

## **PAPERWORK REQUIREMENTS FOR A FIRST PAYMENT**

Current as of August 2008

OWEB requires the following documentation with all first payment requests. Please make sure you have provided all necessary documentation, as required by your grant type.

- Acknowledgment of Public Record Information (Restoration and Monitoring grants) – usually provided at the time of application.
- Signed Land Use Page (Restoration & Acquisition/Easement) – usually provided at the time of application.
- Signed Legal Requirements Page (Acquisition only) – usually provided at the time of application.
- Pre-project photos (Restoration only. Not required at the time of first payment request, but required with the final payment request) – usually provided at the time of application.
- Cooperative Private Landowner Agreement (Restoration, Acquisition, Monitoring, Technical Assistance - if applicable. Can also be required on Education grants, if restoration work will occur). For projects involving more than 10 private landowners, contact your RPR to be exempted from this requirement.
- 25% Secured Match
- Permits (and a letter/note to the effect that these are all the Permits required for the project)
- Current Payment Request Form (signed)
- Spreadsheet, if receipts accompany the payment request
- Coordinator Salary Tracking (Council Support only)