



WEBGRANTS APPLICATION WORKSHOP

2021 Proposition 1 Grant Opportunities Proposal Solicitation Notice



WORKSHOP AGENDA

- Grant Guidelines and PSN
- Basic Requirements
- Overview of WebGrants
- Prop I Application and Attachments
- Tips for submitting complete proposals
- Tentative Schedule
- Q & A



GRANT GUIDELINES AND PROPOSAL SOLICITATION NOTICE (PSN)



GRANT GUIDELINES AND PROPOSAL SOLICITATION NOTICE (PSN) CONT.

Grant Guidelines

- Recently updated
- General Bond (Prop I) and Program Requirements
- Solicitation Notice, Submittal and Evaluation
- Award of Grant Funding

2021 Prop I PSN

- Detailed information regarding how to apply, priorities, and evaluation criteria specific to this solicitation

ELIGIBLE ENTITIES

- Public agencies (state & local)
- Nonprofit organizations
- Federally recognized Indian tribes and State Indian tribes listed on the Native American Heritage Commission's California Tribal Consultation List

ELIGIBLE PROJECT CATEGORIES



Planning

Support necessary activities that lead to future on-the-ground implementation projects, including environmental review, design, and project development



Implementation

Construction, restoration and enhancement projects for new or enhanced facilities

- CEQA needs to be completed before **May 7, 2021**
- Design plans must be at a 65% level or higher



Acquisition

Purchases of land and/or interests in land and/or water



Scientific Studies

Projects to assess the condition of natural resource in the Delta

WATERSHED RESTORATION GRANT PROGRAM PSN PRIORITIES

1. Large-Scale Wildfire Recovery Response and Prevention
2. Manage Headwaters for Multiple Benefits
3. Protect and Restore Mountain Meadow Ecosystems
4. Protect and Restore Anadromous and Other Non-Game Native Fish Habitat
5. Protect and Restore Coastal Wetland Ecosystems
6. Protect and Restore Cross-border Urban Creeks and Watersheds



DELTA WATER QUALITY AND ECOSYSTEM RESTORATION GRANT PROGRAM PSN PRIORITIES

1. Improve Water Quality
2. Improve Habitats in the Delta
3. Planning for Multi-Benefit Restoration Through Regional Partnerships
4. Scientific Studies to Support Implementation of the Delta Science Plan and the 2017-2021 Science Action Agenda



WEBGRANTS OVERVIEW



All proposal applications
must be submitted via
[WebGrants](#)




Submission Deadline:
4:00 PM (PST) February
19, 2021


WEBGRANTS OVERVIEW CONT.

- WebGrants User Accounts
 - You cannot apply to the PSN without an active WebGrants user account
 - Multiple users can work on the same application but must have their own user accounts
 - Returning Applicants – Do **not** re-register. Use your existing user id and password
 - New to WebGrants? – Please register to create an account

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 

WEBGRANTS REGISTRATION FORM

- All fields marked with an asterisk (*) are required
- Please do not provide any personal contact information
 - Business contacts only
- Organization Tax ID is not necessary at this stage
 - Enter “NA”

 Register 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:*
Phone Ext.

Fax:

E-mail Address*

Verify Submission I'm not a robot  reCAPTCHA
Privacy - Terms

Register

WEBGRANTS REGISTRATION

- The Organization you are linked to affects your application
 - This is how CDFW determines eligibility
- You **must** be affiliated with an Organization
 - If you are affiliated with more than one organization, register under one, and contact the [WebGrants Help Desk](#) to link additional organizations to your account
 - Third-party users (e.g., 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



THE WEBGRANTS APPLICATION

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

HOW TO START AN APPLICATION CONT.

3. Select “2021 Prop 1 Proposal Solicitation”

 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 Area	Opportunity Title	Pre-Application Deadline	Application Deadline
1724792	California Department of Fish and Wildlife	Prop 1 - Watershed System Restoration Grant Program	2021 Prop 1 Proposal Solicitation	Pre-Application Deadline not Applicable	02/19/2021

HOW TO START AN APPLICATION CONT.

