FAAST

Financial Assistance Application Submittal Tool

USER MANUAL

Division of Financial Assistance
State Water Resources Control Board

Version 3.0 November 23, 2011

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I. FAAST: AN INTRODUCTION

FAAST stands for the Financial Assistance Application Submittal Tool. It is a web-based system developed by the State Water Resources Control Board's (State Water Board) Division of Financial Assistance to accept, review, and store Application/Survey submittals electronically.

The system requirements that will aid in the use of FAAST are as follows:

- Use Internet Explorer (version 6.0 or higher);
- Computer monitors should have a resolution of at least 1024 X 760;
- Disable pop-up blocking software;
- Use a personal computer (PC).

FAAST testing is limited to PCs with Internet Explorer. Use of MACs or web browsers other than Internet Explorer may result in difficulty in saving information, uploading attachments, or submitting an Application/Survey.

II. WHERE TO FIND FAAST

FAAST is hosted on the State Water Board's website. FAAST can be found at the following web address: https://faast.waterboards.ca.gov. The FAAST homepage serves as the portal to log onto the system and to access previously submitted applications available on the Public Search Tool page.

Figure 1 – Financial Assistance Application Submittal Tool (FAAST) homepage

III. FAAST SIGN UP PROCESS

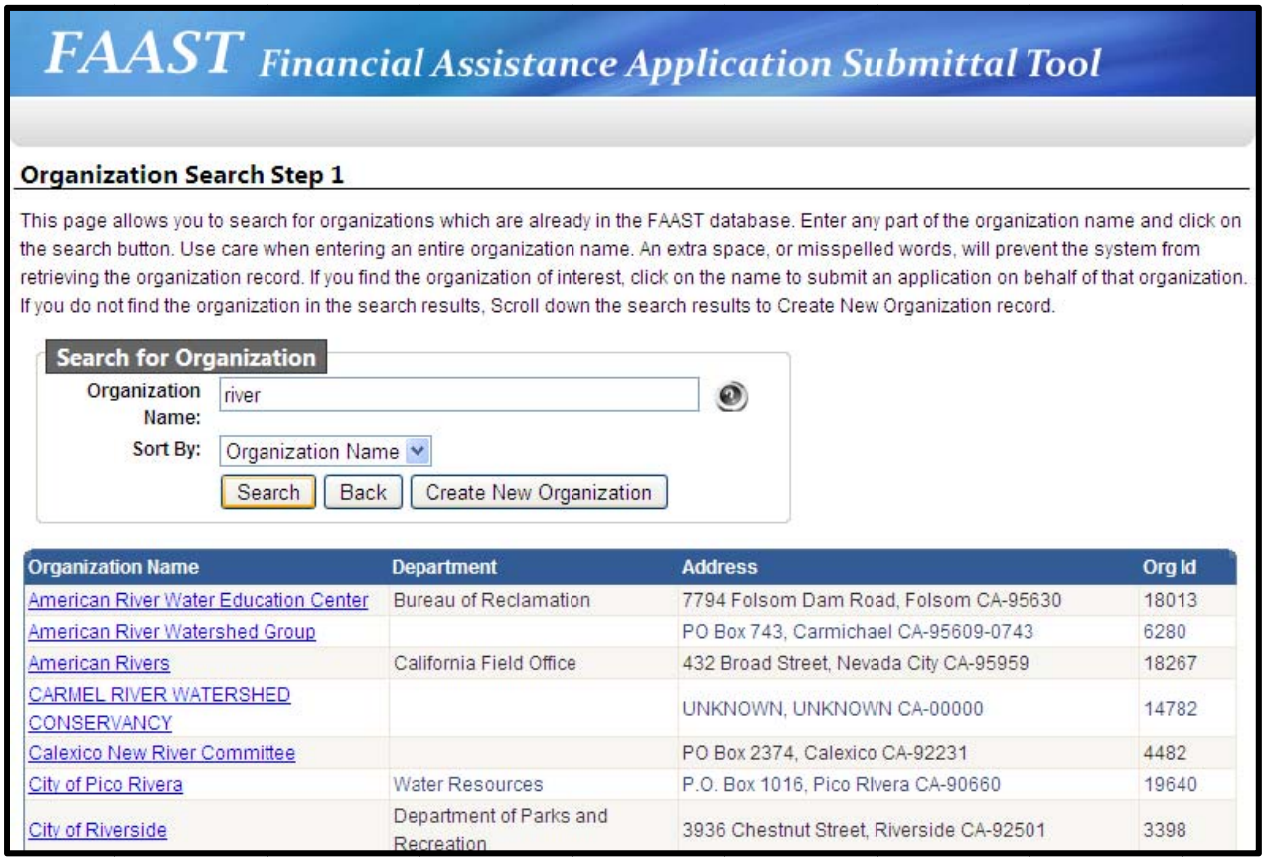
If you do not have a FAAST account, you may create one by clicking on the **"Create an Account"** button on the FAAST homepage.

Creating a user account is a two step process:

- Step 1: Organization Search; and
- Step 2: User Registration

A. STEP 1: ORGANIZATION SEARCH

General information for your organization may already be entered in FAAST. You can search the database by entering any part of the name of the organization and clicking on the **"Search"** button. A listing of organizations will appear. For example: Entering the word "river" will return the following organizations, Riverside County and American River Protection Committee.



Organization Name	Department	Address	Org Id
American River Water Education Center	Bureau of Reclamation	7794 Folsom Dam Road, Folsom CA-95630	18013
American River Watershed Group		PO Box 743, Carmichael CA-95609-0743	6280
American Rivers	California Field Office	432 Broad Street, Nevada City CA-95959	18267
CARMEL RIVER WATERSHED CONSERVANCY		UNKNOWN, UNKNOWN CA-00000	14782
Calexico New River Committee		PO Box 2374, Calexico CA-92231	4482
City of Pico Rivera	Water Resources	P.O. Box 1016, Pico Rivera CA-90660	19640
City of Riverside	Department of Parks and Recreation	3936 Chestnut Street, Riverside CA-92501	3398

Figure 2 – Step 1: Organization Search

If the name of the organization you are representing is listed, select the organization name and proceed to Step 2: User Registration.

If your organization is not found in the displayed search results, click the **"Create New Organization"** button. You will create a new organization record in FAAST by following the instructions listed below.

1. CREATE NEW ORGANIZATION

Creating a new organization record in FAAST should occur only when your organization is not found per the search process outlined above.

Please enter the organization's contact information, such as: Name of Organization, Division or Branch, Address, City, State and Zip Code, Type of Organization and Federal Tax ID Number. Click the **"Next Step"** button to proceed to Step 2: User Registration.

Note: If the Federal Tax ID # is not known at this time, it can be entered at a later time.

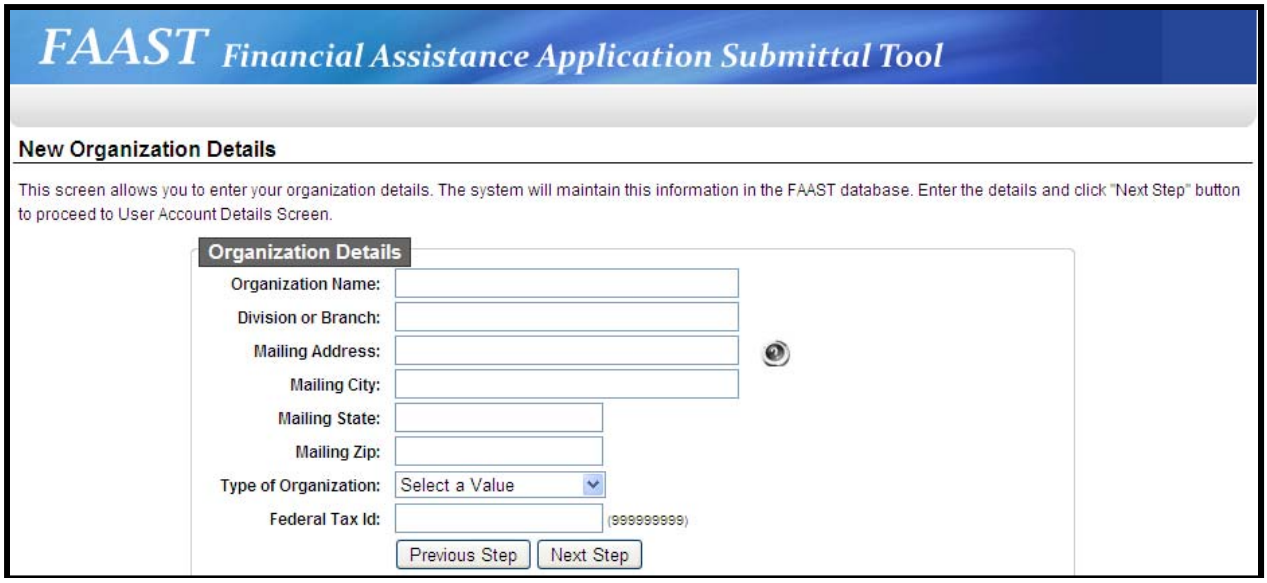


Figure 3 – New Organization Details

B. STEP 2: USER REGISTRATION

Enter user account details such as name, contact information, user name, password, and security question/answer.

Note: It is important that your email address is kept current as email is the primary means of communicating with users.

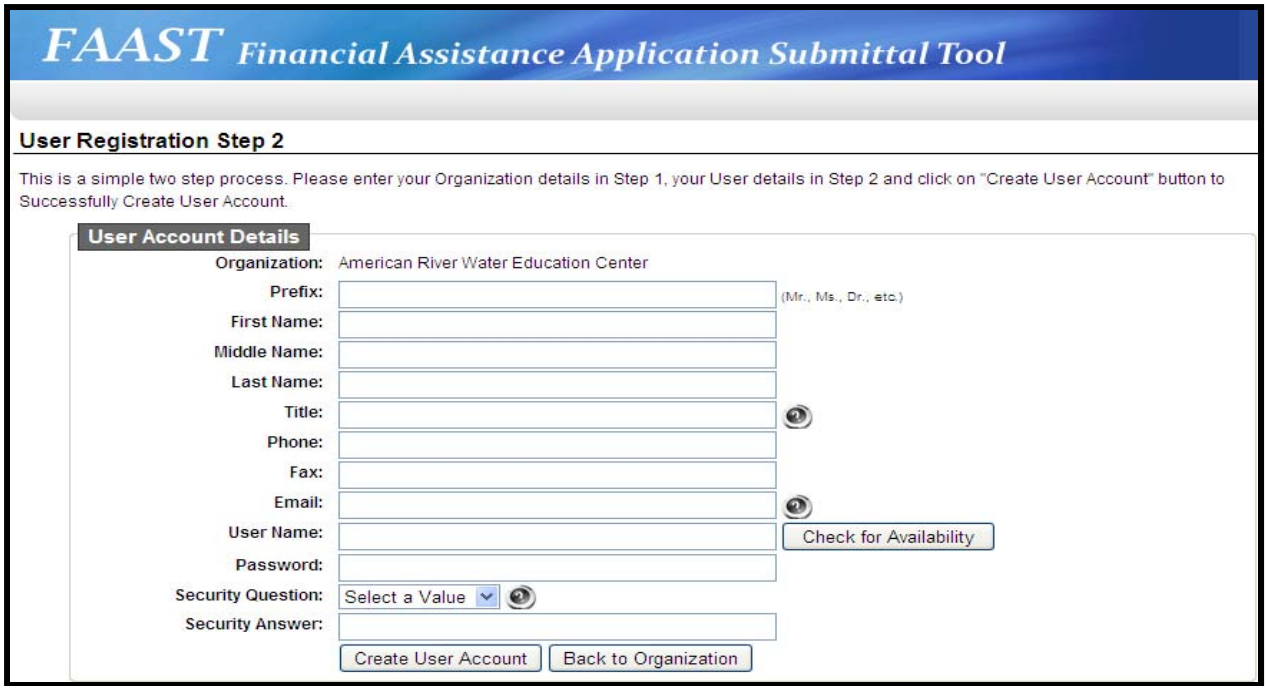


Figure 4 – Step 2: User Registration

Select a User Name and Password for your account. Click the **"Check for Availability"** button to verify whether the user name selected is available. To activate your FAAST user account, click the **"Create User Account"** button.

Note: The password is case sensitive.

After successfully creating an user account, a confirmation screen can be printed for your records. Please use the FILE | PRINT function on your browser and please keep it in a safe place for future reference. A confirmation email will be sent within 24 hours.

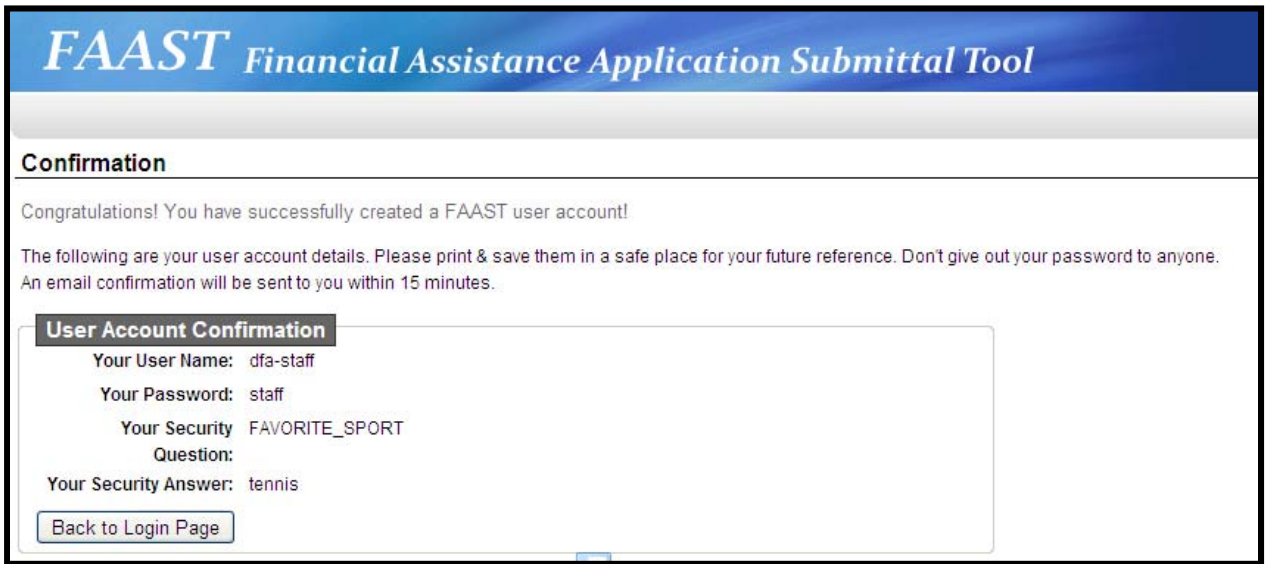


Figure 5 – User Account Confirmation

To log in to FAAST, click the **“Back to Login Page”** button.

