



STATE WATER RESOURCES CONTROL BOARD  
Division of Financial Assistance  
P. O. Box 944212, Sacramento, CA 94244-2120

# GENERAL INFORMATION PACKAGE

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The General Application and attachments may be submitted in one of three ways. Applicants are encouraged to utilize the Financial Assistance Application Submittal Tool (FAAST) to streamline the application submittal and review process, but if that will create a hardship, email or mail can be utilized instead:

- 1.) Apply online via the FAAST: <https://faast.waterboards.ca.gov>

To submit a CWSRF Construction Application in FAAST, you must complete all the tabs in FAAST and attach (at minimum) the General Information Package. (Note: Once the CWSRF Construction Application has been uploaded, you must still complete the application by clicking on the “Submit” button.) Once the CWSRF Construction Application is submitted in FAAST, a project manager will be assigned to help the applicant complete the application process.

To submit additional documents for the same project, **DO NOT** start a new application, instead click on the Submitted Applications link on the Main Menu and choose the project from the list of previously submitted applications. Open the Attachments tab, and then the Post-Submission sub-tab. Choose a document from the Attachment Category dropdown list and then select the file to upload. The project manager will receive an email notification letting them know you have submitted additional information for review.

If you need assistance, you can also contact the FAAST Help Desk, which is staffed Monday through Friday 8am through 5pm, at 1-866-434-1083 or [FAAST\\_ADMIN@waterboards.ca.gov](mailto:FAAST_ADMIN@waterboards.ca.gov).

- 2.) To submit a CWSRF Construction Application via email, please use the following email address:

[CleanWaterSRF@waterboards.ca.gov](mailto:CleanWaterSRF@waterboards.ca.gov).

- 3.) To submit a CWSRF Construction Application via mail, please use the following address:

State Water Resources Control Board  
Division of Financial Assistance  
P.O. Box 944212  
Sacramento, CA 94244-2120.

# General Application Instructions

## Section I - Applicant Information

**Applicant Name** – Enter the entity that will be the legal signatory to a financing agreement.

**Street Address, City, State, Zip** – Enter the applicant's physical street address. The Zip+4 Code can be found at <https://tools.usps.com/go/ZipLookupAction!input.action>.

**Applicant Type** – Enter one of the following entity types:

- Public – local or state agencies (including cities, counties, and districts with wastewater authority)
- Native American Tribe
- Nonprofit
- Other – please specify

**County** – Enter the County where the project will be physically located.

**Charter City/County** – Indicate if the applicant is a charter city/county.

**Mailing Address, City, State, Zip** – Enter the applicant's mailing address, if different from the street address.

**Applicant Total Population** – Enter the total applicant service area population.

**Current year median household income (MHI)** – Enter the current year median household income of the applicant or project service area.

**Congressional District(s)** – Enter the Congressional district(s) where the project will be physically located. If the project will span multiple Congressional Districts (i.e., a pipeline project), list all affected districts. A map of California Congressional Districts can be found at <http://house.gov/representatives/find/>.

**State Senate District(s) & State Assembly District(s)** – Enter the State Senate district(s) and State Assembly district(s) where the project will be physically located. Refer to <http://findyourrep.legislature.ca.gov/>.

**Data Universal Numbering System (DUNS) No.** - If you don't already have a DUNS number, you can get more information at <http://fedgov.dnb.com/webform/index.jsp>. This number is required to receive CWSRF financing.

**Federal Tax ID No.** – Enter the Federal tax identification number of the applicant.

**Regional Water Board** - Check the Regional Water Quality Control Board (Regional Water Board) jurisdiction(s) where the project will be physically located or affected by the project. A list of Regional Water Boards can be found at [http://www.waterboards.ca.gov/publications\\_forms/publications/factsheets/docs/region\\_brds.pdf](http://www.waterboards.ca.gov/publications_forms/publications/factsheets/docs/region_brds.pdf)

**Authorized Representative Name, Title** – Identify the person who has the authority to represent the applicant and sign documents pertaining to the funding application. If the applicant is a public agency or has a governing board, the application must include a copy of a resolution adopted by the governing body designating its authorized representative and authorizing the submission of an application. If the applicant does not have a governing board, then it must provide documentation supporting the authorization of the authorized representative. It is advisable to designate the title of the position authorized to sign and submit an application rather than naming a specific person. The funding application must be signed by the authorized representative.

**Auth. Rep. Phone & Email** - Enter the authorized representative's telephone number and email address.

**Contact Person Name** – Enter the name of the person who is the day-to-day contact for the project. This person should be able to answer general questions about the project and application.

**Contact Person Phone & Email** – Enter the contact person's telephone number and email.

**Local Counsel Name** – Enter the name of the applicant's general counsel.

**Local Counsel Phone & Email** – Enter the local counsel's telephone number and email.

## **Section II - Project Information and Proposed Schedules**

**Project Title** – Enter the title or name of the project.

**Project Description and Objectives** – Provide a brief description of the project and its objectives.

**Current Status of Plans and Specifications** - Provide the current status in % complete.

**Amount of Assistance Requested** - Provide the amount of assistance requested.

**Total Project Cost (If More Than the Amount of Assistance Requested)** – Provide the total project cost.

**Project Location** – Enter the physical location for the project, if different from the street or mailing addresses.

**Project Location** – Latitude & Longitude – Enter the latitude and longitude of the project location.

**NPDES Permit or WDR Order No.** – Enter the National Pollutant Discharge Elimination System Permit number or the Waste Discharge Requirement number.

