Invasive Species Education & Outreach Grant Program

2020 Budget Guidelines

General Approach to Funding When Applying for a Grant
All application budgets must justify line item costs. This is done by including appropriate unit costs with each item. For all budget categories and associated line items, ODA reserves the right to make adjustments.

Receipt Requirement
- Copies of receipts, invoices, or supporting documentation for amounts $250 or more, will be required.
- All expenses charged to an OISC grant must be listed on the Grantee’s Expense Tracking Spreadsheet or accounting software report.
- ODA reserves the right to review expenses under $250 and may request receipts, timesheets, payroll, travel logs, or other documentation. The intent of this review is to ensure the Grantee billed for actual costs.
- The grant becomes effective on the award/start date and ends on the Grant Completion Date in the Grant Agreement. ODA expects Grantees to adhere to standard procurement and contracting policies.
- **ODA** will also not reimburse items received after the Grant completion date.

Records Retention Requirement
Copies of all receipts, invoices, or supporting documentation for costs charged to an ODA grant must be retained by the Grantee for six (6) years (from the project completion date)

Budget Categories Guidance

Salaries, Wages, and Benefits
The Salaries, Wages, and Benefits category refers to in-house staff of the Applicant (i.e., Applicant employees for whom payroll taxes are paid) performing work on the proposed project. Non-Applicant project partners whose employees are also performing work on the proposed project should be included in Contracted Services.

Billing for Actual Salary, Wages, and Benefits Costs
At the time of application, Grantees should include the estimated number of hours, cost per hour, and position title for all staff assigned to the project.

When billing for Salary, Wages, and Benefits, Grantees must use actual costs incurred. ODA accepts a list of expenses on a Grantee's letterhead or a detailed accounting software expense transaction sheet as the receipt. Timesheets and payroll records shall be maintained to provide
documentation to support actual costs billed; these records should include position titles corresponding to the staff listed in the application.

Following are examples of eligible Salary, Wages, and Benefits:

- Gross wages
- Payroll taxes
- Health insurance
- Retirement benefits
- Accrued leave liability (or a proportion of vacation time if accrued leave liability is not used by the Grantee)
- Workers’ compensation insurance

Salary, Wages, and Benefits not eligible for reimbursement:

- Payroll processing fees
- Contract workers
- Interns working under a contract
- Volunteer reimbursements

**Contracted Services**

This budget category should be used for non-Grantee employee labor and travel. Materials and supplies purchased by a contractor should also be listed here.

- Remember to place match or reimbursement for partner agencies or collaborators in this category.
- Do NOT lump all contract costs into one row, except when a contractor bids a lump-sum amount for a discrete deliverable. Please list contractor services, travel, and supplies on separate lines in the budget and on invoices submitted for reimbursement. Contract costs should be broken out and should match the scope of work described in the application.
- Equipment items will not be reimbursed if purchased by a contractor and then billed to the Grantee. For example, the contractor purchases a laptop for the project and includes it as a line item expense on the bill. These types of costs are considered to be included in the contractor’s costs of doing business and should be included in a contractor’s billing rates and are not reimbursed by ODA as additional costs.

Following are examples of eligible Contracted Services.

- Contracted design, implementation or project management
- Project-specific website development

**Materials and Supplies**

Materials and Supplies are defined as consumable items, purchased by the Grantee, which are normally used up during the course of the project. This Materials and Supplies category also include equipment that costs less than $2,500. For expenses totaling less than $250, ODA will not ask for receipts of these materials at payment request, but may ask for documentation at a later date.

Following are examples of eligible Materials and Supplies:
● Office supplies, direct mail, or postage purchased solely for the grant (e.g. write-in-the-rain paper)
● First Aid kits and personal protective equipment (e.g. safety vest, safety glasses)
● Miscellaneous tools/hardware
● Food or room rental expenses for meetings and working lunches (not staff meetings.)
★ Sign-in sheets and agenda are required.
● Small equipment such as cameras or tablet or ipad $2,500 each and necessary for the completion of the project.
● Signs

ODA will not pay for clothing that would normally only be used by one person, but may cover the costs of items that will be shared among numerous staff such as personal protective equipment, waders, and rain gear. On the application budget form, indicate the number of units and the unit cost wherever appropriate.