IV. SIGNING ONTO FAAST

On the FAAST homepage, look for the “**Log onto FAAST**” heading on the right hand side. Enter your User Name and Password here and click the **“Login onto FAAST”** button to enter the system.

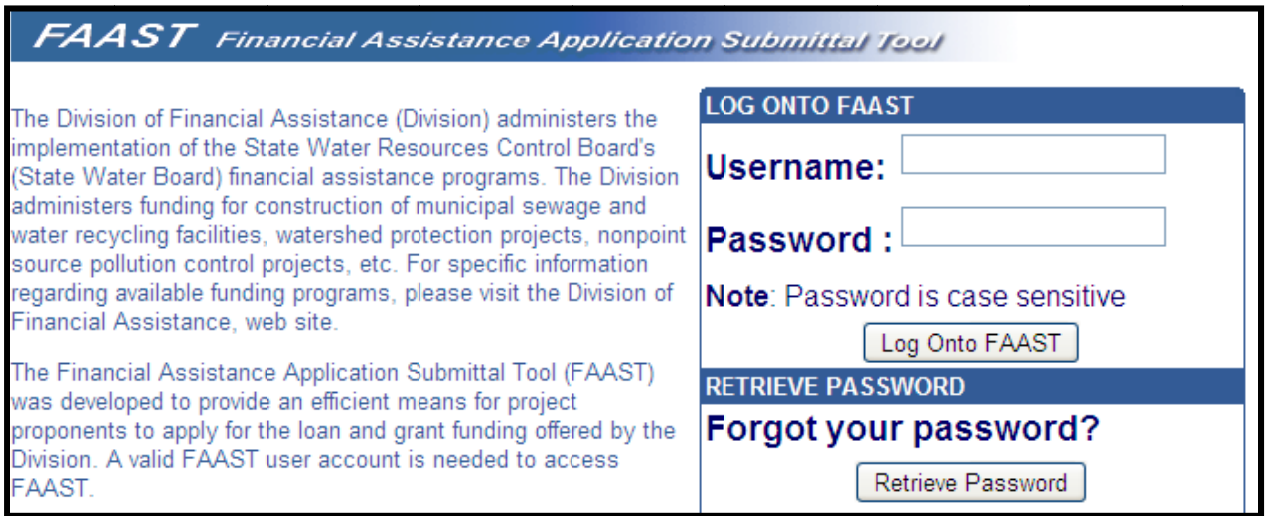


Figure 6 – Log onto FAAST

A. MAIN MENU

After signing in, the Main Menu will appear. The Main Menu allows you to submit a new application, work on existing application(s) or update your user and organization profile.

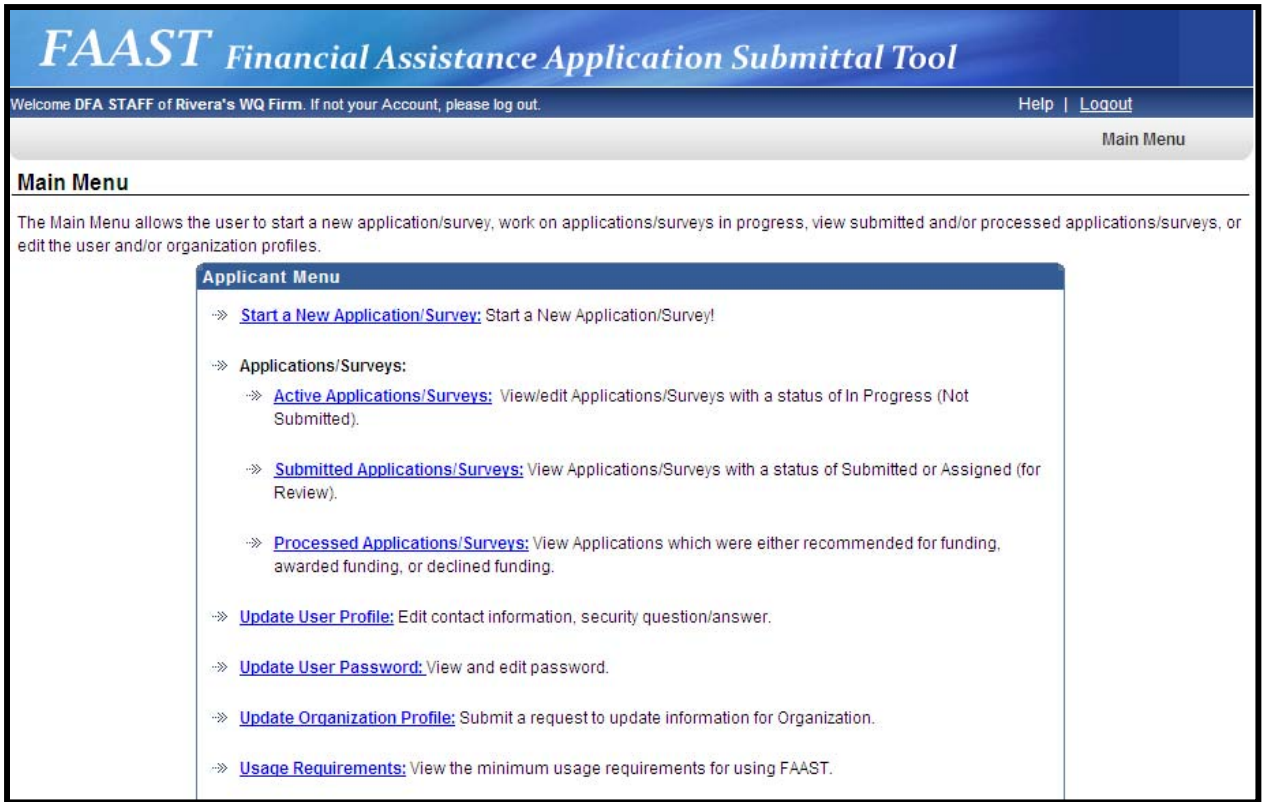


Figure 7 – Main Menu

1. START A NEW APPLICATION/SURVEY

This link will direct the user to the Application/Survey initiation process. Section V below has additional information about how to start a new Application/Survey.

2. APPLICATIONS/SURVEYS

This section of the Main Menu allows the user to choose which set of applications/surveys to view: Active, Submitted, or Processed. Sections VI through VIII have additional information about how to complete, save, edit, print, preview, or submit your Application/Survey.

3. UPDATE USER PROFILE

This link allows the user to edit contact information, and the security question and answer.

4. UPDATE USER PASSWORD

This link allows the user to view and edit the password for the account.

5. UPDATE ORGANIZATION PROFILE

This link allows the user to update information for the Organization via a change request.

6. USAGE REQUIREMENTS

This link allows the user to view the minimum usage requirements for FAAST.

V. START A NEW APPLICATION/SURVEY

Select the **"Start a New Application/Survey"** link on the Main Menu.

A. DISCLOSURE

Once the link is clicked, the **"Disclosure"** page is displayed. This page is displayed each time a new Application/Survey is started. After reading through each of the usage requirements, please check the box and then click the **"Click to Continue"** button.

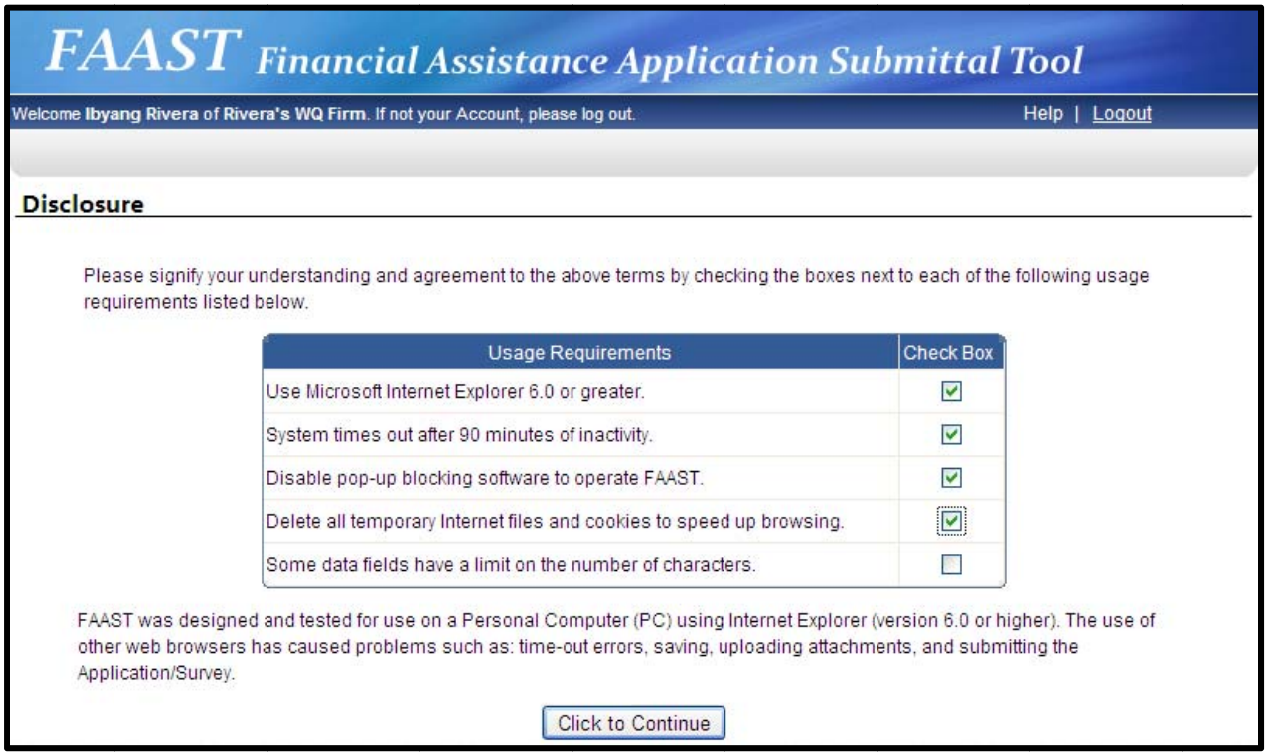


Figure 8 – Disclosure

B. SELECT ORGANIZATION

The Select Organization screen allows the user to identify whether they are submitting an Application/Survey on behalf of their organization OR on behalf of another organization.

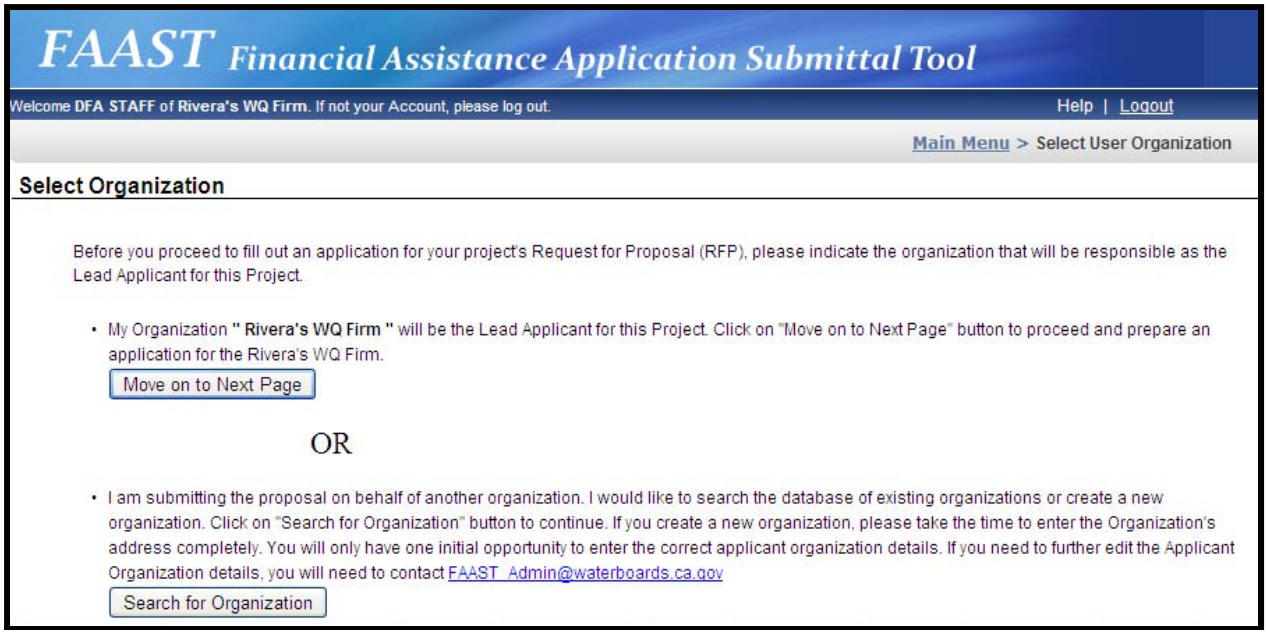


Figure 9 – Select Organization

C. ACTIVE RFPs/SURVEYs

This screen displays a list of RFPs/Surveys currently accepting applications/surveys. Select an RFP/Survey from the list displayed on the screen to begin the application process.

