CA Ocean Protection Council
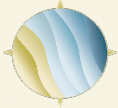## *2020 MPA Outreach and Education Small Grants Program*

COASTAL QUEST

OCEAN PROTECTION COUNCIL

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Jearlwebb

Gerick Bergsma

Webinar Goals and Objectives

Main Goal

Provide a deeper understanding of the goals and structure of the Small Grants Program, and of the Request for Proposal (RFP) application process

Objectives

- Discuss eligibility requirements
- Provide potential project ideas
- Provide an overview of the proposal scoring criteria and timeline and Q&A
- Discuss application process and proposal requirements and Q&A

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Agenda

- Grant program overview
- Project and applicant eligibility
- Proposal scoring criteria
- Timeline
- SOAR application process
- Questions

NaluPhoto

Program Overview

Main Goal: To improve compliance of MPA regulations statewide through outreach and education

Objectives

- Provide significant value for the state through **replicable methods**
- Increase local capacity through **project implementation** and **technical assistance**
- Provide capacity-building support for **underserved communities** using private matching funds

Up to **25** small grants

Ranging from **$25,000 to $100,000**

Covering up to **18-month** periods

Oleg Alexandrov

Desired Outcomes and Example Projects

Desired Outcomes

- Increased **ocean stewardship,** engagement, compliance, and leadership

- Increased **docent and educator capacity**

- **Reduced illegal take** of marine life in MPAs

- Increased **diversity of stakeholders** engaged, including both traditional and non-traditional audiences as well as underserved audiences (i.e. recreational fishing community)

Example Projects*

- **Signage and messaging**, preferably multilingual, at key entry points to MPA beaches

- Educator and docent **training manuals and programs**

- Training **workshops and programs** for State employees, docents, and educators, including bussing

- Public **community awareness events** for community members of all ages

Note, these are only examples and does not mean they will be automatically funded.

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Grant Program Eligibility

Ineligible Projects

- **Projects requesting funding to implement mitigation projects** that an agency, organization, or company is mandated to complete.

- Projects focused **only on planning**, **only on funding personnel**, or **only on purchasing equipment**.

- Costs associated with **environmental permitting** are not eligible. Projects must comply with applicable State and federal laws and regulations, including the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA), and other environmental permitting requirements. The applicant is responsible for receiving and fulfilling all permitting requirements.

Gerick Bergsma

Grant Program Eligibility

Organization Eligibility

- Public agencies (local, state, and federal)
- Public or private universities
- Non-profits
- For-profit entities
- Federally recognized tribes
- California Native American tribes
- *Underserved communities are eligible to receive capacity building and technical assistance through available private matching funds*

Geographic Eligibility

- Statewide
- San Diego to Big Sur (near Lucia), and the Channel Islands
- North of Big Sur (near Lucia), with priority given to underserved communities

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Proposal Scoring Criteria

Proposals will be scored out of 100 points based on the following:

- Clarity and articulation; sound approach *(20 points)*
- Alignment and sustainability *(5 points)*
- Impact *(40 points)*
- Time effectiveness; project management *(20 points)*
- Interactive opportunities *(5 points)*
- Cost effectiveness *(5 points)*
- Completeness *(5 points)*
- Extra Credit: Scalability *(5 points)*

Gerick Bergsma

Timeline

December 13, 2019	RFP released
January 27, 2020	Proposals due at 5pm PT
April 1, 2020	Grant awards announced
June 1, 2020	Project implementation begins
December 1, 2021	Project implementation ends

Claire Fackler, CINMS, NOAA

Questions?

Proposal Submission

Proposals must be completed online through the California Natural Resources Agency's System for Online Application Review (SOAR) by January 27, 2020 at 5:00pm PT.

When using SOAR, please note the following:

- SOAR is an internet-based system, and is available 24 hours a day, 7 days a week.
- It is recommended that you:
  - Use a PC and Internet Explorer (6.0 or higher). SOAR is not compatible with non-PC products or any web browser other than Internet Explorer. Mac products, Firefox, Chrome, etc. will not work.
  - Disable pop-up blocking software while using SOAR.
  - Save work often – the system will time out after 60 minutes of activity.

Carolyn Angiollo

Proposal Submission

Applications must be completed through the following steps:

1. **Carefully review the RFP** and the Once-Through Cooling Program's award guidelines document

2. **Respond to questions online in SOAR**. All the questions on the SOAR online application can also be found in the Proposal Summary below.

