 Projects

▾ 5 People

6 New Applications Available ▾ 1 Organization →

- 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
- RTP - Motorized: start by 12/31/2017

- Once you have selected the grant application type, a pop-up indicating 'Application Created' will pop up.
- Your new application will now be available in the 'Applications' panel.

Note: When you click on the Applications panel you will be able to see all past applications completed in the online grant system.

6. Click on **'This is your new application click here to begin'**

6 New Applications Available ▾ 1 Organization → City of Corvallis

▲ 20 Applications

Project Name	Status	Grant Program	Award Year	Funds Requ
This is your new application click here to begin	Editable	Land and Water Conservation Fund	2018	
Test Yes or No Questions	Submitted	Land and Water Conservation Fund	2018	

From this point on, you will access your application through the 'Applications' panel. Do not click the red 'New Applications Available' button to access your application as this will only add a new blank application to your 'Applications' panel.

7. Click on the 'Edit Application' button on the right. This button will appear each time you log on until you have submitted the application.

Application view before clicking 'Edit'

- Application #4261 LWCF Acquisition Application [Edit](#)

Application created by Jacqueline Rochefort. Application has no requested amount. [Delete Application](#)

▼ Project Information ! ▼ Contact Information ✓

▼ Financial Information !

▼ Supplemental Information ✓

▼ 0 of 0 Required Attachments ✓

Application view after clicking 'Edit'

- Application #4261 LWCF Acquisition Application [Save Application](#) [Submit Application](#) [Cancel](#)

Application created by Jacqueline Rochefort. Application has no requested amount. [Delete Application](#)

▼ Project Information ! ▼ Contact Information ✓

▼ Financial Information !

▼ Supplemental Information ✓

▼ 0 of 0 Required Attachments ✓ [Add Attachment](#)

8. 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 Information 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

