

FIRST PAYMENTS

YOUR SETUP FOR SUCCESS



GRANT FILE SET UP

Front Page: Project Checklist

Second Page: Accounting

- Payment Requests
- Receipts & Invoices
- Expense Tracking Spreadsheet
- Payment/Invoice Correspondence



Third Page: Agreements

- Grant Agreement
- Grant Amendments
- Budget Amendments
- Waivers

Fourth Page: Official Documents

- Grant Application
- Permits
- Landowner Agreements
- Final Report
- Monitoring Reports

FIRST PAYMENT CHECK LIST

In order to process your first payment request, the following must be received by OWEB.

- Permits*
- Land Use Page must be completed and signed by your Local or County Planning official.
 - Required for Restoration grants. May be required for Outreach grants.
- Landowner Agreements*
- Other Contractor Agreements, Grazing Plans, etc.,*
- Secured match signatures must be on the Match Form (from Application) or signed letters referenced on the Match Form are submitted.
 - Must have 25% of the OWEB award amount secured before first payment will be released.
- Be sure to check Exhibit B. Special Conditions in your Grant Agreement for other requirements.
- Completed and Signed “Current” Request for Release of Funds form.

*Refer to Grant Agreement for requirements



PERMITS

OWEB cannot release funds for project components that require a permit or license until all permits or licenses have been obtained and provided to OWEB.

Activities that do not require a permit:

- Project outreach
- Design
- Engineering
- Monitoring (in most circumstances)
- Project management
- Administration

This farm owner was denied a council permit to build a horse shelter. Fortunately, you don't need a permit to build a table and chairs.

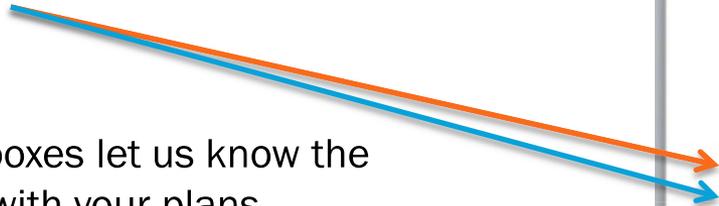


LAND USE PAGE

OWEB needs one of these two boxes checked before payment can be processed.

Why? These boxes let us know the county is OK with your plans.

Why else? OWEB has an agreement with Oregon Department of Land Conservation and Development (DLCD). If they get mad, we don't get money to give you!



ATTACHMENT B

 **LAND USE INFORMATION FORM**

This information is needed to determine if the proposed project complies with statewide planning goals and is compatible with local comprehensive plans (ORS 197.100). **The form must be submitted at the time of application (OAR 695-038-0015(1)(G)) with the applicant completing at least #1 below.** The completed and signed form must be submitted before OWEB releases grant funds. OWEB will release grant funds only if the project either is not regulated by, or is compatible with, the local comprehensive plan and zoning ordinance. If a project is regulated by the local comprehensive plan and zoning ordinance, OWEB will void grant agreements for projects the county determines to be incompatible with the local comprehensive plan and zoning ordinance. If the county requires additional local approvals for a project regulated by the local comprehensive plan and zoning ordinance, OWEB will not release grant funds until those conditions are satisfied.

1. TO BE COMPLETED BY THE APPLICANT/GRANTEE

Applicant/Grantee Name: _____

Project Name: _____

2. TO BE COMPLETED BY CITY/COUNTY OR TRIBAL PLANNING OFFICIAL

Complete this section only after section 1, above, has been completed. Check the box below that applies:

- This project is not regulated by the local comprehensive plan and zoning ordinance.
- This project has been reviewed and is compatible with the local comprehensive plan and zoning ordinance.
- This project has been reviewed and is not compatible with the local comprehensive plan and zoning ordinance.
- Compatibility of this project with the local planning ordinance cannot be determined until the following local approvals are obtained:
 - Conditional Use Permit
 - Development Permit
 - Plan Amendment
 - Zone Change
 - Other

An application has has not been made for the local approvals checked above.

* Signature of Local Official

Date

Print Name: _____ Phone: _____

Title: _____ Email: _____

*Must be an authorized signature from your local City/County or Tribal Planning Department, regardless of which box is checked above.

2015-17 OWEB Watershed Assessment Application - Attachment B - October 2015



LANDOWNER AGREEMENTS

Do we really need to explain why?

OTHER REQUIREMENTS

Check with Exhibit B
(Conditions of Agreement)
for any other required
conditions or agreements for
your grant.

