



Small Grant Program **Billing Information**

The following information is provided to help speed up your grant payments. Use of the correct procedures and forms will expedite the process. Forms are available on the OWEB web site at:

http://www.oregon.gov/OWEB/GRANTS/smgrant_forms.shtml

NEW for Small Grants, OWEB will now accept Fiscal Administration and Year-Two Status Reporting expenses when listed on the signed form "Request for Release of Funds" Revised 12/2009.

Please Note: Expenditures billed in this manner must be listed on your spreadsheet and are still subject to audit. Actual payroll records must be kept on record by the Grantee or Fiscal Agent.

Grantees may use their own spreadsheet formats to track expenses, however expenses must be tracked individually and grouped by budget categories per the application budget.

The OWEB On-Line Grant Management System:

<http://apps2.wrd.state.or.us/apps/oweb/fiscal/login.aspx> can be used to review grant status, payments, report due dates, amendments, etc.

OWEB payment/billing forms to be provided through the Fiscal Agent:

1. Small Grant Request for Release of Funds, see page 4
2. Secured Match form for the first payment or Actual Match form for the final payment, pages 5-6
3. Tax ID Form, as of 10-01-07 this form is required **ONLY** for new payees or if the mailing address or Tax ID # has changed, see instructions on page 7
4. Budget Amendment Request, see page 9

The most common delays for payments are:

1. Missing match forms
2. Receipts with spreadsheet to cover previous payments are not adequate
3. Request for Release of Funds form is not signed
4. Permits, licenses, or other documents as required by the grant, are not submitted to OWEB prior to or with first Request for Release of Funds.

Fiscal administration may not exceed 10% of the total Board funds expended for the grant, and must be directly related to the Small Grant project for which reimbursement is being requested. Administration funds are not intended for the Grantee's overall operating expenses.

OWEB cannot reimburse project expenses incurred prior to the effective(start) date or after the project completion date of the Grant Agreement. The Grant Agreement is effective upon the date of the last signature (OWEB's). The grant completion date is listed on both page 1 and 7 of the Grant Agreement.

First Payment Request

The first payment may consist of either:

- An **advance** of up to 60 % of the Small Grant award upon presentation of a detailed estimate of expenses for a specified time period. Receipts and invoices are not required at this stage. However, receipts **for the full advance amount are due within 120 days of the date of the check.**

- Or of a **reimbursement** of expenses to date up to 90% of the grant award upon presentation of receipts and invoices.

The following are required before payment can be made:

- Completed Land Use Form
- Copies of permits, licenses, or other documents, as required
- Secured Match form, with signatures from authorized representatives
- Completed FIRST Request column (D) of the Request for Release of Funds Form (use line item categories from the budget page of the Grant Agreement). Funds for the Year-2 Status Report may not be requested with the advance. If fiscal administration is being sought, the charge to OWEB may not exceed 10% of the total amount being requested in the first payment.

Make copies, as appropriate, for your project file. Send the entire package to the OWEB Small Grant Project Manager listed on page 1 of the Grant Agreement.

Final Payment Request

The Final Payment Request should reflect the actual project costs. Grantees may skip the first payment request and make just one final payment request. However, they will still need to furnish all the documentation required for the First Payment Request, described above. With the Final Payment Request, you must secure from the grantee:

- Copies of all invoices and receipts associated with the project. **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.**
- Project Completion Report, complete with color photos
- Actual Match form
- Oregon Watershed Restoration Reporting (OWRI) form and map per instructions at: <http://www.oregon.gov/OWEB/MONITOR/OWRI.shtml> (A hard copy is not required if the form is submitted online.)

Next:

Tally the invoices and receipts, and develop a spreadsheet based on project expenses, see page 9. Verify that the final amount being requested does not exceed the amount awarded (shown in the Grant Agreement).

- **Invoices and receipts** must be legible. Dates, amounts and descriptions must be clearly readable. No purchase orders, statements, or credit card statements allowed without actual invoices attached.
- **In-House Personnel** must be billed on grantee letterhead (See examples on Pages 11-12), and must show: (1) dates on which expenses were incurred, (2) position and name of person being paid, (3) amounts and; (4) signature of authorized Grantee or fiscal agent. A Quickbooks “All Transactions” detail sheet may be substituted for the letterhead document if you sign & date it and if (a) dates, (b) names of employees and (c) amounts are listed.
- **Again, OWEB will now accept Fiscal Administration and Year-Two Status Reporting expenses when listed on the signed form “Request for Release of Funds” Revised 12/2009 and on the spreadsheet.** Expenditures billed in this manner are still subject to audit, so actual receipts, invoices, and records should be kept in your files to back-up expenditures billed to OWEB.