3. **Download two relevant templates** (1. task list and timeline and 2. budget) from the Program webpage, complete them, and upload them as Attachments in the SOAR online system using the electronic file naming convention provided in the Application Checklist.

4. **Upload any other supplemental information** as attachments on SOAR.

5. **Use the Application Checklist available** on the Program webpage to ensure completion of all required application components.
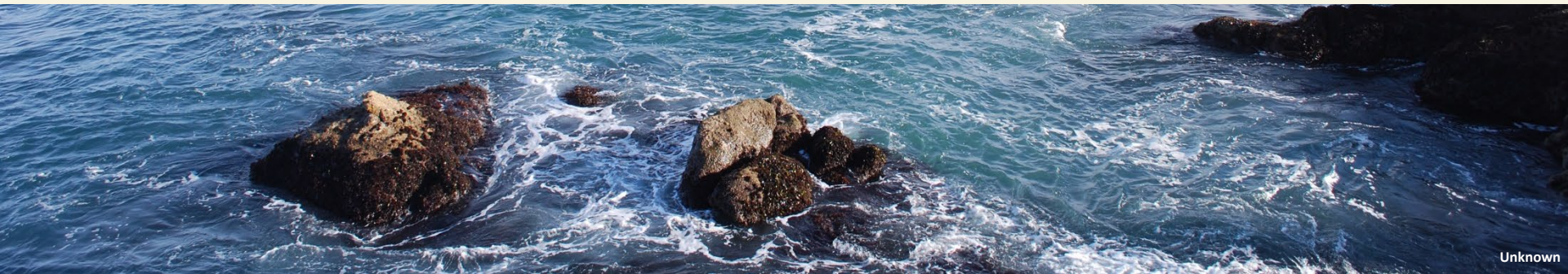
Main Menu

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Main Menu

Main Menu

The Main Menu allows the user to start a new application, work on applications in progress, view submitted and/or processed applications, or edit the user and/or organization profiles.

Applicant Menu

→» **Start a New Application:** Start a New Application!

→» **Copy an existing application into a new application:** Copy an existing application into a new application!

→» **Existing Applications:**

   →» **Active Applications:** View/edit Applications with a status of In Progress (Not Submitted).

   →» **Submitted Applications:** View Applications with a status of Submitted or Assigned (for Review).

   →» **Processed Applications:** View Applications which were either recommended for funding, awarded funding, or declined funding.

   →» **Inactive Applications:** View/edit Applications that were not submitted and the deadline has passed

→» **Update User Profile:** Edit contact information, security question/answer.

→» **Update User Password:** View and edit password.

→» **Update Organization Profile:** Submit a request to update information for Organization.

→» **System Disclosure:** View the minimum usage requirements for using SOAR.

→» **Resources:** Available resources to assist in the successful completion of a SOAR application.

   →» **Frequently Asked Questions (FAQs):** Answers to frequently asked questions.

   →» **User Manual:** Applicant user manual.

   →» **Contact Us:** If you need technical assistance, please contact the SOAR Help Desk.

   →» **Funding Program Resources:** A list of the State agencies using SOAR and their funding program webpages.

Starting A New Application

Active RFPs and Getting Started

SOAR - System for Online Application Review

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Main Menu > Active RFPs

Active RFPs

The following is a list of active Request for Proposals (RFPs). These RFPs are currently accepting applications. Select the desired RFP from the list below to begin the application process.

Please refer to the RFP, Guidelines, Solicitation Notice, or other information provided (by the funding program or funding organization) for detailed information on the application.

RFP Title	Deadline Date
Marine Protected Areas (MPA) Outreach and Education Small Grants Program	1/27/2020 5:00:00 PM

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Main Menu > Getting Started

Getting Started

This page allows the user to review/confirm the following: selected RFP, Applicant Organization, and Submitting Organization.

If you would like to apply for the "**Marine Protected Areas (MPA) Outreach and Education Small Grants Program**" RFP using the Applicant and Submitting Organization shown below, click the "Continue to Application" button. Pressing the **"Continue to Application" button will assign your application an unique Proposal Identification Number (PIN) and initiate application.** The "Back" button will take you back to the list of currently accepting RFPs.

