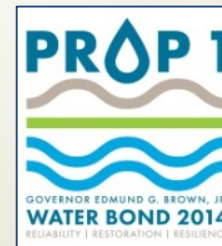


Delta Science Proposal Solicitation Notice

CDFW Proposition 1
*Delta Water Quality and
Ecosystem Restoration Grant Program*

**Delta Stewardship Council
Delta Science Program
and
US Bureau of Reclamation**



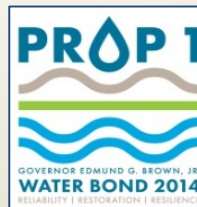
Proposal Deadline

Friday, October 26, 2018

4:00 PM (PDT)

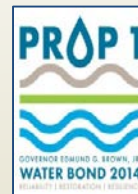
CDFW WebGrants

<https://watershedgrants.wildlife.ca.gov>



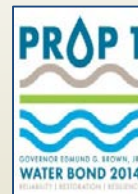
Webinar Agenda

- Solicitation overview
- Tips for submitting complete proposals
- Application overview
- WebGrants demonstration
 - Tips for using the system
 - Registration
 - Live demonstration
- Q & A



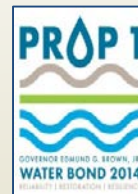
Delta Science Solicitation

- Collaborative effort by CDFW and the Delta Science Program
- Up to \$12 million available
- Seeking study proposals that address the Science Action Agenda (SAA):
<http://scienceactionagenda.deltacouncil.ca.gov/>
- Single application and coordinated review



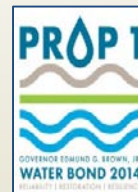
Solicitation Focus

- ▶ Human dimensions of natural resource management
- ▶ Science synthesis
- ▶ Monitoring, data management, and modeling
- ▶ Support and evaluate habitat restoration
- ▶ Interactions between stressors, managed species, and communities
- ▶ Habitat Requirements of Delta estuarine and migratory aquatic species



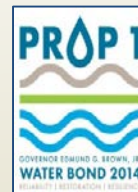
Eligibility

- Geographic focus – Delta & Suisun
- Eligible entities
 - CDFW: CA public agencies, nonprofits, tribes, utilities, mutual water companies
 - DSP: all above, federal agencies, out-of-state universities and nonprofits
- Timeline considerations
- Applicants can indicate funding preference



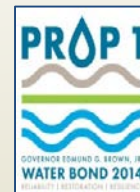
Proposal reminders

- Read the Solicitation & FAQ
- Permits, permissions, certification
- Budget
- Data management
- Stakeholder involvement, co-production
- CDFW: California Conservation Corps if project includes field work



Solicitation timeline

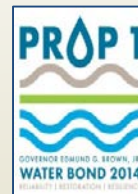
Activity	Schedule
Application Workshops	September 20 and October 17, 2018
Proposal Submission Deadline	October 26, 2018 – 4 pm PDT
Funding Decisions	March – April 2019
Execute Council Contracts	By June 2019
Execute CDFW Grant Agreements	After July 2019



Common Questions

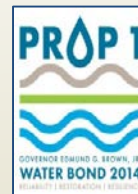
- Which program do I apply to?
- Match, cost share restrictions?
- Is there a project minimum or maximum dollar amount?

Questions?



Tips for Submitting Complete Proposals

- Read Solicitation and Application instructions carefully
- Ensure the project meets the requirements of either CDFW or Council, or both.
- **Required for CDFW funding:** California Conservation Corps consultation for all projects with field work.
- Make a clear tie between the project and the Solicitation's Science Focus Areas.
- See Administrative Review & Technical Review scoring criteria.