Project Name * For Online instructions use

Brief Project Description *

Project Start Date *

Project End Date *

Site Name *

Site City/Town/Area *

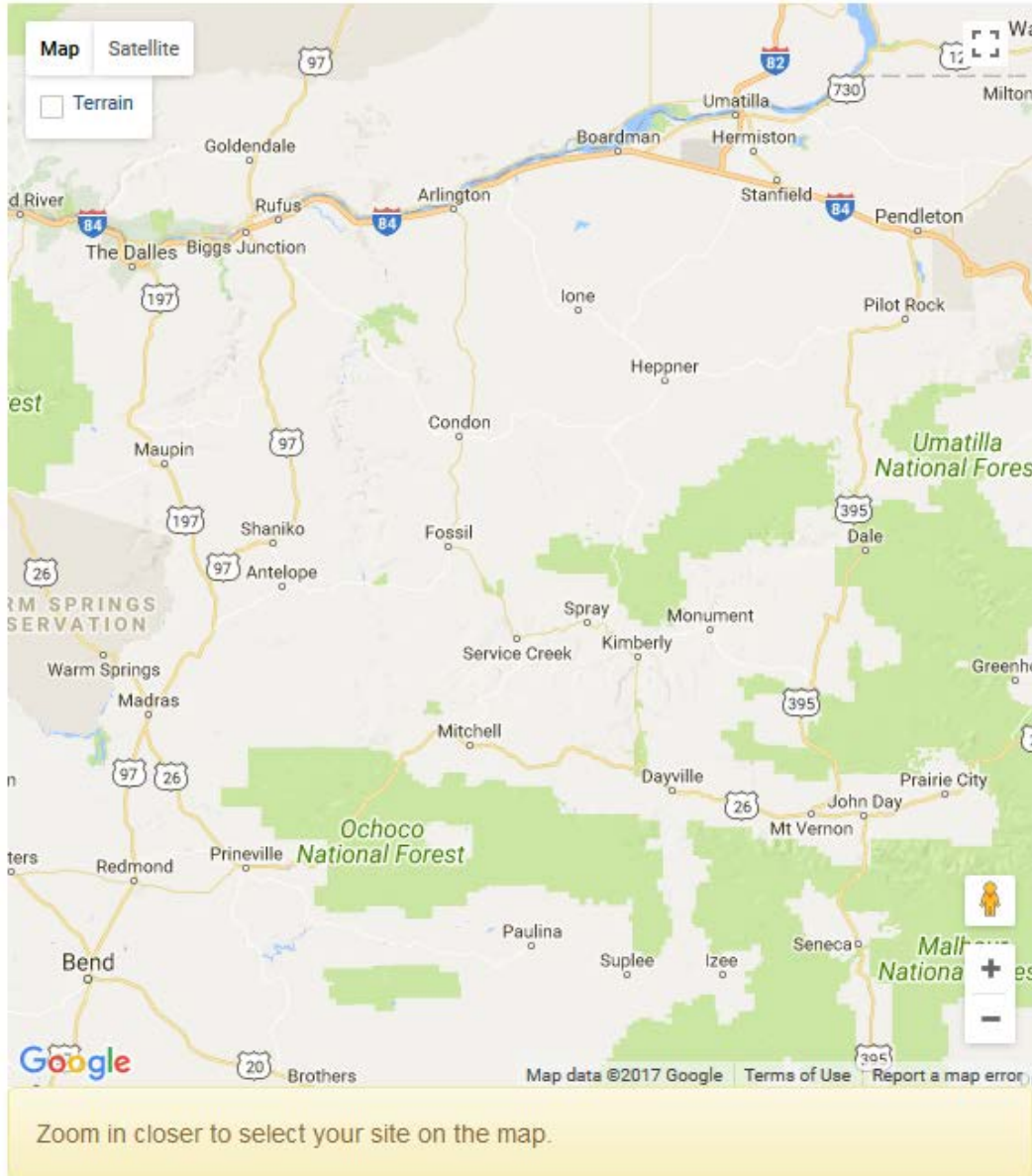
Site County *

- Unknown
- Baker

'Project Panel' - Latitude and Longitude:

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

Set Latitude / Longitude



lat: lng:

Nevermind

Note: Until you zoom in close enough to mark the project location, the note at the bottom map will say "Zoom in closer to select your site on the map."

Set the location of your project site by clicking the location on the map. If you are satisfied with the location of the pin, click 'Save'. If this is not the correct location, click 'Nevermind' and start over. The latitude and longitude will automatically be entered into the application.

9. The 'Financial Information' panel is where you provide information about project finance including the cost of project elements and the source of your match for the project.

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 the 'Edit' button located in the upper right hand corner of the application to complete the financial information. The requested amount, match, and total project cost will auto fill from the information you provide in the Project Budget Worksheet.

▲ 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 [Add Worksheet Item](#)

Project Budget Worksheet

Source of Funding Worksheet

Total Project Cost \$0.00

Total Match from Sponsor \$0.00

Grant Funds Requested \$0.00

- b. Click 'Add Worksheet Item' and enter the description of the item you wish to enter then click, the value of that item, then click 'Add Item'.
- Start with project elements first, and then add source of funding (match) elements last.

- Do not click the box 'Does this item include Match' while entering project elements, i.e. materials, equipment, supplies, etc.

Worksheet before clicking 'Add Item'

Project Budget Worksheet
Add Worksheet Item

Description *

Amount

Does this item include Match?

Add Item
Nevermind

Project Budget Worksheet

Financial Panel and Worksheet after clicking 'Add Item'

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

Requested Amount *

Match Amount *

Total Project Cost *

Grant %

Match %

Project Budget Worksheet
Add Worksheet Item

Project Budget Worksheet

Playground Equipment	\$100,000.00	✎ ✖
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Source of Funding Worksheet

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

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.

- a. Continue to add all the project elements repeating the steps above. Check to make sure that entries are accurate. If an item is not correct, you may click the



'pen' to edit or the X to delete the item.

