OPRDGrants.org

Oregon Parks and Recreation: Grants Online

Grant Reporting and Reimbursement Instructions

GENERAL INFORMATION

The OPRD Grants Online system allows applicants to apply and submit all grant materials and to submit progress reports and reimbursement requests electronically. An account with OPRDgrants.org is required to utilize this system.

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

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

SYSTEM REQUIREMENTS & QUICK TIPS

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

1. Browser:
   - Firefox version 17 or higher.
   - Safari version 7 or higher.
   - Chrome latest version.
   - Internet Explorer version 9 or higher. (WARNING: Using Internet Explorer may lead to unsatisfying results. Not all functionality is available in Internet Explorer. To manage grants with a minimum amount of frustration, we suggest you use Chrome, Safari or Firefox browsers. Click on one of these links to download the appropriate browser.)
2. Javascript must be turned **ON**.
3. Popup blockers need exceptions for this site.
4. If you are not receiving emails from us, please check your spam filters, some filters are intercepting application generated email messages.

Don't know what browser version you are using? The web page fmbip.com will show you which browser and browser version you are currently using.

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Progress reports and reimbursement requests are submitted through the OPRD grants online.

Access your agreement and submit reports and requests in the Project section of your home page.

Progress report – this is the place to report the results of the work completed. You should provide a short summary of the work completed and attach detailed information like photos, screenshots, sample documents, results and evaluation. A report may be required even if you have not started work or accrued costs.

Reimbursement Request – this is the place to document the project costs including those covered by matching sources. Enter compiled cost line items, for example the total of all materials & equipment costs can be entered as one line item. Attach proof of cost documentation, staff and volunteer tracking here. DO NOT attach canceled checks.

Tips:
- See you grant guidelines for details about the documents to submit for your specific program.
- Always click edit to enter information.
- Reports and requests must be saved once before documents can be attached.
- A progress report must be submitted to submit a reimbursement request. The progress report does not have to be approved to submit a request, so to expedite the review and reimbursement please submit both at the same time.
- Applications, reports, and requests must be saved a least once before they can be submitted.
- DO NOT include symbols in the name of the attachments.
- Be careful to upload attachments to a progress report or reimbursement request. Do not upload attachment to the grant agreement files.

1. Visit the Oregon Parks and Recreation: Grants Online site at https://oprdgrants.org/ and click "Sign In" in the upper right hand corner of the page. This will take you to the Grant System Login.
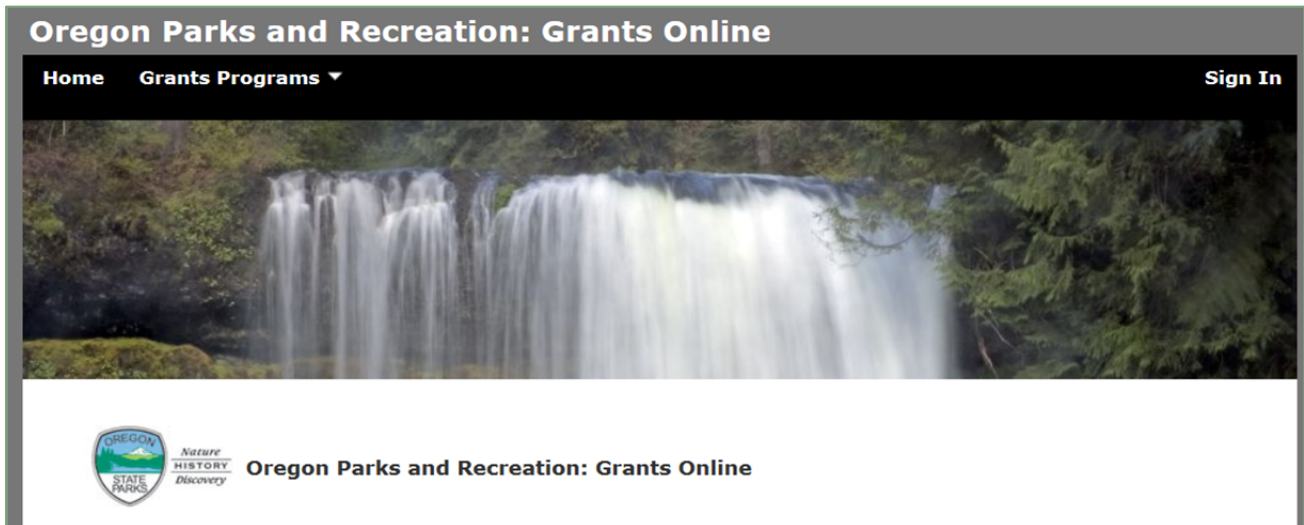
2. Enter the same username (your email address) and password used when accessing grant applications.

