



OPRDGrants.org



Oregon Parks and Recreation: Grants Online

Oregon Heritage All-Star Community (OHAC) Online Application Instructions

OREGON HERITAGE
OREGON PARKS AND RECREATION DEPARTMENT

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GENERAL INFORMATION

The following instructions are intended to help applicants navigate the Oregon Heritage All-Star Community (OHAC) online application process. The instructions may not address every possible scenario that could occur, however, you will get the information necessary to navigate the reporting and reimbursement process.

For information on answering actual application questions, please refer to the Oregon Heritage All-Star Designation Guidelines.

The Grant Program Coordinator is available to assist those who have additional questions. Contact Kuri Gill at Kuri.Gill@opr.oregon.gov or 503-986-0685.

Note: Screen shots and photos within these instructions are samples 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 directly related to OHAC.

SYSTEM REQUIREMENTS & TIPS

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

1. Browser:
 - o [Firefox](#) version 17 or higher.
 - o [Safari](#) version 7 or higher.
 - o [Chrome](#) latest version.
 - o 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.

Tips

1. Always click 'Edit' to enter information.
2. An attachment is required for each listed attachment type. If the required attachment does not apply to your project, upload a document with 'Not applicable'.
3. Use the 'Find Lat/Long' button to fill the latitude and longitude fields.

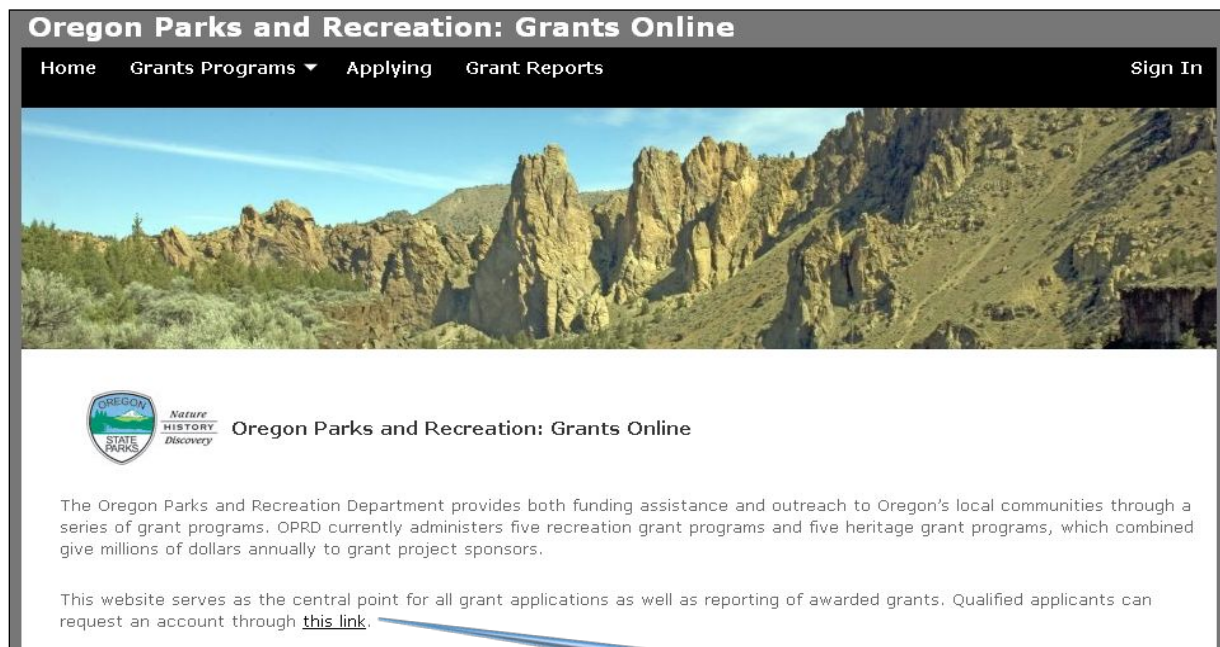
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REQUEST AN ACCOUNT

Important: It is recommended that 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. Staff must review and approve your account request before you can access the online application. Requests will typically be reviewed within 3 business days. If you already have an account, do not register again. If you do not see the correct application, contact the grant coordinator for access. If you would like to represent another organization contact the grant coordinator.

