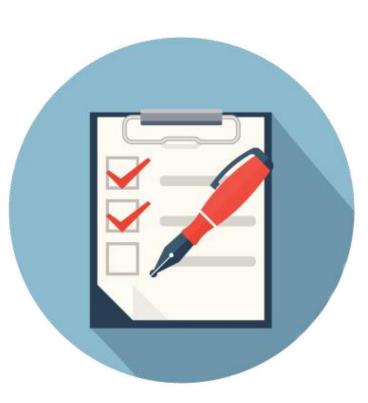# PROPOSITION 1 APPLICATION WORKSHOP

2022 Proposition 1 Grant Opportunities Proposal Solicitation Notice

WORKSHOP AGENDA

- Grant Guidelines and PSN
- Basic Requirements
- Overview of WebGrants
- Prop 1 Application and Attachments
- Tips for submitting complete proposals
- Tentative Schedule
- Q & A

GRANT GUIDELINES AND PROPOSAL SOLICITATION NOTICE (PSN)

Grant Guidelines **+** 2022 Prop I PSN **=** Requirements for Proposal Application

GRANT GUIDELINES AND PROPOSAL SOLICITATION NOTICE (PSN) CONT.

Grant Guidelines

- Recently updated

- General Bond (Prop1) and Program Requirements

- Solicitation Notice, Submittal and Evaluation

- Award of Grant Funding

2022 Prop 1 PSN

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

ELIGIBLE ENTITIES

- Public agencies (state & local)

- Nonprofit organizations

- Federally recognized Indian tribes and State Indian tribes listed on the Native American Heritage Commission's California Tribal Consultation List

ELIGIBLE PROJECT CATEGORIES

Planning

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

Implementation

Construction, restoration and enhancement projects for new or enhanced facilities

- Design plans must be at a 65% level or higher

Acquisition

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

Scientific Studies

Projects to assess the condition of natural resource in the Delta

WATERSHED RESTORATION GRANT PROGRAM PSN PRIORITIES

1. Large-Scale Wildfire Recovery Response and Prevention

2. Manage Headwaters for Multiple Benefits

3. Protect and Restore Mountain Meadow Ecosystems

4. Protect and Restore Anadromous and Other Non-Game Native Fish Habitat

5. Protect and Restore Coastal Wetland Ecosystems

6. Protect and Restore Cross-border Urban Creeks and Watersheds

DELTA WATER QUALITY AND ECOSYSTEM RESTORATION GRANT PROGRAM PSN PRIORITIES

1. Improve Water Quality

2. Improve Habitats in the Delta

3. Scientific Studies and Assessments that Support Projects or the Delta Science Program

WEBGRANTS OVERVIEW

All proposal applications must be submitted via WebGrants

Submission Deadline: 4:00 PM (PST) March 4, 2022

WEBGRANTS OVERVIEW CONT.

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

REGISTER TO CREATE A WEBGRANTS ACCOUNT

WEBGRANTS REGISTRATION FORM

- All fields marked with an asterisk (*) are required

- Please do not provide any personal contact information

  - Business contacts only

- Organization Tax ID is not necessary at this stage

  - Enter "NA"

WEBGRANTS REGISTRATION

- The Organization you are linked to affects your application
  - This is how CDFW determines eligibility
- You **must** be affiliated with an Organization
  - If you are affiliated with more than one organization, register under one, and contact the WebGrants Help Desk to link additional organizations to your account
  - Third-party users (e.g., consultants) should be affiliated with the Applicant Organization
- A WebGrants Admin must approve the registration **before** the user may login and start an application
  - User will receive up to 3 confirmation emails
    1. Confirm receipt
    2. Approve/deny user registration
    3. Password

13

THE WEBGRANTS APPLICATION

HOW TO START AN APPLICATION

1. Login to CDFW WebGrants

2. Select "Funding Opportunities"

HOW TO START AN APPLICATION CONT.

3. Select "2021 Prop 1 Proposal Solicitation"

HOW TO START AN APPLICATION CONT.

4. Select "Start a New Application"

APPLICATION: GENERAL INFORMATION

5. Enter General Information for the Proposed Project

   a) The Primary Contact is the only user that can update the General Information

   b) Please keep the Project Title brief

   c) The Authorized Official is an authorized representative of the Applicant Organization

   d) You can only select Organizations that your account is linked to

6. Select "Save" when done

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

Instructions

This page must be completed and saved before proceeding with the rest of the application process.

Please Note: *Only the person selected as the Primary Contact can make changes to the General Information form after saving.*

Also, copying and pasting information into text boxes may result in characters not saving correctly. If you notice this please manually enter the text to resolve the issue."

General Information

Primary Contact:* [Testing Tester ▼]

Project Title:
(limited to 250 characters)* [   ]

Authorized Official:* [Testing Tester ▼]

Organization:* [▼]

APPLICATION MAIN MENU

- All Application Forms are listed in the Application Main Menu

- Acts as your checklist

- All forms must be complete to submit

Application Main Menu

Before Starting

- For Eligibility and Application requirements, refer to:
    - Proposal Solicitation Notice (PSN)
    - Proposition 1 Grant Program Guidelines
    - For additional resources, see the Watershed Grants - Resources webpage

Completing and Submitting the Application

- All application forms appear below. Attachments are required, depending on project type. See From 7. Application Attachments for more information.
- Each form includes form-specific instructions.
- A user must click Save to save entered information; the system does not save automatically. It is recommended to save at least once an hour to ensure information is not lost if system times out or experiences alternate malfunction.
- On each form, all required fields must be filled in before a form may be Marked as Complete.
- All forms must be marked as complete before submitting. The Marked as Complete button is below form instructions.
- The check mark in the "Complete?" column in the application menu is only an indicator that the form has been completed. An Applicant may further edit a form even when a form is marked as "Complete?".
- To submit an application, click the Submit button on the Application main-menu, form-list page. Once submitted, the form is locked down; no further editing is possible.
- To withdraw the application from consideration, click the Withdraw button on the Application main menu.
- To print an application at any time: From the Application main menu click Application Details and Print. Clicking Print to PDF will create a pdf that includes all uploaded attachments except excel files.

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

Application Forms | Application Details | Submit | Withdraw

Form Name	Complete?	Last Edited
General Information	✓	01/19/2022
Eligibility, Timing and Priorities - P168_20		
Location Information - P168_20		
Permits and Environmental Compliance - P168_20		
Project Description and Objectives - P168_20		
Timeline - P168_20		
Budget - P168_20		
Application Attachments - P168_20		
Supplementary Attachments - P168_20		
Acknowledgment and Signature - P168_20		

ADDITIONAL GRANTEE CONTACTS

- Add additional users to an application by including them as "Additional Grantee Contacts"
  - This can only be done by the Primary Contact
  - Must be affiliated with the same Organization
  - Additional Grantee Contacts can complete all application forms, except the General Information form
- Consultants submitting an application for the Applicant Organization must be associated with the Applicant Organization
  - Associate application with the Organization who will be awarded grant funds and manage the grant

Back | Print | Add | Delete | **Edit** | Save

Application

Application: 1727395 - Test Restoration Project

Program Area:	Prop 1 - Watershed and Delta Ecosystem Restoration Grant Program
Funding Opportunities:	1727374 - 2022 Prop 1 Proposal Solicitation
Application Deadline:	03/04/2022 12:00 AM

Click to edit current form

Instructions

This page must be completed and saved before proceeding with the rest of the application process.

Please Note: *Only the person selected as the Primary Contact can make changes to the General Information form after saving.*

Also, copying and pasting information into text boxes may result in characters not saving correctly. If you notice this please manually enter the text to resolve the issue."

General Information   **Go to Application Forms**

System ID:	1727395
Project Title:	Test Restoration Project
Primary Contact:	Testing Tester
Additional Contacts:	Testing Tester
	Select any additional contacts within your organization that will also manage this Grant
Organization:	BaseLine Organization

21

ADDITIONAL GRANTEE CONTACTS CONT.