3. Once logged in you will be at the **Home Page** and see:
   - Any organizations you are associated with – most have only one.
   - New applications available for programs with open grant cycles – if any.
   - Panels for all **Applications**, **Projects** and **People** associated with your organization.
   - Click the project that you are representing with this report or request. It should be highlighted in blue.
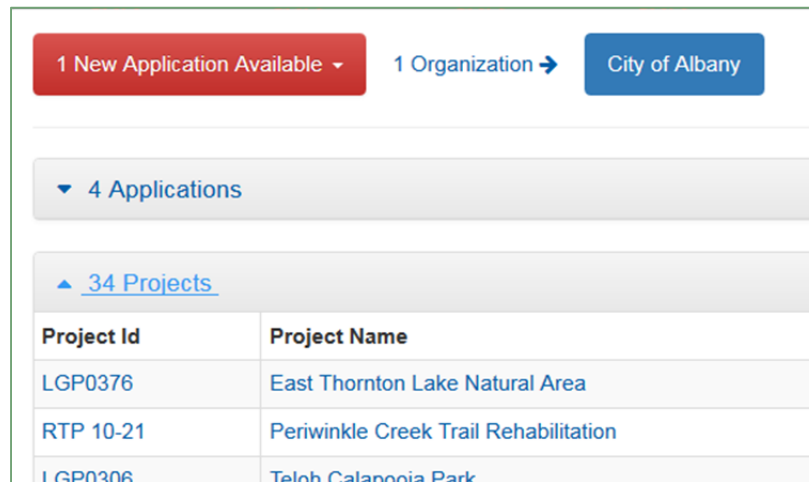
Log Out

