

## Frequently Asked Questions

California Department of Fish and Wildlife and Delta Science Program  
Delta Science Proposal Solicitation Notice

*Updated October 24, 2018*

*\* updates from the October 15 version*

**Q1: Are projects in counties that neighbor the Delta/Suisun legal boundaries eligible for funding?**

A: Proposals for projects outside of the Delta or Suisun Marsh will be considered for funding if the proposal provides clearly articulated and compelling evidence of specific benefits to the Delta and/or a clear link to resource management decisions in the Delta.

**Q2: Is there a minimum or maximum limit on the dollar amount a proposal can request from each Program?**

A: There are no minimum or maximum limits on the funds that can be requested from CDFW. CDFW anticipates \$7M available for the Delta Water Quality and Ecosystem Restoration Grant Program, dependent upon allocation in the Fiscal Year 2019-2020 Budget Act.

The Delta Science Program has not identified minimum or maximum funding limits. However, the \$2 million USBR contribution will be applied toward funding projects \$500,000 or less.

**Q3: Can an eligible applicant submit more than one proposal in response to the Solicitation?**

A: Yes. Each submitted proposal will be evaluated separately based on its individual merit.

**Q4: Are Reclamation Districts and water districts eligible applicants?**

A: Yes. Reclamation Districts and water districts are eligible for funding via Council contracts or CDFW Proposition 1 grants.

Q5: Are faculty members from out of state universities eligible to submit proposals?

A: Faculty members from out of state universities can apply to be considered for funding by the Council.

Only California universities are eligible to apply for CDFW Proposition 1 funding. However, an out of state faculty member may be included in the project team as a subcontractor under a Prop 1 proposal submitted by an eligible entity.

Q6: Can Federal Agencies apply for these grants?

A: Federal agencies can apply to be considered for funding by the Council.

Federal agencies are ineligible to apply for grants under the CDFW Proposition 1 Restoration Grant Programs per CWC §79712[a]. However, a federal entity can work as a subcontractor to a grantee under a Proposition 1 funded grant project.

Q7: Is it possible to extend the project beyond the project completion date?

A: CDFW cannot extend projects beyond April 2023. CDFW has a four-year window to execute grant agreements and spend project funded with state bonds and cannot extend the project beyond the completion date stated in the PSN. If a longer period is required to complete a project, CDFW recommends that applicants break projects into phases and apply to future Solicitations to accomplish longer-term projects.

Projects funded solely by the Council must be completed by April 2021. This applies to the following action areas: human dimension, science synthesis, and monitoring, data management and modeling. Where possible a mix of funds could be used to support projects beyond April 2021, but some Council funding will target projects that will be completed by April 2021. Projects funded by USBR must be completed by June 30, 2022.

Q8: What information will be required in the funding application?

A: The application can be accessed online at <https://watershedgrants.wildlife.ca.gov>, and a Word Version of the application is available at: <https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=161121>. Application guidance is available at: <https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=161120>.

Q9: Our proposed project includes no fieldwork and thus is exempt from consultation with the California Conservation Corps. Do we need to take any further action?

A: Only projects without fieldwork are exempt from the consultation process and do not need to submit the Corps Consultation Form to the CDFW. Click “No” in response to the application question: “Consultation with the California Conservation Corps and California Association of Local Corps - Establishing Requirement?”.

If the proposed project does include fieldwork, click “Yes” in response to the aforementioned question. To be eligible for CDFW Prop 1 funding, applicants must then submit a completed Corps Consultation Form, available online at:

<https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=161123>.

Corps consultation is not required to be considered for Council funding.

Q10: Can more than one person have access to input information for an application?

A: Yes. Multiple users registered under the same Applicant Organization may access and edit the same application if they are identified as “Additional Contacts” in the General Information form by selecting “Edit” and then selecting “Additional Grantee Contacts.” Only the individual identified in the “Primary Contact” field will be able to edit the General Information form.

Q11: Will CDFW awards be allocated to proposals from two separate solicitations?

A: Yes. This solicitation calls for scientific study proposals. CDFW is planning to release another Proposition 1 Solicitation in the November 2018 timeframe, which will include statewide and Delta planning, implementation, and acquisition project categories. As in previous rounds of Proposition 1 funding, Delta Water Quality and Ecosystem Restoration Grant Program funds will be distributed amount all project types (science, planning, implementation, and acquisition). There is no fixed split of funds among the project types. Awards are based upon the proposal quality, feasibility, and technical merit as well as applicability to solicitation priorities, selection panel evaluation, coordination with partner agencies, and availability of grant funds.

Q12: When the PSN refers to “collaborative science initiative” is that referring to a specific set of initiatives?

