

**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 current 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> -“Click” on Forms located on the left side of page.

**Budget Category Amendments:**

Your OWEB Project Manager (Project Manager for the Board listed on page 1 of the Grant Agreement) or the Grant Program Manager has the authority to adjust budget categories within your Grant Agreement, if the work falls within the parameters of the original project application.

A Budget Amendment must be approved **prior** to accruing additional expenses. All equipment purchases, not included in the original application, must be pre-approved by OWEB. To request Budget Amendments, use the Budget Amendment Request Form (see page 13). When are Budget Amendments required? – Go to OWEB’s website (under Forms/Budget Forms) - “Budget Amendment Conditions.”

**OWEB payment/billing forms provided to Grantee:**

1. Request for Release of Funds; The **“July 01, 2009 v1” version will be required as of 11-01-09 “NEW”** — OWEB will now accept Administration and Post Implementation Status Reporting expenses when listed on the signed form **“Request for Release of Funds (word)-updated, July 2009”** (see page 4). Expenditures must also be listed on your Expense Tracking Spreadsheets.
2. Tax ID Form (see page 5); (Only required if a new payee or current payee has information changes).
3. Requirements for Travel Expenses, including maximum rates allowed by the State of Oregon and OWEB (see pages 6 & 7). Mileage Log example (see page 10).
  - Lodging and per diem rates increased as of 10-01-09
  - Mileage rates decreased as of 01-01-10
4. Expense Tracking Spreadsheet (Excel) - (see page 9).
5. Match Form to be used with Final Report (see page 12).
6. First Payment check list (see page 14).

**The most common delays for payments are:**

1. 25% Non-OWEB match not secured prior to “first” payment request;
2. 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;
3. Receipts are not adequate to cover previously advanced payments;
4. The Request for Release of Funds is not signed;
5. The Request for Release of Funds does not reflect the same budget categories/amounts as shown in Exhibit A of the Grant Agreement or as Amended;
6. Current email address/phone numbers are not listed on the Request for Release of Funds form; and
7. Advances have exceeded the 120-day limit for requiring receipts.

## **Requesting Release of Funds:**

1. Verify that a signed copy of the Grant Agreement has been returned to OWEB.
2. Fax completed and signed Tax ID Form, if required (see page 5 for instructions).
3. Send the completed Request for Release of Funds to your OWEB Project Manager.
4. Along with the Request for Release of Funds, send receipts / invoices and an expense tracking spreadsheet (see Excel example on page 9) showing which budget category of the Grant Agreement the expense was incurred under (see Exhibit A - page 8). Grantees may use their own spreadsheet formats (Quickbooks, Excel, etc.) to track expenses; however, expenses must be tracked individually, grouped and totaled by budget categories (as listed in Exhibit A of the Grant Agreement or revised in approved Budget Amendments), listed for the entire duration of the grant (beginning to end) and submitted with each payment request. (Upon request, examples of Quickbook spreadsheets can be provided by OWEB's Fiscal Department)
  - (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, late fees or tips.
  - (d) Once a receipt has been submitted, DO NOT re-submit another copy of the same receipt.
  - (e) Copies of contracts may be requested if invoices do not provide adequate detail.
5. Expenses may be billed as an advance or reimbursement (see Exhibit A of your grant agreement). In a Watershed Restoration grant, Non-Capital expenses may only be allowed as "reimbursement only."
6. Receipts are required within 120 days of payment processing for all advances.

**OWEB will not reimburse project expenses incurred (received) 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.

## **Requirements for Landowner receipts 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) Contractor's invoice **or**
  - (b) Landowner invoice - signed by the landowner;
  - (c) Labor charges must show:
    - Names of persons paid (for landowner invoices only);
    - Dates the work was performed;
    - Description of work performed;
    - Hours worked and hourly rates; and
    - 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/](http://www.or.nrcs.usda.gov/) - Contact NRCS for instructions.
    - Dates the work was performed; and
    - Total paid.