**Population Served by Project** – Enter the population served by the Project.

**Estimated Project Schedule** – Provide an estimated or actual date for the following:

- Adopt Environmental Documents
- 100% Plans & Specifications
- Start of Construction/Implementation
- Complete Construction/Implementation

**Environmental Consultations** - Provide the following:

- Name of other Federal agencies involved in this project related to federal environmental requirements
- Contact information for the named agencies
- Brief descriptions of the status of these consultations

**Other Consultations** - Provide the following:

- Name of other Federal agencies involved in this project (e.g. planning, CEQA/NEPA consultation, funding, etc.)
- Contact information for the named agencies
- Brief descriptions of the status of these consultations

**Partnering Agencies** – Provide the name and contact information of all other agencies that have an interest in the project, their contact information if known, and brief description of their roles.

## **Section III – Attachments**

**Potential Flags Worksheet** – To avoid potential delays later in the application process, it is required that the applicant complete and submit this worksheet with the General Information Package to alert the Division staff of any issues that may potentially affect the application review.

**Priority Score Estimation Worksheet** – It is recommended that the applicant complete and submit this worksheet with the General Information Package. Submitting the completed worksheet is optional.

**Certification and Signature of Authorized Representative**

- ✓ Print the name and title of the authorized representative.
- ✓ Sign and date the application.

# General Application Form

I. APPLICANT INFORMATION			
Applicant Name:			
Street Address:	City:	State:	Zip+4 Code:
Applicant Type: <input type="checkbox"/> Public <input type="checkbox"/> Indian Tribe <input type="checkbox"/> Nonprofit <input type="checkbox"/> Other: Specify:			
County:		Charter City/County: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Mailing Address:	City:	State:	Zip+4 Code:
Applicant Total Population:			
Current year median household income (MHI):			
Congressional District(s):			
State Senate District(s):			
State Assembly District(s):			
Data Universal Numbering System (DUNS) No.:			Federal Tax ID No.:
Regional Water Board where the project will take place: <input type="checkbox"/> 1 (North Coast) <input type="checkbox"/> 2 (San Francisco Bay) <input type="checkbox"/> 3 (Central Coast) <input type="checkbox"/> 4 (Los Angeles) <input type="checkbox"/> 5 (Central Valley) <input type="checkbox"/> 6 (Lahontan) <input type="checkbox"/> 7 (Colorado River) <input type="checkbox"/> 8 (Santa Ana) <input type="checkbox"/> 9 (San Diego)			
Authorized Representative Name:		Title:	
Phone No.:		Email Address:	
Contact Person Name:			
Phone No.:		Email Address:	
Local Counsel Name:			
Phone No.:		Email Address:	
II. PROJECT INFORMATION AND PROPOSED SCHEDULE			
Project Title:			
Project Description and Objectives: <i>(Enter a brief description of the project and its objectives)</i>			
Current Status of Plans & Specifications: Percent (%):			
Amount of Assistance Requested:			
Total Project Cost (If More Than the Amount of Assistance Requested):			
Project Location Street Address:	City:	State:	Zip+4 Code:
Project Location - Latitude:		Project Location - Longitude:	
NPDES Permit or WDR Order No.:			
Population Served by Project:			
Currently Estimated Project Schedule:			<b>Estimated or Actual Date</b>
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">                     Adopt Environmental Documents                      100% Plans &amp; Specifications                      Start of Construction/Implementation                      Complete Construction/Implementation                 </div> <div style="width: 35%;"></div> </div>			

**Environmental Consultations**

Please list other Federal agencies that have been involved in or completed consultations related to Federal environmental requirements, their contact information if known, and brief descriptions of the status of these consultations.

**Other Consultations**

Please list other Federal agencies that have been involved in this project (e.g. planning, CEQA/NEPA consultation, funding, etc.), their contact information if known, and brief descriptions of the status of these consultations.

**Partnering Agencies**

Please list all other agencies that have an interest in this project, their contact information if known, and brief descriptions of their roles.

**III. ATTACHMENTS**

Complete and attach the [SRF Flags Worksheet](#) to the General Information Package. (Required for all applications)

Complete and attach the [Priority Score Estimation Worksheet](#) to the General Information Package. (Optional)

**CERTIFICATION AND SIGNATURE OF AUTHORIZED REPRESENTATIVE**

To the best of my knowledge and belief, I certify that I am authorized to submit this application; the information provided in this application is true and correct; the documentation has been duly authorized by the governing body of the applicant; and the entity possesses the legal authority to apply for the financing and enter into a financing agreement with the State Water Resources Control Board and to finance and construct the proposed facilities.

Name of Authorized Representative:

Title:

Signature of Authorized Representative:

Date: