This section provides instructions for preparing and submitting an application. It is important that the applicants follow the instructions to ensure that their application will address all of the required elements. Applicants are reminded that, once the application has been submitted to the State Water Board, any privacy rights as well as other confidentiality protections afforded by law with respect to the application package will be waived.

Applicants must submit a complete application online using the State Water Board Financial Assistance Application Submittal Tool (FAAST) at the following secure link: <u>https://faast.waterboards.ca.gov</u>.

Applicants are encouraged to review the FAAST User Manual and Frequently Asked Questions, available at the above link, before creating a user account and completing the online application. When an applicant has created a user account and begins to fill out an application, FAAST assigns a unique Proposal Identification Number (PIN). Applicants should make note of this number as it is used when an applicant needs assistance with FAAST.

FAAST allows an applicant to save an application in progress online and submit the application when the applicant has gathered and entered all requested information. After the application is submitted, an automated confirmation email will be sent to the applicant confirming the date and time of submission. Applicants are also strongly encouraged to review their complete application prior to executing the submit function in FAAST.

To print out a blank copy of the entire application:

- 1. Initiate a new application and fill out the following three fields on the first page: "Project Title", "Project Description", and "Responsible Regional Water Board." Applicants can come back to edit these fields later.
- 2. Click on the "Save and Continue" button to initiate the application process.
- 3. Click on the "Preview/Submit Application" button and select the "Print" option from the browser "File" menu.

The grant application in FAAST is outlined below. Within FAAST, pull-down menus, text boxes, or multiple-choice selections will be used to receive answers to the questions. FAAST will allow applicants to type text or cut and paste information from other documents directly into a FAAST submittal screen.

Table 1 – FAAST Checklist		
1.	GENERAL INFORMATION The following fields must be completed:	
	Project Title – Provide title of the Proposal. If this item is not completed, FAAST will not accept the application.	
	Project Description – (Note: In order to receive CWSRF funding, all projects must be on the CWSRF PPL. Requests to add projects to the CWSRF PPL are submitted via FAAST. A	

	Proposal Identification Number (PIN) is assigned to each project. If you have not submitted a request to add this project to the CWSRF PPL (do not have a CWSRF PPL PIN for this project), please do so NOW by starting a new FAAST application associated with the: " <i>Clean Water State Revolving Fund (CWSRF) Project Priority List</i> ".) Provide a brief description of the Proposal. Include in the first line your project pin number you received when applying for the Clean Water State Revolving Fund (CWSRF) Project Priority List (PPL) in FAAST. The length of the Project Description is limited to 1,000 characters including spaces and returns. If this item is not completed, FAAST will not accept the application.	
	Applicant Details – Provide the name and address of the applicant organization.	
	<u>Project Director</u> – The Project Director is the person responsible for filing an application and executing a grant agreement and subsequent amendments for the applicant. Persons that are subcontractors to be paid by the grant cannot be listed as the Project Director.	
	Project Manager – The Project Manager is the day-to-day contact on this project from Applicant Organization.	
	Grant Funds Requested – Provide amount of grant funds requested for the Proposal in dollars.	
	Cost Match (Identified in FAAST as local cost match) – Provide cost match for the Proposal in dollars.	
	Total Budget – Grant fund requested, cost match and total projects.	
	Latitude/Longitude – Enter latitude/longitude coordinates of the approximate midpoint of the Project Location in degrees using decimal format.	
	<u>Watershed</u> – Provide name(s) of the watershed(s) where the Project is located. If the Project covers multiple watersheds, list the primary watershed first.	
	<u>County</u> – Provide the county in which the Project is located. If the Project covers multiple counties, select "Multiple Counties" from the drop down list.	
	Responsible Regional Water Board – Provide the name of the Regional Water Quality Control Board (Regional Water Board) in which the Project is located. If the Project extends beyond one Regional Water Board boundary, select "Statewide" from the drop down list. If this item is not completed FAAST will not accept the application.	
2.	LEGISLATIVE INFORMATION	
	Enter the State Assembly, State Senate, and U.S. Congressional Districts in which the Project is located. For Projects that include more than one district, please enter each district. Look at tables provided in FAAST to assist with determining the appropriate districts.	