- b. Now add the Match source(s) of funding like the project elements were added, except now you will click the 'Does this item include Match' button. 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. You will now add the value of match in the 'Match Amount' field.

Before clicking 'Add Item'

Project Budget Worksheet Add Worksheet Item

Description * Budgeted Funds

Amount 0.00

Does this item include Match?

Match Amount * 50000

Source of Funding SDCs

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

Add Item Nevermind

After clicking 'Add Item'

Financial Information ✔

i 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 * \$50,000.00

Total Project Cost * \$150,000.00

Grant % 66.66666666666666 %

Match % 33.33333333333333 %

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)	\$50,000.00	
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Total Project Cost \$150,000.00

Total Match from Sponsor \$50,000.00

Grant Funds Requested \$100,000.00

Note that the match is now showing up in the 'Financial Information' panel.

Continue adding the Match items until complete.

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 LWCF grant you are applying for here).

Project Budget Worksheet Add Worksheet Item

Description * Playtime Grant

Amount

Does this item include Match?

Match Amount * 20000

Source of Funding Grant Award

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

Grant Name Playtime for Kids

Grant Type Private

Granting Agency Playtime Equipment

Grant Status Approved

Add Item Nevermind

Continue to add match items until the Financial Information is accurate and complete

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

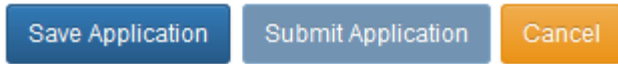
Budgeted Funds (SDCs)	\$50,000.00	
Playtime Grant (Grant - Playtime for Kids Playtime Equipment Private(approved))	\$20,000.00	
Volunteers (Donated Labor)	\$5,000.00	

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!



10. The "Supplemental" panel is where a majority of the detailed questions in the application are located. Questions may consist of 'yes/no', multiple choice, or a short answer. There are several narrative questions in this section. Brief and concise answers are encouraged.

▲ Supplemental Information

1. PROJECT NARRATIVE

a. Describe all elements of the project, the need for assistance and project objectives. Describe who will do the work and who will provide supervision. *

b. Describe any facilities to be constructed, existing facilities which are to be renovated, removed or demolished. Describe the present development on the site and how proposal fits in with future development. *

2. SCORP CRITERIA: Consistency With the following State

a. Major rehabilitation projects involve the restoration or partial reconstruction of eligible recreation areas and facilities. If the project includes major rehabilitation, please check all that apply. *

i. Please list the specific facilities that are in need of rehabilitation. Upload photos in the Attachments tab showing the facilities in need of rehabilitation.

11. The 'Attachments' panel is where you will upload required supporting documents. The required documents are listed within the panel and also described in Grant 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.

When the 'Required Attachments' panel is opened, required attachments that have not yet been uploaded will have a red exclamation point next to them. When the item is uploaded this will change to a green check mark.

This screen shot shows some items that have been uploaded and some that have not

7 of 13 Required Attachments		Add Attachment
Additional Attachment		
Construction Drawings		
Land Use Compatibility Statement (LUCS) - Completed		
Maintenance Documentation		
Map for SHPO Review		
PD/ESF - Completed		
Park Boundary Map		
Property Deed or Easement or Lease Agreement	Property Deed or Easement or Lease Agreement	pdf
Resolution to Apply for Grant	Resolution	docx
Site Plan	Park Site Plan	pdf
State Agency Review Form - Completed	State Agency Review Form - Completed	pdf
Urban Growth Boundary Map	Urban Growth Boundary Map	pdf
Vicinity Map	Vicinity Map	pdf

- b. To begin uploading documents click the 'Add Attachment' button located in the 'Attachments' panel (this button will only appear after clicking the 'Edit' in the upper right hand corner of the application).