**“Actual” payroll expense may be billed on Grantee letterhead** (see example on page 11). Detailed Quickbooks expense transaction sheets are also accepted, if they 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. Actual payroll records must be kept on record by the Grantee or Fiscal Agent.**

**Travel must be broken down by:** (see example of travel log on page 10)

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

- 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. If two 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 and Post-Implementation Status Reporting (PISR)**

**“New” – Effective November 01, 2009, Grantees will be required to use the new –“July 01, 2009 v1” version of the “Request for Release of Funds” form, available on OWEB’s website. With the use of the new form, signed letterhead for Administration and PISR expense will no longer be required.**

Administration - (OAR 695-005-0030(5)) - may be billed at an amount not-to-exceed 10% (or a lesser % if listed in the Grant Agreement) of the current direct costs being advanced or reimbursed. Upon submission of receipts, a maximum 10% administration expense credit will be allowed. (OWEB may audit Administration costs for proof of actual expenditures.)

Administration is to be used “only” for the specific project for which the grant was awarded. It is not intended to cover the Grantee’s overall operating program.

# OREGON WATERSHED ENHANCEMENT BOARD REQUEST FOR RELEASE OF FUNDS



Grantee Name: Rainbow SWCD

Grantee's Fiscal Agent: Same Phone: 503-999-9999

Project Number: 209-999-1111 Project Name: D. Creek Restoration

Payment Request Number \_\_\_\_\_ OR Final Request X

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

**\*\* Double click on the table to get into it and Single click below the table to get out of it\*\***

Budget Category (per Grant Agreement)	Current Budget Amount	Total of All Amounts Previously Paid	CURRENT Request Amount	TOTAL Requested to Date	Remaining Budget
Project Management	\$7,000.00	\$2,000.00	\$5,000.00	\$7,000.00	\$0.00
Travel	\$1,600.00	\$231.00	\$1,265.75	\$1,496.75	\$103.25
Contract Services	\$47,000.00	\$22,500.00	\$24,500.00	\$47,000.00	\$0.00
Supplies / Materials	\$13,000.00	\$10,500.00	\$2,500.00	\$13,000.00	\$0.00
Equipment	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00
Fiscal Admin	\$6,960.00	\$3,673.10	\$3,276.58	\$6,949.68	\$10.32
Post-implementation Status Reporting (5yrs)	\$2,500.00	\$0.00	\$2,500.00	\$2,500.00	\$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	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$79,060.00</b>	<b>\$39,904.10</b>	<b>\$39,042.33</b>	<b>\$78,946.43</b>	<b>\$113.57</b>

Receipts/invoices and an expense tracking spreadsheet are required to document all funds previously received from OWEB for this project within 120 days of the date of the check.

Signature on this form replaces the requirement of submitting letterhead as a receipt for (a) Fiscal Administration and (b) Post-Implementation Status Reporting. All other OWEB receipt 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.

Grantee's Authorized Signature: xxxxxxxxxxx Date: 06-30-10

Print Signature Name: Dave Smith Title: Director

Grantee Contact Phone Number for Billing Questions: 503-999-9999 x100 Fax: 503-999-1111

Grantee Contact Email Address: rainbowswcd@org

**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: xxxxxxxxxxx Date: xxxxxxx**

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.

