

Online Grant Application Instructions Recreational Trails 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: Screen shots 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 Recreational Trails Program (RTP), contact Jodi Bellefeuille for assistance.

jodi.bellefeuille@oregon.gov or 503-856-6316

Accessing the Online Grant System

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



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.

The screenshot shows the 'Grant System Login' page. It features a light blue header with the title 'Grant System Login'. Below the header is a light blue box containing a message: '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.' Below this message are two input fields: 'Username' with a placeholder 'Enter your email address' and 'Password'. A green 'Login' button is positioned below the password field. At the bottom left, there is a blue button labeled '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 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

 reCAPTCHA
Privacy - Terms

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

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

Organization Name *

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.

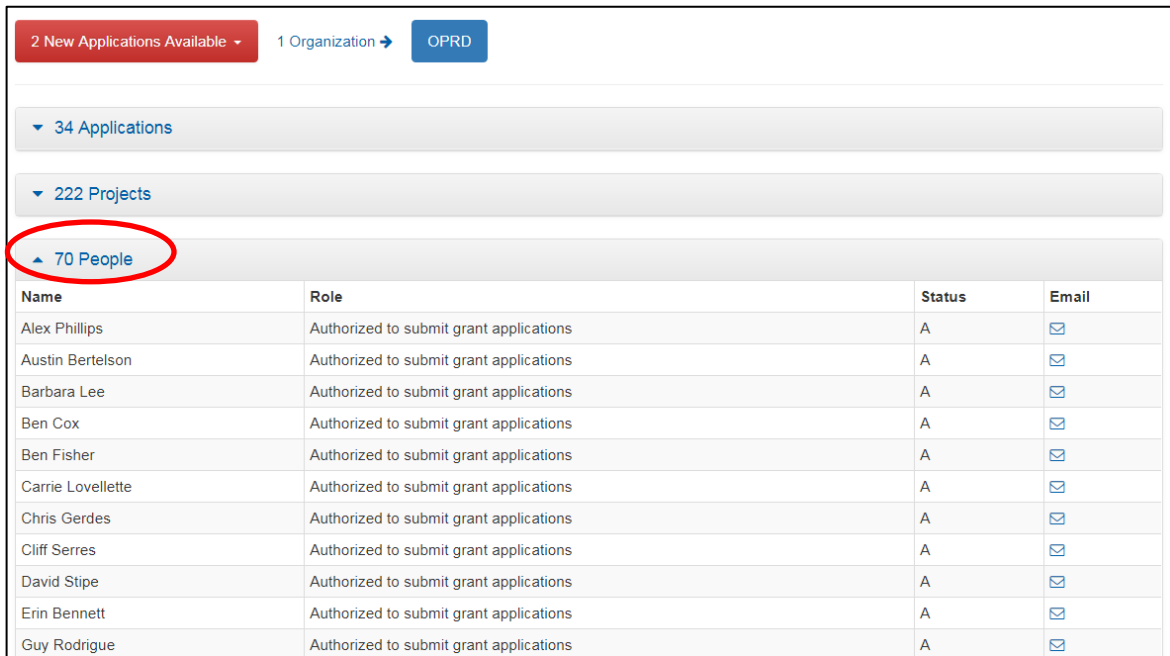
Note: The link is only valid for a limited time so please set your password immediately. If the link expires or doesn't work, follow the instructions for existing users and click "Forgot Password."

Updating Contact Information

Your contact information will display within an application and Letter of Intent 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	✉
Austin Bertelson	Authorized to submit grant applications	A	✉
Barbara Lee	Authorized to submit grant applications	A	✉
Ben Cox	Authorized to submit grant applications	A	✉
Ben Fisher	Authorized to submit grant applications	A	✉
Carrie Lovellette	Authorized to submit grant applications	A	✉
Chris Gerdes	Authorized to submit grant applications	A	✉
Cliff Serres	Authorized to submit grant applications	A	✉
David Stipe	Authorized to submit grant applications	A	✉
Erin Bennett	Authorized to submit grant applications	A	✉
Guy Rodrigue	Authorized to submit grant applications	A	✉

