



**OPRDGrants.org**



# **Grant Reporting and Reimbursement Instructions**

**OREGON PARKS AND RECREATION DEPARTMENT**

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12.16.16

## GENERAL INFORMATION

In an effort to streamline the grant application process, OPRD moved from paper applications to an online grant application in 2012. This system allows applicants to apply and submit all grant materials electronically. Now progress reports and reimbursement requests can be submitted using the same online grant system. An account with [OPRDgrants.org](http://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 manual 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

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.

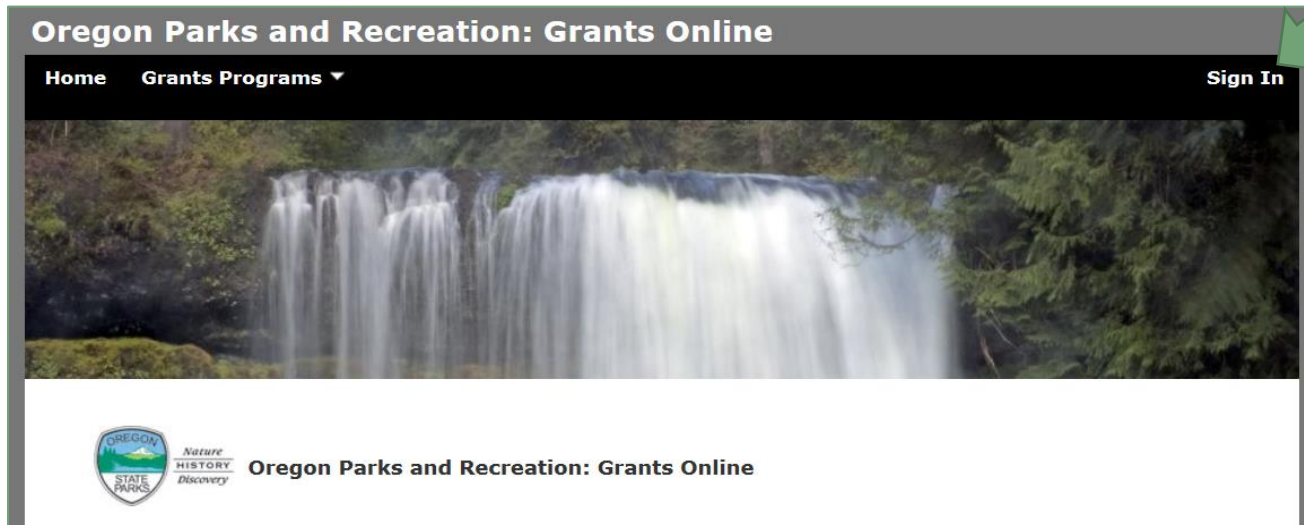
Don't know what browser version you are using? The web page [fmbip.com](http://fmbip.com) will show you which browser and browser version you are currently using.

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## ACCESS YOUR OPRDGRANTS.ORG ACCOUNT

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.



