



# BOATING ACCESS GRANT PROGRAM PUBLIC WORKSHOP

*November 5, 2024*

California Department of Fish and Wildlife

# Workshop Agenda

- Boating Access Grant Program Overview
- Program Requirements
- Application Process
- WebGrants Application Portal
- Q&A



# CDFW and Boating Access

*CDFW's Mission: To manage California's diverse fish, wildlife, and plant resources, and the habitats upon which they depend, for their ecological values and their use and enjoyment by the public.*

- Approximately 1.6 million fishing licenses issued in 2023
- An estimated 4 million boaters in California
- Recreational fishing is important, socially, culturally, and economically
- Creating safe and reliable access for all is critical



# Background

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Federally funded through the U.S. Fish and Wildlife Service's Sport Fish Restoration Grant Program.

Boating Access sub-program provides federal funds for facilities that create or add to public access for recreational boating and improvements to waterways that increase access to recreational boating opportunities.

Annual allocation: Approx. \$3 million

# Solicitation and Tentative Timeline

## 2025-2026 Boating Access Proposal Solicitation Notice

<b>Activity</b>	<b>Dates</b> (Dates subject to change)
Release Proposal Solicitation Notice	October 22, 2024
Solicitation Workshop	November 5, 2024
Proposals due by 4:00 p.m., Pacific Time	November 22, 2024
Proposal Evaluation	November 2024 to January 2025
Award Announcement	Spring/Summer 2025
Execute Grant Agreements	Summer 2025
Complete all grant funded project work and submit deliverables/final invoice	April 1, 2029

# Program Requirements

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## Eligible Entities

- State and local government agencies
- Public entities
- Tribes
- Nonprofit organizations

## Budget Requirements

- Cost sharing or match – 25% match required (cash or in-kind)
- Indirect costs requirements will follow the 2 CFR 200
  - Allow use of federal Negotiated Indirect Cost Rate Agreement (NICRA)
  - If your organization doesn't have a NICRA, use the de minimis rate of 15%

# Program Requirements Continued

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## Environmental Compliance and Permitting

- Projects must comply with all applicable state, tribal and federal environmental laws and regulations including the National Environmental Policy Act (NEPA).

## Buy America Provision

Required by Section 70914 of the Infrastructure Investment and Jobs Act ([Pub. L. 117-58](#)).

- All projects receiving federal funds for infrastructure after May 14, 2022 must use materials produced in the U.S. *unless* there is an approved waiver.
- This includes:
  - Iron
  - Steel
  - Manufactured products
  - Construction Materials

# Project Types

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## Planning Projects

- Permitting, and design for Boating Access Facilities.

## Construction Projects

- Shovel-ready construction of boating access Facilities.

## Administration and Coordination of boating access programs

- Operation and maintenance of boating access facilities.
- Outreach to boaters about available boating access and amenities.
- Aquatic Invasive Species Information and Education.
- In some instances, vegetation management – as long as the focus is to keep boaters accessing the water.