1. Visit [OPRD Grants Online](https://opr.d.grants.org) at: <https://opr.d.grants.org>
2. Qualified applicants can request an account by clicking on the **Applying** tab or 'this link'.



Request an Account Here

3. You will then be directed to the **Grant System Account Request** page.

[Home](#)

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 1

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 

[Submit Request](#)


- 4. Enter your name and contact information. Be sure your email is correct as all correspondence and access is through this email address.
- 5. Select your organization from the list. If your organization does not appear in the list, click the 'My organization is not in this list' box. Check the box for the **Heritage Grants**.

My organization is not in this list

I am interested in applying for Heritage Grants (Heritage Grants, Historic Cemetary 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 Conervation Fund Grants, Local Government Grants, Recreation Trails Grants).

To prevent spam submissions, please confirm the following phrases:

I'm not a robot 

[Submit Request](#)

- 6. At the bottom of the screen, check the 'I'm not a robot' box
- 7. Click the 'submit request' button.
- 8. You will receive a **confirmation e-mail** from OPRD RecGrants once your request has been processed. Be sure to check you **spam or junk folder** if you do not see the email.

If you are approved for an account, this e-mail will include a link which will direct you to set your password. **Note:** This link is only available for a limited time. When you click the link a pop-up box will appear to enter your password. If this doesn't occur, you may need to turn off your pop up blocker. If you cannot set up your password contact the grant manager. If you miss the email, you may go to the login page and click 'forgot password' to set one up.

Once you have set your password you may begin work on a grant application.

LOG IN (AFTER ACCOUNT IS ESTABLISHED)

1. Visit the Oregon Parks and Recreation: Grants Online site at <https://oprgrants.org/> and click "Sign In" in the upper right hand corner of the page. This will take you to the Grant System Login. Depending on your screen resolution, you may need to scroll over on the page to see it.



2. Enter the same username (your email address) and password used when accessing grant applications.

Grant System Login

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

Username:

Password:

[Forgot password?](#)

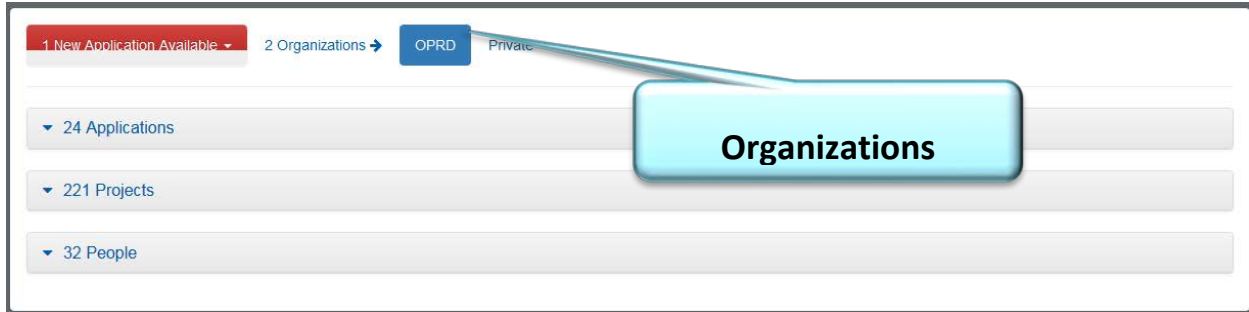
3. Once logged in you will be at the **Home Page** and see:

- a. Any organizations you are associated with – most have only one.
- b. New applications available for programs with open grant cycles – if any.
- c. Panels for all **Applications**, **Projects** (awarded grants) and **People** associated with your organization.

