Financial Assistance Application Submittal Tool (FAAST)

How to Apply for Cleanup and Abatement Account (CAA) Funds

February 2011

Presenters:
Andrew Lawrence and Kelley List
FAAST Coordinators
FAAST: Background

- FAAST is a web-based interface system that allows applicants to submit an application electronically.
- FAAST is administered by the State Water Board.
FAAST: Where is it located?

– FAAST is located at:

https://faast.waterboards.ca.gov
FAASt: System Requirements

- Use a PC
- Clear your Internet Cookies, Cache, and Internet History
- Use Internet Explorer V6.0 or higher
- Disable pop-up blocker
Main webpage includes:
- Create User Account
- Logon
- Frequently Asked Questions (FAQs)
The Division of Financial Assistance (Division) administers the implementation of the State Water Resources Control Board’s (State Water Board) financial assistance programs. The Division administers funding for construction of municipal sewage and water recycling facilities, watershed protection projects, nonpoint source pollution control projects, etc.

FAAST has been developed to provide an efficient means for project proponents to apply for the loan and grant funding offered by the Division.

Applicants can sign up for funding notifications, submit financial assistance applications, and monitor the status of their applications.

A valid user account and password are needed to use FAAST. To create an account, please use the Sign Up button on the right.

Applications submitted prior to the August 2004 release of FAAST are now available with limited information. These previous RFP’s include PRISM Pesticide, Proposition 13, and 2003 Consolidated Grants. To view these applications and other previously submitted applications, visit the Public Search Tool.

Currently the Division is accepting applications for various funding programs. For specific information regarding the available funding programs, please visit the Division of Financial Assistance web site.

If you have any questions or for further assistance, please call State Water Board Staff at:
1-866-434-1083 Monday thru Friday 8.00AM - 5.00PM,
or email FAAST_ADMIN@waterboards.ca.gov.
To create an User Account, you must complete a 3-step process.

Step 1 – User Details
Step 2 – Organization Details
Step 3 – Username and Password
• Enter the user details requested.
  - Note: It is important that your email address is updated as needed because this will be the primary means of communicating with you.

• Click on the “Next Step” button to proceed to Step 2 – Organization Details.
Now to FAAST? Start by signing up.

This is a simple three-step process. Please enter your user details in Step 1, your organization details in Step 2, and select your user name and password in Step 3.

Enter details and click the "Next Step" button to go to Step 2.

Welcome to FAAST. Wednesday, April 8, 2009

Prefix: Ms.
First Name: Libyong
Middle Name: 
Last Name: Rivera
Title: FAAST Coordinator
Phone: 866-434-1083
Fax: 
Email: FAAST_admin@waterboards.ca.gov
Confirm Email: FAAST_admin@waterboards.ca.gov

Next Step
Search for your organization by entering any part of the name of the organization and clicking on the “Search” button. A listing of organizations will appear.

- If the name of your organization is displayed, select the organization name.
- If your organization is NOT displayed, click the “Enter Organization Details” link, which is located at the bottom of the screen. Enter and save information for your organization.
- To proceed to Step 3 – Username and Password, click the “Next Step” button.
FAAST:
Create User Account
Step 2 – Organization Details

Welcome to FAAST. Wednesday, April 6, 2006

Your organization details may be already entered into FAAST. Please use the search tool below to see if your organization is already listed in the FAAST database.

If you find your organization, click on the organization’s name to proceed to Step 3.

Search for organization
Enter any part of the name. For example river will return: Riverside County and American River Protection Committee
FAAST Search

Did not find your organization in the FAAST database? Enter your organization details by clicking on the link below, after the search results.

Any changes in the previous screen? Click here --> Previous Step

Organization Name Division/Branch Address

If you did not find the organization in the search results, you may search again by supplying more accurate criteria, or click on the button below to create a new Organization Record.

Searched, but did not find the organization in the search results. Create new Organization Record

If you have any questions, please contact us.
• Enter a Login Name/User Name and Password for your account.
  - Note: Username and Password are case-sensitive.

• Select a security question and provide correct response.