<u>CORRECT NAME AND ADDRESS:</u> _____ _____ _____
<u>INDIVIDUAL:</u> ( ) <u>PARTNERSHIP:</u> ( ) <u>CORPORATION:</u> ( )
<u>501(c)3:</u> ( ) <u>GOVERNMENT:</u> ( ) <u>NON-PROFIT:</u> ( )
<u>SOCIAL SECURITY NUMBER:</u> ____ -- ____ -- ____ <b>OR</b>
<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> (____) -- _____
<u>E-MAIL ADDRESS:</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 cents per mile (effective 01-01-10)**. 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 for travel and number of miles per trip must be shown for reimbursement.**
2. **Meals:** The in-State per diem rate for meals is \$46 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
<b><u>Initial Day of Travel –LEAVE :</u></b>	<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
<b><u>Final Day of Travel –RETURN</u></b>	<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 for 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, 2009 – SEPTEMBER 30, 2010 Standard Rates Rates do not include tax	<p style="text-align: right;"><b>Lodging / Meals</b>          70.00 / 46.00          plus tax</p>
<p style="text-align: center;"><b>COUNTIES WITH HIGHER RATES</b></p> Jackson / Klamath Washington Deschutes (9/1 – 6/30) Deschutes (7/1 – 8/31) Clackamas Lane Lincoln (9/1 – 6/30) Lincoln (7/1 – 8/31) Multnomah Clatsop (9/1 – 6/30) Clatsop (7/1 – 8/31)	<p style="text-align: right;"><b>Lodging / Meals</b></p> 88.00 / 56.00 96.00 / 51.00 93.00 / 61.00 120.00 / 61.00 91.00 / 61.00 103.00 / 51.00 87.00 / 56.00 110.00 / 56.00 120.00 / 66.00 92.00 / 51.00 132.00 / 51.00 plus tax
Non-Commercial Lodging Rate	<p style="text-align: center;">25.00</p>
<b>Mileage Rates</b>	January 1, 2010 through current = .50/mile January 1, 2009 through Dec. 31, 2009 = .55/mile August 1, 2008 through Dec. 31, 2008 = .585/mile March 19, 2008 through July 31, 2008 = .505/mile Feb. 1, 2007 through March 18, 2008 = .485/mile For Past Rates <a href="http://www.gsa.gov/mileage">http://www.gsa.gov/mileage</a>
<b>DAY Travel – Lunch not allowed</b> <u>Allowable Per Diem</u> Breakfast (25%) Dinner (50%)	<p style="text-align: center;">Leave 2 hours before work schedule          Arrive 2 hours after work schedule</p>
<b>OVERNIGHT Travel</b> <u>Allowable Per Diem (Departure):</u> 100% 75% 50% 25% <u>Allowable Per Diem (Arrival):</u> 25% 50% 75% 100%	<p style="text-align: center;">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</p> <p style="text-align: center;">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</p>
<p><b>Out-of State Travel rates may be located on the Internet at the following website:</b>  <a href="http://www.gsa.gov/perdiem">http://www.gsa.gov/perdiem</a></p>	

**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:

<b>Expense Category</b>	<b>Amount</b>
<b>Capital Funds</b>	
Pre-Implementation	\$ 0.00
Project Management	\$ 7,000.00
In-House Personnel	\$ 0.00
Travel	\$ 1,600.00
Contract Services	\$50,000.00
Supplies/Materials	\$10,000.00
Equipment	\$ 1,000.00
Effectiveness Monitoring	\$ 0.00
<b>Capital Subtotal</b>	\$69,600.00
Fiscal Administration (OAR 695-005-0030(5))*	\$ 6,960.00
Post-Implementation Status Reporting	\$ 2,500.00
<b>Capital Total</b>	\$79,060.00
<b>Non-Capital Funds (NO ADVANCES ALLOWED)</b>	
Education/Outreach	\$ 0.00
Equipment	\$ 0.00
<b>Non-Capital Total</b>	\$ 0.00
<b>Grant Total</b>	\$79,060.00

**\*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 (\$7,906.00) 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 209-999-1111**

