



Linda S. Adams
Secretary for
Environmental Protection

State Water Resources Control Board

Division of Financial Assistance
1001 I Street, Sacramento, California 95814
P.O. Box 944212, Sacramento, California 94244-2120
(916) 341-5700 ♦ FAX (916) 341-5707 ♦ <http://waterboards.ca.gov>



Arnold Schwarzenegger
Governor

CLEAN BEACH INITIATIVE PROPOSITION 50 GRANT PROGRAM

APPLICATION INSTRUCTIONS



The State Water Resources Control Board (State Water Board), Division of Financial Assistance (Division) is accepting applications for the Proposition 50 Clean Beach Initiative (CBI) Grant Program.

The CBI Grant Program provides grants to local agencies, non-profit organizations, and public agencies for projects that restore and protect the water quality and the environment of coastal waters, estuaries, bays, and near shore waters.

In November 2002, voters approved the *Water Security, Clean Drinking Water, Coastal and Beach Protection Act of 2002* (Proposition 50) authorizing the issuance of bonds to fund a variety of water quality improvement projects. The 2005/06 Budget Act appropriated \$23 million of Proposition 50 funds for CBI grants up to \$5 million per project. The State Water Board will also award approximately \$4 million that remains from the Proposition 13 CBI Grant Program, and any remaining Proposition 40 CBI funds. Projects must address a CBI priority to be eligible for funding. Up to \$10 of the available funds are reserved for research projects with the remaining funds reserved for implementation projects that reduce bacterial contamination at priority beaches. **Proposition 50 CBI grant funds are available on a competitive first-come, first-served basis until all funding is committed or June 30, 2008, whichever comes first.**

Priority beaches are those that meet one of the one of four criteria listed in the Clean Beaches Initiative Guidelines or is on the Clean Beaches Task Force (CBTF) Priority Beaches List. The Priority Beaches List is a list of beaches throughout California that have had poor bacterial water quality and can be found in Appendix C of the CBI Guidelines at <http://www.waterboards.ca.gov/cwphome/beaches>.

The Proposition 50 CBI solicitation is a two-step process: 1) Concept Proposals (CPs); and 2) submission of complete detailed applications. Eligible applicants requesting CBI grant funds must submit a complete electronic CP application using the State Water Board's online Financial Assistance Application Submittal Tool (FAAST). Access to FAAST is available at <https://faast.waterboards.ca.gov/index.html>. FAAST will accept applications starting **Thursday, October 26, 2006 through Wednesday, January 31, 2007**. To be considered for a CBI grant, an applicant must complete the CBI CP application in FAAST.

California Environmental Protection Agency



Here are the steps to submit your application using the FAAST system:

1. Create a FAAST user account if you do not already have one. On the right hand side of the FAAST homepage (<https://faast.waterboards.ca.gov/index.html>), there is a place to LOGIN to the system by typing your User Name and Password and clicking the “**Login**” button. If you have an existing account that you created for a previous grant program, you can use the same account for submitting your CBI application. The Password is case sensitive, so be sure to use the correct case. If you have not previously created a user account, please click on the “**Sign Up**” button to begin the sign up process.
2. To create a user account, you must complete a 3-step process.
Step 1: Enter User Details
Step 2: Enter Organization Details
Step 3: Enter User Name and Password
3. Once you have created a User Name and Password, go to the FAAST homepage. Enter your User Name and Password and click the “**Login**” button to enter the system.
4. After signing in, the Applicant Menu screen (also known as Main Menu) will appear. The Applicant Menu allows you to submit a new application, work on existing application(s), or update your user and organization profile. You do not need to complete your application in one sitting. You can work on your application, logout, and return to finish your application at a later time.
5. To start a new application, select “Start a New Application” from the Applicant Menu. The screen displays a list of Request for Proposals (RFPs) and solicitations currently accepting applications. Select “**Clean Beaches Prop. 50**” from the list displayed on the screen to begin the application process.
6. Answer the questions on all of the tabs except the “Review Comments” and “Application Status” tabs.
7. Attach required documents on the “Application Attachments” tab. The Attachments tab allows you to attach electronic files to your application. These can include MS Word documents, PDF files, MS Excel spreadsheets, and image files. At a minimum your FAAST application should include a completed project questionnaire, completed draft grant agreement, a project classification survey, and a map showing the project location and any areas affected by the project. The questionnaire, agreement, and classification survey templates are available at <http://www.waterboards.ca.gov/cwphome/beaches/request.html>.