- **Travel** must be shown and broken down by **individual dates, from/to destinations, and the total number of miles per trip must be shown for reimbursement. The Small Grant Program will not reimburse for meals, lodging, or for out-of-state travel expenses (see p. 8 for details).** For the latest travel rates, go to <http://egov.oregon.gov/OWEB/forms.shtml>.
- **Request for Release of Funds**
 - Repeat columns (B) and (C) from the first payment request.
 - If funds are being requested for the Year-Two Status Report, consult the Grant Agreement budget for the allowed amount and fill in the amount in column (D).
 - The totals for columns (C) and (D) cannot exceed the OWEB award amount shown on page 1 of the Grant Agreement, and the total Fiscal Administration fee cannot exceed 10% of the *actual amount spent*.
 - Sign the payment request form. Make copies, as appropriate for your project file.
 - Send the entire package to the OWEB Small Grant Project Manager for the Board listed on page 1 of the Grant Agreement.

Budget Amendments

Actual expenses do not need to mirror line item amounts in the Grant Agreement. However, if Project Management has increased more or if the Grantee wishes to add line items that did not appear in the original budget, then you must submit a Budget Amendment Request (page 9) to the Project Manager for the Board prior to your payment request.

Questions? Call your Small Grant Project Manager (503) 986-0187 or the Grant Payment Coordinator at (503)986-0177. **If you know a problem exists, or if a change to the terms of the grant needs to be executed, please contact us immediately!**

Small Grant Program

Request for Release of Funds



Project Name: _____ Project #: _____

Grantee Name: _____

- Invoices may **not** be dated prior to the project start date or after the Grant Agreement completion date.
 - Small Grants are limited to two payment requests.
- **First Payment Request:** Submit the Land Use, Secured Match (if not already submitted with the application), and permits or other forms, as required. The first request may be either a 120-day *advance* of up to 60% of the Small Grant award, or a *reimbursement* of expenses to date upon presentation of receipts and invoices (with a 10% holdback until project completion). If the payment is an advance, **receipts/invoices and an expense tracking spreadsheet for the full advance amount are due to OWEB within 120 days of the date the check is issued.**
- **Final Payment Request:** All receipts/invoices and an expense tracking spreadsheet must be attached along with the Project Completion Report including color photos with captions, an Actual Match form and a Restoration Reporting Form (OWRI) with map (OWRI/Map be submitted online).

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

****Double click** in the table to get into it. **Single Click** outside the table to get out of it.

| (A) Budget Category (A and B per Grant Agreement Budget) | (B) Project Budget Amount | (C) FIRST Request Amount | (D) FINAL Request Amount | TOTAL Requested to Date | Remaining Budget |
|---|---------------------------|--------------------------|--------------------------|-------------------------|------------------|
| Pre-Implementation | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Project Management* | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| In-House Personnel | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Travel | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Contracted Services | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Supplies/Materials | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Fiscal Admin. (Not to Exceed 10% of above) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Y-2 Status Report (Not to Exceed \$200)** | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| TOTALS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

* A budget amendment is required when requesting an increase in Project Management or a line item not listed in the Grant Agreement.

** May be billed at the time of final request ONLY.

Please Note: A Signature on this form replaces the requirement of submitting letterhead as a receipt for Fiscal Administration and the Two-Year Status Report. All other OWEB receipts requirements remain in effect.

By signing this request, I declare that expenses for this project are to the best of my knowledge true, correct and complete.

Fiscal Agent Signature: _____ Organization: _____

Fiscal Agent Name (print/type): _____ Date: _____

Phone Number: _____ E-mail Address: _____

Forward This Request to OWEB's Small Grant Project Manager for Signature.

All checks will be made payable to Grantee's Fiscal Agent. Grantee and Fiscal Agent are responsible for paying vendors directly with funds received for this project.

| |
|---|
| OWEB APPROVAL |
| I find this request to be consistent with the Grant Agreement and all funding conditions have been met. |
| OWEB Project Manager: _____ Date: _____ |

Revised 12/2009



Small Grant Program Secured Match Funding Form

**Document the match funding
shown in your grant application**

This form, with signatures, may either be submitted with the project application or with the first payment request. This evidence of match must be submitted to OWEB before funds will be released.

Project Name: _____ Project #: _____

Applicant/Grantee Name: _____ OWEB Award Amount: \$ _____

MATCHING FUNDS

OWEB requires evidence of at least 25% (of the requested OWEB funds) match funding for small grant projects. The Small Grant Team may require a greater amount of match. Evidence entails listing the match funding source and including a signature of commitment from the entity providing the match. Matching funds may come from other grants, cash donations, donated labor or services, and donated supplies or materials.