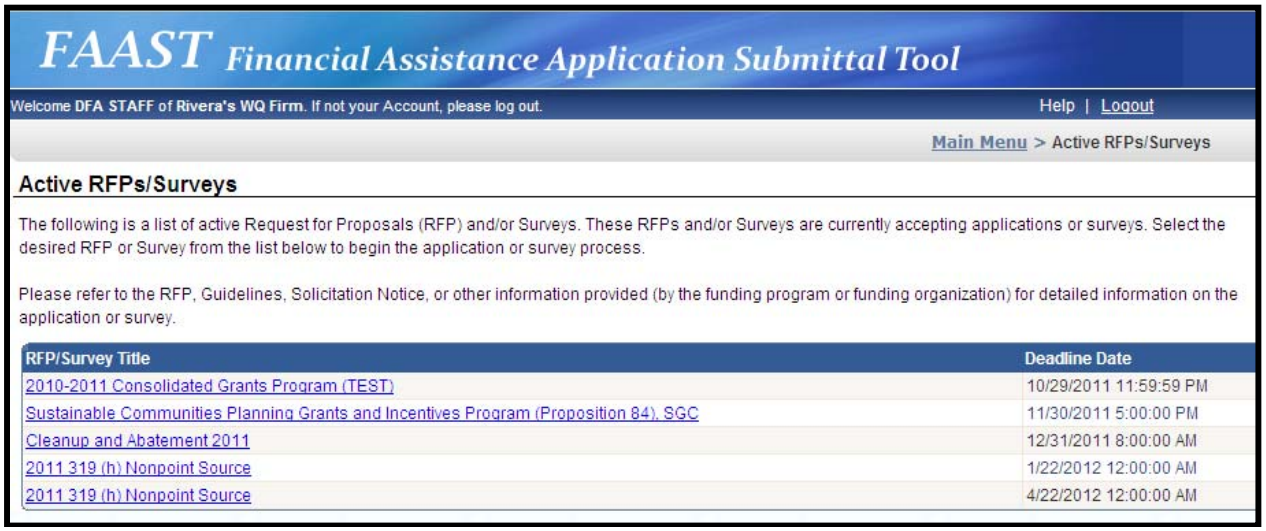


Figure 10 – Active RFPs/Surveys

D. GETTING STARTED

This screen displays key information about the RFP/Survey selected. To initiate the Application/Survey, please click the **"Continue to Application/Survey"** button.

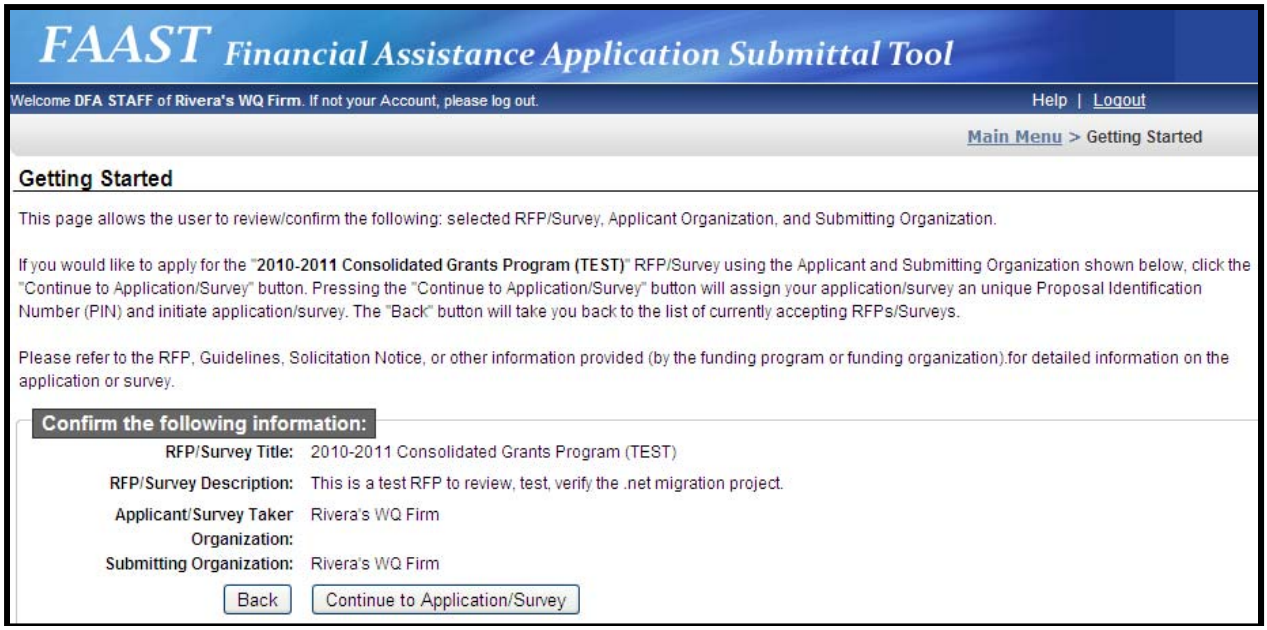


Figure 11 – Getting Started

E. GENERAL INFORMATION

Once the **"Continue to Application/Survey"** button has been clicked, the application form appears. A new screen titled General Information appears. There are 3 required fields that must be filled in order to initiate the Application/Survey:

- Project Title;
- Project Description; and
- Responsible Regional Water Quality Control Board (Regional Water Board)

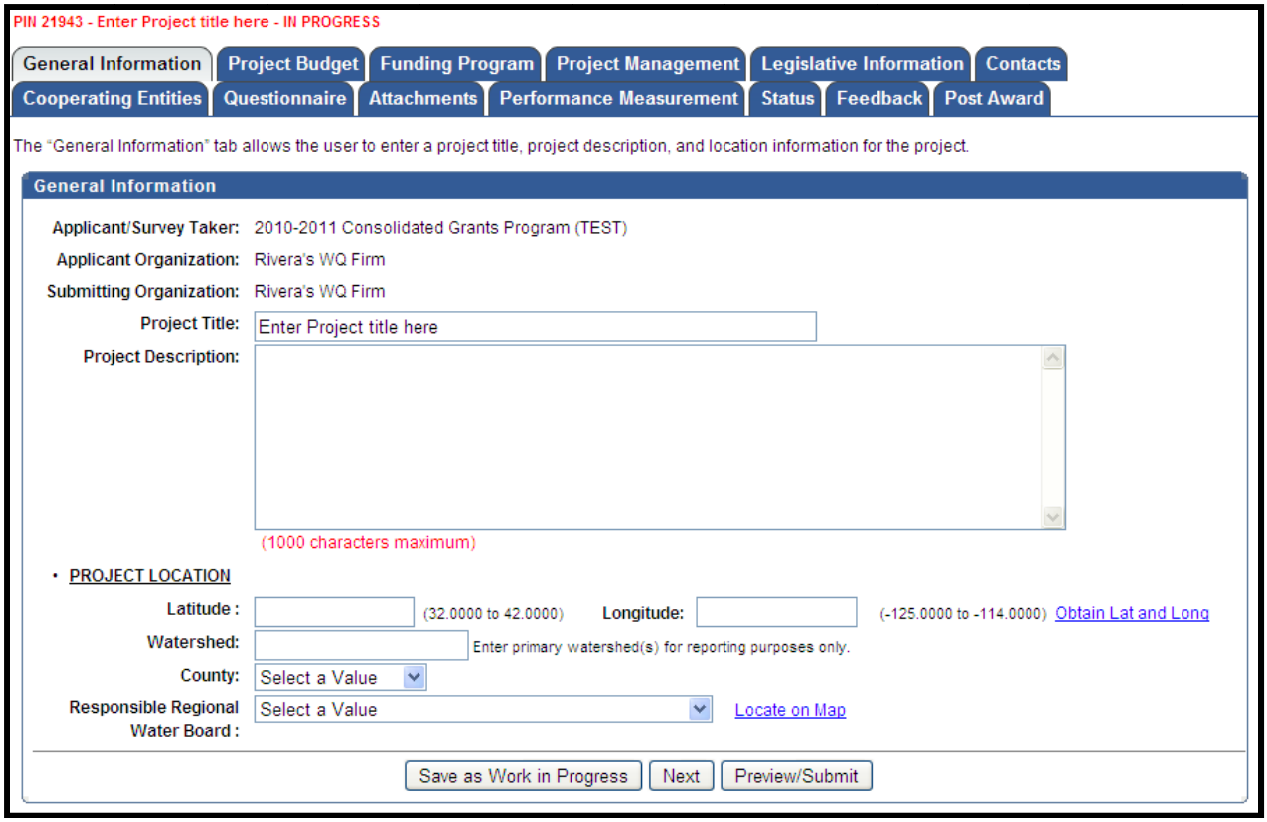


Figure 12 – General Information

Click the **"Next"** button to save the information and continue on to the rest of the Application/Survey.

VI. APPLICATION/SURVEY FORM

The Application/Survey is organized into various tabs. Section A below provides information regarding how to navigate between tabs. A description of each tab is provided in the following Sections B through N.

Note: Each RFP/Survey may elect to display/include different tabs in the Application/Survey. The General Information tab appears in all RFPs/Surveys.

Figure 13 – Application/Survey Tabs

Note: The active tab is grey and the non-active tabs are blue

A. NAVIGATING BETWEEN TABS

There are several ways to navigate between tabs.

1. PREVIOUS OR NEXT BUTTONS

One way to navigate in FAAST is to click the **"Previous"** or **"Next"** button. Using the **"Previous"** or **"Next"** button will also save the information entered. Clicking the "**Save as Work in Progress"** button will save the information entered on the current tab.

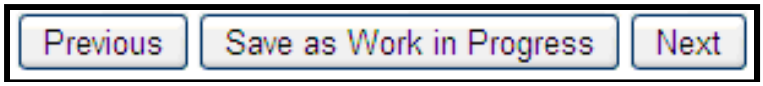


Figure 14 – Previous or Next Buttons

*Note: The **"Previous"** or **"Next"** buttons will save any updates, unless the buttons appear as follows:*

Figure 15 – Previous (Without Saving) or Next (Without Saving) Buttons

2. CLICKING ON TABS

Another way to navigate in FAAST is to click the tabs. Clicking a new tab will not save the information entered on the current tab.

Note: A pop-up message will appear if you have entered information on a tab and attempt to navigate to another tab without saving.

Figure 16 – Application/Survey Tabs

B. GENERAL INFORMATION

The General Information tab contains information about a project such as project title, project description and project location. If any changes are made, click on **"Save as Work in Progress"** or **"Next"** buttons.

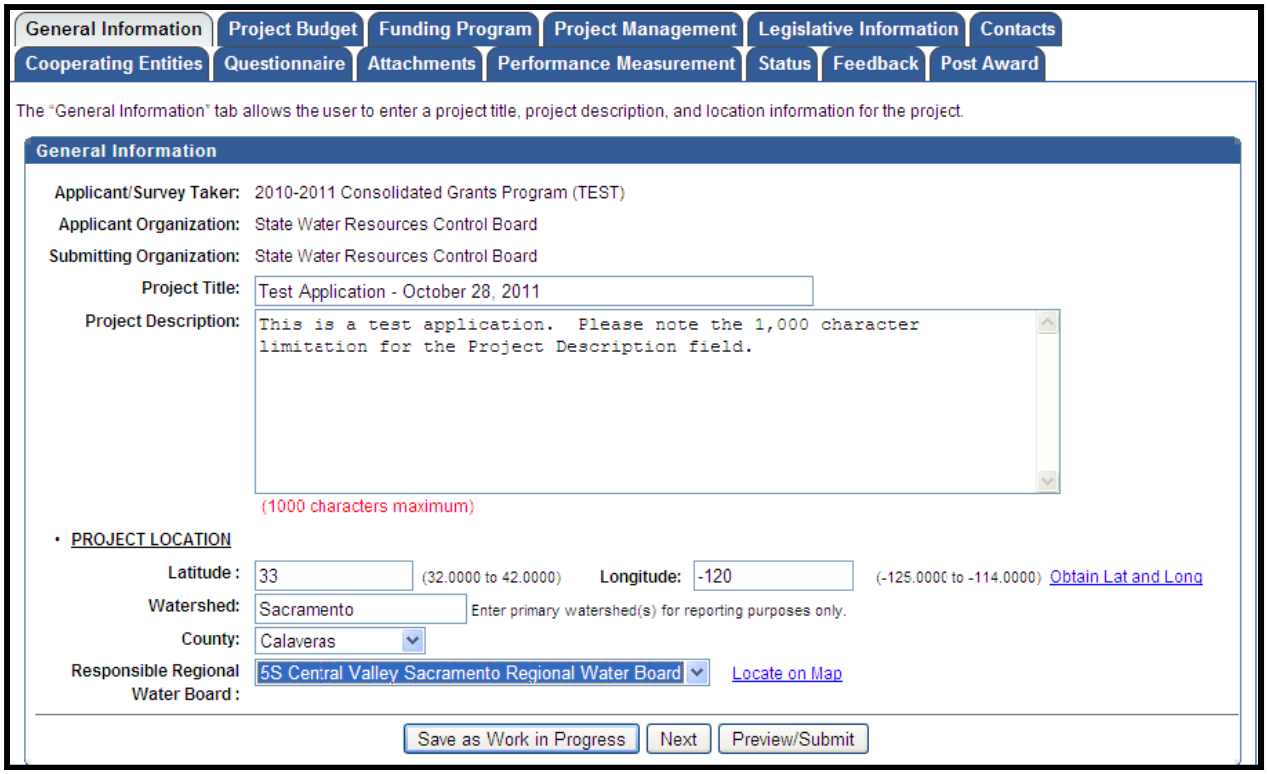


Figure 17 – General Information

Note: To find the latitude and longitude of the project, there is a button on the right-hand side labeled **"Obtain Lat and Long"**.

C. PROJECT BUDGET

The Project Budget tab contains the funds requested, local cost match, and total project budget. It will also display the Federal Tax ID for the applicant/survey taker.