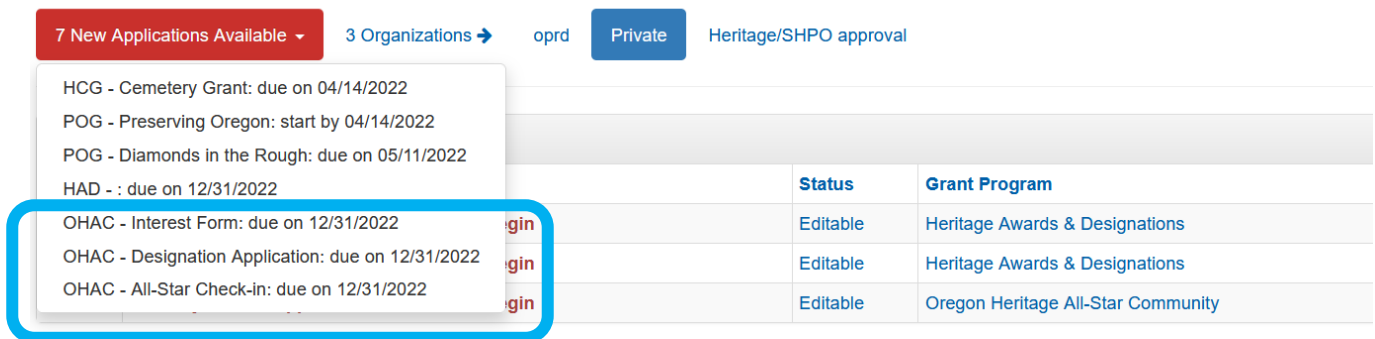
The screenshot displays a user interface with a white background and a blue border. At the top left, there is an orange button labeled "Log Out". Below this is a dark grey horizontal bar. Underneath the bar, there are three main elements: a red button with white text that says "3 New Applications Available" followed by a downward-pointing triangle; a blue link that says "1 Organization" followed by a rightward-pointing arrow; and a blue button with white text that says "City of Albany". Below these elements are three light grey rectangular panels, each with a downward-pointing triangle and text: "5 Applications", "34 Projects", and "5 People".

Note: All People associated with your organization can access all applications and projects.

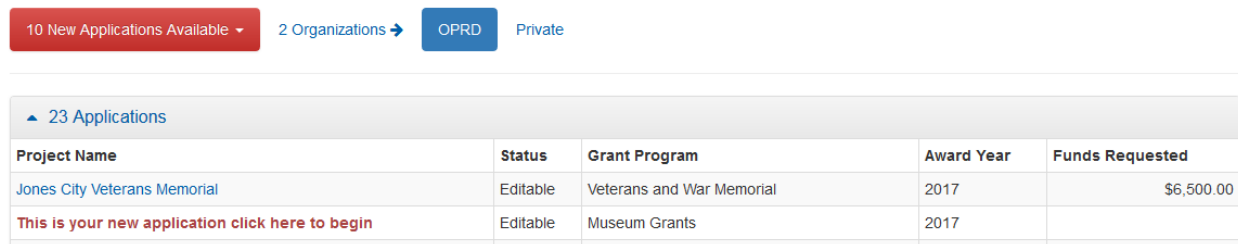
ACCESS APPLICATION



1. If you are associated in OPRD Grants Online with more than one organization, they appear next to the red button.
2. If you are associated with more than one organization, select the organization that you are representing for this application. The numbers of available applications may change based on the eligibility requirements of each grant program. If you would like to know more about eligibility or to update your organization's eligibility for a program, contact the grant coordinator.
3. Select the red button to see a drop down menu of available applications. Click on the application you would like to submit. An open application will now appear in your applications tab. You will notice the number change.



4. Click '## Applications' section to see the list of applications and their status. Your new application will appear.



5. Select the application anywhere in the text of the project name field to open your application.

6. Once you have started an application always open the application through the applications tab, unless you want to create a new application. You may open and close the application as many times as you would like until you submit the application.

