

OREGON WATERSHED ENHANCEMENT BOARD (OWEB)
775 Summer Street NE – Ste 360 Salem, OR 97301-1290
GRANT BILLING INSTRUCTIONS

The following information is intended to help speed up your grant payments. OWEB procedures, rules, and forms must be followed or used for payments to be received without delay. All forms are available on the OWEB Website at: <http://www.oregon.gov/OWEB/index.shtml> -“Click” on Forms located on the left side of page. **Grantees may use their own spreadsheet formats to track expenses; however, expenses must be tracked individually, grouped by budget categories (listed in Exhibit A of the Grant Agreement) and listed for the entire duration (beginning to end) of the grant and submitted with each payment request.**

OWEB will track grant expenses “Individually” by the budget categories and “Grant Totals” as shown in Exhibit A of the Grant Agreement or as revised in approved Budget Amendments.

Your OWEB Project Manager or the Grant Program Manager has the authority to change budget elements within your Grant Agreement, if the work falls within the parameters of the original project application.

An approved budget amendment must be received **prior** to accruing additional expenses. All Equipment purchases, not included in the original application, must be pre-approved by OWEB. To request budget changes in your Grant Agreement, use the Budget Amendment Request Form provided on page 14. See OWEB website for “Budget Amendment Conditions”.

OWEB payment/billing forms provided to Grantee:

1. Request for Release of Funds (see page 4);
2. Tax ID Form (see page 5); (**NEW: now required only if new payee or information changes**)
3. Requirements for Travel Expenses, including maximum rates allowed by the State of Oregon and OWEB. (see pages 6 & 7)
Mileage rates increased as of 03-19-08 and Lodging rates increased as of 10-01-07;
4. Match Form to be used with Final Report (see page 13);
5. First Payment check list (see page 15).

The most common delays for payments are:

1. 25% Non-OWEB match not secured prior to “first” payment request;
2. Receipts are not adequate to cover previously advanced payments;
3. The Request for Release of Funds is not signed;
4. The Request for Release of Funds **DOES NOT** reflect the same budget categories as shown in Exhibit A of the Grant Agreement;
5. Permits, landowner agreements, licenses or other agreements, as required in the Grant Agreement, not submitted to OWEB prior to or with the “first” Request for Release of Funds form;
6. Current e-mail address/phone numbers are not listed on the Request for Release of Funds form;
7. Advances have exceeded the 120-day limit for requiring receipts.
8. No Tax ID form received (see page 5 for instructions).

Requesting Release of Funds:

1. Be sure a signed copy of the Grant Agreement has been returned to OWEB.
2. Fax completed and signed Tax ID Form. (See page 5 for instructions).
3. Send the completed Request for Release of Funds to your OWEB Project Manager listed in the Grant Agreement. If the OWEB Project Manager has not signed the request, it will be returned to them, possibly delaying payments for an additional 7-10 days.
4. Send receipts and invoices with an expense tracking spreadsheet (see example on page 9) showing which budget category of the Grant Agreement (per Exhibit A - page 8) the expense was incurred under. Copies of contracts may be requested if invoices do not provide adequate detail.

(a) Invoices and receipts must be legible;

(b) Dates, amounts and descriptions must be clearly readable;

(c) No Purchase Orders, statements, credit card or VISA statements are allowed without actual detailed invoices attached. OWEB does not pay finance charges, interest on loans or late fees.

5. Expenses may be billed as an advance or reimbursement. (See Exhibit A of your grant agreement, some Non-Capital expenses may only be allowed as “reimbursement only”.);
6. Receipts are required within 120 days of payment processing on all advances.

OWEB will not reimburse project expenses incurred prior to the effective date of or after the completion date of the Grant Agreement. The grant is effective on the date of the last signature on the signature page and ends per the Grant Completion Date shown on page 1 of the Grant Agreement.

Landowner receipt requirements submitted to OWEB for reimbursement:

Items 1-3 below are NOT required for Non-OWEB match funds - only OWEB reimbursement.

