

ONLINE GRANT APPLICATION SUBMISSION GUIDE

1) Go to Grants Portal

Applicants must submit a complete application online using DWR's GRanTS electronic submittal tool, please use the link listed below. GRanTS can only be accessed with Microsoft Edge and Google Chrome.

<https://grants.water.ca.gov/>

2) Login or Create a Grants Account

To access the application, applicants must register and have an account in GRanTS if they have not already done so.

Visit <https://water.ca.gov/grants/> for instructions on how to register for a user account under **Quick Reference Guide**.

3) Open the Delta Flood ER PSP Application

Click on the numeric hyperlink under NEW SOLICITATIONS

Click on Start Proposal for "2022 Delta Emergency Response Grant" under Active PSPs

4) Download Application Templates & Fill Out

Click on "Attachments" on the Active PSPs page to first download the guidelines and all the necessary templates to fill out.

5) Complete the Grant Application

Fill out all required fields in each tab. **Red Text** denotes required fields. Use the tables below for clarification of each field.

APPLICANT INFORMATION TAB

APPLICANT INFORMATION
Organization Name: (Required field) Write a description or select from the pull down menu.
Point of Contact: Provide the contact information for the future project manager or person most knowledgeable about the proposed grant project.
Proposal Name: Name your proposal using the following naming convention: "[Lead Agency] Delta Flood ER Round 3 Grant"
Proposal Objective: Write a brief 1-3 sentence description of the project.
BUDGET
Other Contribution: (Optional field)
Local Contribution: (Optional field)
Federal Contribution: (Optional field)
In-Kind Contribution: (Optional field)
Amount Requested: (Required field) Total amount requested for this project for this solicitation
Total Proposal Cost: (Required field) Total project cost
GEOGRAPHIC INFORMATION
Latitude: (Required field) Enter the latitude at the location that best represents the Project area. This should be taken from the center of the Project site.

Longitude: (Required field) Enter the longitude at the location that best represents the Project area. This should be taken from the center of the Project site.
Longitude/Latitude Clarification: (Optional field) Only use if necessary to explain the location.
Location: (Optional field) – Identify the approximate location that best represents the center of the Project area. Provide cross-streets or the closest main streets for reference. Provide City and County(-ies) the Project is located in for frame of reference.
County: (Required field) Select the County(ies) in which the Project is located.
Groundwater Basins: Select the groundwater basin as listed in the current version of DWR Bulletin 118 (https://water.ca.gov/Programs/Groundwater-Management/Basin-Boundary-Modifications) in which the Project is located.
Hydrologic Regions: Select the hydrologic region in which the Project is located. For proposals covering multiple hydrologic regions, hold down the control key and select all that apply.
Watershed(s): Provide the name of the watershed(s) the groundwater basin underlies A map of California watershed can be found at the following link: https://www.conservation.ca.gov/dlrp/grant-programs/watershed/Documents/CALFED_Watershed_Map[1].pdf . If the groundwater basin covers multiple watershed, you may only provide one “Unique Watershed Number” as listed on the watershed map and should be the one that the majority of the Project is located.
LEGISLATIVE INFORMATION
Enter the State Assembly, State Senate, and U.S. Congressional Districts in which the groundwater basin is located. For proposals covering multiple State Assembly, State Senate, and U.S. Congressional Districts, hold the control key down and select all that apply. Maps of these districts are found at: http://www.legislature.ca.gov/legislators_and_districts/legislators/your_legislator.html
Assembly District: Select Assembly District(s)
Senate District: Select Senate District(s)
US Congressional District: Select US Congressional District(s)