3 New Applications Available ▾   1 Organization ➜   City of Albany

▾ 5 Applications

▾ 34 Projects
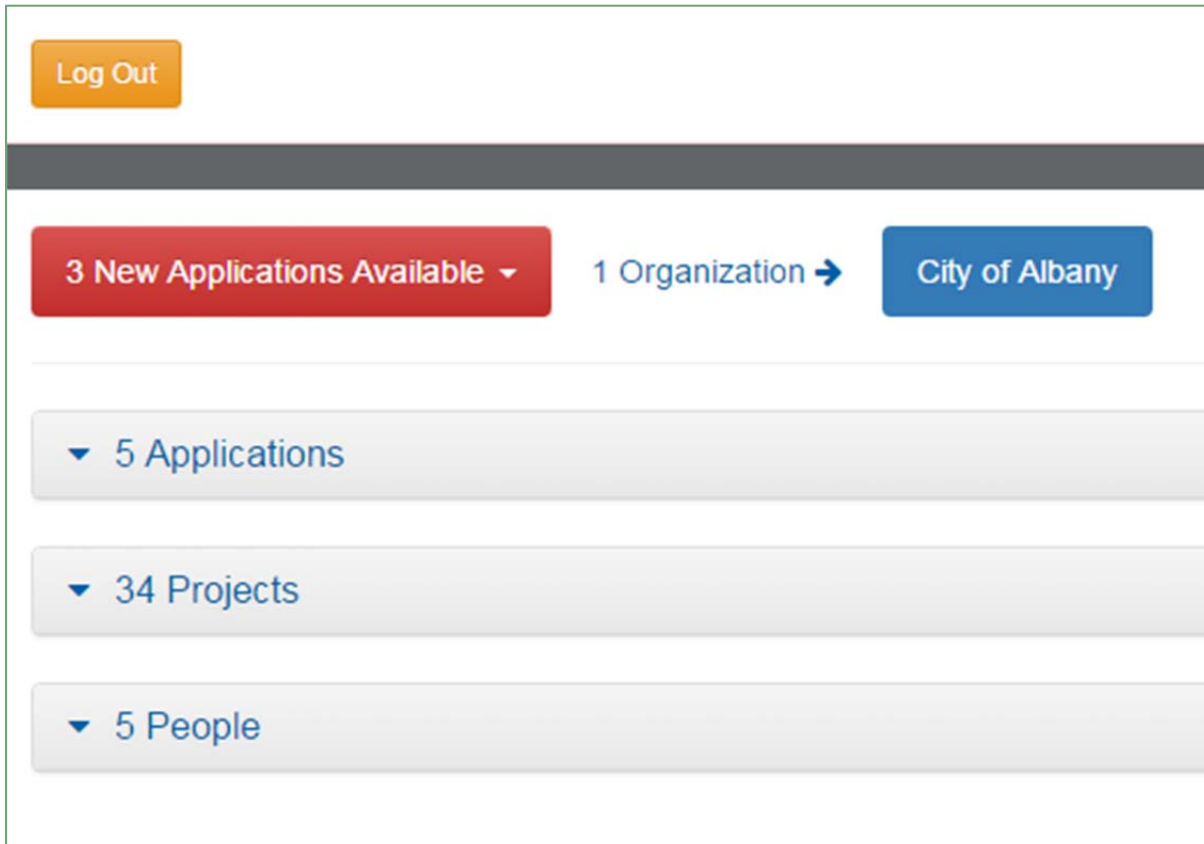
▾ 5 People

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

ACCESS THE PROJECT

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

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

GRANT AGREEMENT SUMMARY

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

- Project Details
- **Project Funding** - Access this panel to submit a reimbursement request.
- Files – Agreement files and application attachments
- Contact Information
- **Progress Reports-** Access this panel to submit a progress report.
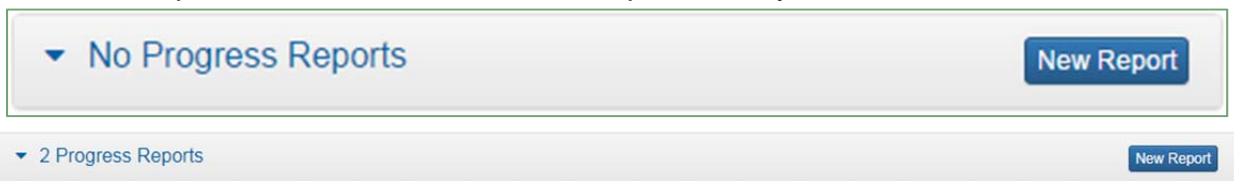
PROGRESS REPORT

A **Progress Report** is required to be submitted to OPRDgrants.org as required in the grant guidelines and in order to submit a **Reimbursement Request**. Each grant program has different reporting requirements and timelines. Please check the grant program guidelines, grant agreement, or with the grant program coordinator for specific guidance.
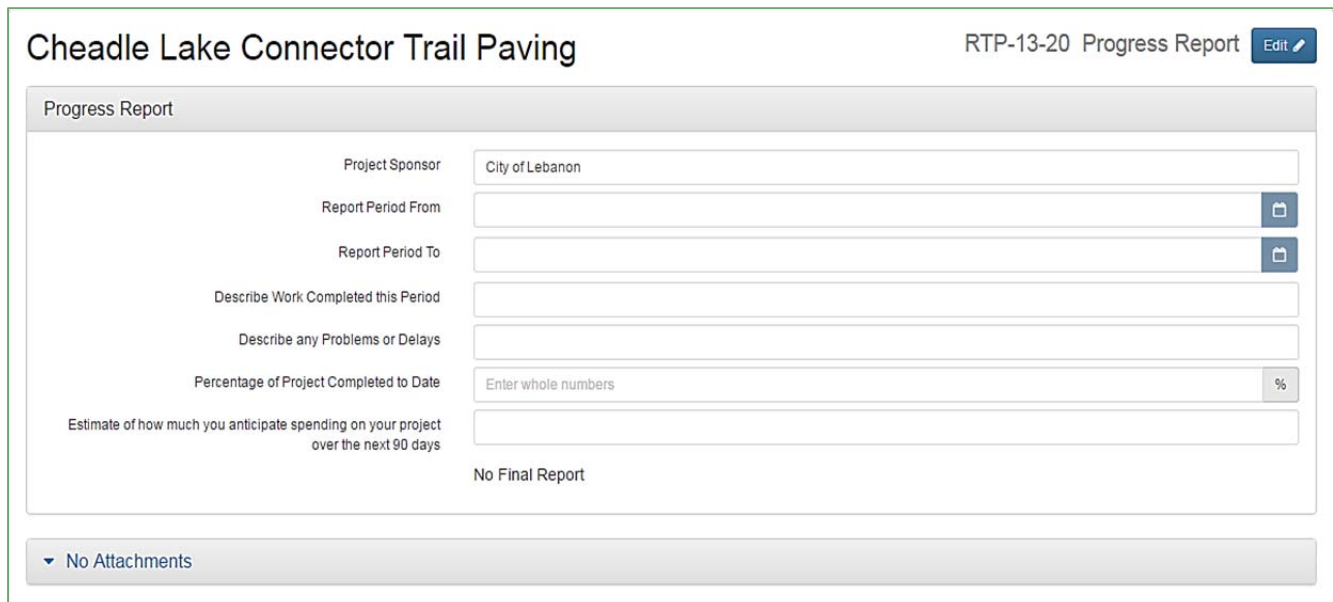
COMPLETE THE PROGRESS REPORT

1. From the **Grant Agreement Summary** page, click the [Edit ✏] button in the upper right hand corner.

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

Clicking the [New Report] button will open a blank reporting form.

3. Click on the [Edit ✏] button to fill out the form.

Note: Progress reports cannot be edited once submitted. If you need to amend a report you can submit another report or contact your grant coordinator. You may save the report and return to it before submitting. You may also access the report and edit it if it is rejected for more information.

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

    Required fields:

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

5. After entering information into the required fields, click the Save button.
    a. If this is not your **Final Report**, skip to step 7. An attachment is required to submit a progress report. If you do not have an attachment to submit, upload a document with "not applicable" on it.
    b. If this is your **Final Report,** continue to step 6.

6. If this is the final report, check the Final Report box, work must be 100% complete.

7. **Upload Attachments**
   a. Panel will say "No Attachments" until something is uploaded.
   b. The report must be saved at least once before attachments may be uploaded.
   c. Attachment size is limited to 24 MB. Please submit photos as jpgs (300dpi or higher)
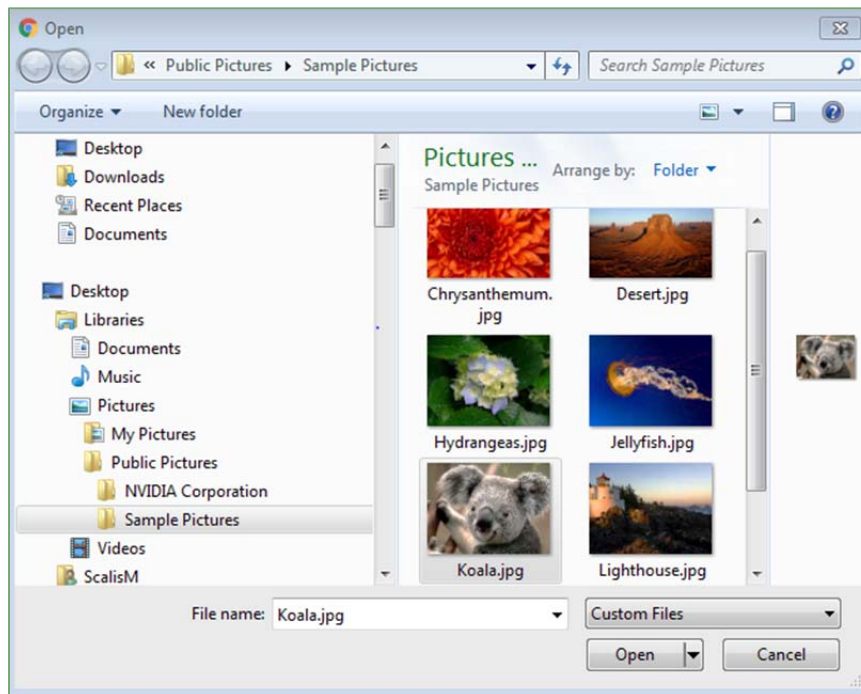   d. Click the Upload Files button in the Attachment panel.

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

   f. Enter information in the **Description** field. A description is **required**.

g. Click [Add File] if you are ready to complete the upload, or click [Nevermind] if you decide not to upload the file.

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

▲ 1 Attachment			Upload Files
File	**Description**	**Uploaded by**	
Progress report attachment (jpg)	Koala Pic	Jason Williams	

i. When you have completed the report and all attachments uploaded, click the [Submit] button to submit the **Progress Report.** You will then see "Progress Report Submitted" pop up at the top of the page.

Cheadle Lake Connector Trail Paving

RTP-13-20 Progress Report [Save] [Submit] [Cancel]

Progress report submitted

j. **Edit** an incomplete **Progress Report**. If you saved and left the progress report, follow these instructions to edit the report you started.

   i. In the Grant Agreement Summary Page click the [Edit] button in the upper right corner.
   ii. Click on the "# Progress Reports" to open the list of reports.

▲ 3 Progress Reports			New Report
By	**Date**	**Forecast**	
Amanda Ferguson	01/15/2018	$100.00	View
Amanda Ferguson	12/29/2017	$100.00	View
Amanda Ferguson	01/30/2018	$500.00	Edit

   iii. The submitted reports will have **View** as an option, the ones not submitted with have **Edit** as an option. Click 'Edit' to open the progress report and complete it.

