

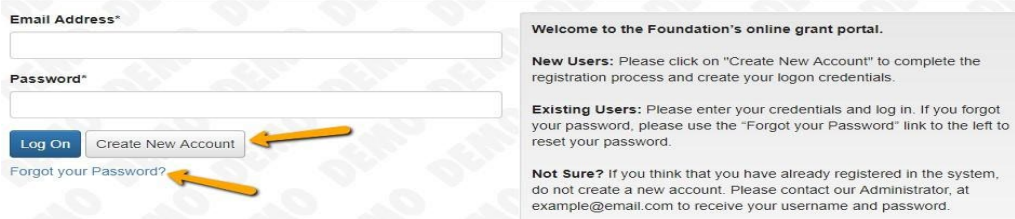
Appendix G: Mayor's Office of Recovery Programs Application Portal User Guide

Baltimore City is utilizing an online application portal for all proposed ORF community grant projects. This guide is meant to provide general support for how to use the portal. For questions specific to the City of Baltimore's process that are not addressed in the guidance below, please contact morp@baltimorecity.gov.

You will access the system via the login page, which can be found at [Logon - Grant Lifecycle Manager](#). It's recommended that you bookmark this page in your web browser for easy access. If you have already created an account, you may enter your email and password and log in. Otherwise, click on the "Create New Account" button. If you forget your password at any time after creating an account, click the "Forgot Your Password" button, enter your email address, and you will be sent a link to reset your password.



Logon Page



Email Address*

Password*

Log On **Create New Account** **Forgot your Password?**

Welcome to the Foundation's online grant portal.

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials.

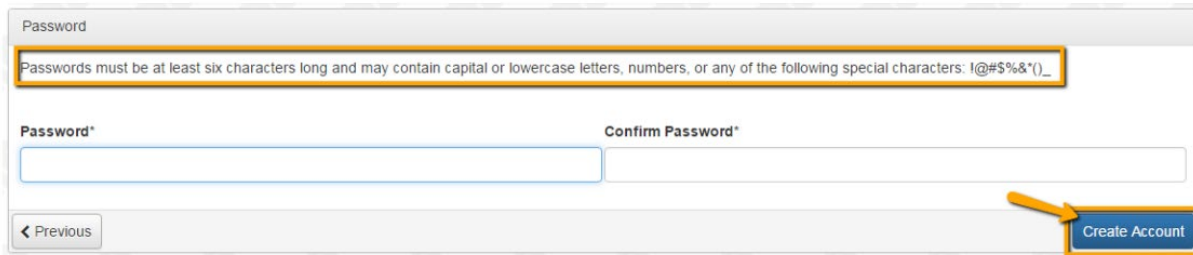
Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password" link to the left to reset your password.

Not Sure? If you think that you have already registered in the system, do not create a new account. Please contact our Administrator, at example@email.com to receive your username and password.

CREATE NEW ACCOUNT:

- Creating a new account is a multi-step process.
 - With the first section collecting Organization Information.
 - The second section collects User Information.
 - Sections three and four collect Executive Officer information.
- After the organization information has been entered, click on the "Next" button.
- The following section is the "User Information" section, or YOUR information.
 - If your address is the same as your organization's, you may use the "Copy Address from Organization" button to automatically pull the address information from the organization address fields into the address fields in this section.
 - Please note: The email address entered in the Email/Username field becomes the applicant's username in the system.
- Once the fields in the "User Information" section are completed, click the "Next" button.
- Please note that if you need to navigate to the previous section in the registration process, use the "Previous" button at the bottom of each section to ensure the information entered in the registration fields remains intact. If you attempt to navigate to the previous section by using your browser's back button, you will lose all registration information entered.
- In the next section, indicate if you are the Organization's Executive Officer.
 - If you are the executive officer, select "Yes." You will be taken to a section of optional fields that includes only the fields that were not required in the "User Information" section.

- If you are not the executive officer, select "No," and complete the required Executive Officer fields.
- Once the executive officer's information is entered, click on the "Next" button to create a password.
- Password requirements are listed at the top of the section, allowing the applicant to create their password accordingly.
- Once the password is created, the applicant clicks the "Create Account" button.