The screenshot shows a web application interface. At the top, there is a navigation bar with a red button labeled "4 New Applications Available", a link for "2 Organizations", a blue button labeled "OPRD", and the text "Private". Below this is a section header "21 Applications" with a dropdown arrow. Underneath is a table with the following data:

Project Name	Status	Grant Program	Award Year	Funds Requested
Jones City Veterans Memorial	Editable	Veterans and War Memorial	2017	\$6,500.00

COMPLETE APPLICATION

1. Once you open your application you will be at the **Grant Application Page** and see:
 - a. The application number
 - b. The application type
 - c. The 'Edit' button
 - d. The 'Delete Application' button. Only click this button if you want to completely delete the application, it cannot be recovered. If you accidentally create a new application you do not want to use, please delete it.
 - e. Project Information section
 - f. Contact Information section
 - g. Supplemental Information section
 - h. Required Attachments section

The screenshot displays the 'VWM Memorial Application' interface for application #3397. At the top, it shows the application number and type, along with an 'Edit' button. A red banner indicates the application was created by K Gill and has no requested amount, with a 'Delete Application' button. Below this are several expandable sections: 'Project Information' (marked with a red asterisk), 'Contact Information' (marked with a green checkmark), 'Financial Information' (marked with a green checkmark), 'Supplemental Information' (marked with a red asterisk), and '0 of 7 Required Attachments'.

2. Select the 'edit' button (upper right corner) every time you want to enter information.
3. Select each category to enter information into the application.
4. Select each section title to expand or contract the section view.
5. Items that have a red asterisk are required fields.
6. Select 'Save Application' as you complete work. This button only appears when in edit mode. You will need to select 'Edit' to continue working after saving.

PROJECT INFORMATION

Project Information

Project Name * Jones City Museum Collections Project

Brief Project Description *

B I **☰ ☰**

Rehouse the Jones City IOOF collection into archival quality materials.

Project Start Date * 08/16/2017

Project End Date * 02/15/2018

Site Name * Jones City Museum

1. Project Name: Enter your community's name followed by "Heritage All-Star"
2. Brief Project Description: Please keep this brief. You may enter "Heritage All-Star Designation" or "All-Star Designation Check-In" depending on the subject.
3. Project Start Date: Provide the current date or the date of your check-in visit (if scheduled).
4. Project End Date: Provide the same date four years in the future. For example, if you enter January 15, 2022 as a start date. The project end date would be January 15, 2026.
5. Site Name: Enter your city's name.
6. Site City/Town/Area – Please use the most closely associated location.
7. Site County – Check the box for the county where the project is taking place.
8. Site Description – Use the city name.

9. Site Acreage – If you know the acreage of your city, enter it here. If not, enter 1. Please note that the system will only accept round numbers.

10. Latitude and Longitude – You must the system to fill in the Latitude and Longitude.



The image shows a form with four input fields and one button. The fields are labeled 'Site Acreage *', 'Latitude *', and 'Longitude *'. The button is labeled 'Find Lat/Lng'. The 'Site Acreage' field is the top-most field. Below it is the 'Find Lat/Lng' button. To the right of the button are the 'Latitude *' and 'Longitude *' fields, stacked vertically.

a. Click the 'Find Lat/Lng' button.


Set Latitude / Longitude ✕

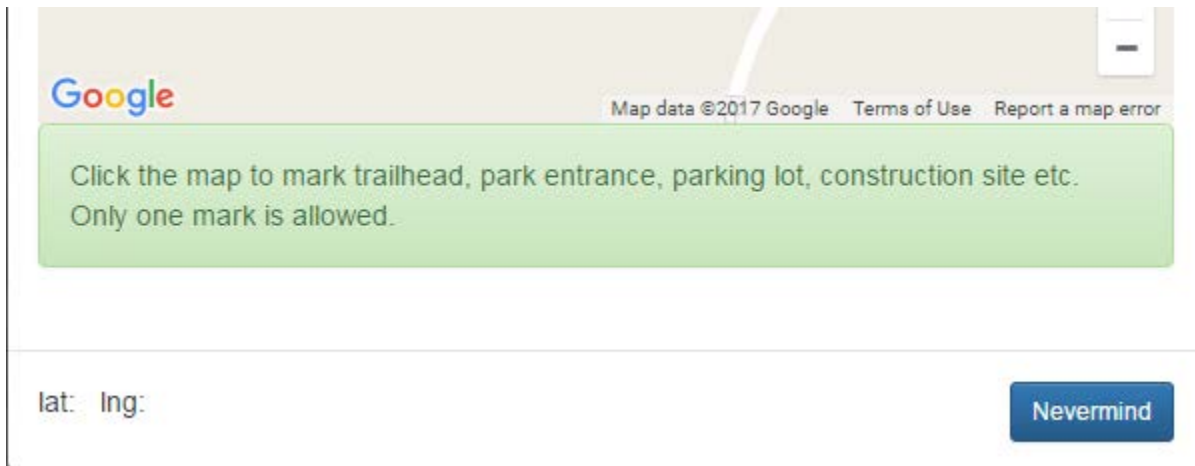
Map Satellite

Zoom in closer to select your site on the map.