An applicant may not use *another OWEB grant* to match an OWEB grant. **OWEB funds and OWEB funds for council support may not be used to satisfy the match requirement.** However, an applicant who benefits from a pass-through OWEB agreement with another state agency, by receiving either staff expertise or a grant from that state agency, may use those benefits as match for an OWEB grant. (Example: A grantee may use as match the effort provided by ODFW restoration biologists because OWEB funding for those positions is the result of a pass-through agreement.)

If you have questions about whether your proposed match is eligible or not, visit our Web site at www.oregon.gov/OWEB/GRANTS/grant_app_materials.shtml, or contact your OWEB Small Grant Project Manager by accessing our directory at http://oregon.gov/OWEB/contact_us_directory.shtml.

| Match Funding Source | Type (√ one) | Dollar Value | Authorized Representative's Signature | Date |
|----------------------------|----------------------------------|-----------------|--|------|
| | <input type="checkbox"/> cash | | | |
| | <input type="checkbox"/> in kind | | | |
| | <input type="checkbox"/> cash | | | |
| | <input type="checkbox"/> in kind | | | |
| | <input type="checkbox"/> cash | | | |
| | <input type="checkbox"/> in kind | | | |
| | <input type="checkbox"/> cash | | | |
| | <input type="checkbox"/> in kind | | | |
| | <input type="checkbox"/> cash | | | |
| | <input type="checkbox"/> in kind | | | |
| Total Match Funding | | | | |



Small Grant Program Actual Match Form

**This form must be submitted to OWEB
to receive final project payment.**

Project Name: _____ Project #: _____

Grantee: _____

OWEB Award Amount: \$ _____ Amount of OWEB Grant Spent: \$ _____

ACTUAL MATCHING FUNDS

In the table below, list ALL matching funds actually received for the above-mentioned Small Grant project. Matching funds may come from other grants, cash donations, donated labor or services, and donated supplies or materials. The total shown must be at least 25% of the OWEB amount ultimately spent on the Small Grant project (a Small Grant Team may require a greater amount of match). **Other OWEB grants may not be used to satisfy the match requirement.**

| Match Funding Source | Cash | In-Kind Dollar Value | Date |
|-----------------------------|------|-------------------------|------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Subtotal | | | |
| Total Combined Match | | | |

State of Oregon
Oregon Watershed Enhancement Board
775 Summer Street NE – Suite 360
Salem, Oregon 97301-1290

PROJECT # _____

“DO NOT MAIL THIS FORM – FAX ONLY TO 503-986-0199-ATTN: FISCAL”

This form is Only Required under the following conditions:

- 1) A Payee has never received a payment from OWEB.
- 2) The Address or Tax ID Number of the Payee has changed.

REF: Taxpayer I.D. Number

Federal Law requires us to have your social security number or federal employer identification number on file in order to file form 1099 Misc. at the end of the year. If you do not supply us with this information, your payments may be subject to a 20% withholding.

In order to update our records and validate our reports, and to prevent needless withholding of taxes, please provide the following information for your organization.

| |
|---|
| <p><u>CORRECT NAME AND ADDRESS:</u> _____ _____ _____</p> |
| <p><u>INDIVIDUAL:</u> () <u>PARTNERSHIP:</u> () <u>CORPORATION:</u> ()</p> |
| <p><u>501(c)3:</u> () <u>GOVERNMENT:</u> () <u>NON-PROFIT:</u> ()</p> |
| <p><u>SOCIAL SECURITY NUMBER:</u> ____ _ -- ____ _ -- ____ _ OR</p> |
| <p><u>FEDERAL IDENTIFICATION NUMBER:</u> ____ _ -- ____ _ -- ____ _</p> |
| <p><u>AUTHORIZED SIGNATURE:</u> _____</p> |
| <p><u>PRINT OR TYPE NAME AND TITLE:</u> _____</p> |
| <p><u>TELEPHONE NUMBER:</u> (_____) -- _____</p> |
| <p><u>FAX NUMBER:</u> (_____) -- _____</p> |
| <p><u>E-MAIL ADDRESS:</u> _____</p> |

If you have any questions, please contact Randy Emch at (503) 986-0184 or Leilani Sullivan at (503) 986-0183.

Thank you for your cooperation.

SMALL GRANT PROGRAM

TRAVEL EXPENSES

Travel expenses will be reimbursed only in accordance with rates approved by the Department of Administrative Services and which are in effect at the time the expense was incurred. The current approved rates for reimbursement of travel expenses may be found at:
http://www.oregon.gov/OWEB/forms/travel_summary_2009_October.pdf

The rates are subject to change and govern reimbursement of any travel expenses incurred after the date of the change. Rates are updated periodically. The reason or purpose for all travel expense reimbursement requests must be identified.

The Small Grant Program will reimburse for mileage for travel in a private automobile, while the Grantee/Contractor/Volunteer is acting within the course and scope of his/her duties under the Small Grant and driving over the most direct and usually traveled route.