1. Supplies/Materials:
 - (a) A copy of an actual Vendor invoice for supplies;
 - (b) Inventoried materials may only be used as Non-OWEB match.
2. Labor Costs:
 - (a) A copy of the cancelled check;
 - (b) Contractor invoice **or**
 - (c) Landowner invoice - signed by the landowner;
 - (d) Labor charges must show:
 - Names of persons paid;
 - Dates the work was performed;
 - Description of work performed;
 - Hours worked and hourly rates;
 - Total costs.
3. Equipment Costs:
 - (a) Contractor invoice (Copy of actual invoice required);
 - (b) Landowner Invoice (must be signed by Landowner);
 - (c) Landowner and Contractor invoices must show:
 - Description of equipment;
 - Rates per hour (**use NRCS equipment hold down hourly rates for Landowner invoices only – Website - www.or.nrcs.usda.gov/**);
 - Dates the work was performed;
 - Total paid.

Payroll/benefits and administration may be billed on grantee letterhead (see examples on pages 11 and 12), and must show:

1. Dates for which expenses were incurred;
2. Position description and name of person being paid;
3. Amounts; and
4. Must be signed by authorized grantee or fiscal agent.

Expenditures billed in this manner are still subject to audit, so actual payroll records should be kept in your files.

Travel must be broken down by:

1. Dates;
2. Time of departure and arrival from official work station;
3. Destinations and reason for travel;
4. Receipts for lodging are required;
5. Meals can be claimed by submitting actual receipts or by claiming per diem; however, actual expenses cannot be higher than the maximum per diem rates (see example travel log on page 10.) Tips on meals are not reimbursable; and
6. To claim meeting expenses (such as supplies, food and refreshments) you must provide:
 - (a) A meeting agenda;
 - (b) A list of meeting attendees; and
 - (c) Actual receipts for expenditures.

The rates shown for Lodging (page 7) are allowed daily rates per individual. Costs for lodging may be shared under the following conditions: **(If actual expense is less than per diem rates, the actual expense will be reimbursed).**

- a. The total cost of the room may not exceed the individual allowable daily rate multiplied by the number of individuals occupying the room. (Example: The standard rate allowed is \$70.00 plus tax per individual. 2 individuals stay in a room. The allowable daily amount would be up to \$140.00 plus tax).
- b. Documentation required:
 - Lodging receipt showing dates, actual amounts paid and preferably number of occupants.
 - If one lodging receipt is submitted, it should list the names of persons (names may be hand written on receipt).
- c. Whenever possible, the Grantee should have each individual submit a separate travel claim for their allowed portion of the total lodging.

ADMINISTRATION

Administration may be billed at an amount not-to-exceed 10% of the current direct costs being requested. Upon submission of receipts, a maximum 10% administration expense credit will be allowed. (OWEB may audit Administration Costs for proof of actual expenditures.)

Fiscal administration for Improvement, Education/Outreach, Monitoring, Assessment and Technical Assistance grants shall be shown in Exhibit A of the Grant Agreement. These administration funds are to be used for the specific project for which the grant was awarded. They are not intended to cover the Grantee's overall operating program.

Administration limits (maximum 10%) are set by the OWEB Board and Oregon Administrative Rule 695-005-0030(5) and apply to all grants awarded on or after November 2, 1998. If you have questions, call the Salem office at (503) 986-0183 or (503) 986-0184.



OREGON WATERSHED ENHANCEMENT BOARD REQUEST FOR RELEASE OF FUNDS

Grantee Name: _____

Grantee's Fiscal Agent: _____

Project Number: _____ Project Name: _____

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

Payment Request Number _____ OR Final Request _____

I understand that I will need to send **receipts/invoices** and an **expense tracking spreadsheet** to document all funds previously received from OWEB for this project within 120 days of the date of the check.

Failure to comply may delay new grants from being issued and may delay other grant payment requests.

Note: 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.

| <u>Budget Category per Grant Agreement</u> | <u>TOTAL of All Amounts Previously Paid</u> | <u>Current Request Amount</u> |
|--|---|-------------------------------|
| 1. _____ | \$ _____ | \$ _____ |
| 2. _____ | \$ _____ | \$ _____ |
| 3. _____ | \$ _____ | \$ _____ |
| 4. _____ | \$ _____ | \$ _____ |
| 5. _____ | \$ _____ | \$ _____ |
| 6. _____ | \$ _____ | \$ _____ |
| 7. _____ | \$ _____ | \$ _____ |
| 8. _____ | \$ _____ | \$ _____ |
| 9. _____ | \$ _____ | \$ _____ |
| 10. _____ | \$ _____ | \$ _____ |
| Totals | \$ _____ | \$ _____ |

I declare that this statement is, to the best of my knowledge, true, correct and complete.

