# Fisheries Habitat Restoration 2021 Proposal Solicitation Notice

**Application Instructions**

This document will guide you through the California Department of Fish and Wildlife's (CDFW) FRGP 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: CDFWWebGrants@wildlife.ca.gov. You will receive a response to your request within one full business day.

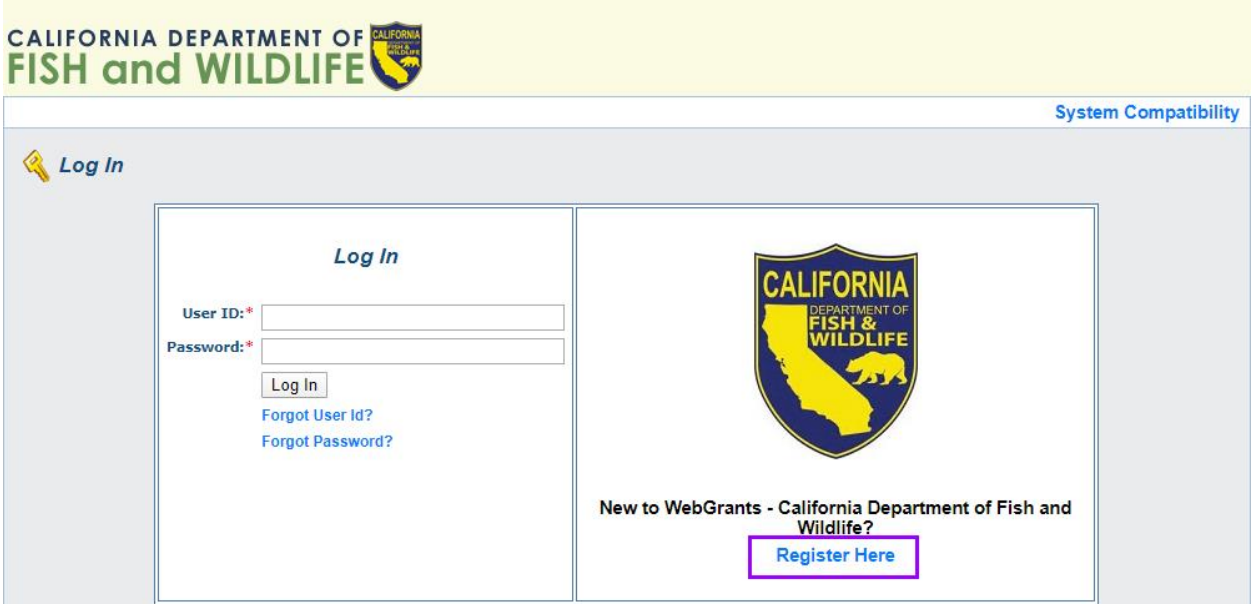
Note: WebGrants is compatible with many different browsers; please feel free to use the browser of your choice.

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

Be sure to fill all required fields before completing registration. Once all fields are complete, select the 'Register' button at the bottom or top right of the screen.

CALIFORNIA DEPARTMENT OF FISH and WILDLIFE

Help

## Register

Register

**Personal Information**

Name:* Mr. ▼ (Salutation) | First Name | Middle Name | Last Name

Title:

Email:*

Confirm Email*

Address:*

* City | California ▼ 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 | California ▼ State/Province | Postal Code/Zip

Phone:* | Ext.

Fax:

E-mail Address*

**Verify Submission**

☐ I'm not a robot — reCAPTCHA Privacy - Terms

Register

Help

## 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.

After you register, you will receive two e-mails regarding the registration process.

The first will confirm that your registration request has been received. An example of this e-mail 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 e-mail containing your credentials. An example of this e-mail 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]

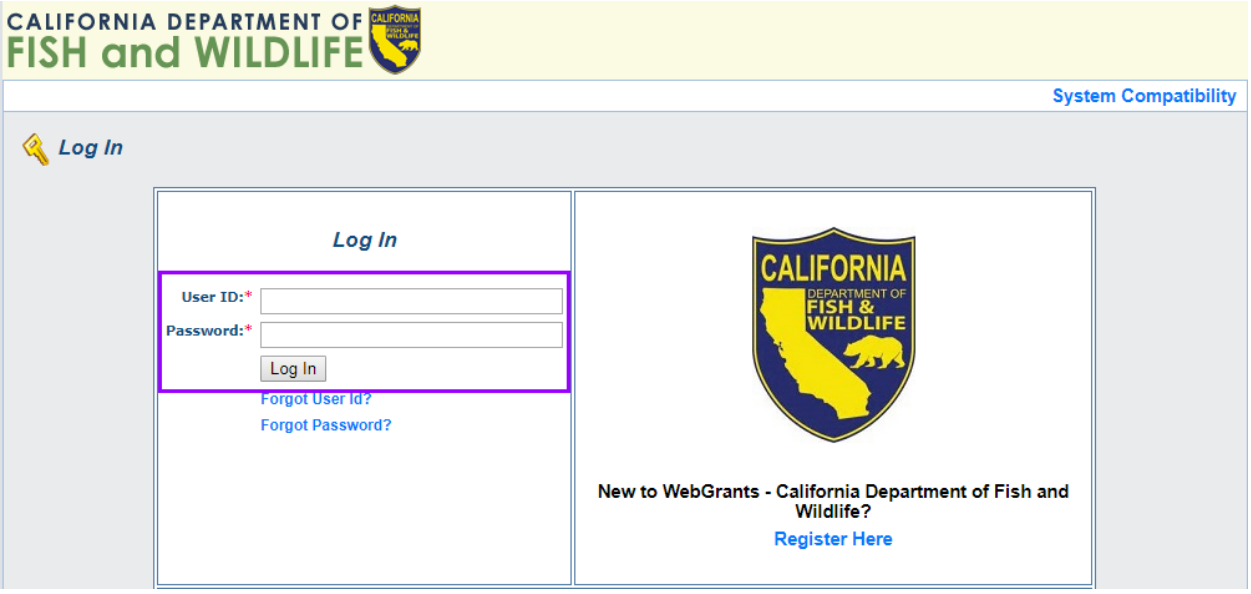
You may now log into the WebGrants system at the following location:

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

If you have any questions, please contact CDFW staff at CDFWWebGrants@wildlife.ca.gov.

## *Getting Started in WebGrants*

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




Note: Once approved to use WebGrants, you will not need to register again. If you forget your password, click on 'Forgot Password' and the system will automatically generate an e-mail, to the e-mail address you provided when you registered, with your forgotten password.

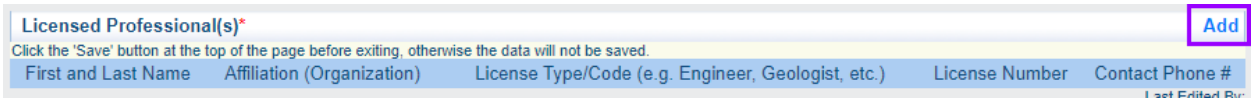
## Navigation

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

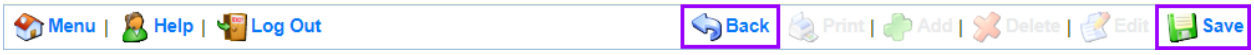
Most sections of the application may be completed by clicking the 'Edit' button in the navigation ribbon that appears at the top of every page.

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:




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, it is recommended that you compose your text using word processing software and then copy-and-paste the text into the application form. A version of the application in Rich Text Format can be downloaded from the Proposal Solicitation Notice website to use as a template for your online submission. There may be some additional formatting of 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.

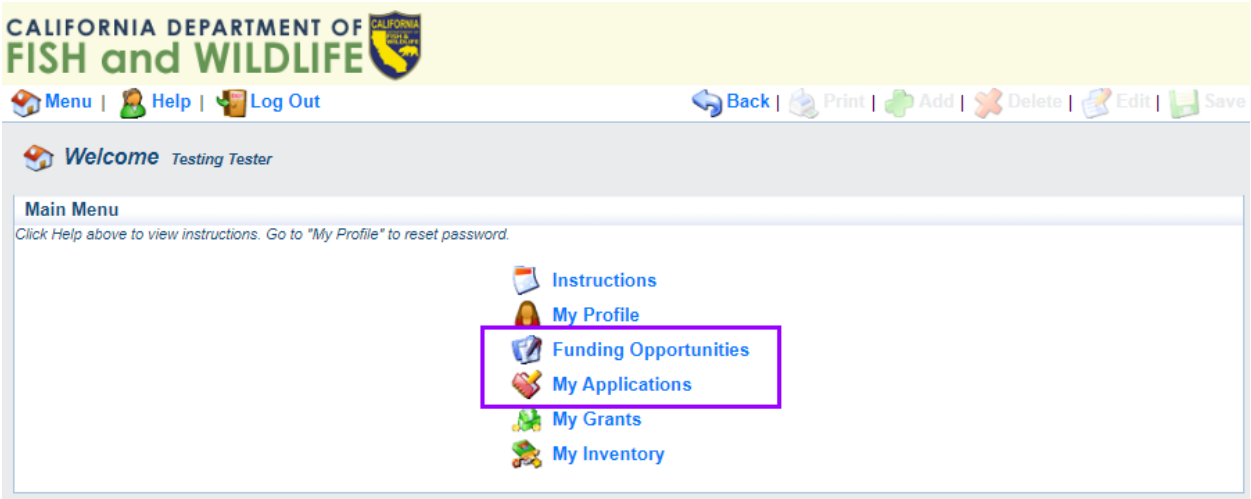
Some fields are limited in the number of characters that can be entered. This includes spaces and punctuation. Character limits are noted in the application.

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 to the Supplementary Documents section.

## *Completing an 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.




Note: After an application has been started, it may be found by selecting 'My Applications'. This page will contain both in-progress ("Editing" status) and submitted applications. Clicking on the Project Title will open an in-progress application to the Application Forms menu.

## Funding Opportunity Page

Click the blue 'FRGP 2021 Funding Opportunity' link under 'Opportunity Title' for the current Fisheries Restoration Grant Program solicitation. This will take you to the Application page where you can copy an existing application or start a new one.

## Opportunity Details

Select 'Start a New Application' under the 'Opportunity Details' section to start a new application. If you have submitted an

application in the past and would like to copy it to the current funding opportunity, select 'Copy Existing Application.' **Please note** that there have been changes to the application forms from last year. 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.**

Opportunity Details | Copy Existing Application | Start a New Application | Ask A Question

***04664-FRGP 2020 Funding Opportunity***

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

| | | | |
|---|---|---|---|
| Award Amount Range: | Not Applicable | Program Officer: | TIMOTHY CHOREY |
| Project Start Date: | 03/01/2021 | Phone: | 916-376-8638 x |
| Project End Date: | 04/01/2025 | Email: | timothy.chorey@wildlife.ca.gov |
| Award Announcement Date: | | | |

***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

***Attachments***

*Click on the File Name to open attachment*

| Description | File Name | File Size |
|---|---|---|

***Website Links***

*Click on the URL to go to website*

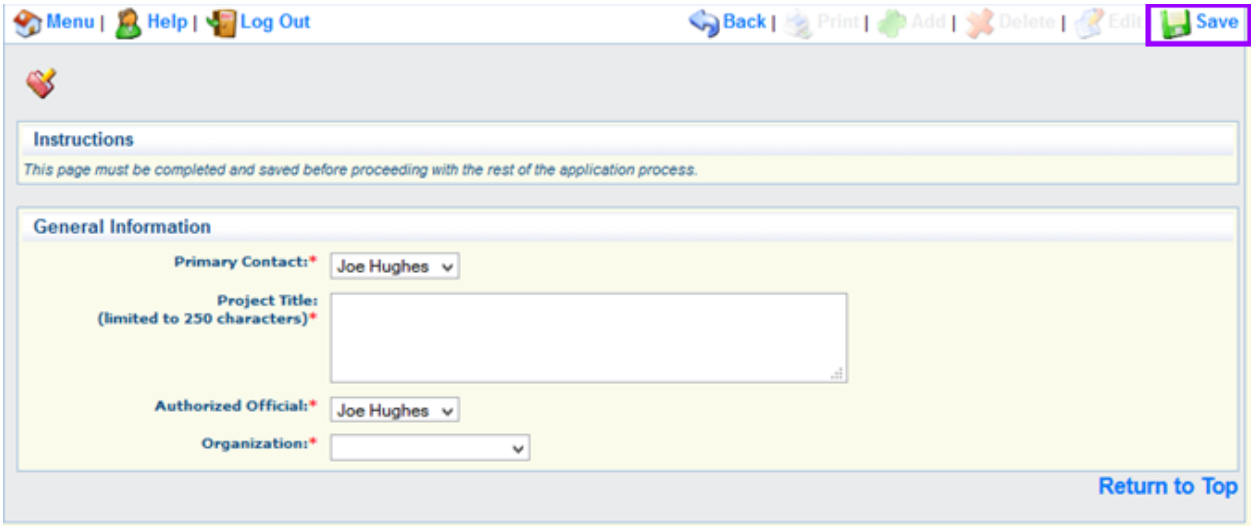
| URL | Description |
|---|---|
| https://wildlife.ca.gov/grants/FRGP/solicitation | Fisheries Habitat Restoration 2020 Public Solicitation Notice and Guidelines |

The 'Ask a Question' button at the top right can be used to send a question to FRGP staff. But be warned that all questions are viewable by every applicant. It is recommended that all applicants ask

questions through the following email address: CDFWWebGrants@wildlife.ca.gov.

**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.




**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.

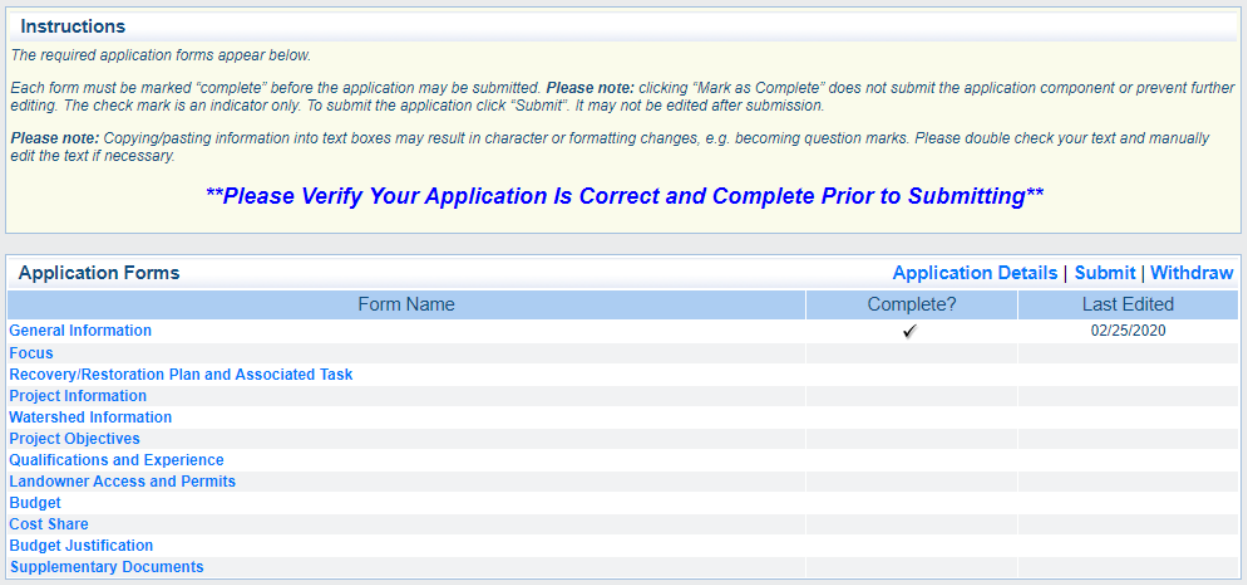
**Authorized Official:** Name of the person authorized to legally sign a grant agreement. This will be a member of the applicant's organization.

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

Note: The system will create an application number as soon as the user clicks 'Save'.

### Application Forms Menu

The next page to open is the Application Forms menu. This contains a link to each form that must be completed by the applicant in order to submit their application. Note that the General Information form already shows as "complete", as it was filled out in the previous step. 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*****

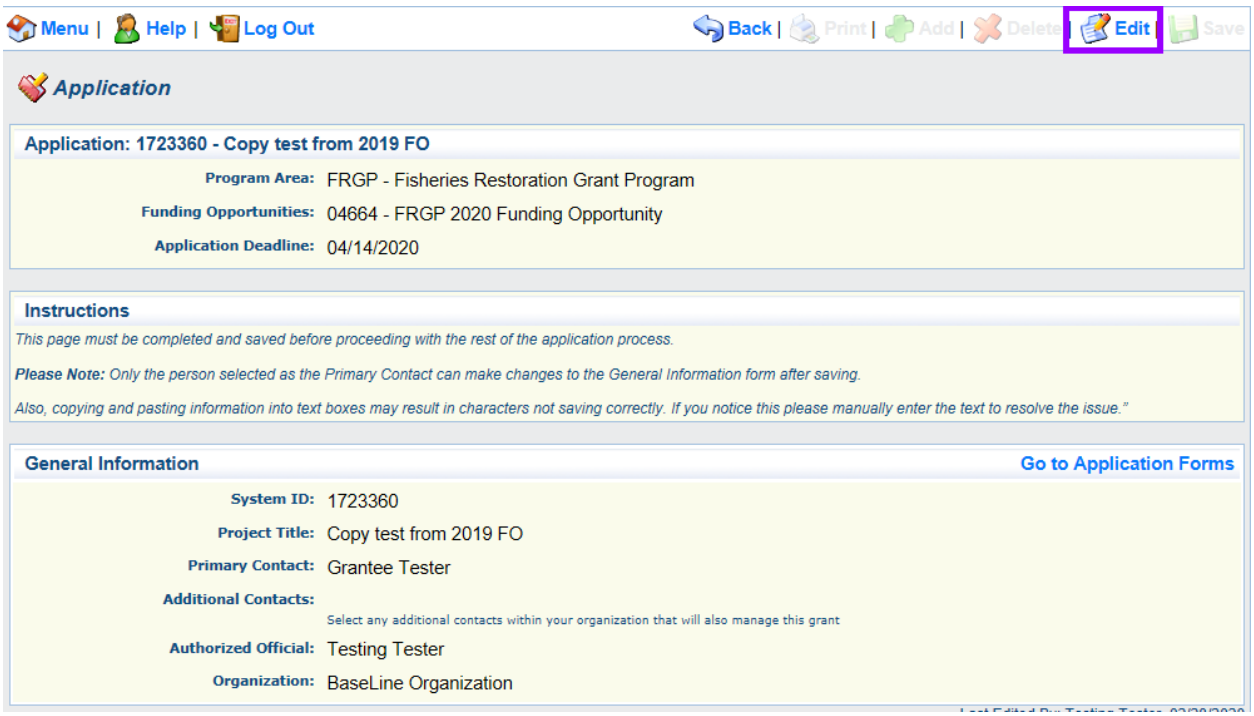
**Application Forms** — Application Details | Submit | Withdraw

| Form Name | Complete? | Last Edited |
|---|---|---|
| General Information | ✓ | 02/25/2020 |
| Focus | | |
| Recovery/Restoration Plan and Associated Task | | |
| Project Information | | |
| Watershed Information | | |
| Project Objectives | | |
| Qualifications and Experience | | |
| Landowner Access and Permits | | |
| Budget | | |
| Cost Share | | |
| Budget Justification | | |
| Supplementary Documents | | |

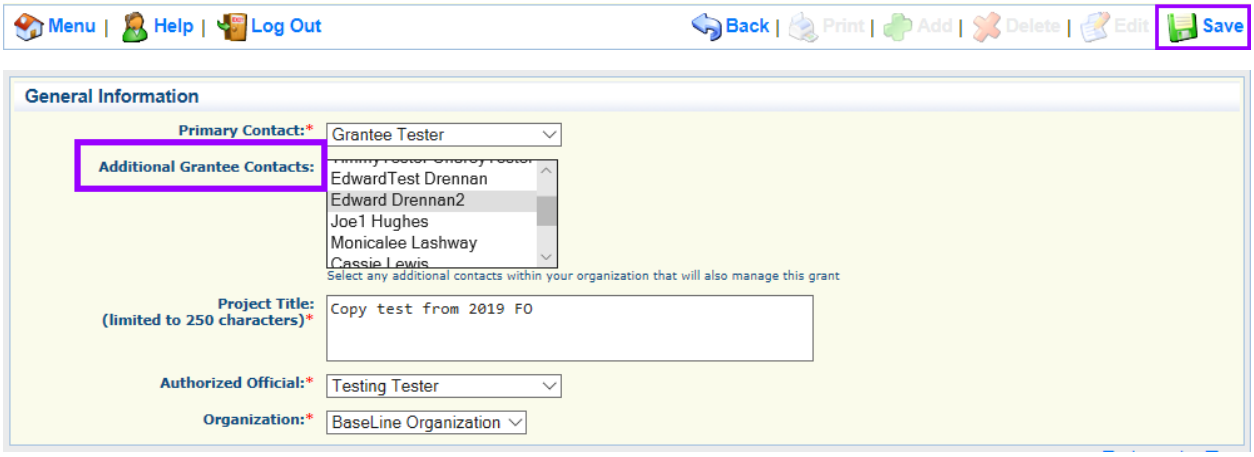
Click on each blue 'Form Name' link to view and enter data. Forms do not need to be completed in order. All forms can be edited and saved as often as necessary, but the system will require that **all** fields marked as required by a red asterisk (*) have an entry before being saved. Applicants will receive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

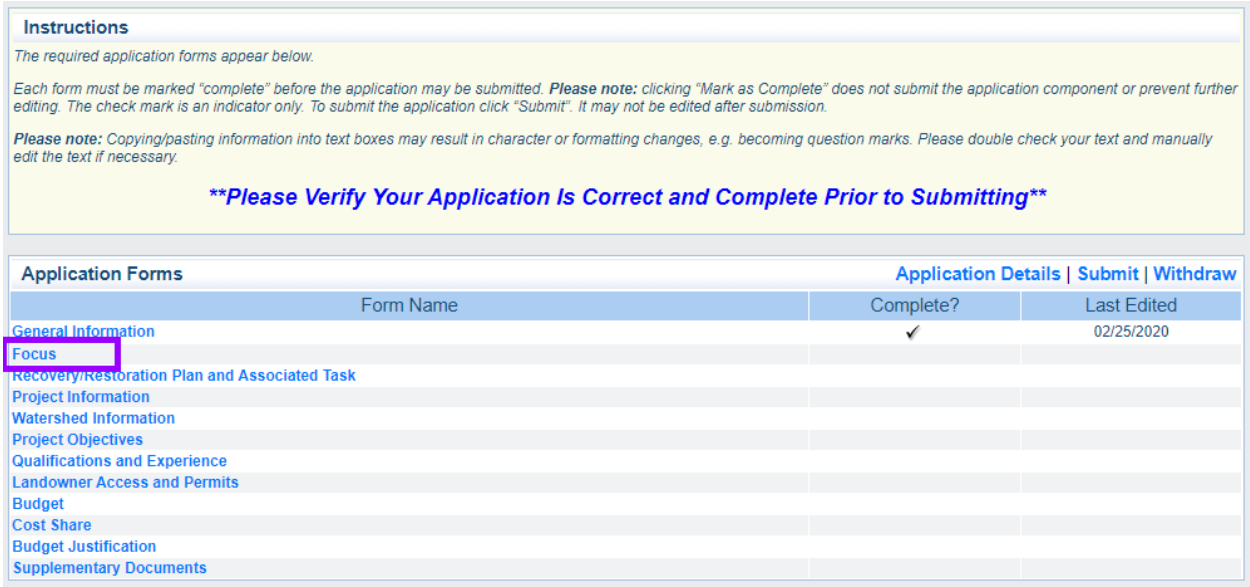
## Additional Grantee Contacts

You may choose additional people from your organization to have access to the application. They must already be registered with WebGrants. To add contacts, reopen the General Information form, then click 'Edit' on the top right of the page.



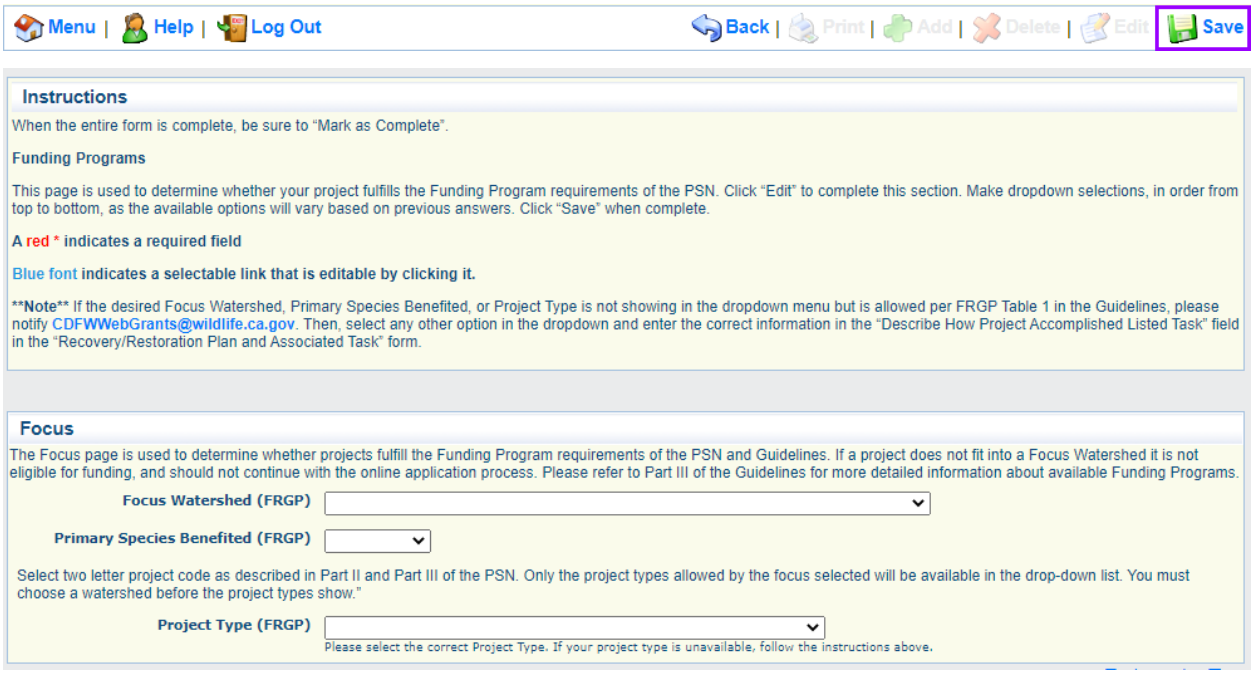

Select one or more people from the Additional Grantee Contacts list. Click 'Save' at the top right when complete.






## Focus

The Focus page is used to determine whether your project fulfills the Funding Program requirements of the PSN. If your project does not fit into FGP you will not be able to continue with the online application process. Please refer to Part III of the Guidelines for more detailed information about all Funding Programs.



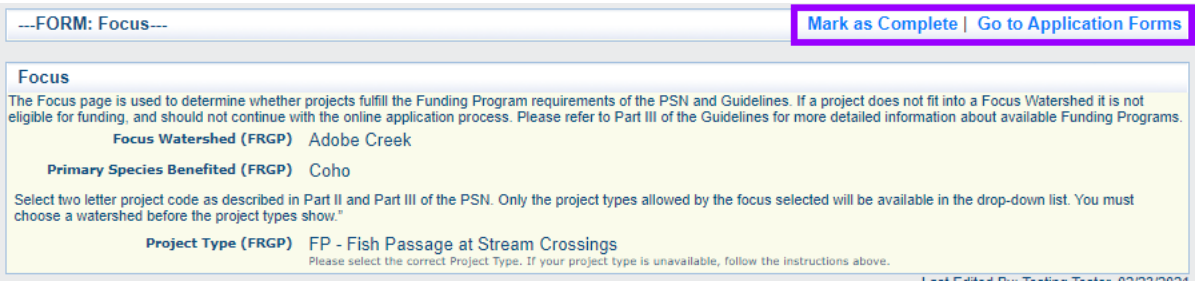
Complete the drop-down lists in order from top to bottom. Click 'Save' at the top right when complete.

**Focus Watershed:** Select from the list the eligible watershed in which the project will take place.

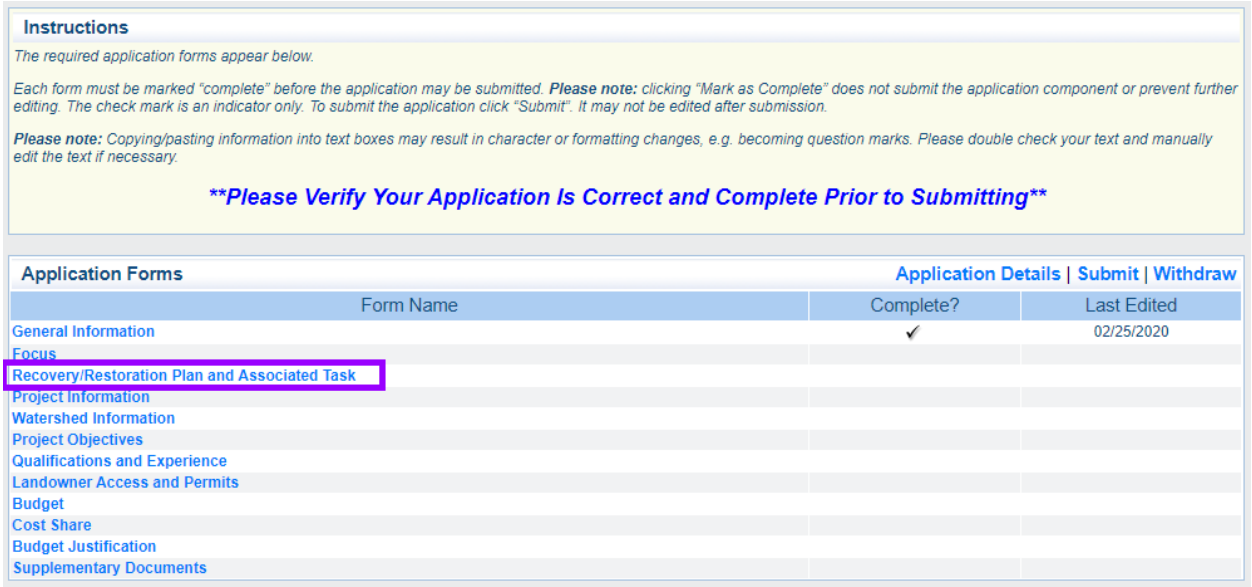
**Primary Species Benefited:** Select from Coho, Chinook, or Steelhead. Note that, depending on the watershed selected, the list may not include all species.

**Project Type:** Select from the eligible project types, listed in alphabetical order by the two-letter code.

Once 'Save' is selected you will see the following screen that summarizes your selections. Select 'Mark as Complete' to complete this form or select 'Go to Application Forms' to return to the Application Forms menu. All forms must be marked as complete in order to submit the application.




Once 'Mark as Complete' is selected you will be sent back to the Application Forms menu. Continue opening and completing forms in the same manner as the Focus form.



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| General Information | ✓ | 02/25/2020 |
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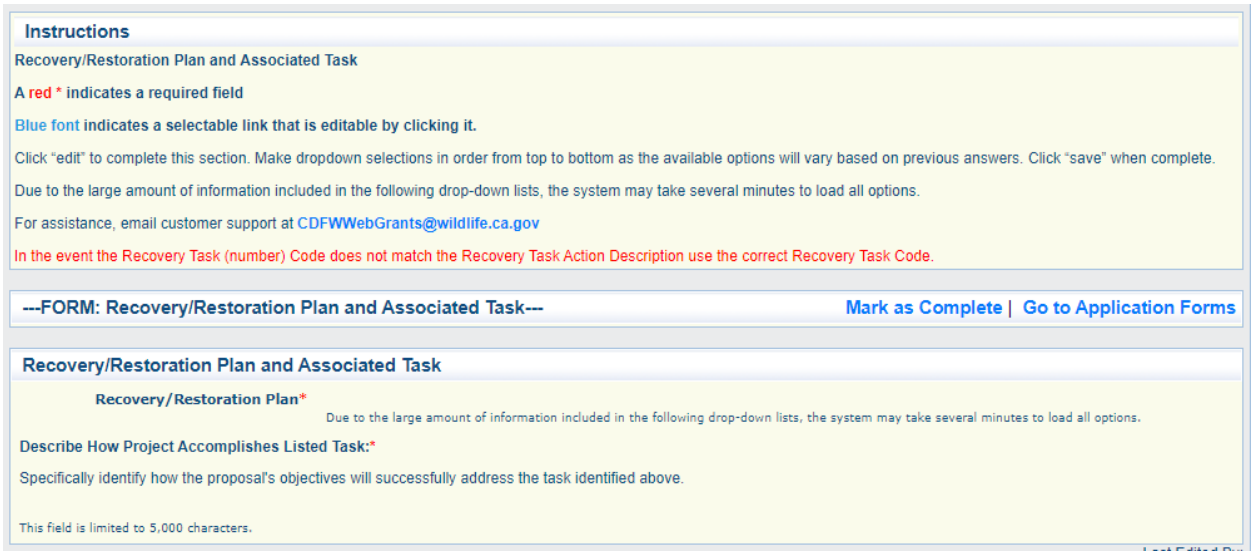
| Project Information | | |
| Watershed Information | | |
| Project Objectives | | |
| Qualifications and Experience | | |
| Landowner Access and Permits | | |
| Budget | | |
| Cost Share | | |
| Budget Justification | | |
| Supplementary Documents | | |

## Recovery/Restoration Plan and Associated Task Form



**Instructions**

**Recovery/Restoration Plan and Associated Task**

**A red * indicates a required field**

**Blue font indicates a selectable link that is editable by clicking it.**

Click "edit" to complete this section. Make dropdown selections in order from top to bottom as the available options will vary based on previous answers. Click "save" when complete.

Due to the large amount of information included in the following drop-down lists, the system may take several minutes to load all options.

For assistance, email customer support at CDFWWebGrants@wildlife.ca.gov

In the event the Recovery Task (number) Code does not match the Recovery Task Action Description use the correct Recovery Task Code.

**---FORM: Recovery/Restoration Plan and Associated Task---** — Mark as Complete | Go to Application Forms

**Recovery/Restoration Plan and Associated Task**

**Recovery/Restoration Plan***

Due to the large amount of information included in the following drop-down lists, the system may take several minutes to load all options.

**Describe How Project Accomplishes Listed Task:***

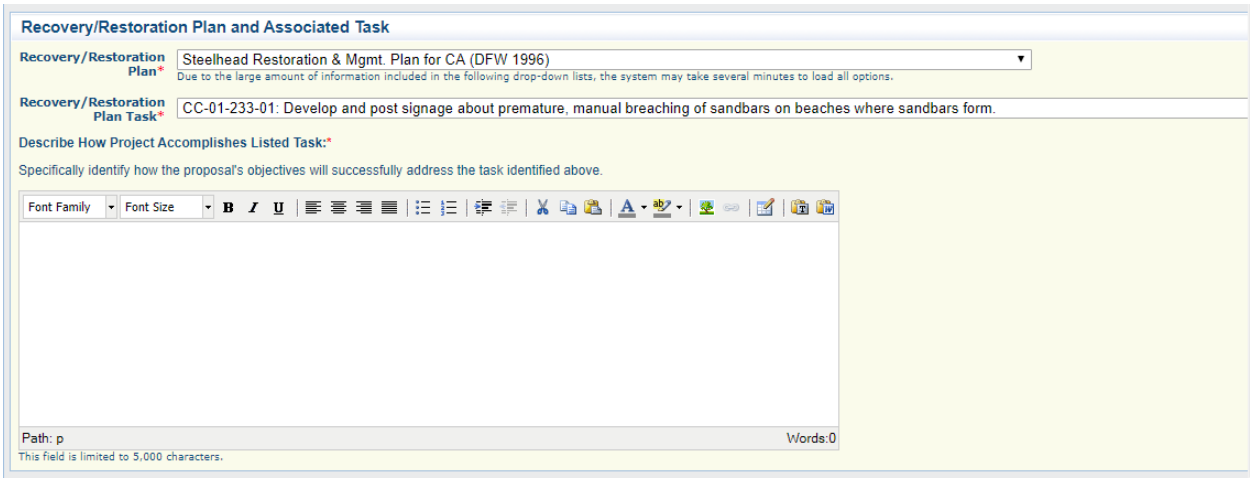
Specifically identify how the proposal's objectives will successfully address the task identified above.

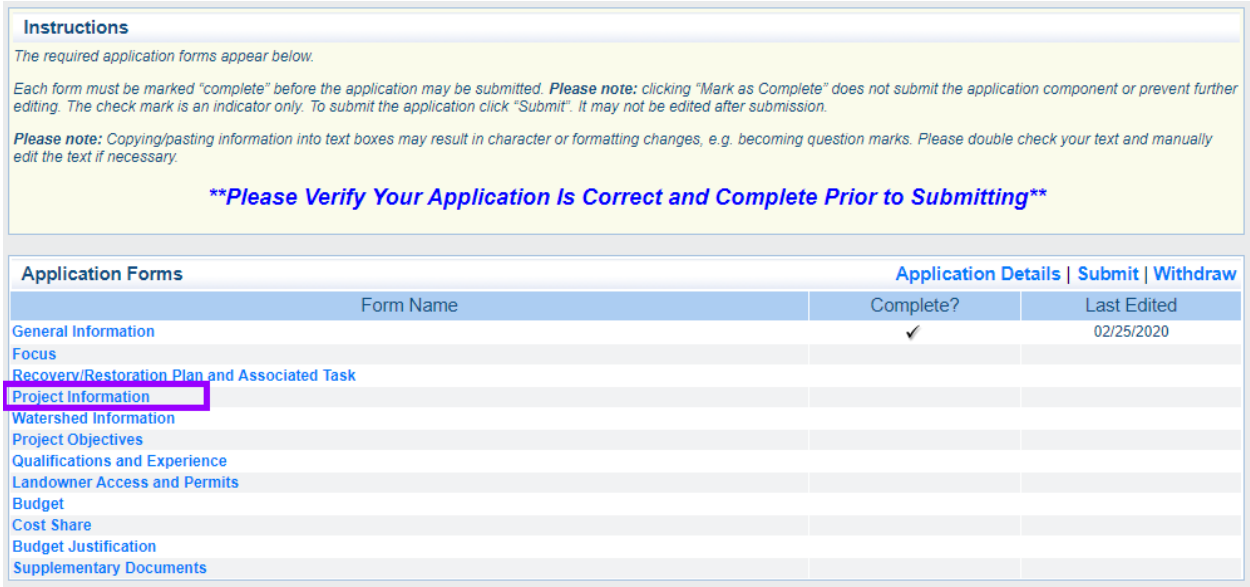
This field is limited to 5,000 characters.

**Restoration/Recovery Plan:** Choose from the list of plans, from which a task may be selected.

**Recovery/Restoration Plan Task:** Choose from the list the task that this project will address. This list populates after a plan has been chosen. Please note that these lists are long, and the system may take extra time to load.

**Describe How Project Accomplishes Listed Task:** Identify in detail how the project will successfully address the chosen task. Maximum of 5,000 characters.





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| Watershed Information | | |
| Project Objectives | | |
| Qualifications and Experience | | |
| Landowner Access and Permits | | |
| Budget | | |
| Cost Share | | |
| Budget Justification | | |
| Supplementary Documents | | |

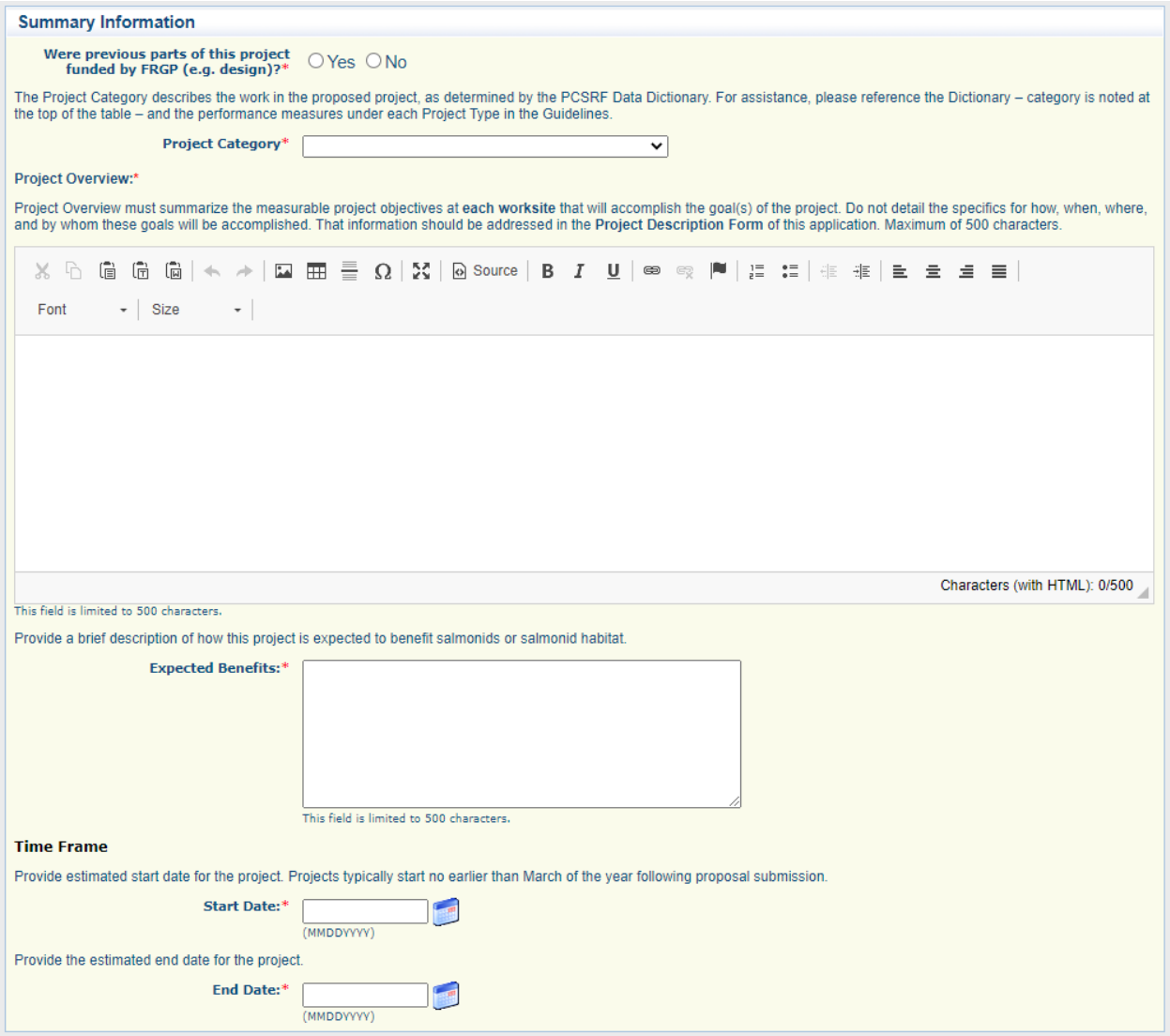
## Project Information

The Project Information Form has seven components:

- Summary Information
- Organization Information
- Location Description
- Additional Species Information
- Project Location Information
- Worksite Information
- Licensed Professional(s)

Be sure to click the 'Edit' button at the top right to open the first four sections for data entry.

*Summary Information*




**Were Previous Parts of this Project Funded by FRGP (e.g., design)?:** Select 'Yes' if a predecessor to this project was partly or fully funded by FRGP. An example would be a design project that was funded and completed to produce design plans for this project.

**Grant #(s) and Project Title(s):** If 'Yes' is selected in the previous question, this field will appear. Enter the pertinent FRGP grant number and project title. Note: the text box might not be large enough to fit the full title – shorten as needed.

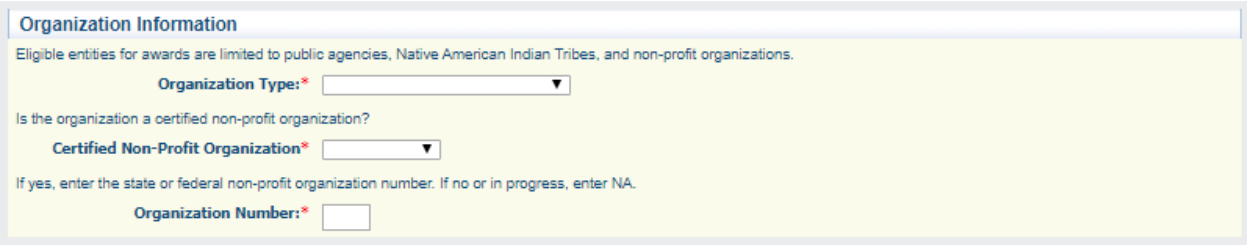
**Project Category**: Choose a Project Category that best describes the work in the proposed project. You may only select one category. If the project addresses multiple categories, select the one that is the most important. These correspond to PCSRF project categories; if you are unsure, check the performance measures under your project type in the Guidelines.

**Project Overview**: Must identify specific end goals(s) that will be accomplished by the project. Summarize measurable objectives in a few sentences that can be included in the grant agreement if the proposal is funded. The specifics of how, when, where, and by whom these goals will be accomplished should be addressed in the Project Description section. Be sure to include the type of work associated with this project (e.g., installation of large woody debris, culvert removal, planting 100 trees). Maximum of 500 characters.

**Expected Benefits:** Explain how completion of this project will benefit salmonids or salmonid habitat. Maximum of 500 characters.

**Time Frame**: Provide estimated start and end dates for the project, from project initiation to completion. (Depending on the Focus, duration of projects cannot exceed either four or two years.) This timeframe must include submission of final invoice and final report. All deliverables must be submitted within the project timeframe. You may enter a date using the calendar that pops up when you click in the date field or by typing a date in manually (Note: use numerals only, the system will insert the forward slashes automatically).

*Organization Information*


Organization Information

Eligible entities for awards are limited to public agencies, Native American Indian Tribes, and non-profit organizations.

Organization Type:*

Is the organization a certified non-profit organization?

Certified Non-Profit Organization*

If yes, enter the state or federal non-profit organization number. If no or in progress, enter NA.

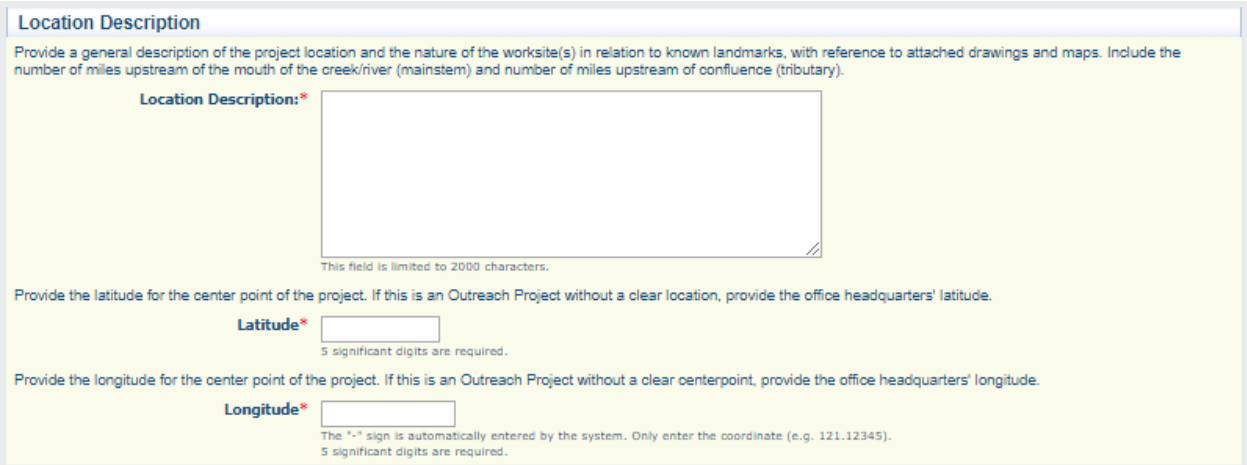
Organization Number:*

**Organization Type**: Select from list. Eligible entities for awards are limited to public agencies, Native American Indian Tribes, and certified non-profit organizations.

**Certified Non-Profit Organization**: Is the organization a certified nonprofit organization? Options are Yes, No, and In Progress.

**Organization Number**: If 'yes' is answered in the Certified Non-Profit Organization field, then enter the state or federal non-profit organization number. If 'no' or 'in progress' was selected, then enter "N/A".

*Location Description*


Location Description

Provide a general description of the project location and the nature of the worksite(s) in relation to known landmarks, with reference to attached drawings and maps. Include the number of miles upstream of the mouth of the creek/river (mainstem) and number of miles upstream of confluence (tributary).

Location Description:*

This field is limited to 2000 characters.

Provide the latitude for the center point of the project. If this is an Outreach Project without a clear location, provide the office headquarters' latitude.

Latitude*

5 significant digits are required.

Provide the longitude for the center point of the project. If this is an Outreach Project without a clear centerpoint, provide the office headquarters' longitude.

Longitude*

The "-" sign is automatically entered by the system. Only enter the coordinate (e.g. 121.12345).
5 significant digits are required.

**Location Description:** Provide a general description of the project location and the nature of the work site(s) in relation to known

landmarks, with reference to attached drawings and maps. Include the number of miles upstream of the mouth of the creek/river (mainstem) and number of miles upstream of a confluence (tributary). Maximum of 2,000 characters.

**Latitude, Longitude:** Provide the center point latitude and longitude for the entire project. If there is no specific location (e.g., outreach) or it is program-wide, use the coordinates for applicant's headquarters. Enter only numbers in text boxes – decimals and the negative sign are included automatically.

*Additional Species Information*

Additional Species Information

Additional Species Benefitted: Select any of the following species which will benefit from the project or select Not Applicable if no other species will benefit.

Amphibians/Reptiles*
California Giant Salamander
California Red-Legged Frog
Coastal Tailed Frog
Foothill Yellow-Legged Frog
Northern Red-Legged Frog
Please press Ctrl + Click to select multiple items

Mammals*
Black Bear
Black-Tailed Deer
Humboldt Marten
Pacific Fisher
Not Applicable
Please press Ctrl + Click to select multiple items

Birds*
Bald Eagle
Golden Eagle
Marbled Murrelet
Northern Goshawk
Northern Spotted Owl
Please press Ctrl + Click to select multiple items

Other Species Design Considerations: Describe specifically how the project was designed (or will be designed) to benefit speices other than salmonids, e.g. pacific lamprey, fairy shrimp, foothill yellow-legged frog, etc. Non-implementation projects can enter "Not Applicable."

Other Species Design Considerations:*

This field is limited to 1000 characters.

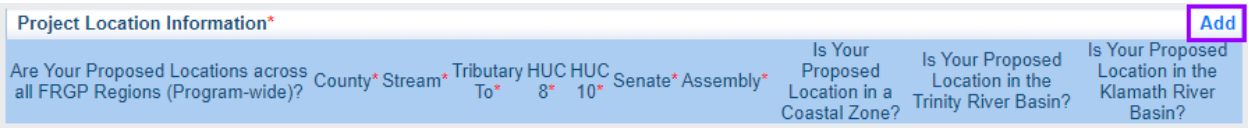
**Amphibians/Reptiles, Mammals, & Birds:** Select all additional species that will benefit from the effects of the project. If none, select 'Not Applicable'.

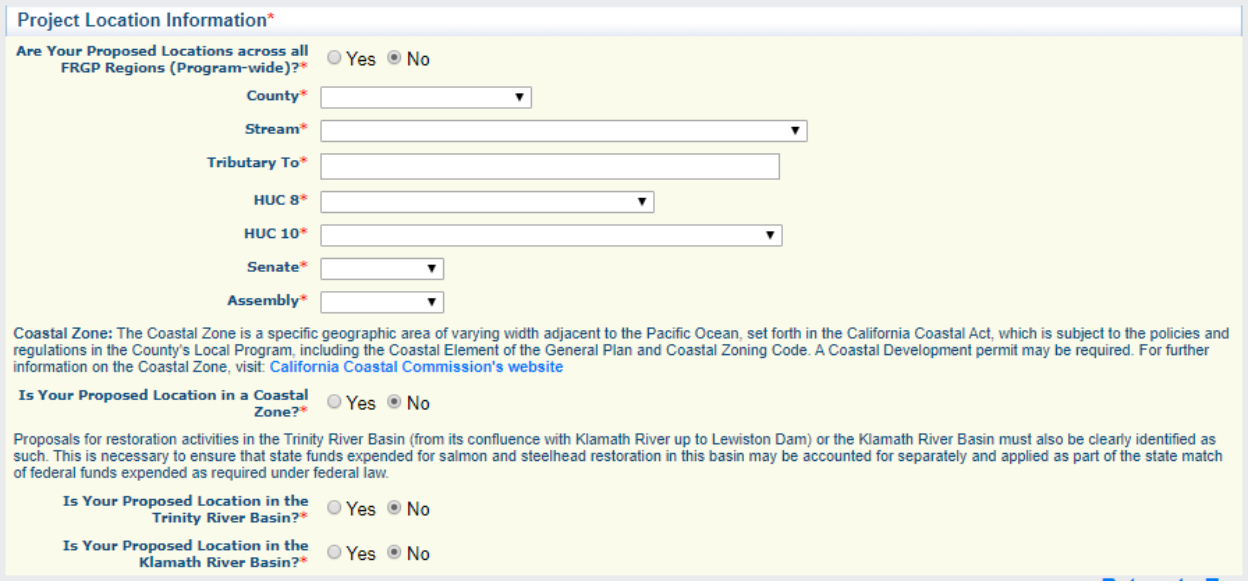
**Other Species Design Considerations:** Describe how the project design will benefit other species, e.g., pacific lamprey, fairy shrimp. Non-implementation projects enter "N/A".

When finished with the first four sections, be sure to click the 'Save' button at the top right. The 'Add' button at the top of the following three sections does not appear when the page is in Editing mode.

*Project Location Information*

Select the 'Add' button in order to enter Project Location Information. Complete a separate entry for each location by repeating the 'Add' process.




**Are Your Proposed Locations across all FRGP Regions (Program-wide)?:** Does the project encompass all FRGP regions throughout the state? If 'yes' is selected, then location specific information is not required. If 'no' is selected, then location specific information is required; the following dropdown menus will appear:

**County:** Select the county in which the project work will take place.

**Stream:** Select the stream that will be directly affected by the project.

**Tributary to:** List all streams directly downstream of the affected streams.

**HUC 8:** Select the 8-digit Hydrologic Unit Code (HUC) where the project will occur.

**HUC 10:** Select the 10-digit Hydrologic Unit Code (HUC) where the project will occur.

**Senate:** Select the Senate district(s) where the project will occur.

**Assembly:** Select the Assembly district(s) where the project will occur.

**Coastal Zone:** Indicate whether your proposed location is in the Coastal Zone by selecting 'Yes' or 'No'. The Coastal Zone is a specific geographic area of varying width adjacent to the Pacific Ocean set forth in the California Coastal Act, which is subject to the policies and regulations in the County's Local Program, including the Coastal Element of the General Plan and Coastal Zoning Code. A Coastal Development permit may be required. For further information on the Coastal Zone, visit the California Coastal Commission's website.

**Trinity River Basin:** Indicate whether your proposed location is in the Trinity River Basin by selecting 'Yes' or 'No'. Proposals for restoration activities in the Trinity River Basin (from its confluence with Klamath River up to Lewiston Dam) must be clearly identified as such. This is necessary to ensure that state funds expended for salmon and steelhead restoration in this basin may be accounted for separately

and applied as part of the state match of federal funds expended as required under federal law.

**Klamath River Basin:** Indicate whether your proposed location is in the Klamath River Basin by selecting 'Yes' or 'No'. Proposals for restoration activities in the Klamath River Basin must be clearly identified as such. This is necessary to ensure that state funds expended for salmon and steelhead restoration in this basin may be accounted for separately and applied as part of the state match of federal funds expended as required under federal law.

*Worksite Information*

If the project has multiple worksites that are spaced a ½ mile or more apart, then each site should be entered as a separately. Work sites within a ½ mile of each other may be considered one site. If there is no specific work location (e.g., outreach) or it is program-wide, report a single worksite. You may use the coordinates for headquarters, the primary city where project staff will conduct the work, or the central point for the geographic area where most of the work is focused.

Complete a separate entry for each worksite by repeating the 'Add' process.

**Worksite Information***

Provide exact project location, use multiple coordinates if necessary. If the project is not tied to a specific on-the-ground location, provide the coordinates for the headquarters of the organization. These coordinates need to be entered in NAD83; the FCC website can be used to convert coordinates. The coordinates should look like: Latitude: 36.986746; Longitude:-121.569552.

**Site Name:** The location where the work will take place. If there are multiple worksites (spaced 1/2 contiguous miles or more apart) for the project, then coordinates are required for each worksite. For example, if there are two project locations, one 0.6 miles downstream from the other, then two worksites will need to be reported. If the two project locations are 0.4 miles apart instead of 0.6, then one worksite needs to be reported. For projects that apply to a large geographic scale (e.g., statewide), a single point lat/long will need to be reported. The point could be a "central" point location for the project; the lat/long of the city where the project staff conducts the work; or, a lat/long that designates the geographic area where most of the work is focused. Be sure to check that the single point location for a statewide project places the project within an FRGP Region.

**Site Name***

Provide the latitude for the center point of the worksite, not the up/downstream point.

**Latitude***

5 significant digits are required.

Provide the longitude for the center point of the worksite, not the up/downstream point.

**Longitude***

The "-" sign is automatically entered by the system. Only enter the coordinate (e.g. 121.12345). 5 significant digits are required.

Provide a brief description of what the coordinates refer to in relation to the project reach.

**Description of Coordinates***

This field is limited to 250 characters.

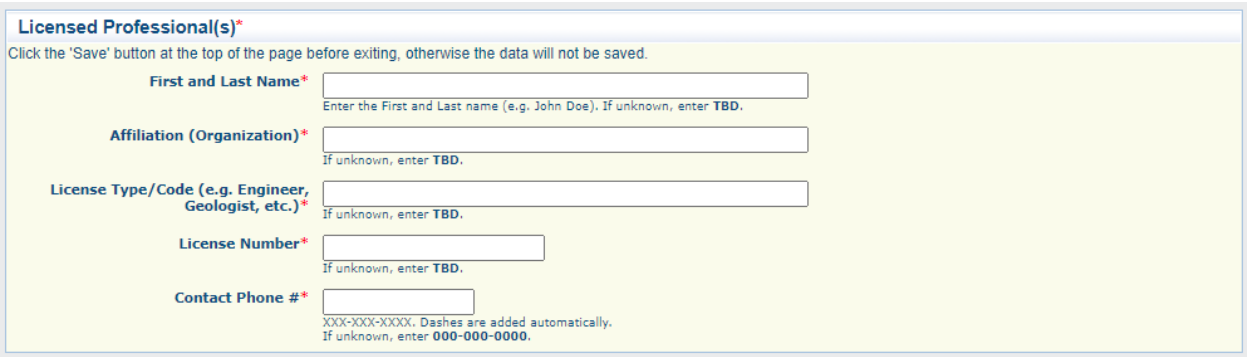
**Site Name:** The name (or number) assigned to the work site.

**Latitude, Longitude:** Provide latitude and longitude of the center point of the work site. These coordinates need to be entered in NAD83; the FCC's coordinates converter may be useful. 5 digits are required. Enter only numbers in text boxes – decimals and the negative sign are included automatically.

**Description of Coordinates:** Provide a brief description of what the coordinates refer to in relation to the project reach. Maximum of 250 characters.

*Licensed Professional(s)*

Complete a separate entry for each licensed professional by repeating the 'Add' process.


Licensed Professional(s)*
Click the 'Save' button at the top of the page before exiting, otherwise the data will not be saved.
First and Last Name*
Enter the First and Last name (e.g. John Doe). If unknown, enter TBD.
Affiliation (Organization)*
If unknown, enter TBD.
License Type/Code (e.g. Engineer, Geologist, etc.)*
If unknown, enter TBD.
License Number*
If unknown, enter TBD.
Contact Phone #*
XXX-XXX-XXXX. Dashes are added automatically.
If unknown, enter 000-000-0000.

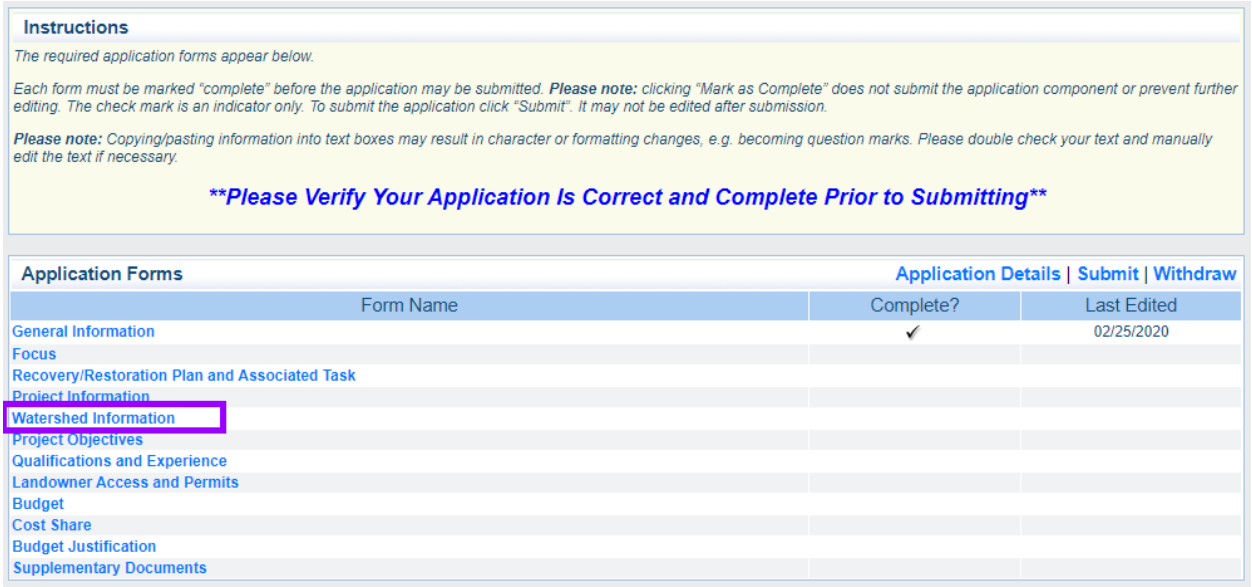
**First and Last Name:** Enter the full name of the licensed professional. If unknown, enter "TBD".

**Affiliation (Organization):** What organization is the professional associated with? If unknown, enter "TBD".

**License Type/Code (e.g., Engineer, Geologist):** What type of license does the professional have? If unknown, enter "TBD".

**License Number:** What is the professional's license number? If unknown, enter "TBD".

**Contact Phone #:** What is the professional's primary phone number? If unknown, enter "000-000-0000". Dashes are automatically added.



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**Application Forms** — Application Details | Submit | Withdraw

| Form Name | Complete? | Last Edited |
|---|---|---|
| General Information | ✓ | 02/25/2020 |
| Focus | | |
| Recovery/Restoration Plan and Associated Task | | |
| Project Information | | |
| Watershed Information | | |
| Project Objectives | | |
| Qualifications and Experience | | |
| Landowner Access and Permits | | |
| Budget | | |
| Cost Share | | |
| Budget Justification | | |
| Supplementary Documents | | |

## Watershed Information

There are two sections in the Watershed Information Form that must be completed:

- Watershed Information
- Watershed Plans

## *Watershed Information*

**Watershed Information**

**Watershed Area:** The acres of watershed that the project will encompass. If the project is region-wide or program-wide (e.g. education), enter N/A.

**Watershed Area:*** Acres

**Land Use Statement:***

Describe current and anticipated future (next 10 years) land uses in the watershed.

Source | Font | Size

Characters (with HTML): 0/5000

This field is limited to 5,000 characters.

**Watershed Ownership:** Enter percentages by type of ownership for the entire watershed. Percentages may not sum to 100 if other types of ownership are present in the watershed. If the project is region-wide or program-wide, check N/A.

**Watershed Ownership:*** 0% Private | 0% State | 0% Federal | N/A

**Length of Anadromous Streams in Watershed:** If the project is region-wide or program-wide, check N/A.

**Length:*** 0 Miles | N/A

**Description of Last Focus Species Observation***

Describe the last focus species observed in the project area. Where, when, and how many were observed?

Source | Font | Size

Characters (with HTML): 0/500

This field is limited to 500 characters

**Background Information:***

Provide brief background information, referencing historical land use, past practices, local conditions, watershed plans, studies, and other sources. Reference attached figures, tables, maps, and photos if necessary. Do not describe the project here; that will go in the Project Description.

Source | Font | Size

Characters (with HTML): 0/5000

This field is limited to 5,000 characters.

**Watershed Area (in acres):** Watershed area, in acres, within which the project is located. If the project is region-wide or program-wide, enter "N/A".

**Land Use Statement:** Describe current and anticipated future (next 10 years) land uses in the watershed. Maximum of 5,000 characters.

**Watershed Ownership:** Enter percentages by type of ownership for the entire watershed. Percentages may not sum to 100 if other types of ownership are present in the watershed. If the project is region-wide or program-wide, check N/A.