# Boating Access Facilities

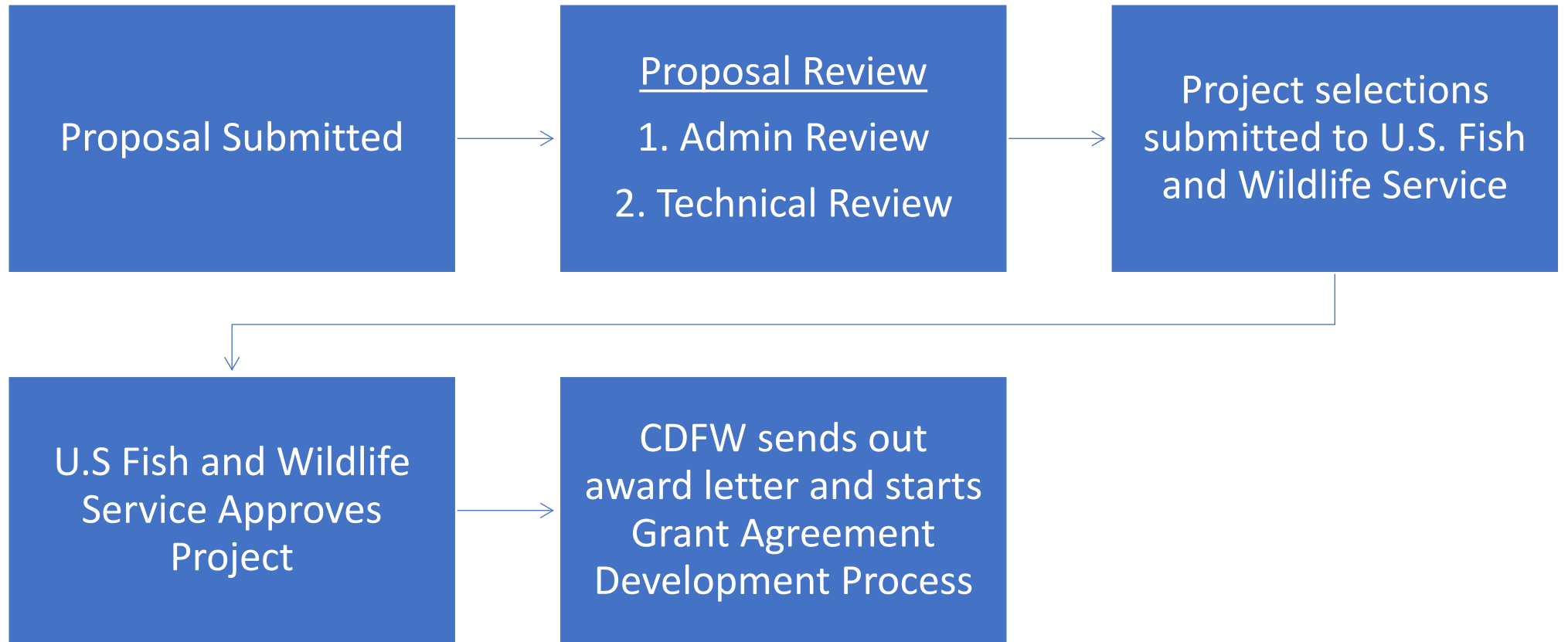
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- Amenities for Boaters at Boating Access Facilities:
  - May include restrooms, wash-down stations, fish cleaning stations for boaters, ramps, courtesy or loading docks, maneuvering areas, parking areas, walkways, beaching areas for boats, picnic tables, garbage facilities for boaters, shade structures, lighting, signage, etc.
  - Launching and landing facilities, including facilities for paddle craft and non-motorized boats.
  - Pump out facilities for vessels that have on-board sanitary holding tanks.
  - Fueling docks for boaters.
  - Potable water supplies for boaters.
  - Dinghy docks.

*Includes compliance with Americans with Disabilities Act (ADA)*

# Application Process Overview

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# Application Documents

- [WebGrants Application Word Document \(Word\)](#)
- [Project Narrative Template \(Word\)](#) Required
- [Project Statement Guidelines \(PDF\)](#) (reference guide)
- [Budget Template – Staff Match \(Excel\)](#) Required
- [Budget Template – Cash Match \(Excel\)](#)
- [Eagle Act Compliance \(Word\)](#) If applicable.
- [ESA Evaluation Form \(Word\)](#) Required
- [NEPA Checklist \(PDF\)](#) If applicable

# Grant Agreement Basics

- Once awards are announced, successful applicants will work with an assigned CDFW Grant Manager to develop the grant agreement.
- General Grant Provisions will be provided at the time of award and are part of the executed agreement.
- Funds can only be disbursed once there is an executed grant agreement between CDFW and the grantee.
- Eligible expenses are reimbursed in arrears.