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
No existing applications		

Opportunity Details

1724792-2021 Prop 1 Proposal Solicitation

Prop 1 - Watershed and Delta Ecosystem Restoration Grant Programs

Application Deadline: 02/19/2021 4:00 PM

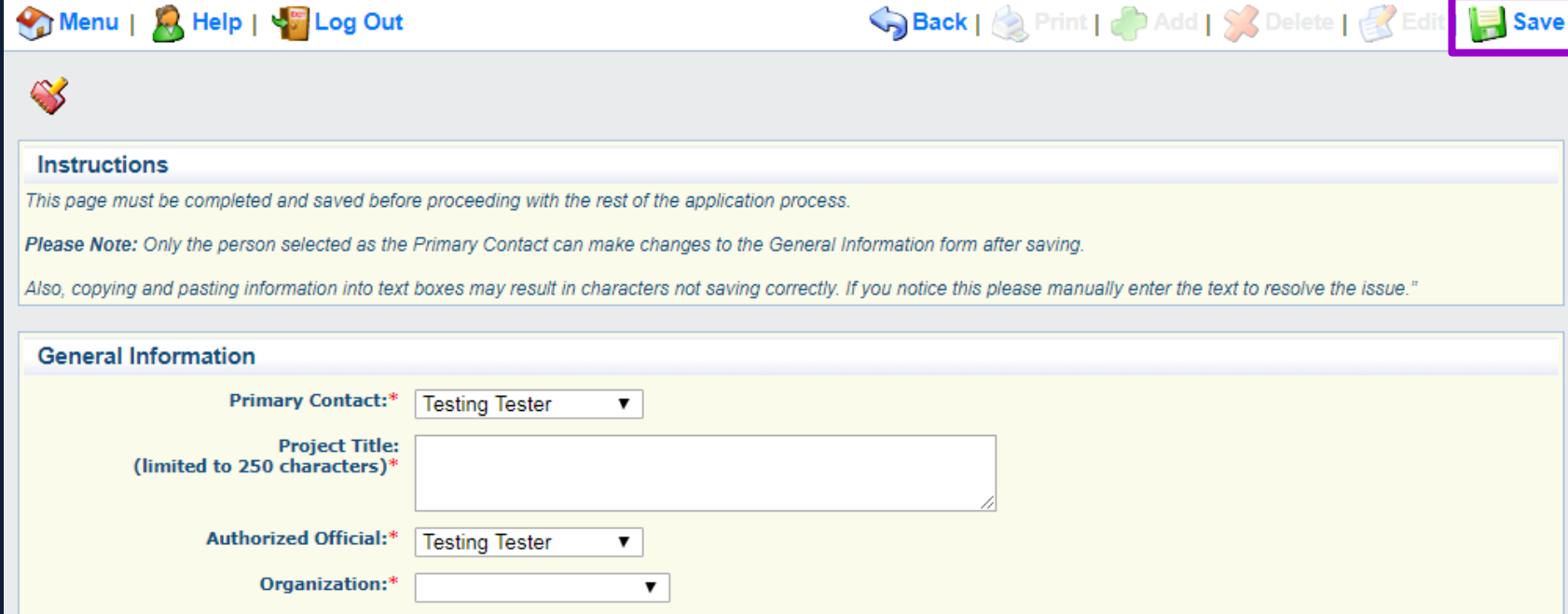
Click

[Copy Existing Application](#)

[Start a New Application](#)

APPLICATION: GENERAL INFORMATION

5. Enter General Information for the Proposed Project
 - a) The Primary Contact is the only user that can update the General Information
 - b) Please keep the Project Title brief
 - c) The Authorized Official is an authorized representative of the Applicant Organization
 - d) You can only select Organizations that your account is linked to
6. Select “Save” when done



The screenshot shows a web application interface. At the top, there is a navigation bar with icons and text for 'Menu', 'Help', and 'Log Out'. On the right side of the navigation bar, there are icons for 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save'. The 'Save' button is highlighted with a purple border. Below the navigation bar, there is a section titled 'Instructions' with a yellow background. The instructions state: 'This page must be completed and saved before proceeding with the rest of the application process.' and 'Please Note: Only the person selected as the Primary Contact can make changes to the General Information form after saving.' Below the instructions, there is a section titled 'General Information' with a yellow background. It contains four fields: 'Primary Contact:*' with a dropdown menu showing 'Testing Tester'; 'Project Title: (limited to 250 characters)*' with a text input field; 'Authorized Official:*' with a dropdown menu showing 'Testing Tester'; and 'Organization:*' with a dropdown menu.

