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

Federally funded though 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

Activity	Dates (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

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

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

Planning Projects

- Permitting, and design for Boating Access Facilities.

Construction Projects

- Shovel-ready construction of boating access Facilities.

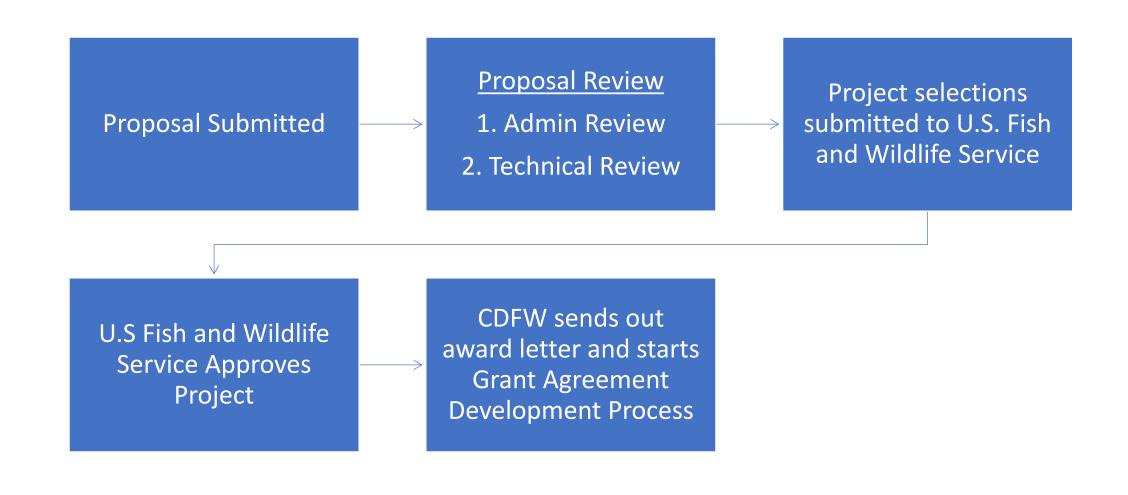**Administration and Coordination of boating access programs**

- 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

- 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)
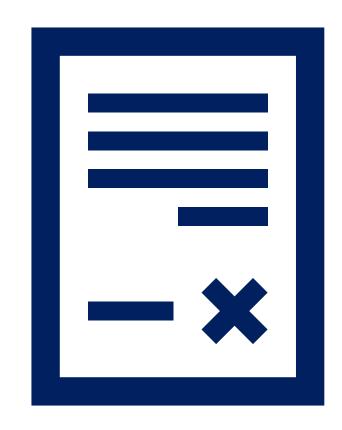
Application Process Overview

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┌─────────────────────┐      ┌─────────────────────┐      ┌─────────────────────┐
│                     │      │  Proposal Review    │      │  Project selections │
│                     │      │                     │      │  submitted to U.S.  │
│ Proposal Submitted  │ ───▶ │  1. Admin Review    │ ───▶ │  Fish and Wildlife  │
│                     │      │                     │      │  Service            │
│                     │      │  2. Technical Review│      │                     │
└─────────────────────┘      └─────────────────────┘      └─────────────────────┘
                                                                     │
          ┌──────────────────────────────────────────────────────────┘
          ▼
┌─────────────────────┐      ┌─────────────────────┐
│                     │      │  CDFW sends out     │
│ U.S Fish and        │      │  award letter and   │
│ Wildlife Service    │ ───▶ │  starts Grant       │
│ Approves Project    │      │  Agreement          │
│                     │      │  Development Process│
└─────────────────────┘      └─────────────────────┘
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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.
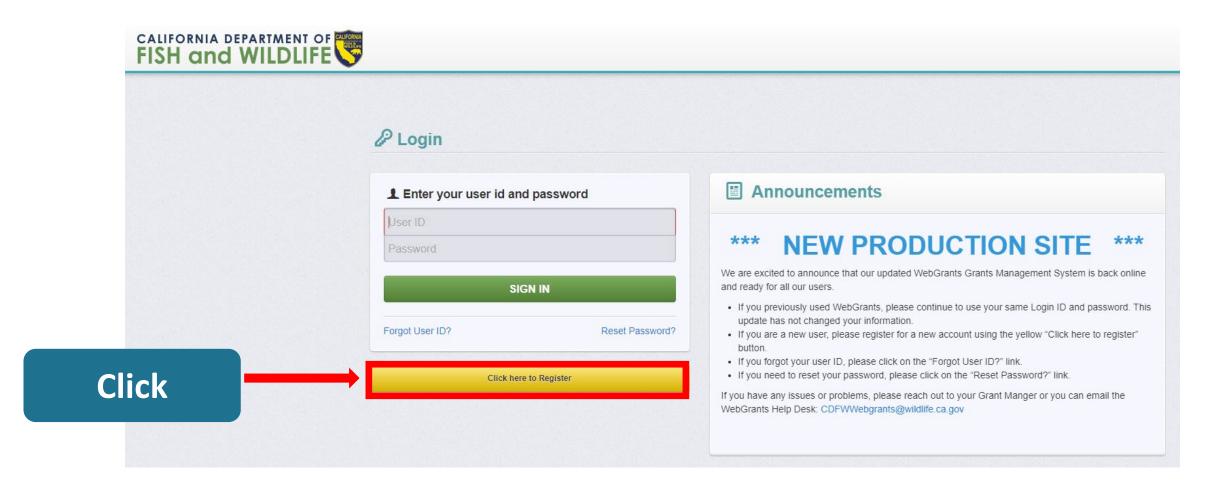
WebGrants Overview