A: No, we are not referring to a specific group of initiatives. Applicants are asked to describe the extent to which the proposed work demonstrates collaborative partnerships and integration within and across disciplines. This will be evaluated in the technical review process (refer to the Technical Review Criteria at:

<http://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=161132&inline>)

Q13: Are Federal and State match sources permitted?

A: Yes. We encourage both cost share and match. CDFW and the Council do not have any restrictions on match funding. We ask that applicants indicate whether they intend to leverage awarded funds as match. Cost share is not required, but points are awarded based on the budget % that is secured cost share (refer to Technical Review Criteria at: <http://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=161132&inline>)

Q14: Should we submit applications for each program separately to account for differing project periods and requirements?

A: No, a single application should be submitted for consideration by both programs. Where requirements differ between programs (e.g., ineligible expenses, project duration), the project scope and budget may be modified accordingly during grant agreement or contract negotiations.

Both programs will consider funding projects up to three years in duration; however, the timing of project execution and completion differs between programs (see Q7, above). If awarded by CDFW, cost share may be used to support project activities that occur between award announcement and grant execution.

Q15: How do we decide which funding stream to apply to?

A: Both programs will evaluate each application during administrative review to determine whether the applicant is an eligible entity and the science focus area is applicable. If the applicant is an eligible entity under both programs and the proposal addresses a science focus area applicable to both programs, the application will be considered by both programs. Applicants have the option to identify and explain if they have a funding source preference in the application.

Q16: How do we obtain prior approval of out of state travel?

A: Out of state travel should be clearly identified in the proposed budget and budget justification. If selected for funding, travel expenses will be incorporated into the grant or contract agreement as documentation of approval.

Q17: Does the CDFW indirect cost rate limitation apply to subcontractor budgets?

A: No. The CDFW indirect cost rate limitation (20%) applies to the applicant budget. Subcontractors are subject only to the applicant's subcontracting policies.

Q18: Can a proposal budget include indirect costs higher than 20%?

A: Yes. Proposal budgets may include actual indirect costs higher than 20%. If selected for funding by CDFW, the award amount will be adjusted to reduce indirect costs to 20% during the grant negotiation process. Indirect costs over 20% may be covered by cost share.

Q19: Are NGOs able to apply for funding?

A: Yes. Nonprofit organizations registered in California are eligible for both Council Contract and CDFW Grant funding. Nonprofit organizations registered outside of California are eligible for Council contract funding only.

Q20: Can a single proposal include a timeline that would need to utilize both funding sources?

A: Proposals should identify the time needed to complete the project, with clearly identified timelines for each task. The earliest possible start date for Council contracts will be April 2019. The latest possible end date for CDFW grants is April 2023. If selected for funding by both programs, funding details will be worked out during contract/grant negotiations.

Q21: Has CDFW released review comments on the past proposal submissions?

A: Yes, applicants may request review comments from previous proposal submissions by contacting [WatershedGrants@wildlife.ca.gov](mailto:WatershedGrants@wildlife.ca.gov).

Q22: If a proposal has partnership between two entities, can an application include two separate budgets?

A: No. One partner should be the primary applicant and submit a single proposal budget. Additional partner entities may be included in the applicant budget as subcontractors.

Q23: Are salmon a species of focus for this solicitation?

A: Yes. Salmon are identified as a Solicitation focus in Section 3 of the Solicitation under both DSP Priority Action Areas and CDFW Science Topics.

Q24: Can elements of restoration planning/design be included as part of a research proposal?

A: Planning and design elements that are integral to a scientific study may be included in a proposal. Tasks should be clearly linked between PSN focus areas and study hypotheses.

Q25: How can we put proper scientific notation and terminology into the proposal?

A: Unfortunately, WebGrants application fields will accommodate only plain text; you will not be able to include formatting, Greek characters, exponential numbers, images, or tables. Technical reviewers will be aware of these limitations. If you are unable to clearly communicate information given the text box restrictions (e.g., if you need to present a set of formulas using Greek characters or a summary table), you may upload the information as a supplemental attachment(s). These attachments must be clearly identified and described in the relevant application text box.

Q26: Is it possible to upload files for each of the application answer boxes, or the whole narrative, instead of entering answers into these boxes?

A: We will not accept attachments instead of responses to the application questions. Applicants are required to respond to application questions in the applicable application form fields. Supplemental attachments may be uploaded as needed, and must be clearly identified and described in the relevant application text box.

Q27: Since the two funding mechanisms have different requirements, indirect reimbursements, and project durations, should we tailor our proposal more towards one or another funding source?