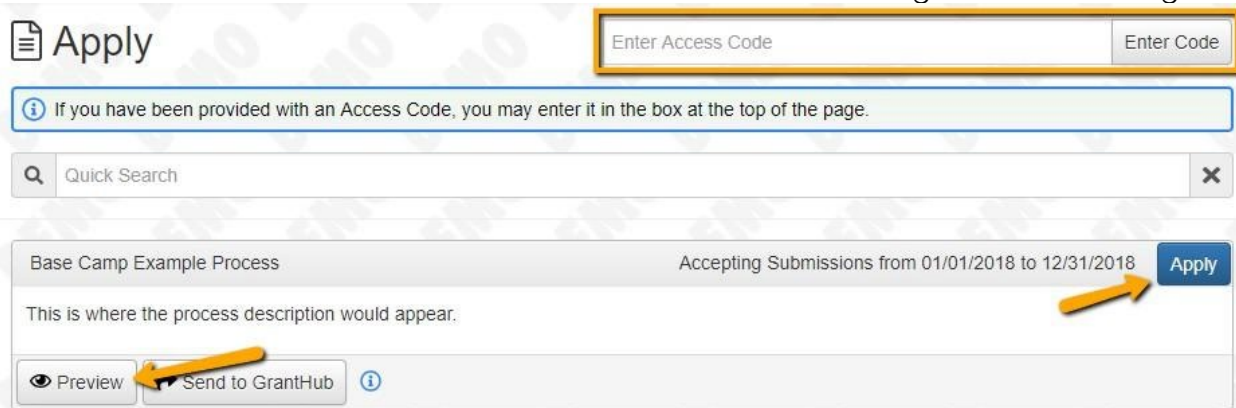


EMAIL CONFIRMATION:

Upon clicking "Create Account," you will be taken to the Email Confirmation page, where you will confirm that you are receiving emails from the system. It may take a few minutes for you to receive an email from the system. Follow the onscreen instructions and click the "Continue" button to finish the registration process.

Upon completing registration and accessing the system for the first time, you will be directed to the **"Apply Page."** This page will show any relevant deadlines and other applicable information.

- You can preview the application without saving any work by clicking on the "Preview" button.
- To start a proposal, click on the blue "Apply" button.
 - Clicking "Apply" will direct you to a form that you can complete and submit. At the beginning of the process, you will submit your proposal via a proposal form.
 - During a later stage of the process, you will submit the application form if your proposal is deemed eligible and receives a successful evaluation from the review team. The examples below demonstrate the application stage, which is similar to the form that will be filled out during the initial LOI stage.



Once in the form, note that your contact and organization information automatically populate at the top of the form.

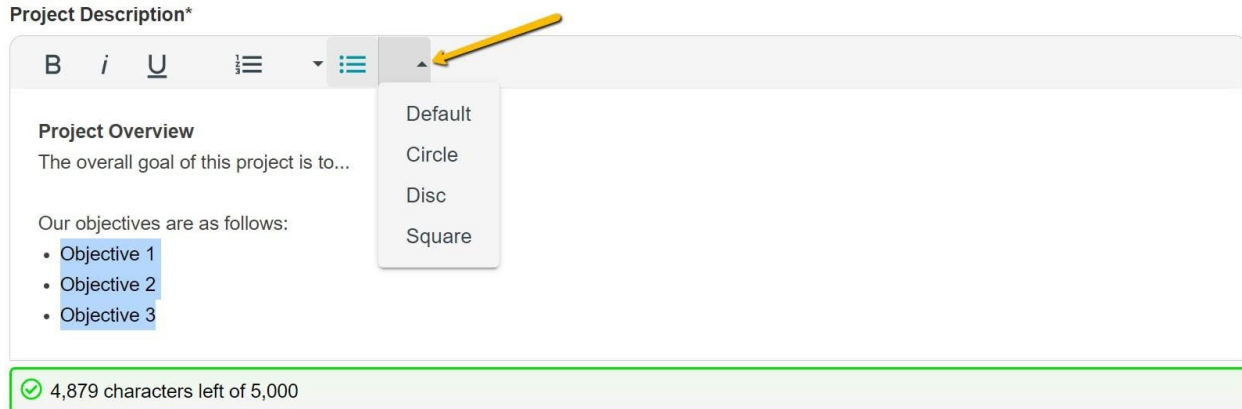
- You may update your contact information and view your email history.
 - If applicants can update their organization information, the edit icon will appear next to the "Organization Information" section.
 - If not, you must contact MORP directly to change organization information.
- If you'd like a PDF copy of the application, click the "Question List" button.
- Once you've completed the form, click the Application Packet button to download a copy of the questions and your responses.

Respond to all fields in the form.

- Note that any fields with an asterisk are required fields and must be completed before submitting an application.
- As you complete the form, the system will auto-save every 100 characters typed or every time you click out of a field.
- You may collapse question groups once you've finished all of the questions in that group, as an indicator that you have completed that section, and reduce scrolling.
- Some fields have character limits.
 - Responses that are longer than the set limit will be saved, but an error message will appear informing the applicant that the limit has been exceeded.
 - You will not be able to submit the form until the response length is in accordance with the character limit.
- File upload fields will only accept one file per field.
 - Upload fields have size limits.
 - If you attempt to upload a file that exceeds the set 3 MiB limit, you will receive an error message informing you that the file is too large and will not be saved.
 - Upload fields may also have file type restrictions.
 - If you attempt to upload a file of an unaccepted type, you will receive a warning and will not be able to proceed with the upload.
 - Once a file has been uploaded, it can be deleted by clicking the red X next to the file name, and a new file can then be uploaded.
- For some text questions, a rich text editor bar may appear. This allows you to add formatting to your response. If you're copying and pasting text from a Word document, it will also allow you to keep most formatting from Word.
 - Click a button in the editor (e.g., the B button for bold text) and then type. The formatting will be applied to the text that you type.
 - Click the button in the editor again to stop using that formatting when you continue typing.
 - Highlight existing text and then click a button in the editor. The formatting will be applied to the highlighted text.
 - Highlight existing text and click the button in the editor again to remove the formatting.

