

# WebGrants User Guide

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## Introduction

This document will guide you through the California Department of Fish and Wildlife’s (CDFW) Online Application in WebGrants. The forms in the online application itself have in-depth help text associated with them to provide further guidance. Please note that if there is any discrepancy between this document and WebGrants, follow the instructions in WebGrants.

For assistance with the application, please send an email to: [CDFWebGrants@wildlife.ca.gov](mailto:CDFWebGrants@wildlife.ca.gov). You will receive a response to your request within one business day.

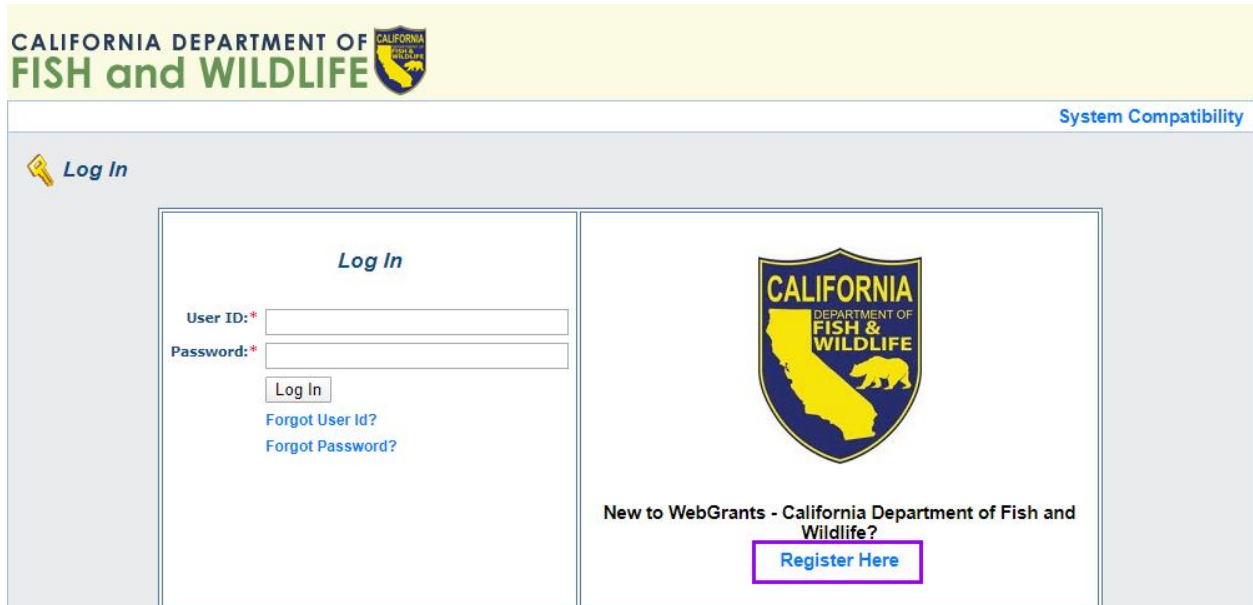
Note: WebGrants is compatible with many different browsers; please feel free to use the browser of your choice.

This application will not function using dial-up internet services. You need to have a high-speed connection.

## Registration Instructions

All external users must register to use WebGrants by going to the [home page](#).

To create a new account, click on 'Register Here'.



The screenshot shows the user interface for the California Department of Fish and Wildlife WebGrants system. At the top left, the logo for the California Department of Fish and Wildlife is displayed. In the top right corner, there is a link for "System Compatibility". Below the logo, there is a "Log In" link with a key icon. The main content area is divided into two columns. The left column contains a "Log In" form with fields for "User ID:\*" and "Password:\*", a "Log In" button, and links for "Forgot User Id?" and "Forgot Password?". The right column features the California Department of Fish and Wildlife logo, followed by the text "New to WebGrants - California Department of Fish and Wildlife?" and a "Register Here" button highlighted with a purple border.

The following screen is used for registering you and your organization as a WebGrants user.

Be sure to fill all required fields before you complete registration. Under the Organization 'Tax ID' field, enter "N/A." Your organization's Tax ID will be requested later if you receive a grant award.

Once all fields are complete, check 'Verify Submission' and respond to the reCAPTCHA prompts before selecting the 'Register' button at either the bottom or top right of the screen.

**Register**

  
**Personal Information**  

Name\*:      
Salutation First Name Middle Name Last Name

Title:

Email\*:

Confirm Email\*:

Address\*:

\*     
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 State/Province Postal Code/Zip

Phone\*:    
Ext.

Fax:

E-mail Address\*:

---

**Verify Submission**

I'm not a robot reCAPTCHA  
Privacy - Terms

**Register**

After submitting your registration, you will see the following screen thanking you for registering.

**Register**

Thank you for registering.

A confirmation notice has been sent to your email address.

After your registration is confirmed, you will receive an email notification with a user id and password. Then return to the [log in screen](#).

After you log in for the first time, please reset your password.

## Confirmation Emails

After you register, you will receive two emails regarding the registration process.

The first will confirm that your registration request has been received. An example of this email appears below:

Subject: WebGrants New User Registration

Message:

\*\*\*\* Do Not Respond to This Email \*\*\*\*

Dear [Jane Doe],

Thank you for registering. Your registration is currently under review, if approved, you will receive a confirmation email with your user id and password

Thank you for your patience.

Once you have been approved to use the system, you will receive a second email containing your credentials. An example of this email appears below:

Subject: WebGrants Approved Registration

Message:

\*\*\*\* Do Not Respond to This Email \*\*\*\*

Dear [Jane Doe],

Your new registration with the WebGrants grants management system has been Approved. Your user id and password are below:

User id: [User Id]  
Password: [Password]

You may now log into the WebGrants system at the following location:

<http://www.watershedgrants.wildlife.ca.gov>

If you have any questions, please contact CDFW staff at [CDFWebGrants@wildlife.ca.gov](mailto:CDFWebGrants@wildlife.ca.gov).

## Getting Started in WebGrants

Once you have received the second email, you may return to the website and login with the User ID and Password provided in the email.

CALIFORNIA DEPARTMENT OF FISH and WILDLIFE

System Compatibility

Log In

Log In

User ID:\*

Password:\*

Log In

[Forgot User Id?](#)

[Forgot Password?](#)

**California**  
DEPARTMENT OF  
FISH &  
WILDLIFE

New to WebGrants - California Department of Fish and Wildlife?  
[Register Here](#)

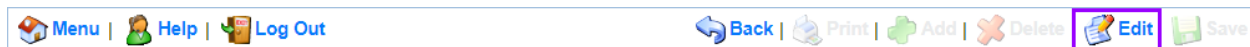
**Note:** After creating your WebGrants account, you will not need to register again. Your login will work for all CDFW Watershed Restoration Grant solicitations.

If you forget your password, click on 'Forgot Password' and the system will automatically generate an email, to the email address you provided when you registered, with your forgotten password.

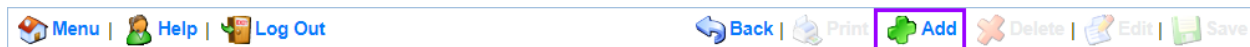
## Navigation

Blue text almost always indicates a clickable link, either within the system or, on occasion, to an external source.

Most sections of the application may be completed by clicking the 'Edit' button in the navigation ribbon that appears at the top of every page.



There are some sections that allow for more than one piece of information to be added to a list, in which case an 'Add' button must be used that appears either in the navigation ribbon:



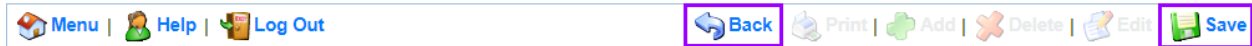
Or at the top of the specific section, when on a page that also contains "editable" fields. For example:

Licensed Professional(s)\* **Add**

Click the 'Save' button at the top of the page before exiting, otherwise the data will not be saved.