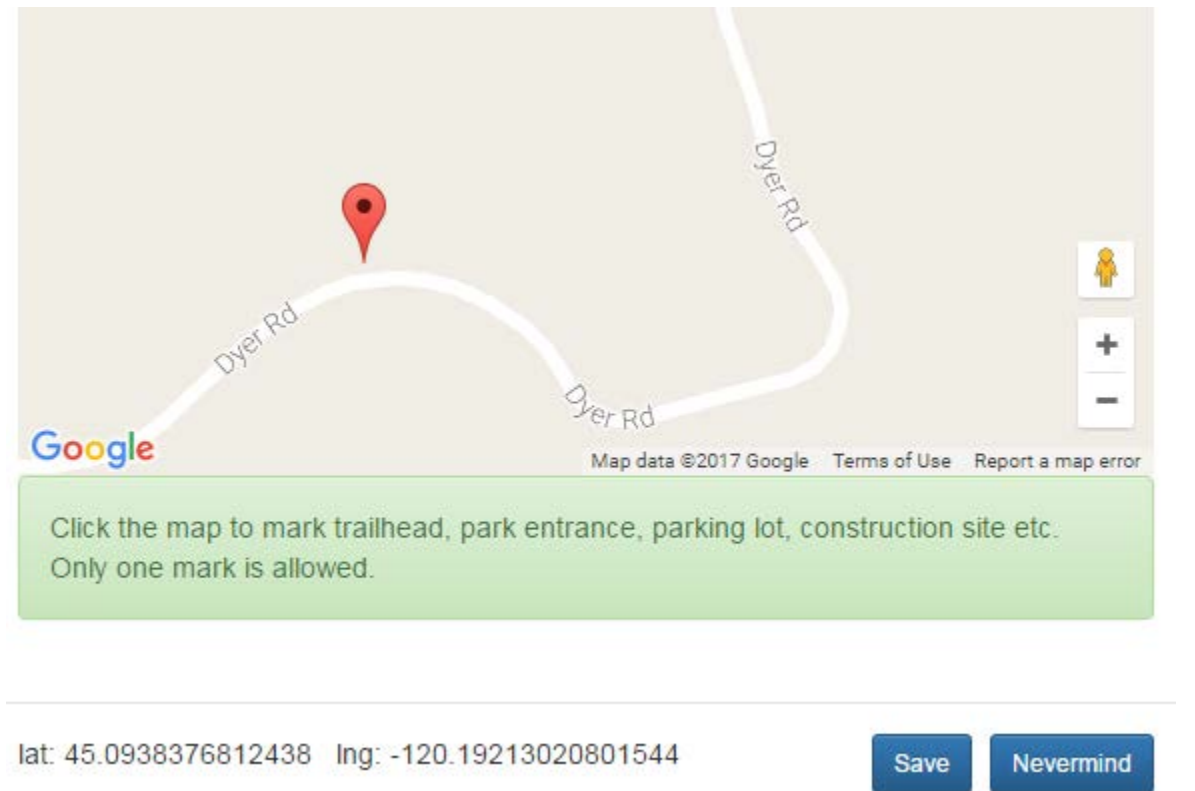
lat: lng: Nevermind

- b. The map button will pop up. You may need to scroll down to see the instructions and the buttons.