To qualify for mileage reimbursement, the Grantee/Contractor/Volunteer must hold a valid, current driver's license for the class of vehicle to be driven and carry personal automobile liability insurance in the amounts not less than those required (i) the Oregon Financial Responsibility Law (ORS 806.060) or (ii) the jurisdiction in which the vehicle is being operated, whichever is greater. No mileage reimbursement will be paid for the use of motorcycles or mopeds.

Individual dates, from/to destinations, and the total number of miles per trip must be shown for reimbursement.

The Small Grant Program will not reimburse for meals, lodging, or for out-of-state travel expenses.

Home Office: _____ **Travel Log 2009—Starting January 1, 2009**
Mileage **Project Number#**
Name: _____

| Date | Time Left | Time Returned | Destination Reason for Travel | # of Miles | At Rate ____ Per Mile |
|-------------|------------------|----------------------|--|-------------------|----------------------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | Totals | 0 | 0.00 |

OWEB Small Grant Program

Budget Amendment Form

Grant Name: _____

Grant #: _____

NOTE: This form needs to be submitted ONLY if you are making changes to Project Management, or adding new line items that did not appear in the original Grant Agreement budget.

JUSTIFICATION FOR CHANGE: You may submit this form by email. **Include a written justification for the requested budget change.** The OWEB Small Grant Project Manager can then review and approve the request by return e-mail. If submitted by regular mail, your signature is required below. If you are the grantee requesting the budget amendment, be sure to copy your project's fiscal agent.

| Column A OWEB Grant Budget Categories (from the application budget) | Column B OWEB Budget | Column C Change #1 | Column D Change #2 | Column E Revised OWEB Budget |
|---|----------------------------|--------------------------|--------------------------|------------------------------------|
| Pre-Implementation | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Project Management | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| In-House Personnel | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Travel | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Contracted Services | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Supplies/Materials | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Fiscal Administration | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Year 2 Status Report | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| GRANT TOTAL | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

Grantee Signature: _____

Date: _____

OWEB Project Manager Approval: _____

Date: _____

INSTRUCTIONS:

- Column B:** Reproduce each budget amount (Column B) exactly as it appears in the OWEB Small Grant Agreement. All Budget Categories (original and proposed) must be shown, even when the categories are adjusted to \$0.00.
- Columns C and D:** In Column C, show only proposed changes to Project Management or budget additions for NEW line items. Enter decreases as a negative number, e.g., -150.00. If, at a later date, you need to request an additional budget change, use Column D. Do NOT make changes to the numbers you entered previously in Column C.

When entering numbers in Columns C and D, do NOT enter any numbers in the Grant Total row as they should always automatically calculate vertically to \$0.00.

- Column E:** Do NOT enter any numbers in this column; totals are automatically calculated horizontally across the columns for this row.

After you have completed the form, check to see that the Grant Totals in Columns B and E both equal the original award amount.

**Sample Documentation of Fiscal Administration Expenses
(To Be Submitted on Letterhead)**

April 10, 2011

To: OWEB
 775 Summer Street NE Suite 360
 Salem, OR 97301-1290

From: Rainbow SWCD
 PO Box 111
 Salem, OR 97225

Small Grant Number: 29-10-017

Fiscal Administration expenses paid for the period 01-01-11 to 03-31-11 are as follows:

| | |
|-----------------------------|----------|
| January 2011 | \$ 50.00 |
| February 2011 | 50.00 |
| March 2011 | 50.00 |
| | |
| Total Fiscal Administration | \$150.00 |

Authorized Grantee Signature

Date

(Letterhead)

June 30, 2009

To: OWEB
775 Summer Street NE Suite 360
Salem, OR 97301-1290

From: Rainbow SWCD
PO Box 111
Salem, OR 97225

Grant Number 209-999-1111

Actual Payroll expenses paid for the period 03-23-09 to 06-30-09 are as follows:

Project Management

John Markum (100 hrs @ \$30/hr) =\$3,000.00

Dave Jones (100 hrs @ \$30/hr) =\$3,000.00

In-house Personnel

Mike Smith (100 hrs @ \$20/hr) = \$2,000.00

Total Payroll Expenses \$8,000.00

Authorized Grantee Signature

Date

NOTE: Payroll expenses are gross wages, payroll taxes, health insurance, retirement benefits, accrued leave liability, and workers compensation insurance. Effective November 01, 2009 – If you are using letterhead to document actual payroll expenses, hourly rates and number of hours must be shown for all individuals.

Substitute for this letterhead: If the “Quickbooks” accounting system is used, you may sign & date the Quickbooks “All Transactions” detail sheet, if (a) dates, (b) names of employees and (c) amounts are listed.