First and Last Name	Affiliation (Organization)	License Type/Code (e.g. Engineer, Geologist, etc.)	License Number	Contact Phone #

All entered information must be saved by clicking the 'Save' button in the navigation ribbon. If you do not click 'Save' and you leave the form or section of the form, your information will be lost. Only use the 'Back' button in the browser or the navigation ribbon after clicking 'Save' or if you do not wish to save any changes.



## Additional WebGrants Information

There are instructions at the top of each page within the application. It is extremely important to read all instructions in the application system before entering information. Additional instructions may be available by clicking on the 'Help' button in the navigation ribbon.

Required fields are indicated by a red asterisk (\*).

To complete any fields with lengthy text in the application, we recommend that you compose your text using word processing software and then copy-and-paste the text into the application form. You may need to format the text needed once it is pasted into the online application. Please carefully review all pasted text, particularly when using any special characters, bullets, etc. Using the Word version of the application will not automatically load anything into the online application system.

Some fields are limited in the number of characters that can be entered. This includes spaces and punctuation. Character limits are noted in the application.

If you need to provide further explanation for a field that does not allow for additional text, you can submit the additional text as a supplementary document.

Do not try to copy and paste charts or tables into the text boxes within the application; upload these charts or tables as an attachment. The application will instruct you where to upload these attachments.

## Completing an Application

### Starting a New Application

To begin an application, click on 'Funding Opportunities' from the Main Menu. This will take you to the Current Funding Opportunities page where you can select the opportunity to which you would like to apply.

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

Funding Opportunities Page

Click the blue link under 'Opportunity Title' for the solicitation that you are interested in. This will take you to the 'Opportunity Details' page where you can start a new application.

**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	Pre-Application Deadline	Application Deadline
03539	California Department of Fish and Wildlife	ERPL - Ecosystem Restoration Program Legacy	<a href="#">ERP Legacy</a>	Pre-Application Deadline not Applicable	Final Application Deadline not Applicable
03117	California Department of Fish and Wildlife	FRGP - Fisheries Restoration Grant Program	<a href="#">FRGP Legacy</a>	Pre-Application Deadline not Applicable	Final Application Deadline not Applicable
04664	California Department of Fish and Wildlife	FRGP - Fisheries Restoration Grant Program	<a href="#">FRGP 2020 Funding Opportunity</a>	Pre-Application Deadline not Applicable	04/14/2020

Opportunity Details

Select 'Start a New Application' under the 'Opportunity Details' section to start a new application. If you have applied to this grant program in the past and would like to copy it to the current funding opportunity, select 'Copy Existing Application.' **Please note** that we may have made changes to the application forms since you last applied. Every form must be reviewed, and new/additional information will need to be added. **It is the applicant's responsibility to ensure that the application is complete and accurate.**

**04664-FRGP 2020 Funding Opportunity**

FRGP - Fisheries Restoration Grant Program  
Application Deadline: 04/14/2020 3:00 PM

Award Amount Range: Not Applicable

Project Start Date: 03/01/2021

Project End Date: 04/01/2025

Award Announcement Date:

Program Officer: TIMOTHY CHOREY

Phone: 916-376-8638 x

Email: [timothy.chorey@wildlife.ca.gov](mailto:timothy.chorey@wildlife.ca.gov)

**Description****Description**

The California Department of Fish and Wildlife (CDFW) through the Fisheries Restoration Grant Program (FRGP) is soliciting proposals for projects that restore, enhance, or protect anadromous salmonid habitat in anadromous watersheds of California or projects that lead to process-based restoration, enhancement, or protection of anadromous salmonid habitat, as well as contribute to the objectives of the California Water Action Plan, State Wildlife Action Plan, and the fulfillment of CDFW's Mission.

