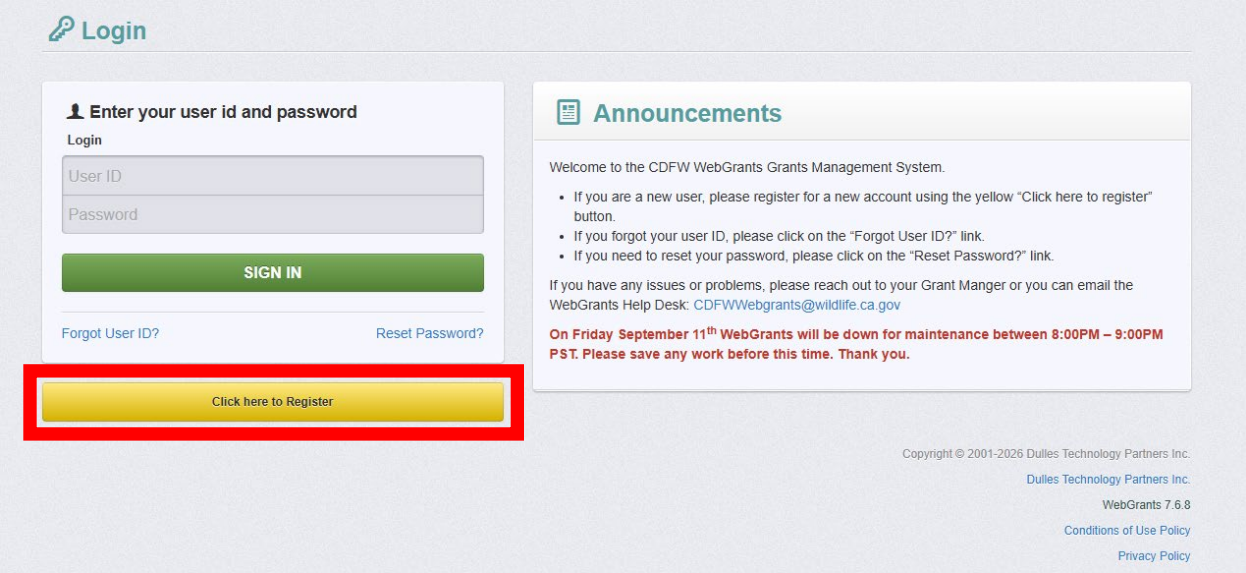
Navigating the SFRA Boating Access WebGrants Application

WebGrants Setup

- You must have an active WebGrants user account to apply to the PSN.
- Multiple users can work on the same application, but each must have their own user account and be 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.
- If you have changed organizations, please contact the WebGrants Help Desk to link your account to the new organization.