# WebGrants Overview

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



**Submission Deadline:**  
4:00 PM (PST) November 22,  
2024

# WebGrants Setup

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- 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 that are designated as an additional contact on the application.
- Returning Applicants – Do not re-register. Use your existing user ID and password
- New to WebGrants? – Please register to create an account

# How to Register for a WebGrants Account

## Login

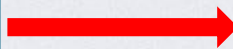
 Enter your user id and password

**SIGN IN**

[Forgot User ID?](#)

[Reset Password?](#)

**Click**



[Click here to Register](#)

## Announcements

### \*\*\* **NEW PRODUCTION SITE** \*\*\*

We are excited to announce that our updated WebGrants Grants Management System is back online and ready for all our users.

- If you previously used WebGrants, please continue to use your same Login ID and password. This update has not changed your information.
- If you are a new user, please register for a new account using the yellow "Click here to register" button.
- If you forgot your user ID, please click on the "Forgot User ID?" link.
- If you need to reset your password, please click on the "Reset Password?" link.

If you have any issues or problems, please reach out to your Grant Manger or you can email the WebGrants Help Desk: [CDFWWebgrants@wildlife.ca.gov](mailto:CDFWWebgrants@wildlife.ca.gov)

# 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”

## Registration Save Registration Information

### Personnel Contact Information

Please note that fields in red font with an asterisk indicates a required field. Any non-required, black font, fields can be skipped.

Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Salutation	First Name	Middle Name	Last Name
Title:	<input type="text"/>			
<b>Email*:</b>	<input type="text"/>			
<b>Address*:</b>	<input type="text"/>			
	<input type="text"/>			
	<input type="text"/>			
	<input type="text"/>	California	<input type="text"/>	<input type="text"/>
	City	State/Province	Postal Code/Zip	
<b>Phone*:</b>	<input type="text"/>	<input type="text"/>		
	Phone	Ext.		
	### ### ####			
<b>Fax:</b>	<input type="text"/>			
	### ### ####			

What Program are you most interested in? This information is used in order to process your registration purposes only and does not restrict your ability to apply for other programs.?

**Program Area of Interest\*:**

Copy Personal Information to Organization?:

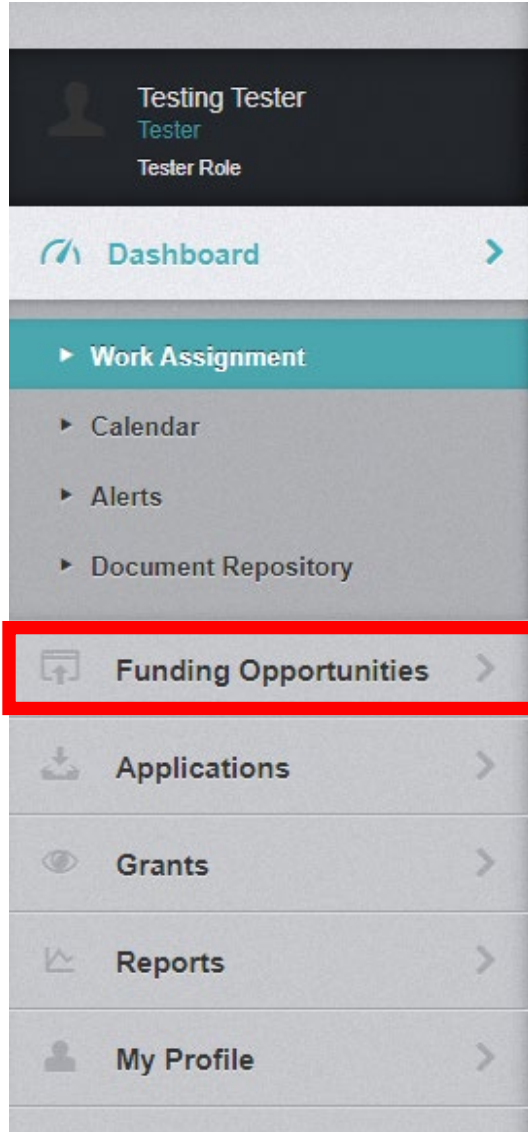


# WebGrants Registration Process

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- 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

# WebGrants Boating Access Application



1. Login to CDFW WebGrants
2. Select "Funding Opportunities" from the menu on the left

Click

# How to Start an Application

## 3. Select “2025 SFRA Boating Access Solicitation”

**☰ Currently Posted Funding Opportunities**

All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will be unable to submit your application after this date.