1. Select "Edit" at the top of the screen

2. Select from the "Additional Grantee Contacts" shown

3. Select "Save" at the top of the screen

General Information

Primary Contact:*	Testing Tester
Additional Grantee Contacts:	Monicalee Lashway Cassie Lewis Hildie Spautz Grantee Tester Testing Tester Select any additional contacts within your organization that will also manage this Grant
Project Title: **(limited to 250 characters)***	Test restoration project
Authorized Official:*	Testing Tester
Organization:*	BaseLine Organization

22

ADDITIONAL GRANTEE CONTACTS

Application: 1727395 - Test Restoration Project

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

Funding Opportunities: 1727374 - 2022 Prop 1 Proposal Solicitation

Application Deadline: 03/04/2022 12:00 AM

Instructions

This page must be completed and saved before proceeding with the rest of the application process.

Please Note: Only the person selected as the Primary Contact can make changes to the General Information form after saving.

Also, copying and pasting information into text boxes may result in characters not saving correctly. If you notice this please manually enter the text to resolve the issue."

General Information

Click to view all Application forms

Go to Application Forms

System ID: 1724825

Project Title: Test restoration project

Primary Contact: Testing Tester

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

Organization: BaseLine Organization

23

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

APPLICATION FORMS

REQUIRED ATTACHMENTS

Location Information
- <u>Location (Regional) Map</u>: Project's location in relation to prominent area features.
- <u>Project Specific (site-scale) Map</u>: Map of the project boundaries

Project Narrative
- Describe your proposed project in detail
- Template available online and is linked in **Form 7. Application Attachments**

Budget Tables
- <u>Applicant Budget</u>: Provide additional details for the requested CDFW funds entered in **Form 6. Budget**
- <u>Subcontractor Budgets</u>: Provide details for each subcontractor's costs
- <u>Budget Justification</u>: Justify each project expense and link the cost to project tasks
- <u>Cost Share</u>: Identify any additional fund sources that you have applied to and/or secured for the project
- Template available online and is linked in **Form 7. Application Attachments**

HOW TO SUBMIT AN APPLICATION

1. Review the entire Application

   a) Check each Application Form or

   b) Click "Applications Details" to review all Forms on one page

Application Main Menu

Before Starting

- For Eligibility and Application requirements, refer to:
  - Proposal Solicitation Notice (PSN)
  - Proposition 1 Grant Program Guidelines
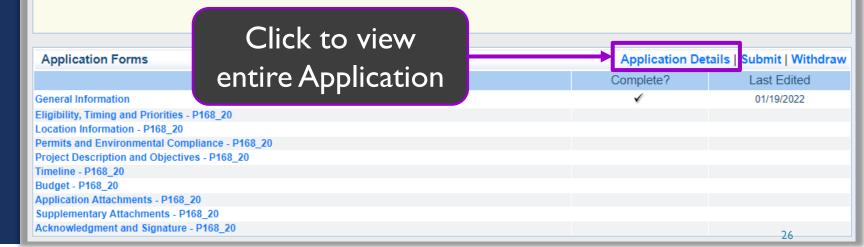 - For additional resources, see the Watershed Grants - Resources webpage

Completing and Submitting the Application

- All application forms appear below. Attachments are required, depending on project type. See **From 7. Application Attachments** for more information.
- Each form includes form-specific instructions.
- A user must click **Save** to save entered information; the system does not save automatically. It is recommended to save at least once an hour to ensure information is not lost if system times out or experiences alternate malfunction.
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Application Forms		Application Details	Submit	Withdraw
		Complete?	Last Edited
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Eligibility, Timing and Priorities - P168_20			
Location Information - P168_20			
Permits and Environmental Compliance - P168_20			
Project Description and Objectives - P168_20			
Timeline - P168_20			
Budget - P168_20			
Application Attachments - P168_20			
Supplementary Attachments - P168_20			
Acknowledgment and Signature - P168_20			

Click to view entire Application

APPLICATION DETAILS PAGE

- Review entire Application

- Print/Save Application
  1. Click "Print"
  2. Right-click and select "Print" or "Save as"

- Click "Go to Application Forms" to return to Application Main Menu

Click to Print or Save Application

Click to return to Application Main Menu

Menu | **Application Details**

Back | **Print** | **Add** | **Delete** | **Edit** | **Save**

Application Details

Print to PDF | Go to Application Forms

1727374 - 2022 Prop 1 Proposal Solicitation - Final Application

1727395 - Test Restoration Project
Prop 1 - Watershed and Delta Ecosystem Restoration Grant Programs

Status: Editing   Submitted Date: Submitted By:

Applicant Information

Primary Contact:

Feel free to edit your profile any time your information changes. Create your o...