Please refer to the RFP, Guidelines, Solicitation Notice, or other information provided (by the funding program or funding organization).for detailed information on the application.

Confirm the following information:

RFP Title: Marine Protected Areas (MPA) Outreach and Education Small Grants Program

RFP Description: The MPA Outreach and Education Small Grants Program, funded through Ocean Protection Council (OPC) through the Once-Through Cooling (OTC) Interim Mitigation Program and administered by Coastal Quest, is a competitive grant program providing support for projects focused on outreach and education to improve compliance with MPA regulations statewide.

Applicant Organization: California Department of Water Resources - Information Technology Services - Information Technology Services

Applicant Organization Division: Information Technology Services

Submitting Organization: California Department of Water Resources - Information Technology Services - Information Technology Services

Submitting Organization Division: Information Technology Services

[Back]   [Continue to Application]

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General Information

General Information

The Application is organized into different tabs. Each tab should be completed according to the instructions provided. All tabs should be completed before submitting the Application.

SAVE: Pressing this button will save the information entered thus far.

PREVIEW/SUBMIT: Pressing this button will allow you to preview/submit the information entered thus far.

PIN 2329 - Enter Project title here - IN PROGRESS

| General Information | Project Budget | Funding | Project Management | Legislative Information | Contacts | Cooperating Entities | Questionnaire | Attachments | Status |

The "General Information" tab allows the user to enter a project title, project description, and location information for the project.

General Information

RFP Title: Marine Protected Areas (MPA) Outreach and Education Small Grants Program

Applicant Organization: California Department of Water Resources

Applicant Division: Information Technology Services

Submitting Organization: California Department of Water Resources

Submitting Division: Information Technology Services

Project Title: Enter Project title here *
(125 characters maximum)

Project Description:
(1000 character maximum) *

- **PROJECT LOCATION**

Latitude : [   ] (32.0000 to 42.0000)   **Longitude:** [   ] (-125.0000 to -114.0000)   [Obtain Lat and Long]

County: Select a Value ▾

Estimated Date of Completion: [   ]

Project Address (or nearest cross street): [   ]

Nearest City/Town: [   ]

Co-ordinates Represent: [   ]

Co-ordinates Determined Using: [   ]

[Save as Work in Progress] [Next] [Preview/Submit]

Proposal Budget

SOAR - System for Online Application Review

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Contact Us | Logout

Main Menu > Project Budget

Proposal Budget

The Application is organized into different tabs. Each tab should be completed according to the instructions provided. All tabs should be completed before submitting the Application.

SAVE: Pressing this button will save the information entered thus far.

PREVIEW/SUBMIT: Pressing this button will allow you to preview/submit the information entered thus far.

PIN 2329 - Enter Project title here - IN PROGRESS

| General Information | Project Budget | Funding | Project Management | Legislative Information | Contacts | Cooperating Entities | Questionnaire | Attachments | Status |

The "Project Budget" tab allows the user to enter budget information for the project.

Project Budget

Funds Requested($):	0.00
Other Sources of Funds($):	0.00
Total Budget($):	0.00
Applicant Federal Tax Id Number:	123456789 (Enter numbers only. Correct format is 999999999.)

[Previous] [Save as Work in Progress] [Next]

[Preview/Submit]

Funding Program

SOAR - System for Online Application Review

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Main Menu > Funding Programs

Funding Program(s)

The Application is organized into different tabs. Each tab should be completed according to the instructions provided. All tabs should be completed before submitting the Application.

SAVE: Pressing this button will save the information entered thus far.

PREVIEW/SUBMIT: Pressing this button will allow you to preview/submit the information entered thus far.

PIN 2329 - Enter Project title here - IN PROGRESS

| General Information | Project Budget | Funding | Project Management | Legislative Information | Contacts | Cooperating Entities | Questionnaire | Attachments | Status |

Please select a program or multiple programs by checking the "Apply" box below. Checking the apply box triggers the display of questions specific to a program or multiple programs in the Questionnaire tab.

Note: Typically, only one (1) program is checked. However, for select RFPs, two (2) or more programs can be checked.