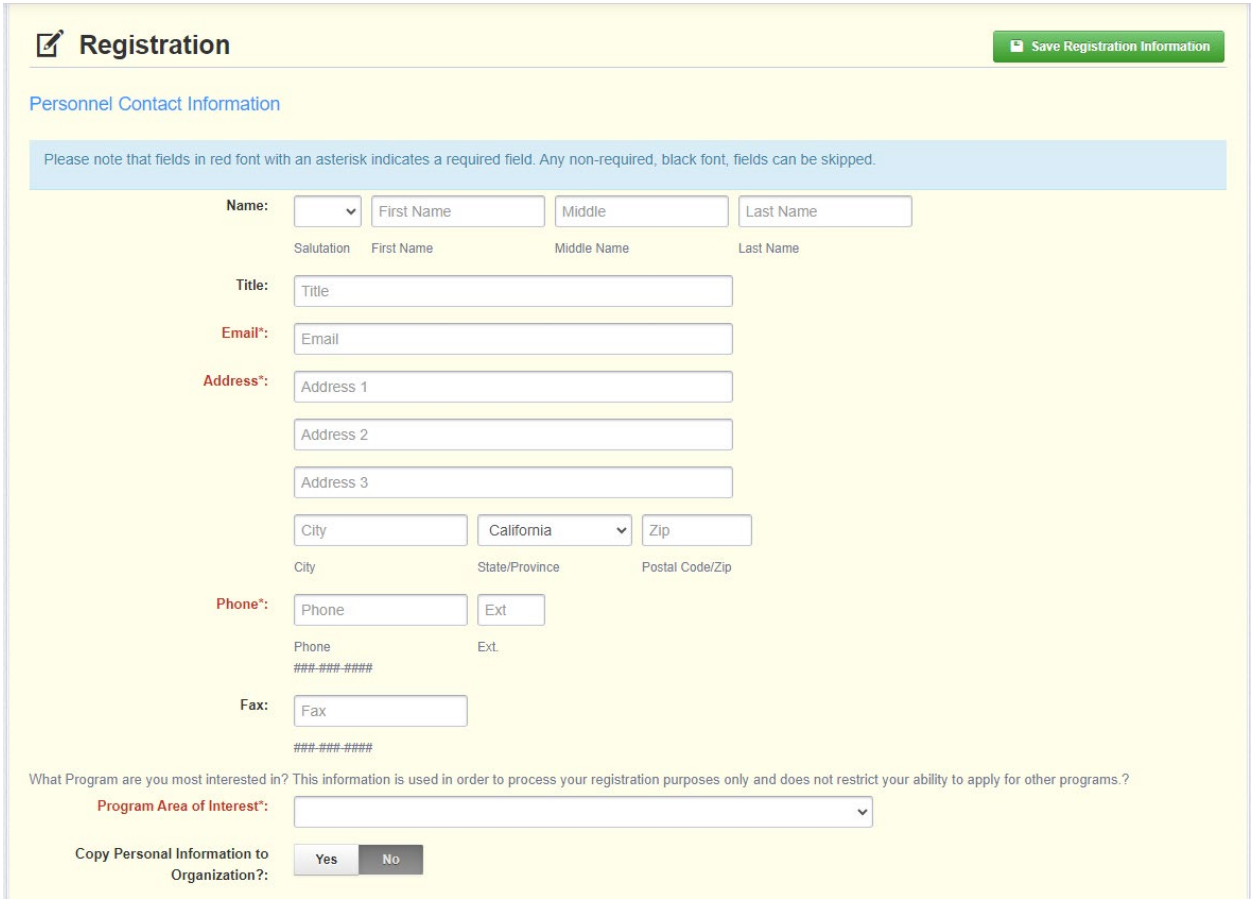
Register for a WebGrants Account

- Go to https://watershedgrants.wildlife.ca.gov/index.do and click on the yellow button to register for an account.



WebGrants Registration Form

- All fields marked with an asterisk (*) are required.
- Please do not provide any personal contact information.
- Organization Tax ID is not necessary at this stage. You can enter N/A in this field.

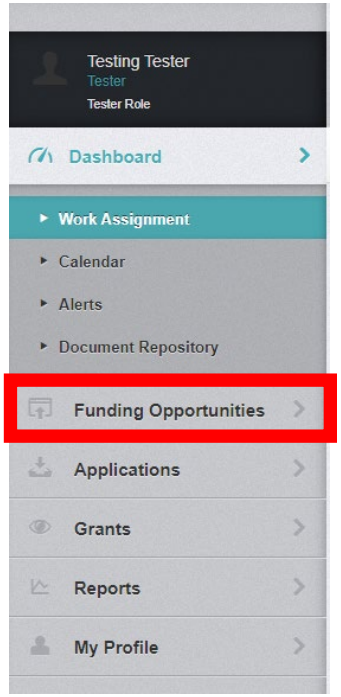


WebGrants Registration Process

- 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 before final approval.

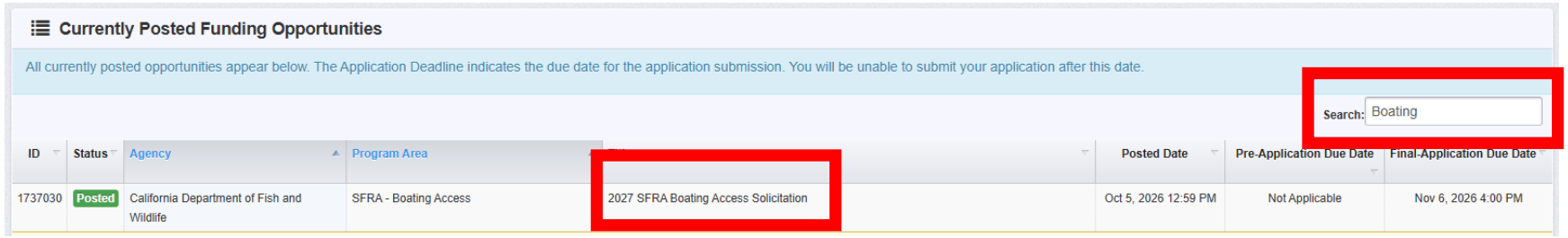
Access the WebGrants Boating Access Application