Approximately \$15 million is available for grants. Fiscal Year 2020/2021 funding for this solicitation is expected to be similar to 2019/2020 in regards to federal funding, approximately \$14 million from the Pacific Coastal Salmon Recovery Fund and \$1 million for the Forest Land Anadromous Restoration program. State match is expected to be similar to the 2019/2020 cycle, approximately \$2,280,000. Funding for proposals submitted under this PSN are subject to availability of funds and approval of the Budget Act for the 2020/2021 Fiscal Year.

Eligible applicants for this PSN are limited to public agencies, Native American Indian Tribes, and nonprofit organizations.

The deadline to apply is April 14, 2020 at 3:00PM Pacific Standard Time (PST).

For questions please contact [CDFWwebgrant@wildlife.ca.gov](mailto:CDFWwebgrant@wildlife.ca.gov)

**Attachments**

*Click on the File Name to open attachment*

Description	File Name	File Size
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**Website Links**

*Click on the URL to go to website*

URL	Description
<a href="https://wildlife.ca.gov/grants/FRGP/solicitation">https://wildlife.ca.gov/grants/FRGP/solicitation</a>	Fisheries Habitat Restoration 2020 Public Solicitation Notice and Guidelines

**Application – General Information Page**

After 'Start a New Application' is selected the General Information page will appear. This is a system page that pulls from the People and Organization database. The system identifies the user and their association with an Organization, which is specified when a user registers for access to WebGrants. Fill out each field and click 'Save' at the top right of the screen to continue.



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.*

**General Information**

Primary Contact:\* Joe Hughes ▾

Project Title:  
 (limited to 250 characters)\*

Authorized Official:\* Joe Hughes ▾

Organization:\*

[Return to Top](#)

**Primary Contact:** This is the lead person to be contacted regarding the project. This person will receive any communications regarding the proposal and grant process.

**Project Title:** *Brief* descriptive title for the project. This should not be a narrative. Limited to 250 characters.

**Authorized Official:** Name of the person authorized to legally sign a grant agreement. This will be a member of the applicant's organization.

**Organization:** This is the organization that the Primary Contact and Authorized Official work for. They must have a WebGrants account to appear in the dropdown menu.

After you save the page, WebGrants will assign the application an application number (ID) and bring you to the Application Main Menu.

## Continue an Existing Application

After an application has been started, you can find it two different ways: through 'My Applications' or 'Funding Opportunities.'

## My Applications

From the Main Menu, select 'My Applications'. The Applications page will contain both in-progress ("Editing" status) and submitted applications.

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

Clicking on the Project Title will open an in-progress application to the [Application Main Menu](#).

**Applications**

**Current Applications** [Archived Applications](#)

The applications below are associated with recent Funding Opportunities and are in Editing, Submitted, or Correcting statuses. To view older applications, click on the Archived Applications link.

ID	Status	Stage	Project Title	Funding Opportunities	Program Area	Deadline
1724829	Editing	Final Application	Test2	1724792 - 2021 Prop 1 Proposal Solicitation	Prop 1 - Watershed and Delta Ecosystem Restoration Grant Programs	02/19/2021
1724825	Editing	Final Application	<b>Test restoration project</b>	1724792 - 2021 Prop 1 Proposal Solicitation	Prop 1 - Watershed and Delta Ecosystem Restoration Grant Programs	02/19/2021

## Funding Opportunities

From the Main Menu, select 'Funding Opportunities' and then the 'Opportunity Title' of the solicitation you are applying to, as instructed in [Starting a New Application](#) above. Your existing applications under this Opportunity will be shown under 'Current Applications.' Click on the 'Application Title' to continue the selected application. This will bring you to the Application Main Menu.

**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
1724825	<b>Test restoration project</b>	Editing
1724829	Test2	Editing

**Opportunity Details** [Copy Existing Application](#) | [Start a New Application](#)

## Application Main Menu

The Application Main Menu contains a link to each application form for this proposal solicitation. All application forms must be complete to submit the application. Note that the General Information form already shows as “complete”, as it was filled out when you started the application. It may still be edited by the Primary Contact.

**Instructions**

The required application forms appear below.