3.	COOPERATING ENTITIES Include entities that have/will assist the applicant in Proposal development or implementation. Provide name(s) of cooperating entity(ies), role/contribution to Proposal, first and last name of entity contact, phone number, and email address.	
4.	AGENCY CONTACTS If the applicant has been collaborating with State and Federal agencies (Department of Water Resources [DWR], Regional Water Board, State Water Board, U.S. Environmental Protection Agency (USEPA), etc.) in Proposal development, please provide agency name, agency contact first and last name, phone, and email address. This information is used to identify individuals who may have an understanding of a Proposal and in no way indicates an advantage or disadvantage in the ranking process.	
5.	APPLICATION QUESTIONNAIRE	
	The answers to these questions will be used in processing the application and determining eligibility and completeness.	
6.	PROJECT CLASSIFICATION	
	These questions allow State Water Board to categorize the type of activities the project is proposing to do.	

I. GENERAL SRF INFORMATION - Answer the following questions to determine your project's eligibility for the SRF Program.		
	Please enter the CWSRF PPL PIN below. (Note: The PIN for this Expanded Use CWSRF application is NOT the same as the CWSRF PPL PIN.)	
	 Consistent with governing statutes, the following are activities that are generally eligible for Expanded Use SRF funding: Planning and Design (Planning & Design) Construction of Facilities to treat, reduce, or prevent NPS or point source pollution (Construction) Purchase of Land necessary for the project or protecting & preserving beneficial uses (Land Purchase) Demonstration Projects (Demonstration) Education & outreach Programs (Edu. & Outreach) (However, where appropriate the State Board may impose restrictions on funding specific types of projects.) 	

	Check below which activities apply to the project.
	Under the attachments tab, attach a detailed description and reason for the project (AttachmentB_ProjectDescription), using the template on the SRF Expanded Use website.
	Enter the applicant's nine digit Federal Employer Identification Number. (Note: Do not enter dashes.)
	Describe how the project complies with the applicable regional board program and identify any issues that have been discussed with the regional board staff. Fill out the person's regional contact information under the "Agency Contacts" tab.
	CEQA must be completed before the project. Please choose the anticipated method of CEQA compliance for the project below. CEQA compliance is required before a funding commitment can be issued.
	(Note: All applicants funded through the State Water Board must comply with the California Environmental Quality Act (CEQA). Applicants should coordinate with the State Water Board environmental staff in the early planning stages of their project to ensure that the CEQA process is efficiently and effectively completed.)
	Indicate the status of the environmental document in the drop box below. If the CEQA document is older than 5-years, please choose "Older than 5-yrs". Provide the estimated or known completion date in the second box, and if the CEQA is complete, the Clearinghouse number. Example (clearinghouse number: 2009045843, document approved: 02/09/09)
	Under the attachments tab, attach the CEQA document under AttachmentH_CEQADocument.
	 Is the project community a disadvantaged community? Select "Yes" or "No" from the drop box below. A disadvantaged community is "a community with a population of less than 20,000, and either: (1) a statewide Median Household Income (MHI) of less than eighty percent (80%) of the statewide MHI; or (2) a community sewer rate of more than four percent (4%) of the community's MHI."(These numbers are based on the 2000 census).
	If the project's community is a disadvantaged community, as defined above, the project may qualify for extended term financing. Please indicate the applicant's interest in extended term financing in the drop down box below.
	For more information on extended term financing go to <u>the Policy for Implementing</u> the Clean Water State Revolving Fund of Construction of Wastewater Treatment <u>Facilities</u> .
	If the applicant is applying for extended term financing, please attach AttachmentX_ExtendedTermFinanc, detailing how the project's community meets the disadvantaged requirement and a report assessing the project's useful life.

	Access to the project must be secured for the life of the project. Proof of access is required for funding commitment. Does the project involve the purchase of land or easements? Select "Yes" or "No" from the drop down below.
	An applicant must have sufficient property rights in the land used for all portions of the Project to enable it to access, construct, operate, maintain, and allow for outside inspections of the Project throughout the useful life of the Project and/or the CWSRF financing term, whichever period is longer.
	Indicate if the applicant has access to the property on which the project will be conducted.
	Indicate if there are required right of way access permits that still need to be obtained.
	Indicate if the applicant foresees a problem with getting any of these permits or permission.
	Also, under the attachments tab, attach a letter from the project's attorney certifying the property rights exist, stating what type of property rights they are, and to which portions of the Project a particular right applies.
	Enter the START DATE for Planning.
	(Note: Date should be entered as MM/DD/YY).
	Enter the END DATE for Planning.
	(Note: Date should be entered as MM/DD/YY).
	Enter the START DATE for Design.
	(Note: Date should be entered as MM/DD/YY).
	Enter the END DATE for Design.
	(Note: Date should be entered as MM/DD/YY).
	Enter the START DATE for Construction.
	(Note: Date should be entered as MM/DD/YY).
	Enter the END DATE for Construction.
	(Note: Date should be entered as MM/DD/YY).
	The local match option is not available at this time. As a result, this question has been eliminated.