GETTING STARTED

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

Enter all costs for elements described in the grant agreement **Scope of Work** whether funded by the grant or match. Costs outside of the eligible scope should not be included in the **Reimbursement Request.**

Prior to starting the **Reimbursement Request,** compile invoices and other supporting documentation**.** Matching costs must be included in the reimbursement request. Sort documentation into expense categories; e.g., Contract Payments, Consultant Services, Materials and Supplies, Salaries and Wages, and Value of Donated Labor, etc.

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

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

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

Whichever method you choose, for each **Line Item** listed there should be one attachment document associated with it.
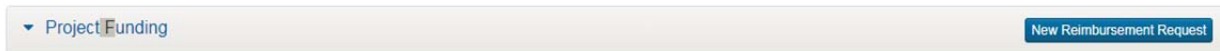
NOTE: You may save a request and come back to it later, or it may be rejected for corrections, go the end of this section for instruction to edit an existing request.

COMPLETE THE REIMBURSEMENT REQUEST

1. From the **Grant Agreement Summary** page, click the [Edit ✏] button in the upper right hand corner.
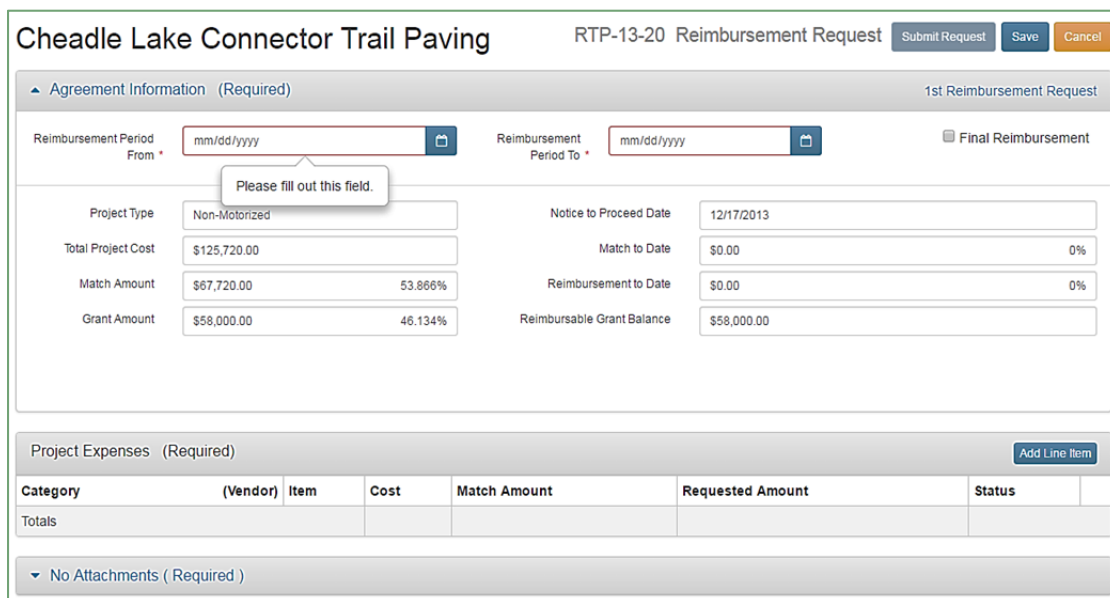
2. Click the 'New Reimbursement Request' button in the **Project Funding** panel to open a blank form.

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

3. Click on the [Edit ✏] button and fill out the form.

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

4. Complete **Agreement Information**:

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

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

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

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

    b. If this is the final reimbursement, check the ☐ Final Reimbursement box. Do not check the box if this is a quarterly or progress billing.

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

5. Complete the **Project Expenses** panel:

   a. Click [Add Line Item] to begin entering eligible project expenses. **Project Expenses** are entered one line at a time and can be bundled into expense categories. Enter all expenses, even those that are funded with match and volunteer time.

Project Expenses (Required)							Add Line Item
Category	(Vendor)	Item	Cost	Match Amount	Requested Amount	Status	
Totals			$0.00	$0.00	$0.00		

This window will open to enter the line item.