- When adding a numbered or bulleted list, click the arrow next to the list button to view additional formatting options.

Project Description*



The screenshot shows a web form titled "Project Description*". The form has a toolbar with buttons for Bold (B), Italic (i), Underline (U), and a list button. A yellow arrow points to the list button, which has a dropdown menu open showing options: Default, Circle, Disc, and Square. The form content includes a "Project Overview" section with the text "The overall goal of this project is to..." and a section titled "Our objectives are as follows:" with a bulleted list containing "Objective 1", "Objective 2", and "Objective 3". At the bottom of the form, a green bar indicates "4,879 characters left of 5,000".

- Even though the system is auto-saving, a "Save" button is still available at the bottom of the form.
 - When you click "Save," you are taken to a confirmation page, ensuring you know the save was successful.
 - If you click "Continue," you will be taken back into the form so you can continue working.
 - If you save and exit the system, you will access the draft of the form from your dashboard the next time you log in.
- Continue where you left off by clicking the "Edit" link to the right of the application.
- You may abandon the application prior to submission.
 - Once the LOI or application has been submitted, you must contact an administrator to withdraw the request from consideration.
 - After selecting "Abandon Requests," you must type in "Abandon Request" and select "OK."
 - The request will then be visible in the "Historical Requests" tab.

Once all fields are complete, submit the application.

- If any required fields are not completed or a response to a text question type is longer than the character limit, the system will not allow the form to be submitted.
 - An error message appears listing the fields that need to be completed or edited.
 - These fields are outlined in red and are readily identifiable as the applicant scrolls through the form.
- When a form is submitted successfully, the applicant will be taken to a confirmation page.
 - When you click "Continue," you are taken to your dashboard, where you can VIEW your submitted request.
 - Note that once an application has been submitted, it can no longer be edited.

Your dashboard includes current and historical requests.

The "Active Request" tab includes all current requests. These requests still require action, are awaiting a decision, and/or are requests that have not yet been marked as closed by MORP. Within each request, you can view forms, form statuses, submission dates, and, if applicable, form deadlines.

▼ Fall Grant For Book Funding

Process: Base Camp Example Process

Application	Draft	07/24/2018	 Edit Application
Decision	Undecided		

- You may continue working on saved forms by clicking the edit option next to the form.
- You may view forms that have been submitted, but note that submitted forms cannot be edited.
- You can also see the decision status for each request.
 - The default status will be "Undecided" until the site administrator posts a decision.
 - The timing of decision status updates varies.

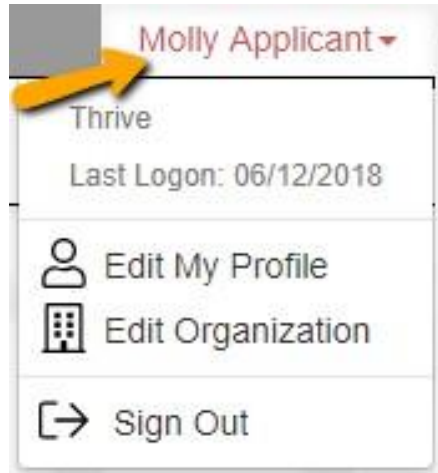
If your request is approved, you may be assigned follow-up reports to be completed and submitted through the system.

- Follow-ups are completed and submitted just like any other form.
- If multiple follow-up forms are assigned, you must complete them sequentially by the due date.
- Follow-ups that are past due will be marked as such
 - If the past due message is reflected in orange, you may still submit the form.
 - If the past due message is reflected in red, you no longer have the option to submit the form.

Follow Up Forms

FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE		STATUS	EDIT/VIEW
Award Agreement	Molly Applicant	Overall Award	05/31/2018	Past Due	Assigned	Edit

Requests that were denied and those marked as closed by the site administrator are included in the "Historical Request" tab.



To edit your account information or change your password, click your name in the top right corner. This will expand a drop-down menu. If you click Edit my profile, you will be able to update your user information or change your password. Click "Save" in the bottom right once completed.

Please note that you will be automatically logged out of the system after 90 minutes of inactivity (you will receive a warning message at 80 minutes of the pending "time out").