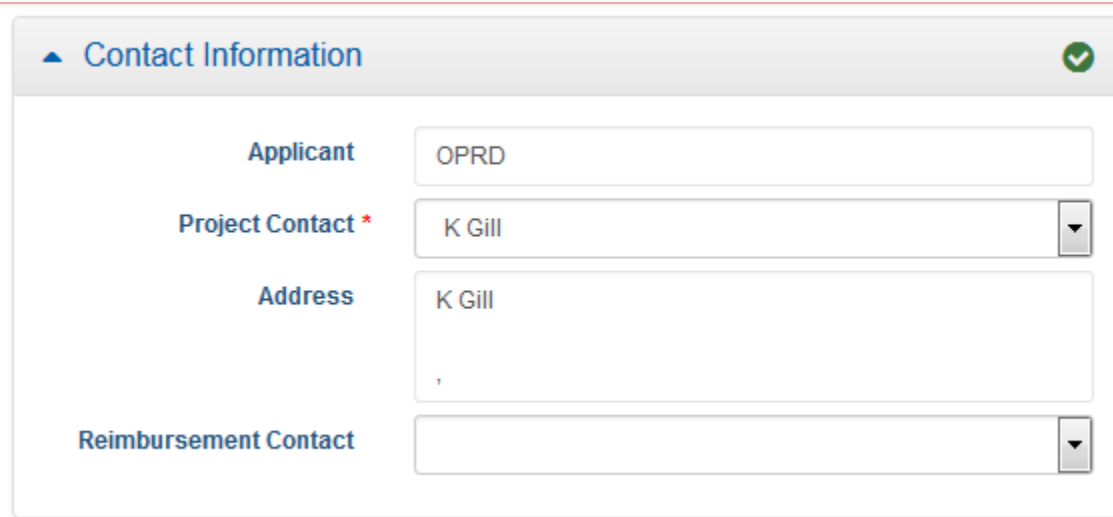
- c. When you move your mouse to the map, it will turn into a hand. When you click you can drag the map around. Drag the map until your location is in the center. Then click the  to zoom in. You may need to zoom in many, many times. Each time you zoom, move your location to the middle of the screen.
- d. When you are zoomed in enough the instruction information background will change to green and the instructions will tell you to click the map on the site.



- e. You will need to double click. A map point will drop. The lat: and lng: fields will fill in and a save button will appear. Click the 'save' button and the latitude and longitude will fill in on the application. You will still need to save the entire application to save this information completely.



CONTACT INFORMATION



The screenshot shows a form titled "Contact Information" with a green checkmark in the top right corner. The form contains four fields:

- Applicant:** A text input field containing "OPRD".
- Project Contact *:** A dropdown menu with "K Gill" selected.
- Address:** A text input field containing "K Gill".
- Reimbursement Contact:** A dropdown menu that is currently blank.

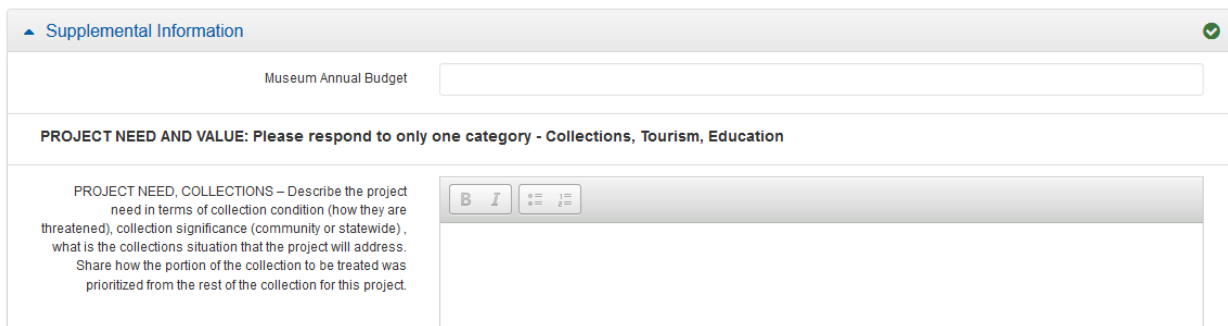
1. You may enter a project contact and a reimbursement contact. This is likely your contact information. If they are the same, then you may leave the reimbursement contact blank. The people must have an OPRD Grants Online account to be added as a contact.

