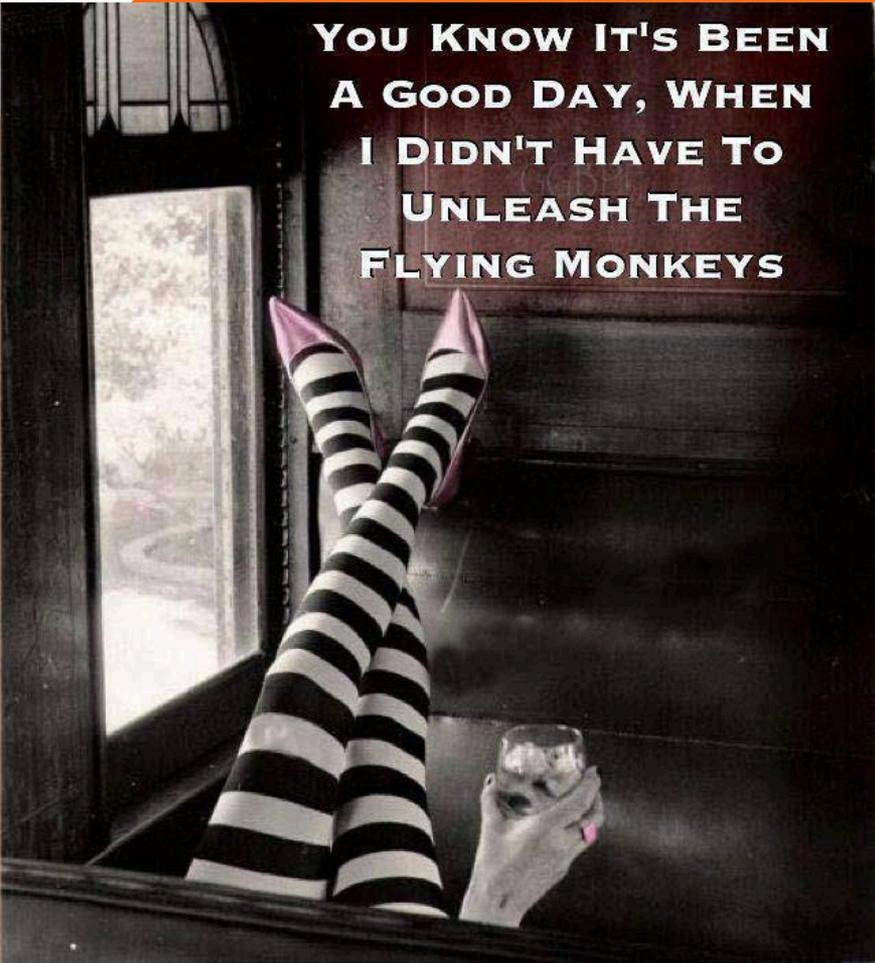


PAYMENT DELAYS

TIPS & HINTS



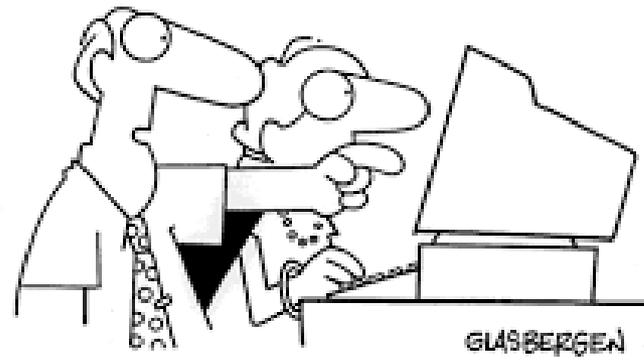
READ GRANT AGREEMENTS

There could be special conditions required as part of the project implementation or restrictions on funding activities.

Be sure the following people have read or have copies of the grant agreement.

- Grantee
- Payee
- Grantee's Project Managers

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“Every computer has been equipped with a compass to help keep our team on course.”

