WebGrants Application Workshop

2019 Prop 1 & Prop 68 Grant Opportunities 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 1 application systems (i.e., FAAST, SOAR)?
  - One-stop grant website
HOW TO ACCESS CDFW WEBGRANTS

- **Website:** [https://watershedgrants.wildlife.ca.gov](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
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
- Prop1Webgrants@wildlife.ca.gov
- Monday – Friday from 9:00 am to 4:00 pm
APPLICANT RESOURCES

- CDFW Grant Programs Websites:
  - Prop 68: [https://www.wildlife.ca.gov/Conservation/Watersheds/Prop-68](https://www.wildlife.ca.gov/Conservation/Watersheds/Prop-68)


- Important links are also provided on the WebGrants Funding Opportunity page
WEBGRANTS: HOW TO START AN APPLICATION

1. Login to CDFW WebGrants
2. Select “Funding Opportunities”
4. Select “Start a New Application”

Click
WEBGRANTS: HOW TO START AN APPLICATION

5. Enter General Information for the Proposed Project

6. Select “Save” when done
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
Application: 01647 - App Workshop Walk-thru

Program Area: Prop 1 - Watershed and Delta Ecosystem Restoration Grant Program
Funding Opportunities: 01463 - 2019 Prop 1 & Prop 68 Proposal Solicitation
Application Deadline: 12/18/2018

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: 01647
Project Title: App Workshop Walk-thru
Primary Contact: ErinRae Aquino
Additional Contacts: ErinRae Aquino
Authorized Official: Testing Tester
Organization: BaseLine Organization
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
Application: 01647 - App Workshop Walk-thru

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Project Title: App Workshop Walk-thru
Primary Contact: ErinRae Aquino
Additional Contacts: ErinRae Aquino, Edward Drennan2, Joe1 Hughes
Authorized Official: Testing Tester
Organization: BaseLine Organization

Click to view all Application forms
Go to Application Forms
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.

- Refer to the Proposal Solicitation Notice (PSN) for Program and application requirements.
- See the WebGrants Funding Opportunity page for additional resources and information.
- 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.

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<th>Application Forms</th>
<th>Application Details</th>
<th>Submit</th>
<th>Withdraw</th>
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<td>Form 1: Eligibility, Timing and Priorities</td>
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<td>Form 2: Location Information</td>
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<td>Form 4: Land Tenure, Monitoring, and Long-Term Management</td>
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<td>Form 5: Project Narrative</td>
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<td>Form 6: Timeline</td>
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<td>Form 13: Supplementary Attachments</td>
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<td>Form 14: Acknowledgment and Signature</td>
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Complete? 11/06/2018
CDFW WEBGRANTS WALK-THRU

https://watershedgrants.wildlife.ca.gov
**WEBGRANTS DOS AND DON’TS**

<table>
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<tr>
<td>Save your progress often</td>
<td>Save infrequently and lose your progress</td>
</tr>
<tr>
<td>Start your application early</td>
<td>Procrastinate until the day before or day of the deadline</td>
</tr>
<tr>
<td>Use the WebGrants “Back” button to navigate</td>
<td>Use the browser “Back” button and lose your progress</td>
</tr>
<tr>
<td>Work offline with the [Word version of the Application](Appendix A)</td>
<td>Be without a backup copy of your Application answers</td>
</tr>
<tr>
<td>Refer to the <a href="#">CDFW WebGrants Applicant User Guide</a></td>
<td>Waste time figuring out how to navigate WebGrants on your own</td>
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</table>
| Contact CDFW WebGrants Help Desk for any WebGrants questions and/or issues  
  (916) 323-0477  
  PropIWebgrants@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
The questions you ask will be summarized in our FAQs and posted to our website.

If you have a question, send us a message through the chat to:
- Submit a question
- Ask to be unmuted

You will be unmuted to provide your question or we will read the questions aloud.