**EXAMPLE FORM ONLY - Budget Amendments included**

**Jan 01 to June 30, 2010**

Date	Vendor Name	Invoice Number	Project Mgt	Travel	Contract Services	Supplies/ Materials	Equipment	Post IS Reporting	Admin	TOTALS
	<b>Budgeted Amounts</b>	-----	<b>7,000</b>	<b>1,600</b>	<b>50,000</b>	<b>10,000</b>	<b>1,000</b>	<b>2,500</b>	<b>6,960</b>	<b>79,060</b>
01/23 to 03/08/10	Rainbow SWCD	P/R sheet	2,000.00							2,000.00
01/23 to 03/08/10	John Markum	Travel Log		926.75						926.75
02/01/10	ABC Fencing	4489			8,000.00	3,000.00				11,000.00
02/10/10	Johnson Construction	1155			14,500.00					14,500.00
02/25/10	ABC Fencing	6112			6,000.00	2,500.00				8,500.00
02/25/10	Jakes Equipment Supply	1402					1,000.00			1,000.00
01/23 to 03/08/10	Rainbow SWCD	RRF							3,792.68	3,792.68
04/01 to 05/30/10	Rainbow SWCD	P/R sheet	2,000.00							2,000.00
04/05/10	ABC Fencing	6113			5,000.00	1,000.00				6,000.00
04/30/10	Apple Tree Planting Inc.	1501			9,980.00					9,980.00
04/01 to 04/30/10	Rainbow SWCD	RRF							1,798.00	1,798.00
05/02 to 06/30/10	Rainbow SWCD	P/R sheet	3,000.00							3,000.00
04/17 to 06-30/10	John Markum	Travel Log		570.00						570.00
05/25/10	ABC Fencing	6114			3,520.00	6,500.00				10,020.00
05/02 to 06/30/10	Rainbow SWCD	RRF							1,359.00	1,359.00
06/30/10	5 yrs Post IS reporting	RRF						2,500.00		2,500.00
		<b>Totals to Date</b>	<b>7,000.00</b>	<b>1,496.75</b>	<b>47,000.00</b>	<b>13,000.00</b>	<b>1,000.00</b>	<b>2,500.00</b>	<b>6,949.68</b>	<b>78,946.43</b>

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.

RRF is Request for Release of Funds form

Rainbow SWCD Home Office: Salem  
 Mileage Report for Grant 209-999-1111  
 For: John Markum

EXAMPLE ONLY

Date	Time Left	Time Returned	Destination	Number of Miles	Amount Rate .50 cents per Mile	Meals	Lodging (Receipts Required)	Parking Motel tax etc	TOTAL TRAVEL
01/23/10			fencing davis creek	140	70.00				70.00
01/24/10			fencing davis creek	140	70.00				70.00
01/25/10			fencing davis creek	140	70.00				70.00
02/04/10			fencing davis creek	140	70.00				70.00
02/07/10			fencing davis creek	140	70.00				70.00
02/08/10	10 AM		Salem to Roseburg	132	66.00	34.50	70.00		170.50
02/09/10			Parking / Motel Tax					14.25	14.25
02/09/10		8 PM	Roseburg to Salem	132	66.00	46.00			112.00
02/23/10			fencing davis creek	140	70.00				70.00
02/24/10			fencing davis creek	140	70.00				70.00
03/06/10			fencing davis creek	140	70.00				70.00
03/08/10			fencing davis creek	140	70.00				70.00
04/17/10			fencing davis creek	140	70.00				70.00
04/25/10	6 AM	7 PM	Portland & return (Day Travel)	83	41.50	49.50			91.00
05/02/10			tree planting davis creek	140	70.00				70.00
05/08/10			tree planting davis creek	142	71.00				71.00
05/09/10			tree planting davis creek	142	71.00				71.00
06/16/10			fencing sloan creek	147	73.50				73.50
06/25/10			fencing sloan creek	147	73.50				73.50
06/30/10			fencing sloan creek	100	50.00				50.00
<b>TOTALS</b>				<b>2565</b>	<b>1,282.50</b>	<b>130.00</b>	<b>70.00</b>	<b>14.25</b>	<b>1,496.75</b>

## (Letterhead)

June 30, 2010

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 Project Mgt expenses paid for the period 01-23-10 to 06-30-10 are as follows:

### Project Mgt

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

Dave Jones (133.3 hrs @ \$30/hr) =\$4,000.00

Total Payroll Expenses \$7,000.00

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Authorized Grantee Signature

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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; dates the expense was incurred, hourly rates, the number of hours and amounts must be shown by budget category and names of individuals. The letterhead must be signed and dated.

