



Drinking Water Source Protection Grant Program

Introduction

This document supplements OWEB's Guidance on Budgeting in Grants (GoBig), which covers all grant programs. To access OWEB's standard GoBig document, visit <https://www.oregon.gov/oweb/Documents/GoBIG.pdf>.

The items outlined in this supplement are specific to Drinking Water Source Protection grants and different from other grant programs, primarily due to the funding sources for this program (General Funds and Lottery Revenue Bonds) and the Legislative intent for these funds. The section below references differences from the "regular" OWEB grants. For definitions of budget terms mentioned below, please see [GoBig](#).

Budget Differences from "Regular" OWEB Grants

INELIGIBLE EXPENSES

- ✗ Contingencies
- ✗ Promotional items and engagement activities
- ✗ Materials and supplies
- ✗ Trainings
- ✗ Equipment purchase
- ✗ Post-grant costs

OTHER DIFFERENCES

Eligible applicants are public water suppliers; traditional OWEB applicants that are not public water suppliers are not eligible. Please see the DWSP Program Manual located on the [DWSP webpage](#) for more details.

State and federal agencies cannot be co-applicants.

Indirect costs are capped at 15%. Indirect costs are calculated as a percentage of the grantee's modified total direct cost (MTDC) less loan interest and capital asset costs such as land rights. Due to the limited amount of funding available that can cover indirect costs, applicants are encouraged to limit their requests to OWEB for indirect costs. If requests on General Fund dollars exceed funding available, funding will be prioritized for expenses directly associated with the purchase price of Protective Instruments, especially loan repayment. As such, OWEB may reduce or eliminate indirect cost requests in grant budgets in consultation with applicants. Indirect costs can be claimed by the applicant as match.

- *For applicants with no federally approved indirect cost rate:* You may choose up to the 15% indirect rate cap. If you request from OWEB less than 15%, you may claim as match the difference between your request and the 15% indirect rate cap.

- For applicants with a Federal Negotiated Indirect Cost Rate Agreement (NICRA) lower than 15%: You must use your Federal NICRA and cannot use the 15% indirect rate cap. If you request from OWEB less than your Federal NICRA, you may claim as match the difference between your request and your approved rate.
- For applicants with a Federal NICRA higher than 15%: You are limited to the 15% indirect cap. You may claim as match the difference between your request and your Federal NICRA.
- For all applicants: To enter your indirect rate (both OWEB requested funds and match) in the online application budget, please follow these steps:
 - Select “Create New Other Item”
 - Unit: Describe your indirect rate including how much you are requesting from OWEB and how much you are claiming as match. If you have a Federal NICRA, please indicate the rate here. Examples include, but are not limited to:
 - “10% indirect rate for OWEB request and 5% indirect rate claimed as match”
 - “Federal NICRA is 20%, requesting 10% from OWEB and claiming remaining 10% as match”
 - “10% indirect rate for OWEB request; no match claimed”
 - Unit Type: Each
 - Unit Count: 1
 - Unit Cost: Multiply the costs of your modified total direct cost (less loan interest and capital asset costs such as land rights) by your total indirect rate (both OWEB indirect request + indirect match)
 - OWEB Funds: Enter the OWEB request portion of your indirect costs
 - External Cash: Enter the match portion of your indirect costs
 - External In-Kind: \$0
 - Uncheck “Use for Indirect”
 - Save Changes

Match

A grant recipient shall provide **at least five percent** of the total OWEB Grant request as match. Match contributions must be from non-OWEB sources.

The following funds and activities qualify as match:

- In-kind contributions to activities listed under [OAR 695-048-0100](#), including indirect costs (as described above);
- Funding commitments made by others as a result of grant applicant efforts related to the proposed project;
- The forgiven portion of a loan used to acquire the Protective Instrument;
- Interest paid on a loan used to acquire the Protective Instrument; and
- A donated portion of a sale.

Match contributions qualify if they were incurred no earlier than 18 months before the applicable Drinking Water Source Protection Grant application deadline. If a project is funded by General Funds in the first grant cycle, match contributions are eligible dating back 60 months from the grant application deadline. Applicants can gain an understanding of whether their project may be funded by General Funds (instead of Lottery Revenue Bonds) during their required pre-application consultation with OWEB staff. To schedule your pre-application consultation or for questions, please contact Audrey Squires, Drinking Water Source Protection Specialist, at audrey.l.squires@oweb.oregon.gov.

Please refer to the DWSP Program Manual for more detailed budget and match guidance.

You can find it and other guidance materials [on the DWSP webpage](#).