WEBGRANTS APPLICATION WORKSHOP

2021 Proposition 1 Grant Opportunities Proposal Solicitation Notice
WORKSHOP AGENDA

- Grant Guidelines and PSN
- Basic Requirements
- Overview of WebGrants
- Prop 1 Application and Attachments
- Tips for submitting complete proposals
- Tentative Schedule
- Q & A
GRANT GUIDELINES AND PROPOSAL SOLICITATION NOTICE (PSN)

Grant Guidelines + 2021 Prop 1 PSN = Requirements for Proposal Application
Grant Guidelines

- Recently updated
- General Bond (Prop 1) and Program Requirements
- Solicitation Notice, Submittal and Evaluation
- Award of Grant Funding

2021 Prop 1 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

<table>
<thead>
<tr>
<th>Planning</th>
<th>Implementation</th>
<th>Acquisition</th>
<th>Scientific Studies</th>
</tr>
</thead>
</table>
| Support necessary activities that lead to future on-the-ground implementation projects, including environmental review, design, and project development | 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 | Purchases of land and/or interests in land and/or water | 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
All proposal applications must be submitted via WebGrants.

Submission Deadline:
4:00 PM (PST) February 19, 2021
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
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”
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
1. Login to CDFW WebGrants
2. Select “Funding Opportunities”
3. Select “2021 Prop 1 Proposal Solicitation”
4. Select “Start a New Application”
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
All Application Forms are listed in the Application Main Menu

Acts as your checklist

All forms must be complete to submit

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.

<table>
<thead>
<tr>
<th>Application Forms</th>
<th>Application Details</th>
<th>Submit</th>
<th>Withdraw</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Form 1. Eligibility, Timing and Priorities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Form 2. Location Information</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Form 3. Permits and Environmental Compliance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Form 4. Project Summary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Form 5. Timeline</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Form 6. Performance Measures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Form 7. Budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Form 8. Application Attachments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Form 9. Supplementary Attachments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Form 10. Acknowledgement and Signature</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
HOW TO COPY AN EXISTING APPLICATION

- Returning Applicants can copy their 2020 Prop 1 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 1 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
*This option is only for returning Applicants from the 2020 Prop 1 & Prop 68 PSN*

1. Select “Copy Existing 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”
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.

<table>
<thead>
<tr>
<th>Application Forms</th>
<th>Form Name</th>
<th>Complete?</th>
<th>Last Edited</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td></td>
<td></td>
<td>01/08/2021</td>
</tr>
<tr>
<td>Form 1. Eligibility, Timing and Priorities</td>
<td></td>
<td></td>
<td>01/08/2021</td>
</tr>
<tr>
<td>Form 2. Location Information</td>
<td></td>
<td></td>
<td>01/08/2021</td>
</tr>
<tr>
<td>Form 3. Permits and Environmental Compliance</td>
<td></td>
<td></td>
<td>01/08/2021</td>
</tr>
<tr>
<td>Form 4. Project Summary</td>
<td></td>
<td></td>
<td>01/08/2021</td>
</tr>
<tr>
<td>Form 5. Timeline</td>
<td></td>
<td></td>
<td>01/08/2021</td>
</tr>
<tr>
<td>Form 6. Performance Measures</td>
<td></td>
<td></td>
<td>01/08/2021</td>
</tr>
<tr>
<td>Form 7. Budget</td>
<td></td>
<td></td>
<td>01/08/2021</td>
</tr>
<tr>
<td>Form 8. Application Attachments</td>
<td></td>
<td></td>
<td>01/08/2021</td>
</tr>
<tr>
<td>Form 9. Supplementary Attachments</td>
<td></td>
<td></td>
<td>01/08/2021</td>
</tr>
<tr>
<td>Form 10. Acknowledgment and Signature</td>
<td></td>
<td></td>
<td>01/08/2021</td>
</tr>
</tbody>
</table>
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
Click to edit current form
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:** 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**  
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:** 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
<table>
<thead>
<tr>
<th>Application Form</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form 1. Eligibility, Timing, and Priorities</td>
<td>Is the Applicant eligible for this grant and that can satisfy the general PSN requirements?</td>
</tr>
<tr>
<td>Form 2. Location Information</td>
<td>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?</td>
</tr>
<tr>
<td>Form 3. Permits and Environmental Compliance</td>
<td>Has the Applicant obtained the appropriate permits and completed CEQA for their project?</td>
</tr>
<tr>
<td>Form 4. Project Summary</td>
<td>What will the proposed project do? What are the goals and objectives?</td>
</tr>
<tr>
<td>Form 5. Timeline</td>
<td>What is the project timeline? When are the work windows? Did the Applicant schedule enough time to complete the project?</td>
</tr>
<tr>
<td>Form 6. Performance Measures</td>
<td>How will the Applicant assess project performance?</td>
</tr>
<tr>
<td>Form 7. Budget</td>
<td>How much is the Applicant requesting to complete the project?</td>
</tr>
<tr>
<td>Form 8. Application Attachments</td>
<td>This is where you upload the required attachments. What is required depends upon your proposed project</td>
</tr>
<tr>
<td>Form 9. Supplemental Attachments</td>
<td>This is where you upload documents that provide supplemental information for your project</td>
</tr>
<tr>
<td>Form 10. Acknowledgement and Signature</td>
<td>Is the person submitting the application an authorized representative of the Applicant?</td>
</tr>
</tbody>
</table>
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

1. Review the entire Application
   a) Check each Application Form or
   b) Click “Applications Details” to review all Forms on one page

Click to view entire Application
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

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.
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
Review Grant Guidelines and 2021 Prop 1 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 1 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
<table>
<thead>
<tr>
<th>Activity</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release Proposal Solicitation Notice</td>
<td>January 11, 2021</td>
</tr>
<tr>
<td>WebGrants Proposal Applications due by 4 pm PST</td>
<td>February 19, 2021</td>
</tr>
<tr>
<td>Deadline for CEQA completion (if applicable)</td>
<td>May 7, 2021</td>
</tr>
<tr>
<td>Proposal Evaluation</td>
<td>February-April 2021</td>
</tr>
<tr>
<td>CDFW Director approval/award announcements</td>
<td>May/June 2021</td>
</tr>
<tr>
<td>Execute grant agreements</td>
<td>July-October 2021</td>
</tr>
<tr>
<td>All work completed</td>
<td>January 1, 2025 for UC/CSU grants March 15, 2025 for all other grants</td>
</tr>
</tbody>
</table>
CONTACT US

WebGrants or Application Questions:
- Prop1Webgrants@wildlife.ca.gov
- Monday – Friday from 9:00 am to 4:00 pm

2021 Prop 1 PSN Questions:
- WatershedGrants@wildlife.ca.gov
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.