Each form must be marked “complete” before the application may be submitted. **Please note:** clicking “Mark as Complete” does not submit the application component or prevent further editing. The check mark is an indicator only. To submit the application click “Submit”. It may not be edited after submission.

**Please note:** Copying/pasting information into text boxes may result in character or formatting changes, e.g. becoming question marks. Please double check your text and manually edit the text if necessary.

**\*\*Please Verify Your Application Is Correct and Complete Prior to Submitting\*\***

Application Forms		Application Details   <a href="#">Submit</a>   <a href="#">Withdraw</a>	
Form Name	Complete?	Last Edited	
<a href="#">General Information</a>	✓	02/25/2020	
<a href="#">Focus</a>			
<a href="#">Recovery/Restoration Plan and Associated Task</a>			
<a href="#">Project Information</a>			
<a href="#">Watershed Information</a>			
<a href="#">Project Objectives</a>			
<a href="#">Qualifications and Experience</a>			
<a href="#">Landowner Access and Permits</a>			
<a href="#">Budget</a>			
<a href="#">Cost Share</a>			
<a href="#">Budget Justification</a>			
<a href="#">Supplementary Documents</a>			

Click on each blue ‘Form Name’ link to view and enter data. Forms do not need to be completed in order. All forms can be edited and saved as often as necessary, but the system will require that **all** fields marked as required by a red asterisk (\*) have an entry before being saved. Applicants will receive a pop-up error message if they try to save without completing these fields.

## Additional Grantee Contacts

Additional Grantee Contacts are people from your organization that may access and edit the application. You can add anyone registered as a WebGrants user and associated with your organization as an Additional Grantee Contact. To add contacts, reopen the General Information form, then click ‘Edit’ on the top right of the page. **Please note:** only the user listed as the Primary Contact is able to edit the General Information page.

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

**Application**

**Application: 1723360 - Copy test from 2019 FO**

**Program Area:** FRGP - Fisheries Restoration Grant Program  
**Funding Opportunities:** 04664 - FRGP 2020 Funding Opportunity  
**Application Deadline:** 04/14/2020

**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:** 1723360  
**Project Title:** Copy test from 2019 FO  
**Primary Contact:** Grantee Tester  
**Additional Contacts:** Select any additional contacts within your organization that will also manage this grant  
**Authorized Official:** Testing Tester  
**Organization:** BaseLine Organization

Select one or more people from the Additional Grantee Contacts list. You may select multiple people by holding Ctrl and clicking on each name. Click 'Save' at the top right when complete.

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

**General Information**

**Primary Contact:\*** Grantee Tester

**Additional Grantee Contacts:** 
 Jimmy Tester Energy Tester  
 EdwardTest Drennan  
 Edward Drennan2  
 Joe1 Hughes  
 Monicalee Lashway  
 Cassie Lewis
   
Select any additional contacts within your organization that will also manage this grant

**Project Title: (limited to 250 characters)\*** Copy test from 2019 FO

**Authorized Official:\*** Testing Tester

**Organization:\*** BaseLine Organization

### Collaborating with Other Users

Once Additional Grantee Contacts are added to an application, they can help you complete the application. Please coordinate with these users to ensure that no data is lost from saving over a collaborator's progress. We recommend working on separate forms when online at the same time and preparing answers offline on the Word or Rich Text versions of the application as a backup.

## Submitting an Application

Please note that once an application has been submitted it **will not be editable by the applicant**. Before submitting your application, please do the following:

1. Review each application form and ensure that all required and necessary information was provided
2. Mark each application form as “complete.” You can see which forms are complete in the Application Main Menu. If there is a checkmark in the ‘Complete?’ column, then the form is “marked as complete.” If there is no checkmark, open the form by clicking its Form Name, then click ‘Mark as Complete.’