7 of 13 Required Attachments Add Attachment

Click the 'Browse' button

7 of 13 Required Attachments Add Attachment

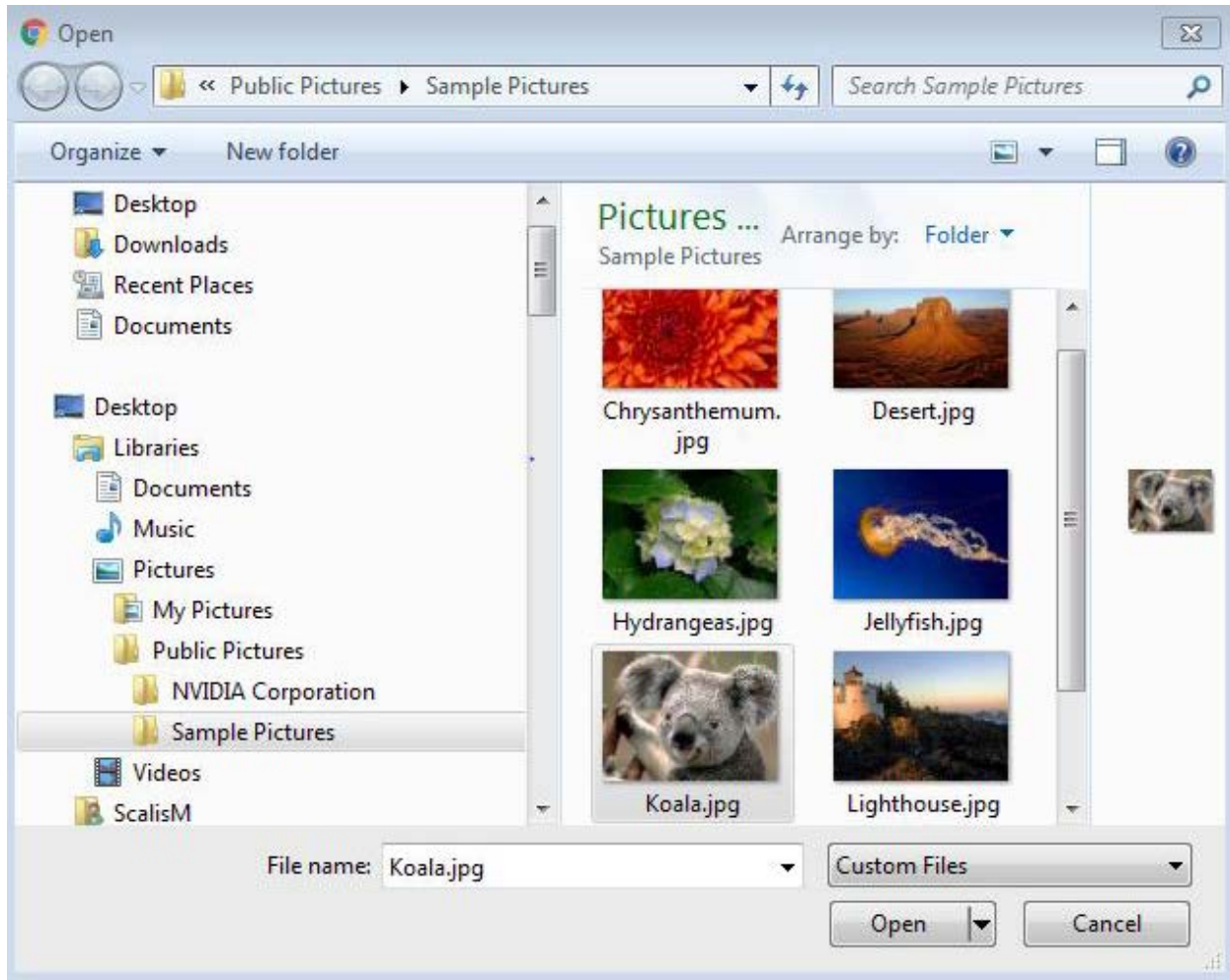
File * Browse...

