



SMALL GRANT PROGRAM

Information for Payees 2015-17

NEW for applications received after July 1, 2015

- OWEB has revised its Budget Categories and corresponding definitions. Refer to the “Budget Categories Definitions and Policy” document (updated July 2015) for budget category definitions and allowable and non-allowable costs.
- Copies of receipts, invoices or supporting documentation, for amounts \$250 or more, (excluding grant administration) will be required by OWEB. However; copies of ALL receipts, invoices or supporting documentation, charged to an OWEB grant, need to be retained by the Grantee and provided to OWEB upon request. ALL expenses charged to an OWEB grant must be listed on the Grantee’s Expense Tracking Spreadsheet.
- Grant administration cannot exceed 10% of the Modified Direct Total Cost, (exception: grants under \$2000 MDTC can bill \$200) Receipts are no longer required for Grant Administration expenses.

These are suggested tasks for your Payee(s), team roles may vary. More detail is available in the Small Grant Billing packet.

Application

- Keep a copy of the application
- Create a file, using the OWEB numbering system

Grant Agreement

- Receive and sign copies of the Grant Agreement from the Small Grant Team, and follow instructions per your Team Contact regarding where to forward the signed copies
- Receive one fully executed copy when it is returned from OWEB to file with a copy of the application

There are two methods of obtaining a First Payment

First Payment Method 1—Advance Payment

Secure from the Grantee (if not included in the original application package):

- A completed Land Use Form

- Copies of permits, ODFW/ODF sign-off for culverts and stream crossings or Watermaster sign-off for Irrigation Efficiency, as required
- A *Secured Match* form, with signatures from authorized representatives

The Payee:

- Completes column (B) of the Request for Release of Funds form referring to the Grant Agreement budget for line item amounts to be charged to OWEB
- Completes the FIRST Request column (C). The total for this column may not exceed 60% of the OWEB award amount. Funds for the Year-Two Status Report may not be requested at this stage. If grant administration is being sought, the charge to OWEB may not exceed 10% of the total amount of the direct costs being requested in the first payment.
- Completes a Tax ID Form and signs it—ONLY if
 - a) you are a new Payee not currently listed in the State of Oregon payment system;
 - b) your mailing address has changed or
 - c) your Tax ID number and Entity Status has changed.

When required, this form must be faxed – not mailed to OWEB.

- Signs the Request for Release of Funds form.
- Makes copies, as appropriate for the Payee’s project file
- Sends the entire package to the OWEB Project Manager for the Board listed on page 1 of the Grant Agreement.

Within 20 days of receipt, OWEB: 1) checks to see that a fully executed Grant Agreement is on file before releasing funds; 2) reviews the request and either approves it or questions the Payee and/or Grantee for further clarification; and, 3) if approved, arranges for payment to be made to the Payee.

- The Payee disperses funds to cover expenditures for the project.

❖ **A Spreadsheet with invoices and receipts must be remitted to OWEB within 120 days of the Advance payment.**

First Payment Method 2—Reimbursement

In some cases, the Grantee is able to initiate work on the project without need of advance funds. However, as the project progresses, it may become necessary for the Grantee to receive a payment. This is done through the Payee who submits the request for reimbursement of expenses incurred on the project.

For a first payment reimbursement, the Payee will need all the documents required for an Advance Payment (see above), *plus* a spreadsheet (see example on webpage) with receipts and invoices. Reimbursement will be for the total amount shown on the receipts and invoices only and may not exceed 90% of the OWEB award amount.

Final Payment Request

With the final request, the Payee secures from the Grantee:

- Copies of all invoices and receipts associated with the project
- A Project Completion Report including color photos with captions ***OR*** the report may be submitted online
<http://www.oregon.gov/OWEB/GRANTS/pages/ogms.aspx>
- Confirms that the Oregon Watershed Restoration Reporting form (OWRI) with topographic map have been submitted online.
<http://www.oregon.gov/OWEB/MONITOR/pages/owri.aspx>
- A Final Total Project Funding Match (*may be submitted online with Completion Report*)

The Payee then:

- Tallies the invoices and receipts, and develops a spreadsheet based on project expenses. **Spreadsheet categories must mirror the categories approved in the Grant Agreement budget and cannot exceed the amount awarded. Invoices and receipts must be legible including the dates, amounts and descriptions. No purchase orders, statements, or credit card statements will be accepted without actual invoices attached. All invoices must be dated within the grant period i.e. between the last signature date on the Grant Agreement and the Project Completion Date on page 1.**
- Completes columns (B), (C) and (D) of the Request for Release of Funds (including the figures used in the first payment request) based on the furnished invoices and receipts
- Checks to see that the totals for the payment columns do not exceed the OWEB award amount shown on page one of the Grant Agreement, and that the total grant administration fee does not exceed 10% of the actual amount spent (Modified Direct Total Cost) of the project.

Amendments:

Actual expenses need not mirror line item amounts in the Grant Agreement. However, if the Grantee wishes to add line items that do not appear in the Grant Agreement budget, a

Budget Amendment Request with justification must be submitted to the OWEB Project Manager for the Board list on page 1 of the Grant Agreement for approval. Once approval has been given, a copy of the amendment and justification should be put in the project file.

The Payee:

- Secures the Payee's or Grantee's signature on the payment request form
- Makes copies, as appropriate for the Payee's project file
- Sends the entire package to the OWEB Project Manager for the Board listed on page 1 of the Grant Agreement

Within 20 days of receipt, OWEB: 1) reviews the request and either approves it or questions the Payee or Grantee for further clarification; and, 2) if approved, arranges for payment to be made to the Payee.

The Payee:

- Disperses funds to cover expenditures for the project.
- Sends the Year-Two Status Report form to the responsible party listed in the application with instructions to submit to OWEB two years from the project completion date.
- Sends an e-mail to the Team Record Keeper of the grant's completion and the total amount spent.