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

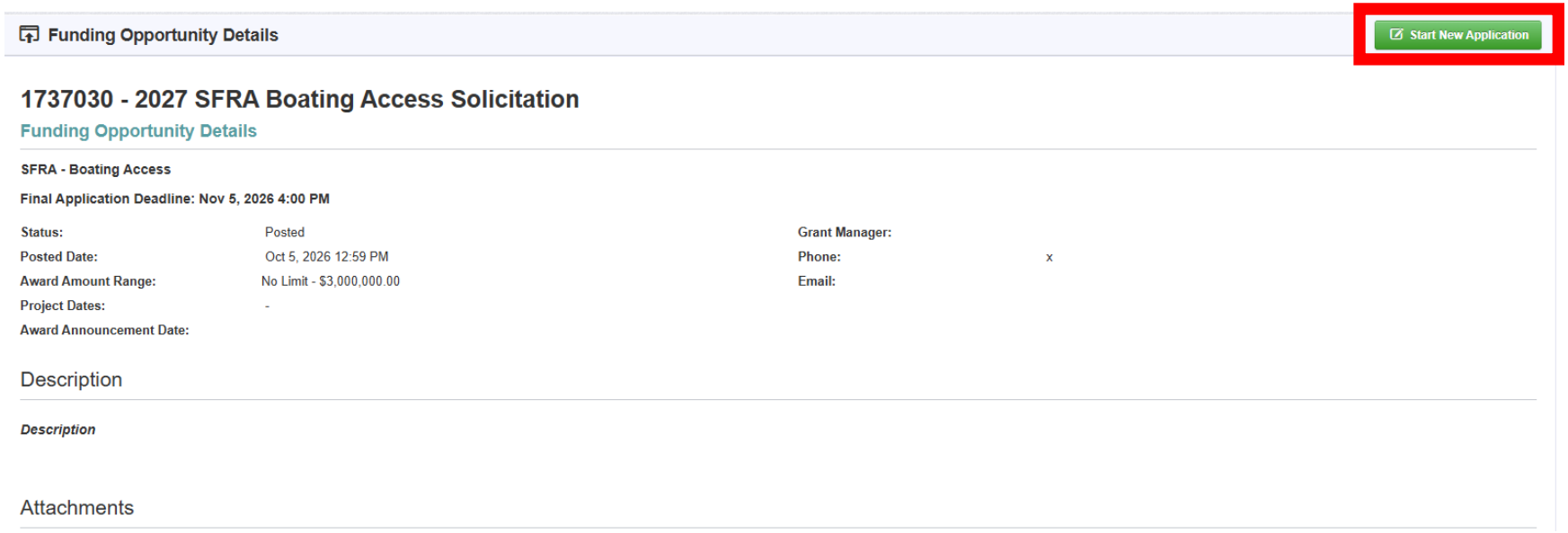


Start an Application

- This will take you to a list of all current funding opportunities.
- Use the search field on the right side to enter "Boating" and filter the opportunities.
- Select "2027 SFRA Boating Access Solicitation."