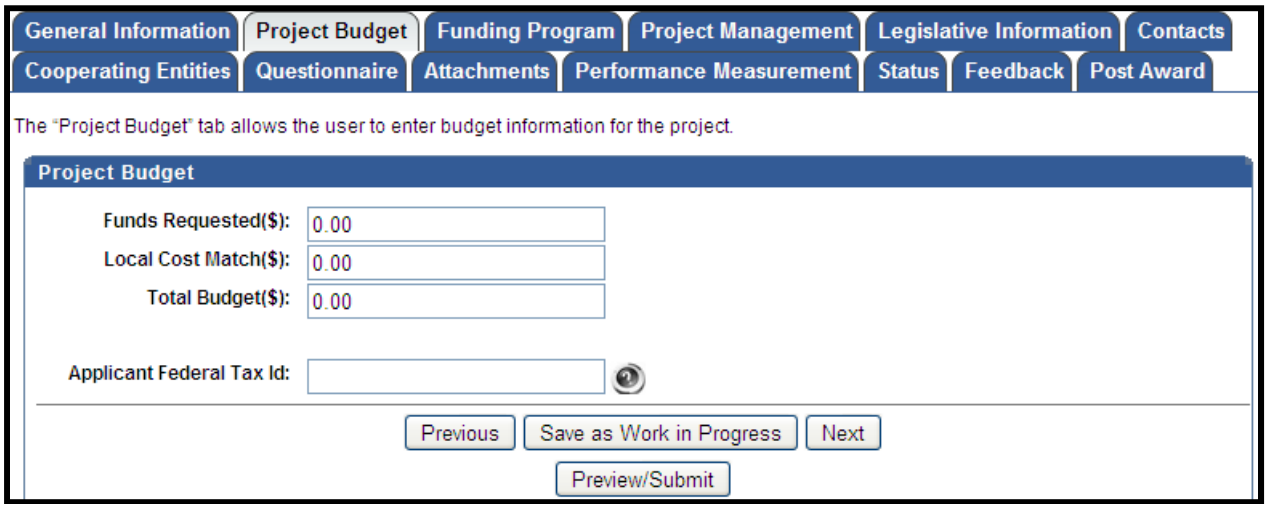
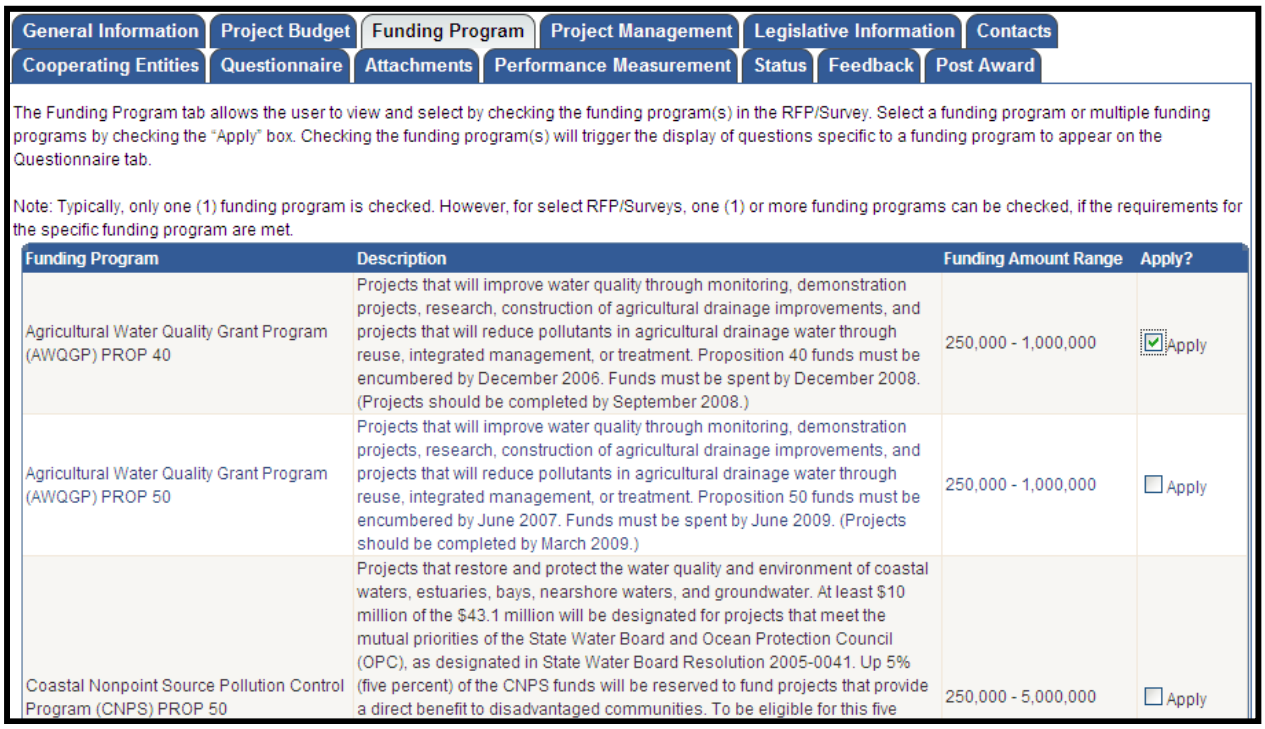


Figure 18 – Project Budget

D. FUNDING PROGRAM

The Funding Program tab contains a list of available funding programs associated with the RFP/Survey. The ability to select more than one funding program is dependent on the RFP/Survey. Please click the check box under the heading **"Apply"** to select the applicable funding program(s). If any changes are made, click the **"Save as Work in Progress"** or **"Previous"** or **"Next"** buttons to navigate to a new tab



General Information | Project Budget | Funding Program | Project Management | Legislative Information | Contacts
Cooperating Entities | Questionnaire | Attachments | Performance Measurement | Status | Feedback | Post Award

The Funding Program tab allows the user to view and select by checking the funding program(s) in the RFP/Survey. Select a funding program or multiple funding programs by checking the "Apply" box. Checking the funding program(s) will trigger the display of questions specific to a funding program to appear on the Questionnaire tab.

Note: Typically, only one (1) funding program is checked. However, for select RFP/Surveys, one (1) or more funding programs can be checked, if the requirements for the specific funding program are met.

Funding Program	Description	Funding Amount Range	Apply?
Agricultural Water Quality Grant Program (AWQGP) PROP 40	Projects that will improve water quality through monitoring, demonstration projects, research, construction of agricultural drainage improvements, and projects that will reduce pollutants in agricultural drainage water through reuse, integrated management, or treatment. Proposition 40 funds must be encumbered by December 2006. Funds must be spent by December 2008. (Projects should be completed by September 2008.)	250,000 - 1,000,000	☑ Apply
Agricultural Water Quality Grant Program (AWQGP) PROP 50	Projects that will improve water quality through monitoring, demonstration projects, research, construction of agricultural drainage improvements, and projects that will reduce pollutants in agricultural drainage water through reuse, integrated management, or treatment. Proposition 50 funds must be encumbered by June 2007. Funds must be spent by June 2009. (Projects should be completed by March 2009.)	250,000 - 1,000,000	☐ Apply
Coastal Nonpoint Source Pollution Control Program (CNPS) PROP 50	Projects that restore and protect the water quality and environment of coastal waters, estuaries, bays, nearshore waters, and groundwater. At least $10 million of the $43.1 million will be designated for projects that meet the mutual priorities of the State Water Board and Ocean Protection Council (OPC), as designated in State Water Board Resolution 2005-0041. Up 5% (five percent) of the CNPS funds will be reserved to fund projects that provide a direct benefit to disadvantaged communities. To be eligible for this five	250,000 - 5,000,000	☐ Apply

Figure 19 – Funding Program

E. PROJECT MANAGEMENT

The Project Management tab displays the information for the organization and the person submitting an Application/Survey. This tab is also where the Project Director (authorized representative) and the Project Contact (day-to-day contact) information is recorded.

Figure 20 – Project Management

Note: If the email addresses entered under the email and confirm email columns differ, a pop-up message will appear.

Enter Project Director and Project Manager contact information. If the Project Contact is the same as the Project Director, fill in the Project Director information, then click the **"Project Manager Same As Project Director"** button.

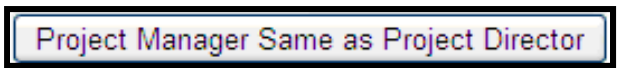


Figure 21 – Project Manager Same as Project Director Button

F. LEGISLATIVE INFORMATION

The Legislative Information tab allows you to enter the project's legislative districts. Enter the Assembly District(s), Senate District(s) and US Congressional District(s) in which your project is located.

Note: To find the legislative district, click the links to the right to look up the district by Zip Code.

If your project covers multiple districts: 1) Enter the primary district in the first field; and 2) Select additional districts in the field labeled **"Multiple Selection (CTRL+Click)"** by pressing and holding the CTRL key, while clicking to select additional districts.

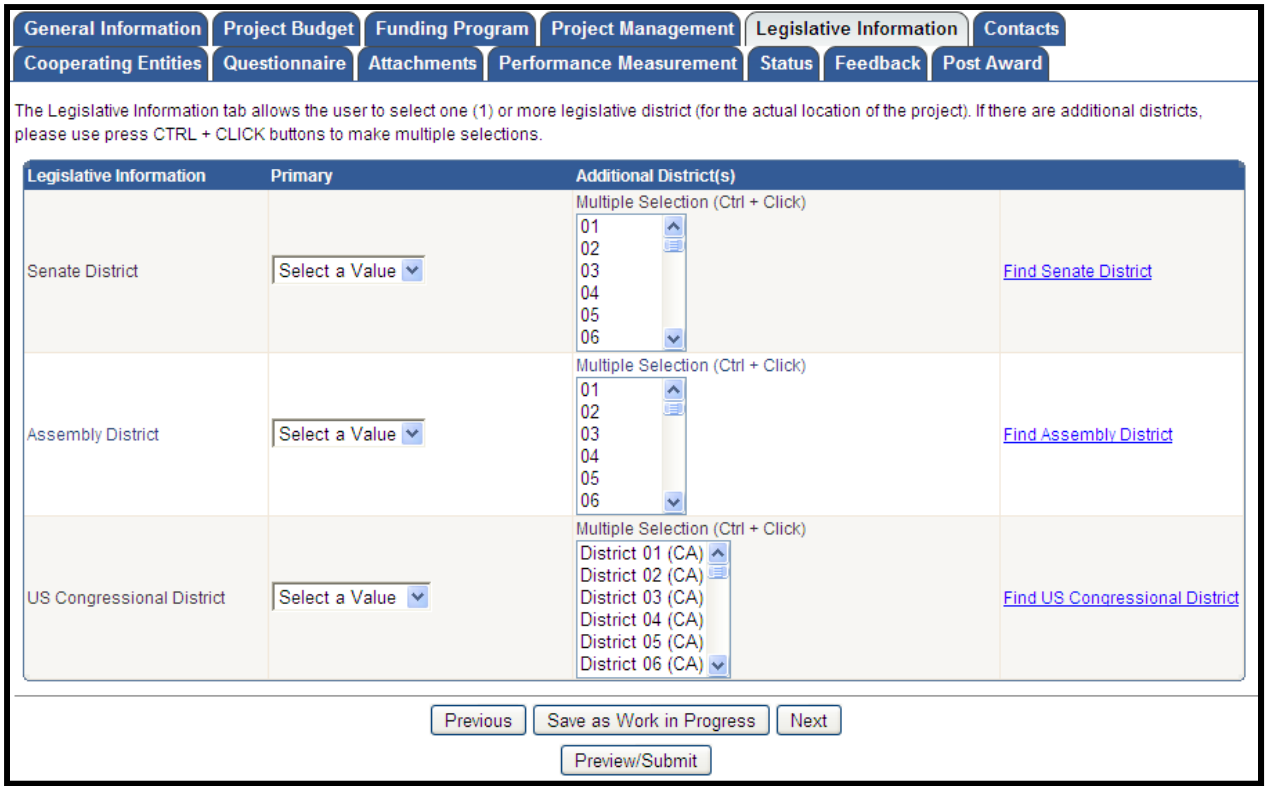


Figure 22 – Legislative Information

G. CONTACTS

The Contacts tab allows you to enter or edit the details of the people you have contacted or will be contacting with regards to the development of your proposal.

After entering the details for a contact, click the **"Save Contact"** button. The contact will then be listed in the table below under the heading, **"Organization Name"**. Repeat the process to add additional agency contacts.

Figure 23 – Contacts

*NOTE: The **"Save Contact"** button must be clicked. Otherwise, information is lost when you navigate away from the Contacts tab.*

To edit the details for an existing contact, click the contact's name. The contact's information will populate the text fields. Make the edits and click the **"Save Contact"** button.

To permanently remove (delete) a contact, click the **"Delete"** link in the column to the right.

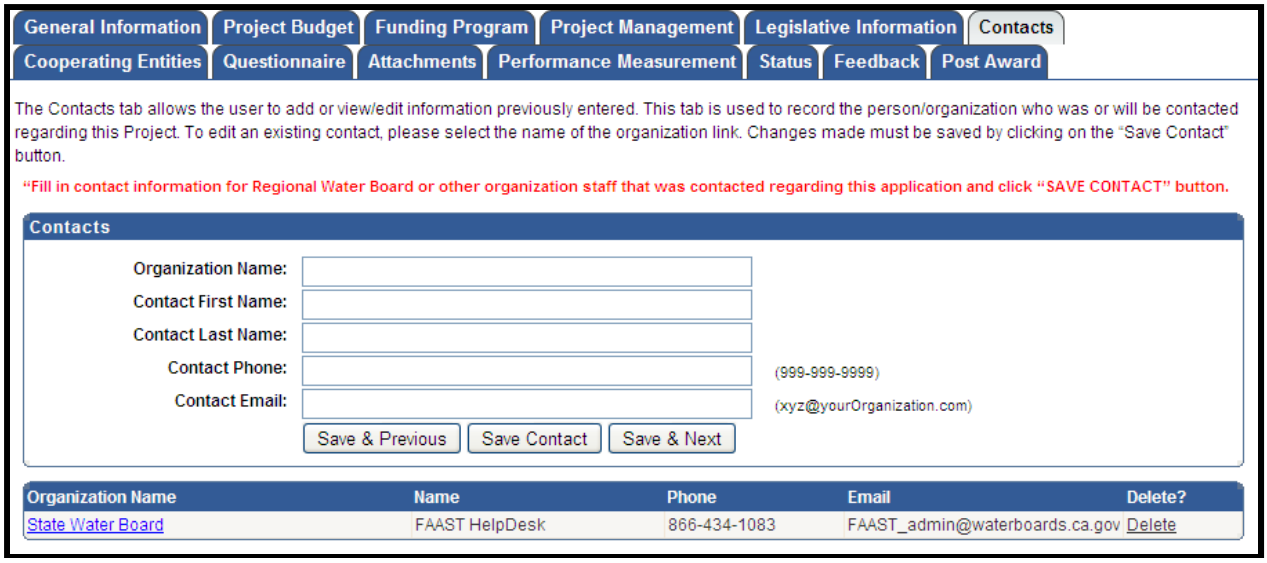


Figure 24 – Contacts

H. COOPERATING ENTITIES

The Cooperating Entities tab allows you to add and/or edit cooperating entities. Cooperating entities are organizations involved in the project (i.e., subcontractor, implementing agency, education and outreach, consultant, stakeholder).

After entering the details for a cooperating entity, click the **"Save Cooperating Entity"** button. The entity will then be listed in the table below under the heading, **"Entity Name"**. Repeat the process to add additional cooperating entities.