SUPPLEMENTAL INFORMATION

The **Supplemental Information** section is where a majority of questions in the application are located. Some questions are limited to yes/no, multiple choice, or a short answer.

There are several narrative questions in this section. Questions that require a longer narrative response have an expanding box provided. The box will expand as you type until you have completed your response. Brief and concise answers are encouraged.

When preparing narrative answers, you may first prepare, edit and save those answers in another document. You can then cut and paste your answer directly into the application.



The screenshot shows a form titled "Supplemental Information" with a green checkmark in the top right corner. The form contains the following elements:

- Museum Annual Budget:** A text input field.
- PROJECT NEED AND VALUE: Please respond to only one category - Collections, Tourism, Education**
- PROJECT NEED, COLLECTIONS – Describe the project need in terms of collection condition (how they are threatened), collection significance (community or statewide), what is the collections situation that the project will address. Share how the portion of the collection to be treated was prioritized from the rest of the collection for this project.**
- Rich Text Editor:** A text area with a toolbar containing buttons for Bold (B), Italic (I), Bulleted List, and Numbered List.

1. Select 'Edit' in the upper right corner to begin entering or editing information.

2. You may save the application as often as you would like by selecting the 'Save Application' button. You will need to select 'Edit' again to continue working after saving.

ATTACHMENTS

The **Attachments section** is where you will upload required supporting documents such as PRePs, photos, brochures, and historic sites lists. The required documents are listed in this tab and also described in the Heritage All-Star Designation Guidelines.

Instructions for attachments

1. Save the application and click 'edit' to see the 'Add Attachment' button on the required attachments bar.
2. The required attachments list includes tags that match all 24 criteria of the Heritage All-Star designation. Refer to the required attachments list for the attachments related to the criteria your community meets.
3. 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, PDFs, etc. Once you have your documents saved to a location of your choice, you may begin to upload document. There is a 20 MB per attachment limit.
4. Avoid naming attachments with symbols and directions (submit, report, etc.). Naming style like this works best. Exhibit_Installation_photo



A screenshot of a web application interface. At the top, there is a header bar with a blue triangle icon and the text "0 of 2 Required Attachments". Below this, there is a list of two items: "Attachments" and "Budget detail & estimates". Each item has a small red exclamation mark icon to its left.

NOTE: The attachments shown here may not be the same as appear in the application, log in to the application to confirm the required attachments.

5. Select 'Add Attachment'



A screenshot of a web application interface showing the "Add Attachment" form. The header bar displays "0 of 7 Required Attachments" and an "Add Attachment" button. The form has three fields: "File *" with a "Browse..." button, "For *" with a dropdown menu, and "Description *" with a text input field. At the bottom right of the form, there are two buttons: "Add File" (blue) and "Nevermind" (orange).

6. Select 'Browse' to find the file you would like to attach. A window will open to search your device for files.
7. Once you select the files. Select to the type of attachment from the 'For' drop down. There must be at least one attachment per required file type in the 'For' drop down. Enter a short description to explain the attachment. For example, exhibit drawings, site photo, etc. The **For** category and the **Description** are **required** for the attachment to upload properly.

▲ 0 of 7 Required Attachments Add Attachment

File * Browse... Chrysanthemum.jpg

For * Property Photo

Description * site location photo

Add File Nevermind

8. Select 'Add File'. Please give it a chance to upload before you click again, it can be slow.
9. Once you add a file it will appear in the file type selected.

▲ 1 of 2 Required Attachments Add Attachment

✓ Attachments photo of current collections conditions.jpg

! Budget detail & estimates

10. You likely will not have attachments for all 20 "required" attachments. If you do NOT have any attachments for a category, simply upload a **blank place-holder page** to fill the position. This will allow you to proceed and submit the application.

SUBMITAPPLICATION

1. Be sure all required fields are complete. Red exclamation points mean there are incomplete required fields. The green check mark means all fields are complete.