Grant No. 215-1004-11304
Project Name: Mill Creek (Siletz) Watershed Restoration

EXHIBIT B CONDITIONS OF AGREEMENT

The following conditions apply to the implementation of this Agreement:

1. Scope of Work Modified from Grant Application

The Grantee agrees to perform the Project described in the grant application (Exhibit H) as modified by this Exhibit B: The original application requested \$321,046 from OWEB for a combined Restoration and Effectiveness Monitoring (EM) project. The Restoration component budget was \$99,040; the EM component budget was \$222,006. The Regional Review Team recommended the EM component be removed from the Project, adjusted and resubmitted at a future date as a Monitoring application. This reduced grant award is expected to fully implement the Restoration work described in the original application.

2. Landowner Agreements

OWEB will not release any funds for a Project site until Grantee has submitted to the Board's Project Manager copies of signed Cooperative/Landowner Agreement(s) for that Project site (See Exhibit F).

3. Notify the Board's Project Manager of the date scheduled for beginning construction.

4. Reporting

One Post Implementation Status Report is required with the due date being the third anniversary of the approval of the Project Completion Report.



MATCH

WHAT DO YOU BRING TO THE PROJECT?



SECURED MATCH

Should you receive a grant from OWEB you must provide proof that the 25% required match, base on the total Board award, has been secured prior to disbursement of funds.

We will accept:

- A letter
- A signed match form

Actual Match: When you've completed your project, you must submit a "Match / Donated in-Kind Documentation form along with the final reporting for the project. You must document at least 25% in actual match, though OWEB would appreciate seeing how much in total was leveraged by the project.



WHY MATCH IS NECESSARY

Oregon Revised Status 541.401 (1) requires “a matching contribution from other program funds, in-kind services or other investment in the project.”

Oregon Administrative Rule 695-005-0060 (9) requires at least 25% in actual match for OWEB awards. 695-005-0020 (5) provides that “match is any contribution to a project that is non-Board funds.”

According to these rules:

- WEED grants cannot be used to match other OWEB grants.
- Regular OWEB grants cannot be used to match other OWEB grants.



MATCH TERMS

Sought Match: At the time of the application, match funding does not have to be secured, but you must document that at least 25% of the match funding has been sought. You do not necessarily need to show authorized signatures (“secured match”), but the more match is secured, the stronger the application.

Secured Match: Should you receive a grant from OWEB you must provide proof that the 25% required match, base on the total Board award, has been secured prior to disbursement of funds.

Actual Match: When you’ve completed your project, you must submit a “Match / Donated in-Kind Documentation form along with the final reporting for the project. You must document at least 25% in actual match, though OWEB would appreciate seeing how much in total was leveraged by the project.



TYPES OF MATCH

- Cash
- Labor
- Materials
- Mileage
- Volunteers



REQUEST FOR RELEASE OF FUNDS

SO NICE YOU CAN'T WAIT TO DO IT TWICE



TOP SECTION

OREGON WATERSHED ENHANCEMENT BOARD
REQUEST FOR RELEASE OF FUNDS
(for applications received after January 1, 2014)



Grantee Name:

Grantee's Fiscal Agent: Phone:

Project Number: Project Name:

Payment Request Number OR Final Request



MIDDLE SECTION

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

| Budget Category (per Grant Agreement) | Current Budget Amount | Total of All Amounts Previously Paid | CURRENT Request Amount | TOTAL Requested to Date | Remaining Budget |
|--|-----------------------------|--|------------------------------|-------------------------------|---------------------|
| Salary, Wages and Benefits | | | | 0.00 | 0.00 |
| Contracted Services | | | | 0.00 | 0.00 |
| Materials and Supplies | | | | 0.00 | 0.00 |
| Travel | | | | 0.00 | 0.00 |
| Equipment and Software | | | | 0.00 | 0.00 |
| Other | | | | 0.00 | 0.00 |
| Grant Administration | | | | 0.00 | 0.00 |
| Post Grant | | | | 0.00 | 0.00 |
| TOTALS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

With any budget changes



What do you want today?