For *

Description *

Add File Nevermind

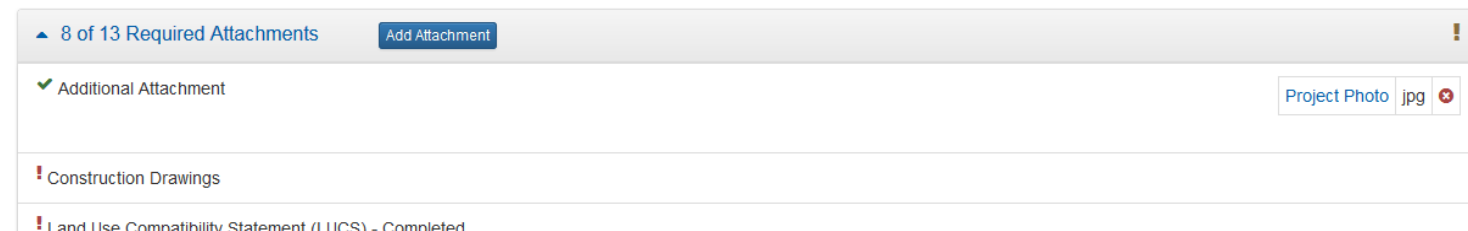
Find and select the document or photo you have on file to upload



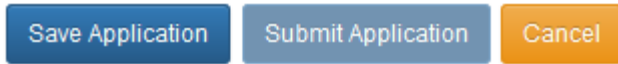
Use the drop down menu next to “For” and select the type of attachment you are uploading and type in a description of that item - click ‘Add File’



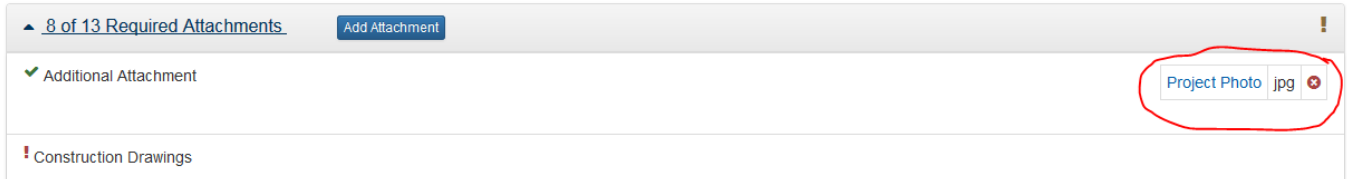
A green check mark should now appear next to the successfully uploaded attachment



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



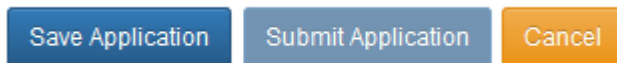
If you decide to delete the attachment, click the red X next to the attachment name



Note:

- If there are forms to fill out that you must download and complete prior to uploading, they will be provided in the 'Files' panel 'as well as on the OPRD website at http://www.oregon.gov/oprd/GRANTS/Pages/local_more.aspx
- If you would like to upload an attachment that is not specifically defined on the list, assign the 'Additional Attachment' label to upload your documents. If you do NOT have any 'Additional Attachments' upload a note or memo stating you do not wish to provide any additional attachments. However, it is highly recommended that you provide photos in this section.
- 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 letter stating that 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.