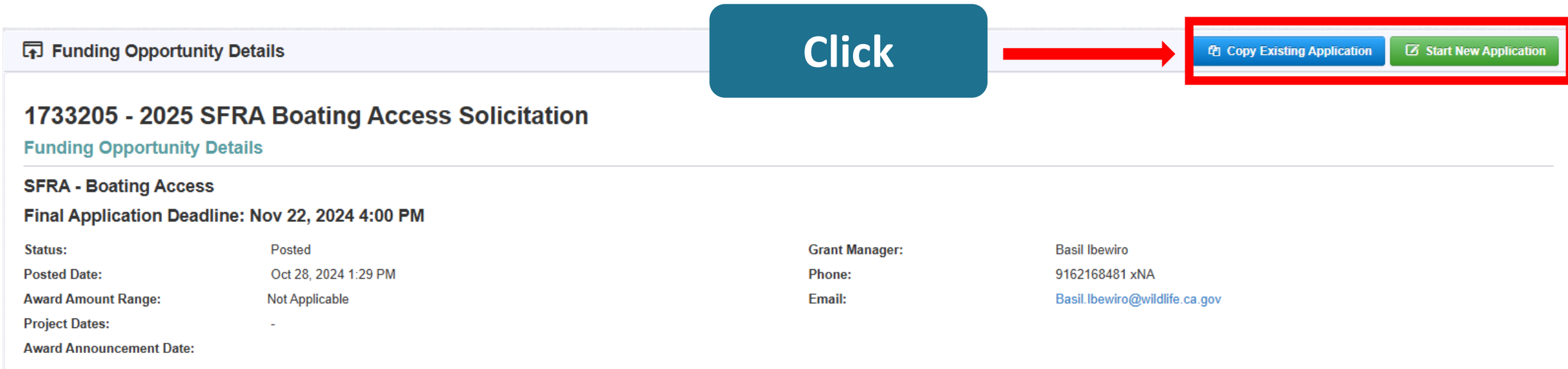
ID	Status	Agency	Program Area	Title	Posted Date
1733205	Posted	California Department of Fish and Wildlife	SFRA - Boating Access	2025 SFRA Boating Access Solicitation	Oct 17, 2024 10:14 AM

Click



# How to Start an Application Cont.

4. Select “Start New Application” or “Copy Existing Application”



The screenshot shows a web interface for a funding opportunity. At the top, there is a header bar with a menu icon and the text "Funding Opportunity Details". Below this, the main content area displays the title "1733205 - 2025 SFRA Boating Access Solicitation" and a sub-link "Funding Opportunity Details". Underneath, it specifies "SFRA - Boating Access" and "Final Application Deadline: Nov 22, 2024 4:00 PM". A table of details is provided, including status, posted date, award amount range, project dates, and award announcement date. To the right, contact information for the Grant Manager, Basil lbewiro, is listed. A large blue callout box with the word "Click" and a red arrow points to a red-bordered box containing two buttons: "Copy Existing Application" (blue) and "Start New Application" (green).

Status:	Posted	Grant Manager:	Basil lbewiro
Posted Date:	Oct 28, 2024 1:29 PM	Phone:	9162168481 xNA
Award Amount Range:	Not Applicable	Email:	<a href="mailto:Basil.lbewiro@wildlife.ca.gov">Basil.lbewiro@wildlife.ca.gov</a>
Project Dates:	-		
Award Announcement Date:			

# Application General Information

## 5. Enter General Information for the proposed project

- a) Please keep the application title brief
- b) The applicant is the only user that can update the general information
- c) You can only select organizations that your account is linked to
- d) Designate other users as additional contacts if they will be editing the application

## 6. Select "Save Form Information" when done

**Application Creation Wizard - Step: 1**

- The Application creation process is a short wizard.
- Step 1: Enter your Application title and select your Applicant. Click 'Save Form Information' to show the next field.
- Step 2: Select the Organization for which you will be submitting this Application. Click 'Save Form Information' to show the next field.
- Step 3: This is an optional step. Select any additional contacts with which you would like to share your Application. Click 'Save Form Information' to show the next field.