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

**Grant System Login**

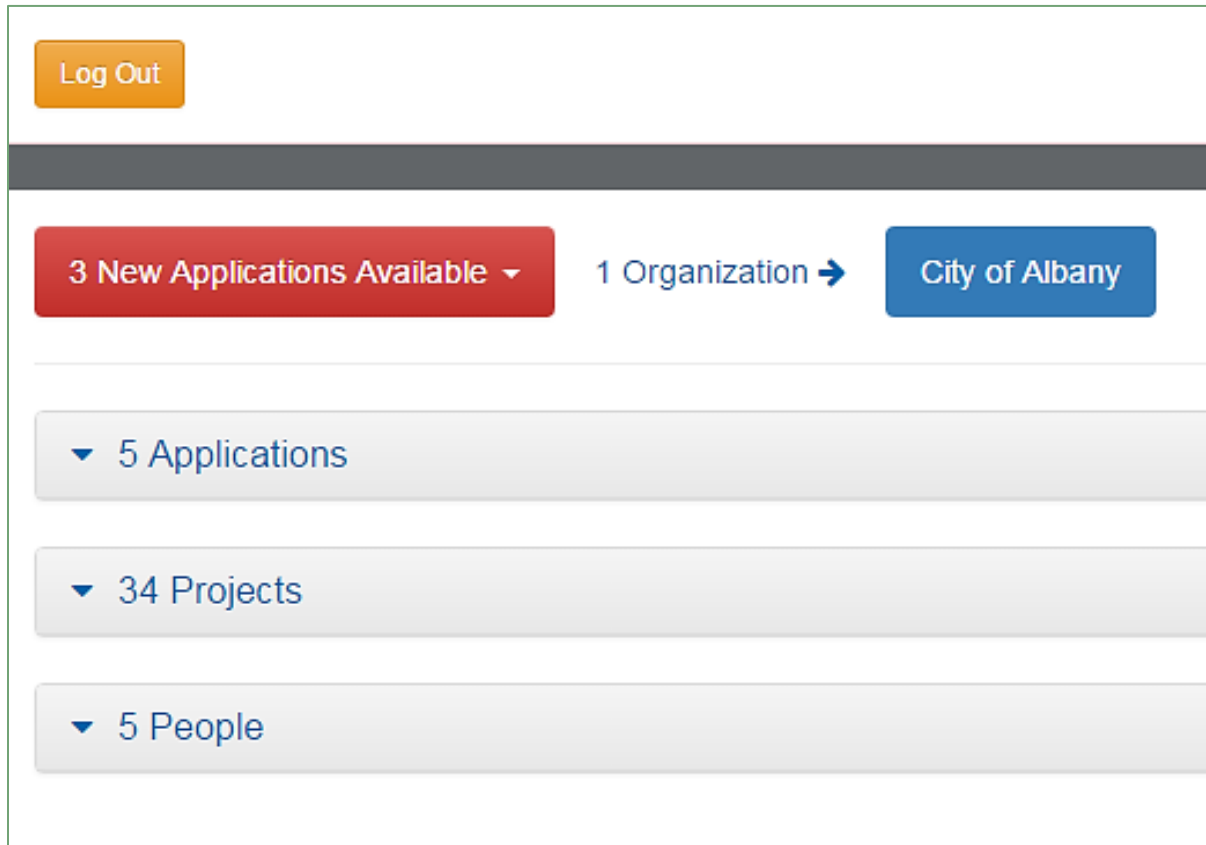
This website serves as the central point for all grant applications as well as reporting of awarded grants. Qualified applicants can request an account through [this link](#).

Username:

Password:

[Forgot password?](#)

