

WEBGRANTS APPLICATION WORKSHOP

2018 PROP 1 RESILIENCY, RECOVERY, AND RESPONSE PROPOSAL SOLICITATION NOTICE



AGENDA

- Overview of WebGrants
- Application Walk-through
- Tips for Writing Complete Grant Proposals
- Q & A



CDFW WEBGRANTS INTRODUCTION

- What is WebGrants?
 - Online Grant Application and Tracking System
 - CDFW system
- How does it differ from past Prop I application systems (i.e., FFAST, SOAR)?
 - One-stop grant website



HOW TO ACCESS CDFW WEBGRANTS

- Website: <https://watershedgrants.wildlife.ca.gov>
- System Compatibility:

Operating Systems


-  Microsoft Windows 7, Windows Vista and Windows XP
-  Apple OS X
-  Linux 2.0, UNIX 3.0

Browsers


-  Microsoft Internet Explorer 6.0+
-  Mozilla Firefox 2.0+
-  Apple Safari 2.0+
-  Opera 9.0+
-  Chrome



REGISTER TO CREATE A WEBGRANTS ACCOUNT

CALIFORNIA DEPARTMENT OF FISH and WILDLIFE 

System Compatibility

 [Log In](#)

Log In

User ID:

Password:


[Forgot User Id?](#)

[Forgot Password?](#)



New to WebGrants - California Department of Fish and Wildlife?

[Register Here](#)

Click 

Personal Information

Name:*
Salutation First Name Middle Name Last Name

Title:

Email:*

Confirm Email:*

Address:*

Phone:*
City State/Province Postal Code/Zip Phone Ext.

Organization Information

Are you Affiliated with an Organization? Yes No

Organization Name:*

Organization Type:

Tax ID:*

Organization Website:


Address:*

Phone:*
City State/Province Postal Code/Zip Phone Ext.

Fax:

E-mail Address:*

Verify Submission

I'm not a robot 
reCAPTCHA
Privacy - Terms

WEBGRANTS REGISTRATION



- All fields with a red asterisk (*) are mandatory
- You **must** be affiliated with an Organization
 - If you are affiliated with more than one organization, register under one, and a WebGrants Admin can add additional organizations to your account
 - Third-party users (consultants) should be affiliated with the Applicant Organization
- A WebGrants Admin must approve the registration **before** the user may login and start an application
 - User will receive up to 3 confirmation emails
 1. Confirm receipt
 2. Approve/deny user registration
 3. Password

WEBGRANTS HELP DESK

- (916) 323-0477
- PropIWebgrants@wildlife.ca.gov
- Monday – Friday from 9:00 am to 4:00 pm



WEBGRANTS: HOW TO START AN APPLICATION

1. Login to CDFW WebGrants
2. Select “Funding Opportunities”

CALIFORNIA DEPARTMENT OF FISH and WILDLIFE

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Welcome Testing Tester


Main Menu










Click Help above to view instructions. Go to "My Profile" to reset password.


- Instructions
- My Profile
- Funding Opportunities**
- My Applications
- My Grants
- My Inventory