**Substitute for this letterhead:** If a “Quickbooks” accounting system is submitted showing actual payroll expense, an “All Transactions Detail” expense sheet can be provided, if (a) dates, (b) position description, (c) names of employees and (d) amounts are shown. The Quickbooks expense sheet must also be signed and dated.

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

**OWEB Grant #** 209-999-1111

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

Organization Name	Actual Cash Contribution	Donated / In-Kind Services	Hours Worked	Volunteers		General Description
				Hourly Rate	Volunteer Value	
<b>OWEB Final Expenditures--&gt;</b>	78,946.43	N/A	N/A	N/A	N/A	OWEB Cash
<b>Other Organizations</b>						
USFS	10,000.00				\$	
Joe Smith - Landowner	8,000.00				\$	
ODFW		5,000.00			\$	
Volunteers			100	18	1,800.00	Tree Planting
					\$	
					\$	
					\$	
					\$	
					\$	
					\$	
					\$	
					\$	
<b>Total Dollar Amount</b>	96,946.43	5,000.00			1,800.00	

**Total Overall Project Costs** \$103,746.43 **(Total dollar value of OWEB & Other Organization's Actual Cash Contributions, In-Kind Services and Volunteer value ALL added together)**

**Total Non-OWEB Funds** \$24,800.00 **(Total dollar value of Other Organization's Actual Cash Contributions, In-Kind Services and Volunteer value ALL added together)**

**OWEB Match** \$19,765.00 **(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 (100) x rate. Do not shown individual amounts - retain those records in your files)**

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

**GRANT NUMBER 206-999-1111**

**EXAMPLE ONLY**

<b>Grant Budget Categories</b>	<b>Original Budget</b>	<b>Change #1</b>	<b>Change #2</b>	<b>Change #3</b>	<b>Revised Budget</b>
Pre-Implementation	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
Project Management	\$7,000.00	-\$2,000.00	\$2,000.00	\$0.00	<b>\$7,000.00</b>
In-House Personnel	\$0.00	\$2,000.00	-\$2,000.00	\$0.00	<b>\$0.00</b>
Travel	\$1,600.00	\$0.00	\$0.00	\$0.00	<b>\$1,600.00</b>
Contract Services	\$50,000.00	-\$3,000.00	\$0.00	\$0.00	<b>\$47,000.00</b>
Supplies/Materials	\$10,000.00	\$3,000.00	\$0.00	\$0.00	<b>\$13,000.00</b>
Equipment	\$1,000.00	\$0.00	\$0.00	\$0.00	<b>\$1,000.00</b>
Effectiveness Monitoring	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
Fiscal Administration	\$6,960.00	\$0.00	\$0.00	\$0.00	<b>\$6,960.00</b>
Post-Implementation Status Reporting	\$2,500.00	\$0.00	\$0.00	\$0.00	<b>\$2,500.00</b>
Education/Outreach -Non-Capital	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
Equipment - Non-Capital	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
<b>GRANT TOTAL</b>	<b>\$79,060.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$79,060.00</b>

**JUSTIFICATION FOR CHANGE:** Attach written justification for requested budget change. This form can be approved by your OWEB Project Mgr via email if this form is an attachment to the approving email. 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.**

## **FIRST PAYMENT CHECK LIST**

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

### **In Application**

1. Land Use Page must be completed and signed by your Local or County Planning official. (Required for Restoration grants. May be required for Education & Outreach grants).

### **Submit with First Payment Request**

1. Permits (By Statute-All permits are required for the entire project - Refer to Grant Agreement for requirements).
2. Landowner Agreements (Refer to Grant Agreement for requirements).
3. Other Contractor Agreements, Grazing Plans, etc., (Refer to Grant Agreement for requirements).
4. Completed and Signed Request for Release of Funds form.
5. 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).
6. **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>.

“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).

You may obtain your own unique “user id: and “password” by contacting OWEB’s Fiscal Department in Salem (503-986-0232 or 503-986-0183). This will provide a Grantee with an activity report on their grants for the past 30 days and may allow for time extension amendments to be submitted on-line.

The appearance of the OGMS website may be updated over time.