

OWEB ALLOWABLE MATCH

Effective July 1, 2011

General

OWEB accepts all non-OWEB funds as match. Because Measure 76 requires OWEB to provide the grants for Oregon Department of Agriculture (ODA) weed grants, OWEB does not accept ODA weed grants as match. Applicants and grantees may not use another OWEB grant to match an OWEB grant. However, applicant/grantees who benefit 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).

OWEB requires that project match be documented at three different stages, discussed below.

Sought Match: Application Stage

At the time of application, match funding does not have to be *secured*, but you must document that at least 25% of match funding has been *sought*. To document the sought match, you need to complete a “Match Funding” form that is part of your OWEB application packet. You do not necessarily need to show authorized signatures (“secured match”) at the application stage, but the more match that is secured, the stronger the application. On the form, identify the type of match (cash or in-kind), the status of the match (secured or pending), and either a dollar amount or a dollar value (based on local market rates) of the in-kind contribution.

Secured Match: Grantee Stage Prior to Project Implementation

Should you receive a grant from OWEB you must provide proof that the 25% required match, based on the total Board award, has been secured prior to disbursement of Board funds. You may document secured match either by resubmitting the OWEB Match Form with the signature of the authorized match representative, or by attaching signed letters of support that specifically state the nature of the match (cash or in-kind) and the dollar value. ***IMPORTANT:*** Match claimed for one OWEB grant may not be claimed for another. Each OWEB grant must have its own 25% match. (Example: You have a \$50,000 grant from USFWS. You may either claim all \$50,000 to match your OWEB grant, or you may claim a portion of the \$50,000 to match one OWEB grant and another portion of the \$50,000 to match yet another OWEB grant.).

Actual Match: Grantee Stage at Project Completion

When you’ve completed your project, you must submit a “Final Total Project Funding Match” form along with final reporting for the project. This form is available at http://www.oregon.gov/OWEB/pages/forms_linked.aspx#Regular_Grant_Forms_Documents. An example of a completed form is included in the “Billing Instructions” packet which you can download at http://www.oregon.gov/OWEB/pages/forms_linked.aspx#Regular_Grant_Forms_Documents. You must document at least 25% in *actual* match, although OWEB would appreciate seeing how much in total was leveraged by the project.

The information you provide will be also used for federal and state reporting purposes. OWEB receives a portion of its funds from the federal government and is required to report how its grantees have used those funds.

If you have questions about whether your proposed match is eligible or not, contact your OWEB project manager (contact list available at http://www.oregon.gov/OWEB/pages/contact_us_directory.aspx).