2. Click on your name.
3. Click “Edit.”



▴ Contact Information Edit ✎

First Name Robin

Last Name Wilcox

Address

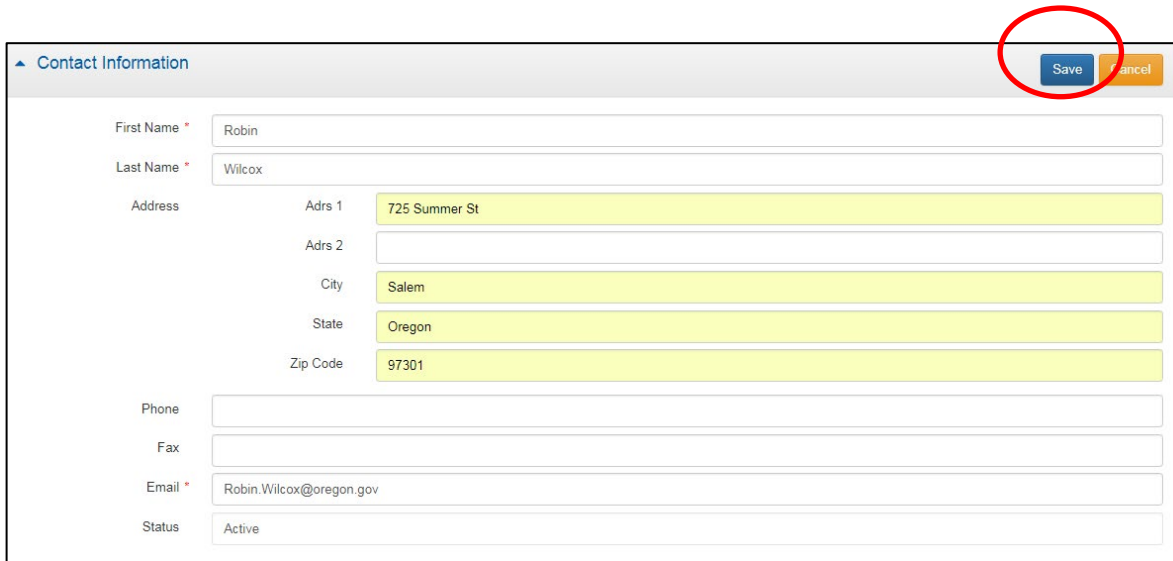
Phone

Fax

Email Robin.Wilcox@oregon.gov

Status Active

4. Update your information and click “Save.”



The screenshot shows a web form titled "Contact Information" with a red circle highlighting the "Save" button in the top right corner. The form contains the following fields:

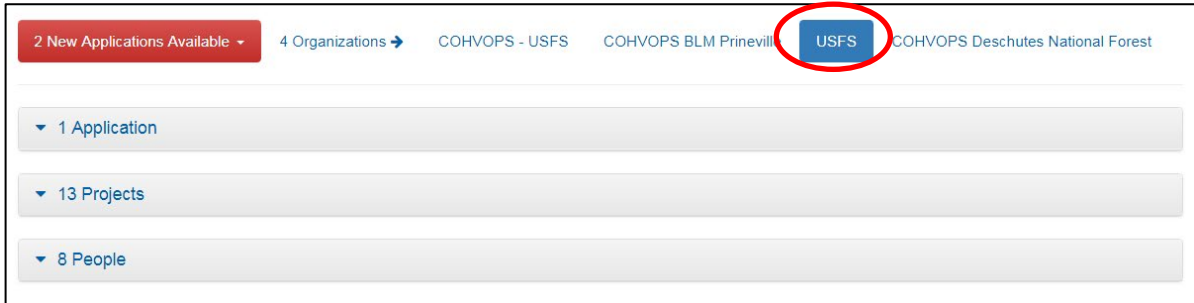
First Name *	Robin
Last Name *	Wilcox
Address	Adrs 1: 725 Summer St
	Adrs 2:
	City: Salem
	State: Oregon
	Zip Code: 97301
Phone	
Fax	
Email *	Robin.Wilcox@oregon.gov
Status	Active

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

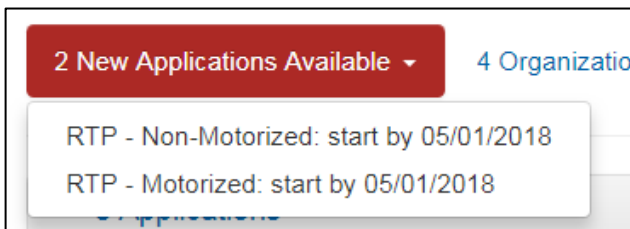
Once logged in, you may begin applying for any grant programs that are currently accepting application and that your organization is eligible for.

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.



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.

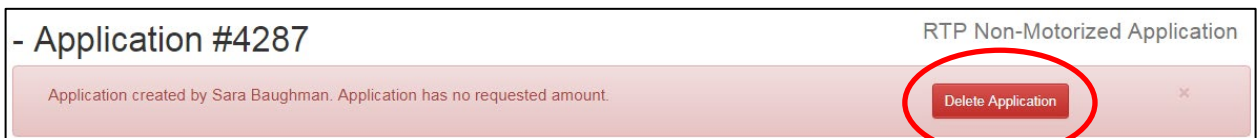
For RTP, select a Non-Motorized or Motorized application. If the project includes both non-motorized and motorized use and you are not sure what to select, contact the RTP grant coordinator.



3. Your new application will now be available in the 'Applications' panel. Click on "This is your new application click here to begin."

Project Name	Status	Grant Program	Award Year
This is your new application click here to begin	Pending	Recreation Trails	2018

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



Letter of Intent

RTP requires that a Letter of Intent is submitted and approved prior to being able to fill out the full application.