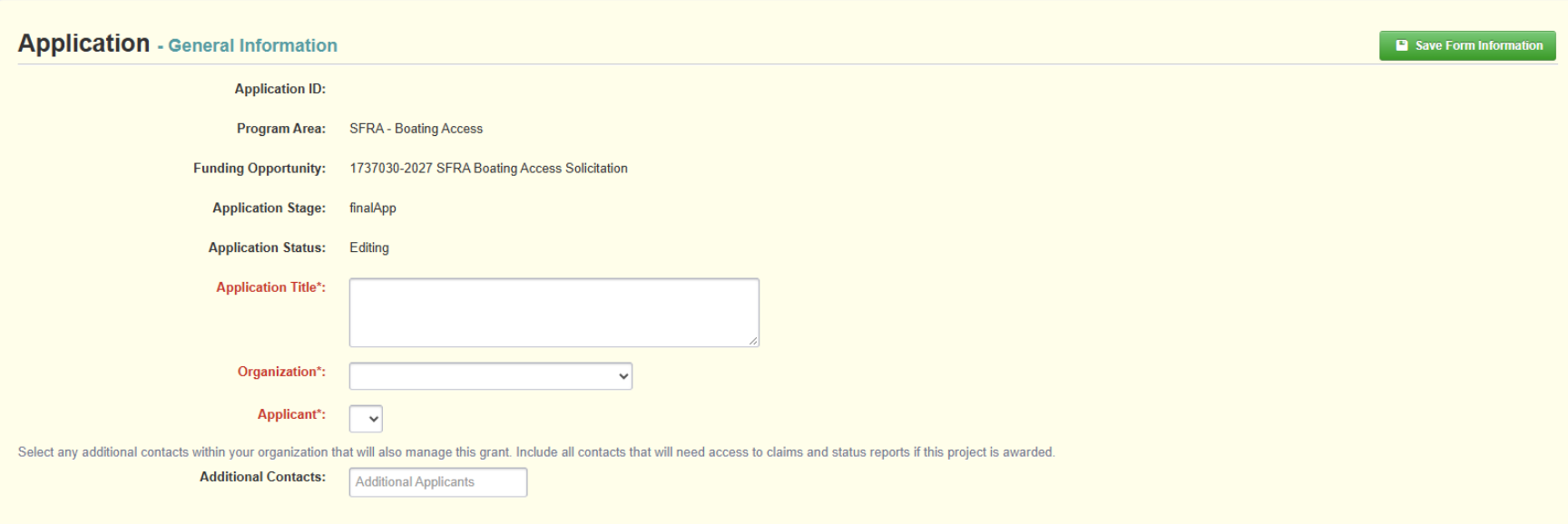


- Select "Start New Application."