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

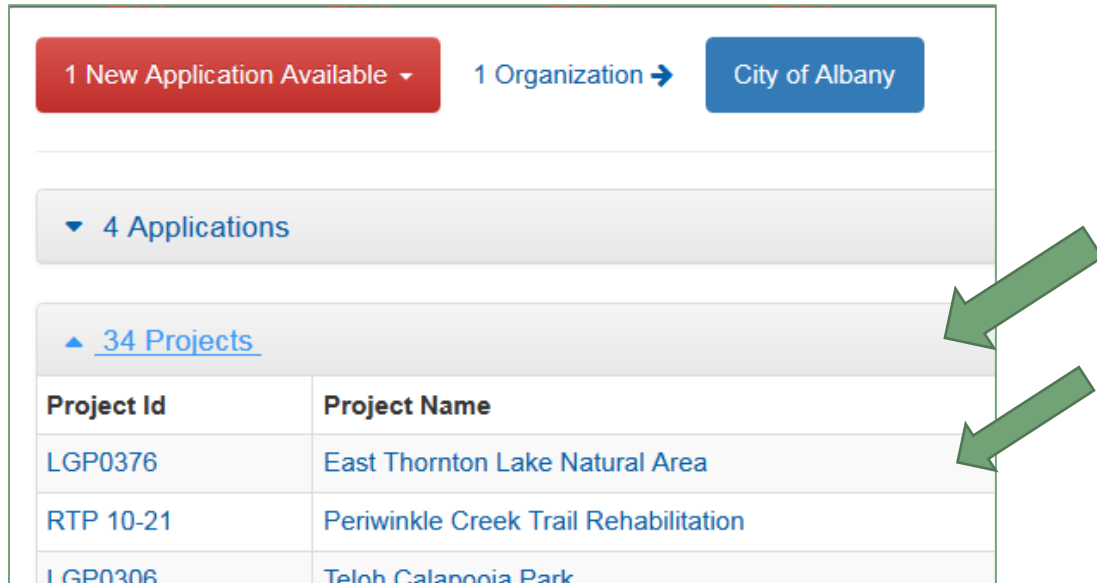


**Note:** All People associated with your organization can access all applications and projects.

## 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**.



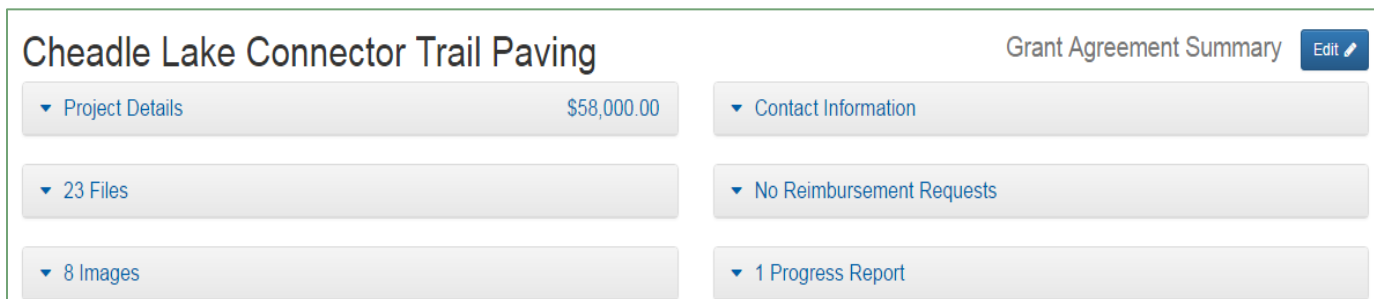
The screenshot shows a user interface for project management. At the top, there are three buttons: a red button with '1 New Application Available', a blue button with '1 Organization', and a blue button with 'City of Albany'. Below these is a grey bar with '4 Applications' and a dropdown arrow. Underneath is another grey bar with '34 Projects' and an expand/collapse arrow. A table follows with two columns: 'Project Id' and 'Project Name'. The table contains three rows of data. Two green arrows point to the 'Project Name' column in the first and second rows.

Project Id	Project Name
LGP0376	East Thornton Lake Natural Area
RTP 10-21	Periwinkle Creek Trail Rehabilitation
LGP0306	Teloh Calanooia Park

## GRANT AGREEMENT SUMMARY

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

- Project Details
- Files
- Images
- Contact Information
- **Reimbursement Requests**- Access this panel to submit a reimbursement request.
- **Progress Reports**- Access this panel to submit a progress report.





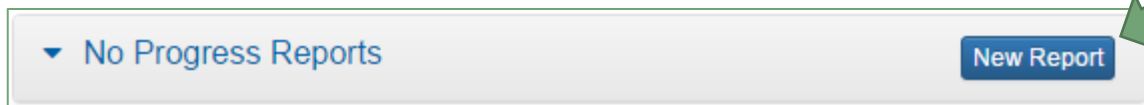
The screenshot shows the 'Grant Agreement Summary' page for a project titled 'Cheadle Lake Connector Trail Paving'. The page has a header with the project name and a 'Grant Agreement Summary' label with an 'Edit' button. Below the header are six panels arranged in two columns. The left column contains 'Project Details' (with a value of \$58,000.00), '23 Files', and '8 Images'. The right column contains 'Contact Information', 'No Reimbursement Requests', and '1 Progress Report'. Each panel has a dropdown arrow on the left.