A: Chances for funding will be increased if you select both funding agencies in the Funding Agency Preference field in the online application. Applicants may indicate any constraints (e.g., project timing), in the comment box.

Include actual overhead rate, costs, and justification. Inclusion of costs that may be ineligible (e.g. excess overhead, tuition, or stipends) will not disqualify you from CDFW funding; however, if the project is selected, those ineligible costs will be removed from the overall award amount. Details will be worked out with the funding agency during grant or contract negotiations.

Q28: Is it accurate that there is no overhead cap in the Delta Science Program Delta Stewardship Council Contract category?

A: Yes, it is accurate that there is no overhead cap for Delta Stewardship Council contracts; however, overhead costs must be documented and reasonable.

Q29: Is the inclusion of the Federal Rate Agreement sufficient justification for indirect cost rates higher than 20%?

A: For Council contracts, a Federal Rate Agreement is sufficient justification for indirect costs over 20%.

Q30: If the proposed project is outside the physical Delta but will benefit the Delta, do we need to include the Delta in the project site map?

A: If the proposed project is relevant to the entire Delta, please include the entire Delta in the "Extent of Project Relevance" map. A description of benefits to the Delta should be included in the Purpose and Need section of the application and other application fields that may be relevant.

\*Q31: Are projects that fall under AB20 allowed to ask for 25% indirect costs?

A: The 20% maximum indirect cost rate applies to all CDFW Prop 1 grants, including grants to Universities under AB20. There is specific guidance from the UC Office of the President's office on indirect rate exceptions in grant funded agreements under AB 20 as it relates to stated caps on overhead in solicitations. CDFW can forward this information upon request.

This cap is not applicable for Council contracts, and the Council will approve the use of "UC Rates" for indirect costs: <https://www.ucop.edu/research-policy-analysis-coordination/policies-guidance/indirect-cost-recovery/state-of-california.html>

\*Q32: Are we allowed to charge indirect costs on the first \$25K of our subcontractor award.

A: CDFW does not reimburse for indirect costs incurred for subcontractors beyond the subcontractor budget itself. Contracts with the Council allow indirect costs on subcontractor costs up to \$25K.

\*Q33: What indirect cost rate are subcontractors allowed to ask for on their budget?

A: For CDFW grants and Council contracts, there are no restrictions on the indirect cost rate a subcontractor may claim. Subcontractors are subject only to the applicant's subcontracting policies.

Q34: I'm not sure when and if I will get the Take permit(s) required to complete my study. Will my proposal be competitive if I don't have a current Take permit?

A: Proposals for Delta Smelt projects that include Take are unlikely to be considered for funding unless the project team has a current take permit with USFWS. Applicants are encouraged to collaborate with existing projects/PIs that already have Take coverage.

For projects requiring Take coverage for other listed species (e.g. longfin smelt), contact the CDFW Region 3 Prop 1 Supervisor, Sakura Evans ([Sakura.Evans@Wildlife.ca.gov](mailto:Sakura.Evans@Wildlife.ca.gov)) to discuss permitting processes.

\*Q35: How should letters of support be addressed for this solicitation given that the proposals will be reviewed by two entities?

A: Letters of support are optional, and can be uploaded to WebGrants rather than sent to each potential funding agency. The letters may be addressed to both agencies or may be addressed to a generic "to whom it may concern."

\*Q36: If we are submitting more than one proposal, is it possible to manage both proposals with the same WebGrants login?

A: Yes. You may create, manage, and submit multiple proposals with a single WebGrants account.

\*Q37: Can you clarify the differences between the Study Design and Methods section and the Approach and Scope of Work section?

A: Study Design and Methods section is envisioned to be similar to what you would see in a scientific paper. The Scope of Work does not need to contain as much detail about the study design and methods; it should include sufficient detail to describe discrete tasks (such as would appear in the Scope of Work of a grant agreement) and may include references to the Study Design and Methods field for more details.

\*Q38: Is it possible to attach more than one figure in the Conceptual Model section?

A: Because the system will accommodate only one attachment in that field, you may either combine multiple conceptual models into one file or attach additional files in the Supplemental attachments form. If you choose the latter, please note in the text field the location of the additional file.

\*Q39: Do we need to have a separate justification for each personnel classification in each task?

A: Separate justification for salary, benefits, or overhead by task is not necessary.

\*Q40: We would like to apply for funding from both programs. Should we submit two different project timelines with different start dates?

A: Please submit the application with the start date and budget that works best for your project. If your project is selected, the awarding agency will work with you to modify the start date, end date, and budget. If you need three years to conduct the study, and cannot accept a two year grant, it would help to make that clear in the application. CDFW grants are for three years. Some Council contracts will be for two years, and some for three years.