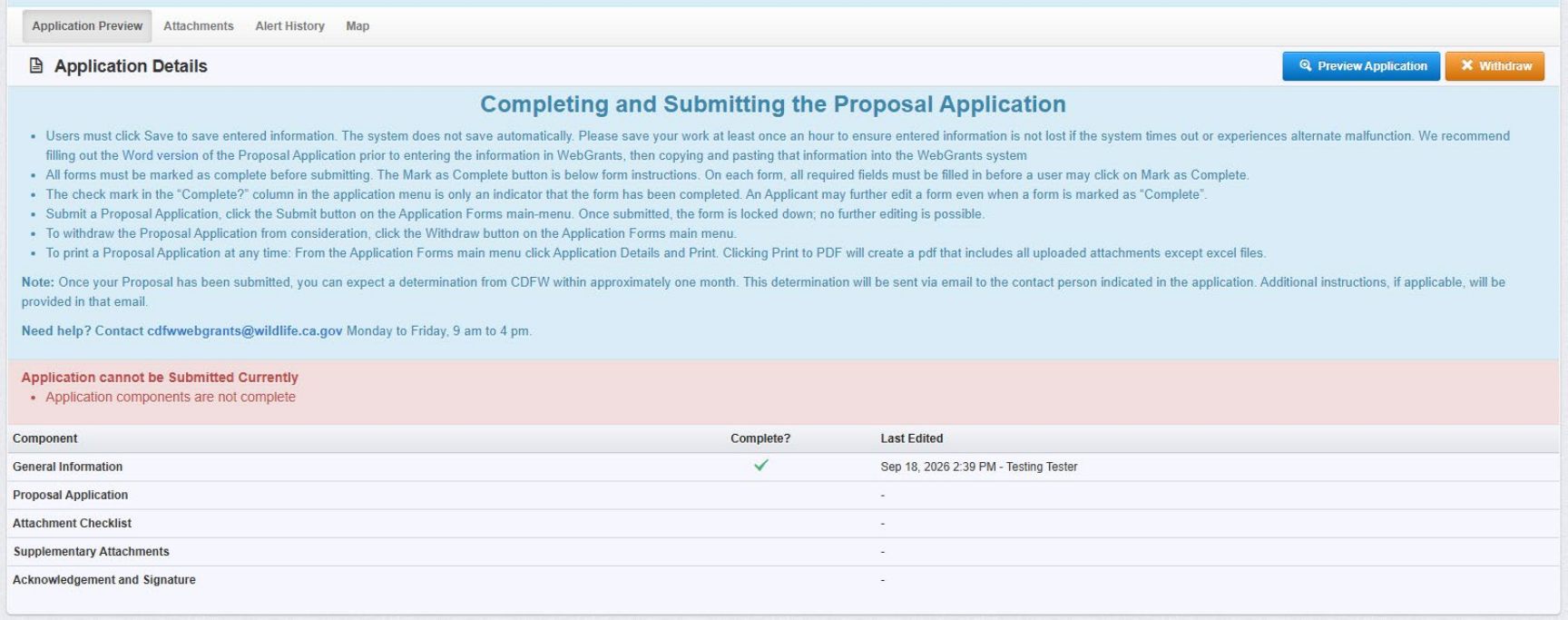
Application General Information

- Enter general information for the proposed project.
- The primary contact is the only user that can update the general information section.
    - This is where other users can be designated as additional contacts if they will be editing the application.
- You can only select organizations that your account is linked to in the "Organization" field.
- Select "Save Form Information" when done.



Application Main Menu

- All application forms are listed in the Application Main Menu.
- All forms must be complete to submit the application.



Editing the Forms

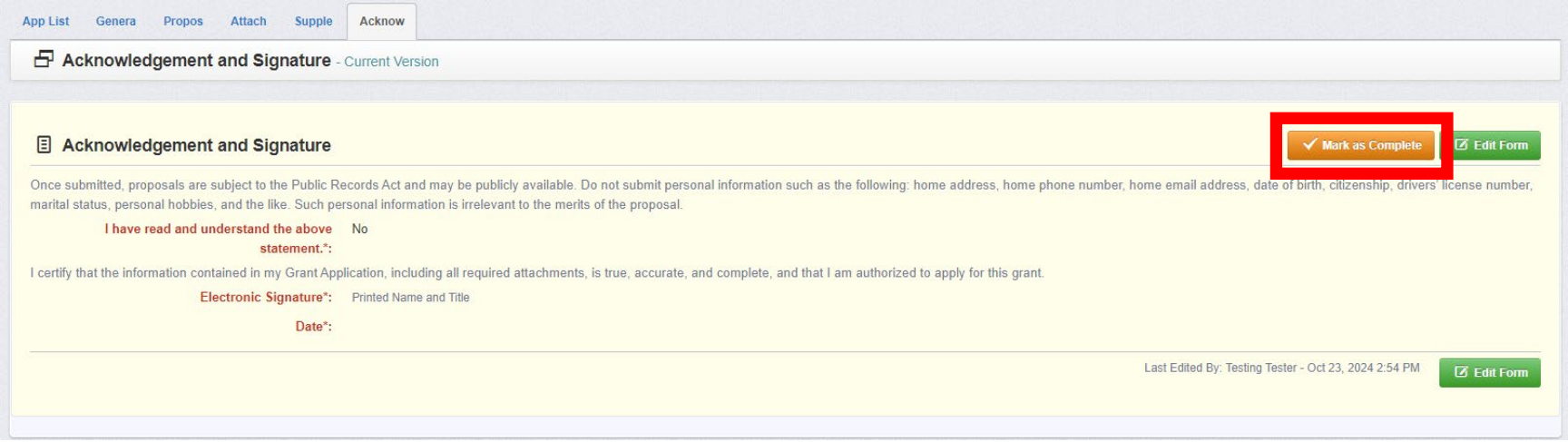
- If you need to edit a form before submitting the application, click on the edit form button.

Saving the Form

- Click Save Form, which will take you back to the main menu.