Figure 25 – Save Cooperating Entity Button

*NOTE: The **"Save Cooperating Entity"** button must be clicked otherwise the information is lost if you navigate away from the Cooperating Entities tab.*

To edit the details for an existing cooperating entity, click the entity's name. The entity's information will populate the text fields. Make your edits and click the **"Save Cooperating Entity"** button.

To permanently remove (delete) a cooperating entity, click the **"Delete"** link in the column to the right.

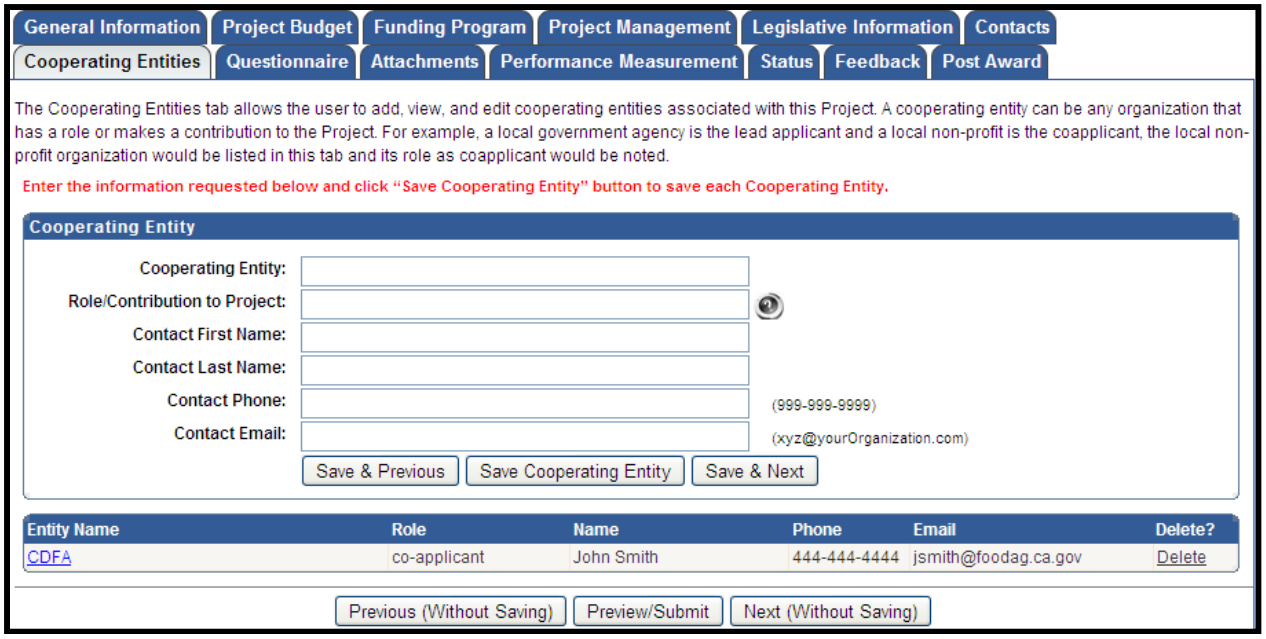


Figure 26 – Cooperating Entities

I. QUESTIONNAIRE

The Questionnaire tab is a series of questions specific to the Application/Survey. Please answer all the questions according to the solicitation instructions.

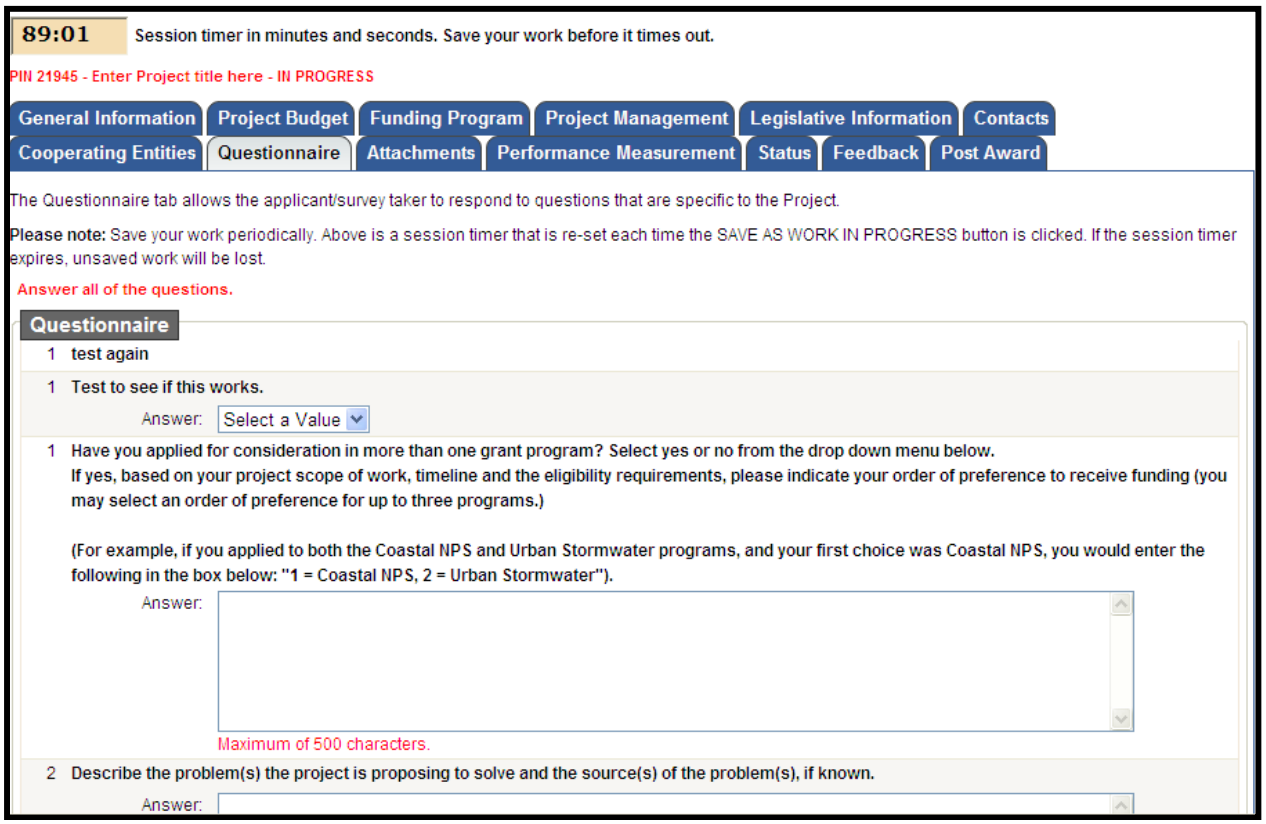


Figure 27 – Questionnaire

*Note: For the purpose of security, FAAST times out after ninety minutes of inactivity. As a courtesy, the Questionnaire tab has a session timer which is located above the tabs. To ensure that your work is saved, you must click the **"Save as Work in Progress"** button before the session timer runs out. The session timer resets each time the **"Save as Work in Progress"** button is clicked.*

J. ATTACHMENTS

The Attachments tab allows you to upload attachments (electronic files) to the Application/Survey. Attachments may be required or optional and can include documents such as project narrative, budget, or maps. Each attachment is limited to 10 megabytes (MB).

To upload an attachment, select the Attachment Category from the drop-down menu. Selecting an Attachment Category will pre-populate the Attachment Title field. The Attachment Title field is editable. If necessary, you may attach multiple files within one Attachment Category. Please add 1of2, 2of2, etc, to the end of the Attachment Title, to relate the files.

Click the **"Browse"** button to locate the file on your computer. After locating the file, click on the file and click the **"Open"** button to select the file for upload to the Application/Survey. Click the **"Attach Selected File"** button to begin the upload process.

Figure 28 – Attach Selected File Button

Note: The upload process could take several minutes depending on the size of the file and the speed of your internet connection. Please wait until the file completely uploads before attempting to upload additional files or navigating to other tabs.

Once the attachment has been successfully uploaded, the attachment title and corresponding information will appear listed in the table below under the heading, Attachment Title. Please repeat the process to upload additional files.

To permanently remove (delete) an attachment, click the **"Delete"** link in the column to the right.

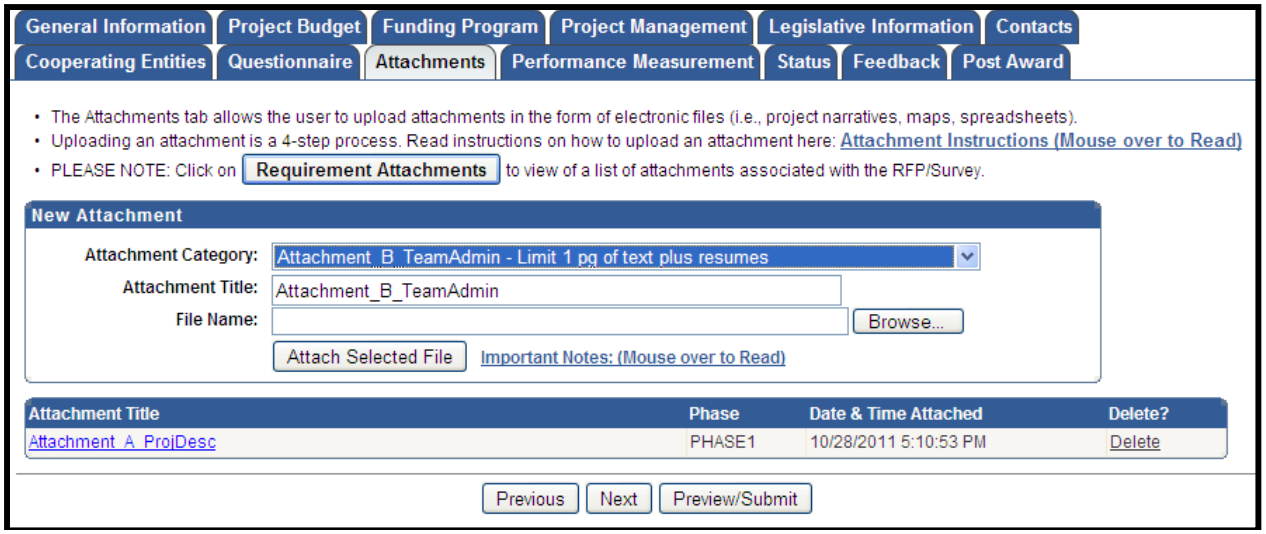


Figure 29 – Attachments

K. PERFORMANCE MEASUREMENT

The Performance Measurement tab allows users to enter performance measurement data related to the project. Data is organized into multiple sub-tabs including: purpose, water body, land use, site condition, implementation, total maximum daily load (TMDL), best management practices (BMPs), and sampling.

In each sub-tab various project attributes are selected and the corresponding percentages specified. The total percentage for the sub-tab can not be greater than 100%

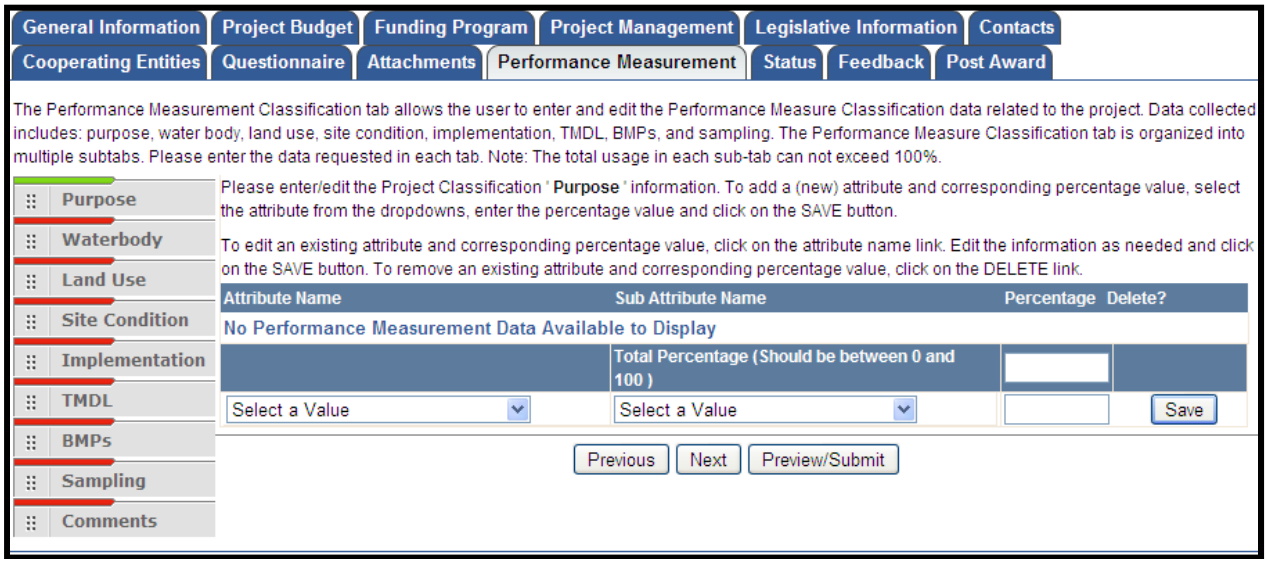


Figure 30 – Performance Measurement

L. STATUS

The Status tab displays the status history for the Application/Survey. The status will update as it makes it way through the Application/Survey submittal and review process.

Note: The most current status is listed at the top.

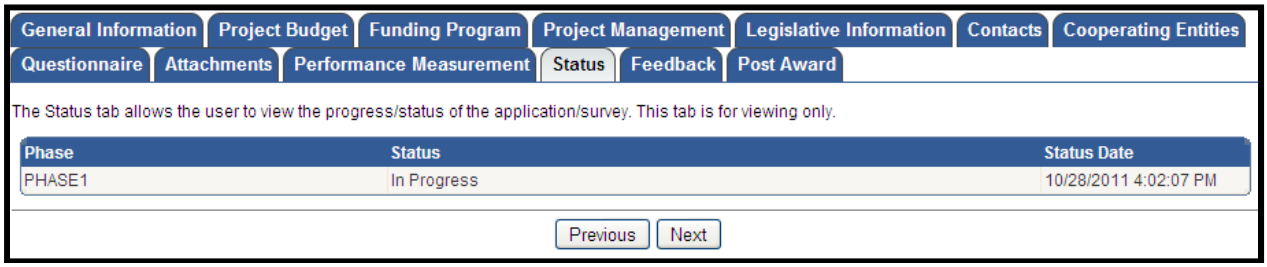


Figure 31 – Status

M. FEEDBACK

The Feedback tab displays feedback from technical reviewers who reviewed the Application/Survey. Feedback is displayed only after the review process has been completed.

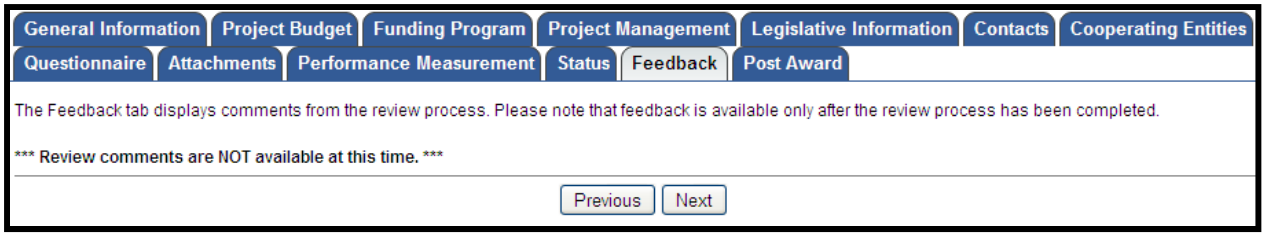


Figure 32 – Feedback

N. POST-AWARD

The Post Award tab is where post-award attachments can be uploaded. Post-award attachments are project deliverables after a project has been awarded funding. For detailed instructions on how to upload post-award attachments, place cursor over the "Attachment Instructions (Mouse over to Read)". The **"Required Attachments"** button will produce a list of the required post-award attachments.

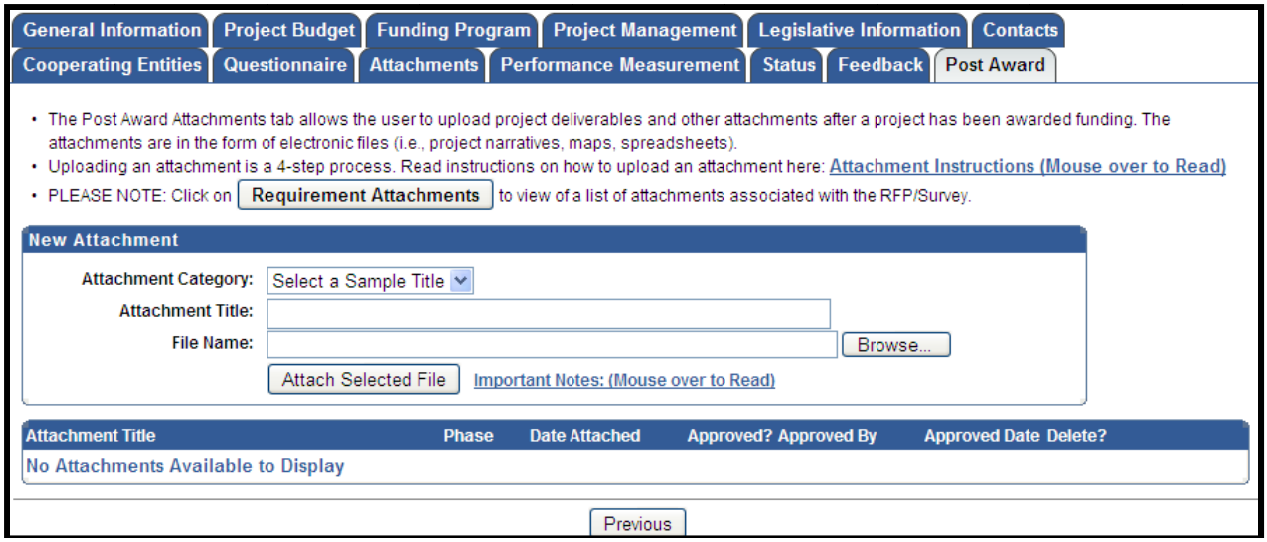


Figure 33 – Post-Award

VII. SAVING AND PRINTING YOUR APPLICATION/SURVEY

A. SAVING YOUR APPLICATION/SURVEY

You can ensure that data entered will be saved before leaving a work area on the Application/Survey by clicking the **"Save as Work in Progress"** button at the bottom of each tab.

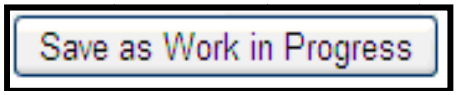


Figure 34 – Save as Work in Progress Button

NOTE: Information entered on a tab will not save if you use the Back or Forward buttons on your Web browser.

B. PRINTING YOUR APPLICATION/SURVEY

To print your Application/Survey, click the **"Preview/Submit"** button. This button is located on all tabs of the Application/Survey except "Status", "Feedback", and "Post Award" tabs. A preview of the entire Application/Survey is displayed. Use the print function on your web browser to print. Click the **"Back to Application/Survey"** button to exit preview.

Figure 35 – Preview/Submit Button

VIII. EDITING, PREVIEWING, AND SUBMITTING APPLICATION/SURVEY

A. EDITING AN EXISTING APPLICATION/SURVEY

Applications/surveys can be started, saved as a work in progress, and edited up until the time the deadline passes. Once submitted, an Application/Survey can no longer be accessed for editing.

To access an Application/Survey for editing from the Main Menu, click the **"Active Applications/Surveys"** link to view a list of the applications/surveys available for editing.

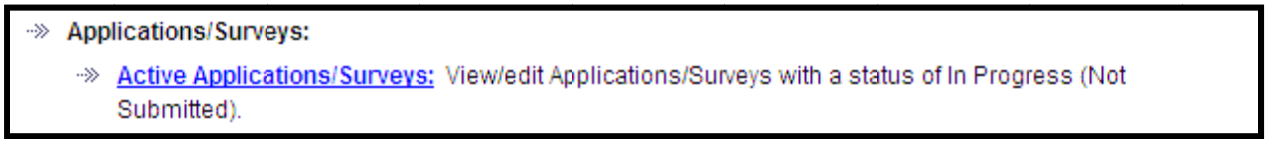


Figure 36 – Active Applications/Surveys

Select the Application/Survey to be edited. This will open your Application/Survey and allow you to continue working on the Application/Survey.

Note: Once an Application/Survey has been submitted, the status changes to "Submitted or Assigned for Review". Once an Application/Survey is submitted, you are no longer able to edit. If prior to the deadline, you submit an Application/Survey by mistake, please contact the FAAST Help Desk for assistance.

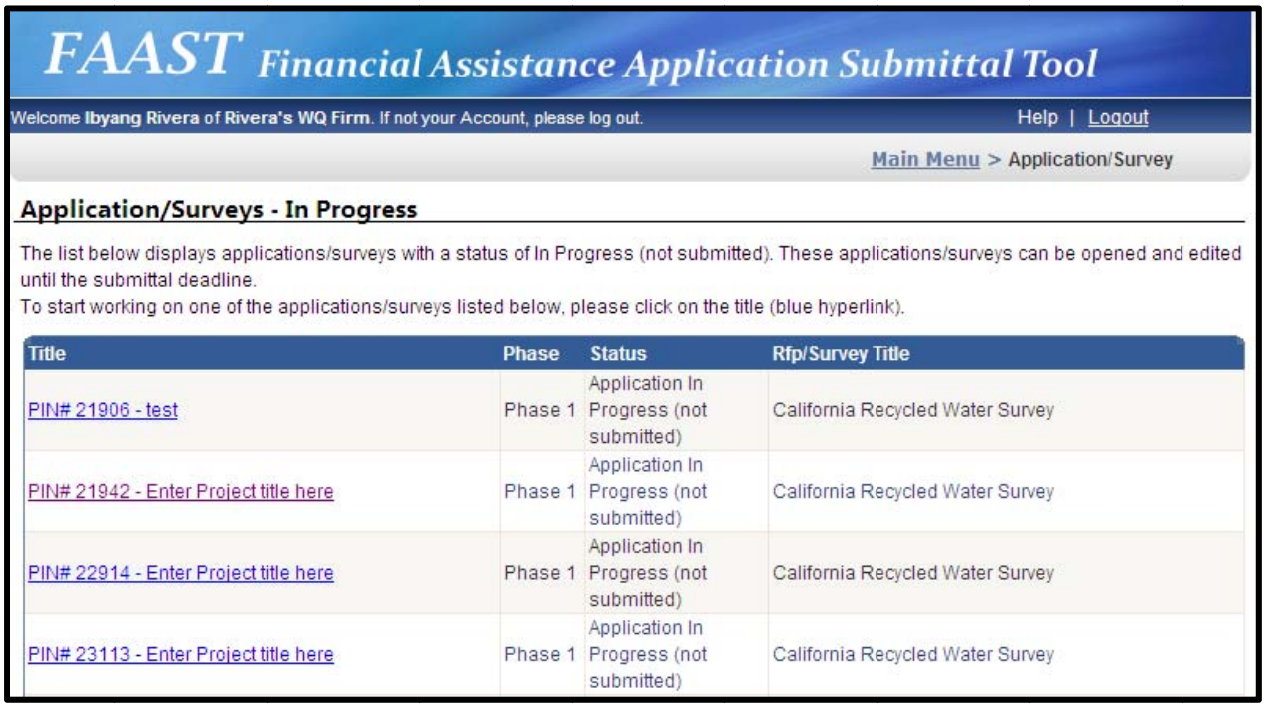
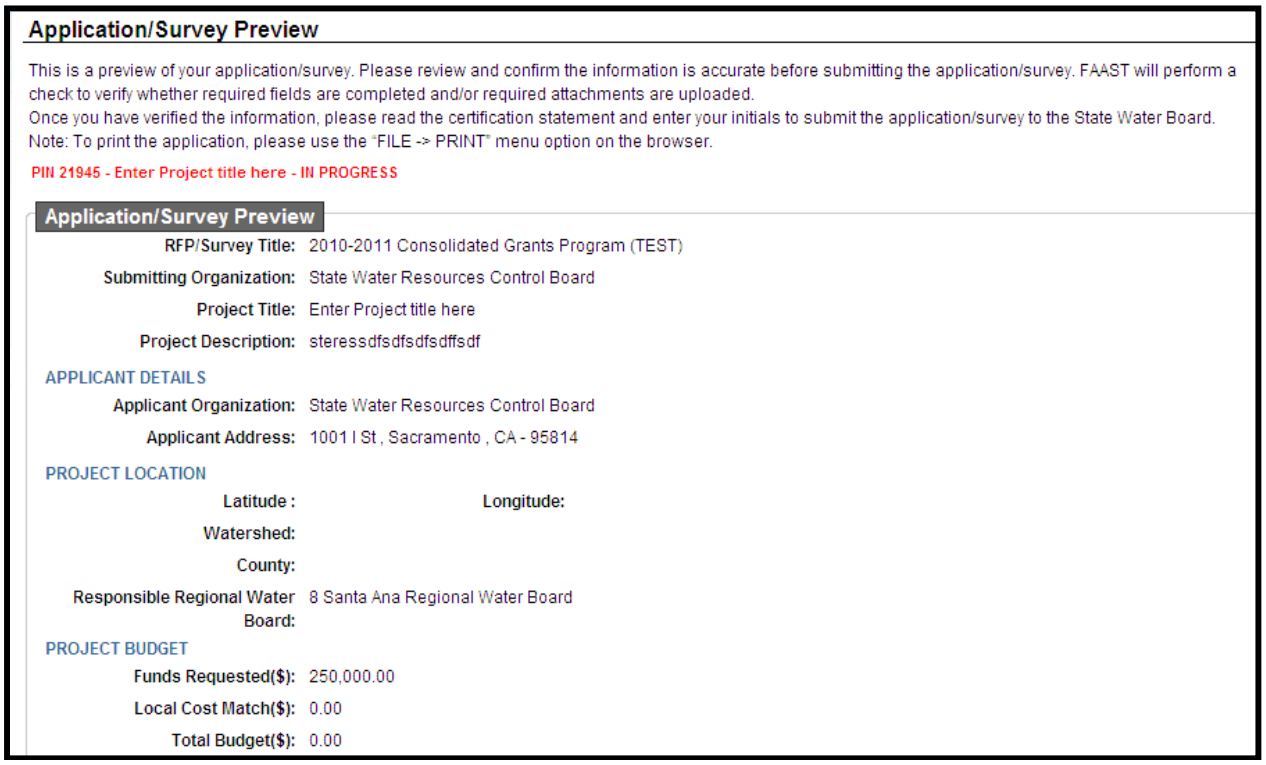


Figure 37 – Applications/Surveys (In Process)

B. PREVIEWING YOUR APPLICATION/SURVEY

Previewing the Application/Survey is a good way to ensure the Application/Survey is complete and accurate prior to submittal. To preview the Application/Survey, click the **"Preview/Submit"** button. This button is located on all tabs of the Application/Survey, except "Status", "Feedback", and "Post Award".



Application/Survey Preview

This is a preview of your application/survey. Please review and confirm the information is accurate before submitting the application/survey. FAAST 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/survey to the State Water Board.
Note: To print the application, please use the "FILE -> PRINT" menu option on the browser.

PIN 21945 - Enter Project title here - IN PROGRESS

Application/Survey Preview

RFP/Survey Title:	2010-2011 Consolidated Grants Program (TEST)
Submitting Organization:	State Water Resources Control Board
Project Title:	Enter Project title here
Project Description:	steressdfsdfsdfsdffsdf

APPLICANT DETAILS

Applicant Organization:	State Water Resources Control Board
Applicant Address:	1001 I St , Sacramento , CA - 95814

PROJECT LOCATION

Latitude :	Longitude:
Watershed:	
County:	
Responsible Regional Water Board:	8 Santa Ana Regional Water Board

PROJECT BUDGET

Funds Requested($):	250,000.00
Local Cost Match($):	0.00
Total Budget($):	0.00

Figure 38 – Application/Survey Preview Screen (part a)

Funding Program	Applied	Amount Recommended by State Water Board
Agricultural Water Quality Grant Program (AWQGP) PROP 40	Yes	$0.00
Agricultural Water Quality Grant Program (AWQGP) PROP 50	No	$0.00
Coastal Nonpoint Source Pollution Control Program (CNPS) PROP 50	No	$0.00
Nonpoint Source (NPS) Implementation Program 319(h)	No	$0.00
Urban Stormwater Program (USWP) PROP 40	No	$0.00

Project Management Role	First Name	Last Name	Phone	Fax	Email
Project Director: Authorized Representative from Applicant Organization to execute funding agreement					
Project Manager: Day to day contact on this project from Applicant Organization					

Applicant Information

Name: State Water Resources Control Board
Address: 1001 I St
Sacramento, CA , 95814

Person Submitting Information

Name: Ibyang Rivera
Phone: 916-341-5440, **Fax:** 916-341-5707
Email: irivera@waterboards.ca.gov

Legislative Information	Primary	Additional District(s)
Senate District		
Assembly District		
US Congressional District		

Contacts	Name	Phone	Email
State Water Board	FAAST HelpDesk	866-434-1083	FAAST_admin@waterboards.ca.gov

Cooperating Entities	Role	Name	Phone	Email
CDFA	co-applicant	John Smith	444-444-4444	jsmith@foodag.ca.gov

Pre Award Attachment Title	Phase	Date & Time Attached
Attachment_A_ProjDesc	PHASE1	10/28/2011 5:10:53 PM

Figure 39 – Application/Survey Preview Screen (part b)

Application Questionnaire

1 test again

1 Test to see if this works.

Answer:

1 Have you applied for consideration in more than one grant program? Select yes or no from the drop down menu below.
If yes, based on your project scope of work, timeline and the eligibility requirements, please indicate your order of preference to receive funding (you may select an order of preference for up to three programs.)