12. Once the application is complete click the 'Submit Application' button located at the upper right hand corner of the application (you will not be able to click this button if the application is missing any required fields)



13. After clicking submit, read the statement that pops up. If you agree with the statement check the 'I agree' box and click the 'Submit' button

Application Submission

B I [List icons]

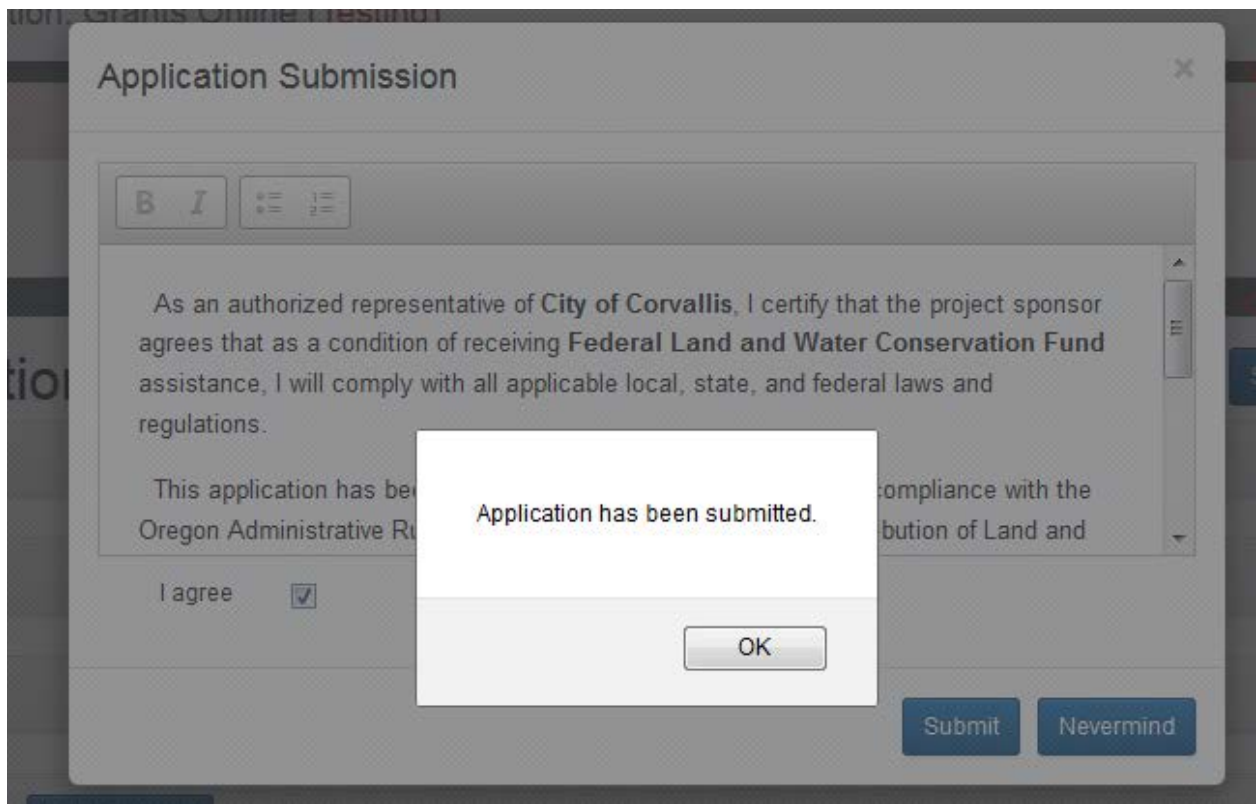
As an authorized representative of **City of Corvallis**, I certify that the project sponsor agrees that as a condition of receiving **Federal Land and Water Conservation Fund** assistance, I will comply with all applicable local, state, and federal laws and regulations.

This application has been prepared with full knowledge of and in compliance with the Oregon Administrative Rules Chapter 736, Division 8, For the Distribution of Land and

I agree

Submit **Nevermind**

You will see a message that states the application has been submitted. When you click 'OK' you will be returned to the home screen.



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 notifying you that it has been received.

Step Four: Application Status

1. You may log on to <https://oprgrants.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 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:

- 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.
- 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. Application worksheets are provided at http://www.oregon.gov/oprd/GRANTS/Pages/lwcf_other.aspx
- 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 panel 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 panel.
- Complete the application well before the application deadline date. Applications will be accepted until the 11:59 PM on the deadline date.