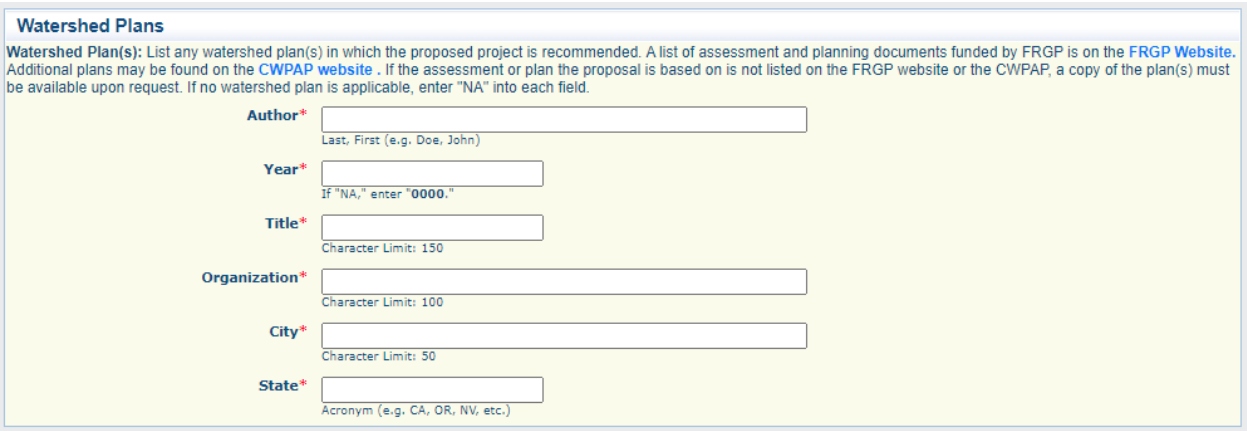
**Length of Anadromous Streams in Watershed (miles):** Enter the total length, in miles, of the anadromous streams within the focus watershed. If the project is region-wide or program-wide, check N/A.

**Description of Last Focus Species Observation:** Discuss the last sighting of the primary species benefited within the project area, including where, when, and how many were observed. Also include a citation for the report from which the data comes. For example: "2 YOY Coho Salmon observed 2,000 feet upstream from the confluence with Humboldt Bay -*Stream Inventory Report Freshwater Creek, California Department of Fish and Game 2004*." Maximum of 500 characters.

**Background Information:** Provide background information, referencing historical land use, past practices, local conditions, watershed plans, studies, and other sources. Reference attached figures, tables, maps, and photos if necessary. Do not describe the project here; that will go in the Project Description section. Maximum of 5,000 characters.

*Watershed Plans*

Complete a separate entry for each plan by repeating the 'Add' process.



**Watershed Plans**

**Watershed Plan(s):** List any watershed plan(s) in which the proposed project is recommended. A list of assessment and planning documents funded by FRGP is on the FRGP Website. Additional plans may be found on the CWPAP website . If the assessment or plan the proposal is based on is not listed on the FRGP website or the CWPAP, a copy of the plan(s) must be available upon request. If no watershed plan is applicable, enter "NA" into each field.

**Author*** Last, First (e.g. Doe, John)

**Year*** If "NA," enter "**0000.**"

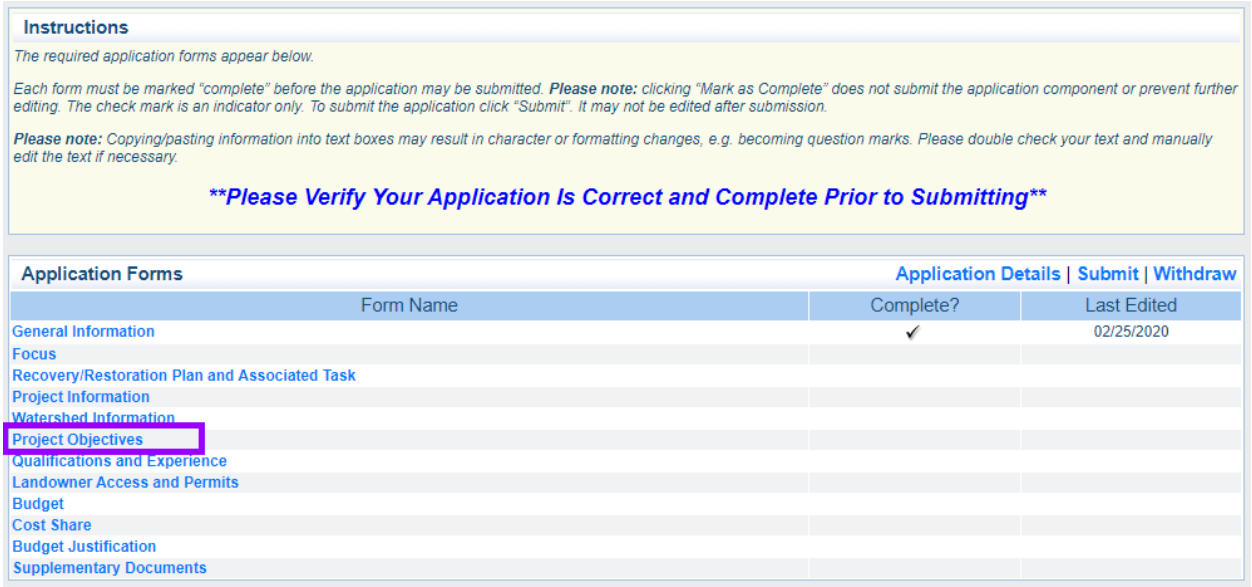
**Title*** Character Limit: 150

**Organization*** Character Limit: 100

**City*** Character Limit: 50

**State*** Acronym (e.g. CA, OR, NV, etc.)

List any watershed plan(s) in which the proposed project is recommended, including the author, year, title, organization, city, and state of publication. A list of assessment and planning documents funded by FRGP is on the FRGP Website. If the proposed project is taken from a plan that is listed on the website or on the CWPAP website (see Guidelines Part V), you must identify the plan here. If the assessment or plan the proposal is based on is not listed on the FRGP Website or on the CWPAP, the plan must be listed here. Copies of the plan(s) must be available upon request. If no watershed plan is applicable, enter a record with "N/A" in the Author, Title, Organization, and City and State fields, and "0000" in the year field. DO NOT enter recovery plans here.



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| Watershed Information | | |
| Project Objectives | | |
| Qualifications and Experience | | |
| Landowner Access and Permits | | |
| Budget | | |
| Cost Share | | |
| Budget Justification | | |
| Supplementary Documents | | |

## Project Objectives

The Project Objectives Form contains four sections that must be completed:

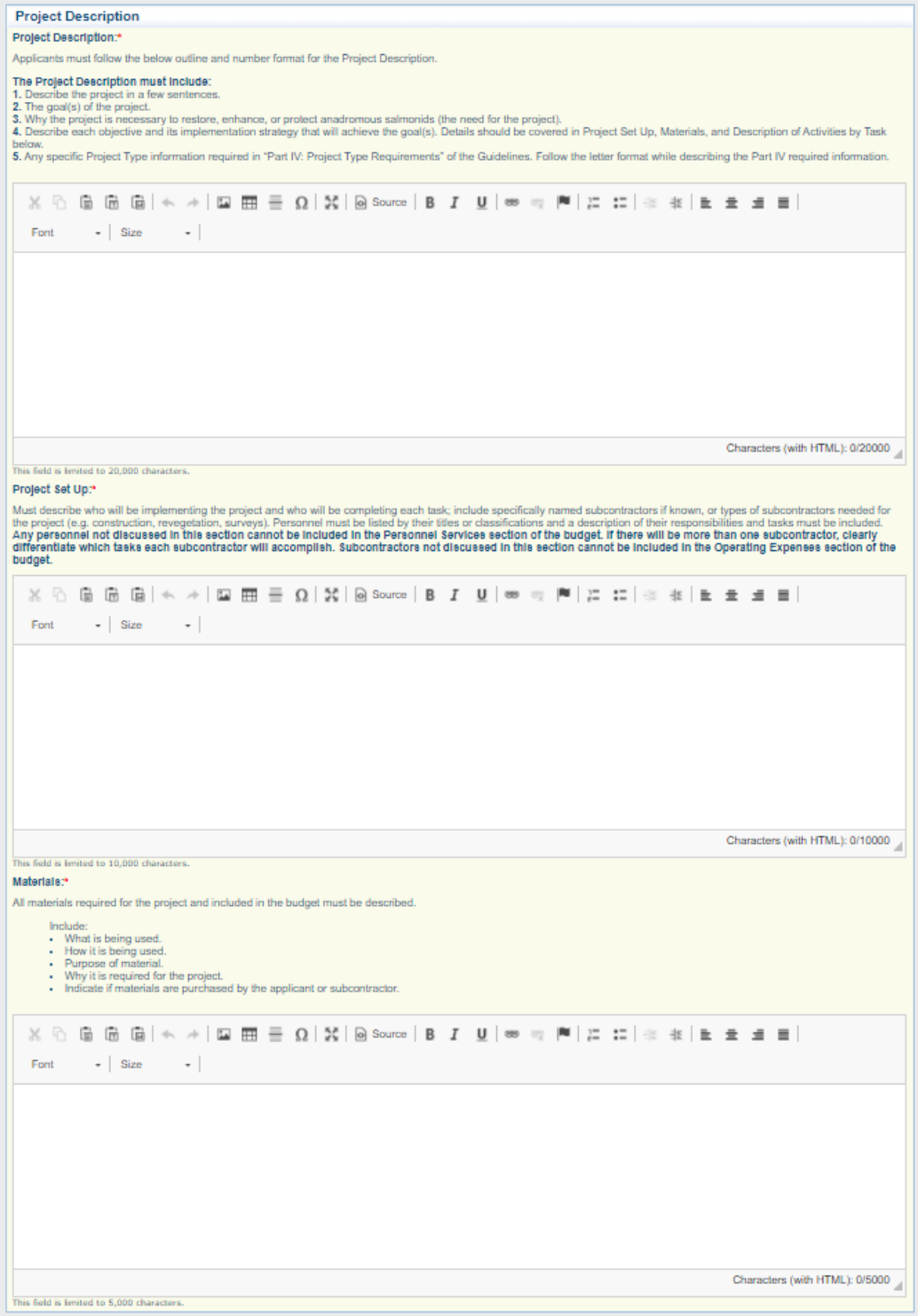
- Project Description
- Protocols
- Primary Limiting Factor
- Description of Activities

This section should provide a complete description of the project, **including what is being funded by cost share** (cash and in-kind services). Please be sure to note the character limits. If there are any attachments or required supplemental information included with the proposal in the Supplemental Documents Form, they must be referenced in the project description.

### *Project Description*

Projects should treat causes and not just the symptoms of anadromous fish habitat degradation. Project proposal descriptions must have sufficient detail to be used (if funded) in a grant agreement statement

of work, to complete California Environmental Quality Act (CEQA) compliance, and necessary permits. A summary that only consists of a list of proposed activities, without descriptive narrative, does not constitute sufficient detail.



**Project Description**

**Project Description:***

Applicants must follow the below outline and number format for the Project Description.

**The Project Description must include:**
**1.** Describe the project in a few sentences.
**2.** The goal(s) of the project.
**3.** Why the project is necessary to restore, enhance, or protect anadromous salmonids (the need for the project).
**4.** Describe each objective and its implementation strategy that will achieve the goal(s). Details should be covered in Project Set Up, Materials, and Description of Activities by Task below.
**5.** Any specific Project Type information required in "Part IV: Project Type Requirements" of the Guidelines. Follow the letter format while describing the Part IV required information.

Source | Font | Size

Characters (with HTML): 0/20000

This field is limited to 20,000 characters.

**Project Set Up:***

Must describe who will be implementing the project and who will be completing each task; include specifically named subcontractors if known, or types of subcontractors needed for the project (e.g. construction, revegetation, surveys). Personnel must be listed by their titles or classifications and a description of their responsibilities and tasks must be included. **Any personnel not discussed in this section cannot be included in the Personnel Services section of the budget. If there will be more than one subcontractor, clearly differentiate which tasks each subcontractor will accomplish. Subcontractors not discussed in this section cannot be included in the Operating Expenses section of the budget.**

Source | Font | Size

Characters (with HTML): 0/10000

This field is limited to 10,000 characters.

**Materials:***

All materials required for the project and included in the budget must be described.

Include:
- What is being used.
- How it is being used.
- Purpose of material.
- Why it is required for the project.
- Indicate if materials are purchased by the applicant or subcontractor.

Source | Font | Size

Characters (with HTML): 0/5000

This field is limited to 5,000 characters.

**Project Description** must include:

- An overview of the project that sums up the project in a few sentences
- The goal of the project
- Why the project is necessary
- An overview of each restoration objective being proposed and the strategy that will be implemented to achieve the objectives
- Any specific information required for each Project Type as described in Part VI of the Guidelines. Please use the same order and numbering as in the Guidelines

Maximum of 20,000 characters.

**Project Set Up:** Describe who will be implementing the project and who will be completing each task; include specifically named subcontractors if known, or types of subcontractors needed for the project (e.g., construction, revegetation, surveys). Personnel must be listed by their titles or classifications and a description of their responsibilities and tasks must be included. **Any personnel not discussed in this section cannot be included in the Personnel Services section of the budget.** If there will be more than one subcontractor, clearly differentiate which tasks each subcontractor will accomplish. **Subcontractors not discussed in this section cannot be included in the Operating Expenses section of the budget.** Maximum of 10,000 characters.

**Materials:** All materials required for the project and included in the budget must be described. Include:

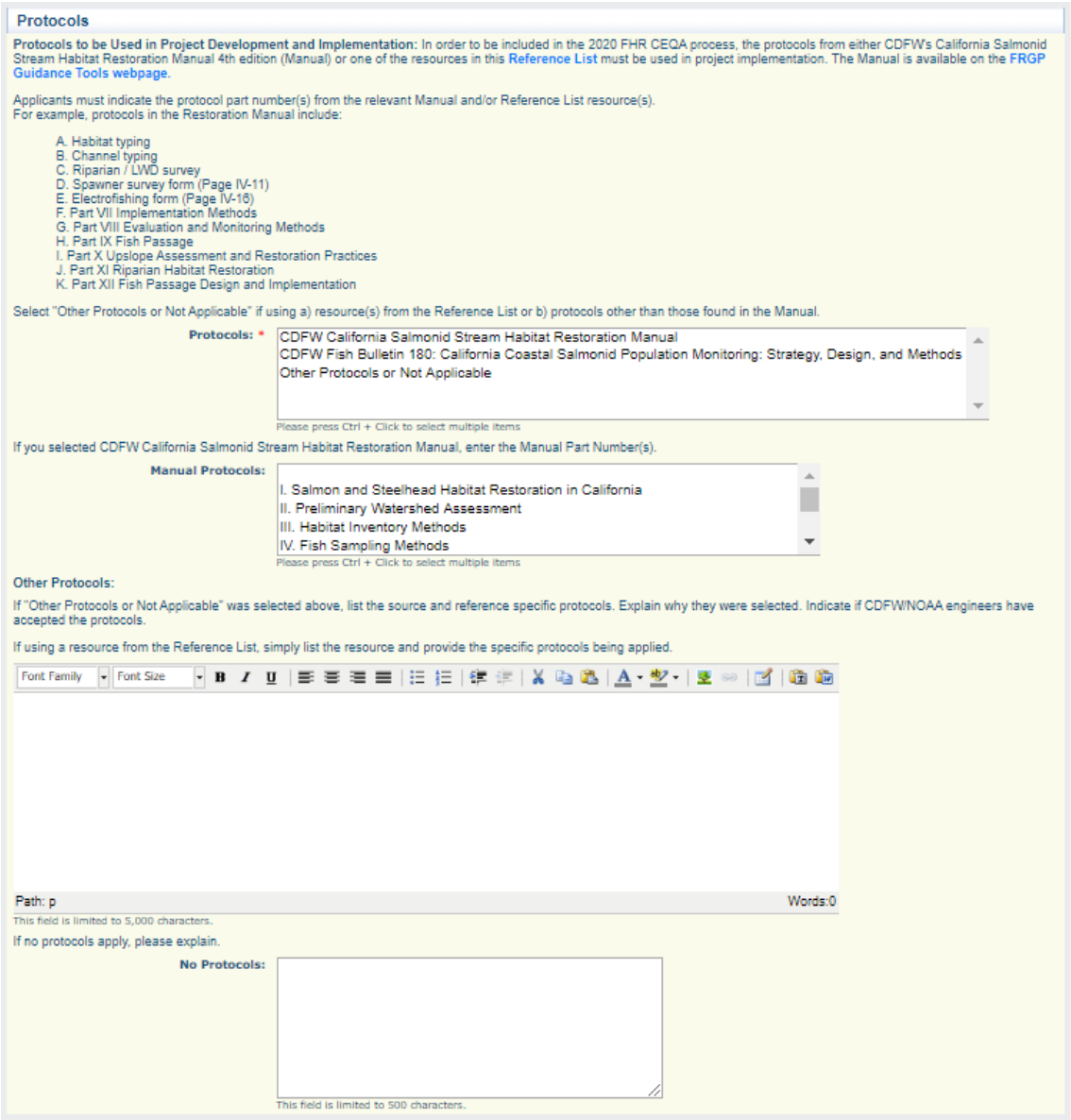
- What is being used
- How it is being used
- Purpose of material
- Why it is required for the project

- Indicate if materials will be purchased by the applicant or a subcontractor

Maximum of 5,000 characters.

*Protocols*

Note that in order to be included in the 2021 PSN CEQA process, the protocols from the DFG's *California Salmonid Stream Habitat Restoration Manual, 4th edition* (available at the [FRGP Guidance Tools website]) must be used in project implementation.



**Protocols**

**Protocols to be Used in Project Development and Implementation:** In order to be included in the 2020 FHR CEQA process, the protocols from either CDFW's California Salmonid Stream Habitat Restoration Manual 4th edition (Manual) or one of the resources in this **Reference List** must be used in project implementation. The Manual is available on the **FRGP Guidance Tools webpage**.

Applicants must indicate the protocol part number(s) from the relevant Manual and/or Reference List resource(s).
For example, protocols in the Restoration Manual include:

A. Habitat typing
B. Channel typing
C. Riparian / LWD survey
D. Spawner survey form (Page IV-11)
E. Electrofishing form (Page IV-16)
F. Part VII Implementation Methods
G. Part VIII Evaluation and Monitoring Methods
H. Part IX Fish Passage
I. Part X Upslope Assessment and Restoration Practices
J. Part XI Riparian Habitat Restoration
K. Part XII Fish Passage Design and Implementation

Select "Other Protocols or Not Applicable" if using a) resource(s) from the Reference List or b) protocols other than those found in the Manual.

**Protocols:** *
CDFW California Salmonid Stream Habitat Restoration Manual
CDFW Fish Bulletin 180: California Coastal Salmonid Population Monitoring: Strategy, Design, and Methods
Other Protocols or Not Applicable

Please press Ctrl + Click to select multiple items

If you selected CDFW California Salmonid Stream Habitat Restoration Manual, enter the Manual Part Number(s).

**Manual Protocols:**
I. Salmon and Steelhead Habitat Restoration in California
II. Preliminary Watershed Assessment
III. Habitat Inventory Methods
IV. Fish Sampling Methods

Please press Ctrl + Click to select multiple items

**Other Protocols:**

If "Other Protocols or Not Applicable" was selected above, list the source and reference specific protocols. Explain why they were selected. Indicate if CDFW/NOAA engineers have accepted the protocols.

If using a resource from the Reference List, simply list the resource and provide the specific protocols being applied.

Font Family | Font Size

Path: p | Words:0

This field is limited to 5,000 characters.

If no protocols apply, please explain.

**No Protocols:**

This field is limited to 500 characters.

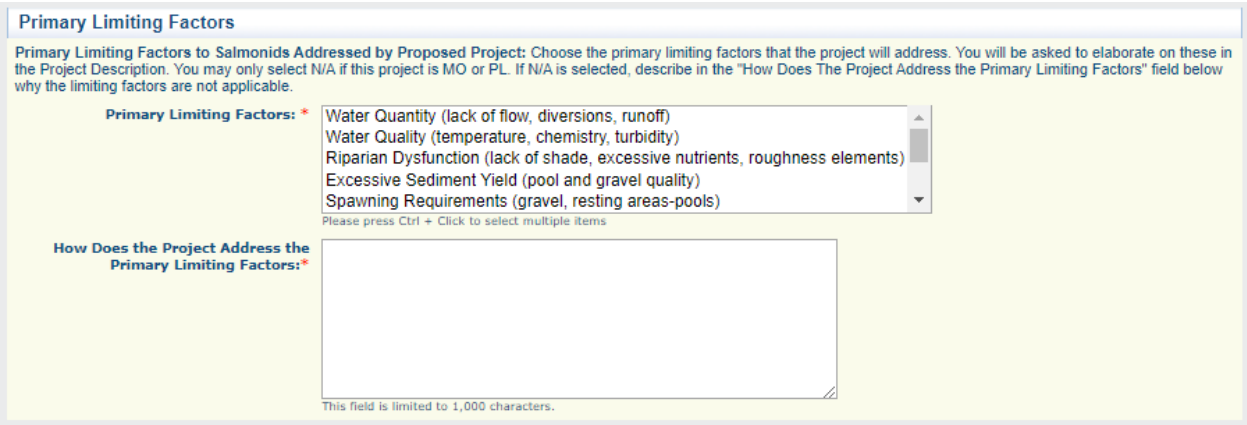
**Protocols:** Select one or more of the listed options in the Protocols box.

**Manual Part:** If you selected the *California Salmonid Stream Habitat Restoration Manual* in the previous menu, select all manual parts that are applicable.

**Other Protocols:** If using other protocols, explain what the protocols are and why they were selected. Indicate if CDFW/NOAA engineers have been consulted. Maximum of 5,000 characters.

**No Protocols:** If no protocols are applicable for this project, explain why. Maximum of 500 characters.

*Primary Limiting Factor*

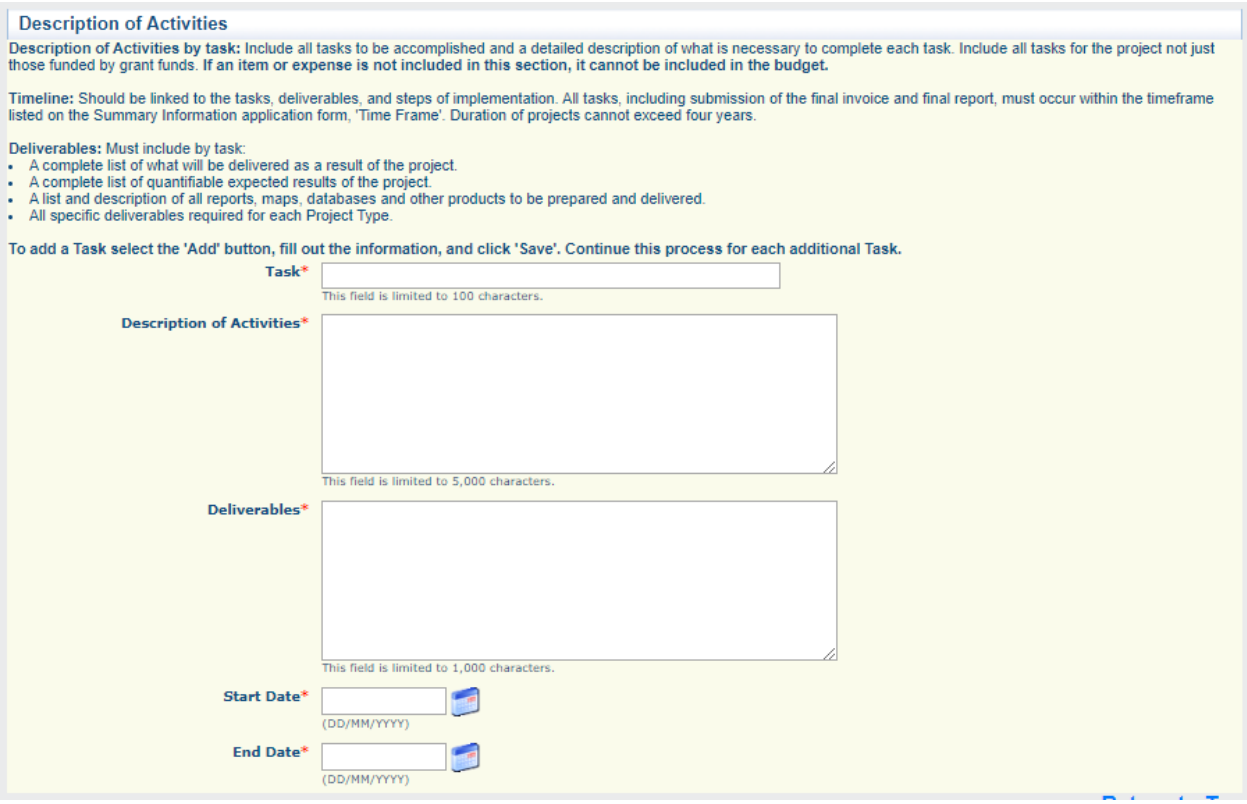



**Primary Limiting Factors:** Choose the limiting factors that the project will address from the provided list. You may only select one option. You may only select N/A if this project type is MO or PL. You will be required to provide an explanation for why a limiting factor is not applicable.

**How Does the Project Address the Primary Limiting Factor:** Describe how the primary limiting factor will be remediated by the project. Maximum of 1,000 characters.

*Description of Activities*

Complete a separate entry for each project task by repeating the 'Add' process. Include **all** tasks for the project, both those funded by requested grant funds and those funded by cost share.



Description of Activities

**Description of Activities by task:** Include all tasks to be accomplished and a detailed description of what is necessary to complete each task. Include all tasks for the project not just those funded by grant funds. **If an item or expense is not included in this section, it cannot be included in the budget.**

**Timeline:** Should be linked to the tasks, deliverables, and steps of implementation. All tasks, including submission of the final invoice and final report, must occur within the timeframe listed on the Summary Information application form, 'Time Frame'. Duration of projects cannot exceed four years.

**Deliverables:** Must include by task:

- A complete list of what will be delivered as a result of the project.
- A complete list of quantifiable expected results of the project.
- A list and description of all reports, maps, databases and other products to be prepared and delivered.
- All specific deliverables required for each Project Type.

**To add a Task select the 'Add' button, fill out the information, and click 'Save'. Continue this process for each additional Task.**

**Task*** This field is limited to 100 characters.

**Description of Activities*** This field is limited to 5,000 characters.

**Deliverables*** This field is limited to 1,000 characters.

**Start Date*** (DD/MM/YYYY)

**End Date*** (DD/MM/YYYY)

**Task:** Provide a number and name for each task to be accomplished by the project. Example: "1 – Project Management and Administration" (this should always be the first task). Maximum of 100 characters.

**Description of Activities:** Must include a detailed description of the activities required to complete each task. If a task has multiple deliverables with different expected completion/submittal dates, those dates should be included in the deliverables text box. Each task should result in a unique product, e.g., Task A and Task B should not have the same deliverable. If an item or expense is not

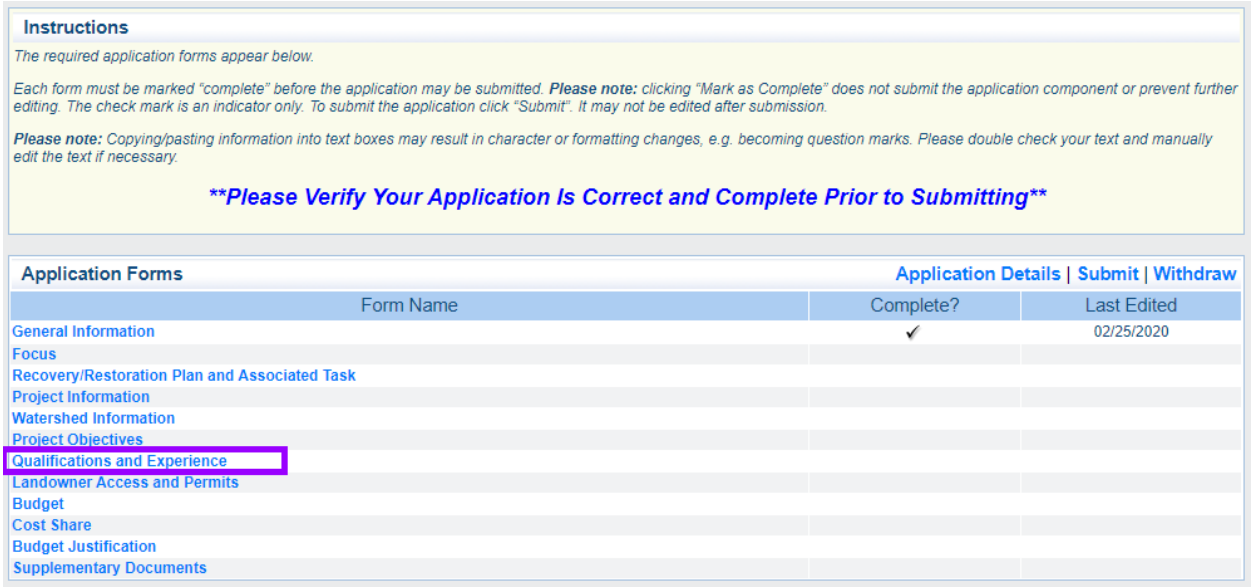
included in this section, it cannot be included in the budget. Maximum of 5,000 characters.

**Deliverables must include, by task:**

- A list of what will be completed for each task as required for each Project Type as described in the PSN, e.g., all reports, maps, databases, and other projects to be prepared and delivered;
- Periodic status reports, annual reports, and final report, as applicable;
- A date when each deliverable will be completed and/or submitted. The expected delivery of some elements may not have a hard date and can use terms such as prior to issuance of Final Notice to Proceed, not more frequently than monthly for the term of the Agreement, etc.;
- A complete list of quantifiable expected results of the task;
- If no deliverables are associated with a given task, write a brief explanation of why this is not applicable.

Maximum of 1,000 characters.

**Start/End Dates:** The Description of Activities must include estimated start and end dates for all tasks, deliverables, and steps of implementation. All tasks, including submission of the final invoice and final report, must occur within the timeframe listed in the Summary Information (Project Information form) Time Frame section. Duration of projects must match the focus. Use the calendar to select dates or enter digits only.



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| Landowner Access and Permits | | |
| Budget | | |
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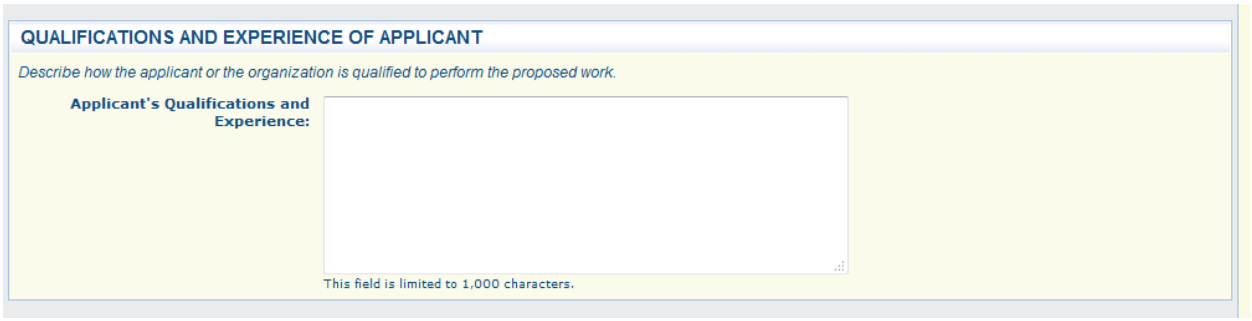
| Budget Justification | | |
| Supplementary Documents | | |

## Qualifications and Experience

There are four sections to the Qualifications and Experience Form:

- Qualifications and Experience of Applicant
- Applicant's Previous Projects
- Professionals
- Subcontractors

### *Qualifications and Experience of Applicant*



**QUALIFICATIONS AND EXPERIENCE OF APPLICANT**

*Describe how the applicant or the organization is qualified to perform the proposed work.*

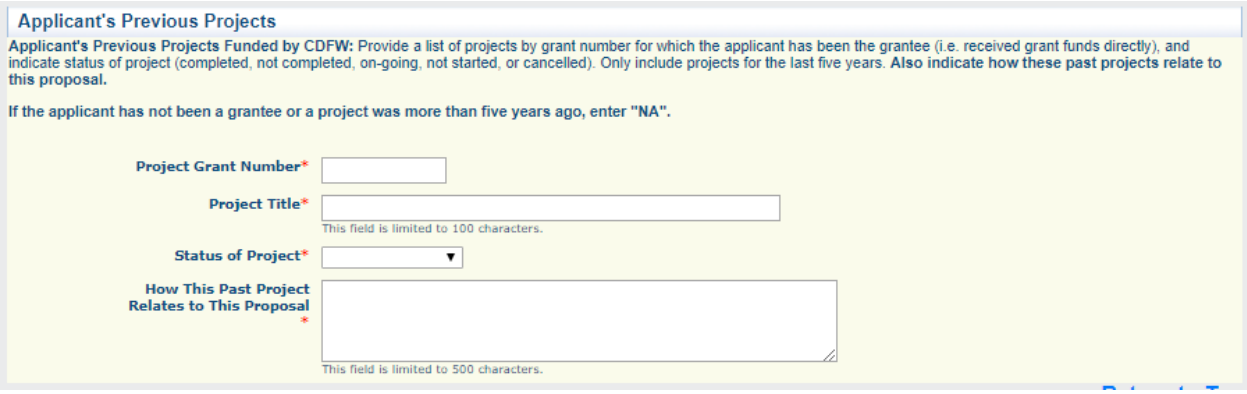
**Applicant's Qualifications and Experience:**

This field is limited to 1,000 characters.

Describe how the applicant or the organization is qualified to perform the proposed work. Maximum of 1,000 characters.

*Applicant's Previous Projects*

Provide information about projects previously funded by CDFW for which the applicant was the grantee. Only include projects for the last five years. Complete a separate entry for each previous project by repeating the 'Add' process. If applicant has no previous projects, enter "N/A" in each box; choose any status (page will not save without one).


Applicant's Previous Projects

**Applicant's Previous Projects Funded by CDFW:** Provide a list of projects by grant number for which the applicant has been the grantee (i.e. received grant funds directly), and indicate status of project (completed, not completed, on-going, not started, or cancelled). Only include projects for the last five years. **Also indicate how these past projects relate to this proposal.**

**If the applicant has not been a grantee or a project was more than five years ago, enter "NA".**

**Project Grant Number***

**Project Title***

This field is limited to 100 characters.

**Status of Project***

**How This Past Project Relates to This Proposal** *

This field is limited to 500 characters.

**Project Grant Number:** Provide the FRGP grant number for the project.

**Project Title:** Title for the Grant Number provided.

**Status of Project:** Indicate status of project (completed, not completed, on-going, not started, or cancelled).

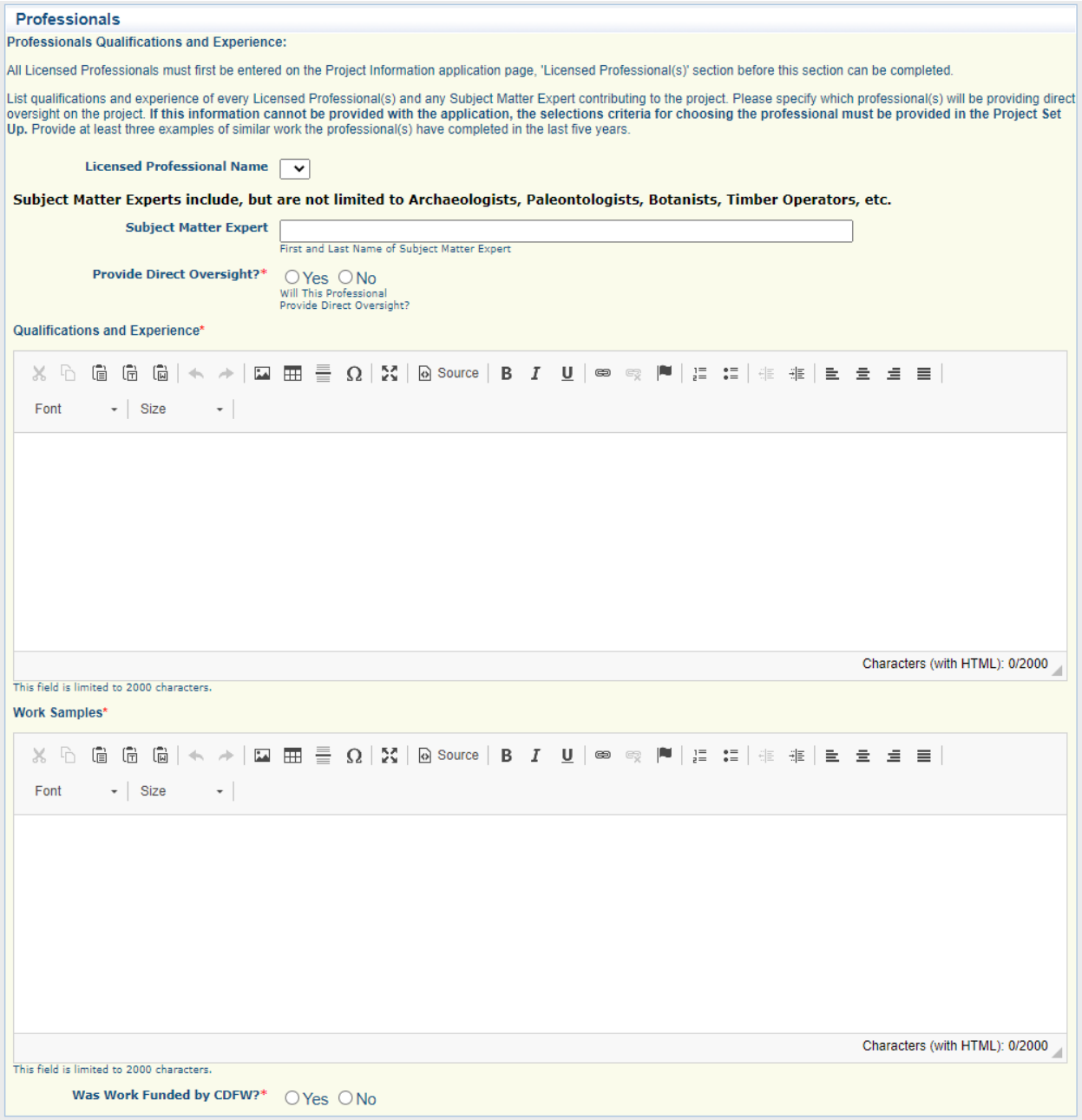
**How This Past Project Relates to This Proposal:** Indicate how the past project relates to the current proposal. Maximum of 500 characters.

*Professionals*

List qualifications and experience of principal licensed professional(s) and subject matter expert(s) who are contributing to the project. If professional is unknown ("TBD"), the selection criteria for choosing the

professional must be provided. Complete a separate entry for each professional/expert by repeating the 'Add' process.

Please note that the Licensed Professional(s) section of the Project Information form must be completed first. The "Licensed Professional Name" dropdown is populated from that form.



**Licensed Professional Name:** Select the name of the licensed professional, if applicable (skip if completing entry for a Subject Matter Expert).

**Subject Matter Expert:** Enter the name of the subject matter expert, if applicable (skip if completing entry for a Licensed Professional).

**Provide Direct Oversight?:** Will this professional provide direct oversight of this project?

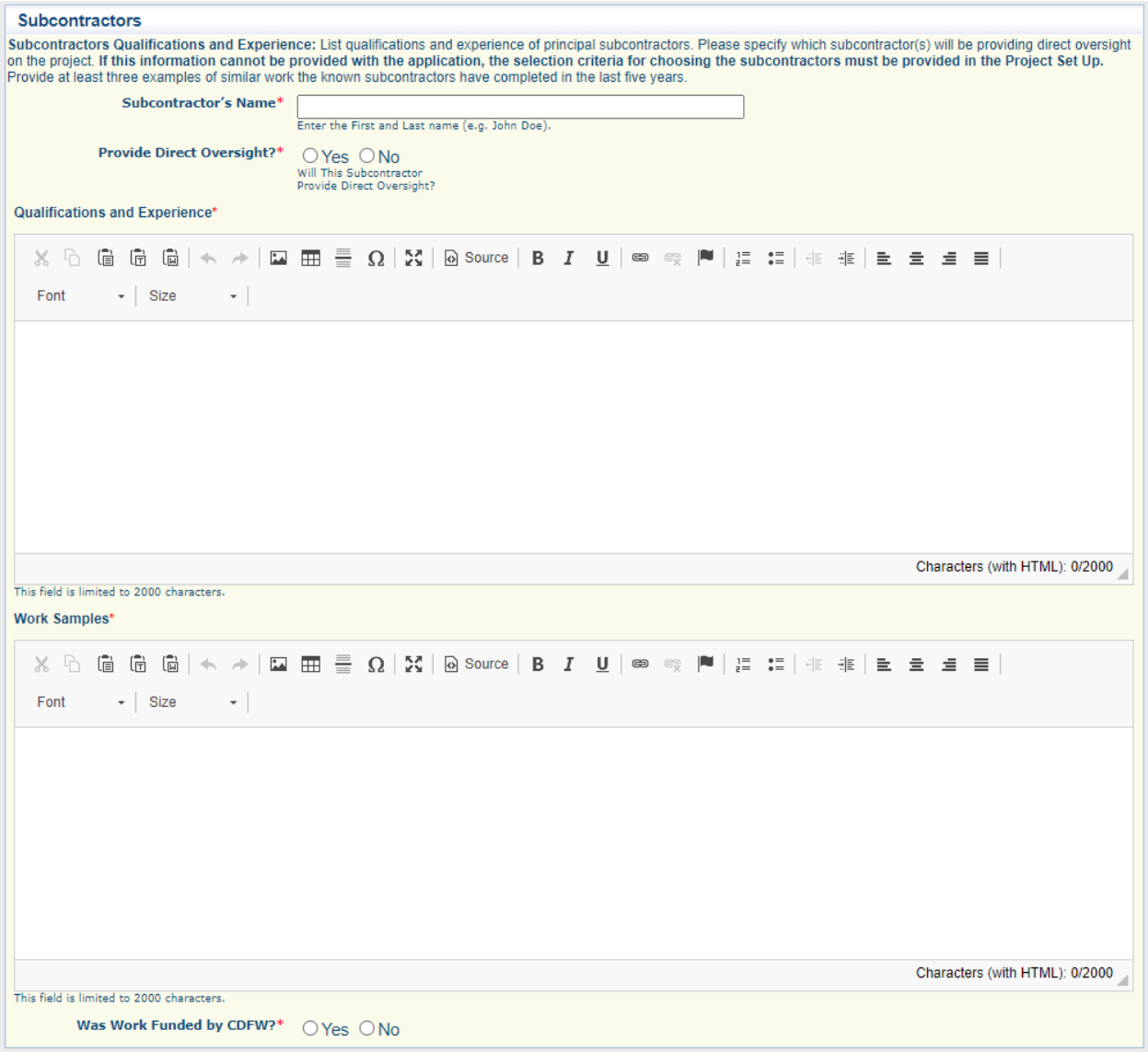
**Qualifications and Experience:** List qualifications and experience of the licensed professional. If professional is TBD, provide the selection criteria here. Maximum of 2,000 characters.

**Work Samples:** Provide at least three examples of similar work the licensed professional has completed. If professional is TBD, enter "N/A". Maximum of 2,000 characters.

**Was Work Funded by CDFW?**: Indicate whether any of the above work was funded by FRGP.

*Subcontractors*

List qualifications and experience of principal subcontractor(s). If subcontractor is unknown, the selection criteria for choosing the subcontractor must be in the Project Set Up. Complete a separate entry for each subcontractor by repeating the 'Add' process.



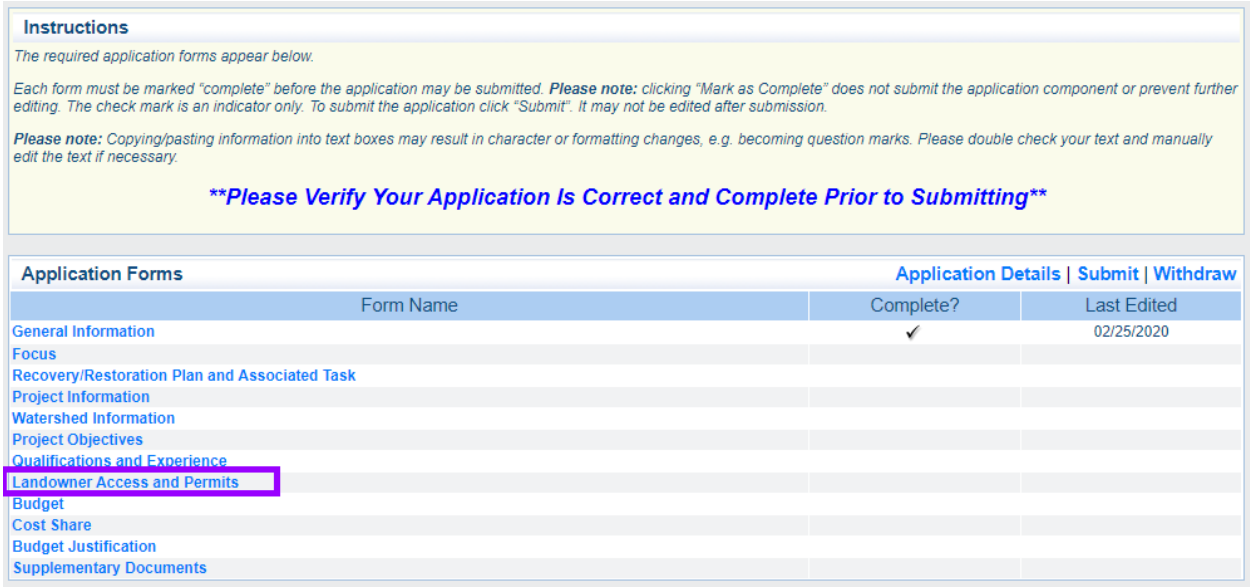

**Subcontractor's Name:** Enter the first and last name of the subcontractor. If unknown, enter "TBD".

**Provide Direct Oversight?:** Will this subcontractor provide direct oversight of this project?

**Qualifications and Experience:** List qualifications and experience of subcontractor. If unknown, provide the selection criteria here. Maximum of 2,000 characters.

**Work Samples:** Provide at least three examples of similar work the subcontractor has completed. If subcontractor is TBD, enter "N/A". Maximum of 2,000 characters.

**Was Work Funded by CDFW?:** Indicate whether any of the above work was funded by FRGP. If subcontractor is TBD, select 'No'.



**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.*

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

**Application Forms** — Application Details | Submit | Withdraw

| Form Name | Complete? | Last Edited |
|---|---|---|
| General Information | ✓ | 02/25/2020 |
| Focus | | |
| Recovery/Restoration Plan and Associated Task | | |
| Project Information | | |
| Watershed Information | | |
| Project Objectives | | |
| Qualifications and Experience | | |
| Landowner Access and Permits | | |
| Budget | | |
| Cost Share | | |
| Budget Justification | | |
| Supplementary Documents | | |

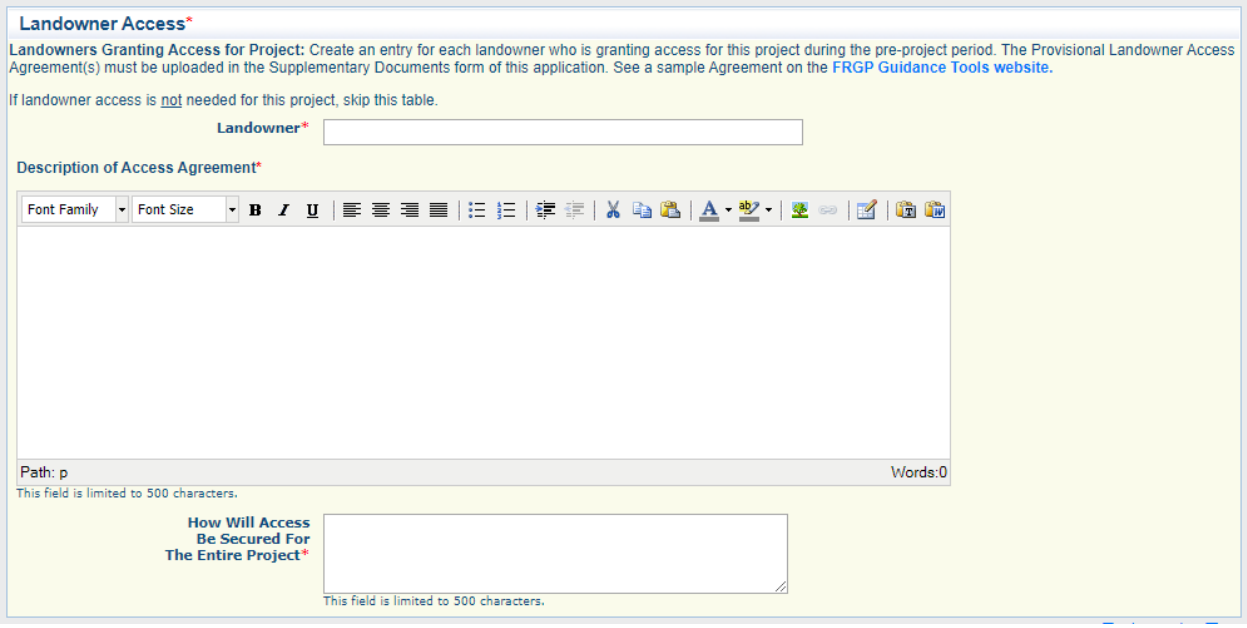
## Landowner Access and Permits

There are five sections in the Landowner Access and Permits Form:

- Landowner Access
- Landowner Information
- Permits
- CEQA
- Species

*Landowner Access*

Complete a separate entry for each landowner that is granting access for this project during the review period. List at least one major landowner access agreement and a description of how access will be secured for the entire project. If no landowner access is needed for the project enter "N/A" and briefly describe why.

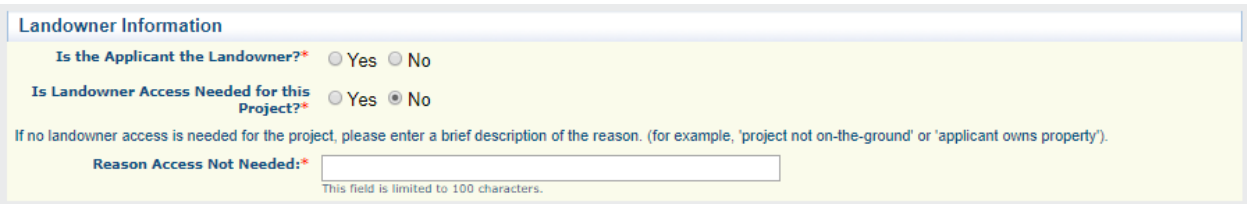



**Landowner:** Name of the landowner.

**Description of Access Agreement:** Give a synopsis of what the landowner access agreement allows. Example: "Applicant and CDFW staff may enter the property with 24 hours' notice". Complete Landowner Access Agreements must be uploaded in the Supplementary Documents form. Maximum of 500 characters.

**How Will Access Be Secured for the Entire Project:** Explain how access will be secured for the life of the project if awarded. Maximum of 500 characters.

*Landowner Information*




**Is the Applicant the Landowner?:** Select yes or no.

**Is Landowner Access Needed for this Project?:** If 'no' is selected then an explanation is required in the 'Reason Access Not Needed' field. If 'yes', be sure to upload the Landowner Access Agreement in the Supplementary Documents Form.

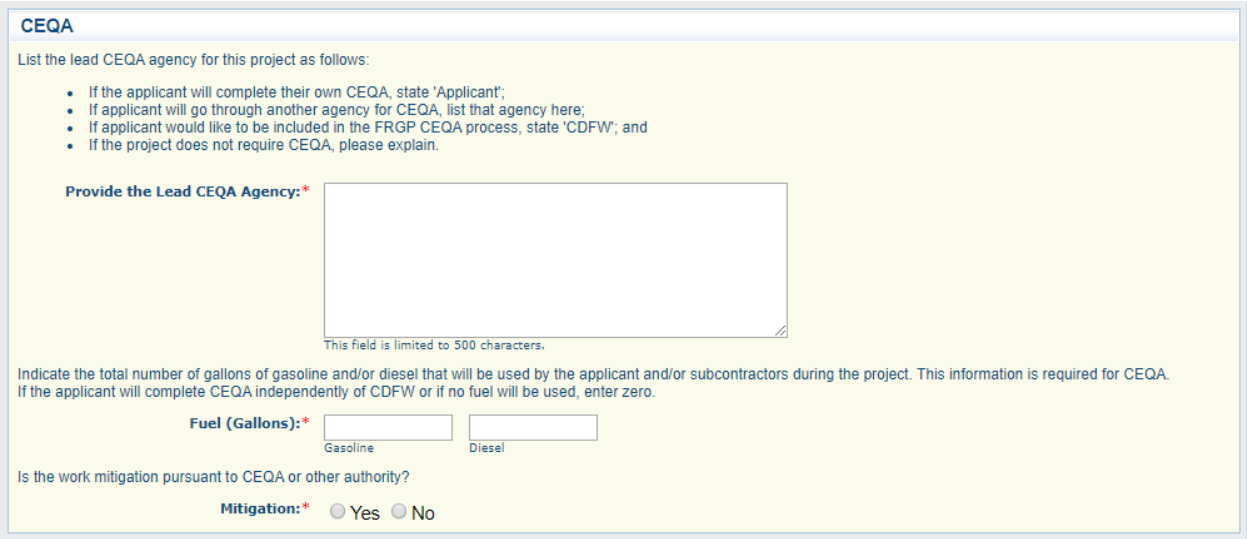
**Reason Access Not Needed:** If 'no' is selected in the previous question, this field will appear. Explain why landowner access is not needed for this project. Maximum of 100 characters.

*Permits*

**Government Permits:** Select all government permits known to be needed to complete this project. Multiple permits may be selected by pressing Ctrl + Click (⌘ + Click on Mac) for each selection. If permits are not applicable because your project does not involve on-the-ground work, please select N/A.

**Which Permits Will the Applicant Secure?:** List all permits the applicant plans to obtain on their own. Maximum of 500 characters.

## *CEQA*



**CEQA**

List the lead CEQA agency for this project as follows:

- If the applicant will complete their own CEQA, state 'Applicant';
- If applicant will go through another agency for CEQA, list that agency here;
- If applicant would like to be included in the FRGP CEQA process, state 'CDFW'; and
- If the project does not require CEQA, please explain.

**Provide the Lead CEQA Agency:*** 

This field is limited to 500 characters.

Indicate the total number of gallons of gasoline and/or diesel that will be used by the applicant and/or subcontractors during the project. This information is required for CEQA. If the applicant will complete CEQA independently of CDFW or if no fuel will be used, enter zero.

**Fuel (Gallons):*** Gasoline Diesel

Is the work mitigation pursuant to CEQA or other authority?

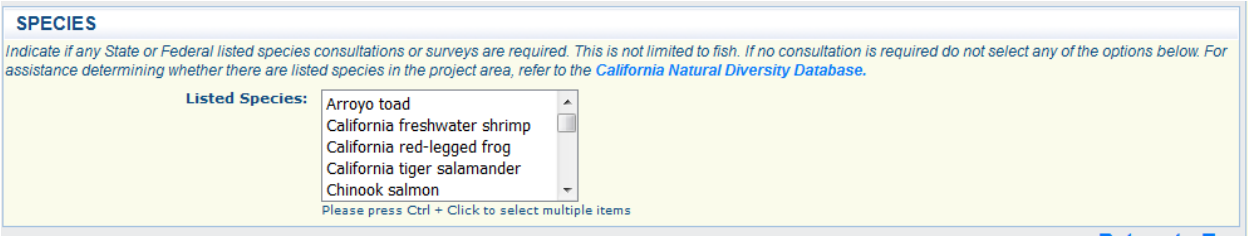
**Mitigation:*** Yes No

**Provide the Lead CEQA Agency:** List the lead CEQA agency for the project. If the applicant will complete their own CEQA, list applicant here; if applicant will go through another agency for CEQA, list that agency here; and if applicant would like to be included in the FRGP CEQA process, list CDFW here. If the project does not require CEQA, please explain. (Note: FRGP will not pay for outside CEQA compliance.) Maximum of 500 characters.

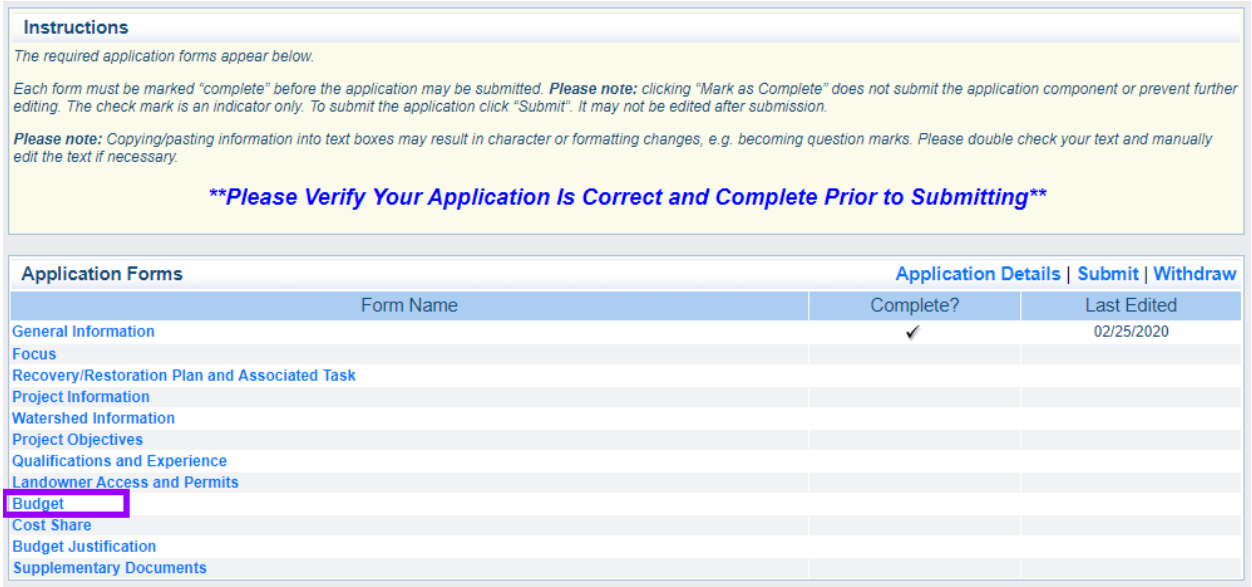
**Fuel (Gallons):** Indicate the total number of gallons of gasoline and/or diesel that will be used by the applicant and/or subcontractors in carrying out the project. This information is required for CEQA. If the applicant will be completing CEQA independently of CDFW, if the project does not involve on-the-ground implementation, or if no gasoline or diesel will be used, please enter zeros in the fields.

**Mitigation:** Is the work mitigation pursuant to CEQA or other authority? Select yes or no.

*Species*




Indicate if any State or Federal listed species consultations or surveys are required. This is not limited to fish. If no consultation is required, do not select any options. For assistance determining whether there are listed species in the project area, refer to the California Natural Diversity Database. Use Ctrl + Click (⌘ + Click on Mac) to select more than one species.



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| Qualifications and Experience | | |
| Landowner Access and Permits | | |
| Budget | | |
| Cost Share | | |
| Budget Justification | | |
| Supplementary Documents | | |

## Budget

There are seven sections in the Budget Form:

- Expenditure Forecast Table
- Personnel Services
- Staff Benefits
- General Operating Expenses
- Subcontractors
- Indirect Costs
- Equipment & Electronics

### *Expenditure Forecast Table*

CDFW requires an expenditure forecast to meet financial reporting requirements and to effectively budget funds. If awarded, an update to this table will be required every year. Based on the project tasks and their start and end dates, anticipate your spending for each **fiscal year** (July 1st – June 30th). These numbers can be adjusted if awarded but should be your best guess at this point.

**Expenditure Forecast Table**

To meet the needs of our Department's financial reporting requirements, please fill out the below Expenditure Forecast Table

The forecast should be a best guess at this point and can be adjusted if awarded. The amounts in the table should be proposed spending during the specified years. Grant Year (0-4) corresponds to each fiscal year after execution. "0" should be entered for the application Grant Year and the anticipated expenditures for each year after grant execution should be filled out (Fiscal Year 1, Fiscal Year 2...). The Grantee will resubmit this information every fiscal year if awarded. For the application only complete Grant Year 0. Grant Year 1 will be completed if awarded.

| | |
|---|---|
| **Grant Year (0 - 4)*** | Enter 0 for application year; 1 for Year 1 in the grant, continuing annually. |
| **Fiscal Year 1 (Execution to June): Expected Spending** | $0.00 |
| **Fiscal Year 2 (July to June): Expected Spending** | $0.00 |
| **Fiscal Year 3 (July to June): Expected Spending** | $0.00 |
| **Fiscal Year 4 (July to June): Expected Spending** | $0.00 |
| **Fiscal Year 5 (Opt): Expected Spending** | $0.00 |

**Grant Year:** Enter 0. All other numbers will be used in the future if a grant is awarded.

**Fiscal Year 1 (Execution to June): Expected Spending:** Enter the amount you anticipate billing during the first year of the prospective grant. Since the start date can be no earlier than March, this amount will represent at most 4 months of work.

**Fiscal Year 2 – 4 (July to June): Expected Spending:** Repeat as above for the remaining years of the prospective grant.

**Fiscal Year 5 (Opt): Expected Spending:** For future use only. Leave at $0.00.

The following forms should be completed using line items totals from the detailed project and subcontractor budget spreadsheets. The spreadsheets must be included in the Supplementary Documents form.

*Personnel Services*

Create a separate entry for each person who will perform work on the project.

**Personnel Services**

Ensure that all personnel are described in the project

List all personnel from the applying organization who will perform work on the proposed project. Personnel should be listed by project role rather than by name or job classification/title (e.g., Project Manager, Field Technician).

Project Role*

CDFW Requested Amount* $0.00

**Project Role:** List all personnel by their role in the project, rather than by name or job title. For example: Project Manager, Field Technician.

**CDFW Requested Amount:** Enter the total dollar amount allocated to this person.

*Staff Benefits*

Enter the total dollar amount of benefits allocated for all staff.

**Staff Benefits**

Enter the total staff benefits requested for this grant.

Staff Benefits* $0.00

*General Operating Expenses*

Create a separate entry for each line item in this section of the budget spreadsheet.

**General Operating Expenses**

List all General Operating Expenses by category. Examples of expenses include Field Supplies, Permit Fees, Travel, and other General Expenses incurred by the applicant (not subcontractors). Individual expenses within those categories must be described in the Project Objective form. Unordinary expenses should be explained in the Budget Justification Form.

For travel, see the following documents for applicable travel reimbursement rates

- University Terms and Conditions (UC/CSU applicants)
- General Grant Provisions (all other applicants)

List the General Operating Expense Item

General Operating Expense Item*

CDFW Requested Amount* $0.00

**General Operating Expense Item:** Enter the name of the operating expense line item (e.g., Travel).

**CDFW Requested Amount:** Enter the total dollar amount allocated to this line item.

*Subcontractors*

Create a separate entry for each subcontractor.

**Subcontractors**

Enter the Subcontractor's Name (or Project Role if a specific subcontractor has not yet been identified). Enter the Total Subcontractor Cost.

Ensure all subcontractor tasks are described in the Project Objectives form under the Project Set Up section.

Applicants must upload a 2020 FRGP Subcontractor Budget Spreadsheet for each subcontractor to the Supplementary Documents Form under "Additional Attachments/Documentation" section. Applicants may use thier own Budget Form, but the budget should clearly show all costs and must comply with federal uniform guidance (2 CFR 200).

Enter Subcontractor Name (or Project Role if the specific Subcontractor has not yet been identified).

**Subcontractor Name or Role*** 

Enter CDFW Requested Amount from **Attachment 7. Budget Tables**: Total C(iii).

**CDFW Requested Amount*** $0.00

**Subcontractor name or Role:** Enter the name of the subcontractor if known; if TBD, enter the subcontractor's role (e.g., Engineer).

**CDFW Requested Amount:** Enter the total dollar amount allocated to this subcontractor.

*Indirect Costs*

**Indirect Costs**

Indirect costs (administrative overhead) are those that cannot be directly assigned to a particular grant activity, but are necessary to the operation of the organization and the performance of the grant project.

To use a federally approved rate enter approved rate as the Indirect Charge Rate (%). If the applicant does not have a federally approved rate, then the federal de minimis rate of 10% must be used for the Indirect Charge Rate (%). To use a de minimis indirect rate enter 10% as the Indirect Charge Rate (%). Then enter the Indirect Costs (Administrative Overhead) from the 2020 FRGP Application Budget Spreadsheet.

Federal approval documentation (NICRA or other) and the 2020 FRGP Application Budget Spreadsheet must be included with the proposal in the Supplementary Documents Form.

Please see the budget section of the PSN or 2 CFR 200 for more information on indirect costs.

**Indirect Charge Rate (%)*** 0

**Indirect Costs*** $0.00

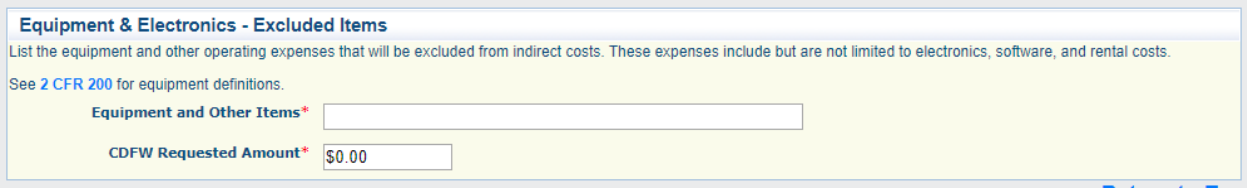
CDFW Requested Amount

**Indirect Charge Rate:** If the applicant has a federally approved rate, enter that rate here. Include documentation in the Supplemental Documents form. If the applicant does not have a federally approved rate, enter the de minimus rate of 10%.

**Indirect Costs:** Enter the total dollar amount allocated to indirect costs.

*Equipment & Electronics – Excluded Items*

Create a separate entry for each line item in this section of the budget spreadsheet. All expenses that will be excluded from Indirect Costs should be listed in this section.




**Equipment and Other Items:** Enter the name of the line item (e.g., backhoe rental)

**CDFW Requested Amount:** Enter the total dollar amount allocated to this line item.

*Totals*

Ensure that the Totals section (automatically populated by the system) matches your budget spreadsheets.

*Detailed Budget Spreadsheets*

All applicants must submit a Detailed Project Budget Spreadsheet, or applicant's comparable budget form, in the Supplementary Documents form. Project proposals must include a detailed line item budget broken down into five categories:

- Personnel Services
- Subcontractors

- Equipment and Electronics
- Operating Expenses: General
- Indirect Costs

Line item expenditures in each category should include cost detail (i.e. unit costs, number of units, etc.,) whenever possible. The amount requested from each source must be divisible by the listed hours or unit cost. Large, undefined lump sums in the budget limit the ability of reviewers to evaluate the cost detail, effectiveness, and appropriateness of the proposed project and will result in point deductions on the score sheet. If an undefined or lump sum must be used, please explain it in the Budget Justification form.

NOTE: All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards in 2 CFR § 200.319.

The budget must identify:

- The amount being requested from CDFW,
- The amount of the applicant's cost share, including cash or in-kind services,
- The amount of each partner's cost share, including cash or in-kind services, and
- The total cost of each line item.

The project budget should be sufficiently detailed, align with the proposed task, and allow for a cost analysis of the proposed project. The total project budget must contain all project costs for all tasks. All costs listed in the budget must be justified and described in the project description, including in-kind costs. Projects approved for funding will be required to submit invoices matching this budget format.

Reimbursement of costs related to the attendance of conferences will be at the discretion of CDFW. To be considered, conference costs must be directly related to the project and contribute to the effectiveness of the project.

Following are examples of costs that are **ineligible** for reimbursement through an awarded grant. This list is not all inclusive.

- All costs incurred outside of the grant agreement term.
- All costs related to the preparation and submission of the grant proposal.
- Travel costs not specifically identified in the grant budget.
- Out of state travel without prior written authorization from the State.
- Costs associated with CEQA or NEPA completion for implementation project proposals,
- For projects that include students, student tuition will not be paid.

During the proposal review, CDFW will perform a cost analysis using the detailed project description and budget. CDFW recognizes that project proposals for the same project type may vary in cost due to the size of the stream, accessibility, statewide variation in costs for heavy equipment and labor, or a variety of other factors. Project cost analysis will be based on costs for comparable existing projects and professional cost analysis by CDFW staff. The cost analysis is based on the total project cost, which includes the amount requested from this PSN plus all cost share from other funding sources. An important aspect of project cost effectiveness is the employment of individuals at a pay scale commensurate with the tasks to be performed.

When compiling the budget, applicants should include costs for required species/permit consultations, permit costs/fees, necessary surveys (e.g., biological, cultural/archeological, paleontological, geomorphic surveys) conducted as part of the project, costs for biological monitoring during project implementation, and costs to

ensure that invasive species are not spread between sites, streams, or watersheds.

**Personnel Services**

Include all employee titles/classifications and costs required to complete the proposed project. All personnel who will be implementing the project and completing the project tasks must be discussed in the Project Description in order to be included in the Personnel Services section of the budget. If the personnel that are required to complete the project are not included in the budget and Project Description, their work hours cannot be billed on invoices (if funded).

- Only personnel who are employees of the applicant are entered into the Personnel Services section. All others should be listed in the Subcontractors section of this form.
- If workers' compensation insurance is included in benefits, it cannot be included in the Indirect Charges and cannot be listed in a separate line item.
- See "Is prevailing wage required for this project?" in the PSN concerning prevailing wage.

**Subcontractors**

All items must be discussed in the project description in order to be included in the budget.

Subcontractor services are those necessary for the implementation of the project for which the applicant will subcontract. These services are undertaken by a provider external to the applicant's organization.

List each subcontractor on a separate line.

Subcontractors are subject to the Federal de minimis rule, see Indirect Costs below.

If subcontractor costs are listed as lump sums, provide a separate detailed budget for subcontractor costs that specifically detail out the lump sums. Include this as a supplementary document labeled "Detailed Subcontractor Budget Spreadsheet" and use the Detailed Subcontractor Budget Spreadsheet.

**Equipment/Electronics/Rental**

All items must be discussed in the project description in order to be included in the budget.

Equipment will only be considered for purchase approval if no other equipment owned by the applicant is available and suitable for the project. Applicants must justify the purchase of equipment using grant funds as the only feasible option, providing a purchase vs. rent/lease cost analysis for all equipment identified in the proposed budget. Please refer to CDFW's general grant provisions for policies regarding equipment purchases.

**Operating Expenses: General**

All items must be discussed in the project description in order to be included in the budget.

Other operating expenses are those necessary to implement the project and paid for by the applicant or partners. This may include travel expenses by applicant (not subcontractor) and permitting fees. Provide as much cost detail as possible. Every item must have a unit cost (per lb., per day, cubic yard, linear foot, each, etc.). All expenses must occur within the timeline of the project.

Travel: Expenses must be consistent with state guidelines for reimbursed travel expenses based on travel over a 24-hour period.

Per Diem, hotel, and mileage rates may not exceed State of California standards, see State guidelines for specific rates. State guidelines can be found at the Cal HR Travel Reimbursements website.

1602 Permitting Fees: Fish and Game Code, Section 1609 authorizes the Department to recover the total costs it incurs to administer and enforce its Lake and Streambed Alteration Program by charging applicant fees for Lake and Streambed Alteration Agreements. The actual fees charged will depend on the total cost of the project. The definitions, instructions, and forms are available on the Lake and Streambed Alteration Agreements website.

**Indirect Costs**

Indirect costs (administrative overhead) are those that cannot be directly assigned to a particular grant activity but are necessary to the operation of the organization and the performance of the grant project.

If applicant does not have federal Negotiated Indirect Cost Rate Agreement (NICRA), then the federal de minimis rate of 10% must be used for the Indirect Rate (%).

If applicant has a NICRA that rate must be used.

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## Cost Share

There are four sections to the Cost Share Form:

- Applicant
- Other State Agencies
- Federal Agencies
- Other Sources, Including Project Partners

### *Applicant*

**Applicant**

Enter the amount of cash the Applicant is contributing towards completion of the project.

**Cash*** $0.00

**Status***

Enter the amount of In-kind services the Applicant is contributing towards completion of the project.

**In-kind*** $0.00

Brief summary of how cost share resources will be applied to project. Where applicable, link to tasks identified in the Description of Activities, e.g., Task 3 – project construction activities at site 1a.

**Brief Summary***

This field is limited to 1,000 characters.

**Cash:** Enter the amount of cash funding provided by each source. Do not leave the field blank; enter zero if not applicable.

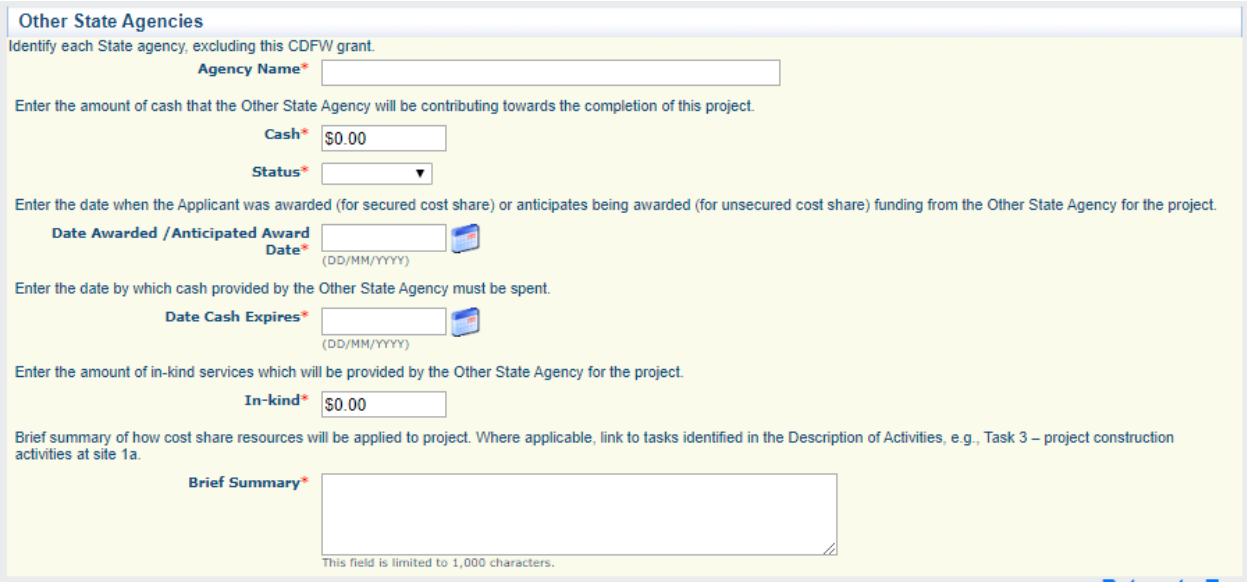
**Status:** Describe the status of the funding (secured, pending, or unknown) by selecting from the drop-down list.

**In-kind:** Enter the value of in-kind services provided by the applicant. Do not leave the field blank; enter zero if not applicable.

**Brief Summary:** Describe how the funds will be applied to the project; link to specific tasks where applicable. Maximum of 1,000 characters.

*Other State Agencies*

Complete a separate entry for each agency providing cost share by repeating the 'Add' process.


Other State Agencies
Identify each State agency, excluding this CDFW grant.
Agency Name*
Enter the amount of cash that the Other State Agency will be contributing towards the completion of this project.
Cash* $0.00
Status*
Enter the date when the Applicant was awarded (for secured cost share) or anticipates being awarded (for unsecured cost share) funding from the Other State Agency for the project.
Date Awarded /Anticipated Award Date* (DD/MM/YYYY)
Enter the date by which cash provided by the Other State Agency must be spent.
Date Cash Expires* (DD/MM/YYYY)
Enter the amount of in-kind services which will be provided by the Other State Agency for the project.
In-kind* $0.00
Brief summary of how cost share resources will be applied to project. Where applicable, link to tasks identified in the Description of Activities, e.g., Task 3 – project construction activities at site 1a.
Brief Summary*
This field is limited to 1,000 characters.

**Agency Name:** Name of the agency that will provide the cost share.

**Cash:** Enter the amount of cash funding provided by the source. Do not leave the field blank; enter zero if not applicable.

**Status:** Describe the status of the funding (secured, pending, or unknown) by selecting from the drop-down list.

**Date Awarded/Anticipated Award Date:** Select the date funds were awarded, or by which you expect to receive notification that the funds have been awarded.

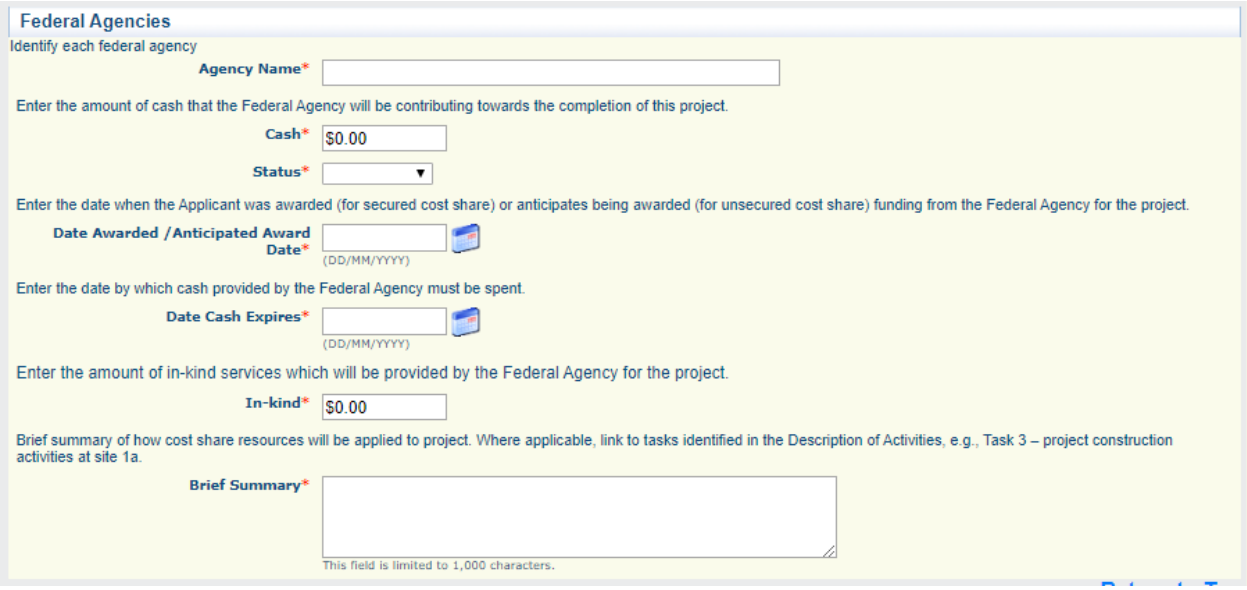
**Date Cash Expires:** Select the date on which the funds will expire.

**In-kind:** Enter the value of in-kind funding provided by each source. Do not leave the field blank; enter zero if not applicable.

**Brief Summary:** Describe how the funds will be applied to the project; link to specific tasks where applicable. Maximum of 1,000 characters.

*Federal Agencies*

Complete a separate entry for each agency providing cost share by repeating the 'Add' process.



Federal Agencies

Identify each federal agency

Agency Name*

Enter the amount of cash that the Federal Agency will be contributing towards the completion of this project.

Cash* $0.00

Status*

Enter the date when the Applicant was awarded (for secured cost share) or anticipates being awarded (for unsecured cost share) funding from the Federal Agency for the project.

Date Awarded /Anticipated Award Date* (DD/MM/YYYY)

Enter the date by which cash provided by the Federal Agency must be spent.

Date Cash Expires* (DD/MM/YYYY)

Enter the amount of in-kind services which will be provided by the Federal Agency for the project.

In-kind* $0.00

Brief summary of how cost share resources will be applied to project. Where applicable, link to tasks identified in the Description of Activities, e.g., Task 3 – project construction activities at site 1a.

Brief Summary*

This field is limited to 1,000 characters.

**Agency Name:** Name of the agency that will provide the cost share.

**Cash:** Enter the amount of cash funding provided by each source. Do not leave the field blank; enter zero if not applicable.

**Status:** Describe the status of the funding (secured, pending, or unknown) by selecting from the drop-down list.

**Date Awarded/Anticipated Award Date:** Select the date funds were awarded, or by which you expect to receive notification that the funds have been awarded.

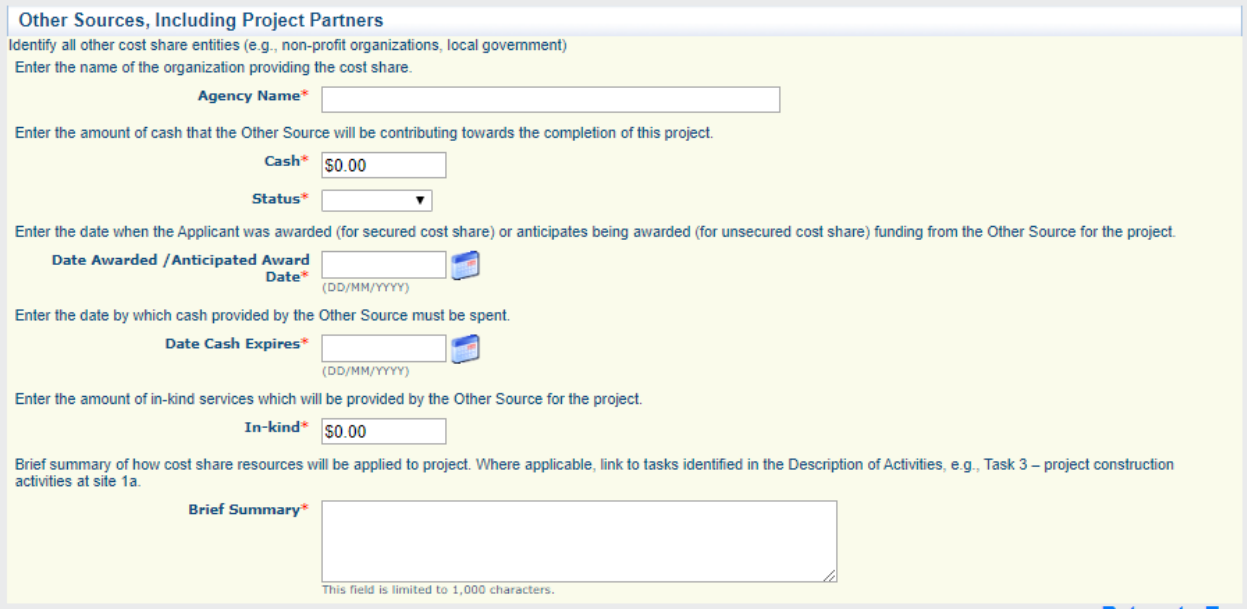
**Date Cash Expires:** Select the date on which the funds will expire.

**In-kind:** Enter the value of in-kind funding provided by each source. Do not leave the field blank; enter zero if not applicable.

**Brief Summary:** Describe how the funds will be applied to the project; link to specific tasks where applicable. Maximum of 1,000 characters.

*Other Sources, Including Project Partners*

Complete a separate entry for each agency providing cost share by repeating the 'Add' process.


Other Sources, Including Project Partners

Identify all other cost share entities (e.g., non-profit organizations, local government)

Enter the name of the organization providing the cost share.

Agency Name*

Enter the amount of cash that the Other Source will be contributing towards the completion of this project.

Cash* $0.00

Status*

Enter the date when the Applicant was awarded (for secured cost share) or anticipates being awarded (for unsecured cost share) funding from the Other Source for the project.

Date Awarded /Anticipated Award Date* (DD/MM/YYYY)

Enter the date by which cash provided by the Other Source must be spent.

Date Cash Expires* (DD/MM/YYYY)

Enter the amount of in-kind services which will be provided by the Other Source for the project.

In-kind* $0.00

Brief summary of how cost share resources will be applied to project. Where applicable, link to tasks identified in the Description of Activities, e.g., Task 3 – project construction activities at site 1a.

Brief Summary*

This field is limited to 1,000 characters.

**Agency Name:** Name of the agency that will provide the cost share.

**Cash:** Enter the amount of cash funding provided by each source. Do not leave the field blank; enter zero if not applicable.

**Status:** Describe the status of the funding (secured, pending, or unknown) by selecting from the drop-down list.

**Date Awarded/Anticipated Award Date:** Select the date funds were awarded, or by which you expect to receive notification that the funds have been awarded.

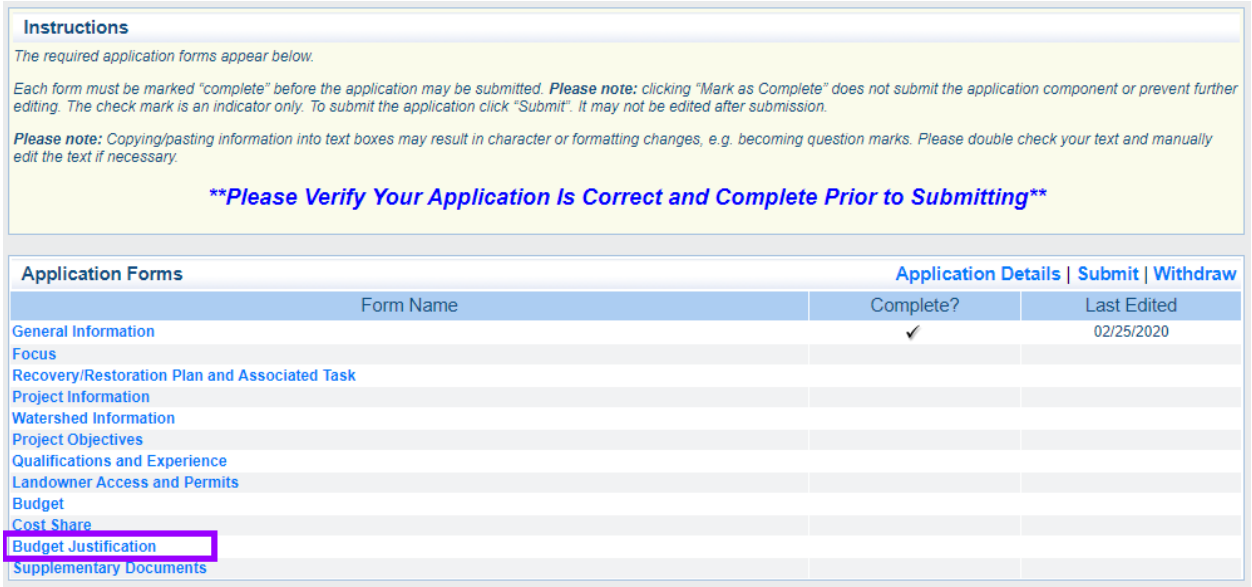
**Date Cash Expires:** Select the date on which the funds will expire.

**In-kind:** Enter the value of in-kind funding provided by each source. Do not leave the field blank; enter zero if not applicable.

**Brief Summary:** Describe how the funds will be applied to the project; link to specific tasks where applicable. Maximum of 1,000 characters.

*Total Project*

Ensure that the Total Project section (automatically populated by the system) matches your budget spreadsheets.



**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*****

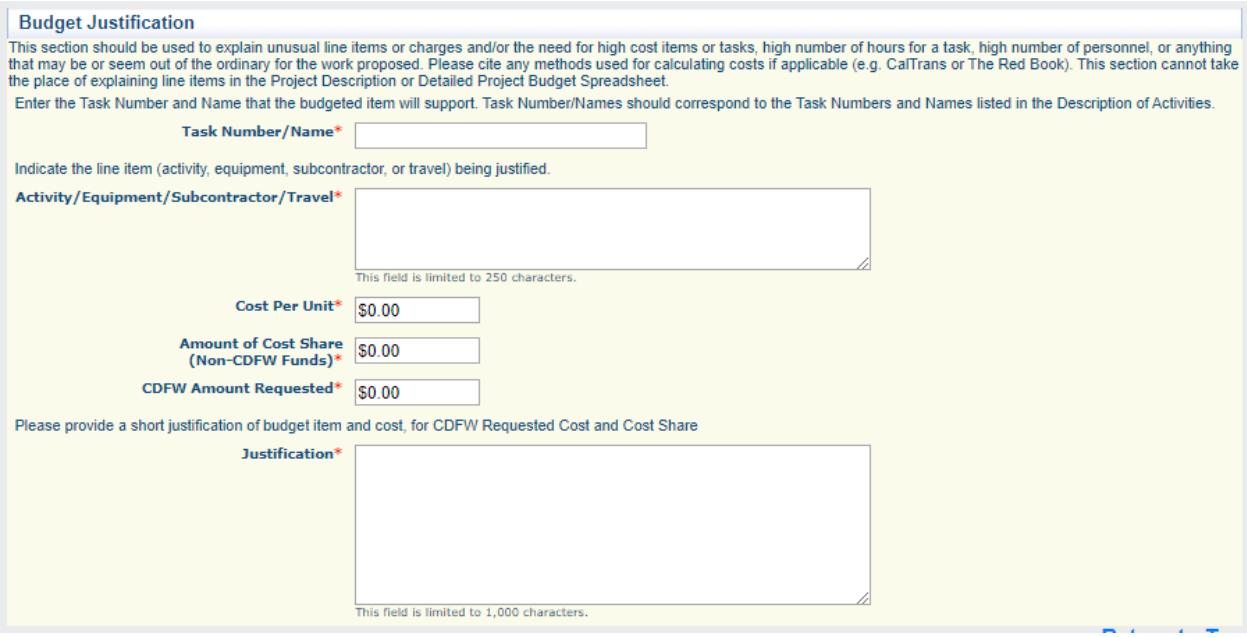
**Application Forms** — Application Details | Submit | Withdraw

| Form Name | Complete? | Last Edited |
|---|---|---|
| General Information | ✓ | 02/25/2020 |
| Focus | | |
| Recovery/Restoration Plan and Associated Task | | |
| Project Information | | |
| Watershed Information | | |
| Project Objectives | | |
| Qualifications and Experience | | |
| Landowner Access and Permits | | |
| Budget | | |
| Cost Share | | |
| Budget Justification | | |
| Supplementary Documents | | |

## Budget Justification

This form should be used to explain unusual line items or charges and/or the need for high cost, high number of hours for a task, high number of personnel, or anything that may be or seem out of the ordinary for the work proposed. Please cite any methods used for calculating costs if applicable (e.g., CalTrans or The Red Book). This section cannot take the place of explaining line items in the Project Description or Detailed Project Budget Spreadsheet.

Complete a separate entry for each line item that needs justification by repeating the 'Add' process.



Budget Justification

This section should be used to explain unusual line items or charges and/or the need for high cost items or tasks, high number of hours for a task, high number of personnel, or anything that may be or seem out of the ordinary for the work proposed. Please cite any methods used for calculating costs if applicable (e.g. CalTrans or The Red Book). This section cannot take the place of explaining line items in the Project Description or Detailed Project Budget Spreadsheet.

Enter the Task Number and Name that the budgeted item will support. Task Number/Names should correspond to the Task Numbers and Names listed in the Description of Activities.

Task Number/Name*

Indicate the line item (activity, equipment, subcontractor, or travel) being justified.

Activity/Equipment/Subcontractor/Travel*

This field is limited to 250 characters.

Cost Per Unit* $0.00

Amount of Cost Share (Non-CDFW Funds)* $0.00

CDFW Amount Requested* $0.00

Please provide a short justification of budget item and cost, for CDFW Requested Cost and Cost Share

Justification*

This field is limited to 1,000 characters.

**Task Number/Name:** Number/Name provided in the Project Objectives Form.

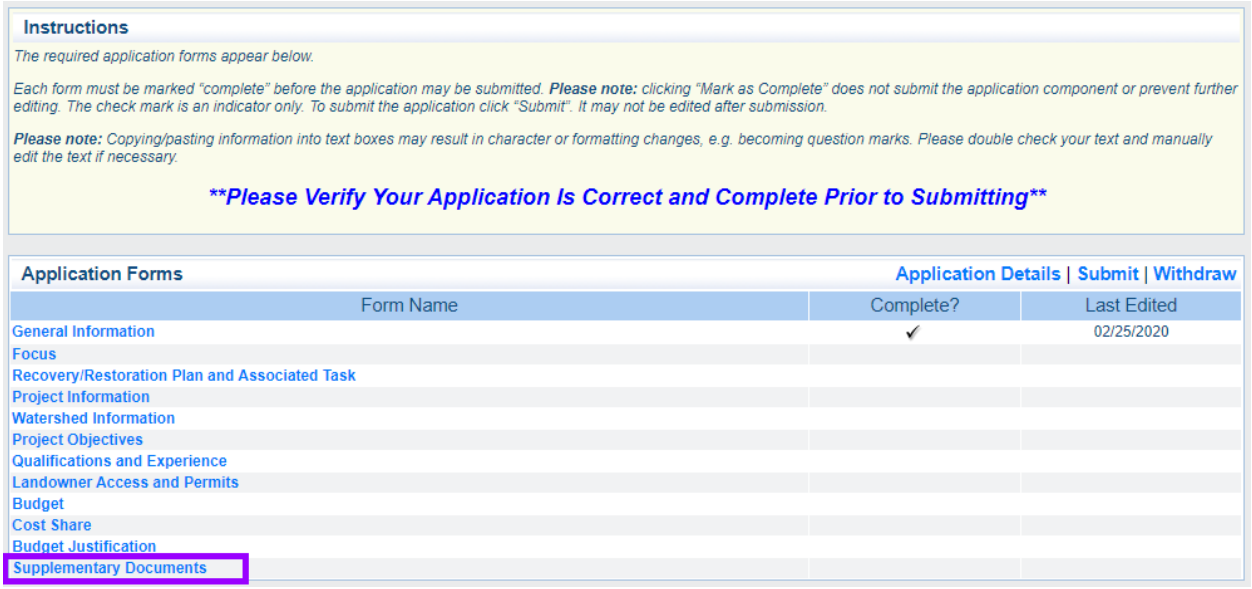
**Activity/Equipment/Subcontractor/Travel:** Indicate what kind of line item is being justified.

**Cost Per Unit:** Dollar amount for each unit purchased/provided for the specific task.

**Amount of Cost Share (Non-CDFW Funds):** Total amount of cost share allocated to this task.

**CDFW Amount Requested:** Total amount requested for this task.

**Justification:** Explain any unusual cost items or lump sum costs, which will aid in the evaluation of the project. Applicants must justify project costs in the project description. Project cost analysis will be based on costs for similar projects that have been implemented as well as on an assessment of proposed costs by FRGP staff. Maximum of 1,000 characters.



**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 | Submit | Withdraw

| Form Name | Complete? | Last Edited |
|---|---|---|
| General Information | ✓ | 02/25/2020 |
| Focus | | |
| Recovery/Restoration Plan and Associated Task | | |
| Project Information | | |
| Watershed Information | | |
| Project Objectives | | |
| Qualifications and Experience | | |
| Landowner Access and Permits | | |
| Budget | | |
| Cost Share | | |
| Budget Justification | | |
| Supplementary Documents | | |

## Supplementary Documents

There are two sections to the Supplementary Documents Form:

- Supplementary Documents
- Additional Attachments/Documentation

*Supplementary Documents*

All required documents, as outlined in the PSN, must be uploaded in this section. This form provides a list of documents and each project type that requires them. If a supplementary document is required for your project type but is not applicable to your particular project, upload an explanation of why that the document is not applicable.

It is helpful if the document names include the application number.

**Note: The larger the total size of files, the longer the system will take to save the page. It is possible for the system to time out if the process takes too long. Please reduce file sizes as much as possible while ensuring legibility.**

## Supplementary Documents

This form provides a list of documents and each project type that requires them. Either "Yes" or "No" must be selected for every type of document. When "Yes" is selected, a "Choose File" button will appear which allows for uploading.

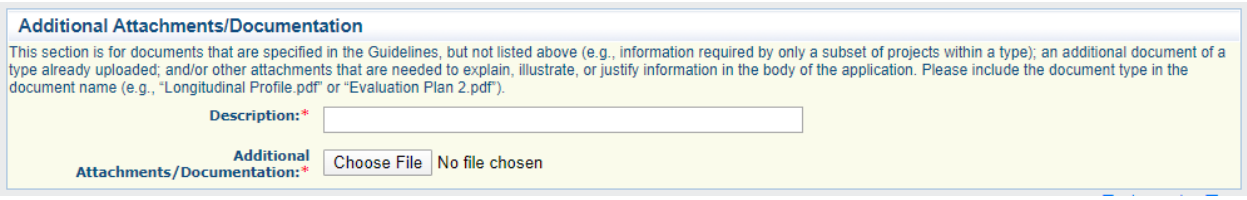
If a supplementary document is required for your project type but is not applicable to this particular project, upload a document that explains the reason that the document is not applicable. For applicable projects, please provide your most up to date design plans in Supplementary Documents 1, 2, or 3, e.g. Final Plans.

| | |
|---|---|
| **1. Intermediate Plans.*** | ○ Yes ◉ No (Project Types: FP, SC) |
| **2. Conceptual Plans.*** | ◉ Yes ○ No (Project Types: HU) |
| **Conceptual Plans Documentation** | Choose File No file chosen |
| **3. Intermediate or Conceptual Plans.*** | ○ Yes ◉ No (Project Types: HB, HI, HS, WC, WD) |
| **4. Project Location Topographic Map.*** | ◉ Yes ○ No (Project Types: EF, FP, HB, HI, HR, HS, HU, MO, PD, PL, RE, SC, WC, WD) |
| **Project Location Topographic Map Documentation** | Choose File No file chosen |
| **5. Watershed (or County) Map.*** | ○ Yes ○ No (Project Types: EF, HI, HU, MO, OR, PD, PI, PL, RE, TE, WD) |
| **6. Provisional Landowner Access Agreement/Provisional Resolution.*** | ○ Yes ○ No (Project Types: FP, HB, HI, HR, HS, HU, MO, PD, PL, RE, SC, TE, WC, WD) |
| **7. Applicable Detailed Budget Spreadsheet (Including Subcontractors)*** | ○ Yes ○ No (Project Type: All) |
| **8. Federally Approved Indirect Rate Letter (NICRA)*** | ○ Yes ○ No (Project Type: All) |
| **9. Water Law Compliance Documents*** | ○ Yes ○ No (Project Types: FP, HB, PD, SC, WC, WD) |
| **10. Photographs*** | ○ Yes ○ No (Project Types: EF, FP, HB, HI, HR, HS, HU, PD, RE, SC, WC, WD) |
| **11. Status Report*** | ○ Yes ○ No (Project Types: OR, PI) |
| **12. Fence Maintenance Plan*** | ○ Yes ○ No (Project Type: HR) |
| **13. Riparian Restoration Plan.*** | ○ Yes ○ No (Project Type: HR) |
| **14. Quality Assurance and Quality Control (QA/QC) Plan*** | ○ Yes ○ No (Project Type: MO) |
| **15. Existing Condition Sketch*** | ○ Yes ○ No (Project Type: PD) |
| **16. Five year Management Plan*** | ○ Yes ○ No (Project Type: RE) |
| **17. Evaluation Plan*** | ○ Yes ○ No (Project Type: EF, TE) |
| **18. Invasive Species Prevention Plan *** | ○ Yes ○ No (Project Type: All) |
| **19. Reference Documents*** | ○ Yes ○ No (Project Type: MO, PL) |
| **20. Program Permit Requirements – Appendix E*** | ○ Yes ○ No (Project Types: EF, FP, HB, HI, HR, HS, HU, SC, WC, WD) |
| **21. Instream Benefits and Impact Analysis*** | ○ Yes ○ No (Project Type: (PD, WC) |
| **22. Water Accounting and Consumptive Use Analysis*** | ○ Yes ○ No (Project Type: (PD, WC) |
| **23. Wildfire Priority Justification*** | ○ Yes ○ No (Project Type: Optional) |

A 'yes' or 'no' must be selected for each Supplementary Document. If a 'yes' is chosen, then an upload button will appear.

*Additional Attachments/Documentation*

Any other required or optional documents that are not listed in the Supplementary Documents section should be uploaded here. Complete a separate entry for each document.


Additional Attachments/Documentation

This section is for documents that are specified in the Guidelines, but not listed above (e.g., information required by only a subset of projects within a type); an additional document of a type already uploaded; and/or other attachments that are needed to explain, illustrate, or justify information in the body of the application. Please include the document type in the document name (e.g., "Longitudinal Profile.pdf" or "Evaluation Plan 2.pdf").

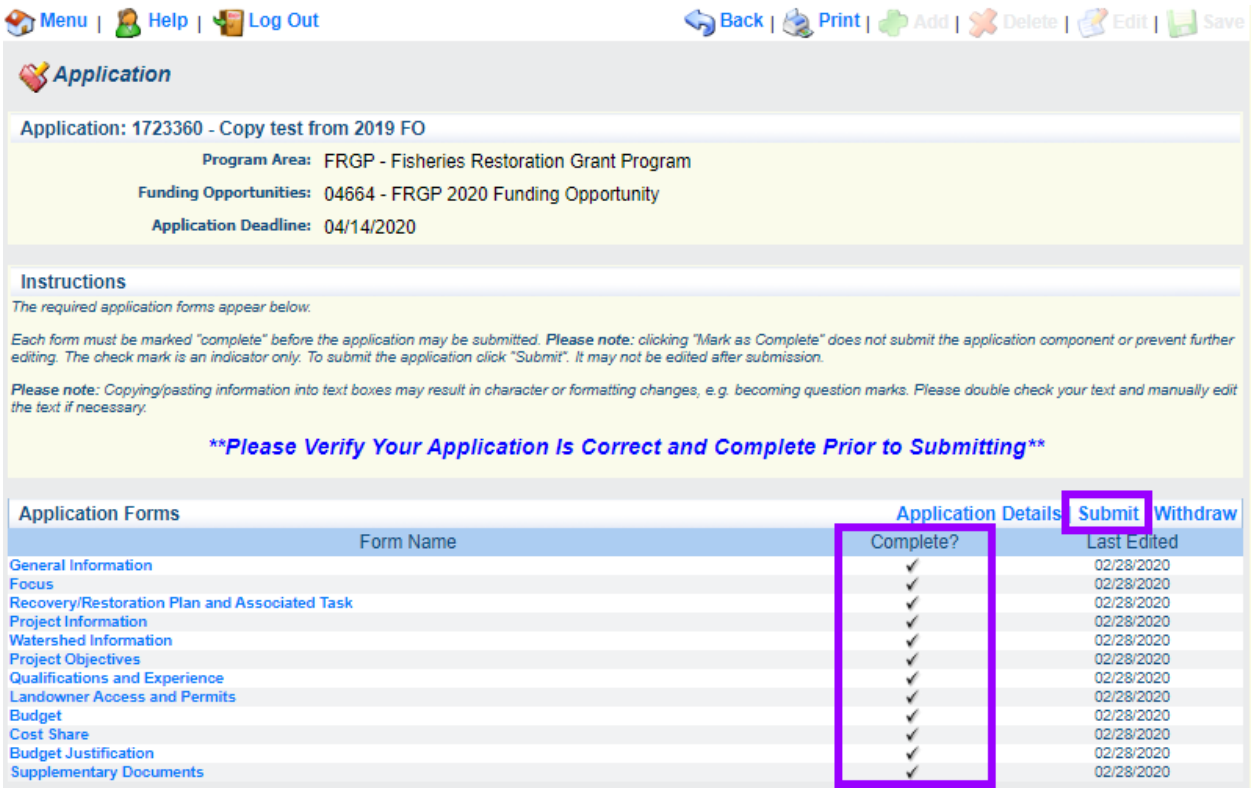
Description:*

Additional Attachments/Documentation:* Choose File No file chosen

**Description:** Include the type of document in the description. For example, "Monitoring Data Analysis".

## Submitting an Application

Please note that once an application has been submitted it **will not be editable by the applicant.** Check thoroughly to ensure that the application has been completed to your satisfaction before clicking 'Submit'. Make sure that all forms have been 'Marked as Complete' (as demonstrated in the Focus form section) before attempting to submit. An error message will appear if they are not so marked. On the Application Forms page, a checkmark in the "Complete?" column indicates that this step has been performed.




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

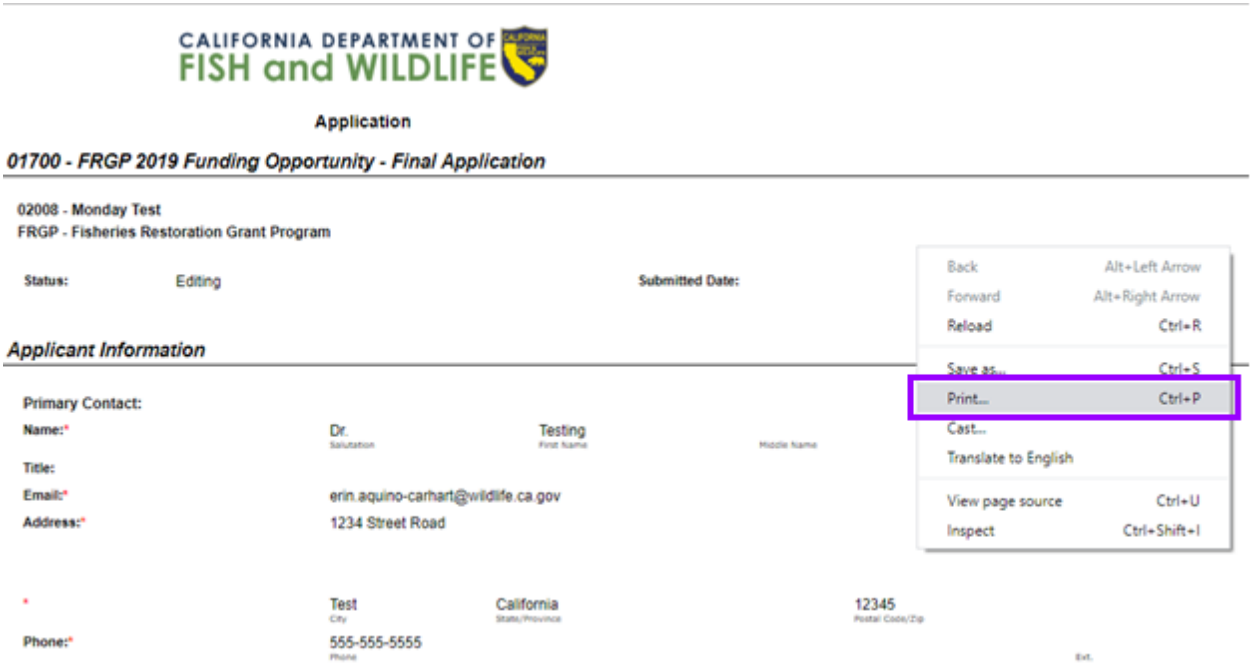
## Save/Print an Application

*Before Submission*

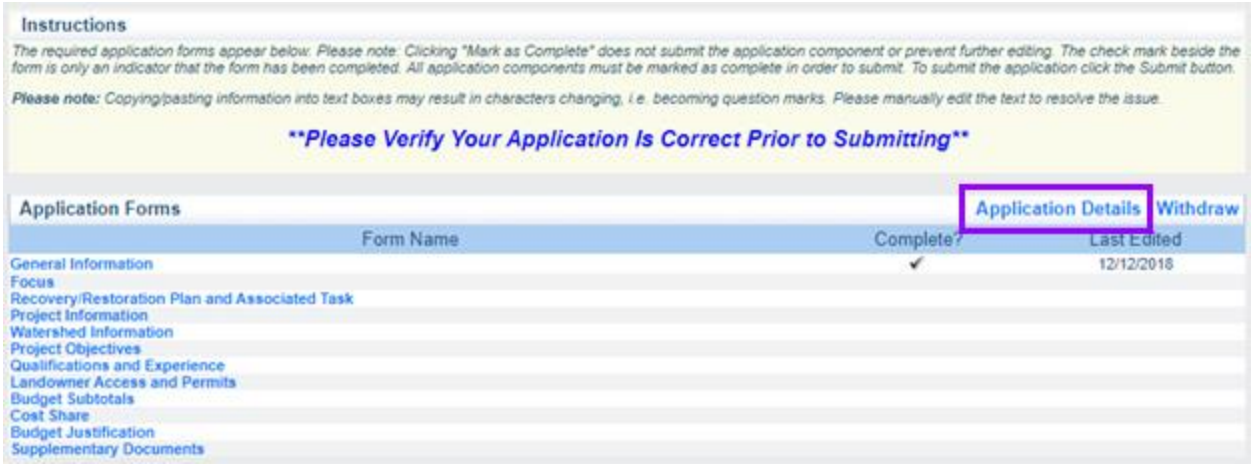
There are two ways to save or print an application **before** submitting it, both starting from the Application Main Menu.

Option 1: Click on the 'Print' button in the navigation ribbon.

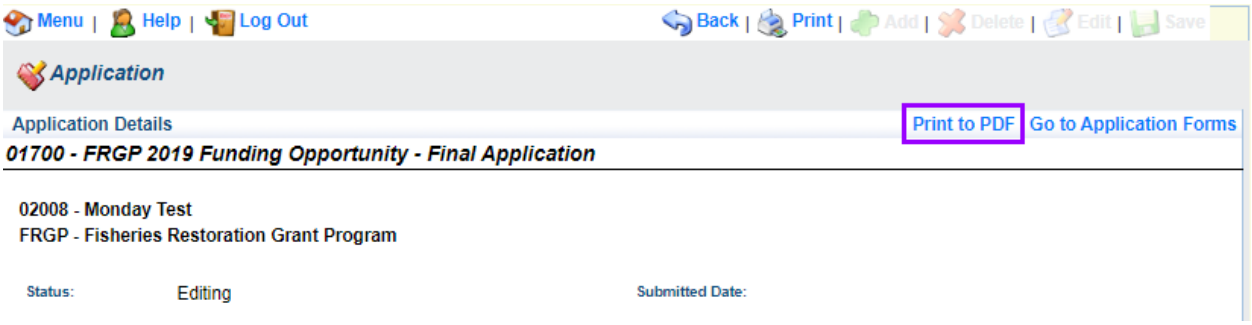
A read-only version will open in a new tab. Use Ctrl-P (⌘-P on Mac) or right-click and select 'Print' and choose 'Save as PDF' or the printer of choice.




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




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




*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 (⌘-P on Mac) or right-click and select print.