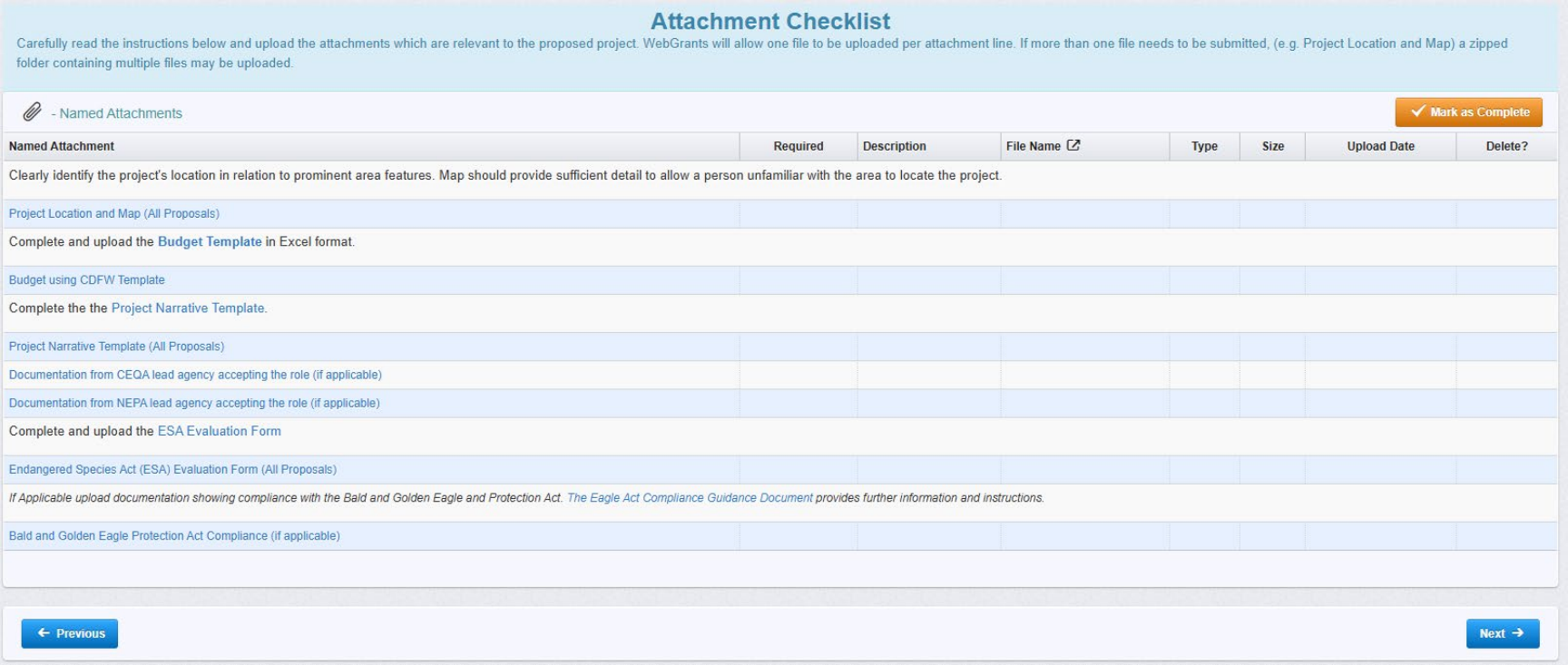
Submitting the Form

- Make sure to select "Mark as Complete" for each form. All forms must be marked complete to submit the application.



Attachment Checklist

- To upload each document, click on the attachment name and select a file to upload. You'll want to make sure to save.



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 — Mark as Complete

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 **Budget Template** in Excel format.							
Budget using CDFW Template							
Complete the the Project Narrative Template.							
Project Narrative Template (All Proposals)							
Documentation from CEQA lead agency accepting the role (if applicable)							
Documentation from NEPA lead agency accepting the role (if applicable)							
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. The Eagle Act Compliance Guidance Document provides further information and instructions.							
Bald and Golden Eagle Protection Act Compliance (if applicable)							

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Submitting the Application

- Before you submit the application:
  - Make sure to review all forms.
  - Make sure all forms are marked complete.
  - Click "Submit"
- Please Note: You cannot change your application after it is submitted.