Name:*   Dr.   Te...   Tester
                Salutation   First Name   Middle Name   Last Name

27

HOW TO SUBMIT AN APPLICATION CONT.

1. Review the entire Application

2. Mark each Applicant Form as Complete

3. Click "Submit"

Note: You cannot change your application after it is submitted

Application Main Menu

Before Starting

- For Eligibility and Application requirements, refer to:
  - **Proposal Solicitation Notice (PSN)**
  - **Proposition 1 Grant Program Guidelines**
  - For additional resources, see the **Watershed Grants - Resources webpage**

Completing and Submitting the Application

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Application Forms

Application Details | Submit | Withdraw

Click to Submit Application

Form	Complete?	Last Edited
General Information	✔	01/19/2022
Eligibility, Timing and Priorities - P168_20	✔	01/21/2022
Location Information - P168_20	✔	01/31/2022
Permits and Environmental Compliance - P168_20	✔	01/19/2022
Project Description and Objectives - P168_20	✔	01/31/2022
Timeline - P168_20	✔	01/19/2022
Budget - P168_20	✔	01/31/2022
Application Attachments - P168_20	✔	01/31/2022
Supplementary Attachments - P168_20	✔	01/31/2022
Acknowledgment and Signature - P168_20	✔	01/31/2022

WEBGRANTS RECOMMENDATIONS

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

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

Use the WebGrants "Back" button to navigate

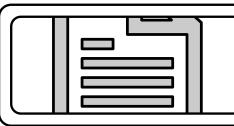Work offline with the Word version of the App before completing the WebGrants version

Attachment file names must be brief, include your App Number, and have <u>no</u> spaces or commas
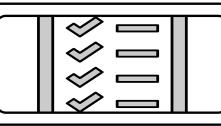
Contact CDFW WebGrants Help Desk for any WebGrants questions and/or issues

2021 PROP 1 PSN APPLICATION RESOURCES
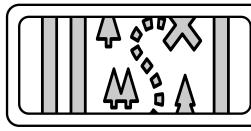
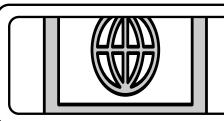Review <u>Grant Guidelines</u> and <u>2022 Prop 1 PSN</u> for proposal requirements

Download the <u>MS Word version of the Application and the Attachment Templates</u>

- Work offline with these documents to prepare your application

See the <u>WebGrants User Guide</u> to help you navigate through WebGrants

<u>CDFW Prop 1 Grant Programs Website</u>

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

TIPS FOR WRITING COMPLETE PROPOSALS

- Read Solicitation, Grant Guidelines, and Application instructions carefully
  - If you have questions, please ask
- Clearly address the criteria outlined in the Solicitation
  - Make a clear tie between your project and the Solicitation Priorities
  - Make a direct connection to existing plans (CWAP, SWAP, other planning documents)
  - Make sure to talk about how the project will benefit fish and wildlife habitat
  - Budget for grant program requirements (i.e., signage, WebGrants training, and use of WebGrants Grant Tracking)

TIPS FOR WRITING COMPLETE PROPOSALS CONT.

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

TENTATIVE SCHEDULE

Activity	Schedule
Release Proposal Solicitation Notice	January 24, 2022
WebGrants Proposal Applications due by 4 pm PST	March 4, 2022
Proposal Evaluation	March-May 2022
CDFW Director approval/award announcements	June 2022
Execute grant agreements	June-October 2022
All work completed	January 1, 2026, for UC/CSU grants March 15, 2026, for all other grants

CONTACT US

WebGrants or Application Questions:

- CDFWWebgrants@wildlife.ca.gov

- Monday – Friday from 9:00 am to 4:00 pm

2022 Prop 1 PSN Questions:

- WatershedGrants@wildlife.ca.gov

Q & A

- The questions you ask will be summarized in our FAQs and posted to our website

- If you have a question/comment, please either
  - Submit a question through the chat OR
  - Raise your hand

  Chat   Raise Hand

- You will be called upon to ask your question, or we will read the questions from the chat aloud