## PROGRESS REPORT

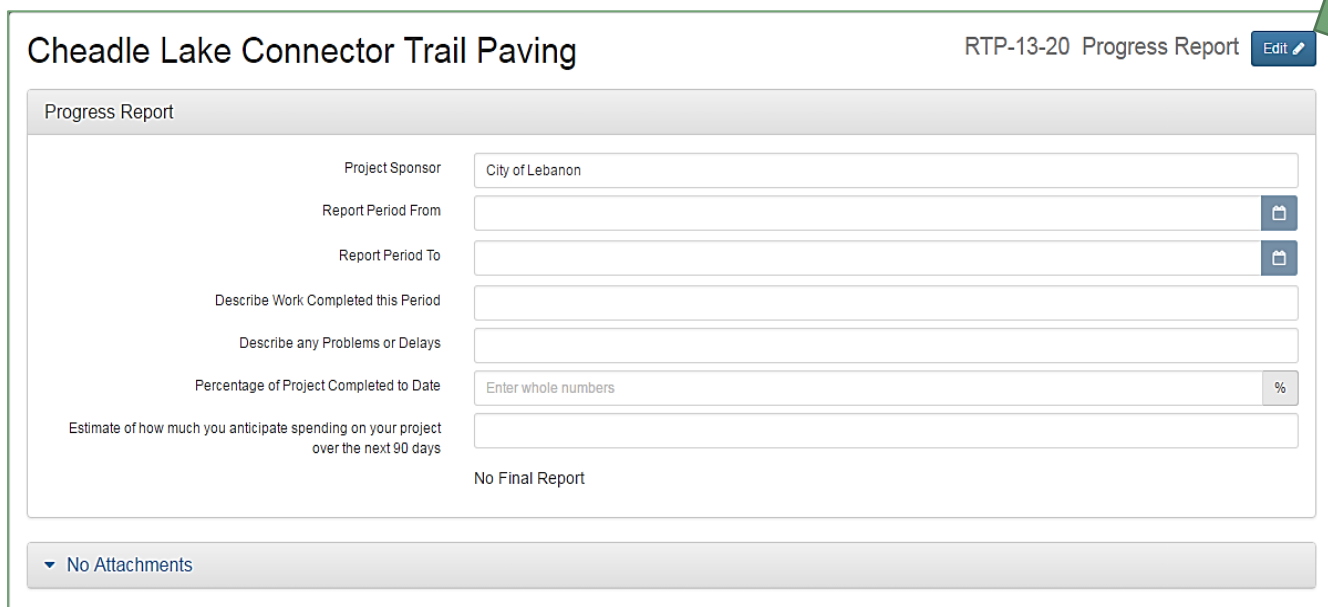
A **Progress Report** is required to be submitted to OPRDgrants.org at least once every 90 days in order to be able to submit a **Reimbursement Request**. Each grant program has different reporting requirements and timelines. Please check the grant program manual, grant agreement, or with the grant program coordinator for specific guidance.

### COMPLETE THE PROGRESS REPORT

1. From the **Grant Agreement Summary** page, click the  button in the upper right hand corner.
2. Click the  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  button will open a blank reporting form.

A screenshot of a reporting form titled "Cheadle Lake Connector Trail Paving". The form includes fields for "Project Sponsor" (City of Lebanon), "Report Period From", "Report Period To", "Describe Work Completed this Period", "Describe any Problems or Delays", "Percentage of Project Completed to Date" (with a note to "Enter whole numbers" and a percentage sign), and "Estimate of how much you anticipate spending on your project over the next 90 days". There is a "No Final Report" checkbox. At the top right, it says "RTP-13-20 Progress Report" with an "Edit" button. At the bottom, there is a dropdown menu that says "No Attachments". A green arrow points to the "Edit" button.

3. Click on the  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.

Cheadle Lake Connector Trail Paving RTP-13-20 Progress Report

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Progress Report

Project Sponsor	<input type="text" value="City of Lebanon"/>
Report Period From *	<input type="text" value="mm/dd/yyyy"/> <input type="button" value="📅"/>
Report Period To *	<input type="text" value="mm/dd/yyyy"/> <input type="button" value="📅"/>
Describe Work Completed this Period *	<input type="text"/>
Describe any Problems or Delays *	<input type="text"/>
Percentage of Project Completed to Date *	<input type="text" value="Enter whole numbers"/> <input style="background-color: #cccccc;" type="button" value="%"/>
Estimate of how much you anticipate spending on your project over the next 90 days *	<input type="text"/>
	<input type="checkbox"/> Final Report

▼ No Attachments

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 this period
- **Describe Work this Period** – Brief description of work completed
- **Percentage of Project Completed to Date** – Estimated amount of work completed from grant project scope so far
- **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  button.

a. If this is not your **Final Report** or if you do not want to upload any documents click the  button then the  button.

b. If you want to **Upload Files** or if this is your **Final Report**, continue to step 6.