Project Expenses (Required) ✔		Add Line Item
Expense Category *		▾
Vendor		
Expense Description *		
Amount *		
Does this item include Match?	☐	
	Add Nevermind	

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

Project Expenses (Required)						Add Line Item
Expense Category *						▾
Vendor	Approved Pre-Agreement Costs					
Expense Description *	Consultant Services (Design/Engineering) Contract Payments					
Amount *	Equipment Rental (Owned/Outside) Materials and Supplies					
Does this item include Match?	Real Property Costs Salaries and Wages (Agency Force Account) Value of Donated labor, materials, equipment Other					
Category	(Vendor)	Item	Cost	Match Amount	Requested Amount	Status
Totals			$0.00	$0.00	$0.00	

   c. Enter the **Vendor** name (If applicable).
   d. Enter the **Expense Description.**
   e. Enter the dollar **Amount**. If the item includes any match or is all match, indicate that by checking:

   | Does this item include Match? | ☐ | then enter the

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

Does this item include Match?	☑
	Match Amount *
$20,000.00	
	Add Nevermind

If you are satisfied with what you have entered, click **Add**. If you decide not to add the line item, click **Nevermind**.

Project Expenses (Required)		Add Line Item
Expense Category *	Materials and Supplies	▾
Vendor	B&B Rock Products	
Expense Description *	3/4 minus gravel	
Amount *	$20,000.00	
Does this item include Match?	☑	
Match Amount *	$5,000.00	
		Add Nevermind

Category	(Vendor)	Item	Cost	Match Amount	Requested Amount	Status	
Totals			$0.00	$0.00	$0.00		

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

Category	(Vendor)	Item	Cost	Match Amount	Requested Amount	Status	
Materials and Supplies	(B&B Rock Products)	3/4 minus gravel	$20,000.00	$5,000.00	$15,000.00		edit ✖
Totals			$20,000.00	$5,000.00	$15,000.00		

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

Project Expenses (Required) ✔							Add Line Item
Category	(Vendor)	Item	Cost	Match Amount	Requested Amount	Status	
Consultant Services		Exhibit design	$2,000.00	$0.00	$2,000.00	Pending	edit ✖
Volunteer Time		exhibit installation	$1,000.00	$1,000.00	$0.00	Pending	edit ✖
Totals			$3,000.00	$1,000.00	$2,000.00		

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

6. Add **Attachments.**
   a. Attachments are required to submit a request.
   b. The request must be saved at least once before, the upload button will appear.
   c. Attachment size is limited to 24 MB.
   d. Click 'Edit' in the upper right corner of the window.
   e. Click `Upload Files` or anywhere in the **Attachments** panel to open.

   f. Click `Browse...` to find and select the document you have on file to upload.
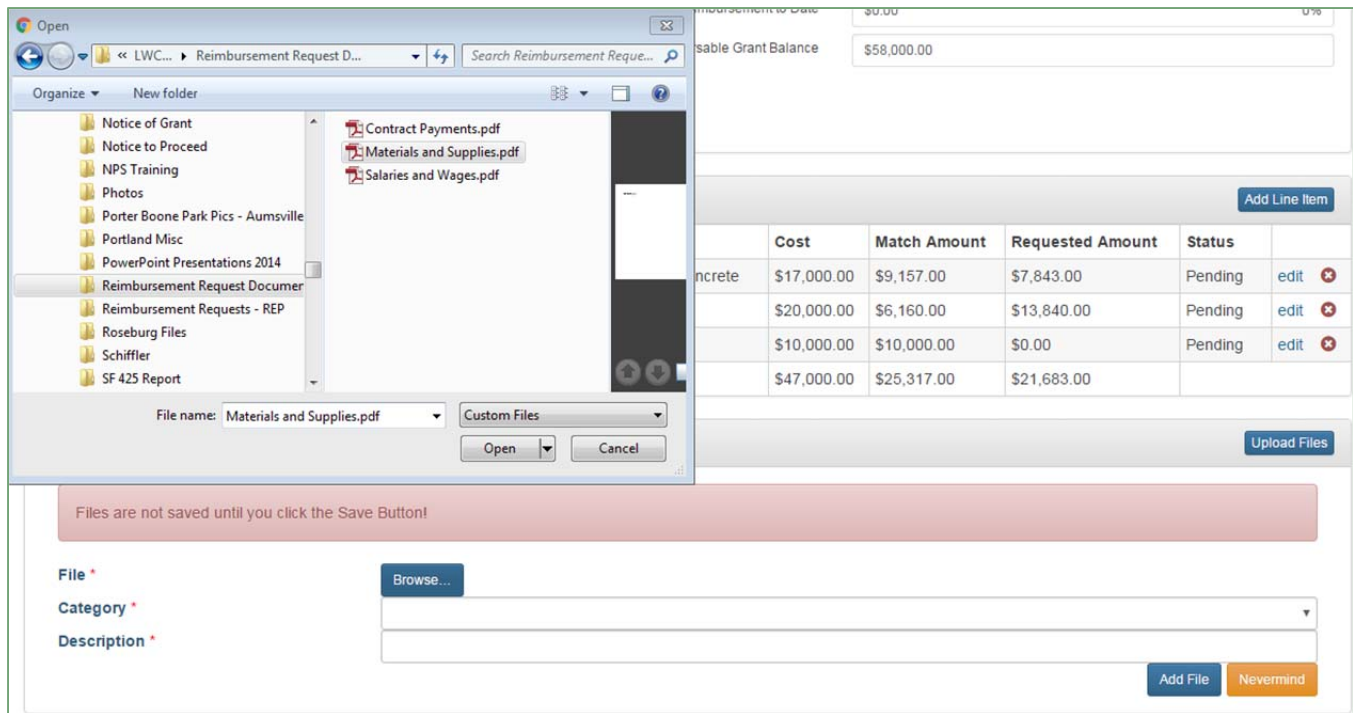
g. Select the **Category** from the drop-down menu associated with the document. A Category is required.

