



SMALL GRANT PROGRAM

Information for Payees

Oregon Watershed Enhancement Board

- OWEB periodically revises 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 15% of the Modified Direct Total Cost, (exception: grants under \$2000 MDTC can bill \$200) Receipts not required for Indirect Cost expenses.

Application

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

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

Payment Requests

First Payment Request:

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

- Complete a payment request in OWEB's Online Grant Management System (OGMS) referring to the Grant Agreement budget for line item amounts to be charged to OWEB.
- The total amount requested for an advance 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 15% of the total amount of the direct costs being requested in the first payment.
- Complete 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.**
- Submits the online payment request.

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

- For a first payment *reimbursement*, the Payee will need all the documents required for an Advance Payment (see above), plus an expense tracking spreadsheet (see example on webpage) uploaded documenting all expenses for which OWEB reimbursement is requested. Additionally, a Supporting Documentation Upload containing receipts and invoices for all expenses over \$250. Reimbursement will be for the total amount shown on the expense tracking spreadsheet 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.
- Confirms that a Project Completion Report including color photos with captions has been submitted online.
- Confirms that Oregon Watershed Restoration Reporting (OWRI) with topographic map have been submitted online.

The Payee then:

- Tallies the invoices and receipts, and develops a spreadsheet based on project expenses.
 - Budget category totals **must mirror** the category totals approved in the Grant Agreement or executed budget amendment and cannot exceed the amount awarded. The final expense tracking sheet should be a cumulative listing of all expenses for which OWEB reimbursement is being requested for the grant including those from the first payment request.
 - 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 a payment request using OWEB's Online Grant Management System (OGMS) based on the furnished invoices and receipts.
- Checks to see that the total requested for the payment does not exceed the OWEB award amount shown on page one of the Grant Agreement, and that the total Indirect Cost expense does not exceed 15% of the actual amount spent (Modified Direct Total Cost) of the project.
- Submits the online payment request.
- Makes copies, as appropriate for the Payee's project file

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.

Amendments:

Actual expenses need not mirror line-item amounts in the Grant Agreement exactly. Any change in the budget requires prior OWEB Project Manager approval which may be obtained via email for minor adjustment between categories funded in the original application budget. Requests to add funds to a budget category that did not contain funds in Exhibit A of the grant agreement require submission of a Budget Amendment Request with justification to the OWEB Project Manager for the Board listed on page 1 of the Grant Agreement for approval.

The Payee:

- Makes copies, as appropriate for the Payee's project file

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