



## SMALL GRANT PROGRAM

### Information for Payees

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- OWEB has revised its guidance and definitions on budget categories. Refer to the current budget category guidance document on the OWEB website for budget category definitions and allowable and non-allowable costs.
- Copies of receipts, invoices or supporting documentation, for amounts \$250 or more, 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.**
- Indirect Costs cannot exceed 10% of the Modified Direct Total Cost, (exception: grants under \$2000 MDTC can bill \$200) Receipts are no longer required for Indirect Cost expenses.

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

### Application

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- Track applications for which you are payee in OWEB's online grant management system (OGMS). Familiarize yourself with project timelines, activities, and budgets.
- Create a file, using the OWEB numbering system

### Grant Agreement

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- 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

### Two methods of obtaining a First Payment

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#### 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 Review of Culverts and Stream Crossings Project, ODF Review of Prescribed Burn Project, 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 Indirect Costs are 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.

**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

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

- Copies of all invoices and receipts associated with the project
- Confirms that a Project Completion Report including color photos with captions has been submitted online.
- Confirms that the Oregon Watershed Restoration Reporting form (OWRI) with topographic map have been submitted online.

**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.
  - Purchase orders, statements, or credit card statements **WILL NOT be accepted** without actual invoices attached.
  - *All expenses must be incurred within the grant period.*
- 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 Indirect Cost expense does not exceed 10% of the actual amount spent (Modified Direct Total Cost) of the project.

## Amendments:

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**Actual expenses** need not mirror line item amounts in the Grant Agreement. However, if the Grantee wishes to add funds to a budget category that did not contain funds 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.*

- 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