h. Enter a **Description** of the document. A description is required.

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

j. Click the Save button located in the upper right-hand corner of the form.

k. After the files have been saved, all files will display as attachments in the **Attachments** panel.

File	Category	Description	Uploaded by	
Reimbursement receipt (pdf)	Contract Payments	ABC Construction Receipt	Jason Williams	
Reimbursement receipt (pdf)	Materials and Supplies	B&B receipt - trail work	Jason Williams	
Reimbursement receipt (pdf)	Salaries and Wages (Agency Force Account)	City labor for trail work	Jason Williams	

7. Add **Comments** (optional).

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

a. Click Add Comment

b. Type in comments.

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

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

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

▲ 1 Comment [Add Comment]

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

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

8. Submit the **Reimbursement Request**.

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

Cheadle Lake Connector Trail Paving   RTP-13-20 Reimbursement Request   Submit Request   Saved ✔   Cancel

Agreement Information (Required) ✔   1st Reimbursement Request

Reimbursement Period From	08/01/2016		Reimbursement Period To	10/31/2016

☐ Final Reimbursement

Project Type	Non-Motorized	Notice to Proceed Date	12/17/2013	
Total Project Cost	$125,720.00	Match to Date	$0.00	0%
Match Amount	$67,720.00 53.866%	Reimbursement to Date	$0.00	0%
Grant Amount	$58,000.00 46.134%	Reimbursable Grant Balance	$58,000.00	

Project Expenses (Required) ✔   Add Line Item

Category	(Vendor)	Item	Cost	Match Amount	Requested Amount	Status		
Contract Payments	(ABC Construction)	Mobilization, grading, concrete	$17,000.00	$9,157.22	$7,842.78	Pending	edit	✖
Materials and Supplies	(B&B Rock Products)	3/4 minus gravel	$20,000.00	$6,160.80	$13,839.20	Pending	edit	✖
Salaries and Wages (Agency Force Account)	(City of Lebanon)	Labor	$10,000.00	$10,000.00	$0.00	Pending	edit	✖
Totals			$47,000.00	$25,318.02	$21,681.98			

3 Attachments (Required) ✔   Upload Files

File	Category	Description	Uploaded by	
Reimbursement receipt (pdf)	Contract Payments	ABC Construction Receipt	Jason Williams	✖
Reimbursement receipt (pdf)	Materials and Supplies	B&B receipt - trail work	Jason Williams	✖
Reimbursement receipt (pdf)	Salaries and Wages (Agency Force Account)	City labor for trail work	Jason Williams	✖

1 Comment   Add Comment

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

b. If everything is complete and accurate, click [Submit Request] in the upper right-hand corner of the form.

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

grantstest.oprd says:

Your Request for Reimbursement has been successfully submitted. Thank you!

OK
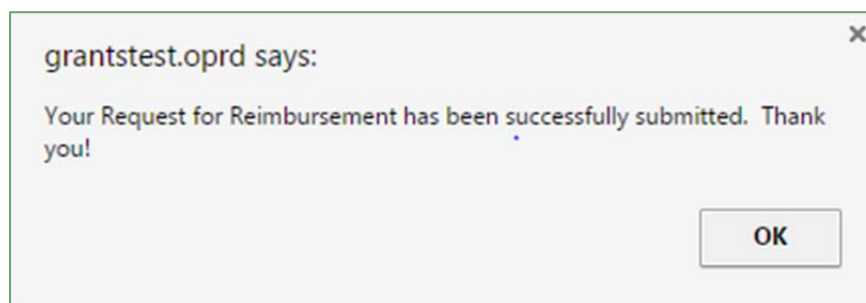
d. After clicking "OK" you will be brought back to the **Grant Agreement Summary** where you can view the status of the reimbursement request and review the request. You will no longer be able to edit the request at this point.