All proposal applications must be submitted via WebGrants

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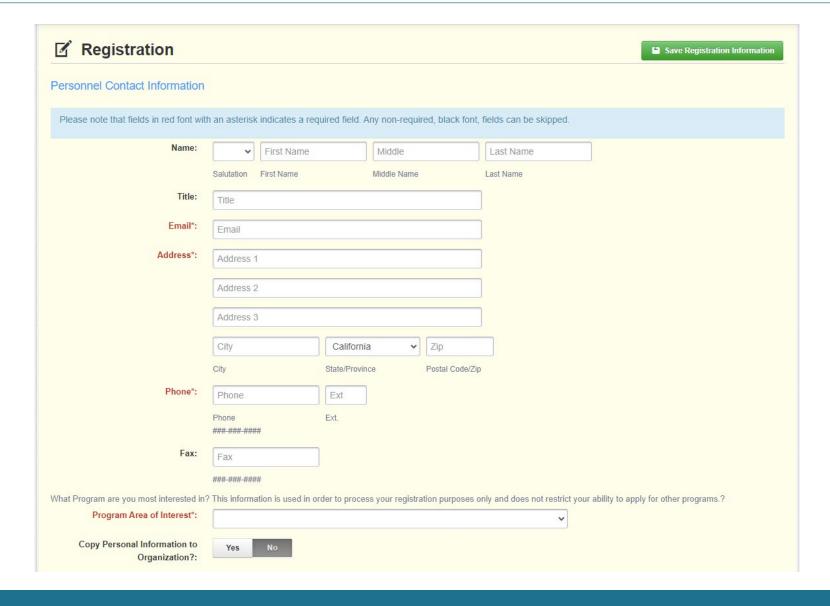4:00 PM (PST) November 22, 2024

WebGrants Setup

- 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
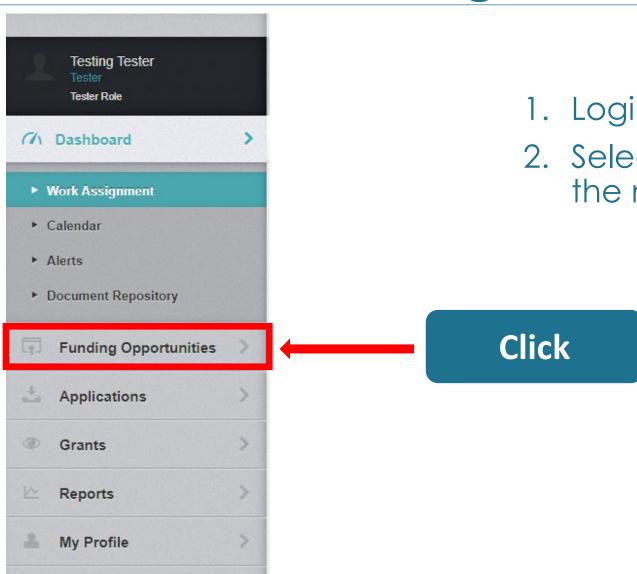
WebGrants Registration Form