Common Application Issues

- Applicants neglected to consult with the California Conservation Corps; required by CDFW for projects with field work.
- Budget Justification incomplete; all costs must be justified.
- Subcontractor budgets missing; Subcontractor (including TBD) costs must be justified.
- Applicant left out critical information they assumed the reviewer would know



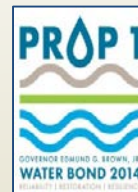
Proposal Deadline

October 26, 2018

4:00 PM (PDT)

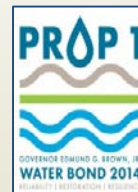
CDFW WebGrants

<https://watershedgrants.wildlife.ca.gov>



Application Overview

- Application location CDFW WebGrants: <https://watershedgrants.wildlife.ca.gov>
- Single Application for CDFW Proposition 1 grants and Council contracts
- Start early: WebGrants learning curve and possible website slowdowns near deadline



Application Overview

- ▶ Links to resources: WebGrants Application Main Menu & CDFW's Proposition 1 Grants Program Website:

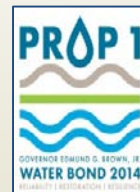
<http://www.wildlife.ca.gov/Conservation/Watersheds/Restoration-Grants>

- ❖ Delta Science Proposal Solicitation Notice
- ❖ CDFW WebGrants Application Guidance
- ❖ Delta Science Proposal Solicitation Application - Word Version
- ❖ FAQ sheet



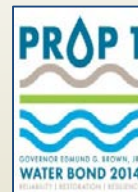
WebGrants Introduction

- See WebGrants Guidance document
- WebGrants is CDFW's Grant Application & Tracking System
- Enter data directly online, or copy from Word version of Application – see link on CDFW website and WebGrants Application Main Menu
 - ❖ Check for unexpected characters
 - ❖ Or paste from plain text editor



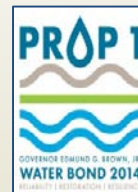
WebGrants Introduction

- WebGrants Instructions:
 - ❖ Application Main Menu
 - ❖ Top of each form
- Email or call CDFW for help (see end of presentation)



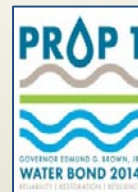
WebGrants Introduction

- Required fields indicated by red asterisk (*).
- All required fields in a form must be complete before “Marking as Complete”
- All forms must be complete before submitting
- Character limits include spaces and punctuation.
- Pop-up messages about required fields, text over limit
- All forms can be edited and saved as often as necessary.



WebGrants Introduction

- Save often – don't lose your work
- 10 minute warning to time out
- Use "Back" button on WebGrants navigation bar, not browser



How to Access 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

WebGrants

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](#)

Personal Information

Name:*

Salutation First Name Middle Name Last Name

Title:

Email:*

Confirm Email:*

Address:*

City:

City State/Province Postal Code/Zip

Phone:*

Phone Ext.

Organization Information

Are you Affiliated with an Organization?

Yes No

Organization Name:*

Organization Type:

Tax ID:*

Organization Website:

Address:*

City:

City State/Province Postal Code/Zip

Phone:*

Phone Ext.

Fax:

E-mail Address:*

Verify Submission

I'm not a robot



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

This contact information is on the Application Main Menu.
Email information is in the help menu on every form

- Prop1Webgrants@wildlife.ca.gov
- (916) 323-0477
- Monday – Friday from 9:00 am to 4:00 pm

How to Start an Application start demo here

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](#)

How to Start an Application

3. Select "Delta Science Proposal Solicitation - 2018"

CALIFORNIA DEPARTMENT OF FISH and WILDLIFE 

[Menu](#) | [Help](#) | [Log Out](#) [Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