In order to attach files, please type in a title for the attachment and then click on the “**Browse**” button to browse your computer’s directories to select the desired file. After locating the desired file on your computer, highlight the file and click the “**Open**” button to select the file for upload to the application. Click on the “**Attach Selected File**” button to begin the upload process. Depending on the size of the file and the speed of your Internet connection, the upload process can take several minutes. Please wait until the file completely uploads before attempting to upload additional files or working on



other sections of the application. Once the attachment has been uploaded, the attachment title and upload date will appear below the heading, "ATTACHMENT TITLE." Please repeat the process to attach additional files. After attaching all files, click on the **"Save Work in Progress"** button.

Note: The size of each attachment is limited to 10MB (megabytes). To see the file size in the Browse Dialog box, click the "View Menu" button (this button is in the upper right area of the Browse/Choose File dialog). Then select details from the dropdown menu.

8. When you have completed the application, click the **"Preview/Submit Application"** button. This button is located on all sections of the application, except "Review Comments" and "Application Status." A preview of the entire application will be displayed. Please review your application to ensure it is complete.

When you are ready to submit your application, enter your initials and then click the **"Submit Application"** button. An Application Submittal Acknowledgment screen will appear to confirm that your application was received. In addition, an email will be sent within 24 hours to confirm the receipt of your application.

Your application status will be changed to "Submitted," and the application will become "read-only." You will no longer be able to edit your application.

Note: Once the application has been submitted, no changes may be made.

9. If you have any questions or need assistance, you may click on the **"Contact"** button located on the bottom of every page/screen in FFAST or check the Frequently Asked Questions (FAQs) located on the FFAST homepage. Please include the PIN assigned to your proposal and/or a phone number.

FAAST ASSISTANCE

You may email FFAST technical assistance staff at FAAST_ADMIN@swrcb.ca.gov or call them at (866) 434-1083 M-F 8:00 am - 5:00 pm.

All CPs will be assigned to State Water Board staff for completeness and eligibility review. The CBTF will review and score all of the eligible CPs based on technical feasibility, ability to address the identified priorities, readiness to proceed. The CBTF will meet to discuss the projects and determine the final score for a CP. CPs with the highest score will be invited to submit detailed application and will be placed on a Recommended Project List, to a level of at least 125 percent of the available funds.

State Water Board staff will process the detailed applications in the order complete applications are received until the funding is exhausted. The Deputy Director of the Division will issue Preliminary Funding Commitments¹. After a Preliminary Grant Commitment is approved, the State Water Board will execute a Grant Agreement² with the applicant. Disbursement of funds

¹ A Preliminary Grant Commitment is approved by the Deputy Director of the Division. The Commitment sets aside grant funding for a project.

² Grant Agreement is a legally binding agreement between the State and an applicant.



to applicants cannot be made until a Grant Agreement is executed.

FUTURE NOTICES ABOUT THE CBI GRANT PROGRAM

The State Water Board appreciates your interest in the CBI Grant Program. If you wish to receive updates and notices regarding the CBI Grant Program, please subscribe to our electronic mailing list. The instructions below explain how to add your name to our electronic mailing list.

1. Go to the State Water Board's home page at www.swrcb.ca.gov.
2. Select "Subscribe" under "Email Subscription" from the "Reference Links" on the right hand side of the page.
3. Enter your email address and full name in the appropriate boxes.
4. Put a check mark next to "Beaches." You may also put check marks next to any other electronic mailing lists that interest you.
5. Once you have selected all the lists that interest you, click on the "Subscribe" button.
6. A confirmation email will be sent to you from lyris@swrcb18.swrcb.ca.gov.
7. Open, read, and respond to the confirmation email. Your response will verify your subscription.

Information about the CBI Grant Program is also updated periodically at <http://www.waterboards.ca.gov/cwphome/beaches/>. For further assistance regarding the CBI Grant Program, please contact Ms. Laura Peters at (916) 341-5854 or lpeters@waterboards.ca.gov.