• To activate your FAAST user account, click on the “Create User Account” button.
FAAST: Create User Account
Step 3 – Username and Password
On the FAAST main webpage, look for the “Log Onto FAAST” heading on the right hand side.

Enter your username and password and click the “Log Onto FAAST” button to enter the system.

- Note: Username and Password are both case-sensitive.
The Division of Financial Assistance (Division) administers the implementation of the State Water Resources Control Board’s (State Water Board) financial assistance programs. The Division administers funding for construction of municipal sewage and water recycling facilities, watershed protection projects, nonpoint source pollution control projects, etc.

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After logging onto FAAST, 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)
- Update user and organization profiles
Welcome Ibyang Rivera IN STAGING, of Rivera's WQ Firm! Wednesday, April 8, 2009

The applicant menu allows you to start a new application, work on an existing application, or update your user and/or organization profile. To view or edit an existing application, click on the title of the desired application.

### New Application

[Start a New Application](#) to begin the application submittal process

### Other Menu Options

- [Update Your User Profile](#) change telephone number, email address, password, etc.
- [Request for Update Organization Profile](#) change organization information, contact information, etc.
- [Previous Requests](#) View previous requests submitted to WaterBoard.

<table>
<thead>
<tr>
<th>Proposal Title</th>
<th>Phase</th>
<th>Status</th>
<th>Request for Proposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fine 9955 - test</td>
<td>Phase 1</td>
<td>Application In Progress (not submitted)</td>
<td>2009 Specialty Crop Block Grant Program</td>
</tr>
</tbody>
</table>
Please check the box next to each bulleted item below to indicate that you have read and understand the Usage Requirements (limitations) of the Financial Assistance Application Submit Tool (FAAST). A more detailed explanation of these items can be found at the bottom of this page.

<table>
<thead>
<tr>
<th>Usage Requirement Item</th>
<th>Check Box</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use Microsoft Internet Explorer 6.0 or greater.</td>
<td></td>
</tr>
<tr>
<td>Save your work often. The system times out after 90 minutes.</td>
<td></td>
</tr>
<tr>
<td>Disable pop-up blocking software to operate FAAST.</td>
<td></td>
</tr>
<tr>
<td>Delete all temporary Internet files and cookies to speed up browsing.</td>
<td></td>
</tr>
<tr>
<td>Data fields may or may not have a limitation on the number of characters per field.</td>
<td></td>
</tr>
</tbody>
</table>

FAAST is an online program designed for Microsoft Internet Explorer 6.0 or greater. Other browsers have been known to cause problems accessing FAAST including, but not limited to: time-out errors, saving progress, attaching files, submitting documents, etc. In addition, pop-up blocking software must be disabled to operate FAAST. If your Internet Explorer browser does not allow you to log on, or downloads slowly, please delete all temporary Internet files and cookies to speed up browsing.

If you are having trouble saving your application, please check to make sure that you have not exceeded the character limitation for any of the text boxes. Text box character limitations are noted next to the text box, with the exception of the Project Title text box.

Please signify your understanding and agreement to the above terms by checking the boxes next to each bulleted item above.

Click to Continue
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Select an Organization

Before you proceed to fill out an application for your project's Request for Proposal (RFP), please indicate the organization that will be responsible as the Lead Applicant for this Project.

1. My Organization "Rivera's WQ Firm" will be the Lead Applicant for this Project. Click here to proceed to prepare an application for the Rivera's WQ Firm.

2. I am submitting the proposal on behalf of another organization. I would like to search the database of existing organizations or create a new organization. Click here to continue. If you create a new organization, please take the time to enter the Organization's address completely. You will only have one initial opportunity to enter the correct applicant organization details. If you need to further edit the Applicant Organization details, you will need to contact FAAST_Admin@waterboards.ca.gov

If you have any questions, please contact us.
Welcome Ibyang Rivera III STAGING, of Rivera’s WQ Firm! Wednesday, April 8, 2009

This page displays the list of Request for Proposals (RFP) and solicitations currently accepting applications. Select the desired RFP/solicitation from the list below to begin the application process. For details regarding RFPs and solicitations offered by the Division of Financial Assistance (DFA), please visit the Division of Financial Assistance website.