 **Funding Opportunities**

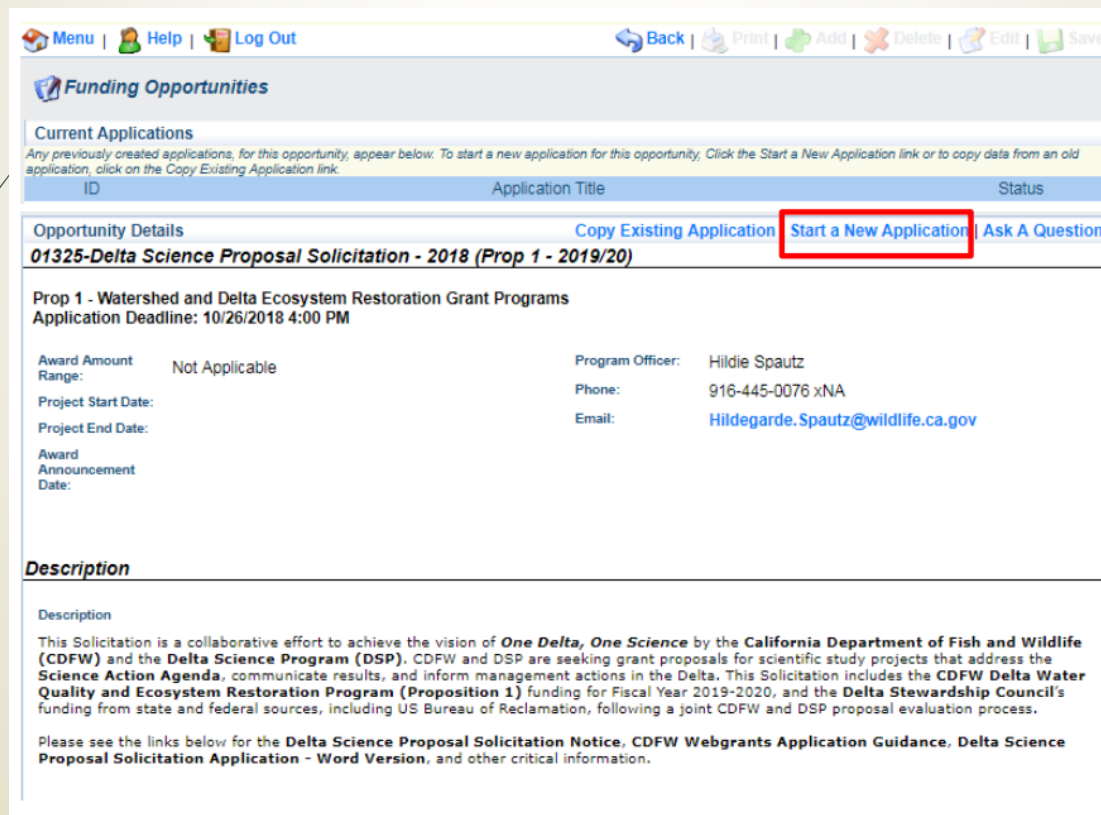
Current Funding Opportunities

*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
01325	California Department of Fish and Wildlife	Prop 1 - Watershed and Delta Ecosystem Restoration Grant Programs	Delta Science Proposal Solicitation - 2018 (Prop 1 - 2019/20)	10/26/2018

How to Start an Application

4. Select "Start a New Application" under the "Opportunity Details" section



The screenshot shows a web application interface for funding opportunities. At the top, there is a navigation bar with links for Menu, Help, and Log Out. Below this is a toolbar with icons for Back, Print, Add, Delete, Edit, and Save. The main content area is titled "Funding Opportunities" and contains a section for "Current Applications". Below this, there is a table with columns for ID, Application Title, and Status. The table is currently empty. Below the table, there is a section for "Opportunity Details" with links for "Copy Existing Application", "Start a New Application" (highlighted with a red box), and "Ask A Question". The opportunity details are for "01325-Delta Science Proposal Solicitation - 2018 (Prop 1 - 2019/20)". The details include the program name "Prop 1 - Watershed and Delta Ecosystem Restoration Grant Programs", the application deadline "10/26/2018 4:00 PM", and contact information for the Program Officer, Hildie Spautz, including her phone number and email address. Below the details is a section for "Description" which provides a detailed overview of the solicitation and its goals.

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

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
----	-------------------	--------

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

01325-Delta Science Proposal Solicitation - 2018 (Prop 1 - 2019/20)

Prop 1 - Watershed and Delta Ecosystem Restoration Grant Programs
Application Deadline: 10/26/2018 4:00 PM

Award Amount Range:	Not Applicable	Program Officer:	Hildie Spautz
Project Start Date:		Phone:	916-445-0076 xNA
Project End Date:		Email:	Hildegard.Spautz@wildlife.ca.gov
Award Announcement Date:			

Description




Description







This Solicitation is a collaborative effort to achieve the vision of **One Delta, One Science** by the **California Department of Fish and Wildlife (CDFW)** and the **Delta Science Program (DSP)**. CDFW and DSP are seeking grant proposals for scientific study projects that address the **Science Action Agenda**, communicate results, and inform management actions in the Delta. This Solicitation includes the **CDFW Delta Water Quality and Ecosystem Restoration Program (Proposition 1)** funding for Fiscal Year 2019-2020, and the **Delta Stewardship Council's** funding from state and federal sources, including US Bureau of Reclamation, following a joint CDFW and DSP proposal evaluation process.


Please see the links below for the **Delta Science Proposal Solicitation Notice**, **CDFW Webgrants Application Guidance**, **Delta Science Proposal Solicitation Application - Word Version**, and other critical information.

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 Ecosy

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

Application

Application: 01392 - Test title

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

Funding Opportunities: 01325 - Delta Science Proposal Solicitation - 2018 (Prop 1 - 2019/20)

Application Deadline: 10/26/2018

Instructions

Application Main Menu

All application forms appear below. Subcontractor Budget, Cost Share, and Supplementary Attachments forms are required if applicable to the proposed project. All other forms are required for all projects.

- Download and refer to the [Proposal Solicitation Notice \(PSN\)](#) for Program and application requirements.
- Optional: Download [Prop 1 WebGrants Applicant User Guide](#) for more detailed instructions about using WebGrants.
- Optional: Download a [Word version of the Application](#). Use this document to develop written responses, and copy and paste from that document into WebGrants. Check the pasted text for unexpected characters. Copying from a plain text document will avoid formatting issues and unexpected characters.
- Click the **Help** button on the upper left corner of the form for context specific help.

Completing and Submitting the Application

- Each form includes form-specific and section-specific instructions.
- All required fields must be filled in before a form may be **Marked as Complete**.
- All forms must be **Marked as Complete** before submitting. The **Marked as Complete** button is below form instructions.
- The check mark in the **Complete?** column in the application menu is only an indicator that the form has been completed, not submitted. Forms can be further edited until submitted
- To **Submit** the application: click the **Submit** button on the Application main menu / form list page. Once submitted, the form is locked down; no further editing is possible.
- To **Withdraw** the application from consideration, click the **Withdraw** button on the Application main menu.
- To **Print** the application at any time: From the Application main menu click **Application Details** and **Print**. Clicking **Print to PDF** will create a pdf that includes all uploaded attachments except excel files.

Need help? Contact Prop1WebGrants@wildlife.ca.gov or (916) 323-0477 Monday to Friday, 9 am to 4 pm.

Application Forms	Form Name	Complete?	Last Edited
		Application Details Submit Withdraw	
General Information		✓	09/19/2018
Form 1: Eligibility, Timing, and Priorities			
Form 2: Site Information, Maps, and Permits			
Form 3: Project Narrative			
Form 4: Schedule and Deliverables			
Form 5: Budget			
Form 6: Subcontractor Budget			
Form 7: Budget Justification			
Form 8: Cost Share			
Form 9: Supplementary Attachments			
Form 10: Acknowledgment and Signature			

How to use WebGrants

- The most important part of today's presentation:
 - Editing and Saving data in form fields
 - Adding data to a table

How to use WebGrants

- Enter and edit data: Clicking the "Edit" button at top right.
- Table sections: click "Add" to the top right side of the table.

Application

Application: 01392 - Test title

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

Funding Opportunities: 01325 - Delta Science Proposal Solicitation - 2018 (Prop 1 - 2019/20)

Application Deadline: 10/26/2018

Instructions

Eligibility, Timing, and Priorities

How to Fill Out Form

WebGrants navigation menu is at top right of this page.

