

SMALL GRANT PROGRAM

Checklist For the Fiscal Agent

(These are suggested tasks for your Fiscal Agent(s), team roles may vary. More detail is available in the Small Grant Billing packet.)

Application

- Keep a copy of the application
- Create a file, using the OWEB numbering system

Grant Agreement

- Receives and signs copies of the small grant agreement from the Small Grant Team, and follows instructions for forwarding signed copies (if appropriate)
- Receives one fully executed copy when it is returned from OWEB
- Files the grant agreement along with a copy of the application in the grant file.

There are two methods of obtaining a First Payment

First Payment Request (An Advance Payment)

If the grantee makes an Advance Payment Request, the Fiscal Agent secures from the grantee (if not included in the original application package):

- Completed Land Use Form
- Copies of permits and/or ODFW/ODF sign-off for culverts and stream crossings or Watermaster sign-off, (if required)
- Secured Match Form, with signatures from authorized representatives

The Fiscal Agent Completes:

- The Project Expenses column of the Request for Release of Funds form, if new categories (“Other”) need to be specified.
- The FIRST Request column, referring to the application budget for line item amounts to be charged to OWEB. The total for this column may not exceed 60% of the OWEB award amount. Funds for the Year 2 Status Report may not be requested at this stage. If fiscal administration is being sought, the charge to OWEB may not exceed 10% of the total amount being requested in the first payment (Lines 1-8 of the request).
- A Tax ID Form and signs it

- Signs the Request for Release of Funds form.
- Makes copies, as appropriate for the fiscal agent's project file
- Sends the entire package to the OWEB Small Grant Program Manager (Project Manager for the Board) listed on page 1 of the Grant Agreement.

Within 20 days of receipt, OWEB: 1) checks to see that a fully executed grant agreement is on file before releasing funds; 2) reviews the request and either approves it or questions the fiscal agent and/or grantee for further clarification; and, 3) if approved, arranges for payment to be made to the fiscal agent.

- The fiscal agent sends the first payment to the grantee, if appropriate.

First Payment Request (Reimbursement)

In some cases, the grantee is able to initiate work on the project without need of advance funds. However, as the project progresses, it may become necessary for the grantee to receive a payment. This is done through the fiscal agent who submits the request for reimbursement of expenses incurred on the project.

For a first payment reimbursement, the Fiscal Agent will need all the attachments that are required for an Advance Payment (see above), *plus* receipts and invoices for the amount spent to date on the project. Reimbursement will only be for the total amount shown on the receipts and invoices and may not exceed 90% of the OWEB award amount.

Final Payment Request

With the final request, the Fiscal Agent secures from the grantee:

- Copies of all invoices and receipts associated with the project
- Project Completion Report, complete with color photos and photo captions
- Oregon Watershed Restoration Reporting form with topographic map (must be on the most current form which is available {with instructions} on the OWEB Web page: <http://egov.oregon.gov/OWEB/forms.shtml>).

The Fiscal Agent then:

- Tallies the invoices and receipts, and develops a spreadsheet based on project expenses. **Spreadsheet categories must mirror the categories approved in the grant agreement.** Verifies that the final amount being requested does not exceed the amount awarded (shown in the grant agreement). **Invoices and receipts must be legible including the dates, amounts and descriptions. No purchase orders, statements, or credit card statements will be accepted without actual invoices**

attached. All dates must be within the grant period (after the last signature date on the Grant Agreement and before the required Completion Date)

- Completes all three columns of the Request for Release of Funds (including the figures used in the first payment request) based on the furnished invoices and receipts
 - If funds are being requested for the Two-Year Status Report, the fiscal agent consults the application budget for the allowed amount and fills in the amount in column 3.
 - Checks to see that the totals for the two payment columns do not exceed the OWEB award amount shown on page one of the grant agreement, and that the fiscal administration fee for those two columns does not exceed 10% of the actual amount spent (not awarded) on the project (lines 1-8 of the request).

Amendments:

Actual expenses need not mirror line item amounts in the Grant Agreement. However, if the Project Management category has increased or if the grantee wishes to add line items that did not appear in the original budget, a Budget Amendment Request with explanation must be submitted to the Small Grant Program Manager (Project Manager for the Board) for approval. This may be done via e-mail. Once approval has been given, the form and explanation must be sent to OWEB with the payment request.

- Secures the fiscal agent's or grantee's signature on the payment request form
- Makes copies, as appropriate for the fiscal agent's project file
- Sends the entire package to the OWEB Small Grant Project Manager listed on page 1 of the Grant Agreement

Within 20 days of receipt, OWEB: 1) reviews the request and either approves it or questions the fiscal agent or grantee for further clarification; and, 2) if approved, arranges for payment to be made to the fiscal agent.

The Fiscal Agent:

- Sends the payment to the grantee
- Sends the Two-Year Status Report Form to the responsible party listed on page 4 of the application with instructions to submit to OWEB two years from the project completion date.
- Sends an email to the Team Record Keeper of the grant's completion and the total amount spent