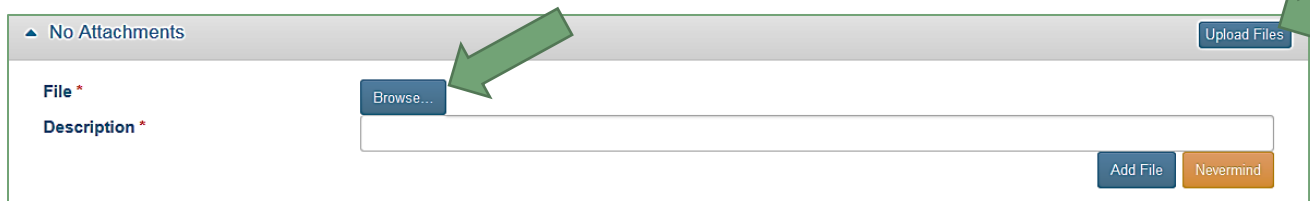
6. Complete **optional** fields (if desired);

**Optional** fields to be completed:

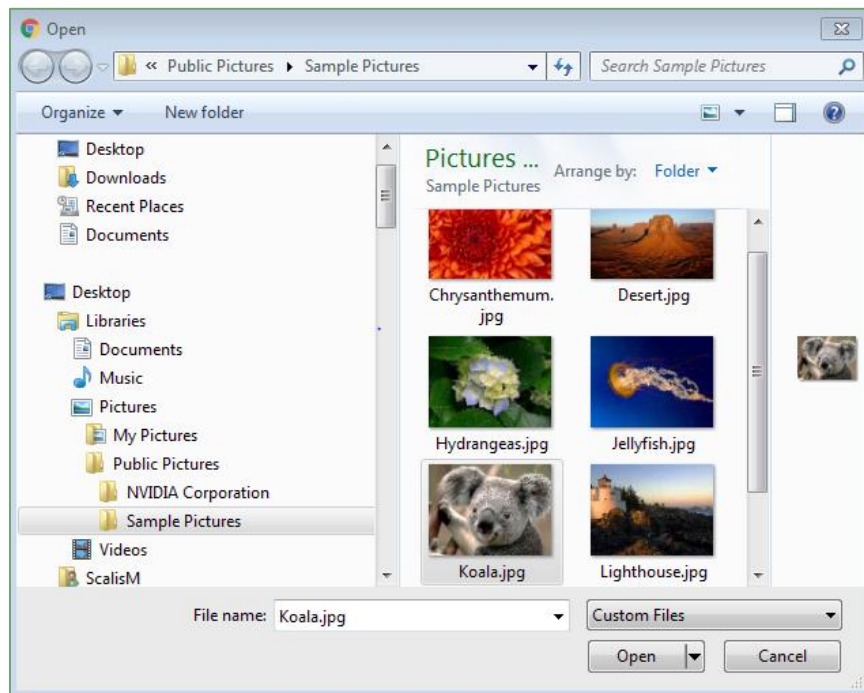
- **Final Report** – Only check this box if the percentage of work completed to date is 100%.
- **Attachments** – Panel will say “No Attachments” until something is uploaded; see step 7.

## 7. Upload Attachments

a. Click the **Upload Files** button in the Attachment panel.







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





c. Enter information in the **Description** field

The screenshot shows a form titled "No Attachments" with an "Upload Files" button in the top right. Below the title, there are two input fields: "File \*" and "Description \*". The "File" field contains a "Browse..." button and the text "Koala.jpg". The "Description" field contains the text "Koala Picture". At the bottom right of the form, there are two buttons: "Add File" (blue) and "Nevermind" (orange). A green arrow points to the "Add File" button.

d. Click  if you are ready to complete the upload, or click  if you decide not to upload the file.

e. Click the  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  button the document will not upload.

File	Description	Uploaded by	
Progress report attachment (jpg)	Koala Pic	Jason Williams	

f. Click the  button, then the  button to submit the **Progress Report**. You will then see “Progress Report Submitted” pop up at the top of the page.

The screenshot shows the top of a form for "Cheadle Lake Connector Trail Paving". On the right side, it says "RTP-13-20 Progress Report" followed by "Save", "Submit", and "Cancel" buttons. A green arrow points to the "Submit" button. Below the header, there is a green message box that says "Progress report submitted".

### GETTING STARTED

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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.

Only elements described in the grant agreement **Scope of Work** are eligible for 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. Sort documentation into expense categories; e.g., Contract Payments, Consultant Services, Materials and Supplies, Salaries and Wages, and Value of Donated Labor, etc.