Materials and Supplies not eligible for reimbursement:
  o Vehicle, watercraft, UTV, and ATV purchases are not eligible for reimbursement because of the perception of misuse of public funds for private benefit.
  o Portable items that are purchased and intended to reside with the landowner after the grant is complete are also not eligible.
  o General office materials and supplies (e.g. paper, pens, toner, office furniture, computers, laptops, etc.)
  o Donations, greeting cards, gifts, prizes or prepaid gift cards

Travel
Travel refers to the Grantee expenses incurred getting to and from the project location. These include mileage, meals, per diem, and lodging. Contractor travel expenses should be charged to the Contracted Services budget category.

In a few cases, where an Applicant can establish a compelling need for conference or training workshop attendance related to the project, ODA may pay for related expenses. Out-of-state travel for which the Grantee intends to seek reimbursement must be pre-approved by ODA’s Grant Project Manager. The Grantee must hold a valid, current driver’s license for the class of vehicle to be driven and carry automobile liability insurance in the amounts not less than those required by (i) the Oregon Financial Responsibility Law (ORS 806.060) or (ii) the jurisdiction in which the vehicle is being operated, whichever is greater.

Mileage must be calculated using the most direct and usually traveled route. All travel costs must be based on rates approved by the Department of Administrative Services (DAS) that are in effect at the time of travel. DAS periodically updates rates. Current approved rates for determining a unit cost estimate may be found on the OWEB website. Travel logs must be maintained for all travel expenses. Travel logs must document travel dates, times, destinations, miles, etc. Grantees should maintain travel logs for all travel; however, ODA will not require travel log submission for line item costs less than $250. Per the grant agreement, at
any time ODA can ask for additional information about requested reimbursement, including at payment request or after the grant has closed.

**Following are examples of eligible Travel costs.**

- Vehicle mileage reimbursement at current state rates. Rate includes costs for insurance, gas, oil, maintenance, etc.
- Meals and *per diem*. If Grantees are seeking reimbursement for *per diem* costs, including meals and lodging, they must use the most current State rates. It is a good idea to keep receipts for actual meal and lodging costs; costs cannot exceed the current per diem State rates, even if actual costs (as shown by receipt) exceed those rates.

**Travel costs not eligible for reimbursement:** Tips/Gratuity (per State policy), Lunch not reimbursed on one day travel (per State policy), Out-of-state travel (allowed only with ODA Project Manager’s prior approval).
- Conference and workshop registration
- Training or education seminar fees
- Commercial rental car charges for vehicle rental and gas (must be less than vehicle mileage reimbursement for same trip)
- Motor pool/fleet charges for vehicle rental and gas
- Parking
- Project specific training
- Lodging (at current State rates) • Lodging taxes
- Airfare (allowed only if cheaper than mileage reimbursement plus staff travel time)

**Equipment**

Equipment is defined as portable, nonexpendable items with a useful life of generally two years or more and a per-unit **cost of $2,500 or more** (any items less than $2,500 belong in Materials and Supplies.)

**IMPORTANT: OAR 695-005-0050** (6) Following project completion, equipment purchased with grant funds shall reside with the Grantee or another approved entity. These entities will make the equipment available to others at no cost, other than nominal operation and maintenance costs.

- List only equipment where the cost to ODA is $2,500 or more per unit. Include only the equipment that is specifically necessary for the project. Indicate the number of units and the unit cost wherever appropriate.
- A unit of equipment is defined as an item and all necessary parts to make it usable. For example, a camera and its accessories (such as lens, filters, and tripod) would be included as a single item of equipment.
- Vehicle, watercraft, UTV, and ATV purchases are not eligible for reimbursement because of the perception of misuse of public funds for private benefit. Portable items that are purchased and intended to reside with the landowner after the grant is complete are also not eligible.