- 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 Process

- 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
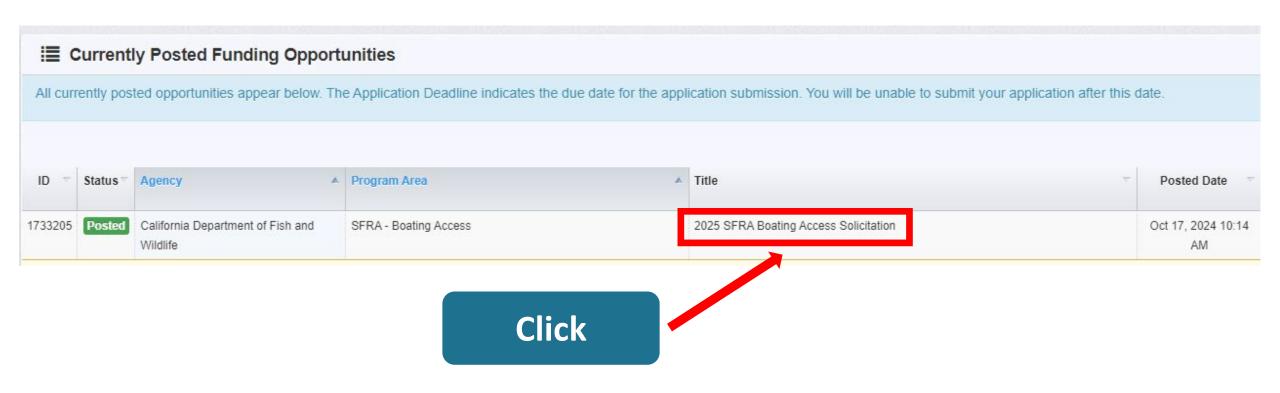   2. Approve/deny user registration
    3. Password

WebGrants Boating Access Application

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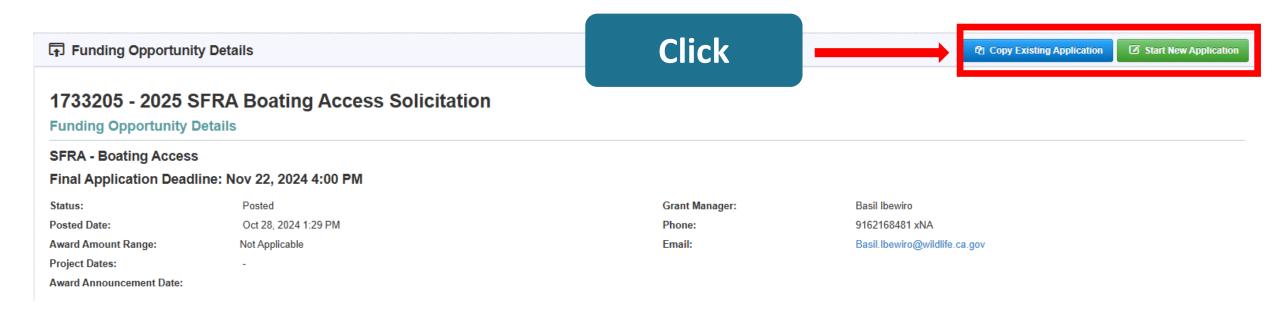
Click

How to Start an Application

3. Select "2025 SFRA Boating Access Solicitation"

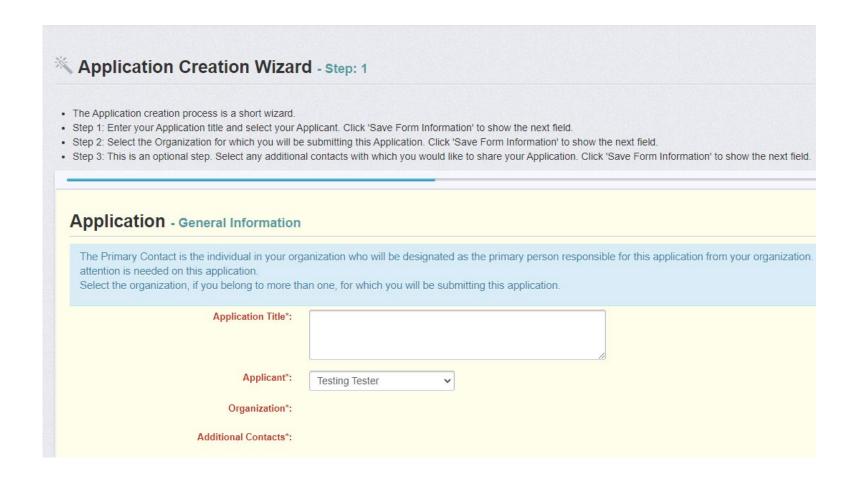# How to Start an Application Cont.