PROJECTS TAB

PROJECT INFORMATION
Project Name: Name your proposal using the following naming convention: “[Lead Agency] Delta Flood ER Round 3 Grant”
Implementing Organization: (Optional field) Provide name of the lead agency
Secondary Implementing Organization: (Optional field) Leave Blank
Proposed Start Date: (Optional field) Provide tentative start date of the project
Proposed End Date: (Optional field) Provide tentative end date of the project
Scope of Work: (Optional field) Leave blank.
Project Description: (Optional field) Leave blank.
Project Objective: (Optional field) Leave blank.
PROJECT BENEFITS INFORMATION
Benefit Level: (Optional field) Leave blank.
Benefit Type: (Optional field) Leave blank.
Benefit: (Optional field) Leave blank.
Description: (Optional field) Leave blank.
Measurement: (Optional field) Leave blank.
BUDGET
Use “Copy Budget data from Applicant Info” button if information is the same from Applicant Info tab.
Other Contribution: (Optional field)
Local Contribution: (Optional field)
Federal Contribution: (Optional field)
In-Kind Contribution: (Optional field)
Amount Requested: (Required field) Total amount requested for this project for this solicitation
Total Proposal Cost: (Required field) Total project cost
GEOGRAPHIC INFORMATION
(Sample Geographic information description) Enter the geographical information for each individual Project and Project component location (latitude and longitude in degrees, minutes, and seconds). Use “Copy Geographical data from Applicant Info” button if information is the same from Applicant Info tab.
Latitude: (Required field) Enter the latitude at the location that best represents the Project area. This should be taken from the center of the Project site.

Longitude: (Required field) Enter the longitude at the location that best represents the Project area. This should be taken from the center of the Project site.
Longitude/Latitude Clarification: (Optional field) Only use if necessary to explain the location.
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ATTACHMENTS TAB

File size for each attachment submitted via GRanTS is limited to 2 gigabytes (GB). Acceptable file formats are: PDF, MS Word, MS Excel, or MS Project. However, DWR prefers and highly encourages applicants to use OCR (scannable and readable) PDF files. The GRanTS system will allow applicants to resubmit any attachments before the close of the open filing phase.

A1 Application Checklist: Upload the application checklist
A2 Application Cover Sheet: Upload the application cover sheet
A3 Application Information: Please upload the application cover sheet below.
A4 Lead Authorizing Resolution: Upload the authorizing resolution.
A5 Participating Agency List & Letters: Upload the participating list along with all required letters into one combined PDF file.
A6 Applicants Authority and Capability: Upload the applicants authority and capability sheet.
A7 Environmental Information Form: Upload the environmental information form.
A8 Project Description: Upload the project description.
A9 Project Scope of Work: Upload a proposed project scope below. Provide a scope of work with clearly defined tasks and deliverables. Descriptions should be easy to understand and clearly describe the work that will be completed. Tasks should be organized in a practical manner (i.e. grouped by similar tasks and subtasks). See template.
A10 Project Schedule: Upload a proposed project schedule. Provide a project schedule based on the project task breakdown (preferably in a Microsoft project or excel). The schedule should display the number of calendar days needed to complete the project. Explicitly state the expected start and completion date of the project in this section.
A11 Project Budget: Upload a proposed project budget. Briefly discuss the estimated project cost and financial resources to be utilized in meeting those costs. Provide a table detailing all costs. The task and subtasks shown in the budget should match the scope of work and schedule. See template.
A12 Statement of Financial Capability: Upload the statement of financial capability.

A13 Maintenance Plan Outline:

Upload the completed maintenance plan outline.

A14 Climate Risk Considerations:

Upload the climate risk considerations survey.

A15 Additional Documents:

Upload any additional documents that will support this application. (Labor compliance documentation, existing flood plans and maps, communication or interoperability plans, etc)

6) Submit the Grant Application

All portions of the GRanTS application must be received in the open filing phase. Submittals received outside the open filing phase may not be reviewed or considered for funding. Once the submit button is selected, changes cannot be made to the application.

7) What Next?

Applicant is done at this step after #6. Applicant will receive confirmation that application has been submitted. DWR program staff will review the application following the close of the application period.