Grantee's Authorized Signature: _____ Date: _____

Grantee Contact Phone Number for Billing Questions: (____) _____ Fax: (____) _____

Grantee Contact E-mail Address: _____

Forward This Request to OWEB's Regional Program Representative (RPR) for Signature Below

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

OWEB RPR: _____ Date: _____

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

If you are currently registered on the State of Oregon financial system, this form not required by OWEB.

PROJECT # _____

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

The Oregon Identity Theft Protection Act has been passed in order to protect personal information. To comply with this law, OWEB will only require this form; (a) if 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.

This form must be filled out by the person or entity receiving payment.

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.

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

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.

TRAVEL AND OTHER EXPENSES

It is the policy of the State of Oregon (State) that all travel shall be allowed only when the travel is essential to the normal discharge of State responsibilities. All travel shall be conducted in the most efficient and cost-effective manner resulting in the best value to the State. The travel must comply with all the requirements set forth in this section and must be for Official State business only. Personal expenses shall not be authorized at any time. Current State of Oregon travel rules are located at: <http://egov.oregon.gov/DAS/SCD/SARS/policies/oam/40.10.00.PO.pdf>

Employee/contractor/volunteer understands and agrees that travel expenses shall be reimbursed only in accordance with rates approved by the Department of Administrative Services and in effect at the time the expense was incurred. The current approved rates for reimbursement of travel expenses are set forth below. Employee/contractor/volunteer understands and agrees that the rates are subject to change and govern reimbursement of any travel expenses incurred after the date of the change. **Rates are updated periodically.** Check the website listed on Page 7. The reason or purpose for all travel expense reimbursement requests must be identified.

Current approved rates are as follows:

1. **Mileage:** Mileage for travel in a private automobile, while employee/contractor/volunteer is acting within the course and scope of his/her duties under this Grant and driving over the most direct and usually traveled route, will be reimbursed at a **rate of 50.5 cents per mile (effective 03-19-08)**. To qualify for mileage reimbursement, employee/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, reason to travel and number of miles per trip must be shown for reimbursement.**
2. **Meals:** The in-State per diem rate for meals is \$39 per day (See Page 7 of these instructions for any exceptions). Out-of-State per diem for meals is the specified federal per diem rate for the locality. For purposes of calculating individual meals, where the Employee/Contractor/Volunteer is entitled only to a partial day reimbursement, the following amounts are used (non-overnight lunches are not allowed):

| | | | | |
|--|-----------------------|--------------------|-----------------------|-----------------------|
| | Prior to | 6:00 AM to | 12:01 to | After |
| <u>Initial Day of Travel –LEAVE :</u> | <u>6:00 AM</u> | <u>Noon</u> | <u>6:00 PM</u> | <u>6:00 PM</u> |
| Meal Allowance Percentage | 100% | 75% | 50% | 25% |

| | | | | |
|---|-----------------------|--------------------|-----------------------|-----------------------|
| | Prior to | 6:00 AM to | 12:01 to | After |
| <u>Final Day of Travel –RETURN</u> | <u>6:00 AM</u> | <u>Noon</u> | <u>6:00 PM</u> | <u>6:00 PM</u> |
| Meal Allowance Percentage | 25% | 50% | 75% | 100% |

Per diem expenses are reimbursable during the employee/contractor/volunteer's necessary overnight travel while acting within the course and scope of his/her duties under this grant. **Individual dates, from/to destinations and reason to travel must be shown.**

3. **Lodging:** The State will reimburse employee/contractor/volunteer for their actual lodging cost up to the specified federal per diem lodging rates for the locality (see Item 5). Reimbursement rates for lodging are **NOT** considered "per diem" and receipts are required for reimbursement.
4. **Other Travel Expenses:** In addition to meals and lodging, out-of-state travel expenses will be reimbursed for airfare and rental vehicles only if employee/contractor/volunteer is acting within the course and scope of his/her duties under this grant. Receipts are required for all out-of-state expenses. All employees/contractors/volunteers will fly "coach class", unless the employee/contractor/volunteer pays the difference. All employees/contractors/volunteers will be limited to an economy or compact size rental vehicle, unless the employee/contractor/volunteer pays the difference.

Any Exceptions to the expense items listed above, employee/contractor/volunteer will obtain separate written approval of the State's Representative, prior to incurring any expense for which reimbursement will be sought.