1. Once the application is initiated, expand the “Letter of Intent” panel.

- Application #4288 RTP Non-Motorized Application

Application created by Robin Wilcox. Application has no requested amount. [Delete Application](#)

Letter of Intent complete by 05/01/2018

This application requires a Letter of Intent, please provide the following information:

Contact Information

Organization * OPRD

Contact * Robin Wilcox

Address Robin Wilcox
725 Summer St
Salem, Oregon 97301

Phone

Email Robin.Wilcox@oregon.gov

Project Information

Project name *

Brief description of project *

Project Location *

Approximate grant request *

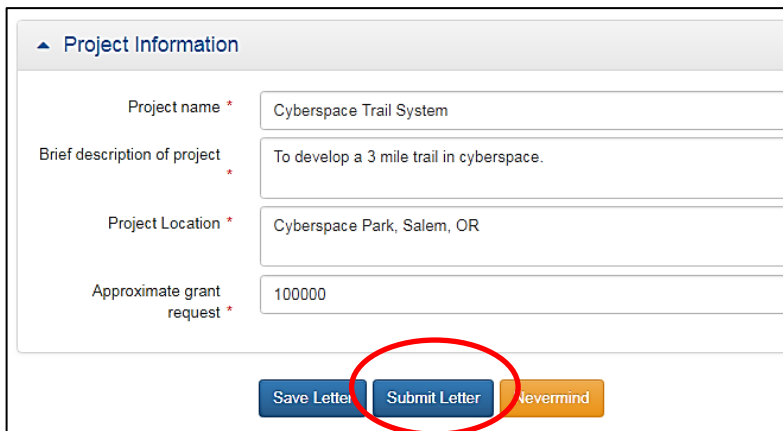
[Save Letter](#) [Submit Letter](#) [Nevermind](#)

2. In the “Contact Information” panel, select the organization and project contact.
 - a. Organization: The drop down will include all organizations that your account is associated with.
 - b. Contact: The drop down will include everyone in your organization who has an active account on OPRD Grants. Select the primary contact. Anyone associated with the organization can edit the application, not just the primary contact.

Note: You can change the project contact at any point during the application process. The organization can be changed by a grant coordinator if needed.

3. In the “Project Information” panel, complete four required fields. For guidance on what information to include, refer to the [RTP grant manual](#) or [grant workshop materials](#). Click “Save Letter” if you’re not ready to submit.

4. Once completed, click “Submit Letter.”

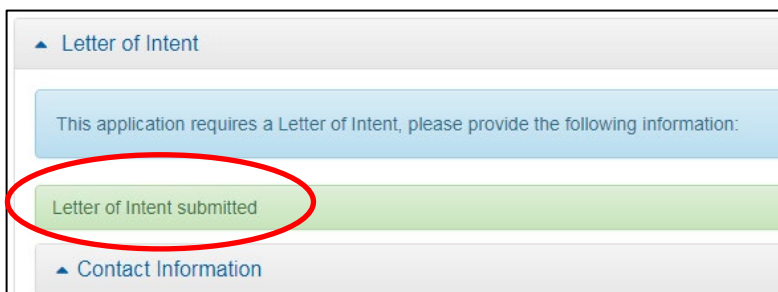


The screenshot shows a form titled "Project Information" with the following fields and values:

Project name *	Cyberspace Trail System
Brief description of project *	To develop a 3 mile trail in cyberspace.
Project Location *	Cyberspace Park, Salem, OR
Approximate grant request *	100000

At the bottom of the form, there are three buttons: "Save Letter" (blue), "Submit Letter" (blue, circled in red), and "Nevermind" (orange).

You will briefly see a message stating “Letter of Intent submitted.” The message will quickly go away and you will return to your home screen. The RTP grant coordinator will either approve the Letter of Intent within 1-5 business days or contact you with questions. If you are unsure whether your Letter of Intent was submitted, wait a few days or contact the grant coordinator.



The screenshot shows a confirmation screen titled "Letter of Intent". It contains a blue message box that reads: "This application requires a Letter of Intent, please provide the following information:". Below this, a green message box reads "Letter of Intent submitted", which is circled in red. At the bottom, there is a section titled "Contact Information" with a downward-pointing triangle icon.

Completing the Application

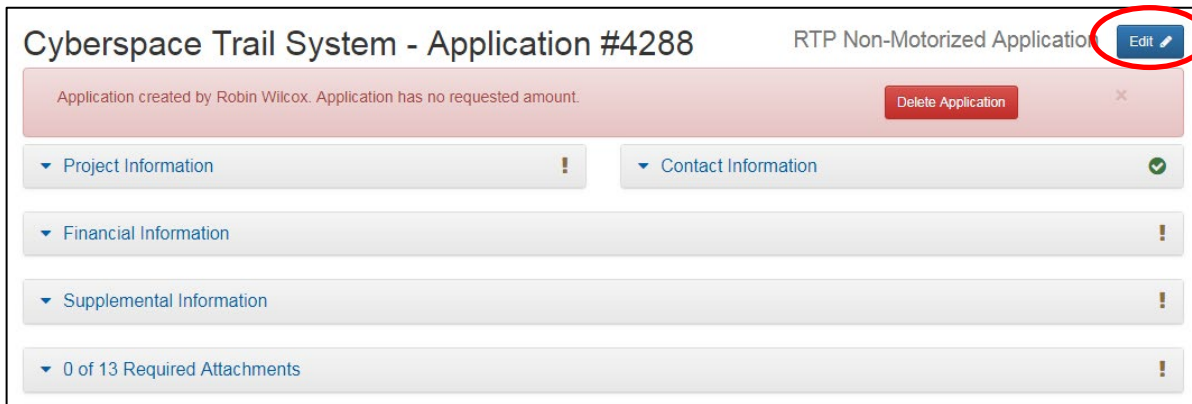
Once the RTP Letter of Intent is approved, you will be able to access the full application. When filling out the application, click “Save” often and keep a backup copy of your responses.

1. On your home screen, click on the application. The Project Name will display what you entered in the Letter of Intent.



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 **Edit**

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

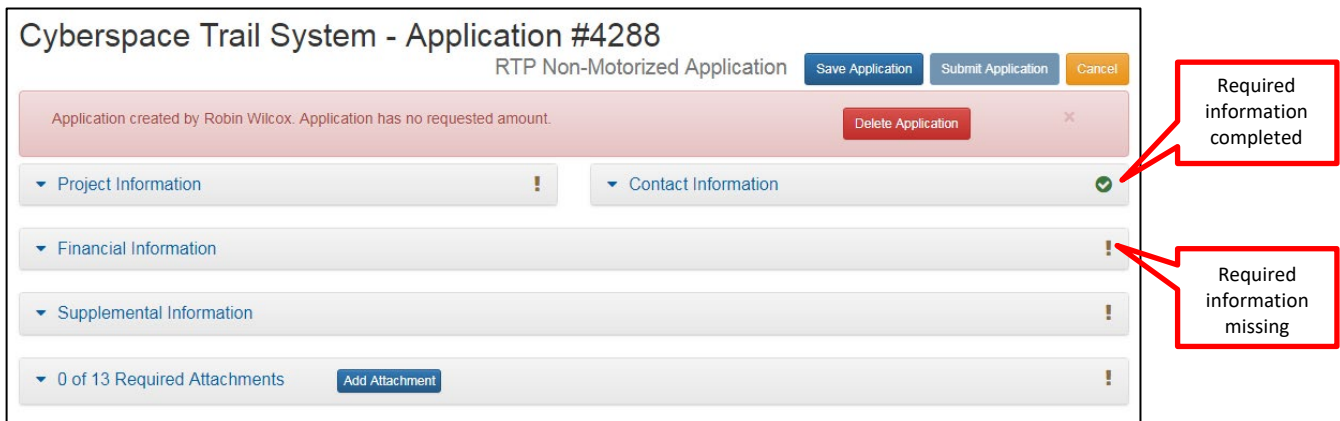
Project Information ! Contact Information ✓

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. **Delete Application**

Project Information ! Contact Information ✓ **Required information completed**

Financial Information ! **Required information missing**

Supplemental Information !

0 of 13 Required Attachments **Add Attachment** !

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.

Project Information Panel: Basic information about your project. The Project Name will carry over from the Letter of Intent and can be changed if desired. All other fields must be completed.

▲ Project Information

Project Name * Cyberspace Trail System

Brief Project Description *

Project Start Date * mm/dd/yyyy

Project End Date * mm/dd/yyyy

Site Name *

Site City/Town/Area *

Site County * Unknown Baker

Site Description

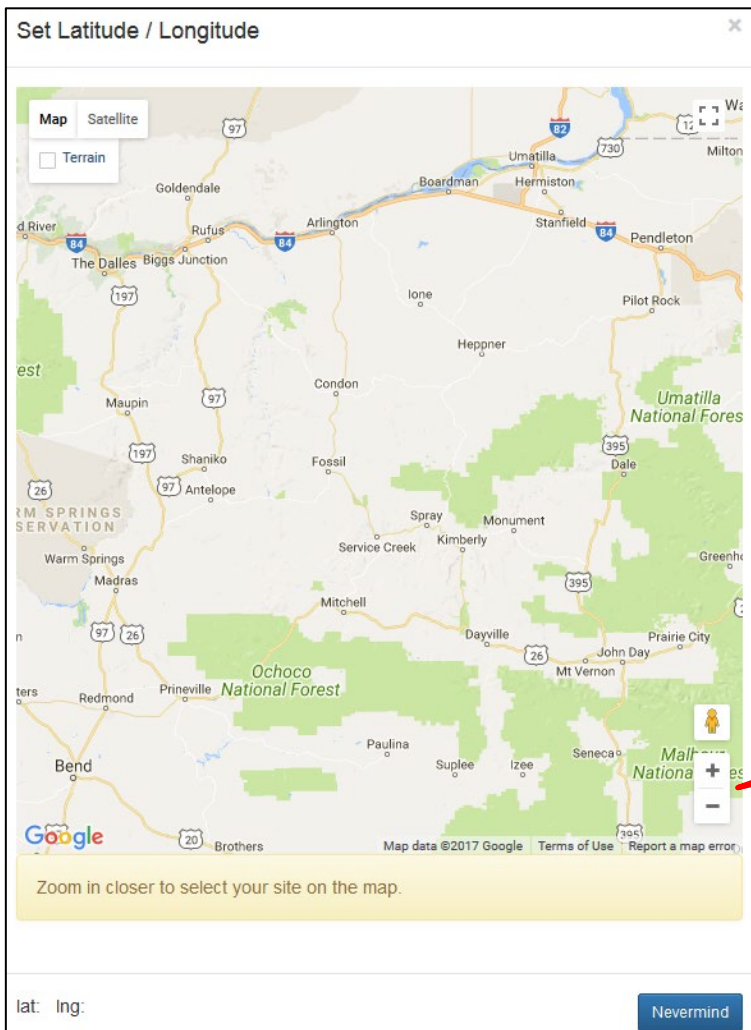
Site Acreage *

Find Lat/Lng Latitude *

Longitude *

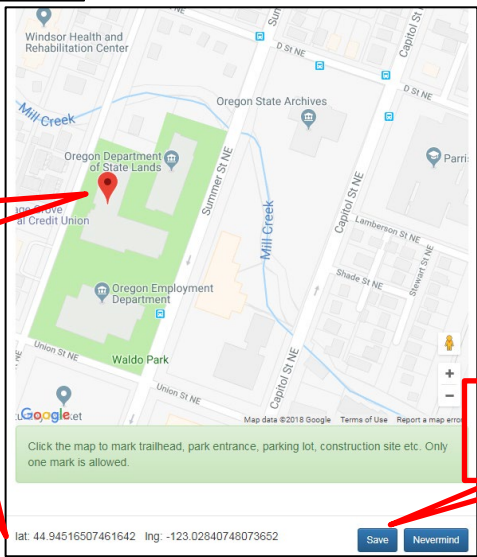
Latitude and Longitude:

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 project finance including the estimated cost of project elements and source of match. There are a few things to keep in mind when you begin:

- The RTP budget format and instructions are different from some of OPRD’s other recreation grant programs (LGGP, LWCF, etc.).
- If the project is approved for funding, the grant amount cannot be increased and the grant and match percentages cannot be changed. Cost deviation within the approved budget elements is typically allowed.
- 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 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 %

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

Project Budget Worksheet

Add Worksheet Item

Description	Qty	Unit	\$/Unit	Cost	Match	Request	Source of Funding
Totals				\$0.00	\$0.00	\$0.00	
Total Project Cost				\$0.00			
Total Match from Sponsor				\$0.00			
Grant Funds Requested				\$0.00			

- For each item, enter the description, quantity needed, unit of measurement (ex: lump sum, hours, ton, square yard, etc.), and cost per unit.

Note: For volunteer labor or other donated items that will be provided at no-cost, the value of the labor or item must be entered in the cost field.

▲ Project Budget Worksheet

Description * Contractor Labor

Quantity Needed * 1

Unit of Measure * Lump sum

Cost / Unit 15000

Does this item include Match?

- Click “Add Item” and the line item will be added to your budget form.

▲ Project Budget Worksheet Add Worksheet Item

Description * Contractor Labor

Quantity Needed * 1

Unit of Measure * Lump sum

Cost / Unit 15000

Does this item include Match?

Add Item
Remind

After clicking “Add Item”:

Requested Amount * \$15,000.00

Match Amount * \$0.00

Total Project Cost * \$15,000.00

Grant % 100 %

Match % 0 %

▲ Project Budget Worksheet Add Worksheet Item

Description	Qty	Unit	\$/Unit	Cost	Match	Request	Source of Funding
Contractor Labor	1	Lump sum	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	
Totals				\$15,000.00	\$0.00	\$15,000.00	

Total Project Cost \$15,000.00

Total Match from Sponsor \$0.00

Grant Funds Requested \$15,000.00

4. If an item will be paid for with matching funds or is donated, check the box next to “Does this item include Match?” Then enter the amount of match, source of funding, and additional information about the status of any grants used as match.

Grant funds example:

Project Budget Worksheet Add Worksheet Item

Description * Kiosks

Quantity Needed * 2

Unit of Measure * Each

Cost / Unit 6000

Does this item include Match?

Match Amount * 12000

Source of Funding Grant Funds

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

Grant Name Local Tourism Grant

Grant Type Private

Granting Agency ABC Private Tourism Agency

Grant Status Approved

Add Item Nevermind

Volunteer labor example (important: the role of volunteers must be made clear in the project scope):

Project Budget Worksheet Add Worksheet Item

Description * Volunteer Labor

Quantity Needed * 100

Unit of Measure * hours

Cost / Unit 24.15

Does this item include Match?


Match Amount * 2415

Source of Funding ABC Trails Alliance

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

Add Item Nevermind

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

Contractor Labor	1	Lump sum	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00		
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Make the change and click "Update Item."

Project Budget Worksheet Add Worksheet Item

Description *

Quantity Needed *

Unit of Measure *


Cost / Unit

Does this item include Match?

Update Item
Nevermind

6. 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.

Contractor Labor	1	Lump sum	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00		
------------------	---	----------	-------------	-------------	--------	-------------	--	---

7. Once all worksheet items have been entered, verify the cumulative amounts are correct and that the match percentage meets the RTP minimum (20%).

Financial Information ✔

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

Description	Qty	Unit	\$/Unit	Cost	Match	Request	Source of Funding
Surfacing materials	1	Lump sum	\$3,000.00	\$3,000.00	\$0.00	\$3,000.00	
Wayfinding signs	5	each	\$500.00	\$2,500.00	\$0.00	\$2,500.00	
Contractor Labor	1	Lump sum	\$80,000.00	\$80,000.00	\$0.00	\$80,000.00	
Kiosks	2	Each	\$6,000.00	\$12,000.00	\$12,000.00	\$0.00	Grant - Local Tourism Grant ABC Private Tourism Agency Private(approved)
Volunteer Labor	100	hours	\$24.15	\$2,415.00	\$2,415.00	\$0.00	ABC Trails Alliance
Staff Project Management	80	Hrs	\$40.00	\$3,200.00	\$3,200.00	\$0.00	Force Account
Youth corps crew labor	2	Weeks	\$7,000.00	\$14,000.00	\$14,000.00	\$0.00	Force Account
Totals				\$117,115.00	\$31,615.00	\$85,500.00	

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 answer. There are several narrative questions in this section. Brief, clear, and concise answers are encouraged.

1. Respond to all relevant questions in this section. Some questions may not apply to your project (ex: specific questions for federal land, acquisition projects, etc.).

While only some questions are marked as required (*), all responses are used to inform reviewers and RTP Advisory Committee members to either determine eligibility or score the application.

The screenshot shows a form titled "Supplemental Information" with a blue header and a downward-pointing triangle. Below the header are three input fields: "Project Eligibility Category (select primary category) *", "Trail Users - Non-motorized *", and "Trail Users - Motorized *". A section header "SUPPLEMENTAL FINANCIAL INFORMATION" is centered below these fields. Under this section are two more input fields: "Is a minimum of 5% of your project from a non-federal funding source (Yes or No)? 1 *" and "Are your design, engineering, and/or permitting costs more than 15% of your project budget (Yes or No)? 1 *".

Save Application Submit Application Cancel

Don't forget to save often!

Some questions are directly related to a scoring category. Refer to the RTP grant manual for more information about evaluation criteria used by the RTP Advisory Committee.

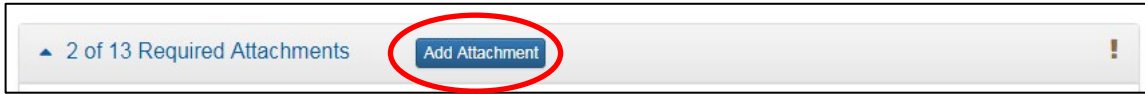
PROJECT SCOPE AND PLAN (Criterion #4 - 10 points)

Scope Overview

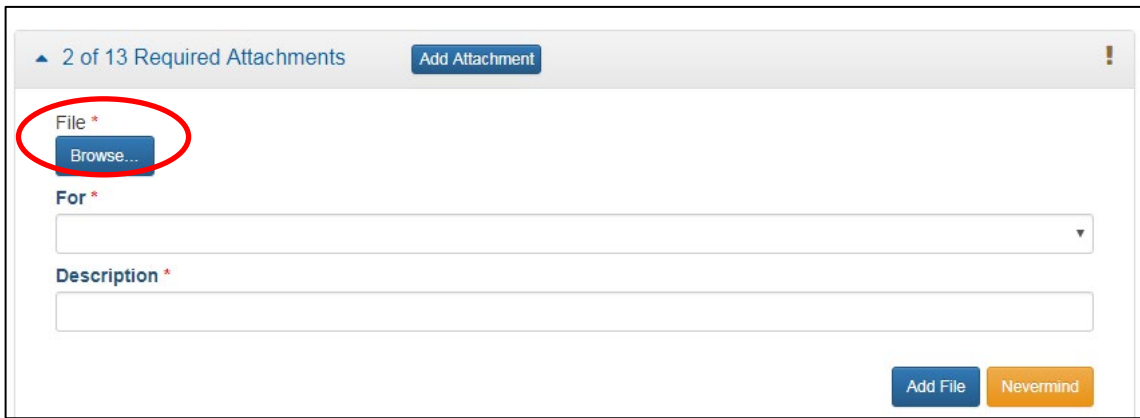
What are you proposing to do? *

Attachments Panel: This is where you will upload required documents or any other documentation relevant to your application. Refer to the RTP grant manual for more information or instructions for completing specific forms.

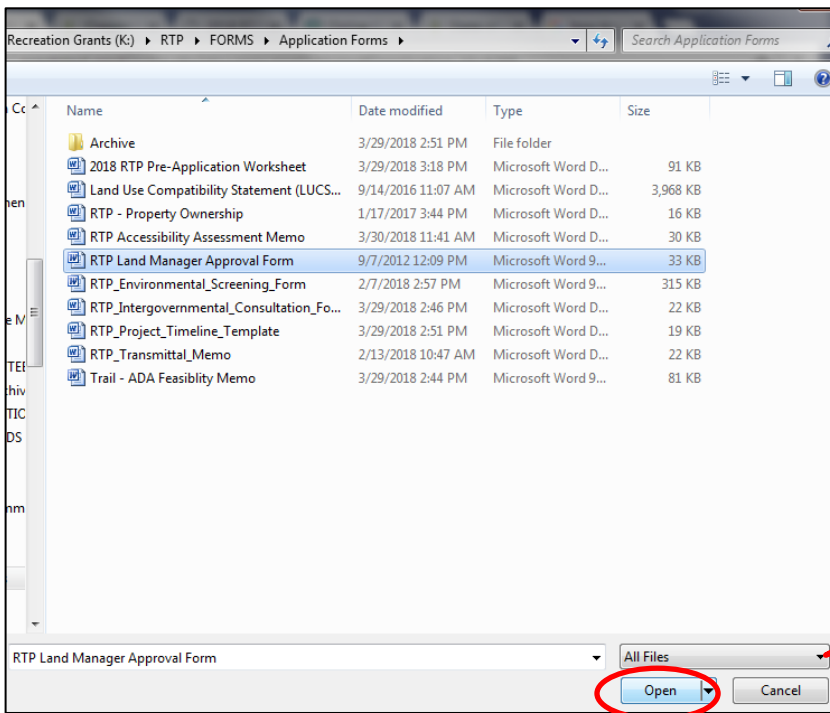
1. Make sure all documents are saved on your computer. Uploaded attachments can be photos, Word documents, spreadsheets, PDF, KMZ, etc.
2. To upload files under the relevant categories, click “Add Attachment.”