USE CORRECT FORMS

Grantees may have both types of grant agreements where the applications were received on or before December 31, 2013 and on or after January 01, 2014.

- Applications are dated “when received”
- The budget categories in Exhibit A will determine which forms and budget categories must be used.

When incorrect forms are submitted, new ones are asked for.

-  [Land Use Form](#) (new, Jan. 2013)
-  [Match Allowable](#) (new, Dec. 2012)
-  [Match Form](#) (new, Jan. 2013)
-  [Restoration Grant Match Form](#) (new, Jan. 2013)
-  [OGMS Online Time Extension Amendment Guidance](#)

-  [Tax ID form](#) (DAS w9 version)
-  [Travel Rates Effective January 1, 2015](#)
-  [Travel Log Effective January 1, 2015](#)
-  [Travel Log Effective January 1, 2014](#)
-  [Travel Log Effective January 1, 2013](#)

Grant Agreement Forms and Guidance: Applications Submitted to OWEB before January 1, 2014

Use the forms and guidance documents found here for all applications submitted to OWEB prior to December 31, 2013

-  [Budget Amendment Conditions](#)
-  [Budget Categories and Definitions](#)
-  [Budget Change Request](#)
-  [Billing Instructions](#) (Nov. 2013)
-  [Expense Tracking Spreadsheet](#)
-  [Request for Release of Funds](#) (Oct. 2011)

Grant Agreement Forms and Guidance: Applications Submitted to OWEB after January 1, 2014

Use the forms and guidance documents found here for all applications submitted to OWEB after January 1, 2014

-  [2014 Budget Category Guidance](#)
-  [2014 Budget Categories and Definitions](#)
-  [2014 Budget Change Request](#)
-  [2014 Expense Tracking Spreadsheet](#)
-  [2014 Federal Indirect Cost Rate Fact Sheet](#)
-  [2014 Request for Release of Funds](#)



MISSING FORMS

- Permits, landowner agreements, licenses or other agreements, as required in the Grant Agreement, not submitted to OWEB prior to or with the “first” Request for Release of Funds form.

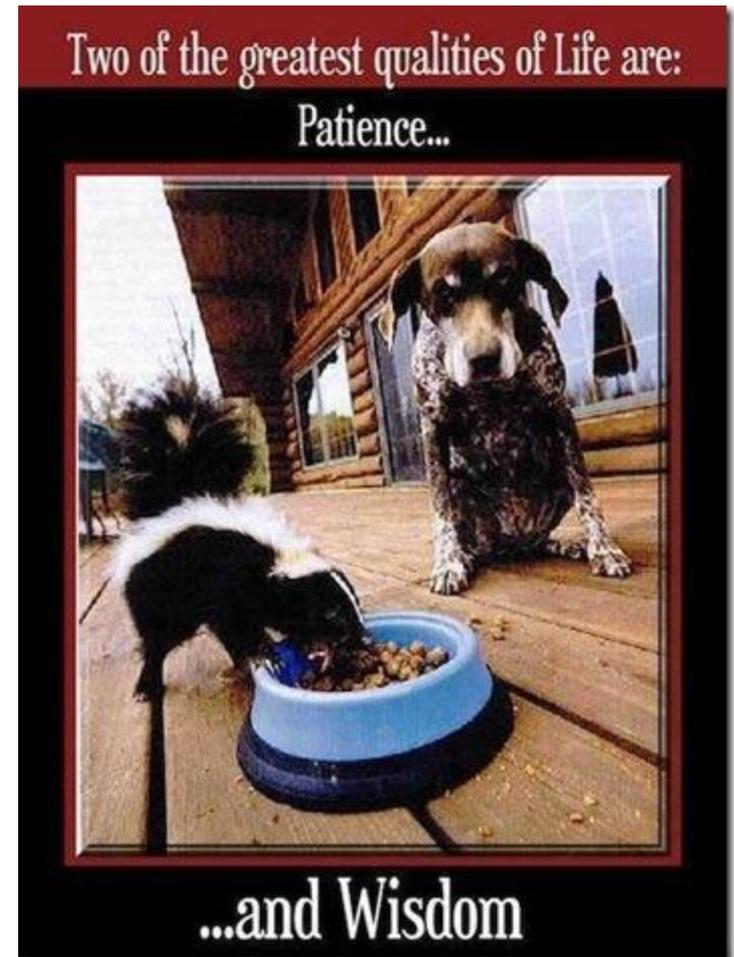


SECURED MATCH (ISN'T)

25% Non-OWEB match not secured prior to “first” payment request.

