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

- 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
All proposal applications must be submitted via WebGrants.

Submission Deadline: 4:00 PM (PST) March 4, 2022.
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”
The Organization you are linked to affects your application
   - This is how CDFW determines eligibility
You must be affiliated with an Organization
   - If you are affiliated with more than one organization, register under one, and contact the WebGrants Help Desk to link additional organizations to your account
   - Third-party users (e.g., consultants) should be affiliated with the Applicant Organization
A WebGrants Admin must approve the registration before the user may login and start an application
   - User will receive up to 3 confirmation emails
     1. Confirm receipt
     2. Approve/deny user registration
     3. Password
THE WEBGRANTS APPLICATION
HOW TO START AN APPLICATION

1. Login to CDFW WebGrants
2. Select “Funding Opportunities”
3. Select “2021 Prop 1 Proposal Solicitation”
4. Select “Start a New Application”

<table>
<thead>
<tr>
<th>ID</th>
<th>Application Title</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Prop 1 Proposal Solicitation</td>
<td></td>
</tr>
</tbody>
</table>

Prop 1 - Watershed and Delta Ecosystem Restoration Grant Programs
Application Deadline: 03/04/2022 12:00 AM
5. Enter General Information for the Proposed Project
   a) The Primary Contact is the only user that can update the General Information
   b) Please keep the Project Title brief
   c) The Authorized Official is an authorized representative of the Applicant Organization
   d) You can only select Organizations that your account is linked to

6. Select “Save” when done
All Application Forms are listed in the Application Main Menu

Acts as your checklist

All forms must be complete to submit

Before Starting

- For Eligibility and Application requirements, refer to:
  - Proposal Solicitation Notice (PSN)
  - Proposition 1 Grant Program Guidelines
  - For additional 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.
Add additional users to an application by including them as “Additional Grantee Contacts”
- This can only be done by the Primary Contact
- Must be affiliated with the same Organization
- Additional Grantee Contacts can complete all application forms, except the General Information form

Consultants submitting an application for the Applicant Organization must be associated with the Applicant Organization
- Associate application with the Organization who will be awarded grant funds and manage the grant
Application: 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

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
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

![Screenshot of the additional grantee contacts interface.](image-url)
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
System ID: 1724825
Project Title: Test restoration project
Primary Contact: Testing Tester
Additional Contacts: Grantee Tester
Organization: Baseline Organization

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

Location Information

• Location (Regional) Map: Project's location in relation to prominent area features.
• Project Specific (site-scale) Map: 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

• Applicant Budget: Provide additional details for the requested CDFW funds entered in Form 6. Budget
• Subcontractor Budgets: Provide details for each subcontractor’s costs
• Budget Justification: Justify each project expense and link the cost to project tasks
• Cost Share: Identify any additional fund sources that you have applied to and/or secured for the project
• Template available online and is linked in Form 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 DETAILS PAGE

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

Click to Print or Save Application

Click to return to Application Main Menu
**HOW TO SUBMIT AN APPLICATION CONT.**

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

**Note:** You cannot change your application after it is submitted.

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**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.
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<table>
<thead>
<tr>
<th>Application Forms</th>
<th>Application Status</th>
<th>Complete?</th>
<th>Last Edited</th>
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<tr>
<td>General Information</td>
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<td>✓</td>
<td>01/19/2022</td>
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<tr>
<td>Eligibility, Timing and Priorities - P168_20</td>
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<td>✓</td>
<td>01/20/2022</td>
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<tr>
<td>Location Information - P168_20</td>
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<td>✓</td>
<td>01/20/2022</td>
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<tr>
<td>Permits and Environmental Compliance - P168_20</td>
<td></td>
<td>✓</td>
<td>01/20/2022</td>
</tr>
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<td>Project Description and Objectives - P168_20</td>
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<td>✓</td>
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<td>Budget - P168_20</td>
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<td>01/20/2022</td>
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<tr>
<td>Application Attachments - P168_20</td>
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<td>01/20/2022</td>
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<tr>
<td>Supplementary Attachments - P168_20</td>
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<td>01/20/2022</td>
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<tr>
<td>Acknowledgment and Signature - P168_20</td>
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<td>✓</td>
<td>01/20/2022</td>
</tr>
</tbody>
</table>

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**Click to Submit Application**
WEBGRANTS RECOMMENDATIONS

- Save your progress often – don’t let the program time out
- Start your application early – don’t wait until the last moment
- Use the WebGrants “Back” button to navigate
- Work offline with the Word version of the App before completing the WebGrants version
- Attachment file names must be brief, include your App Number, and have no spaces or commas
- Contact CDFW WebGrants Help Desk for any WebGrants questions and/or issues
Review Grant Guidelines and 2022 Prop 1 PSN for proposal requirements

Download the MS Word version of the Application and the Attachment Templates
• Work offline with these documents to prepare your application

See the WebGrants User Guide to help you navigate through WebGrants

CDFW Prop 1 Grant Programs Website
• Updates, announcements, and all resource links are also available on our website
TIPS FOR WRITING COMPLETE PROPOSALS

- Read Solicitation, Grant Guidelines, and Application instructions carefully
  - If you have questions, please ask

- Clearly address the criteria outlined in the Solicitation
  - Make a clear tie between your project and the Solicitation Priorities
  - Make a direct connection to existing plans (CWAP, SWAP, other planning documents)
  - 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)
Connect the dots for us
- Make sure all the required information connects together
- The proposed work should justify the requested grant amount

Tell us your story
- Clearly describe the proposed project
  - Who? – Project Team and Landowners
  - What? – Scope of Work and Expected Benefits
  - When? – Schedule and Work Windows
  - Where? – Project Location and Site Information
  - Why? – Purpose and Need
  - How? – Materials, Methods, and Plans
<table>
<thead>
<tr>
<th>Activity</th>
<th>Schedule</th>
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</thead>
<tbody>
<tr>
<td>Release Proposal Solicitation Notice</td>
<td>January 24, 2022</td>
</tr>
<tr>
<td>WebGrants Proposal Applications due by 4 pm PST</td>
<td>March 4, 2022</td>
</tr>
<tr>
<td>Proposal Evaluation</td>
<td>March-May 2022</td>
</tr>
<tr>
<td>CDFW Director approval/award announcements</td>
<td>June 2022</td>
</tr>
<tr>
<td>Execute grant agreements</td>
<td>June-October 2022</td>
</tr>
<tr>
<td>All work completed</td>
<td>January 1, 2026, for UC/CSU grants</td>
</tr>
<tr>
<td></td>
<td>March 15, 2026, for all other grants</td>
</tr>
</tbody>
</table>
CONTACT US

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

2022 Prop 1 PSN Questions:
- WatershedGrants@wildlife.ca.gov
The questions you ask will be summarized in our FAQs and posted to our website.

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

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