5. **Per Diem Rates:** The next page shows maximum lodging and per diem rates for different areas of Oregon. **These rates DO NOT include tax.**
6. **TIPS ARE NOT REIMBURSABLE.**

OREGON WATERSHED ENHANCEMENT BOARD
TRAVEL REIMBURSEMENT / ALLOWANCE GUIDELINES
(Lodging costs listed are allowable rates for each individual)

| | |
|---|--|
| EFFECTIVE OCTOBER 1, 2007 – SEPTEMBER 30, 2008 | Lodging / Meals |
| Standard Rates | 70.00 / 39.00 |
| Rates do not include tax | plus tax |
| COUNTIES WITH HIGHER RATES | Lodging / Meals |
| Jackson / Klamath (9/1 – 5/31) | 77.00 / 44.00 |
| Jackson / Klamath (6/1 – 8/31) | 85.00 / 44.00 |
| Washington | 90.00 / 44.00 |
| Deschutes | 81.00 / 44.00 |
| Clackamas | 77.00 / 39.00 |
| Lane | 92.00 / 44.00 |
| Lincoln (9/1 – 6/30) | 81.00 / 49.00 |
| Lincoln (7/1 – 8/31) | 105.00 / 49.00 |
| Multnomah | 106.00 / 49.00 |
| Clatsop (9/1 – 6/30) | 85.00 / 54.00 |
| Clatsop (7/1 – 8/31) | 123.00 / 54.00 |
| | plus tax |
| Non-Commercial Lodging Rate | 25.00 |
| Mileage Rates | For Past Rates http://www.gsa.gov/mileage Jan. 1, 2006 through Jan 31, 2007 = .445/mile Feb. 1, 2007 through March 18, 2008 = .485/mile March 19, 2008 through ? = .505/mile |
| DAY Travel – Lunch not allowed <u>Allowable Per Diem</u> Breakfast (25%) Dinner (50%) | Leave 2 hours before work schedule Arrive 2 hours after work schedule |
| OVERNIGHT Travel <u>Allowable Per Diem (Departure):</u> 100% 75% 50% 25% <u>Allowable Per Diem (Arrival):</u> 25% 50% 75% 100% | Leave on or before - 6:00 AM Leave on or before - 12:00 Noon Leave on or before - 6:00 PM Leave after - 6:00 PM Arrive on or Prior to - 6:00 AM Arrive on or Prior to - 12:00 Noon Arrive on or Prior to - 6:00 PM Arrive After - 6:00 PM |
| Out-of State Travel rates may be located on the Internet at the following website: http://www.gsa.gov/perdiem | |

EXHIBIT A (EXAMPLE ONLY)**SCHEDULE FOR RELEASE OF FUNDS**

All fund requests must be submitted using a Request for Release of Funds form signed by the Grantee or the Grantee's authorized agent. Funds are released upon presentation of receipts, invoices or bills for purchases or work accomplished. However, Capital funds can also be released in advance on the basis of a detailed estimate of expenses. Receipts/invoices and an expense tracking spreadsheet must be submitted to document **all funds** received from OWEB for this project within 120 days of the date of the check. Failure to comply may delay new grants from being issued and may delay other grant payment requests and amendments. **No advances of Non-Capital funds are allowed.**

Authorized travel expenses shall be reimbursed at State of Oregon rates. Receipts for lodging are required for reimbursement. In-house personnel costs include: gross wages, payroll taxes, health insurance, retirement benefits, accrued leave liability, and workers compensation insurance. Administration costs include: accounting, auditing, contract management and fiscal reporting expenses, including final report expenses for this grant.

The grant budget consists of the elements listed below:

| Expense Category | Amount |
|--|--------------------|
| Capital Funds | |
| Pre-Implementation | \$ 0.00 |
| Project Management | \$ 7,000.00 |
| In-House Personnel | \$ 0.00 |
| Contracted Services | \$50,000.00 |
| Travel | \$ 1,500.00 |
| Supplies/Materials | \$10,000.00 |
| Equipment | \$ 1,000.00 |
| Effectiveness Monitoring | \$ 2,500.00 |
| Capital Subtotal | \$72,000.00 |
| Fiscal Administration (OAR 695-005-0030(5))* | \$ 7,200.00 |
| Post-Implementation Status Reporting | \$ 0.00 |
| Capital Total | \$79,200.00 |
| Non-Capital Funds (NO ADVANCES ALLOWED) | |
| Education/Outreach | \$ 0.00 |
| Equipment | \$ 0.00 |
| Non-Capital Total | \$ 0.00 |
| Grant Total | \$79,200.00 |

***10% of Capital Subtotal and Non-Capital Total combined**

Budget change amendments between Capital funds and Non-Capital funds will not be allowed.