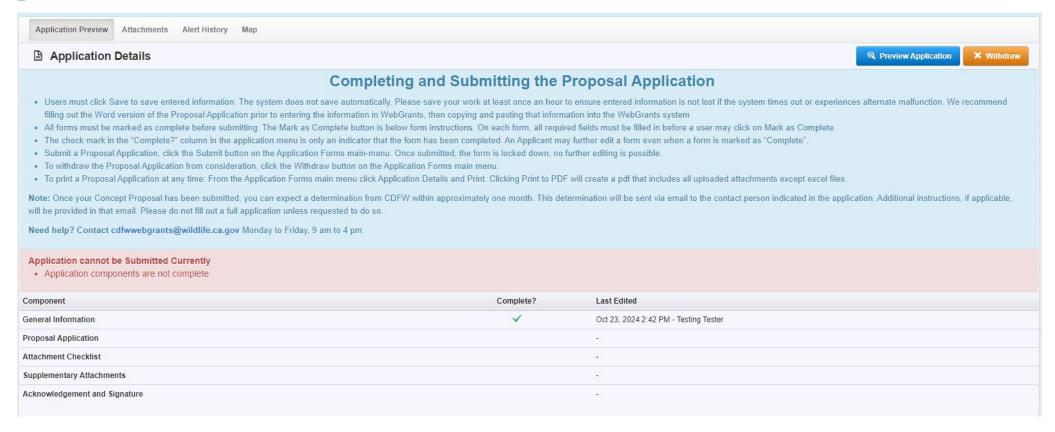4. Select "Start New Application" or "Copy Existing Application"

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.

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*: [Testing Tester   ▾]

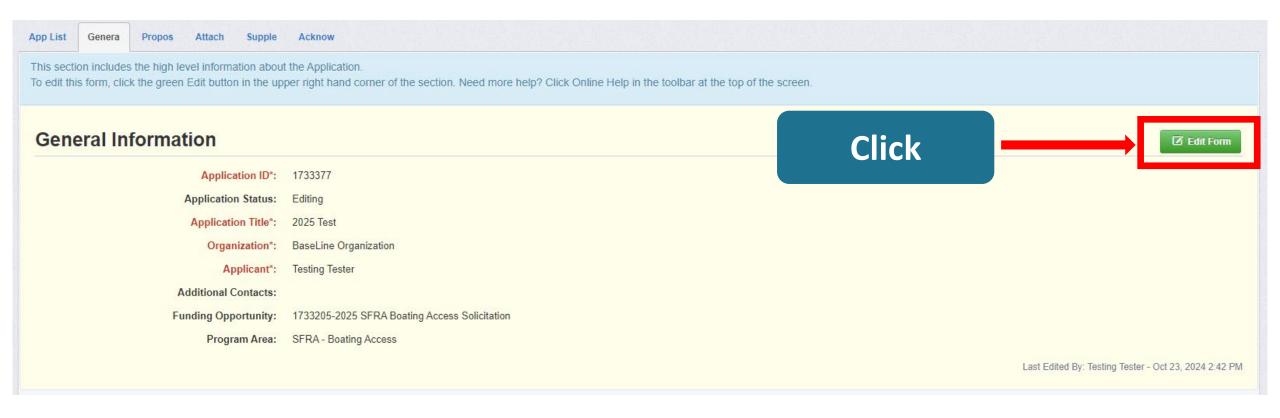**Organization*:**

Additional Contacts*:

Application Main Menu

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

Editing the Forms

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
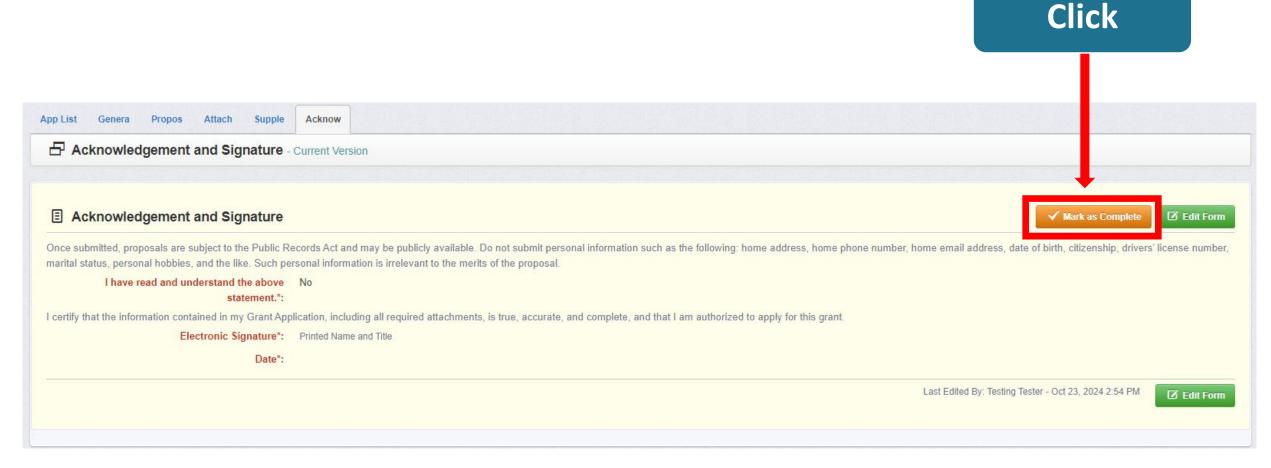
Program Area*: SFRA - Boating Access

Funding Opportunity*: 1733205-2025 SFRA Boating Access Solicitation

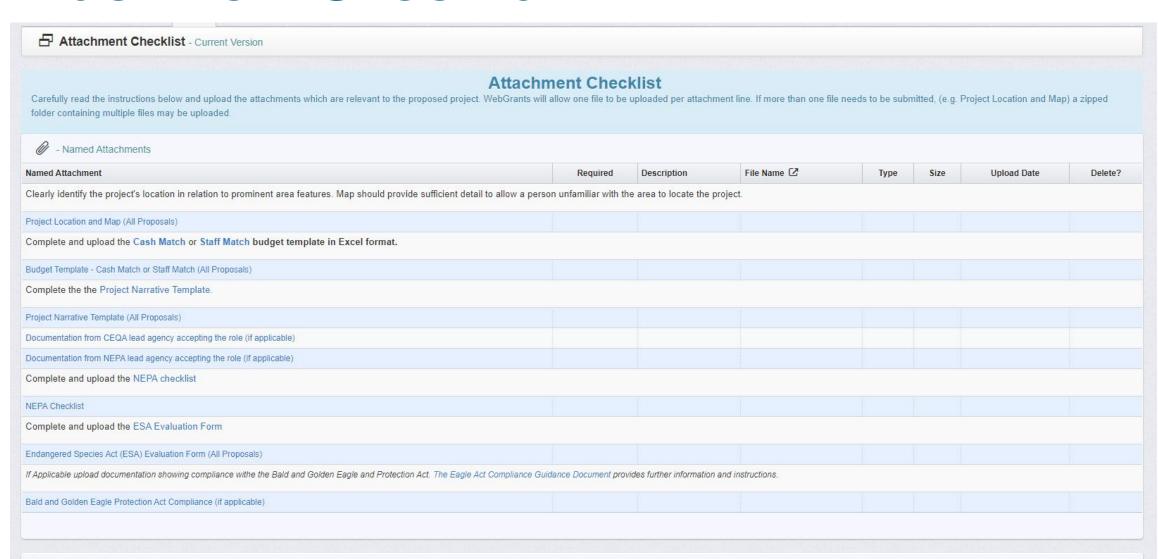**Application Stage*:** Final Application

Application Status*: Editing

Submitting the Form

Attachment Checklist

Submitting the Application

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
- 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 Monday to Friday, 9 am to 4 pm.

- **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

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

California Division of Boating and Waterways:
    www.DBW.ca.gov