**Other**

Project-specific printing, rental for meeting rooms, software subscriptions, website domain, and items that do not fit other categories. For expenses totaling less than $250, ODA will not ask for
submission of these materials at payment request, but may ask for additional documentation at a later date. Following are examples of eligible Other costs:

- Storage facility rental required for the project
- Project permit costs and regulatory agency fees
- Insurance costs specifically required for the project
- Project onsite rent and utilities (if project requires separate office space and utilities at the project site)
- Rental for meeting rooms
- Commercial equipment rental and insurance (for equipment rented by Grantee)
- Software or software subscription, fee, or lease (such as for GIS access)
- Website domain fee
- Project-specific printing costs
- Business meeting meals and working lunches (not staff meetings); meeting refreshments, food, or catering. Sign-in sheets and agenda are required.

Other expenses not eligible for reimbursement:

- Individual’s license or permit, boater or ATV safety education cards (not eligible for reimbursement because of the perception of misuse of public funds for private benefit)
- Repair of rented commercial equipment

Indirect Costs/ Admin Costs - OISC Grants 10%

Indirect costs are overhead or administrative costs that cannot be readily identified to a specific project or function, but are actually incurred by an organization. ODA allows Grantees to charge indirect costs.

10% or less de minimis rates

The Federal Uniform Administrative Requirements establish a 10% or less de minimis indirect rate on Modified Total Direct Costs (MTDC) that Grantees can elect if they have never received a federally negotiated indirect cost rate. Grantees that select this method are not required to submit receipts for indirect costs. At application, check the de minimis box and insert the desired rate (between 0-10%).

Examples of indirect costs:

- Staff or contracted bookkeeping, accounting, clerical and financial services, audit services, tax preparation, tax/corporate filing fees, administrative personnel
- Staff or contractor time preparing and mailing contract documents or performing other administrative contract work.
  - This does not include staff or contractor time acting as project manager on a contract both before (RFP development, bid tours, questions from bidders, selecting contractor, etc.) and after the execution of the contract. These expenses may be billed under Salary, Wages, and Benefits.
- Occupancy, rent, property insurance
- Utilities such as electricity, natural gas, or water

2020 Invasive Species Education & Outreach Grant: Budget Guidelines
- Janitorial services
- Communication, telephone, internet, fax, cell phone
- General office supplies such as paper, folders, toner, and related items
- Office equipment purchase or depreciation
- Lease and maintenance for copiers, faxes, printers, and scanners
- Legal expenses for review of standard contracts and agreements necessary for the grant
- Newspaper ads, solicitations, and announcements for contract bid postings and job postings
- Copying and printing costs associated with general grant administration
- Banking and fiscal transaction fees
- General liability insurance (risk, bonding, liability, D/O, and other)
- Technology (computer, IT service, maintenance, software, etc.)
- Postage
- Costs associated with the ownership of equipment (excluding passenger vehicles, to be included under travel) including depreciation, storage, maintenance (tune-ups, oil changes, etc.), and insurance

**Indirect costs not eligible for reimbursement:**
- Overdrafts, late fees, finance charges, penalties and interest (accountability of public funds)
- Vehicle insurance (covered by mileage reimbursement rate)

**General Match Guidance**
All ODA/OISC grants have match requirements. Match is defined as additional resources expended to further the grant objectives, as required by OAR 695-005-0060 (2). Records must be maintained that support the cash match costs within the Grantee’s accounting system and be available for audit and review. For third party contributions, the support for the value must be verifiable from Grantee records or the item must be maintained by the Grantee, including documentation of the methods used to determine the value. Contact your Project Manager with questions about match eligibility.

**Match Definitions**

**Cash Match:** Actual cash paid by the Grantee for a service or product. This includes any cash funds that were donated to the Grantee to offset the costs of a specific item.

**In-Kind Match:** Services or goods that are donated to the project by the Grantee or a third party

**Eligible Match**
- Cash and in-kind resources dedicated specifically for the project
- Cash and in-kind resources that are integral to the successful completion of the project and align with the proposed ecological objectives

**Ineligible Match**- Cash and in-kind resources that are not necessary to the successful completion of the project and do not complement the proposed ecological objectives.
At Application Match funding does not have to be secured at application; however, Applicants must document that the required match has been sought. Contributions not dedicated as match can be identified as leveraged resources.

At time of Agreement - The Grantee must provide proof that the required 25% match is secured prior to disbursement of first fund request. Document secured match by submitting the ODA/ OISC Match Form, signed and dated by authorized match representatives, or by attaching signed letters of support, agreements, or e-mails that state type of match (cash or in-kind) and the dollar value.

At Project Completion At project completion reporting, the Grantee must document the actual match. Grantee will also be expected to report total project costs. This reporting is done through ODA/ OISC Project Completion Report Form. If there are deviations greater than 25% from either the proposed match or the total project costs, the Grantee must explain those changes in the project completion report.

Insurance costs- ODA requires Grantees to have insurance commensurate with the Grantee’s activities.

Insurance Requirements
Grantee shall obtain at Grantee’s expense the insurance specified in this section prior to performing under this Grant and shall maintain it in full force and at its own expense throughout the duration of this Grant, as required by any extended reporting period or tail coverage requirements, and all warranty periods that apply. Grantee shall obtain the following insurance from insurance companies or entities that are authorized to transact the business of insurance and issue coverage in State and that are acceptable to Agency. Coverage shall be primary and non-contributory with any other insurance and self-insurance, with the exception of Professional Liability and Workers’ Compensation. Grantee shall pay for all deductibles, self-insured retention and self-insurance, if any.

WORKERS’ COMPENSATION & EMPLOYERS’ LIABILITY
All employers, including Grantee, that employ subject workers, as defined in ORS 656.027, shall comply with ORS 656.017 and provide workers' compensation insurance coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). Grantee shall require and ensure that each of its subcontractors complies with these requirements. If Grantee is a subject employer, as defined in ORS 656.023, Grantee shall also obtain employers' liability insurance coverage with limits not less than $500,000 each accident. If contractor is an employer subject to any other state’s workers’ compensation law, Grantee shall provide workers’ compensation insurance coverage for its employees as required by applicable workers’ compensation laws including employers’ liability insurance coverage with limits not less than $500,000 and shall require and ensure that each of its out-of-state subcontractors complies with these requirements.

COMMERCIAL GENERAL LIABILITY:

2020 Invasive Species Education & Outreach Grant: Budget Guidelines
☑ Required  □ Not required

Commercial General Liability Insurance covering bodily injury and property damage in a form and with coverage that are satisfactory to the State. This insurance shall include personal and advertising injury liability, products and completed operations, contractual liability coverage for the indemnity provided under this contract, and have no limitation of coverage to designated premises, project or operation.

EXCESS/UMBRELLA INSURANCE:
A combination of primary and excess/umbrella insurance may be used to meet the required limits of insurance.

ADDITIONAL INSURED:
All liability insurance, except for Workers’ Compensation, Professional Liability, and Network Security and Privacy Liability (if applicable), required under this Grant must include an additional insured endorsement specifying the State of Oregon, its officers, employees and agents as Additional Insureds, including additional insured status with respect to liability arising out of ongoing operations and completed operations, but only with respect to Grantee's activities to be performed under this Grant. Coverage shall be primary and non-contributory with any other insurance and self-insurance. The Additional Insured endorsement with respect to liability arising out of your ongoing operations must be on ISO Form CG 20 10 07 04 or equivalent and the Additional Insured endorsement with respect to completed operations must be on ISO form CG 20 37 04 13 or equivalent.

WAIVER OF SUBROGATION:
Grantee shall waive rights of subrogation which Grantee or any insurer of Grantee may acquire against the Agency or State of Oregon by virtue of the payment of any loss. Grantee will obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the Department has received a waiver of subrogation endorsement from the Grantee or the Grantee’s insurer(s).

TAIL COVERAGE:
If any of the required insurance is on a claims made basis and does not include an extended reporting period of at least 24 months, Grantee shall maintain either tail coverage or continuous claims made liability coverage, provided the effective date of the continuous claims made coverage is on or before the effective date of this Grant, for a minimum of 24 months following the later of (i) Grantee’s completion and Department’s acceptance of all Services required under this Grant, or, (ii) Department or Grantee termination of Grant, or, iii) The expiration of all warranty periods provided under this Grant.