Look at your last request (column 4); if something's been changed, please reflect it here



MIDDLE SECTION

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

| Budget Category (per Grant Agreement) | Current Budget Amount | Total of All Amounts Previously Paid | CURRENT Request Amount | TOTAL Requested to Date | Remaining Budget |
|--|-----------------------------|--|------------------------------|-------------------------------|---------------------|
| Salary, Wages and Benefits | | | | 0.00 | 0.00 |
| Contracted Services | | | | 0.00 | 0.00 |
| Materials and Supplies | | | | 0.00 | 0.00 |
| Travel | | | | 0.00 | 0.00 |
| Equipment and Software | | | | 0.00 | 0.00 |
| Other | | | | 0.00 | 0.00 |
| Grant Administration | | | | 0.00 | 0.00 |
| Post Grant | | | | 0.00 | 0.00 |
| TOTALS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Add up previous and current request; for your next request, this is column 2

Budget minus total requested to date; can be negative



DOING THE REQUEST FOR FUNDS

Looney Tunes Watershed has put in a first request for the following:

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

| Budget Category (per Grant Agreement) | Current Budget Amount | Total of All Amounts Previously Paid | CURRENT Request Amount | TOTAL Requested to Date | Remaining Budget |
|--|-----------------------------|--|------------------------------|-------------------------------|---------------------|
| Salary, Wages and Benefits | 3,600.00 | 1,625.29 | 0.00 | 1,625.29 | 1,974.71 |
| Contracted Services | 10,000.00 | 10,000.00 | 0.00 | 10,000.00 | 800.00 |
| Materials and Supplies | 9,056.00 | 8,222.07 | 0.00 | 8,222.07 | 833.93 |
| Travel | 184.00 | 68.83 | 0.00 | 68.83 | 115.17 |
| Equipment and Software | | | 0.00 | 0.00 | 0.00 |
| Other | 12,175.00 | 300.00 | 0.00 | 300.00 | 11875 |
| Grant Administration | 3,581.00 | 3,032.43 | 0.00 | 3,032.43 | 548.57 |
| Post Grant | 1,200.00 | 0.00 | | 0.00 | 1,200.00 |
| TOTALS | 40,596.00 | 23,248.62 | 0.00 | 23,248.62 | 17,347.38 |

2ND REQUEST - RECEIPTS

They have receipts for the following:

- Salaries & Wages: \$1,521.77
- Concrete: Pouring & 10 sq. yards - \$2,200
- Water monitoring equipment: \$125.57
- Sturdy fencing materials: \$2,557.25
- Dam building kit with supplies & equipment: \$188.42
- They have receipts to back up their 15% direct allocation rate for \$988.95

MIDDLE SECTION – WRONG EXAMPLE

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

| Budget Category (per Grant Agreement) | Current Budget Amount | Total of All Amounts Previously Paid | CURRENT Request Amount | TOTAL Requested to Date | Remaining Budget |
|--|-----------------------------|--|------------------------------|-------------------------------|---------------------|
| Salary, Wages and Benefits | 3,600.00 | 1,625.29 | 1,521.77 | 3,147.06 | 452.94 |
| Contracted Services | 10,800.00 | 10,000.00 | 800.00 | 10,800.00 | 0.00 |
| Materials and Supplies | 9,056.00 | 8,222.07 | 833.93 | 9,056.00 | 0.00 |
| Travel | 184.00 | 68.83 | 0.00 | 68.83 | 115.17 |
| Equipment and Software | | | 0.00 | 0.00 | 0.00 |
| Other | 12,175.00 | 300.00 | 3,437.31 | 3,737.31 | 8,437.69 |
| Grant Administration | 3,581.00 | 3,032.43 | 988.95 | 4,021.38 | (440.38) |
| Post Grant | 1,200.00 | 0.00 | 0.00 | 0.00 | 1,200.00 |
| TOTALS | 40,596.00 | 23,248.62 | 7,581.96 | 30,830.58 | 9,765.42 |



MIDDLE SECTION – CORRECT EXAMPLE

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

| Budget Category (per Grant Agreement) | Current Budget Amount | Total of All Amounts Previously Paid | CURRENT Request Amount | TOTAL Requested to Date | Remaining Budget |
|--|-----------------------------|--|------------------------------|-------------------------------|---------------------|
| Salary, Wages and Benefits | 3,600.00 | 1,625.29 | 1,521.77 | 3,147.06 | 452.94 |
| Contracted Services | 10,800.00 | 10,000.00 | 2,200.00 | 12,200.00 | (1,400.00) |
| Materials and Supplies | 9,056.00 | 8,222.07 | 2,871.24 | 11,093.31 | (2,037.31) |
| Travel | 184.00 | 68.83 | 0.00 | 68.83 | 115.17 |
| Equipment and Software | | | 0.00 | 0.00 | 0.00 |
| Other | 12,175.00 | 300.00 | 0.00 | 300.00 | 11,875.00 |
| Grant Administration | 3,581.00 | 3,032.43 | 548.57 | 3,581.00 | 0.00 |
| Post Grant | 1,200.00 | 0.00 | 0.00 | 0.00 | 1,200.00 |
| TOTALS | 40,596.00 | 23,248.62 | 7,141.58 | 30,390.20 | 10,205.80 |

But wait... Looney Tunes is giving up admin costs and they've gone over in some areas. Is it time for a budget amendment?