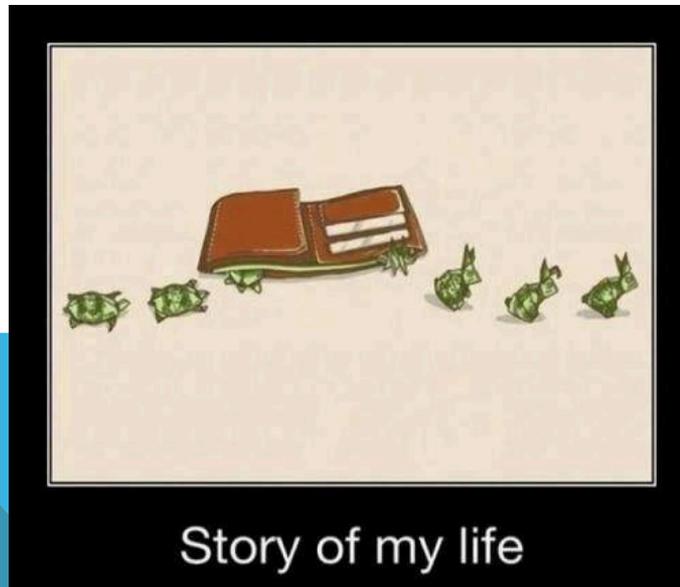
In order to accept match, Match Funding Form (Attachment “A”) must:

- A. Have the “Secured” box checked
- B. Have Signatures on the Attachment or “signed” Letters of Support from the entity contributing to the project.
 - a. All Signatures must be from the Entity or Organization providing match.



120 DAY ADVANCES HOLD THINGS UP

1. Can't receive another advance until any previous advance is cleared on that grant
 - a. If advance is less than \$1,000 an advance may be allowed.
2. May request an extension to 120 day advance.
 - a. Must be writing with justification provided.
 - b. Goes to RPR first, who then forwards to Salem for Fiscal Manager approval.
3. First letter -120 notification / 2nd letter is a Cut-Off.
 - a. If grantee is placed on cut-off status it could be up to 1 year on reimbursement only.



OUTSTANDING REPORTS

- No new grant agreements or amendments if outstanding reports on any grant.
- No amendments on a grant, if there are outstanding reports or 120 day advances on that particular grant.



"Give it to me straight, Doc. How long do I have to ignore your advice?"

SIGNATURES

The Request for Release of Funds is not signed.



"That's quite a coincidence! I, too, am clueless!"

BUDGET CHANGES AREN'T REFLECTED

- The Request for Release of Funds does not reflect the same budget categories/amounts as shown in Exhibit A of the Grant Agreement or as Amended.

In accordance with the terms of the Grant Agreement, I request funds as follows:

Budget Category (per Grant Agreement)	Current Budget Amount	Total of All Amounts Previously Paid	CURRENT Request Amount	TOTAL Requested to Date	Remaining Budget
Salary, Wages and Benefits				0.00	0.00
Contracted Services				0.00	0.00
Materials and Supplies				0.00	0.00
Travel				0.00	0.00
Equipment and Software				0.00	0.00
Other				0.00	0.00
Grant Administration				0.00	0.00
Post Grant				0.00	0.00
TOTALS	0.00	0.00	0.00	0.00	0.00



"Incorrect postage, wrong zip code...it's your type we encourage to use email!"

CONTACTS

- Current email address/phone numbers are not listed on the Request for Release of Funds form.