II. Expanded Use Eligibility

In order to qualify under the State Revolving Fund Expanded Use Program, the entity receiving the funding and entering into an agreement must be a public agency, nonprofit organization, or Native American Tribe.

Please select the applicant's type.

In order to be eligible for an State Revolving Fund Expand Use project, the project must fall under one of the following categories:
 Stormwater Projects (Stormwater Projects) Implementation of Nonpoint Source Projects (NPS project) Development & Implementation of Estuary Comprehensive Conservation Management Plans (Estuary Project) Note: "Stormwater projects" for eligibility purposes are considered stormwater projects that have a 212 NPS permit. If your project is stormwater, but does not have a 212 NPS permit, select "Implementation of Nonpoint Source Project" and answer questions 22 and 23 below. Which of the above project types does the project fall under?
A project eligible for SRF Funding under Non-Point Source projects must be consistent with the 5-year implementation strategy within the "Plan for California's Nonpoint Source Pollution Control Program" (the NPS Management Plan) Is the project consistent with <u>the NPS Management Plan Strategy</u> ?
(If so, please add AttachmentF_NPSPlanCompliance outlining how.)
A project eligible for SRF Funding as a non-point source project must address a regional or area wide water quality problem. Does the project address a regional or area wide water quality problem? If so, explain how.
State Revolving Funds for estuary enhancement is limited to the development and implementation of the Comprehensive Management Plan for an estuary designated as an "estuary of national significance" in accordance with the Clean Water Act, Section 320.
To date, three estuaries have been designated as estuaries of national significance. These estuaries include:
 San Francisco Bay Estuary Morro Bay Estuary, and Santa Monica Bay Estuary
If the project is an estuary project, check the box below to indicate which estuary the project addresses. Also, under the attachments tab, attach AttachmentW_EstuaryPlanComplia, if the project is implementing a Comprehensive Conservation Management Plan, describing how the project is consistent with the plan.

In order to qualify for SRF Expand Use funding, a project must address a minimum of one of the following:

- water quality objectives (WQ objectives)
- protection and enhancement of beneficial uses (P&E of Ben. Use)
- antidegradation policy (Antideg. Policy).

Select what the project addresses in the check box below, and explain in the text box how it meets this requirement.

III. Water Quality Information			
	Indicate the watershed(s) that the project encompasses, as provided under the general tab information, and provide a specific list of the portion/segment name for each waterbody covered by the project.		
	Please describe the cause of the nonpoint source or estuary problem.		
	Briefly describe how the project will address a nonpoint source or estuary problem. (Further detailed description is required in attachments; AttachmentE_PlanningStudy, AttachmentF_NPSPlanCompliance, and AttachmentW_EstuaryPlanComplia, as applicable. These attachments should be uploaded under the attachments tab)		
	Does this project help meet any objectives in the region's water quality basin plan? If so, explain. Don't know? Check out <u>the Plans and Policies Website</u> for links to the region's basin plans		
	Have any public meetings or other forums been held regarding this project? If "Yes", summarize results.		

III. Budget Please describe the dedicated source of revenue to repay the loan in the text box below. (1) Include the source of funds and method used to secure collection, (2) revenue for the prior 5 years, or since inception if less than 5 years, & (3) expected revenues over the term of the loan. Describe any other debts or expenses that the source is obligated to pay & the project costs. If you need more space, attach supporting documentation, as needed.

(Note: General Funds can not be used as a dedicated source of repayment.)

Under the attachments tab, attach a dedicated source resolution dedicating this source of funds (AttachmentK_DedicatedSourceRes). Also, attach an Excel workbook with multiple tabs (AttachmentJ_CostTables), that details an allowance (personnel services, direct project expenses, professional/consulting services) and construction budget, as well as estimated monthly disbursement schedule and annual disbursement schedule. Templates for the dedicated source resolution and cost table attachments are on the SRF Expanded Use website.
If a principal forgiveness loan or partial forgiveness loan is available, is the applicant interested in receiving it? Answer "Yes" or "No" in the drop box below.
A principal forgiveness loan entails no repayment on the loan after the loan term has expired. A partial forgiveness loan entails no repayment on part of the loan after the loan has expired.
Explain as needed in the text box below.
Discuss annual operation and maintenance (O & M) costs.
Also, under the attachments tab, attach AttachmentP_OandMandCapital that includes; a letter from the project's attorney that operation and maintenance will be provided for the useful life of the project; an email from the project manager or appropriate representative that specifies the total maintenance budget, source of funding for maintenance, and the annual maintenance cost; and a Capital Improvement Plan or equivalent document.

