



Oregon State Weed Board (OSWB) Grant Program Interim Report Process Checklist

To: OSWB Grantees

This checklist is provided to help guide you through the items for your project funded through the OSWB Grant Program. **Please take the time to check these items off, sign the checklist below and return along with all necessary documents. This helps in processing your documentation in a timely fashion.**

If you have any questions on reporting or your grant contact
Tristen Berg tberg@oda.state.or.us - 503-986-4622

Grantee: _____

Project number: _____

- OSWB Interim Report Form (Microsoft Word doc)**
<http://www.oregon.gov/ODA/PLANT/WEEDS/pages/grantindex.aspx>
 - I have verified the financial information is accurate
 - I have verified the report is signed and dated

- OSWB Actual Expenditure Tracking Sheet**
<http://www.oregon.gov/ODA/PLANT/WEEDS/pages/grantindex.aspx>
 - Submit all receipts/invoices of \$200 or more
 - Expenditure form must show **all** expenditures of OSWB funds

- Funds Request Form – Two (FRF2)**
In order to qualify for the second payment Grantees must exhibit expenditures of 50% of the initial payment (or 25% of the overall project)
 - I have verified the FRF2 is signed and dated

- For cost-share/landowner re-imbusement projects include an updated landowner list

- I have included this checklist and checked all items are accounted for.**
Submit all required documents via email to tberg@oda.state.or.us or mailed to: OSWB Grant Program, Oregon Dept. of Agriculture 635 Capitol St NE, Salem, OR 97301.

Signature of authorized representative and Date