Funding Program	Description	Funding Amount Range	Apply?
Once-Through Cooling (OTC) Interim Mitigation Program	The State Water Resources Control Board established the statewide "Water Quality Control Policy on the Use of Coastal and Estuarine Waters for Power Plant Cooling" (Policy) in 2010 requiring power generating facilities to stop using once-through cooling (OTC) technology. The Policy requires that mitigation payments assessed against power plants for use of OTC technology support "mitigation projects directed toward increases in marine life associated with the state's marine protected areas (MPA) in the geographic region of the facility." The Policy directed Ocean Protection Council to develop and implement the Once-Through Cooling Interim Mitigation Program.	25000.00 - 100000.00	☐

Previous   Save as Work in Progress   Next

Preview/Submit

Project Management

SOAR - System for Online Application Review

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Main Menu > Project Management

Project Management

The Application is organized into different tabs. Each tab should be completed according to the instructions provided. All tabs should be completed before submitting the Application.

SAVE: Pressing this button will save the information entered thus far.

PREVIEW/SUBMIT: Pressing this button will allow you to preview/submit the information entered thus far.

PIN 2329 - Enter Project title here - IN PROGRESS

| General Information | Project Budget | Funding | **Project Management** | Legislative Information | Contacts | Cooperating Entities | Questionnaire | Attachments | Status |

The Project Management tab allows the user to enter or edit the project managements' roles. The applicant and person submitting information is pulled from other areas of the application process.

Applicant Information

Name: California Department of Water Resources
Department: Information Technology Services
Address: 1001 I St Sacramento, CA , 95814

To edit Applicant information, click on the "Update Organization Profile" on the Main Menu. If submitting on behalf of another Organization, any edits to the Applicant organization profile must be submitted via email (soar.admin@resources.ca.gov).

Person Submitting Information

Submitter Name: Test Applicant
Submitter Phone: 916-990-0098   **Fax:**
Submitter Email: cristelle.taillon@resources.ca.gov

To edit the information contained here, click on the "Update User Profile" on the Main Menu.

PROJECT DIRECTOR AND PROJECT MANAGER

Enter the contact information for the Project Director (including the confirm email), then:
1. Either click on the Project Manager = Project Director button; or Enter the contact information for the Project Manager (including the confirm email); and then
2. Click on the PREVIOUS OR NEXT buttons to save changes and navigate or one of the other tabs to move away from the Project Management tab without saving.

Management Role	Title/Organization	First Name	Last Name	Phone	Fax	Email	ConfirmEmail
Project Director							
Project Manager							

Project Manager = Project Director

Previous   Save as Work in Progress   Next

Preview/Submit

Legislative Information

SOAR - System for Online Application Review

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Main Menu > Legislative Information

Legislative Information

The Application is organized into different tabs. Each tab should be completed according to the instructions provided. All tabs should be completed before submitting the Application.

SAVE: Pressing this button will save the information entered thus far.

PREVIEW/SUBMIT: Pressing this button will allow you to preview/submit the information entered thus far.

PIN 2329 - Enter Project title here - IN PROGRESS

| General Information | Project Budget | Funding | Project Management | **Legislative Information** | Contacts | Cooperating Entities | Questionnaire | Attachments | Status |

The Legislative Information tab allows the user to select one (1) or more legislative district (for the actual location of the project). If there are additional districts, please use press CTRL + CLICK buttons to make multiple selections.

Legislative Information	Primary	Additional District(s)	
Senate District	Select a Value	Multiple Selection (Ctrl + Click) 01 02 03 04 05 06	Find Senate District
Assembly District	Select a Value	Multiple Selection (Ctrl + Click) 01 02 03 04 05 06	Find Assembly District
US Congressional District	Select a Value	Multiple Selection (Ctrl + Click) District 01 (CA) District 02 (CA) District 03 (CA) District 04 (CA) District 05 (CA) District 06 (CA) District 07 (CA)	Find US Congressional District

Previous   Save as Work in Progress   Next

Preview/Submit

Contacts

Welcome Test Applicant of California Department of Water Resources - Information Technology Services. If this is not your Account, please log out.   Contact Us | Logout

Main Menu > Contacts

Contacts

The Application is organized into different tabs. Each tab should be completed according to the instructions provided. All tabs should be completed before submitting the Application.

SAVE: Pressing this button will save the information entered thus far.

PREVIEW/SUBMIT: Pressing this button will allow you to preview/submit the information entered thus far.