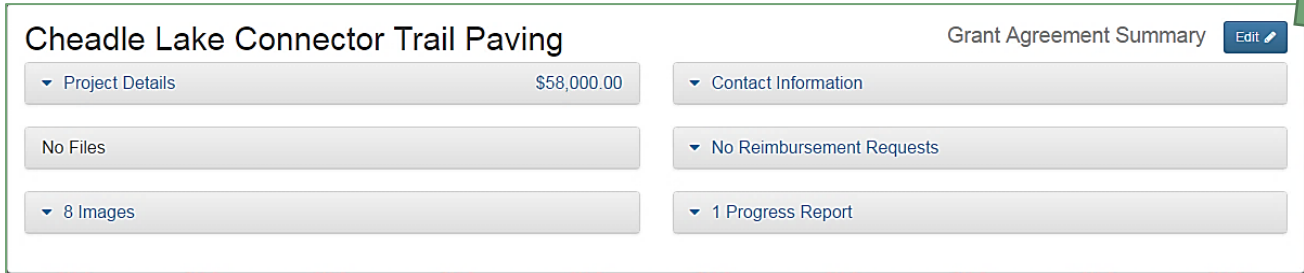
**Expenses may be bundled by category or entered separately by invoice. Follow one of these two methods:**


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.

## COMPLETE THE REIMBURSEMENT REQUEST

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



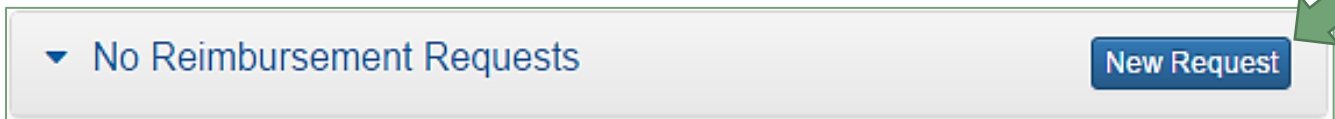
Cheadle Lake Connector Trail Paving Grant Agreement Summary 

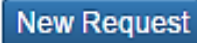
Project Details \$58,000.00 Contact Information

No Files No Reimbursement Requests

8 Images 1 Progress Report

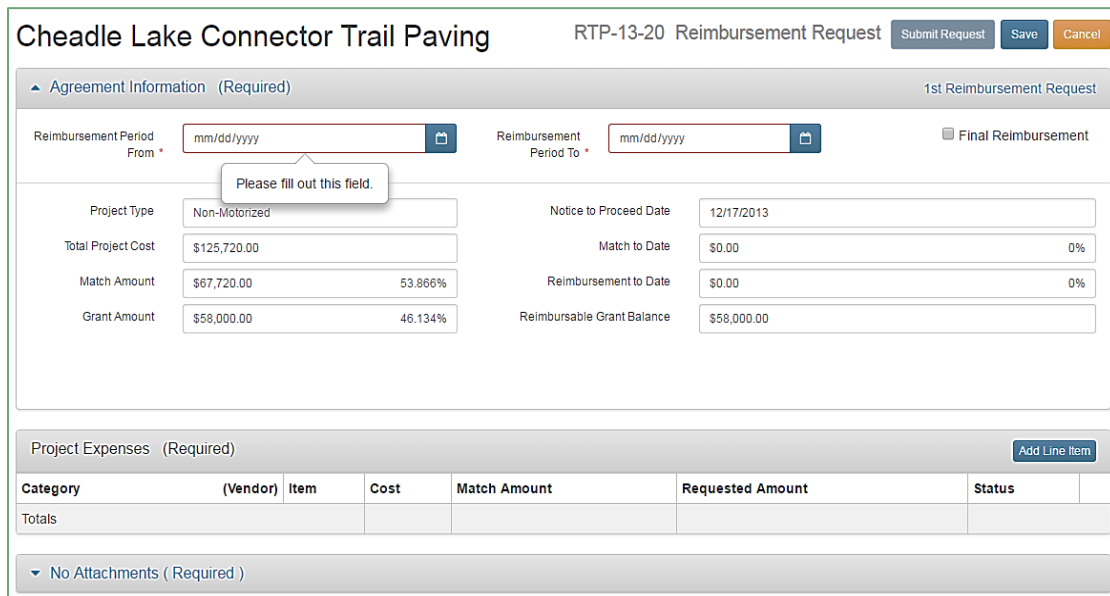
2. Click the  button in the **Reimbursement Requests** panel to open a blank form.






▼ No Reimbursement Requests 

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  button and fill out the form.