<table>
<thead>
<tr>
<th>RFPs/Solicitations Accepting Applications</th>
<th>Applications Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agricultural Drainage Loan Programs</td>
<td>6/30/2009 11:59:59 PM</td>
</tr>
<tr>
<td>Agricultural Drainage Loan Programs</td>
<td>1/1/2015 11:59:59 PM</td>
</tr>
<tr>
<td>Clean Water State Revolving Fund Loan Program (CWSRF)</td>
<td>3/9/2010 11:59:59 PM</td>
</tr>
<tr>
<td>2006 Specialty Crop Block Grant Program</td>
<td>4/22/2009 5:00:00 PM</td>
</tr>
</tbody>
</table>

If you have any questions, please contact us.
Welcome Ilbyng Rivera III STAGING, of Rivera’s WQ Firm. Wednesday, April 8, 2009

This page starts the application process for the “2009 Specialty Crop Block Grant Program.” If you would like to apply for the “2009 Specialty Crop Block Grant Program” Request For Proposal using the Applicant and Submitting Organization shown below, click the “Continue to Application” button. The “Continue to Application” button will assign your application a Proposal Identification Number (PIN) and start the application process. The “Back to Main Menu” button will take you back to main menu.

RFP Titles and Organizations

RFP/Solicitation Title: 2009 Specialty Crop Block Grant Program
RFP Description: The California Department of Food and Agriculture (CDF) is conducting a competitive solicitation process to award 2009 Specialty Crop Block Grant Program (SCBGP) funds for projects that solely enhance the competitiveness of California specialty crops. Specialty crops are defined as fruits, vegetables, tree nuts, dried fruits, horticulture and nursery crops (including floriculture). CDF is soliciting Concept Proposals from eligible non-profit organizations, local, state and federal government entities, for-profit organizations, and universities.

Applicant Organization: Rivera’s WQ Firm
Submitting Organization: Rivera’s WQ Firm

If you have any questions, please contact us.
FAAST:
Navigating the Application

- The Application is organized into sections (or tabs).
- To navigate between sections, click on the labeled tab or click the “Next Section” button.
  - Note: To access all sections, two things must occur: 1) Project title, Project description, and the responsible Regional Board must be entered under the General Information section, and the CAA Program must be checked in the Funding Program Section.
- Save the information entered by:
  - Clicking on the “Save as Work in Progress” button;
  - Clicking on the “Next Section” button;
  - Clicking on a different table will automatically save your information.
• 90-minute session timer on the Application Questionnaire section.
  – Note: Each time you save, the session resets automatically.

Applications can be saved to work on later (as long as it has a status of IN PROGRESS).
Application form is comprised of the following sections:

- General Information
- Funding Programs
- Project Management
- Legislative Information
- Cooperating Entities
- Application Questionnaire
- Application Attachments

Note: Agency Contacts, Review Comments, Application Status, performance Classification Measures, Post Award are sections that do not need to be accessed or completed for the CAA.
Enter general project information.

**General Information**
- RFP Title: 2009 Specialty Crop Block Grant Program
- Applicant Organization: Rivera's WQ Firm
- Submitting Organization: Rivera's WQ Firm
- Project Title: [Enter PROJECT TITLE here - Maximum of 100 characters.]
- Project Description: [Enter PROJECT DESCRIPTION here - Maximum of 1000 characters.]

**Project Budget**
- Funds Requested: $100,000
- Local Cost Match: $50,000
- Total Budget: $150,000

**Project Location**
- Latitude: [32.0000 to 42.0000]
- Longitude: [-125.0000 to -114.0000]
- Watershed: [Enter primary watershed(s) for reporting purposes only.]
- County: Sacramento
- Responsible RWQCB: State Wide

*Indicates required information.

[Save as Work In Progress] [Next Section] [Preview / Submit Application]
FAAST:
Application Sections
Funding Program

• Select 2011 CAA Program as your funding program.
Enter information for project manager and project director.