\*Q41: Can we use inline citations and attach the list of citations as a Supplementary Attachment, or should each section be standalone and have all of the citations included?

A: References may be included within each section of the application, but are not required within each section. To avoid exceeding the character limits, applicants may include inline citations and attach the references as a separate document in the Supplementary Attachments section.

\*Q42: Will there be an opportunity to update the proposal documents to fit the special formatting requirements of the California Model Agreement, per AB20?

A: For any proposal awarded funding, there will be a grant agreement development process where pertinent information from the proposal is populated in a grant template. There will be an opportunity for both parties to ensure the formatting is appropriate.

\*Q43: Am I required to include the CCCs and their budget even if I feel that their participation is not ideal my research?

A: CDFW understands that working with the CCC's is not ideal for all projects. Often applicants have other people in mind to do the work, such as students, or expect to be able to hire people with a specialized skillset. The applicant should describe project fieldwork, the level of expertise required, and whether there is a need for CCC's assistance. The applicant should with the CCC's to identify whether or not it is appropriate for the CCC's to participate.

If you already have a response from the CCC's indicating that they can help, we suggest that you contact the CCC's again to come to a mutual agreement. Please let them know why you think that it would not be ideal for your project to include them, and ask them to withdraw the offer to work with you. Please append the final documentation to the file you upload in the application.

\*Q44: I do not plan to complete the application I set up in WebGrants. Do I need to go in and delete the draft?

A: If there is an application in the system that you do not plan to submit, you may withdraw it on the Application Main Menu.

\*Q45: Can I upload and submit an application and all Applicant details even if I am not the direct applicant via my WebGrants login details?

A: The Applicant and proposed Project Manager must have a WebGrants account and be listed as the Primary Contact and/or Authorized Official in the Application's General Information form. You may fill out and submit an application for another entity if you are identified in WebGrants as being affiliated with the Applicant's organization.

\*Q46: The proposed Federal agency and state academic partnership does not have the ability to transfer funds between the partners. Are there provisions or exceptions that address this conflict? Can funds be distributed to each project partner separately?

A: CDFW does not have the ability to distribute grant funds to project partners separately. The grantee must be a single entity, with project partners included as subcontractors.

If awarded Council contract funding, the Council can execute separate contracts with the Federal and State academic entity.

\*Q47: Do the character limits for each section include spaces?

A: Yes, the character limits for the text boxes include spaces and punctuation.

\*Q48: We will include indirect costs on the first \$25k of each subcontract, as allowed by DSC, but I don't see a way to communicate this in the online budget form. Can you provide guidance on how we can communicate this in our WebGrants materials?

A: In the subcontractors section of the Budget, you may add a row for subcontract X and the subcontract budget total. You may include a second row immediately following each subcontractor and call it "Overhead on \$25K of subcontract X" to include that cost.

\*Q49: How can we add tuition and fees to the budget as a line item without including these expenses in the indirect cost calculation?

A: The only budget sections that do not contribute to the overhead calculations are Equipment and Subcontractors. You have two options: 1) include tuition and fees in the Operating Expenses, where it will accrue indirect costs that can be removed when the budget is reformatted and updated during contract negotiations, or 2) include tuition and fees in the subcontractor or Equipment budget, where the costs will not contribute to indirect costs; these items can be moved to the correct section of the contract budget during contract negotiations. In either case, we recommend that you add a notation within the budget line item or within the budget justification form describing that you set the budget up that way due to Budget form constraints.

\*Q50: Is there an upper limit on the file size for uploaded attachments?

A: We are not aware of a system file size limit. If you are having problems uploading a large file sized attachment, you may divide the file into smaller files and include one in the target attachment question and put the remaining material in the Supplementary Attachments section. If you do this, please include a note in the target attachment indicating that name and location of the additional files.

\*Q51: The potential study area spans a large geographic area. Can you offer guidance on how to proceed?

A: The spatial information provided should assist a technical reviewer and our selection panel with their assessment of the proposal. The Project Location attachment may be a single map of appropriate scale to show the entire potential study area. Project Specific Map(s) should include the location of any identified sample sites, regions, or other specific study locations identified in the proposal. We recommend that you provide information in a way that clearly conveys the overall study area and any project specific features described in the proposal.

\*Q52: Where can I find the Data Management Plan guidance document referenced in Form 2 of the WebGrants application?

A: We provide a link to the Data Management Plan guidance document in the Proposal Solicitation Notice, on the CDFW Proposition 1 website with other Solicitation documents, and on the funding opportunity information page in WebGrants. Direct link to guidance document: <http://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=161131&inline>