Cheadle Lake Connector Trail Paving RTP-13-20 Reimbursement Request   

▲ Agreement Information (Required) 1st Reimbursement Request

Reimbursement Period From \* mm/dd/yyyy Reimbursement Period To \* mm/dd/yyyy  Final Reimbursement


Please fill out this field.

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) 

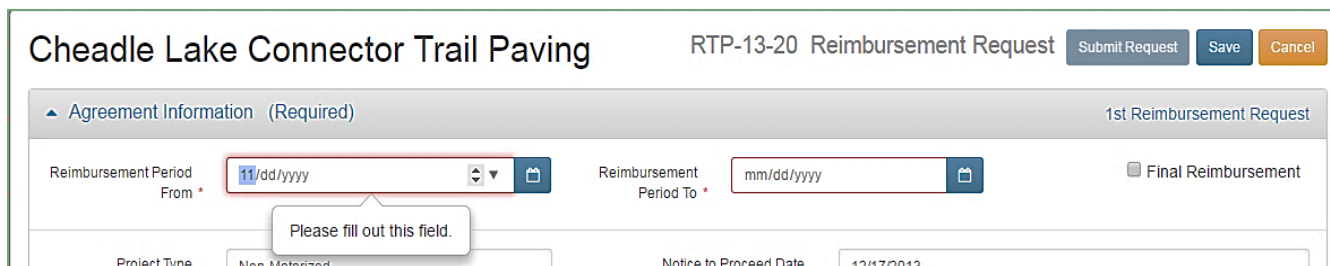
Category	(Vendor)	Item	Cost	Match Amount	Requested Amount	Status
Totals						

▼ No Attachments (Required)


Note: You may click the  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  button is clicked.

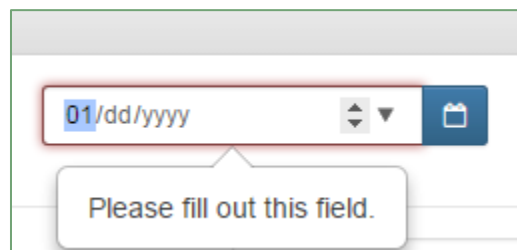
#### 4. Complete **Agreement Information**:


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

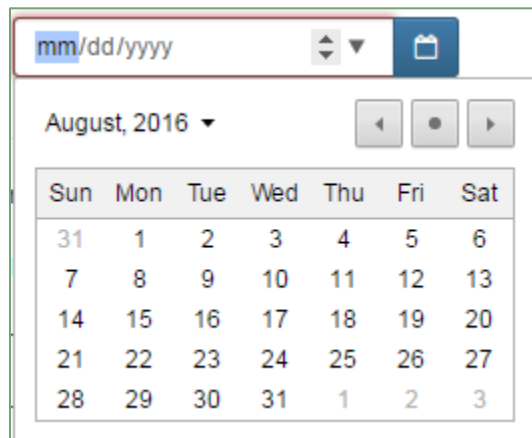


The date can be entered by typing in the date, or;

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.



Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3


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

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.

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



- b. Select the Expense Category from 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	Expense Description *	Amount *	Does this item include Match?	<div style="border: 1px solid gray; padding: 5px;">           Approved Pre-Agreement Costs            Consultant Services (Design/Engineering)            Contract Payments            Equipment Rental (Owned/Outside)            Materials and Supplies            Real Property Costs            Salaries and Wages (Agency Force Account)            Value of Donated labor, materials, equipment            Other         </div>		
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 applied toward **Match**. The **Match Amount** cannot exceed the total entered in **Amount**.



Does this item include Match?	<input checked="" type="checkbox"/>	Match Amount *	<input type="text" value="\$20,000.00"/>	Add	Nevermind
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If you are satisfied with what you have entered, click . If you decide not to add the line item, click .


Project Expenses (Required) 


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?	<input checked="" type="checkbox"/>
Match Amount *	\$5,000.00

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  button after saving in order to continue working on the request.

Project Expenses (Required)  

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	edit 
Materials and Supplies	(B&B Rock Products)	3/4 minus gravel	\$20,000.00	\$6,159.80	\$13,840.20	edit 
Salaries and Wages (Agency Force Account)	(City of Lebanon)	Labor	\$10,000.00	\$10,000.00	\$0.00	edit 
Totals			\$47,000.00	\$25,317.02	\$21,682.98	

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  and make the desired changes, then click  again.