Jones City Veterans Memorial - Application #3397 VWM Memorial Application [Edit](#)

Application created by K Gill. Application has no requested amount. [Delete Application](#)

- Project Information ✓
- Contact Information ✓
- Financial Information ✓
- Supplemental Information ✓
- 7 of 7 Required Attachments ✓

2. Select 'edit' and then select 'Submit Application'.
3. A window will pop up. If you are ready to submit, check the 'I agree' box and select 'Submit'. **You WILL NOT be able to make changes once the application is submitted.**

Application Submission ✕

B *I*

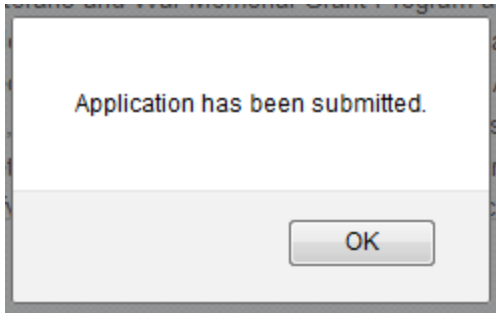
- ☰
- ☰

As an authorized representative of OPRD, I certify that the applicant agrees that as a condition of receiving Veterans and War Memorial Grant Program assistance, it will comply with all applicable local, state and federal laws. This application has been prepared with full knowledge of and in compliance with the Oregon Administrative Rules Chapter 736, Division 17, for the Distribution of State Funding Assistance to Units of Local Government for Veterans and War Memorials and OPRD's Procedures Manual for the program. I also certify that to my best knowledge, information contained in this

I agree

[Submit](#) [Nevermind](#)

4. A window will pop up confirming the application has been submitted. You will also receive an e-mail from opr.d.recgrants@state.or.us notifying you that it has been received.



5. Your application will now have submitted status in your Applications tab. You will not be able to make changes once it is submitted.

A screenshot of a web application interface. At the top, there are navigation elements: a red button with "4 New Applications Available", a link for "2 Organizations", a blue button for "OPRD", and the text "Private". Below this is a section titled "21 Applications" with a dropdown arrow. Underneath is a table with the following data:

Project Name	Status	Grant Program	Award Year	Funds Requested
Jones City Veterans Memorial	Submitted	Veterans and War Memorial	2017	\$5,000.00

6. If you attempt to submit an incomplete application, you will receive a message letting you know which 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.

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.

▲ 21 Applications				
Project Name	Status	Grant Program	Award Year	Funds Requested
Jones City Veterans Memorial	Submitted	Veterans and War Memorial	2017	\$5,000.00
Cazadero Goose Creek Crossing	Closed	Recreation Trails	2016	\$205,600.00
Boones Ferry Road to SW Maplecrest Drive Trail	Closed	Recreation Trails	2016	\$21,305.00
Neat Project	Editable	Museum Grants	2016	\$10,000.00
Oregon Trail Rut Documentation Project	Closed	Preserving Oregon Grants	2015	\$14,733.00

2. The application will be in **Editable** status while it is still being completed by the applicant and prior to being submitted.
3. Once submitted, the application status will change to **Submitted**. Please check to make sure the application is in 'Submitted' status by the grant application deadline. If the application is not submitted by the deadline, it will be disqualified and will not be considered for funding.
4. Once 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 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 acceptable. After all corrections are approved the status will then be changed to 'Reviewed' and you will not need to do anything further unless contacted by OPRD staff.

1. Complete as much information as possible in the **Project tab** before moving on to other parts of the application.
2. **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.
3. **Be sure to click Save often** while working on the application. You should save your work after completing a couple of questions at a time. You should always save immediately after answering a long narrative question.
4. 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. Sometimes, simply changing browsers will fix a problem.
5. 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.
6. **Have needed budgets and documents 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 prior to entering it in the application.
7. When preparing narrative answers, it is recommended that you **prepare, edit and save those answer in another 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 been saved by leaving that tab and coming back to see if the answer is there.
8. If you see a pop up message indicating there was a **saving problem**, it is likely that your answer did not save correctly. The best thing to do at that 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 the rest of the questions on that tab.
9. It is recommended that you **complete the application well before the application deadline date**. However, applications will be accepted up until midnight of the deadline date. No applications can be submitted after the deadline.
10. Avoid naming attachments with symbols or directional terms (report, submit, etc.).