Application Forms	Application Details	Submit	Withdraw
Form Name	Complete?	Last Edited	
General Information	✓	02/28/2020	
Focus	✓	02/28/2020	
Recovery/Restoration Plan and Associated Task	✓	02/28/2020	
Project Information	✓	02/28/2020	
Watershed Information	✓	02/28/2020	
Project Objectives	✓	02/28/2020	
Qualifications and Experience	✓	02/28/2020	
Landowner Access and Permits	✓	02/28/2020	
Budget	✓	02/28/2020	
Cost Share	✓	02/28/2020	
Budget Justification	✓	02/28/2020	
Supplementary Documents	✓	02/28/2020	

When you are satisfied that the application is finished, click on the ‘Submit’ button at the top right of the Application Forms section of the Application Main Menu. You will receive the following popup message to verify your submission. Click ‘OK’ to proceed.

watershedgrants.wildlife.ca.gov says

Submitting the Application will lock all sections from further editing.  
Have you completed all sections? Are you sure you are ready to submit this Application?

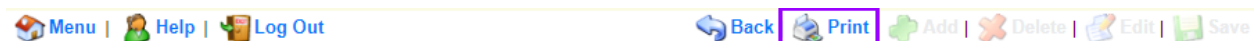
Upon submission, you will receive a confirmation page verifying that your application has been submitted. It will also confirm the application number.

## Save/Print an Application

### Before Submission

There are two ways to save or print an application **before** submitting it, both starting from the Application Main Menu.

**Option 1: Click on the ‘Print’ button in the navigation ribbon.**



A read-only version will open in a new tab. Use Ctrl-P or right-click and select 'Print' and choose 'Save as PDF' or the printer of choice.

**CALIFORNIA DEPARTMENT OF FISH and WILDLIFE**

**Application**

**01700 - FRGP 2019 Funding Opportunity - Final Application**

02008 - Monday Test  
FRGP - Fisheries Restoration Grant Program

Status: Editing Submitted Date:

**Applicant Information**

Primary Contact:  
 Name: Dr. Testing  
 Title: Testing  
 Email: erin.aquino-carhart@wildlife.ca.gov  
 Address: 1234 Street Road  
 City: Test State: California Postal Code/Zip: 12345  
 Phone: 555-555-5555

Context Menu:  
 Back (Alt+Left Arrow)  
 Forward (Alt+Right Arrow)  
 Reload (Ctrl+R)  
 Save as... (Ctrl+S)  
 Print... (Ctrl+P)  
 Cast...  
 Translate to English  
 View page source (Ctrl+U)  
 Inspect (Ctrl+Shift+I)

**Option 2: Click on the 'Application Details' button at the top right of the Application Forms section.**

**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.

Please note: Copying/pasting information into text boxes may result in characters changing, i.e. becoming question marks. Please manually edit the text to resolve the issue.

**\*\*Please Verify Your Application Is Correct Prior to Submitting\*\***

Application Forms	Form Name	Complete	Last Edited
General Information		✓	12/12/2018
Focus			
Recovery/Restoration Plan and Associated Task			
Project Information			
Watershed Information			
Project Objectives			
Qualifications and Experience			
Landowner Access and Permits			
Budget Subtotals			
Cost Share			
Budget Justification			
Supplementary Documents			

Buttons: Application Details, Withdraw

A printable version will open in the same window. Click on 'Print to PDF' at the top right of the Application Details section.

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

**Application**

Application Details Print to PDF [Go to Application Forms](#)

**01700 - FRGP 2019 Funding Opportunity - Final Application**

---

02008 - Monday Test  
FRGP - Fisheries Restoration Grant Program

Status:                      Editing                                      Submitted Date:

## After Submission

To save or print an application after having submitted it, first navigate to 'My Applications' from the system Main Menu. Click on the Project Title of the application to be saved/printed. A read-only version will open in a new tab, as in Option 1 above. Use Ctrl-P or right-click and select print.

## Need Help?

If you have WebGrants questions or need technical assistance beyond what is provided in this guidance, please contact the WebGrants Help Desk at [CDFWebgrants@wildlife.ca.gov](mailto:CDFWebgrants@wildlife.ca.gov).