- To enter your data into form fields, select **Edit**.
- To save your progress and leave Edit Mode, select **Save**.
- To exit form without saving, select **Back** from the navigation menu. Do not use the browser's back button.
- To enter data into a table row, you must first save your progress by selecting **Save** at the top of the page to exit Edit Mode. Click the **Add** button (at the top of the table section). When you are finished entering data, click **Save**. Repeat to add a new row to the table.
- To edit or delete a row, select the blue text in the first column.

IMPORTANT: ALL FIELDS MARKED WITH A RED ASTERISK (*) MUST BE COMPLETED BEFORE SUBMITTING APPLICATION.

When you have completed the entire form, be sure to click **Mark as Complete**.

For assistance, contact the WebGrants Help Desk at Prop1Webgrants@wildlife.ca.gov

---FORM: Eligibility, Timing, and Priorities---

[Mark as Complete](#) | [Go to Application Forms](#)

Eligibility and Timing

Applicant Eligibility

Select which organizational type the applicant falls under. If applicant does not fall under a listed category, the applicant is not an eligible entity.

Organization Type*

Provide applicant's Federal Employer ID Number (FEIN)

Applicant FEIN*

Input Format (##-#####)

Is the proposed project required mitigation or is it to be used for mitigation under laws such as CEQA, NEPA, CESA, ESA, CWA, FERC, or other pertinent laws and regulations, or a permit issued by any local, State, or federal agency?

Required Mitigation?*

WebGrants - Editing Tables

Project Team Qualifications and Experience

[Add](#)

Section Instructions:

- To enter your data in this table, select "Save" at the top of the page to save your progress and exit Edit Mode.
- To add a row to this table, select "Add" to the right of this section's title. If the Add link is not visible, click "Save".
- Fill out the required information, and select "Save" when finished.
- Repeat to add a row for each member of the Project Team.
- To edit or delete a row, select the blue text in the first column.

Whom to Include in Project Team

The Project Team includes all applicant staff and subcontractors (e.g., consultants, California Conservation Corps) who will be performing the work described in the proposal. Please provide information for all key members of project team.

If project team members or subcontractors have not been selected yet, then provide the following:

- "TBD" for name and affiliation
- Project role
- Expected qualifications and experience

PLEASE NOTE: Once submitted, proposals are subject to the Public Records Act and may be publicly available. DO NOT submit personal information such as home address; home telephone, fax, or cell phone numbers; home email address; date of birth; citizenship; drivers' license numbers; marital status; personal hobbies; and the like. Such personal information is irrelevant to the merits of the proposal.

Last Name	First Name	Affiliation	Project Role	Experience and Qualifications	Biographical Sketches
-----------	------------	-------------	--------------	-------------------------------	-----------------------

Additional Information

Application

Application: 01392 - Test title

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

Funding Opportunities: 01325 - Delta Science Proposal Solicitation - 2018 (Prop 1 - 2019/20)

Application Deadline: 10/26/2018

Instructions

Eligibility, Timing, and Priorities

Project Team Qualifications and Experience

Section Instructions:

- To enter your data in this table, select "Save" at the top of the page to save your progress and exit Edit Mode.
- To add a row to this table, select "Add" to the right of this section's title. If the Add link is not visible, click "Save".
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Last Name*

First Name*

Affiliation*

This field is limited to 250 characters.

Describe the person's role in the project.

Project Role*

This field is limited to 500 characters.

For More Information

Email

CDFW: WatershedGrants@wildlife.ca.gov

Council: DeltaCouncilContracts@deltacouncil.ca.gov

CCC: Prop1@ccc.ca.gov

Phone

(916) 323-0477

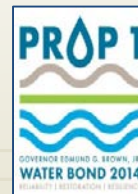
Solicitation Website

<https://www.wildlife.ca.gov/conservation/watersheds/restoration-grants>



WebGrants Application Website

<https://watershedgrants.wildlife.ca.gov>



Sept 20, 2018

Q & A

- The questions you ask will be summarized in our [FAQs](#) and posted to our [website](#)
- Send your question via the chat function
- We will read the questions aloud