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### Application - General Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. attention is needed on this application.  
Select the organization, if you belong to more than one, for which you will be submitting this application.

**Application Title\*:**

**Applicant\*:**

**Organization\*:**

**Additional Contacts\*:**

# Application Main Menu

The screenshot displays the 'Application Details' page in a web application. At the top, there are navigation tabs: 'Application Preview', 'Attachments', 'Alert History', and 'Map'. Below these, the page title is 'Application Details' with a document icon, and there are two buttons: 'Preview Application' (blue) and 'Withdraw' (orange). The main content area is titled 'Completing and Submitting the Proposal Application' and contains a list of instructions and a note. Below this is a red warning box stating 'Application cannot be Submitted Currently' with a sub-point 'Application components are not complete'. At the bottom, there is a table with three columns: 'Component', 'Complete?', and 'Last Edited'.

Application Preview Attachments Alert History Map

Application Details Preview Application Withdraw

### Completing and Submitting the Proposal Application

- Users must click Save to save entered information. The system does not save automatically. Please save your work at least once an hour to ensure entered information is not lost if the system times out or experiences alternate malfunction. We recommend filling out the Word version of the Proposal Application prior to entering the information in WebGrants, then copying and pasting that information into the WebGrants system
- All forms must be marked as complete before submitting. The Mark as Complete button is below form instructions. On each form, all required fields must be filled in before a user may click on Mark as Complete.
- 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".
- Submit a Proposal Application, click the Submit button on the Application Forms main-menu. Once submitted, the form is locked down; no further editing is possible.
- To withdraw the Proposal Application from consideration, click the Withdraw button on the Application Forms main menu.
- To print a Proposal Application at any time: From the Application Forms main menu click Application Details and Print. Clicking Print to PDF will create a pdf that includes all uploaded attachments except excel files.

**Note:** Once your Concept Proposal has been submitted, you can expect a determination from CDFW within approximately one month. This determination will be sent via email to the contact person indicated in the application. Additional instructions, if applicable, will be provided in that email. Please do not fill out a full application unless requested to do so.

Need help? Contact [cdfwwebgrants@wildlife.ca.gov](mailto:cdfwwebgrants@wildlife.ca.gov) Monday to Friday, 9 am to 4 pm.

**Application cannot be Submitted Currently**

- Application components are not complete

Component	Complete?	Last Edited
General Information	✓	Oct 23, 2024 2:42 PM - Testing Tester
Proposal Application	-	-
Attachment Checklist	-	-
Supplementary Attachments	-	-
Acknowledgement and Signature	-	-

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

# Editing the Forms

App List   Genera   Propos   Attach   Supple   Acknow

This section includes the high level information about the Application.  
To edit this form, click the green Edit button in the upper right hand corner of the section. Need more help? Click Online Help in the toolbar at the top of the screen.

## General Information

**Application ID\*:** 1733377  
**Application Status:** Editing  
**Application Title\*:** 2025 Test  
**Organization\*:** BaseLine Organization  
**Applicant\*:** Testing Tester  
**Additional Contacts:**  
**Funding Opportunity:** 1733205-2025 SFRA Boating Access Solicitation  
**Program Area:** SFRA - Boating Access

Click

 Edit Form

Last Edited By: Testing Tester - Oct 23, 2024 2:42 PM

# Saving the Form

## Application - General Information

Click

Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.  
Select the organization, if you belong to more than one, for which you will be submitting this application.

