

OWEB's Online Payment Request Function 201: Beyond Basics

Please review [Online Payment Request Function 101](#) first.

edback

Tara Choate Pending Requests

Filter requests by a partial word or a phrase used in the first four columns

[Filter Requests](#) [Clear Filter](#)

Project Number	Name	Request Details	Request Status	Project Requests
219-1003-14535	PLC_Pay_ReqBummer Creek Stream, Floodplain, Wetland and Oak Savanna Restoration	Payment	Submitted (Tara Choate - 12/21/2022)	Request List For Project
219-1003-14535	PLC_Pay_ReqBummer Creek Stream, Floodplain, Wetland and Oak Savanna Restoration	Payment	Submitted (Tara Choate - 12/21/2022)	Request List For Project
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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0 Withdrawn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 Type:

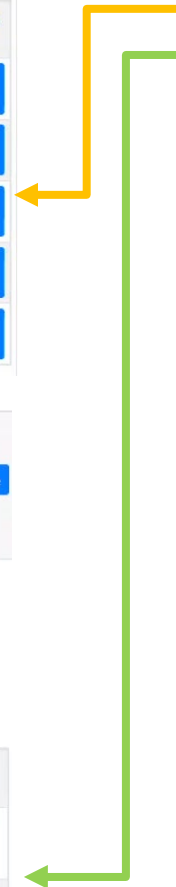
[Search Name](#) [Clear Filter](#)

Project Number	Name	Type	OWEB Project Manager	Options
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	Requests Final Reporting

Tara Choate Project Table

Dashboard Navigation:

- All of your grants are here in a single location.
- Grants will be broken up into **two areas**:
 - Pending Requests at the top of the page.
 - Other Grants at the bottom of the page.
 - Such as “payment” or “time extension”



Stop or Change a Payment Request:

As long as the Request Status is “Submitted” and the payment hasn’t been reviewed by the project manager, you can make a change.

- Navigate to the top area with Pending Requests.
- Click on the Payment button.

- Make desired changes.
- Click on the Resubmit button or the Withdraw button on the offering screen. NOTE: only use the Withdraw button if you would like to remove the entire payment request.

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Project Number	Name	Request Details	Request Status	Project Requests
219-1003-14535	PLC_Pay_ReqBummer Creek Stream, Floodplain, Wetland and Oak Savanna Restoration	Payment	Submitted (Tara Choate - 12/29/2022)	Request List For Project
219-1003-14535	PLC_Pay_ReqBummer Creek Stream, Floodplain, Wetland and Oak Savanna Restoration	Payment	Submitted (Tara Choate - 12/21/2022)	Request List For Project

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.

[View Receipts](#) 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

[Withdraw](#) [Resubmit](#)

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

Request Log:

Status	Comment	Date	User
Submitted	Payment Requested: \$10,000.00 ; Receipted Amount: \$9,824.57 ; Brief statement describing Project implementation status: Culvert installed. Planting begins next week.	12/29/2022 12:23:23 PM	Tara Choate

From: GrantProgram.OWEB@oweb.oregon.gov <GrantProgram.OWEB@oweb.oregon.gov>
 Sent: Tuesday, March 14, 2023 5:11 PM
 To: NAIL Monty * OWEB <Monty.NAIL@oweb.oregon.gov>; CHOATE Tara * OWEB <Tara.CHOATE@oweb.oregon.gov>; CHOATE Tara * OWEB <Tara.CHOATE@oweb.oregon.gov>
 Subject: Payment Request for PLC_Pay_ReqBummer Creek Stream, Floodplain, Wetland and Oak Savanna Restoration 219-1003-14535 has been denied

A request has a new status:
 Project: PLC_Pay_ReqBummer Creek Stream, Floodplain, Wetland and Oak Savanna Restoration (219-1003-14535)
 Request Type: Payment
 Status: **Project Manager Denied**
 Comment: **Please attach an Expense Tracking Sheet upload PDF and a Supporting Documentation upload PDF with this request, then resubmit.**
 Date: 3/14/2023 5:10:49 PM

Change and Resubmit a Denied Payment Request:

If a payment request is denied by the OWEB project manager or fiscal staff, the grantee will be:

- Notified via email, and
- Asked to make specific changes or additions to the payment request before resubmitting.

Tara Choate Pending Requests

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Project Number	Name	Request Details	Request Status	Project
219-1003-14535	PLC_Pay_ReqBummer Creek Stream, Floodplain, Wetland and Oak Savanna Restoration	Payment	Project Manager Denied (Monty The PM - 3/14/2023)	Re
219-1003-14535	PLC_Pay_ReqBummer Creek Stream, Floodplain, Wetland and Oak Savanna Restoration	Payment	Resubmitted (Tara Choate - 3/14/2023)	Re

To change and resubmit a payment, the grantee should:

- Log in to OGMS and navigate to the grantee dashboard.
- Find the denied project in the list of Grantee Pending Requests at the top of the page.
- In the Request Details column for that project, click on the blue [Payment](#) button. This will bring up the original payment request.

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

[Withdraw](#) [Resubmit](#)

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

Request Log:

Status	Comment	Date	User
Project Manager Denied	Please attach an Expense Tracking Sheet upload PDF and a Supporting Documentation upload PDF with this request, then resubmit.	3/14/2023 5:10:49 PM	Monty The PM
Submitted	Payment Requested: \$500.00 ; Amount Spent: \$500.00 ; Brief statement on project progress since last request or significant milestones achieved: Brief statement	3/14/2023 4:50:08 PM	Tara Choate

On the payment request page:

- Make the requested changes or additions to the payment request. (The requested changes or additions are in the payment denial email and the Request Log at the bottom of the payment page.)
- Once the edits have been made, click on the blue [Resubmit](#) button at the bottom of the payment request page.
- You will receive a confirmation email that your payment request has been resubmitted.