Note: The final 10% of the grant (\$7,920.00) will be released for payment upon receipt of all grant expense documentation and acceptance of the Project Completion Report by the Board. OAR 695-005-0060(8)

Rainbow SWCD

Actual Expenditure Tracking Sheet for OWEB Grant 206-999

EXAMPLE FORM ONLY

March 19, 2008 to May 18, 2008

| Date | Vendor Name | Invoice Number | Project Mgt | Travel | Contract Services | Supplies/ Materials | Equipment | Effective Monitoring | Admin | TOTALS |
|-------------------|--------------------------|-----------------------|-----------------|-----------------|-------------------|---------------------|-----------------|----------------------|-----------------|------------------|
| | Budgeted Amounts | ----- | 7,000 | 1,500 | 50,000 | 10,000 | 1,000 | 2,500 | 7,200 | 79,200 |
| 03/19 to 03/28/08 | Rainbow SWCD | P/R sheet | 2,000.00 | | | | | | | 2,000.00 |
| 03/19 to 03/28/08 | John Markum | Travel Log | | 701.70 | | | | | | 701.70 |
| 3/27/08 | ABC Fencing | 4489 | | | 8,000.00 | 3,000.00 | | | | 11,000.00 |
| 3/30/08 | Johnson Construction | 1155 | | | 14,500.00 | | | | | 14,500.00 |
| 3/30/08 | ABC Fencing | 6112 | | | 6,000.00 | 2,500.00 | | | | 8,500.00 |
| 3/31/08 | Jakes Equipment Supply | 1402 | | | | | 1,000.00 | | | 1,000.00 |
| 03/19 to 03/28/08 | Rainbow SWCD | letterhead | | | | | | | 3,770.17 | 3,770.17 |
| 04/02 to 04/20/08 | Rainbow SWCD | P/R sheet | 2,000.00 | | | | | | | 2,000.00 |
| 04/02 to 04/20/08 | John Markum | Travel Log | | 240.89 | | | | | | 240.89 |
| 4/10/08 | ABC Fencing | 6113 | | | 5,000.00 | 1,000.00 | | | | 6,000.00 |
| 4/19/08 | Apple Tree Planting Inc. | 1501 | | | 9,980.00 | | | | | 9,980.00 |
| 04/02 to 04/20/08 | Rainbow SWCD | letterhead | | | | | | | 1,822.09 | 1,822.09 |
| 05/06 to 05/18/08 | Rainbow SWCD | P/R sheet | 3,000.00 | | | | | | | 3,000.00 |
| 05/06 to 05/18/08 | John Markum | Travel Log | | 557.41 | | | | | | 557.41 |
| 5/17/08 | ABC Fencing | 6114 | | | 6,520.00 | 3,500.00 | | | | 10,020.00 |
| 05/06 to 05/18/08 | Rainbow SWCD | letterhead | | | | | | 2,500.00 | 1,607.74 | 4,107.74 |
| | | Totals to Date | 7,000.00 | 1,500.00 | 50,000.00 | 10,000.00 | 1,000.00 | 2,500.00 | 7,200.00 | 79,200.00 |

Note: Expenses must be tracked and submitted for the "Entire Project Period"- (Beginning of Grant to Current Date).

Totals to Date must be shown by "Each" budget category and in the "Totals" grant columns.

Rainbow SWCD Home Office: Salem
 Mileage Report for 206-999
 For: John Markum - worksite destinations