PIN 2329 - Enter Project title here - IN PROGRESS

| General Information | Project Budget | Funding | Project Management | Legislative Information | **Contacts** | Cooperating Entities | Questionnaire | Attachments | Status |

The Contacts tab allows the user to add or view/edit information previously entered. This tab is used to record the person/organization who was or will be contacted regarding this Project. To edit an existing contact, please select the name of the organization link. Changes made must be saved by clicking on the "Save Contact" button.

Contacts

Organization Name:	
Contact First Name:	
Contact Last Name:	
Contact Phone:	(999-999-9999)
Contact Email:	(xyz@yourOrganization.com)

[Save & Previous] [Save Contact] [Save & Next]

Organization Name	Name	Phone	Email	Delete?
No Agency Contacts are Available to display				

[Previous (Without Saving)] [Preview/Submit] [Next (Without Saving)]

Cooperating Entities

SOAR - System for Online Application Review

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Cooperating Entities

The Application is organized into different tabs. Each tab should be completed according to the instructions provided. All tabs should be completed before submitting the Application.

SAVE: Pressing this button will save the information entered thus far.

PREVIEW/SUBMIT: Pressing this button will allow you to preview/submit the information entered thus far.

PIN 2329 - Enter Project title here - IN PROGRESS

| General Information | Project Budget | Funding | Project Management | Legislative Information | Contacts | Cooperating Entities | Questionnaire | Attachments | Status |

The Cooperating Entities tab allows the user to add, view, and edit cooperating entities associated with this Project. A cooperating entity can be any organization that has a role or makes a contribution to the Project. For example, a local government agency is the lead applicant and a local non-profit is the coapplicant, the local non-profit organization would be listed in this tab and its role as coapplicant would be noted.

Enter the information requested below and click "Save Cooperating Entity" button to save each Cooperating Entity.

Cooperating Entity

Cooperating Entity: [   ]
Role/Contribution to Project: [   ] ⓘ
Contact First Name: [   ]
Contact Last Name: [   ]
Contact Phone: [   ] (999-999-9999)
Contact Email: [   ] (xyz@yourOrganization.com)

[Save & Previous] [Save Cooperating Entity] [Save & Next]

Entity Name	Role	Name	Phone	Email	Delete?

At this time, there are no cooperating entities to display.

[Previous (Without Saving)] [Preview/Submit] [Next (Without Saving)]

Questionnaire Section 1

Questionnaire

Warning!

[Close]

The Application is organized into different tabs. Each tab should be completed according to the instructions provided. All tabs should be completed before submitting the Application.

SAVE: Pressing this button will save the information entered thus far.

PREVIEW/SUBMIT: Pressing this button will allow you to preview/submit the information entered thus far.

| 89:36 | Session timer in minutes and seconds. Save your work before it times out. |

PIN 2329 - Enter Project title here - IN PROGRESS

| General Information | Project Budget | Funding | Project Management | Legislative Information | Contacts | Cooperating Entities | Questionnaire | Attachments | Status |

The Questionnaire tab allows the applicant to respond to questions that are specific to the Project.

Please note: Save your work periodically. Above is a session timer that is re-set each time the SAVE AS WORK IN PROGRESS button is clicked. If the session timer expires, unsaved work will be lost.

Answer all of the questions.

Questionnaire - Current Phase

General Information

1 *Project Location*: Indicate if this is a county or city specific (list county or city), or statewide project.

Answer:

Maximum of 1000 characters.

2 *Period of Time of Project:* What is the estimated length of your project from start to finish? (maximum 18 months)

Answer:

Maximum of 100 characters.

3 *Underserved Community:* Does the project serve an underserved community(ies)? If yes, list underserved community(ies) below.

Answer: [Select a Value ∨]

Answer:

Questionnaire Section 2

Background/History of Project

1   **How and why was this project developed?**

Answer:

Maximum of 2000 characters.

2   **What is the need for this project?**

Answer:

Maximum of 2000 characters.

3   **Is this project new or building on a previous project?**

Answer:

Maximum of 2000 characters.

4   **If this project is ongoing, how long ago was it established? Has it met initial goals and objects (briefly describe); if not, how will further funding help the Project reach the original goals and objectives?**

Project Description

Clarity and Articulation: Sound Approach
Answer the following questions if applicable.

1 *Project Description; Goals, Objectives and Overall Approach:* Provide the goals and specific measurable, achievable, relevant, and time-bound (SMART) objectives. Outline a logical and practical approach with actions that will likely succeed.