3. Click “Browse.”

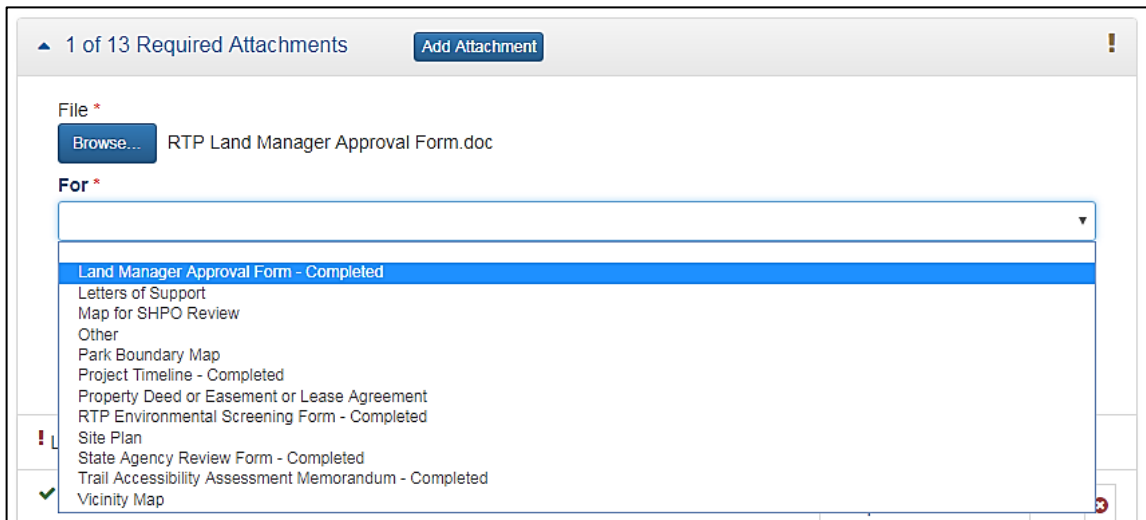


4. Select your file and click “Open.”

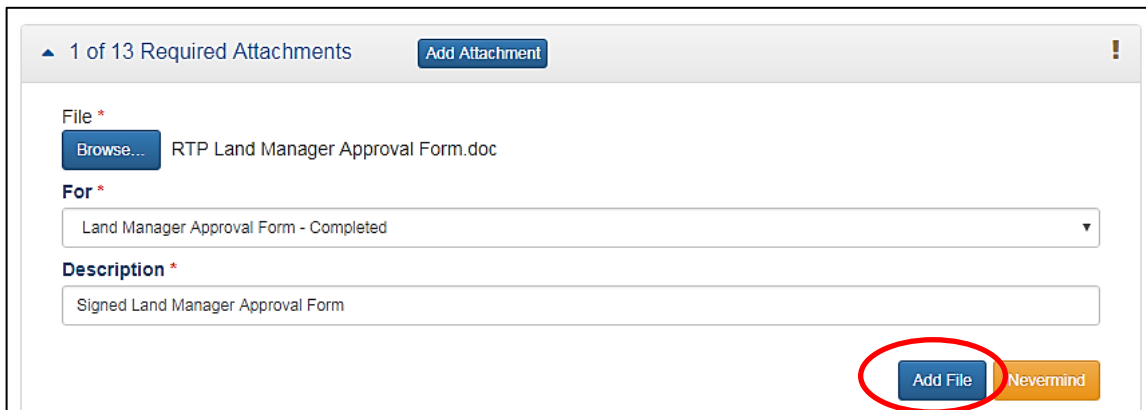


Don't see your file?
Select "All Files" from
this drop down.

5. Select the category to upload the file under. If it is outside of the required categories, use "Other."



6. Enter a file description and click "Add File."



Note: A document must be uploaded under each category in order for you to submit the application. Some documents may not apply (ex: State Agency Review forms are not required for projects on federal land). Upload a Word document marked as "N/A" in its place, or something similar.

Tip: 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're encouraged to use a cover page indicating that multiple letters or other documents are included in the file.

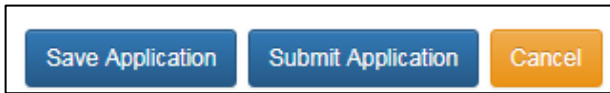
7. Make sure that something is uploaded under each required category. You will see a green check mark in the “Required Attachments” panel heading and next to each item. This screen shot shows two items uploaded and others that are needed.

▲ 2 of 13 Required Attachments [Add Attachment](#) !

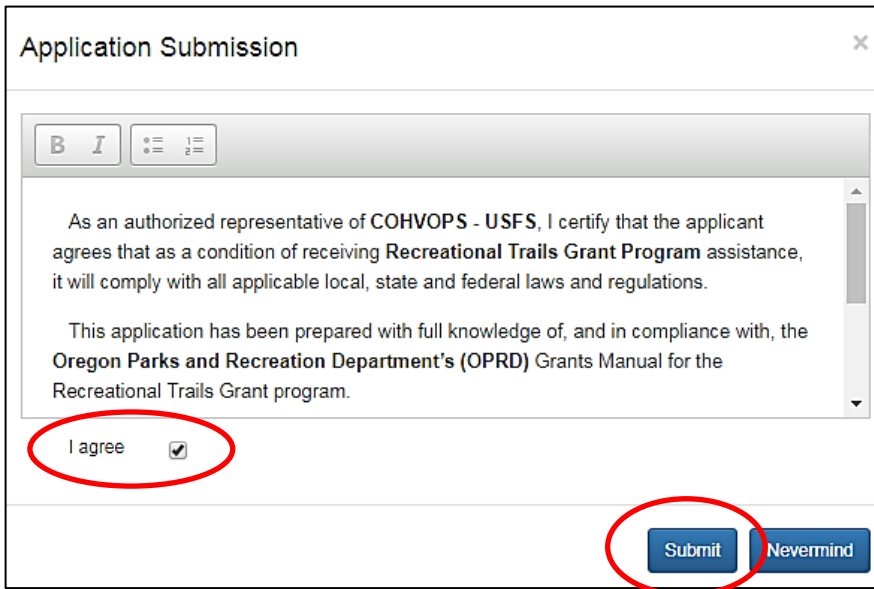
✓ Land Manager Approval Form - Completed	Signed Land Manager Approval Form doc ✕
✓ Land Use Compatibility Statement (LUCS) - Completed	Completed LUCS Form docx ✕
! Letters of Support	
! Map for SHPO Review	
! Other	
! Park Boundary Map	
! Project Timeline - Completed	
! Property Deed or Easement or Lease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

Submitting the Application

1. Once all required questions are answered and documents uploaded. 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.

A dialog box titled "Application Submission" with a close button (X) in the top right. It contains a text area with the following text: "As an authorized representative of COHVOPS - USFS, I certify that the applicant agrees that as a condition of receiving Recreational Trails Grant Program assistance, it 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 Parks and Recreation Department's (OPRD) Grants Manual for the Recreational Trails Grant program." Below the text area is a checkbox labeled "I agree" which is checked. At the bottom right are two buttons: "Submit" and "Nevermind". Red circles highlight the "I agree" checkbox and the "Submit" button.

You will see another pop up stating that the application has been submitted.

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

Next Steps: 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 re-submit until completed. When the application is made available to the RTP Advisory Committee you will see the status change to "Reviewed."

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

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 your budget and other project planning 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 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, it's recommended to prepare and save that answer in a Word document. You then can cut and paste your answer into the application. An application worksheet is provided at: <https://www.oregon.gov/oprd/GRA/Pages/GRA-rtp.aspx#5>
- 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.