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

▼ 3 Progress Reports

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

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

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

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

h. Click [Edit ✎] and view the status of each Line Item in the **Project Expenses** panel.

Project Expenses (Required) ✔							Add Line Item	
Category	**(Vendor)**	**Item**	**Cost**	**Match Amount**	**Requested Amount**	**Status**		
Contract Payments	(ABC Construction)	Mobilization, grading, concrete	$17,000.00	$9,157.22	$7,842.78	Approved		
Materials and Supplies	(B&B Rock Products)	3/4 minus gravel	$20,000.00	$6,160.80	$13,839.20	Approved		
Salaries and Wages (Agency Force Account)	(City of Lebanon)	Labor	$10,000.00	$10,000.00	$0.00	Denied	Reason	edit ✕
Totals			$47,000.00	$25,318.02	$21,681.98			

i. Hover over **Reason** to view the grant coordinator's note explaining why the request was not accepted.

latch Amount	Requested Amount	Status			
				Add Line Item	
9,157.22	$7,842.78	Approved			
6,160.80	$13,839.20	Approved			
10,000.00	$0.00	Denied	Reason	edit	✕
25,318.02	$21,661.98				

> The supporting documentation submitted did not show the hourly wage for each employee. Please resubmit the supporting documentation showing the wage.

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

k. When all corrections are complete click **Submit Request**

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

> **grantstest.oprd says:**   ✕
>
> Your Request for Reimbursement has been successfully submitted. Thank you!
>
> **OK**
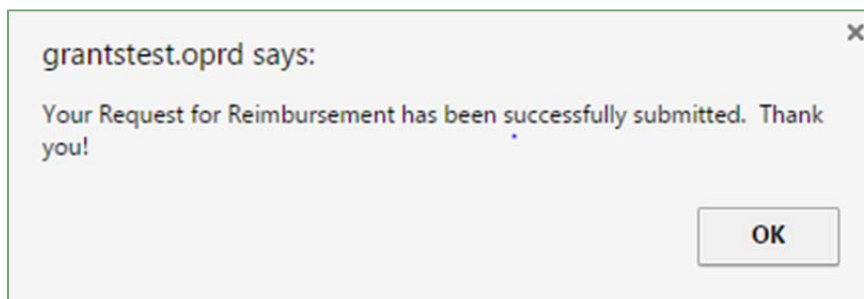
Note: The grant coordinator may have written additional notes in the **Comments** panel. Click on the Comments panel to view any notes the grant coordinator may have written, if any. You may also add additional comments before resubmitting the Reimbursement Request.

▲ 2 Comments		Add Comment
Comment	**By**	**Date**
The documentation for force account labor includes labor for another project. I have made a note on the document as to which amount is for this trail project.	Jason Williams	12/09/2016
Everything looks good on the reimbursement request except for the missing wage info. Once submitted, request should be approved.	Michele Scalise	12/09/2016

9. **Edit** or **View** an existing **Reimbursement Request**.
   a. From the Grant Agreement Summary page, click on 'Project Funding' to see the existing requests. You will be able to review submitted requests by

clicking 'Review' next to the request. To edit requests that have not been submitted move to the next step.

Cottage Grove Armory Window Restoration

Grant Agreement Summary Edit ✏

▼ Project Details $20,000.00

▲ Project Funding

Total Project Cost	$40,000.00
Match	$20,000.00
Maximum Reimb.	$20,000.00
Retained Amount	$2,000.00

Request	By	Date	Status	Amount	
1st	Amanda Ferguson	12/29/2017	Accepted	$500.00	Review
2nd	Amanda Ferguson	01/15/2018	Not Accepted	$2,000.00	
Request Total				$2,500.00	

b. Click Edit ✏ in the upper right corner.

▲ Project Funding New Reimbursement Request

Total Project Cost	$40,000.00
Match	$20,000.00
Maximum Reimb.	$20,000.00
Retained Amount	$2,000.00

Request	By	Date	Status	Amount		
1st	Amanda Ferguson	12/29/2017	Accepted	$500.00	Review	
2nd	Amanda Ferguson	01/15/2018	Not Accepted	$2,000.00	Edit	✖
Request Total				$2,500.00		

c. Click 'Edit' next to the request you would like to edit. The window for the request will open, continue as before.

Note: Grant coordinators are available to assist with this process. Please contact one of OPRD's grant program coordinators for additional assistance.