WEBGRANTS: HOW TO START AN APPLICATION

3. Select “Prop 1 – 2018/19 Proposal Solicitation Notice”

CALIFORNIA DEPARTMENT OF FISH and WILDLIFE 

 Menu |  Help |  Log Out  Back |  Print |  Add |  Delete |  Edit |  Save

 **Funding Opportunities**

Current Funding Opportunities

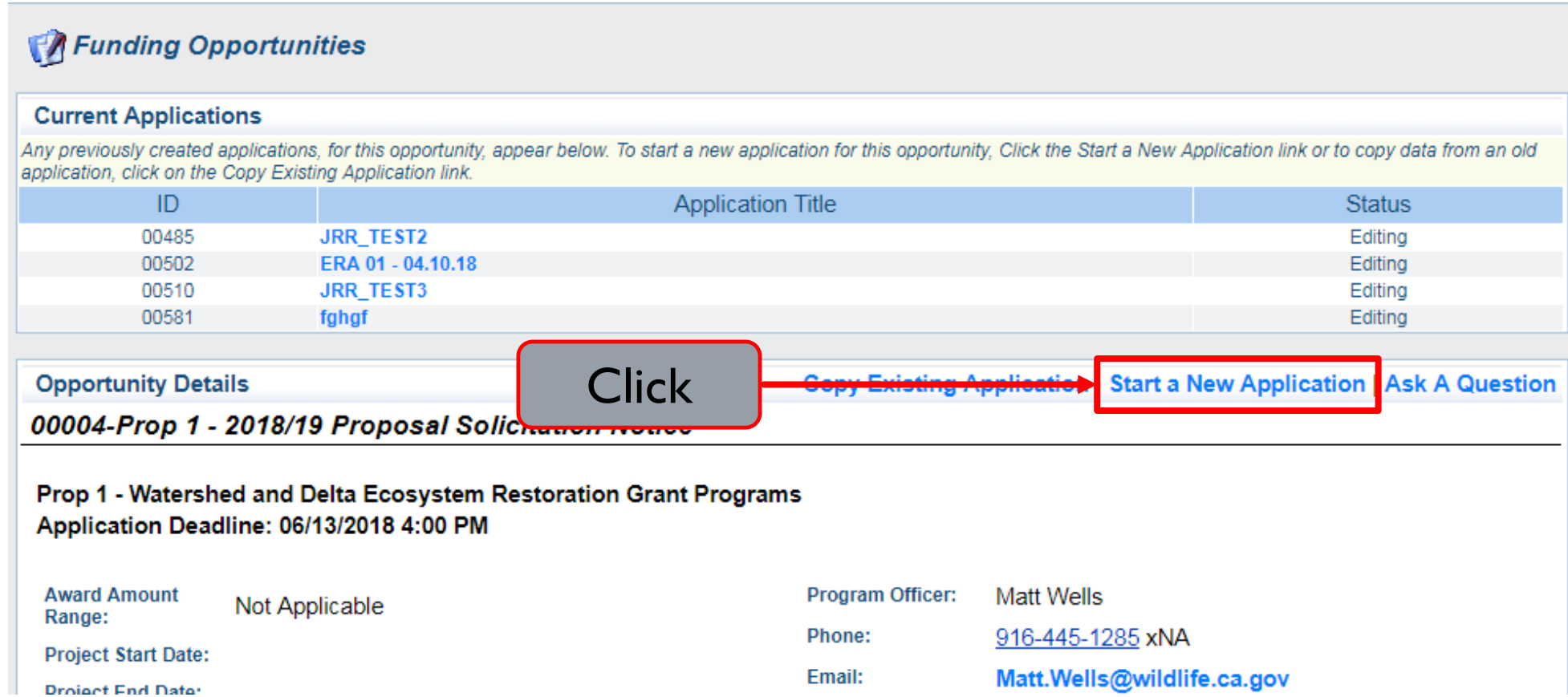
*All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will be unable to submit your application after this date.
Click on the title to open the Funding Opportunity summary.
Click on the column headers to sort list of Opportunities.*

ID	Agency	Program	Opportunity Title	Application Deadline
00004	California Department of Fish and Wildlife	Prop 1 - Watershed Restoration Programs	Prop 1 - 2018/19 Proposal Solicitation Notice	06/13/2018

Click →

WEBGRANTS: HOW TO START AN APPLICATION

4. Select “Start a New Application”



Funding Opportunities

Current Applications

Any previously created applications, for this opportunity, appear below. To start a new application for this opportunity, Click the Start a New Application link or to copy data from an old application, click on the Copy Existing Application link.

ID	Application Title	Status
00485	JRR_TEST2	Editing
00502	ERA 01 - 04.10.18	Editing
00510	JRR_TEST3	Editing
00581	fghgf	Editing

Opportunity Details

[Click](#) [Copy Existing Application](#) [Start a New Application](#) [Ask A Question](#)

00004-Prop 1 - 2018/19 Proposal Solicitation Notice

Prop 1 - Watershed and Delta Ecosystem Restoration Grant Programs
Application Deadline: 06/13/2018 4:00 PM

Award Amount Range: Not Applicable

Project Start Date:

Project End Date:




Program Officer: Matt Wells







Phone: [916-445-1285](tel:916-445-1285) xNA


Email: Matt.Wells@wildlife.ca.gov

WEBGRANTS: HOW TO START AN APPLICATION

5. Enter General Information for the Proposed Project
6. Select “Save” when done

 Menu |  Help |  Log Out

 Back |  Print |  Add |  Delete |  Edit |  Save



Instructions

This page must be completed and saved before proceeding with the rest of the application process.

Please Note: Only the person selected as the Primary Contact can make changes to the General Information form after saving.

Also, copying and pasting information into text boxes may result in characters not saving correctly. If you notice this please manually enter the text to resolve the issue.”

General Information

Primary Contact:*

**Project Title:
(limited to 250 characters)***

Authorized Official:*

Organization:*

Application

Application: 00614 - WebGrants Walk-Thru and Applicant Training

Program Area: Prop 1 - Watershed and Delta Eco

Funding Opportunities: 00004 - Prop 1 - 2018/19 Proposal Solicitation Notice

Application Deadline: 06/13/2018

Click to edit
current form

Instructions

This page must be completed and saved before proceeding with the rest of the application process.

Please Note: Only the person selected as the Primary Contact can make changes to the General Information form after saving.

Also, copying and pasting information into text boxes may result in characters not saving correctly. If you notice this please manually enter the text to resolve the issue."