(For example, if you applied to both the Coastal NPS and Urban Stormwater programs, and your first choice was Coastal NPS, you would enter the following in the box below: "1 = Coastal NPS, 2 = Urban Stormwater").

Answer:

2 Describe the problem(s) the project is proposing to solve and the source(s) of the problem(s), if known.

Answer:

3 Indicate the expected project benefits to water quality and beneficial uses.

(For example, if the project meets a water quality objective(s) identified in a Regional Water Board Basin Plan, specify which one(s) it meets and describe how the project will benefit water quality by meeting the objective(s)).

4 Describe the approach the project is proposing to use to solve the problem(s) and the technical basis for the selected approach.

Answer:

Performance Measure Classification Data

Back to Application/Survey | Application/Survey Completion Check

Figure 40 – Application/Survey Preview Screen (part c)

Once the information has been reviewed and confirmed, you have two choices: 1) return to the Application/Survey; or 2) run a completion check on the

Application/Survey. If the Application/Survey needs edits, click the **"Back to Application/Survey"** button. If the Application/Survey is complete, click the **"Application/Survey Completion Check"** button.

C. APPLICATION/SURVEY COMPLETION CHECK

Running an Application/Survey completion check will alert you of any missing required information such as the Federal Tax ID, requested funding amount, other general information, or attachments.

NOTE: The Application/Survey completion check will not check for any unanswered questions in the Questionnaire. It is the user's responsibility to confirm compliance with the solicitation instructions.

The missing required information will be displayed, at the bottom of the page under the title **"Application/Survey Completeness Check Results"**.

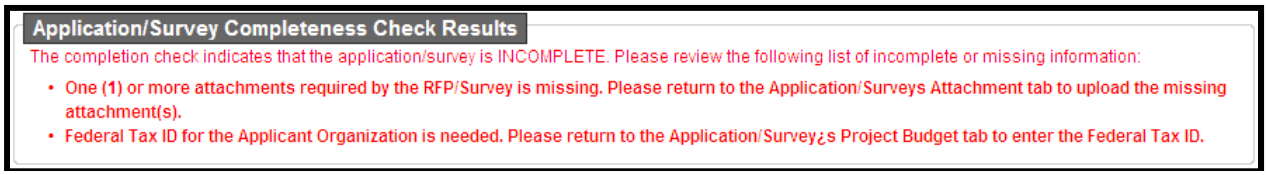


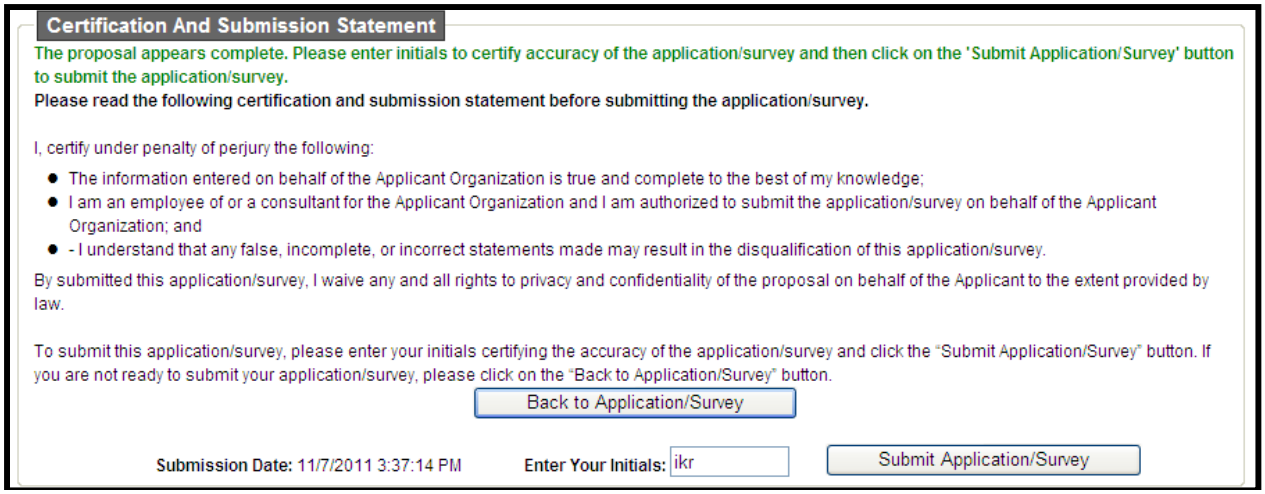
Figure 41 – Application/Survey Completeness Check

If the Application/Survey is missing information, click the **"Back to Application/Survey"** button to complete.

NOTE: FAAST will not allow an Application/Survey to be submitted if a required attachment is missing.

D. SUBMITTING YOUR APPLICATION/SURVEY

After running the completion check on the Application/Survey, if the Application/Survey is complete, the **"Certification and Submission Statement"** will appear. To submit the Application/Survey, read the **"Certification and Submission Statement"**, enter your initials, and click the **"Submit Application/Survey"** button.



Certification And Submission Statement

The proposal appears complete. Please enter initials to certify accuracy of the application/survey and then click on the 'Submit Application/Survey' button to submit the application/survey.

Please read the following certification and submission statement before submitting the application/survey.

I, certify under penalty of perjury the following:

- The information entered on behalf of the Applicant Organization is true and complete to the best of my knowledge;
- I am an employee of or a consultant for the Applicant Organization and I am authorized to submit the application/survey on behalf of the Applicant Organization; and
- - I understand that any false, incomplete, or incorrect statements made may result in the disqualification of this application/survey.

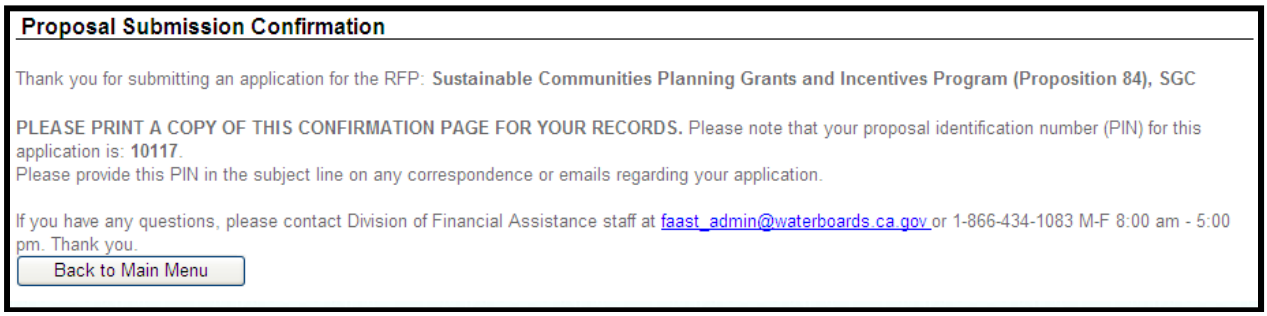
By submitted this application/survey, I waive any and all rights to privacy and confidentiality of the proposal on behalf of the Applicant to the extent provided by law.

To submit this application/survey, please enter your initials certifying the accuracy of the application/survey and click the "Submit Application/Survey" button. If you are not ready to submit your application/survey, please click on the "Back to Application/Survey" button.

Back to Application/Survey

Submission Date: 11/7/2011 3:37:14 PM **Enter Your Initials:** ikr Submit Application/Survey

Figure 42 – Certification and Submission Statement



Proposal Submission Confirmation

Thank you for submitting an application for the RFP: **Sustainable Communities Planning Grants and Incentives Program (Proposition 84), SGC**

PLEASE PRINT A COPY OF THIS CONFIRMATION PAGE FOR YOUR RECORDS. Please note that your proposal identification number (PIN) for this application is: **10117**.
Please provide this PIN in the subject line on any correspondence or emails regarding your application.

If you have any questions, please contact Division of Financial Assistance staff at faast_admin@waterboards.ca.gov or 1-866-434-1083 M-F 8:00 am - 5:00 pm. Thank you.

Back to Main Menu

Figure 43 – Submission Confirmation

Once the **"Submit Application/Survey"** button is clicked, a "Submission Confirmation" screen will appear to confirm your Application/Survey has been received. In addition, an email will be sent within 24 hours to confirm the receipt of your Application/Survey. Also, another way of confirming the successful submission of an Application/Survey is to click the **"Back to Main Menu"** button on the "Submission Confirmation" screen. On the Main Menu, the Application/Survey you submitted will now appear under **"Submitted Applications/Survey"** link.

Figure 44 – Application/Surveys Submitted or Assigned

*NOTE: Once an Application/Survey is submitted, the status will change to **"Submitted"** or **"Assigned for Review"** and it will become "read-only". You will no longer be able to edit any information.*

IX. ADDITIONAL MAIN MENU OPTIONS

To return to the Main Menu, you may click on the "Main Menu" link in the upper right hand corner of the screen. On the Main Menu, there are several links that allow for updating a user profile, user password, organization profile, or viewing the usage requirements for FAAST.

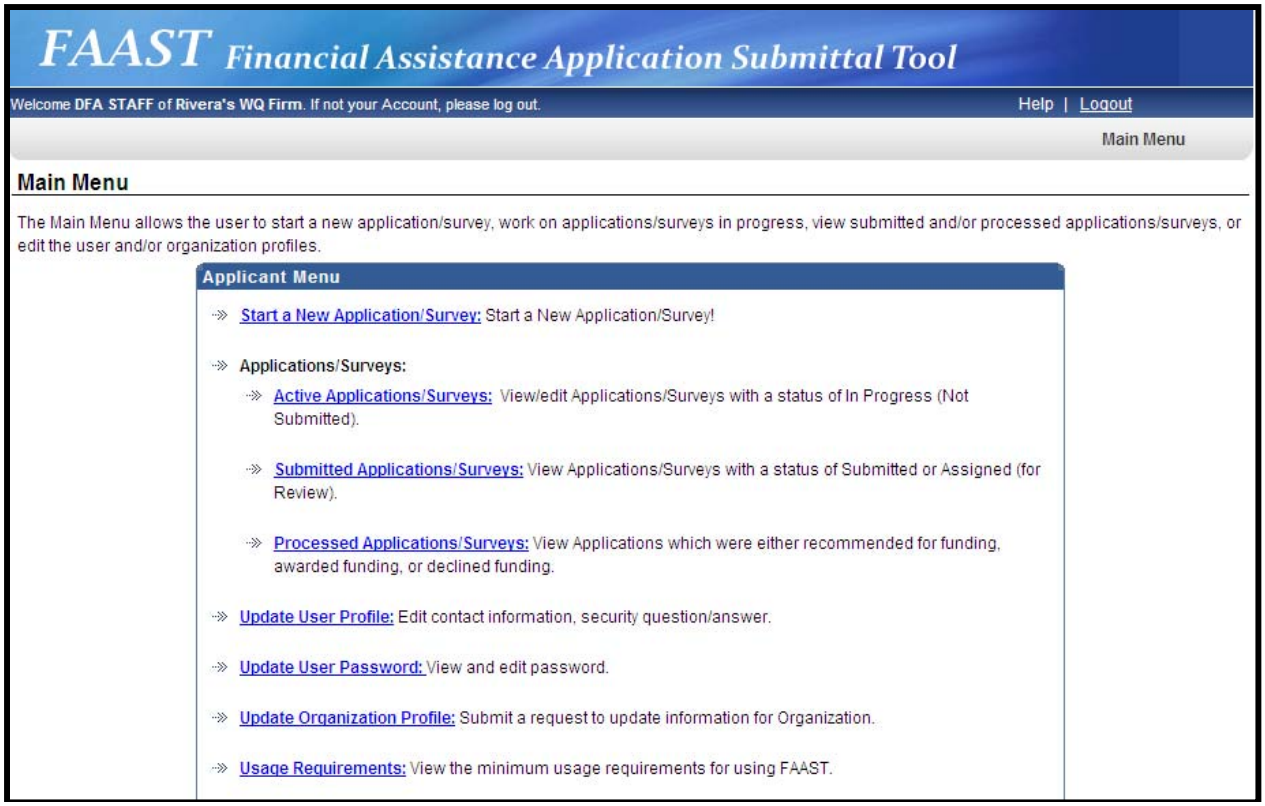


Figure 45 –Main Menu

A. UPDATE YOUR USER PROFILE

This option on the Main Menu allows for the user to update contact information as well as the security question and answer.