CERTIFICATE(S) AND PROOF OF INSURANCE:
Grantee shall provide to Department Certificate(s) of Insurance for all required insurance before delivering any Goods and performing any Services required under this Grant. The Certificate(s) shall list the State of Oregon, its officers, employees and agents as a Certificate holder and as an endorsed Additional Insured. The Certificate(s) shall also include all required endorsements or copies of the applicable policy language effecting coverage required by this
contract. If excess/umbrella insurance is used to meet the minimum insurance requirement, the Certificate of Insurance must include a list of all policies that fall under the excess/umbrella insurance. As proof of insurance Agency has the right to request copies of insurance policies and endorsements relating to the insurance requirements in this Grant.
Budget Amendments
The Application Budget of the Grant Agreement are the Grantee’s statement of how ODA funds will be spent on the project. The Application Budget shows budget categories and the various line items under each budget category; which mirror those in the final, approved Application budget. ODA/OISC recognizes that projects can undergo change during the course of implementation, which might impact the budget. Grantees must receive prior permission from ODA to change either line items or budget categories. Contact Tristen Berg- OISC Outreach Grant Coordinator at tberg@oda.state.or.us for questions or change requests.

Budget Category Amendment Requirement Thresholds
Grantees are required to communicate with their Project Manager about any project changes. Grantees must inform the Project Manager of any project changes that impact the Budget, regardless of amount. Tristen Berg, ODA/OISC Outreach Grant Coordinator may request additional information, even if a formal Budget Amendment is not required. Prior approval is required for formal Budget Amendments.

Changes to budget category amounts require a Budget Amendment (form available on the ODA/OISC website) whenever a Grantee seeks to:
1. Shift 10% (cumulative) of the overall grant award between budget categories, and/or
2. Add a budget category (in other words, adding funds to a budget category that did not contain funds in Exhibit A of the Grant Agreement.)

When making a Budget Amendment, Grantees must be sure to copy their Payee about changes (if the Payee is different from the Grantee.)

Justification for Budget Amendments
On the Budget Amendment form, Grantees will be asked to answer the following questions:
1. What needs to be changed?
2. Why is the change necessary?
3. How do the changes enhance the original intent of the project?
4. How are you able to accomplish the line item(s) from which funds are shifted?

Line Item Changes
Line item changes that have no impact to the overall amount of their budget category require prior approval from Tristen Berg- OISC Outreach Grant Coordinator at tberg@oda.state.or.us in the form of a written justification (email will suffice) answering the same questions outlined above.

Federal Employer Identification Number (FEIN)
To be able to apply for grants, organization must have an FEIN. ODA may enter into agreements only with legally established entities. ODA will require all Grantees to have an active DUNS number that is able to be verified through System for Award Management (SAM) before the Grant Agreement is released. SAM verification expires after 12 months; you must go into the SAM system at least every year to renew your registration.
Data Universal Numbering System (DUNS) Requirement
A DUNS number is a unique nine-character number used to identify your organization. The federal government uses the DUNS number to track how federal money is allocated. Most large organizations, libraries, colleges, and research universities already have DUNS numbers.

How to Register for a DUNS Number
If your organization does not yet have a DUNS number, or no one knows it, visit the Dun & Bradstreet (D&B) website or call 1-866-705-5711 to register or search for a DUNS number. Registering for a DUNS number is free of charge, so if you encounter any organizations or websites soliciting a fee or charge to acquire a DUNS number, it is likely a scam or fraudulent. You will need all of the information listed below to obtain a DUNS number:

- Name of organization
- Organization address
- Name of the chief executive officer (CEO) or organization owner
- Legal structure of the organization (e.g., corporation, partnership, proprietorship)
- Year the organization started
- Primary type of business
- Total number of employees (full and part-time)

If your business has multiple locations, you can apply for a DUNS number at one, some, or all locations. Note that you don’t have to apply for a DUNS number for all your locations. If you apply for a DUNS number for more than one of your physical locations, each application is only valid for the location specified.

Questions on budget contact:
Tristen Berg, ODA /OISC Grant Coordinator: 503-986-4622 or tberg@oda.state.or.us