General Information

[Go to Application Forms](#)

System ID: 00614

Project Title: WebGrants Walk-Thru and Applicant Training

Primary Contact: ErinRae Aquino

Additional Contacts: ErinRae Aquino

Select any additional contacts within your organization that will also manage this grant

Authorized Official: Testing Tester

Organization: Baseline Organization

ADDITIONAL GRANTEE CONTACTS

- Add additional users to an application by including them as “Additional Grantee Contacts”
 - This can only be done by the Primary Contact
 - Must be affiliated with the same Organization
 - Additional Grantee Contacts can complete all application forms, except the General Information form
- Consultants submitting an application for the Applicant Organization must be associated with the Applicant Organization
 - Associate application with the Organization who will be awarded grant funds and manage the grant



ADDITIONAL GRANTEE CONTACTS

1. Select “Edit” at the top of the screen
2. Select from the “Additional Grantee Contacts” shown
3. Select “Save” at the top of the screen

General Information

Primary Contact:* ErinRae Aquino

Additional Grantee Contacts:

- ErinRae Aquino
- Edward Drennan2
- Joe1 Hughes
- Monicalee Lashway

Select any additional contacts within your organization that will also manage this grant

Project Title:
(limited to 250 characters)* WebGrants Walk-Thru and Applicant Training

Authorized Official:* Testing Tester

Organization:* BaseLine Organization

Application

Application: 00614 - WebGrants Walk-Thru and Applicant Training

Program Area: Prop 1 - Watershed and Delta Ecosystem Restoration Grant Programs

Funding Opportunities: 00004 - Prop 1 - 2018/19 Proposal Solicitation Notice

Application Deadline: 06/13/2018

Instructions

This page must be completed and saved before proceeding with the rest of the application process.

Please Note: Only the person selected as the Primary Contact can make changes to the General Information form after saving.

Also, copying and pasting information into text boxes may result in characters not saving correctly. If you notice this please manually enter the text to resolve the issue."

General Information

System ID: 00614

Project Title: WebGrants Walk-Thru and Applicant Training

Primary Contact: ErinRae Aquino

Additional Contacts: Edward Drennan2, Monicalee Lashway
Select any additional contacts within your organization that will also manage this grant

Authorized Official: Testing Tester

Organization: BaseLine Organization

Click to view all
Application forms

[Go to Application Forms](#)

 **Application**

Application: 00614 - WebGrants Walk-Thru and Applicant Training

Program Area: Prop 1 - Watershed and Delta Ecosystem Restoration Grant Programs

Funding Opportunities: 00004 - Prop 1 - 2018/19 Proposal Solicitation Notice

Application Deadline: 06/13/2018

Instructions

The required application forms appear below. Please note: Clicking "Mark as Complete" does not submit the application component or prevent further editing. The check mark beside the form is only an indicator that the form has been completed. All application components must be marked as complete in order to submit. To submit the application click the Submit button.

Application Forms

[Application Details](#) | [Submit](#) | [Withdraw](#)

Form Name	Complete?	Last Edited
General Information	✓	05/08/2018
1. Eligibility, Timing and Priorities		
2. Site Information, Maps and Permits		
3. Project Narrative, Monitoring and Long-Term Management		
4. Timeline		
5. Conservation Targets		
6. Performance Measures		
7. Budget		
8. Subcontractor Budget		
9. Budget Justification		
10. Cost Share		
11. Supplementary Attachments		
12. Acknowledgment and Signature		

WEBGRANTS DOS AND DON'TS

DO	DON'T
Save your progress often	Save infrequently and lose your progress
Start your application early	Procrastinate until the day before or day of the deadline
Use the WebGrants “Back” button to navigate	Use the browser “Back” button
Refer to the WebGrants Instructions (on Main Menu), Help Text (click “Help” button), Applicant User Guide , and FAQs	Complete your application without guidance
Contact CDFW WebGrants Help Desk for any WebGrants questions and/or issues (916) 323-0477 PropWebgrants@wildlife.ca.gov Monday – Friday from 9:00 am to 4:00 pm	Leave your questions unanswered

WRITING COMPLETE PROPOSALS

- Read Solicitation and instructions carefully
 - Solicitation is new and different from last year
- Clearly address the criteria outlined in the Solicitation
 - Make a clear tie between your project and the Solicitation Priorities
 - Make a direct connection to existing plans (CWAP, SWAP, other planning documents)
- Manage your time appropriately
 - Take the time to proof read the proposal
 - WebGrants learning curve and possible lags
- Double check Budget amounts
- Request post-award debriefing



Q & A



- The questions you ask will be summarized in our FAQs and posted to our website
- If you have a question, either
 - “Raise your hand” in AT&T Connect (select from “Emoticons” on the top menu)
 - Send your message via the chat function
- You will be unmuted to provide your question or we will read the questions aloud