File: F:/excel/user/OWEB/Randye/Forms/mileage form 03-19-08

EXAMPLE ONLY

| Date | Time Left | Time Returned | Destination | Number of Miles | Amount Rate .505 cents per Mile | Meals | Lodging (Receipts Required) | Parking Motel tax etc | TOTAL TRAVEL |
|---------|-----------|---------------|--------------------------------|-----------------|---------------------------------|---------------|-----------------------------|-----------------------|-----------------|
| 3/19/08 | | | fencing davis creek | 140 | 70.70 | | | | 70.70 |
| 3/20/08 | | | fencing davis creek | 140 | 70.70 | | | | 70.70 |
| 3/21/08 | | | fencing davis creek | 140 | 70.70 | | | | 70.70 |
| 3/22/08 | | | fencing davis creek | 140 | 70.70 | | | | 70.70 |
| 3/25/08 | | | fencing davis creek | 140 | 70.70 | | | | 70.70 |
| 3/26/08 | 10 AM | | Salem to Roseburg | 132 | 66.66 | 29.25 | 70.00 | | 165.91 |
| 3/27/08 | | | Parking in Roseburg | | | | | 5.92 | 5.92 |
| 3/27/08 | | 8 PM | Roseburg to Salem | 132 | 66.66 | 39.00 | | | 105.66 |
| 3/28/08 | | | fencing davis creek | 140 | 70.70 | | | | 70.70 |
| 4/2/08 | | | fencing davis creek | 140 | 70.70 | | | | 70.70 |
| 4/8/08 | | | fencing davis creek | 140 | 70.70 | | | | 70.70 |
| 4/10/08 | | | fencing davis creek | 140 | 70.70 | | | | 70.70 |
| 4/20/08 | | | fencing davis creek | 140 | 70.70 | | | | 70.70 |
| 5/6/08 | 6 AM | 7 PM | Portland & return (Day Travel) | 83 | 41.92 | 36.75 | | | 78.67 |
| 5/8/08 | | | tree planting davis creek | 140 | 70.70 | | | | 70.70 |
| 5/12/08 | | | tree planting davis creek | 142 | 71.71 | | | | 71.71 |
| 5/14/08 | | | tree planting davis creek | 142 | 71.71 | | | | 71.71 |
| 0515/08 | | | fencing sloan creek | 147 | 74.24 | | | | 74.24 |
| 5/16/08 | | | fencing sloan creek | 147 | 74.24 | | | | 74.24 |
| 5/18/08 | | | fencing sloan creek | 147 | 74.24 | | | | 74.24 |
| | | | | TOTALS | 1,319.08 | 105.00 | 70.00 | 5.92 | 1,500.00 |

(Letterhead)

May 19, 2008

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

**From: Rainbow SWCD
PO Box 111
Salem, OR 97225**

Grant Number 206-999

Actual Payroll expenses (Project Mgt) paid for John Markum for the period 03-19-08 to 05-18-08 are as follows: (Give description of work performed or Position Name).

| | |
|-------------------------------|-------------------|
| March 08 | \$2,000.00 |
| April 08 | 2,000.00 |
| May 08 | 3,000.00 |
| Total Payroll Expenses | \$7,000.00 |

Authorized Grantee Signature

Date

NOTE: Payroll expenses are gross wages, payroll taxes, health insurance, retirement benefits, accrued leave liability, and workers compensation insurance.

(Letterhead)

May 19, 2008

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

**From: Rainbow SWCD
PO Box 111
Salem, OR 97225**

Grant Number 206-999

**Administration expenses paid for the period 03-19-08 to
05-18-08 are as follows:**

| | |
|-----------------------------|--------------------|
| March 08 | \$ 3,770.17 |
| April 08 | 1,822.09 |
| May 08 | 1,607.74 |
| Total Administration | \$7,200.00 |

Authorized Grantee Signature

Date

**Oregon Watershed Enhancement Board (OWEB)
Match / In-Kind Documentation for Final Report
EXAMPLE ONLY**

OWEB Grant # 206-999

File: Excel/F:/user/oweb/randye/forms/match spreadsheet

| Organization Name | Actual Cash Contribution | Donated / In-Kind Services | Volunteers | | Volunteer Value | General Description |
|--------------------------------------|--------------------------|----------------------------|--------------|-------------|-----------------|---------------------|
| | | | Hours Worked | Hourly Rate | | |
| OWEB Final Expenditures--> | 79,200.00 | N/A | N/A | N/A | N/A | OWEB Cash |
| Other Organizations | | | | | | |
| DEQ | 5,000 | \$ | | | \$ | cash |
| USFW | 25,000 | \$ | | | \$ | cash |
| ODFW | \$ | 4,000 | | | \$ | engineering |
| Volunteers | \$ | \$ | 100 | 18 | 1,800 | volunteer time |
| | \$ | \$ | | | \$ | |
| | \$ | \$ | | | \$ | |
| | \$ | \$ | | | \$ | |
| | \$ | \$ | | | \$ | |
| | \$ | \$ | | | \$ | |
| | \$ | \$ | | | \$ | |
| | \$ | \$ | | | \$ | |
| | \$ | \$ | | | \$ | |
| | \$ | \$ | | | \$ | |
| Total Dollar Amount | 109,200 | 4,000 | | | 1,800 | |