IV/V. Final Submittal & Certification of Authorized Representative

Is there any other supporting documentation that you have not included, but will be sending later? Select "Yes" or "No" from the drop-down menu.

If "Yes", explain what and when it will be included.

(Note: We may ask for additional information in order to consider your application complete.)

Electronic submittal of application is not a guarantee of funding. All information included in this application is correct and complete to the best of my knowledge.

FAAST tracks attachments by an attachment title, not by file name. The file name section in FAAST requires a computer path to the file location on the applicant's computer. While there is no specific naming convention given here for the file name, applicants should consider using a name similar to the attachment title to simplify personal file management. Do not use special characters such as dashes, asterisks, symbols, spaces, percentage signs, etc. Underscores are acceptable.

APPLICATION ATTACHMENTS

Provide the attachments listed below by attaching files to the FAAST application. For instructions on attaching files, please refer to the FAAST User Manual. When attaching files, applicants must use the naming convention noted on FAAST.

File size for each attachment submitted via FAAST is limited to 10 Megabytes (MB). Acceptable file formats are: MS Word, MS Excel, MS Project, or PDF. If the application has files larger than 10 MB, files must be mailed to the State Water Board on a CD.

The mailing address is: Ms. Julé Rizzardo State Water Resources Control Board Division of Financial Assistance 1001 I Street, 15th floor Sacramento, CA 95814

All CDs and the cover page of any hardcopy documents must be clearly labeled with the applicant name, project title, grant program name, and PIN.

Attachment #		Attachment Title
	Attachment A	AttachmentA_AuthorizedRepRes Using the Authorized Representative Resolution template on the SRF Expanded Use website, attach an Authorized Resolution by the governing body of the agency that allows for the application, and authorizes a designee for execution of a financing agreement & amendments and insures compliance with all state and federal requirements.
	Attachment B	AttachmentB_ProjectDescription Using the Project Description template on the SRF Expanded Use website, attach a project description document that gives detailed description of the project and the reason for the project.
	Attachment C	 <u>AttachmentC_Timeline</u> For a feasibility study, please attach a timeline of milestones for the feasibility study. For construction projects, please attach a timeline with milestones that at a minimum includes an estimation of: Planning Start Date (May have already occurred) Planning End Date (May have already occurred) Design Process Start Date (May have already occurred) Design Process Completion Date (May have already occurred) Estimated Date of CEQA Compliance Estimated Date of Compliance for all other Permits Construction End Date

Attachment #		Attachment Title
	Attachment D	AttachmentD_ProjectLocationMap Attach a map(s) to indicate agency boundaries and major features of the project. If your entity has previously received funding through the ADMLP or ADLP Program, please include a separate map of these projects, as well.
	Attachment E	 <u>AttachmentE_PlanningStudy</u> Attach a planning study that at a minimum does all of the following: a. Identifies the water quality, water conservation, estuary enhancement, or beneficial use objectives. b. Discusses alternatives and select the best means of addressing the above problems. c. Discusses the economic benefits of the project. d. Discusses the method of repayment of the SRF loan.
	Attachment F	AttachmentF_NPSPlanCompliance Attach a document that describes how the project complies with the strategy of the "Plan for California's Nonpoint Source Pollution Control Program" developed under section 319 of the Clean Water Act.
	Attachment G	AttachmentG_ProjectPermits Attach a copy of all required project permits.
	Attachment H	AttachmentH_CEQADocument Attach a copy of the approved CEQA document from the State Clearinghouse.
	Attachment I	Attachmentl ProjectSupport Attach a document that contains data and/or information explaining the problem and the proposed project as the best solution available. Examples include: studies that support project success, project statistics, baseline data, water quality monitoring data, background information, etc.