BOTTOM SECTION

You're agreeing to provide receipts for advances

You're agreeing to tell the truth

Copies of receipts, invoices or supporting documentation, for amounts \$250 or more, including grant administration, will be required by OWEB. An expense tracking spreadsheet for all OWEB expenses is also required to document all funds previously received from OWEB for this grant within 120 days of the date of the payment. Watershed Council Local Capacity grants are not required to submit receipts, only an expense tracking spreadsheet.

Post-Grant costs are prepaid costs of \$3,500 or less. Grantee certifies that these funds will only be used for this grant.

By signing this request, I declare that expenses for this grant are to the best of my knowledge true, correct, and complete. Grantee's signature on this form certifies that all funds being requested under the "Current Request Amount" column are for project activities that either do not require permit(s)/license(s), or copies of required permit(s)/ license(s) for project activities have been provided to the OWEB Project Manager.

Grantee's Authorized Signature: _____ Date: _____

Print Signature Name: _____ Title: _____

Phone Number for Billing Questions: _____ Fax: _____

E-mail Address for Billing Questions: _____

This Request must be forwarded to the OWEB Project Manager for Signature below

I find this request to be consistent with the Grant Agreement and all funding conditions have been met.

OWEB Project Manager: _____ Date: _____

Jan2014 pdf

Please tell us who to call (or email) in the "unlikelyhood" of a question



BUDGET CHANGES

WHEN THINGS DON'T GO THE WAY YOU EXPECTED

BUDGET AMENDMENTS



Need to be submitted ONLY if:

- You are adding new line items that did not appear in the original Grant Agreement budget
- Increase any OWEB budget category total amount by more than \$5,000
- Change any OWEB budget category total amount by less than \$5,000, but more than 25% of the current budget category for which a change is sought

DOES LOONEY TUNES NEED A BUDGET AMENDMENT?

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

| Budget Category (per Grant Agreement) | Current Budget Amount | Total of All Amounts Previously Paid | CURRENT Request Amount | TOTAL Requested to Date | Remaining Budget |
|--|-----------------------------|--|------------------------------|-------------------------------|---------------------|
| Salary, Wages and Benefits | 3,600.00 | 1,625.29 | 1,521.77 | 3,147.06 | 452.94 |
| Contracted Services | 10,800.00 | 10,000.00 | 2,200.00 | 12,200.00 | (1,400.00) |
| Materials and Supplies | 9,056.00 | 8,222.07 | 2,871.24 | 11,093.31 | (2,037.31) |
| Travel | 184.00 | 68.83 | 0.00 | 68.83 | 115.17 |
| Equipment and Software | | | 0.00 | 0.00 | 0.00 |
| Other | 12,175.00 | 300.00 | 0.00 | 300.00 | 11,875.00 |
| Grant Administration | 3,581.00 | 3,032.43 | 988.95 | 3,581.00 | 0.00 |
| Post Grant | 1,200.00 | 0.00 | 0.00 | 0.00 | 1,200.00 |
| TOTALS | 40,596.00 | 23,248.62 | 7,141.58 | 30,390.20 | 10,205.80 |

Yes.

BUDGET AMENDMENT

OREGON WATERSHED ENHANCEMENT BOARD
FORM for BUDGET AMENDMENTS

GRANT NUMBER _____

For Applications received after January 01, 2014

| Grant Budget Categories | Original Budget | Change #1 | Change #2 | Change #3 | Revised Budget |
|----------------------------|-----------------|---------------|---------------|---------------|----------------|
| Salary, Wages and Benefits | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Contracted Services | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Materials and Supplies | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Travel | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Equipment and Software | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Other | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Grant Administration | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Post-Grant | \$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 | \$0.00 |

JUSTIFICATION FOR CHANGE: Attach written justification for requested budget change. This form can be approved by your OWEB Project Mgr via E-mail if this form is an attachment to the approving E-mail. Otherwise, signatures are required below.