## 6. Add Attachments.

- a. Click **Upload Files** or anywhere in the **Attachments** panel to open.

▲ No Attachments ( Required ) Upload Files

Files are not saved until you click the Save Button!

File \* Browse...

Category \*

Description \*

Add File Nevermind

- b. Click **Browse...** to find and select the document you have on file to upload.

Open

Organize New folder

File name: Materials and Supplies.pdf Custom Files

Open Cancel

	Cost	Match Amount	Requested Amount	Status	
Concrete	\$17,000.00	\$9,157.00	\$7,843.00	Pending	edit ✖
	\$20,000.00	\$6,160.00	\$13,840.00	Pending	edit ✖
	\$10,000.00	\$10,000.00	\$0.00	Pending	edit ✖
	\$47,000.00	\$25,317.00	\$21,683.00		

Files are not saved until you click the Save Button!

File \* Browse...

Category \*

Description \*

Add File Nevermind

- c. Select the **Category** from the drop-down menu associated with the document.
- d. Enter a **Description** of the document.
- e. Click **Add File**. If there are additional files to add, repeat the process starting at step a. until all files have been added.
- f. Click the **Save** button located in the upper right-hand corner of the form.



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


▲ 3 Attachments ( Required ) ✓ <span style="float: right;">Upload Files</span>			
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.


▲ 1 Comment <span style="float: right;">Add Comment</span>		
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



- 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

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

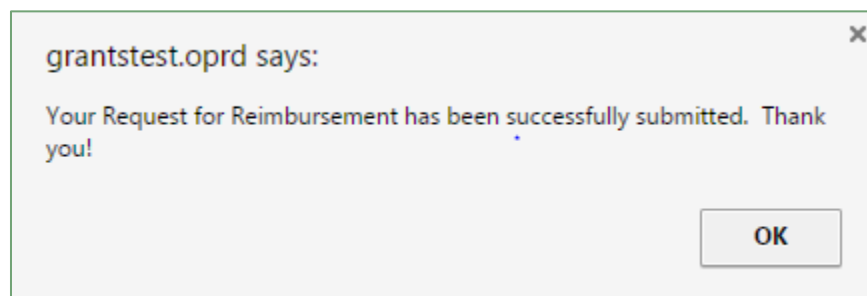
File	Category	Description	Uploaded by	
Reimbursement receipt (pdf)	Contract Payments	ABC Construction Receipt	Jason Williams	✖
Reimbursement receipt (pdf)	Materials and Supplies	B&B receipt - trail work	Jason Williams	✖
Reimbursement receipt (pdf)	Salaries and Wages (Agency Force Account)	City labor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





- d. Clicking “OK” will return you 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	<a href="#">Review</a>
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  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	<a href="#">Edit</a> 
Request Total				\$0.00	



- h. Click  and view the status of each Line Item in the **Project Expenses** panel.

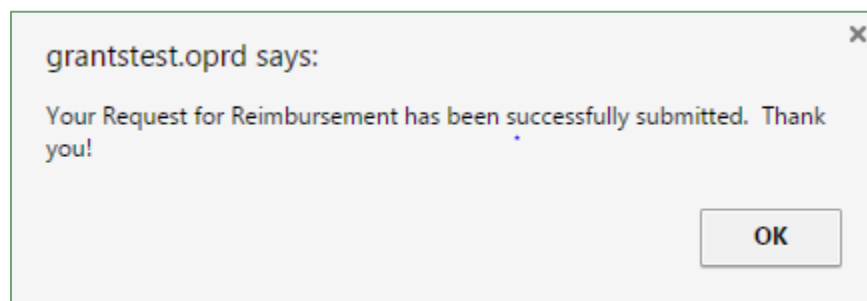
Project Expenses (Required) ✓							Add Line Item
Category	(Vendor)	Item	Cost	Match Amount	Requested Amount	Status	
Contract Payments	(ABC Construction)	Mobilization, grading, concrete	\$17,000.00	\$9,157.22	\$7,842.78	Approved	
Materials and Supplies	(B&B Rock Products)	3/4 minus gravel	\$20,000.00	\$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.

Add Line Item			
Match Amount	Requested Amount	Status	
\$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	\$21,681.98		

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.



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 <span style="float: right;">Add Comment</span>		
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

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