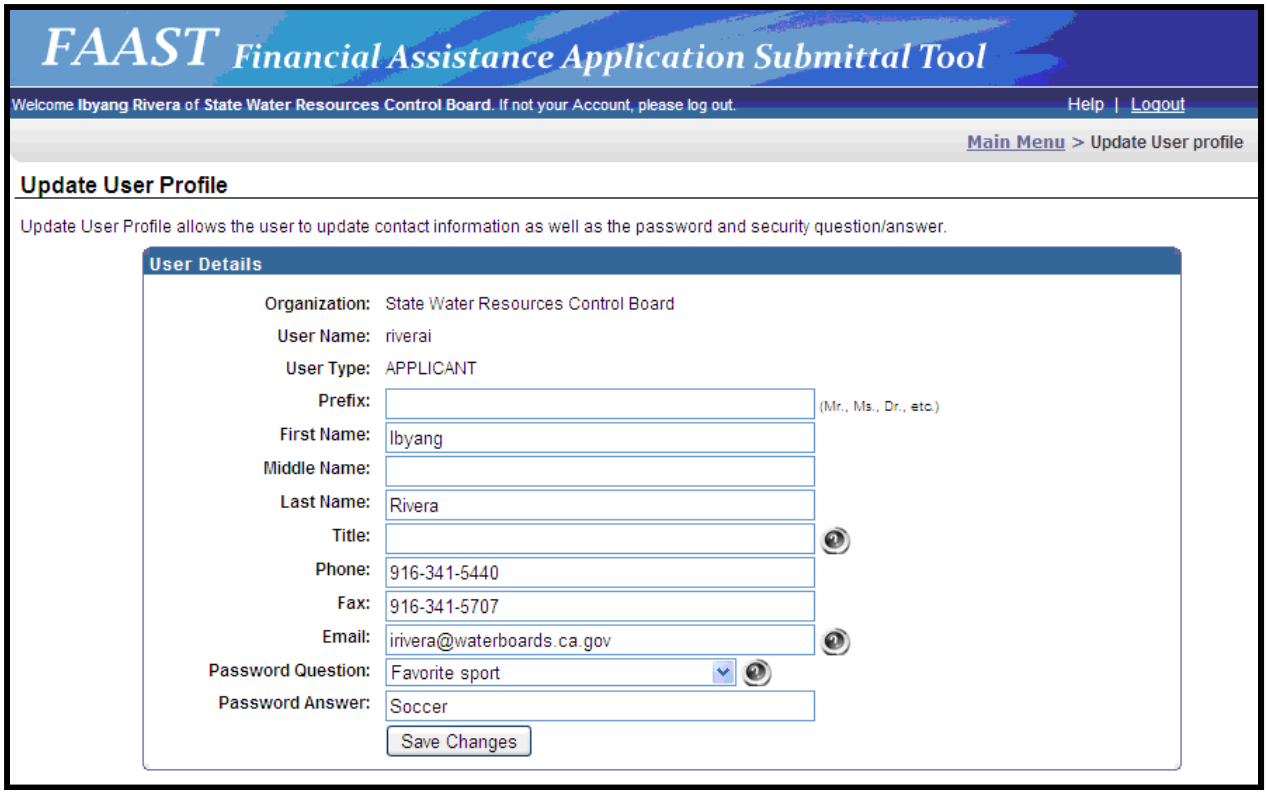


Figure 46 – Update User Profile

B. UPDATE USER PASSWORD

To change the password, click the **"Update User Password"** link on the Main Menu. The Update User Password screen will appear. Make the change to the password and click the **"Save New Password"** button to save and return to the Main Menu.

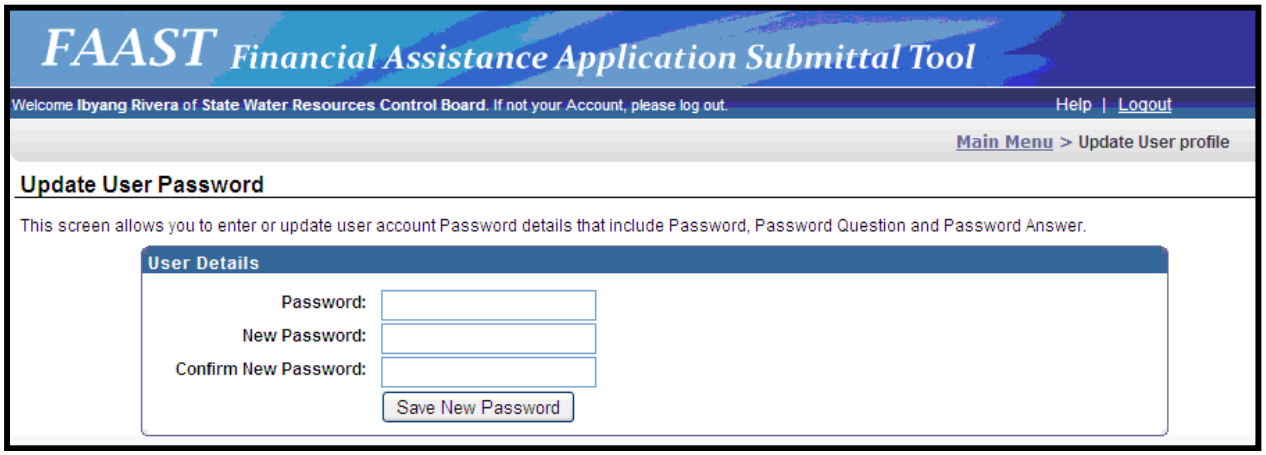


Figure 47 – Update User Profile

C. UPDATE ORGANIZATION PROFILE

To submit a request to change the organization profile or to view previously submitted change requests, click the **"Update Organization Profile"** link on the Main Menu.

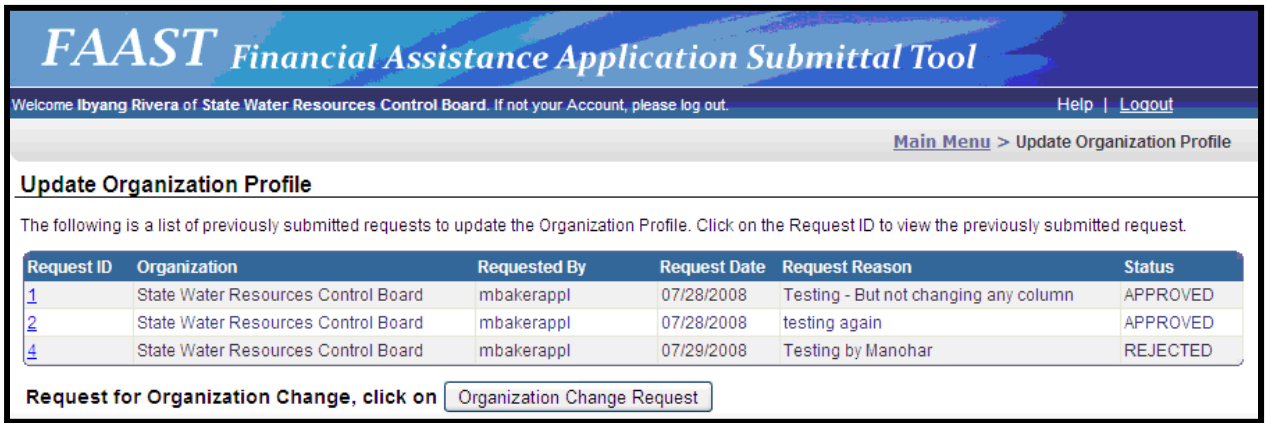


Figure 48 – Update Organization Profile

To submit a request to change an organization profile, please click the **"Organization Change Request"** button. On the Request to Update Organization screen, enter the updated information and click the **"Submit to Water Board"** button. The change request will be reviewed by a FAAST administrator who will approve or deny the request. An email notification will be sent with the decision.

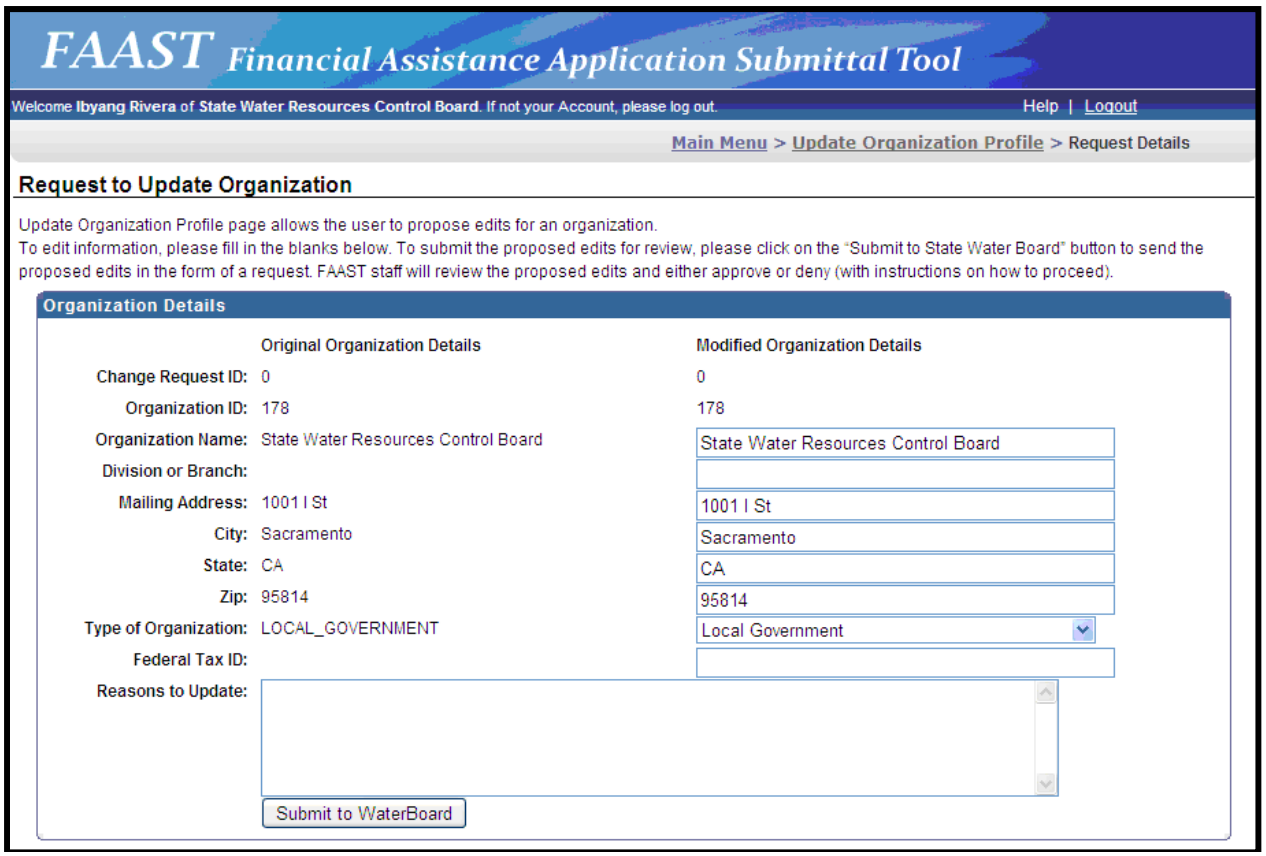


Figure 49 – Request to Change Organization Profile

D. USAGE REQUIREMENTS

The usage requirements screen outlines the basic requirements to use FAAST.

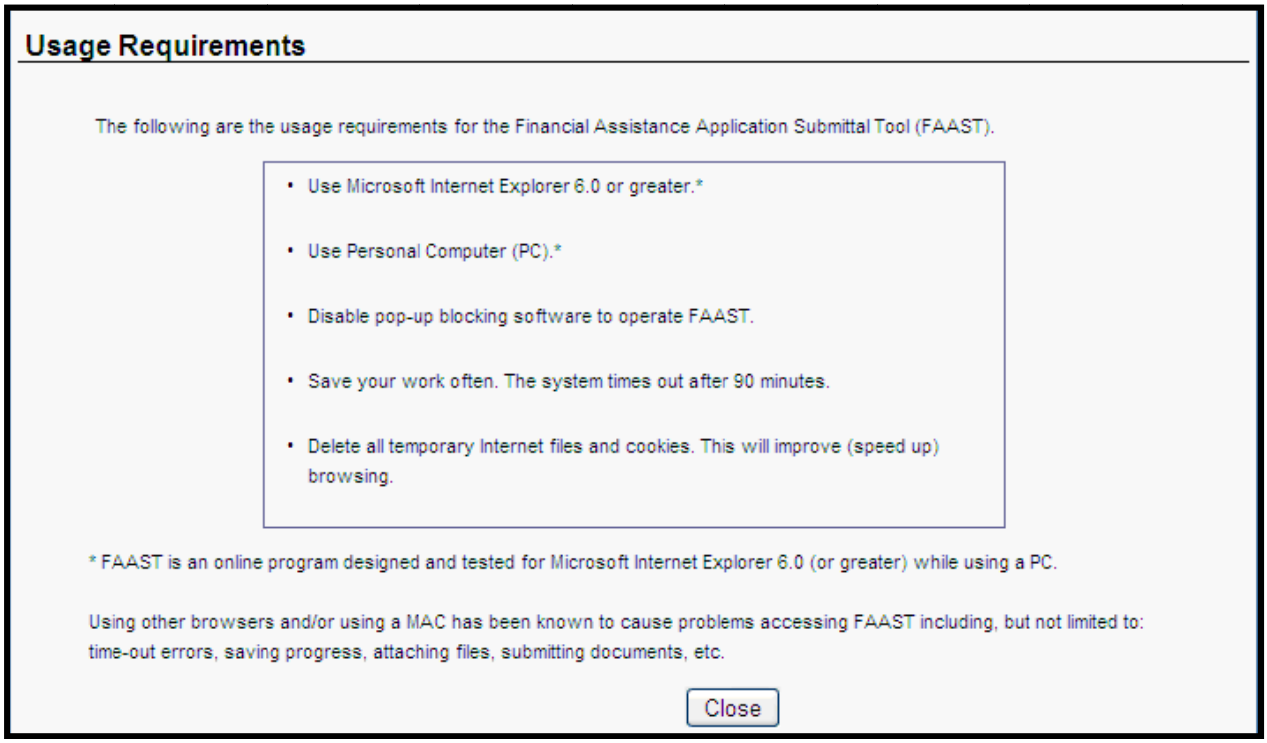


Figure 50 – Usage Requirements

X. RESOURCES

If you have any questions or need assistance, you have several resources at your disposal:

- Frequently Asked Questions (FAQs), located on the FAAST homepage;
- Notes or hints located throughout the FAAST Application/Survey form; and
- FAAST Help Desk.

A. FREQUENTLY ASKED QUESTIONS (FAQs)

A link to the FAQs can be found on the FAAST homepage under “FAAST Links” (see blue side bar on the left side of the screen).

B. NOTES OR HINTS

The Application/Survey form contains a series of helpful notes or hints throughout. These are identified with the following icon:

C. FAAST HELP DESK

The FAAST Help Desk is open from Monday – Friday from 8:00AM to 5:00PM. Questions or problems can be reported via email (FAAST_ADMIN@swrcb.ca.gov) or phone (toll-free 1-866-434-1083).