Grantee Signature: _____

Date: _____

OWEB Project Mgr Approval: _____

Date: _____

- Grant Budget Categories / Original Budget:** Reproduce each budget line item exactly as they appear in Exhibit A of your approved Grant Agreement. All Budget Categories (original & proposed) must be shown, even when categories are adjusted to -0-.
- Change Columns:** Show proposed line item budget changes in Change #1 column. If, at a later date, you need to request an additional budget change, Show proposed change in Change #2 column. (For a third budget change request use the Change #3 column). When entering new numbers in any change column, DO NOT make changes to numbers entered in previous change columns. Enter decreases as a negative number - (Example: -150.00).
- Revised Budget rows:** Totals are automatically calculated across columns for these rows. DO NOT enter any numbers in Revised Budget Category column.
- Grant Total columns:** Overall Grant Totals are automatically calculated in these columns. DO NOT enter any numbers in the Grant Totals row.

GET TO ZERO!

| Grant Budget Categories | Original Budget | Change #1 | Change #2 | Change #3 | Revised Budget |
|----------------------------|--------------------|---------------|---------------|---------------|--------------------|
| Salary, Wages and Benefits | \$3,600.00 | -\$440.00 | \$0.00 | \$0.00 | \$3,160.00 |
| Contracted Services | \$10,800.00 | \$1,500.00 | \$0.00 | \$0.00 | \$12,300.00 |
| Materials and Supplies | \$9,056.00 | \$2,100.00 | \$0.00 | \$0.00 | \$11,156.00 |
| Travel | \$184.00 | \$0.00 | \$0.00 | \$0.00 | \$184.00 |
| Equipment and Software | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Other | \$12,175.00 | -\$4,717.61 | \$0.00 | \$0.00 | \$7,457.39 |
| Grant Administration | \$3,581.00 | \$1,557.61 | \$0.00 | \$0.00 | \$5,138.61 |
| Post-Grant | \$1,200.00 | \$0.00 | \$0.00 | \$0.00 | \$1,200.00 |
| | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| GRANT TOTAL | \$40,596.00 | \$0.00 | \$0.00 | \$0.00 | \$40,596.00 |

Get to zero.

Use the correct column (when necessary).

Don't change the grant amount.

AND REMEMBER...

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

| Budget Category (per Grant Agreement) | Current Budget Amount | Total of All Amounts Previously Paid | CURRENT Request Amount | TOTAL Requested to Date | Remaining Budget |
|--|-----------------------------|--|------------------------------|-------------------------------|---------------------|
| Salary, Wages and Benefits | 3,160.00 | 1,625.29 | 1,521.77 | 3,147.06 | 12.94 |
| Contracted Services | 12,300.00 | 10,000.00 | 2,200.00 | 12,200.00 | 100.00 |
| Materials and Supplies | 11,156.00 | 8,222.07 | 2,871.24 | 11,093.31 | 62.69 |
| Travel | 184.00 | 68.83 | 0.00 | 68.83 | 115.17 |
| Equipment and Software | | | 0.00 | 0.00 | 0.00 |
| Other | 7,457.39 | 300.00 | 0.00 | 300.00 | 7,157.39 |
| Grant Administration | 5,138.61 | 3,032.43 | 988.95 | 4,021.38 | 1,117.23 |
| Post Grant | 1,200.00 | 0.00 | | 0.00 | 1,200.00 |
| TOTALS | 40,596.00 | 23,248.62 | 7,581.96 | 30,830.58 | 9,765.42 |



Change the first column to reflect the changes!

FINAL REPORTS

THE FINAL RECORD OF YOUR PROJECT



FINAL REPORTS

Grantee submits

- Final report
- Final request for release of funds form
- Final expense tracking spreadsheet
- Copies of all receipts/invoices
- Final match form (*online*)
- Federal lobbying certificate (if required)
- Budget change form (if required)
- Final metrics form
- Completed OWRI form(*online*)
- Any other paperwork or pictures that might be required as part of a special conditions of the grant agreement



FINAL REPORT

OWEB's project manager approves final report and forwards to OWEB's program manager in Salem.

OWEB's program manager approves final report.

OWEB's fiscal department reviews all the items.

If there are no problems, the fiscal department processes the final payment.



RECORDS RETENTION REQUIREMENTS

For all bills submitted, you must keep the following original documents on file for at least six (6) years after the project is closed:

- Invoices and receipts
- Timesheets
- Copies of payments (checks, warrants, bank statements, etc.)
- Copies of internal transactions
- Travel and mileage logs
- Records pertaining to a use allowance for sponsor-owned equipment
- Competitive bidding documentation
- Donation logs and statements
- All books, records, documents, data, and other materials relevant to the grant agreement.

The records must support all project-related costs reported to OWEB and be made available upon request. If any litigation, claim, or audit is started before the end of the six (6) years, you must keep the records until all litigation, claims, or audit findings involving the records have been resolved.