Total Overall Project Costs 115,000 (Total dollar value of OWEB & Other Organization's Actual Cash Contributions, In-Kind Services and Volunteer value ALL added together)

Total Non-OWEB Funds 35,800 (Total dollar value of Other Organization's Actual Cash Contributions, In-Kind Services and Volunteer value ALL added together)

OWEB Match 19,800 (What dollar value of the Total Non-OWEB Funds are you claiming as OWEB Match. You are required to show a minimum of 25% of the total actual OWEB cash contributions. You may show more than 25%.)

(General Description column can be used to describe categories such as Tree Planting, Rent, Cash, etc.)
Note: Volunteer Hours X Volunteer Rate = Volunteer Value (Combine Volunteer Hours by Type of Work. Example: Total project tree planting hours (500) x rate. Do not shown individual amounts - retain those records in your files)

**OREGON WATERSHED ENHANCEMENT BOARD
FORM for BUDGET AMENDMENTS**

GRANT NUMBER 206-999 EXAMPLE ONLY

| Grant Budget Categories | Original Budget | Change #1 | Change #2 | Change #3 | Revised Budget |
|--------------------------------------|------------------------|------------------|------------------|------------------|-----------------------|
| Pre-Implementation | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Project Management | \$7,000.00 | \$0.00 | -\$1,000.00 | \$0.00 | \$6,000.00 |
| In-House Personnel | \$0.00 | \$2,000.00 | \$0.00 | \$0.00 | \$2,000.00 |
| Contracted Services | \$50,000.00 | -\$7,000.00 | \$0.00 | \$0.00 | \$43,000.00 |
| Travel | \$1,500.00 | \$0.00 | \$1,000.00 | \$0.00 | \$2,500.00 |
| Supplies/Materials | \$10,000.00 | \$5,000.00 | \$0.00 | \$0.00 | \$15,000.00 |
| Equipment | \$1,000.00 | \$0.00 | \$0.00 | \$0.00 | \$1,000.00 |
| Effectiveness Monitoring | \$2,500.00 | \$0.00 | \$0.00 | \$0.00 | \$2,500.00 |
| Fiscal Administration | \$7,200.00 | \$0.00 | \$0.00 | \$0.00 | \$7,200.00 |
| Post-Implementation Status Reporting | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Education/Outreach | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Equipment | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | \$0.00 | \$0.00 | \$0.00 | \$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 | \$79,200.00 | \$0.00 | \$0.00 | \$0.00 | \$79,200.00 |

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

Grantee Signature: _____

Date: _____

OWEB RPR Approval: _____

Date: _____

- 1. 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-.
- 2. 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).**
- 3. Revised Budget rows:** Totals are automatically calculated across columns for these rows. **DO NOT enter any numbers in Revised Budget Category column.**
- 4. Grant Total columns:** Overall Grant Totals are automatically calculated in these columns. **DO NOT enter any numbers in the Grant Totals row.**

File:Excel\F:/user/oweb/forms/grant budget amendments

FIRST PAYMENT CHECK LIST

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

In Application

1. Legal Requirements Page must be signed
2. Land Use Page must be completed and signed by your Local or County Planning official
3. Pre-Project Photos

Submit with First Payment Request

1. Tax ID form (May not apply, see Page 5)
2. Landowner Agreements
3. Permits (By Statute-All permits are required for the entire project)
4. Other Contractor Agreements, Grazing Plans, etc., required in Grant Agreement
5. Completed and Signed Request for Release of Funds form
6. Make sure signatures are on the Match Form (from Application) or signed letters referenced on the Match form are submitted. (Must have 25% secured before first payment will be released)

Be sure to check Exhibit B. Special Conditions in your Grant Agreement for other requirements.

To help with grant administration, please use the OWEB Grant Management System (OGMS) at

<http://www.oregon.gov/OWEB/index.shtml>.

“Click” on OGMS located on the right side of page.

“Click” on <http://apps2.wrd.state.or.us/apps/oweb/fiscal/login.aspx>

The user id is “grantee” and the password is “oweb”. (all lower case).