<table>
<thead>
<tr>
<th>General Information</th>
<th>Funding Programs</th>
<th>Project Management</th>
<th>Legislative Information</th>
<th>Agency Contacts</th>
<th>Cooperating Entities</th>
<th>Application Questionnaire</th>
<th>Application Attachments</th>
<th>Review Comments</th>
<th>Application Status</th>
<th>Perf.Meas., Classif.</th>
<th>Post Award</th>
</tr>
</thead>
</table>

The information in the following section is pulled from your initial account sign-up process.

**Applicant Information**
- Name: Rivera's WC Firm
- Address: 1001 1st Street, Sacramento, CA - 95815
- Federal Tax Id: 123123123 (Please enter the 9 digit number without dashes or spaces)
- Phone: 916-555-5555
- Fax: 916-555-5555
- Email: rivera@waterboards.ca.gov

**Person Submitting Application**
- Name: Ibyang Rivera STAGING
- Phone: 916-555-5555
- Fax: 916-555-5555
- Email: rivera@waterboards.ca.gov

The intent of the following section is to identify contacts for the grant agreement process, if your project is recommended for funding.

**Project Management Role**
- Project Director: Authorized Representative from Applicant Organization to execute funding agreement
  - First Name: JANE
  - Last Name: SMITH
  - Phone Number: 916-432-8765
  - Fax: 916-234-5678
  - Email: jsmith@company.com
- Project Manager: Day to day contact on this project from Applicant Organization
  - First Name: JANE
  - Last Name: SMITH
  - Phone Number: 916-432-8765
  - Fax: 916-234-5678
  - Email: jsmith@company.com

Project Manager is same as Project Director. Click on this button to copy Project Director details into Project Manager fields.

[Previous Section] [Save as Work in Progress] [Next Section]
Enter legislative districts for the project location.
Enter the details for any co-applicants, stakeholders, etc. Save each cooperating entity by clicking the “Save Cooperating Entity” button.
Questions related specifically to the CAA program

<table>
<thead>
<tr>
<th>Q#</th>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Select the applicant's organization type (e.g., Local Government, State/Federal Government, Non-profit, For-profit, University) from the drop down menu below.</td>
<td>Local Government</td>
</tr>
<tr>
<td>2.</td>
<td>Select a Funding Area from the choices below and indicate the corresponding number in the box below.</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>1. Agricultural Education and Outreach</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Environmental Concerns/Conservation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Nutrition</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. Food Security</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5. Plant Health and Pest Problems</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6. Market Enhancement and Promotion</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7. International Trade</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Please enter the 'Start Date' and 'End Date' for the proposed project in mm/yyyy format.</td>
<td>06/05/2009 Start Date 09/09/2010 End Date</td>
</tr>
<tr>
<td>4.</td>
<td>GOALS AND OBJECTIVES - What are the goals and objectives of the project? How do the objectives support the goals? (Goals are statements of long-term broad vision and may take time to achieve. Objectives are a significant step that must be completed to achieve the goal. Objective statements should focus on the outcome rather than the</td>
<td></td>
</tr>
</tbody>
</table>
Upload attachments by selecting a suggested attachment title, editing title, and browsing for file. Click the “Attachment Selected” button.
To preview the application, click the “Preview/Submit Application” button.
  - Note: In order to preview the application, the CAA Program must be checked in the Funding Program section.

To submit the completed application:
  - Click the “Preview/Submit Application” button.
  - Review application information.
  - Enter INITIALS (electronic signature)
  - Click the “Submit Now” button.
  - Confirmation screen appears.
FAAST: Technical Assistance

- FAAST Help Desk (Mon – Fri, 8 AM – 5 PM).
  - Phone: 1 (866) 434-1083
  - Email: FAAST_admin@waterboards.ca.gov
    - Note: All emails should include the following subject line: CAA:_____. Emails should include the Proposal Identification Number (PIN) (if it’s available).

- User Manual
  - https://faast.waterboards.ca.gov/

- Frequently Asked Questions
  - https://faast.waterboards.ca.gov/
• All program-related questions should be addressed to the Cleanup and Abatement Account Program:
  - CAA Program Staff (Mon – Fri, 8 AM – 5 PM).
  - Phone: 1 (916) 341-5694
  - Email: CAA@waterboards.ca.gov
Questions