**Application ID:** 1733199

**Program Area\*:** SFRA - Boating Access

**Funding Opportunity\*:** 1733205-2025 SFRA Boating Access Solicitation

**Application Stage\*:** Final Application

**Application Status\*:** Editing



# Submitting the Form

Click



App List   Genera   Propos   Attach   Supple   **Acknow**

**Acknowledgement and Signature** - Current Version

**Acknowledgement and Signature**

Once submitted, proposals are subject to the Public Records Act and may be publicly available. Do not submit personal information such as the following: home address, home phone number, home email address, date of birth, citizenship, drivers' license number, marital status, personal hobbies, and the like. Such personal information is irrelevant to the merits of the proposal.

**I have read and understand the above statement.\*:**   No

I certify that the information contained in my Grant Application, including all required attachments, is true, accurate, and complete, and that I am authorized to apply for this grant.

**Electronic Signature\*:**   Printed Name and Title

**Date\*:**

✓ **Mark as Complete**   **Edit Form**

Last Edited By: Testing Tester - Oct 23, 2024 2:54 PM   **Edit Form**

# Attachment Checklist

Attachment Checklist - Current Version

## Attachment Checklist

Carefully read the instructions below and upload the attachments which are relevant to the proposed project. WebGrants will allow one file to be uploaded per attachment line. If more than one file needs to be submitted, (e.g. Project Location and Map) a zipped folder containing multiple files may be uploaded.

 - Named Attachments

Named Attachment	Required	Description	File Name 	Type	Size	Upload Date	Delete?
Clearly identify the project's location in relation to prominent area features. Map should provide sufficient detail to allow a person unfamiliar with the area to locate the project.							
Project Location and Map (All Proposals)							
Complete and upload the <b>Cash Match</b> or <b>Staff Match</b> budget template in Excel format.							
Budget Template - Cash Match or Staff Match (All Proposals)							
Complete the the Project Narrative Template.							
Project Narrative Template (All Proposals)							
Documentation from CEQA lead agency accepting the role (if applicable)							
Documentation from CEQA lead agency accepting the role (if applicable)							
Documentation from NEPA lead agency accepting the role (if applicable)							
Documentation from NEPA lead agency accepting the role (if applicable)							
Complete and upload the NEPA checklist							
NEPA Checklist							
Complete and upload the ESA Evaluation Form							
Endangered Species Act (ESA) Evaluation Form (All Proposals)							
If Applicable upload documentation showing compliance with the Bald and Golden Eagle and Protection Act. <i>The Eagle Act Compliance Guidance Document</i> provides further information and instructions.							
Bald and Golden Eagle Protection Act Compliance (if applicable)							

[← Previous](#)

[Next →](#)

# Submitting the Application

Click



See all application components below. Click on the component that you would like to edit or see in more detail. You can click the "Online Help" button in the toolbar at the top of the screen for a description of this section and all available actions.

Application Preview Attachments Alert History Map

## Application Details

Preview Application

Submit Application

Withdraw

### Completing and Submitting the Proposal Application

- Users must click Save to save entered information. The system does not save automatically. Please save your work at least once an hour to ensure entered information is not lost if the system times out or experiences alternate malfunction. We recommend filling out the Word version of the Proposal Application prior to entering the information in WebGrants, then copying and pasting that information into the WebGrants system
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- **Application is in compliance and is ready for Submission!**

Component	Complete?	Last Edited
General Information	✓	Oct 24, 2024 12:37 PM - Testing Tester
Proposal Application	✓	Oct 24, 2024 12:40 PM - Testing Tester
Attachment Checklist	✓	Oct 3, 2024 4:05 PM - Testing Tester
Supplementary Attachments	✓	Oct 24, 2024 12:42 PM - Testing Tester
Acknowledgement and Signature	✓	Oct 24, 2024 12:43 PM - Testing Tester

# Contact Us

Boating Access Program Questions:

[BoatingAccess@wildlife.ca.gov](mailto:BoatingAccess@wildlife.ca.gov)

WebGrants or Application Questions:

[CDFWebgrants@wildlife.ca.gov](mailto:CDFWebgrants@wildlife.ca.gov)

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

California Division of Boating and Waterways:

[www.DBW.ca.gov](http://www.DBW.ca.gov)