Attac	hment #	Attachment Title
	Attachment J	AttachmentJ_CostTables Using the Cost Table template on the SRF Expanded Use website, attach Excel workbook (with multiple tabs) that provides; an allowance (personnel services, direct project expenses, professional/consulting) and construction budget, an estimated monthly disbursement schedule, and annual disbursement schedule.
	Attachment K	AttachmentK Dedicated Source Resolution Using the Dedicated Source Resolution template on the SRF Expanded Use website, attach an Authorized Resolution by the governing body of the agency describing; the project, designating a funding source and fund, and stating resolution approval.
	Attachment L	AttachmentL_WaterUseProjectCert Using the Water Use Project Certification template on the <u>SRF Expanded Use website</u> , attach a Water Use Project Certification to certify you are not an urban water supplier or that if you are, you are meeting applicable provisions of the water code, as applicable.
	Attachment M	<u>AttachmentM_AttorneyInformation</u> Attach a letter from the project's attorney that specifies their contact information, including; name, email, address, and phone.
	Attachment N	AttachmentN_AccessandOwn Attach a letter from the project's attorney certifying the property rights exist, stating what type of property rights they are, and to which portions of the Project a particular right applies.
	Attachment O	AttachmentO_ComplianceLawsandAuthorities Using the Compliance with Federal Laws and Authorities template on <u>the SRF Expanded Use website</u> , attach a certificate of compliance with Federal Laws and Authorities signed by the authorized representative of the project.

Attachment #		Attachment Title
	Attachment P	AttachmentP_OandMandCapital Attach a letter from the project's attorney that operation and maintenance will be provided for the useful life of the project; an email from the project manager or appropriate representative that specifies the total maintenance budget, source of funding for maintenance, and the annual maintenance cost; and a Capital Improvement Plan or equivalent document.
	Attachment Q	AttachmentQ_NoLitigation Attach a letter from the project's attorney describing any pending or anticipated litigation, contractual or ratepayer/taxpayer disputes or adverse findings by outside auditors (including commercial and government auditors, grand juries, or other similar entities acting in a formal capacity) that may detrimentally affect the applicant's payment source, the ability of the applicant to agree to or pay the CWSRF financing or manage and implement the project financed by the CWSRF program.
	Attachment R	AttachmentR_CreditReviewDocs (As applicable) Using the Credit Review template on the SRF Expanded Use website, attach all applicable credit review documents including the dedicated source resolution, schedule of system obligations, bond council letter, debt documents, etc. If you are not applying for a loan, just submit the schedule of system obligations.
	Attachment S	AttachmentS_RecipTaxQuestiona Using the Tax Questionaire template on the SRF Expanded Use website, attach the recipient's completed tax questionaire. This is not required for principle forgiveness applicants.
	Attachment T	AttachmentT_Tax Certificate Attach the recipient's tax certificate.
	Attachment U	AttachmentU_RecipReimbursRes Using the Reimbursement Resolution template on the SRF Expanded Use website, attach a reimbursement resolution.
	Attachment V	AttachmentV_LettersofSupportOp (As Applicable) Attach any letters of support or opposition, as applicable. This can include but is not limited to letters from; growers, the regional board, and federal, state, or county agencies.

Attachment #		Attachment Title
	Attachment W	AttachmentW_EstuaryPlanComplia (As Applicable) For estuary projects, attach a document specifying how your project will implement an already developed Estuary Plan for San Francisco Bay, Morro Bay, or Santa Monica Bay, as applicable.
	Attachment X	<u>AttachmentX_ExtendedTermFinanc</u> (As Applicable) Attach a document detailing how the project's community meets the disadvantaged requirement and a report assessing the project's useful life.
	Attachment Y	AttachmentY_RecipLimitonFARes (Optional) Recipients Limit on Amount of FA Resolution
	Attachment Z	AttachmentZ_JointPowersAgree (As Applicable) Attach any Joint Powers Agreement the applicant is a part of and/or is associated with the project.
	Attachment AA	Attachment AA NoPetitionEmail (NPS Projects Only) Attach an email from the Division of Water Rights Inland Stream Unit certifying there is no petition for change requested or an appropriative water right is not required for this project.
	Attachment AB	Attachment AB_UrbanWaterPlan (NPS Projects Only) Attach a document showing the project complies with an urban water management plan.

Estuary Comprehensive Conservation Management Plans

Bay	Website
San Francisco	http://www.sfestuary.com/pages/index.php?ID=7
Morro	http://www.mbnep.org/publications/
Santa Monica	The prior Bay Restoration Plan (1995) was too large to make available for download or for email. For further inquiries please send an email to: smbrc@waterboards.ca.gov or call (213) 576-6615.
San Monica Update	http://santamonicabay.org/smbay/AboutUs/TheBayRestorationPlan/tabid/55/Default.aspx

Plan for California's Nonpoint Source Pollution Control Program

Plan for California's Nonpoint Source Pollution Control Program http://www.waterboards.ca.gov/water_issues/programs/nps/5yrplan.shtml