

# 2021 Budget Guidance Update

Effective January 1, 2021, the document formerly known as “Budget Categories: Definitions & Policies” will be renamed GoBig (Guidance on Budgeting in Grants)! The changes made to the document are minor in scope and include the items below.

## Category Changes

- Salary, Wages, & Benefits – No changes
- Contracted Services – Additional examples and guidance for paying federal partners
- Materials & Supplies – Clarified examples of gear, IT equipment and software, promotional items, websites, and project-specific costs
- Travel & Training – Policy adjusted to reflect car sharing and other transportation options
- Equipment – No changes
- Other - Clarified examples of tips and dues
- Post Grant – No changes
- Indirect – Direct cost or “receipt” billing removed as an option for negotiating a rate with OWEB; grantees wishing to negotiate a rate with OWEB must use allocated costs

## Policy and Guidance Changes and Clarifications

- Added language and advice about best practices at application
- Encouraged grantees and applicants to create policies around general accounting practices
- Added clarification about the new EIN requirement (replacement of DUNS) by the federal government
- Clarified language and policies about education, research, well drilling, and fish screens
- Added language about cut-off letters
- Adjusted drone policy language

## Questions?

If you have questions, please contact Tara Choate ([tara.choate@oregon.gov](mailto:tara.choate@oregon.gov)) at (503) 986-0184 or your OWEB project manager.

## Future Changes

In an effort to clarify our policies, keep up with changing regulations, and adjust to new developments, OWEB has decided to update our fiscal guidance document on a biennial basis. The schedule for updates is below.

<b>Year</b>	<b>Month</b>	<b>Action</b>
<b>Even year</b>	January-March	Collect changes and discuss issues
<b>Even year</b>	April-June	Meet with internal workgroup
<b>Even year</b>	July-September	OWEB staff review
<b>Even year</b>	October-November	Stakeholder review
<b>Even year</b>	December	Release
<b>Odd Year</b>	January 1	Effective for all grant applications submitted