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:* Testing Tester ▼

Project Title:
(limited to 250 characters)*

Authorized Official:* Testing Tester ▼

Organization:* ▼

APPLICATION MAIN MENU

- All Application Forms are listed in the Application Main Menu
- Acts as your checklist
- All forms must be complete to submit

Application Main Menu

Before Starting

- For Eligibility and Application requirements, refer to:
 - [Proposal Solicitation Notice \(PSN\)](#)
 - [Proposition 1 Grant Program Guidelines](#)
 - For additional information about Proposition 1, see the [Proposition 1 Restoration Grants webpage](#)

Completing and Submitting the Application

- All application attachments are required, depending on project type. See **Form 8. Application Attachments** for more information.
- Each form includes form-specific instructions.
- User must click **Save** to save entered information; the system does not save automatically. Save at least once an hour to ensure information is not lost if system times out.
- 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 Monday to Friday, 9 am to 4 pm.

Application Forms		Application Details Submit Withdraw	
	Form Name	Complete?	Last Edited
	General Information	✓	01/08/2021
	Form 1. Eligibility, Timing and Priorities		01/08/2021
	Form 2. Location Information		01/08/2021
	Form 3. Permits and Environmental Compliance		01/08/2021
	Form 4. Project Summary		01/08/2021
	Form 5. Timeline		01/08/2021
	Form 6. Performance Measures		01/08/2021
	Form 7. Budget		01/08/2021
	Form 8. Application Attachments		01/08/2021
	Form 9. Supplementary Attachments		01/08/2021
	Form 10. Acknowledgment and Signature		01/08/2021

HOW TO COPY AN EXISTING APPLICATION

- Returning Applicants can copy their 2020 Prop I and Prop 68 Application if the following is true
 - They are applying to fund the same proposed project
 - They were not awarded in the 2020 Prop I and Prop 68 PSN
- Pros and Cons of Copying an Existing Application
 - **Pro:** It saves time. You don't have to reenter information that you provided for the same project last year
 - **Con:** You may forget to review and update your application before submitting it. Things that have changed between this and last PSN will require new information. This includes changes to the application questions *and* changes to your project
- **It is the Applicant's responsibility to ensure their application is complete before submitting**
 - If you use this feature, use the time saved in data entry to closely review your application

HOW TO COPY AN EXISTING APPLICATION CONT.

This option is only for returning Applicants from the 2020 Prop 1 & Prop 68 PSN

- I. Select “Copy Existing 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
No existing applications		

Opportunity Details

1724792-2021 Prop 1 Proposal Solicitation

Prop 1 - Watershed and Delta Ecosystem Restoration Grant Programs
Application Deadline: 02/19/2021 4:00 PM

Click → Copy Existing Application Start a New Application

HOW TO COPY AN EXISTING APPLICATION.

2. Select an application from the **2020 Prop 1 & Prop 68 Proposal Solicitation** to copy
3. Click “Save”

Copy Application

Select an application below to copy and click save. The data in this prior application will be copied into a new application. You may then edit this data and then submit the completed application.

Copy	Program Area	Funding Opportunity	ID	Title	Stage	Status
<input checked="" type="radio"/>	Prop 1 - Watershed and Delta Ecosystem Restoration Grant Programs	2020 Prop 1 & Prop 68 Proposal Solicitation	03544	HS - Test application - 2019-0910	Final App	Submitted
<input type="radio"/>	Prop 1 - Watershed and Delta Ecosystem Restoration Grant Programs	2020 Prop 1 & Prop 68 Proposal Solicitation	03545	CS Review	Final App	Editing
<input type="radio"/>	Prop 1 - Watershed and Delta Ecosystem Restoration Grant Programs	2020 Prop 1 & Prop 68 Proposal Solicitation	03561	HT_Tester	Final App	Editing

HOW TO COPY AN EXISTING APPLICATION

- All the Application Forms with copied data will have the copy date in the “Last Edited” column
- Forms without a Last Edited date are new and blank
- Edit any information that has changed since the last PSN
- Edit the General Information to enter your Project Title

Application Forms		Application Details Submit Withdraw	
	Form Name	Complete?	Last Edited
	General Information	✓	01/08/2021
	Form 1. Eligibility, Timing and Priorities		01/08/2021
	Form 2. Location Information		01/08/2021
	Form 3. Permits and Environmental Compliance		01/08/2021
	Form 4. Project Summary		01/08/2021
	Form 5. Timeline		01/08/2021
	Form 6. Performance Measures		01/08/2021
	Form 7. Budget		
	Form 8. Application Attachments		01/08/2021
	Form 9. Supplementary Attachments		01/08/2021
	Form 10. Acknowledgment and Signature		01/08/2021

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

Application: 1724825 - Test restoration project

Program Area: Prop 1 - Watershed and Delta Ecosystems

Funding Opportunities: 1724792 - 2021 Prop 1 Proposal Solicitation

Application Deadline: 02/19/2021 4:00 PM

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: 1724825

Project Title: Test restoration project

Primary Contact: Testing Tester

Additional Contacts: Testing Tester

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

Organization: BaseLine Organization

ADDITIONAL GRANTEE CONTACTS CONT.

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:* Testing Tester ▼

Additional Grantee Contacts: Monicalee Lashway ▲
Cassie Lewis
Hildie Spautz
Grantee Tester
Testing Tester ▼

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

Project Title:
(limited to 250 characters)* Test restoration project

Authorized Official:* Testing Tester ▼

Organization:* BaseLine Organization ▼

ADDITIONAL GRANTEE CONTACTS

Application: 1724825 - Test restoration project

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

Funding Opportunities: 1724792 - 2021 Prop 1 Proposal Solicitation

Application Deadline: 02/19/2021 4:00 PM

Instructions

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General Information

System ID: 1724825

Project Title: Test restoration project

Primary Contact: Testing Tester

Additional Contacts: Grantee Tester
Select any additional contacts within your organization that will also manage this Grant

Organization: BaseLine Organization

Click to view all
Application forms

[Go to Application Forms](#)

Application Form	Description
Form 1. Eligibility, Timing, and Priorities	Is the Applicant eligible for this grant and that can satisfy the general PSN requirements?
Form 2. Location Information	Where is the proposed project located and does the Applicant have land tenure (e.g., land use permit, lease, fee title) to work on the property?
Form 3. Permits and Environmental Compliance	Has the Applicant obtained the appropriate permits and completed CEQA for their project?
Form 4. Project Summary	What will the proposed project do? What are the goals and objectives?
Form 5. Timeline	What is the project timeline? When are the work windows? Did the Applicant schedule enough time to complete the project?
Form 6. Performance Measures	How will the Applicant assess project performance?
Form 7. Budget	How much is the Applicant requesting to complete the project?
Form 8. Application Attachments	This is where you upload the required attachments. What is required depends upon your proposed project
Form 9. Supplemental Attachments	This is where you upload documents that provide supplemental information for your project
Form 10. Acknowledgement and Signature	Is the person submitting the application an authorized representative of the Applicant?

APPLICATION FORMS

REQUIRED ATTACHMENTS

Project Narrative

- Describe your proposed project in detail
- Template available online and is linked in **Form 8. Application Attachments**

Budget Tables

- Applicant Budget: Provide additional details for the requested CDFW funds entered in **Form 7. Budget**
- Subcontractor Budgets: Provide details for each subcontractor's costs
- Budget Justification: Justify each project expense and link the cost to project tasks
- Cost Share: Identify any additional fund sources that you have applied to and/or secured for the project
- Template available online and is linked in **Form 8. Application Attachments**

HOW TO SUBMIT AN APPLICATION

I. Review the entire Application

- a) Check each Application Form or
- b) Click “Applications Details” to review all Forms on one page

Application Main Menu

Before Starting

- For Eligibility and Application requirements, refer to:
 - [Proposal Solicitation Notice \(PSN\)](#)
 - [Proposition 1 Grant Program Guidelines](#)
 - For additional information about Proposition 1, see the [Proposition 1 Restoration Grants webpage](#)

Completing and Submitting the Application

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Need help? Contact Prop1WebGrants@wildlife.ca.gov Monday to Friday, 9 am to 4 pm.

Click to view
entire Application

Application Forms

	Complete?	Last Edited
General Information	✓	01/08/2021
Form 1. Eligibility, Timing and Priorities		01/08/2021
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Form 7. Budget		
Form 8. Application Attachments		01/08/2021
Form 9. Supplementary Attachments		01/08/2021
Form 10. Acknowledgment and Signature		01/08/2021

[Application Details](#)

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

APPLICATION DETAILS PAGE

- Review entire Application
- Print/Save Application
 1. Click “Print”
 2. Right-click and select “Print” or “Save as”
- Click “Go to Application Forms” to return to Application Main Menu

The screenshot shows the 'Application Details' page for '1724792 - 2021 Prop 1 Proposal Solicitation - Final Application'. The page includes a toolbar with 'Print' and 'Save' buttons, a 'Go to Application Forms' link, and an 'Applicant Information' section with a 'Primary Contact' field. A 'Print' button is highlighted with a purple box and a callout box that says 'Click to Print or Save Application'. A 'Go to Application Forms' link is also highlighted with a purple box and a callout box that says 'Click to return to Application Main Menu'. A red 'no' symbol is placed over the 'Print' button in the toolbar.

Click to Print or Save Application

Click to return to Application Main Menu

HOW TO SUBMIT AN APPLICATION CONT.

1. Review the entire Application
2. Mark each Applicant Form as Complete
3. Click "Submit"

Note: You cannot change your application after it is submitted

Application Main Menu

Before Starting

- For Eligibility and Application requirements, refer to:
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Completing and Submitting the Application

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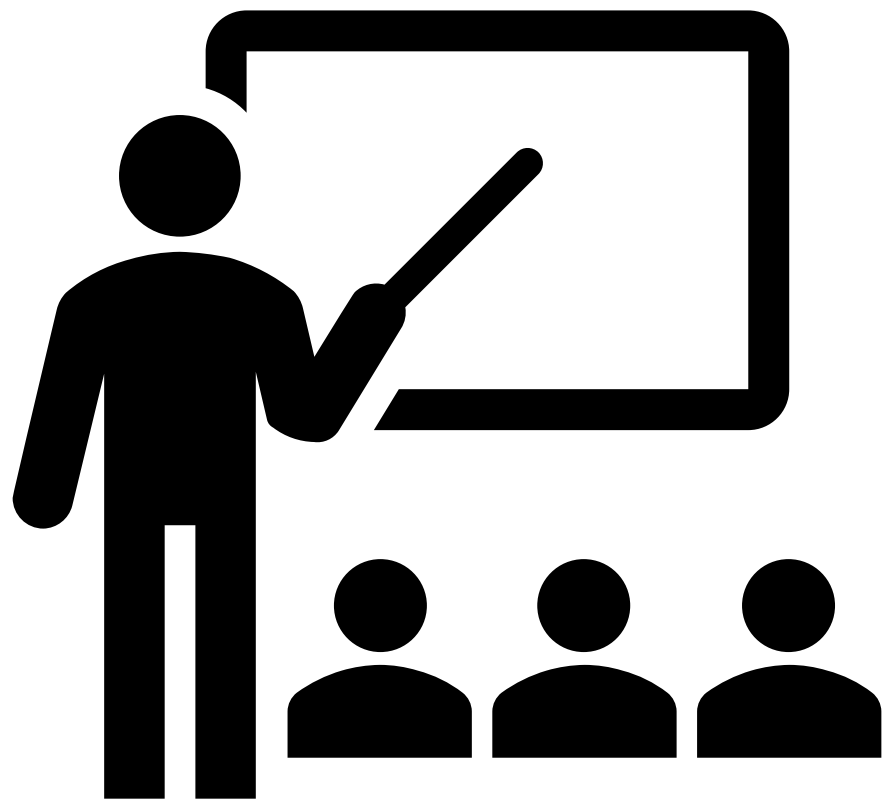
Need help? Contact Prop1WebGrants@wildlife.ca.gov Monday to Friday, 9 am to 4 pm.

Click to Submit Application

Application Forms

Form Name	Complete?	Last Edited
General Information	✓	01/14/2021
Form 1. Eligibility, Timing and Priorities	✓	01/04/2021
Form 2. Location Information	✓	01/04/2021
Form 3. Permits and Environmental Compliance	✓	01/04/2021
Form 4. Project Summary	✓	01/04/2021
Form 5. Timeline	✓	01/04/2021
Form 6. Performance Measures	✓	01/04/2021
Form 7. Budget	✓	01/04/2021
Form 8. Application Attachments	✓	01/05/2021
Form 9. Supplementary Attachments	✓	01/05/2021
Form 10. Acknowledgment and Signature	✓	01/05/2021

Application Details | **Submit** | Withdraw



CDFW WEBGRANTS WALK-THRU

DEMONSTRATION OF HOW TO
NAVIGATE WEBGRANTS

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

WEBGRANTS RECOMMENDATIONS



Save your progress often – don't let the program time out



Start your application early – don't wait until the last moment



Use the WebGrants “Back” button to navigate



Work offline with the Word version of the App before completing the WebGrants version

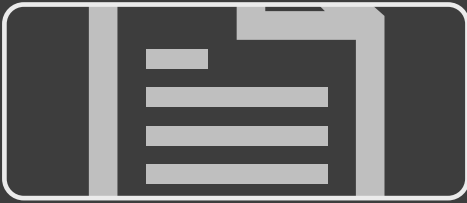


Attachment file names must be brief, include your App Number, and have no spaces or commas



Contact CDFW WebGrants Help Desk for any WebGrants questions and/or issues

2021 PROP I PSN APPLICATION RESOURCES



Review [Grant Guidelines](#) and [2021 Prop I PSN](#) for proposal requirements



Download the [MS Word version of the Application and the Attachment Templates](#)

- Work offline with these documents to prepare your application



See the [WebGrants User Guide](#) to help you navigate through WebGrants



[CDFW Prop I Grant Programs Website](#)

- Updates, announcements, and all resource links are also available on our website

TIPS FOR WRITING COMPLETE PROPOSALS

- Read Solicitation, Grant Guidelines, and Application instructions carefully
 - If you have questions, please ask
- 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)
 - Budget for grant program requirements (i.e., signage, WebGrants training, and use of WebGrants Grant Tracking)

TIPS FOR WRITING COMPLETE PROPOSALS CONT.

- Connect the dots for us
 - Make sure all the required information connects together
 - The proposed work should justify the requested grant amount
- Tell us your story
 - Clearly describe the proposed project
 - Who? – Project Team and Landowners
 - What? – Scope of Work and Expected Benefits
 - When? – Schedule and Work Windows
 - Where? – Project Location and Site Information
 - Why? – Purpose and Need
 - How? – Materials, Methods, and Plans

TENTATIVE SCHEDULE

Activity	Schedule
Release Proposal Solicitation Notice	January 11, 2021
WebGrants Proposal Applications due by 4 pm PST	February 19, 2021
Deadline for CEQA completion (if applicable)	May 7, 2021
Proposal Evaluation	February-April 2021
CDFW Director approval/award announcements	May/June 2021
Execute grant agreements	July-October 2021
All work completed	January 1, 2025 for UC/CSU grants March 15, 2025 for all other grants

CONTACT US



WebGrants or Application Questions:

- PropIWebgrants@wildlife.ca.gov
- Monday – Friday from 9:00 am to 4:00 pm

2021 Prop I PSN Questions:

- WatershedGrants@wildlife.ca.gov

Q & A



- The questions you ask will be summarized in our FAQs and posted to our [website](#)
- If you have a question, please either
 - Submit a question through the chat OR
 - Raise your hand
- You will be called upon to ask your question, or we will read the questions from the chat aloud