Answer:

Maximum of 4000 characters.

2 *Project Description; Who:* Who is the target audience(s) for the project? Describe your plan for recruiting your target audience (or how you have already recruited them). Explain why you decided to focus on this audience.

Answer:

Maximum of 2000 characters.

3 *Project Description; What:* Define the types of outreach and education efforts, programming, or materials (printed, digital) that will be delivered. For printed materials, how many copies will be produced and disseminated? For other efforts and programming, how many people are targeted to attend or be reached?

Answer:

Attachments

SOAR - System for Online Application Review

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Main Menu > Attachments

Attachments

The Application is organized into different tabs. Each tab should be completed according to the instructions provided. All tabs should be completed before submitting the Application.

PREVIEW/SUBMIT: Pressing this button will allow you to preview/submit the information entered thus far.

PIN 2329 - Enter Project title here - IN PROGRESS

| General Information | Project Budget | Funding | Project Management | Legislative Information | Contacts | Cooperating Entities | Questionnaire | **Attachments** | Status |

This tab allows the user to upload attachments in the form of electronic files (i.e., project narratives, maps, spreadsheets). Uploading an attachment is a 4-step process. Click HERE for instructions on how to upload attachments.

PLEASE NOTE: Click on **ATTACHMENTS** to view a list of attachments associated with the RFP.

Pre-Submission

Pre-Submission Attachments

New Attachment

Attachment Category:
- Select a Sample Title
- Budget (See budget template on OTC web page) - Provide Budget for grant request, include addi
- Other Supplimental Information - As applicable to your proposal

Attachment Title:
- Printed & Signed SOAR Application Page - Must be signed by the Authorized Representative
- Timeline - See timeline template on the OTC web page

File Name: Browse...

Attach Selected File   Important Notes: (Mouse over to Read)

☐	Attachment Title	Phase	Date & Time	Delete?
	No Attachments Available to Display			

Download Selected Attachment

Previous   Next   Preview/Submit

Preview/Submit

SOAR - System for Online Application Review

Main Menu > Application Preview

Application Preview

This is a preview of your application. Please review and confirm the information is accurate before submitting the application. SOAR will perform a check to verify whether required fields are completed and/or required attachments are uploaded.
Once you have verified the information, please read the certification statement and enter your initials to submit the application to the State Water Board.
Note: To print the application, please use the "FILE -> PRINT" menu option on the browser.

PIN 2329 - Enter Project title here - IN PROGRESS

| Print Application | Print out the entire application for your records. |

Application Preview

RFP Title:	Marine Protected Areas (MPA) Outreach and Education Small Grants Program
Submitting Organization:	California Department of Water Resources
Submitting Organization Division:	Information Technology Services
Project Title:	Enter Project title here
Project Description:	r

APPLICANT DETAILS

Applicant Organization:	California Department of Water Resources
Applicant Organization Division:	Information Technology Services
Applicant Address:	1001 I St , Sacramento , CA - 95814

PROJECT LOCATION

Latitude :	**Longitude:**
County:	
Estimated Date of Completion:	01/01/1900
Project Address (or nearest cross street):	
Nearest City/Town:	
Cordinates Represent:	
Coordinates Determined Using:	

PROJECT BUDGET

Funds Requested($):	0.00
Other Sources of Funds($):	0.00
Total Budget($):	0.00

Funding Program	Applied
Once-Through Cooling (OTC) Interim Mitigation Program	Yes

Project Management Role	Title	First Name	Last Name	Phone	Fax	Email
Project Director: Authorized Representative						

Contact Information

Submit RFP and underserved community technical assistance questions to Coastal Quest:
Tegan@coastal-quest.org

Submit questions about state priorities within the MPA Management Program to CA Ocean Protection Council:
Scott Shatto, Scott.Shatto@resources.ca.gov

For technical assistance with SOAR, please call or e-mail the SOAR help desk.
Hours: 8:00 am to 4:00 pm M-F
Phone: (916) 653-6138
Email: soar.admin@resources.ca.gov

When contacting the SOAR help desk, provide the following:
- Proposal Identification Number (PIN) assigned to the Concept Proposal
- Name of the Grant Program
- Short description of the problem, including where it is occurring within the Concept Proposal
- A screen shot of the error received, if applicable.

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Questions?

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