

OWEB's Online Payment Request Function 101

We'd like to introduce our new Online Payment Request Function in **four easy steps**.

Tara Choate Grants

2 Active 0 Pending 0 Funded 2 Open 0 Monitoring 0 Complete 0 Cancelled [Show/Hide Project Table](#)

0 Withdrawn

Filters

Project # [Project #](#)

Project Type:

[Search Name](#) [Clear Filter](#)

Project Number	Name	Type	OWEB Project Manager	Actions
219-1003-14535	PLC_Pay_ReqBummer Creek Stream, Floodplain, Wetland and Oak Savanna Restoration	Restoration	Monty The PM	Requests Final Reporting
222-8012-14536	PLC_Pay_ReqSageCon Partnership Coordination	Technical Assistance	Monty The PM	

Step 1: Navigate to Requests in the Dashboard

- Log into OGMS (the Online Grant Management System).
- Navigate to the Dashboard.
- Scroll down to find your project, then click the Requests button on the right.

Project Type: Restoration
Status: Open
Start Date: 10/19/2018
End Date: 11/30/2024
Grantee: Tara Choate
Region: 1 -- North Coast
Project Manager: Monty The PM

Grant Amount: \$193,366.00
Paid To Date: \$0.00
Requested To Date: \$0.00
Receipts: \$0.00
Balance: \$193,366.00

Funding

Fund	Expiration	Funded Amount	Receipted Amount	Requested Amount	Paid Amount	Balance
L65-19	12/31/2023	\$155,226.73	\$0.00	\$0.00	\$0.00	\$155,226.73
L65-21	12/31/2024	\$38,139.27	\$0.00	\$0.00	\$0.00	\$38,139.27

Available Requests: [Time Extension](#) [Budget Amendment](#) [Payment Request](#)

Last Updated	Request Type	Status	Request Number	Request
1/30/2023 1:48:09 PM	Payment	Submitted	1301	Detail
1/30/2023 1:45:11 PM	Payment	Withdrawn	1296	Detail

Step 2: Click the Payment Request Button on Your Project

- On this page, you will find many details about your project: project details, fiscal amounts, and funding sources.
- To start a Request for Payment, click on the Payment Request button.

Request Details

Requested Amount: 5000 Amount Spent: 1637.57

Brief statement on project progress since last request or significant milestones achieved:

Contractor for culvert removal identified

40 of 500 chars used.

Copies of receipts, invoices or supporting documentation, for amounts \$250 or more will be required. A spreadsheet for all OWEB expenses is also required to document all funds previously received from the date of the payment. Watershed Council & SWCD Capacity grants are not required to submit receipts, only an expense tracking spreadsheet. Please be careful not to upload documents that include Personally Identifiable Information (PII) or credit card numbers.

This is not a formal progress report.

Step 3: Fill out the Request

- Review information about the grant here, including any conditions.

When you are satisfied, enter in:

- The **requested amount** (this is how much you are requesting in funding).
- Amount Spent** = actual expenses since the last request with backup documentation.
- And provide a **brief statement** of the project progress or significant milestones achieved.

No file has been uploaded. **Choose File** No file chosen

Receipts

Attach only receipts that support this request. Receipts must be in a single PDF file. The file is not uploaded/reuploaded until the request is submitted.

No file has been uploaded. **Choose File** No file chosen

Terms and Conditions

By signing this request, I declare that expenses for this grant are to the best of my knowledge true, correct, and complete. Grantee's submittal of this form certifies that all funds being requested under the "Request Amount" 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.

The individual submitting on behalf of the Grantee hereby certifies swears under penalty of applicable law that s/he is authorized to act on behalf of Grantee.

I certify by entering my name in the following text-box that I agree to the terms and conditions and am authorized to sign for Tara Choate

Tara Choate

11 of 150 chars used.

Submit

CAUTION: Withdrawn requests cannot be re-opened. If withdrawn, a new request will need to be started.

Withdraw

Step 4: Upload Documents

- Click on the **Choose File** button to upload the pdf files of tracking sheets or receipts. (Most grants require these documents.)
 - Upload a single, combined pdf for expense tracking. *Please consider highlighting or marking the new expenses included in the request to help streamline the review and approval process and speed up payment.*
 - Upload a single, combined pdf for receipts. (Files must be pdfs.)
- NOTE: It's important to read the Terms and Conditions** of the payment before entering your name as the digital signature.
- Click the **Submit** button. (Please note: documents have not been officially uploaded until this point.)

Available Requests: Time Extension Budget Amendment Fund Request				
Last Updated	Request Type	Status	Request Number	Request
12/21/2022 2:42:01 PM	Payment	Submitted	1297	Detail
12/21/2022 2:25:15 PM	Payment	Submitted	1296	Detail
12/21/2022 2:17:34 PM	Payment	Submitted	1295	Detail
12/21/2022 2:11:02 PM	Payment	Submitted	1294	Detail
12/21/2022 1:34:13 PM	Payment	Submitted	1293	Detail
11/23/2022 5:25:50 PM	Time Extension	Completion Manager Approved	1292	Detail

Payment Request for PLC: Multi-Funding Creek Restoration 215-4029-14523 has been Submitted by Monty The Grantee

 GrantProgram.OWEB@oweb.oregon.gov
To: 

Start your reply all with: Thank you! Approved. Thank you very much! Feedback

A request has a new status:

Project:

PLC: Multi-Funding Creek Restoration (215-4029-14523)

Request Type:

Payment

Status:

Submitted

Comment:

Payment Request \$5,000.00 ; Received Amount \$5,000.00 ; Description: this is the detail description of the request

Date:

11/3/2022 3:54:01 PM

Congratulations!

You have just submitted an Online Payment Request.

- After submission, you will be returned to the grant overview page. This page will have the request list. You can click on the [Details](#) link to find out more about the request.
- When you return to the main Dashboard page, you will see your work in the list of pending requests.
- An **auto-generated email confirming your request submission** will be sent to the email address we have on file for the Grantee and the Payee.



Going Further

The [Online Payment Requests 201 video](#) addresses additional questions.

OWEB also has a variety of videos designed to help with grant management. Please visit [Help Videos and Training](#) on OWEB's website for links to these videos, or view [OWEB's YouTube](#) channel.

Thank you!
For questions,
contact OWEB fiscal staff:

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