

FAAST

**Financial Assistance Application Submittal
Tool**

USER MANUAL

Division of Financial Assistance
State Water Resources Control Board

Version 4.0 October 15, 2015

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I. FFAST: AN INTRODUCTION

FFAST 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 submittals electronically.

The system requirements that will aid in the use of FFAST 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).

FFAST 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.

II. WHERE TO FIND FFAST

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

The screenshot shows the FFAST homepage with a green header and a blue sidebar. The main content area includes a login section with 'Username' and 'Password' fields, a 'LOG ONTO FFAST' button, and buttons for 'RETRIEVE PASSWORD', 'CREATE ACCOUNT', 'PUBLIC SEARCH TOOL', and 'HOW-TO VIDEOS'. Below this is a 'WELCOME TO FFAST' section with a table of funding programs.

FUNDING PROGRAM	RESPONSIBLE STATE AGENCY
2013 Clean Beaches Research (Round 4)	State Water Resources Control Board
Cleanup and Abatement Account - 3rd/4th Qtr 2014	State Water Resources Control Board
Clean Water State Revolving Fund (CWSRF) - Construction/Implementation	State Water Resources Control Board

NEED HELP? CONTACT FFAST HELP DESK
The FFAST Help Desk is staffed Monday - Friday (8:00 AM - 5:00 PM).
Please direct your questions to:
1-866-434-1083 or FFAST_ADMIN@waterboards.ca.gov
If you are experiencing problems with FFAST, please provide the following information:

- Name of the funding program you are applying to;
- A short description of the problem (including where in the application the problem is occurring);
- Proposal Identification Number (PIN) assigned to the application; and
- A screen shot of the error received (if applicable).

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

III. FAAST SIGN UP PROCESS

If you do not have a FAAST account, you may create one by clicking on the “**Create 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 Search Step 1

This page allows you to search for organizations which are already in the FAAST database. Enter any part of the organization name and click on the search button. Use care when entering an entire organization name. An extra space, or misspelled words, will prevent the system from retrieving the organization record. If you find the organization of interest, click on the name to submit an application on behalf of that organization. If you do not find the organization in the search results, Scroll down the search results to Create New Organization record.

Search for Organization

Organization Name:

Sort By:

Organization Name	Department	Address	Org Id
American River Conservancy		PO Box 562, Coloma CA-95613	24237
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
Calexico New River Committee, Inc.		P.O. Box 2374, Calexico CA-92231	21199
City of Pico Rivera	Water Resources	PO Box 1016, Pico Rivera CA-90660	19640
City of Riverbank	Development Services Department	6707 3rd St, Riverbank CA-95367	20789
City of Riverside	Riverside Public Utilities	3025 Madison Street, Riverside CA-92504	1758

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, Federal Tax ID Number and DUNS Number. Click the **"Next Step"** button to proceed to [Step 2: User Registration](#).

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

The screenshot shows the 'New Organization Details' form within the FAAST Financial Assistance Application Submittal Tool. The form is titled 'Organization Details' and contains the following fields:

- Organization Name:
- Division or Branch:
- Mailing Address:
- Mailing City:
- Mailing State:
- Mailing Zip:
- Type of Organization:
- Federal Tax Id Number: (Enter numbers only. Correct format is 000000000.)
- DUNS Number: (Enter numbers only. Correct format is 000000000.)

At the bottom of the form are two buttons: 'Previous Step' and 'Next Step'.

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.



FINANCIAL ASSISTANCE APPLICATION SUBMITTAL TOOL

User Registration Step 2

This is a simple two step process. Please enter your Organization details in Step 1, your User details in Step 2 and click on "Create User Account" button to Successfully Create User Account.

User Account Details

Organization:	
Prefix:	<input type="text"/> (Mr., Ms., Dr., etc.)
First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text"/>
Title:	<input type="text"/> ⓘ
Phone:	<input type="text"/>
Fax:	<input type="text"/>
Email:	<input type="text"/> ⓘ
Confirm Email:	<input type="text"/>
Subscribe to Email Alerts?:	Yes ▾ ⓘ
User Name:	<input type="text"/> <input type="button" value="Check for Availability"/>
Password:	<input type="password"/>
Security Question:	Select a Value ▾ ⓘ
Security Answer:	<input type="text"/>
	<input type="button" value="Create User Account"/> <input type="button" value="Back to Organization"/>

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 a 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.

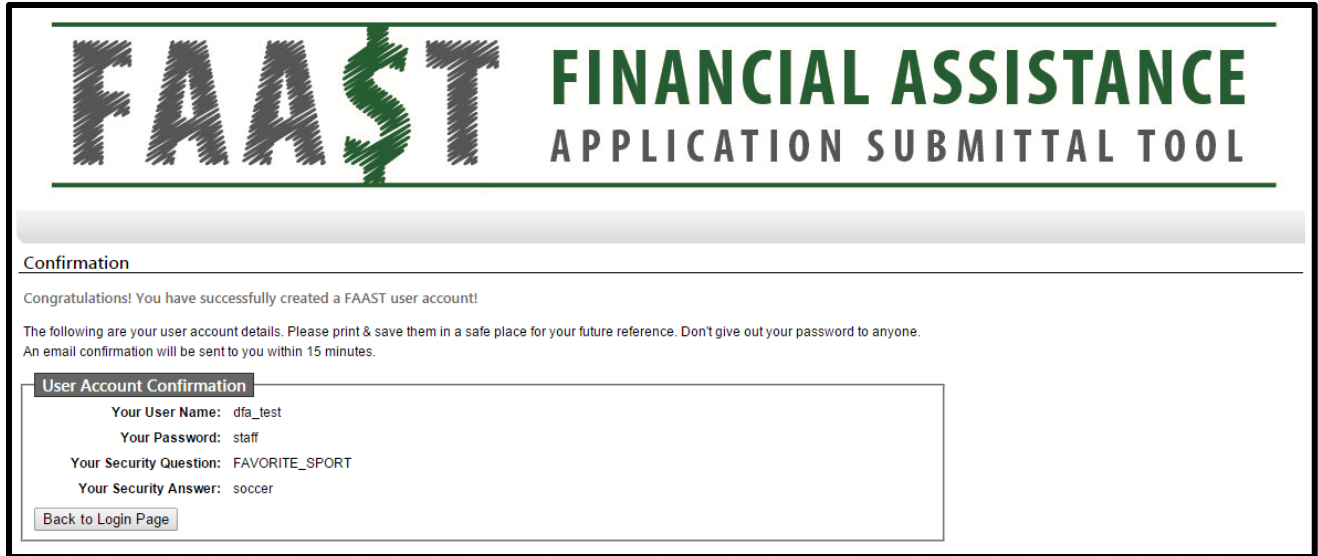


Figure 5 – User Account Confirmation

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

IV. SIGNING ONTO FAAST

On the FAAST homepage, look under the “FAAST” logo near the top of the screen. Enter your Username and Password here and click the “**Log onto FAAST**” button to enter the system.

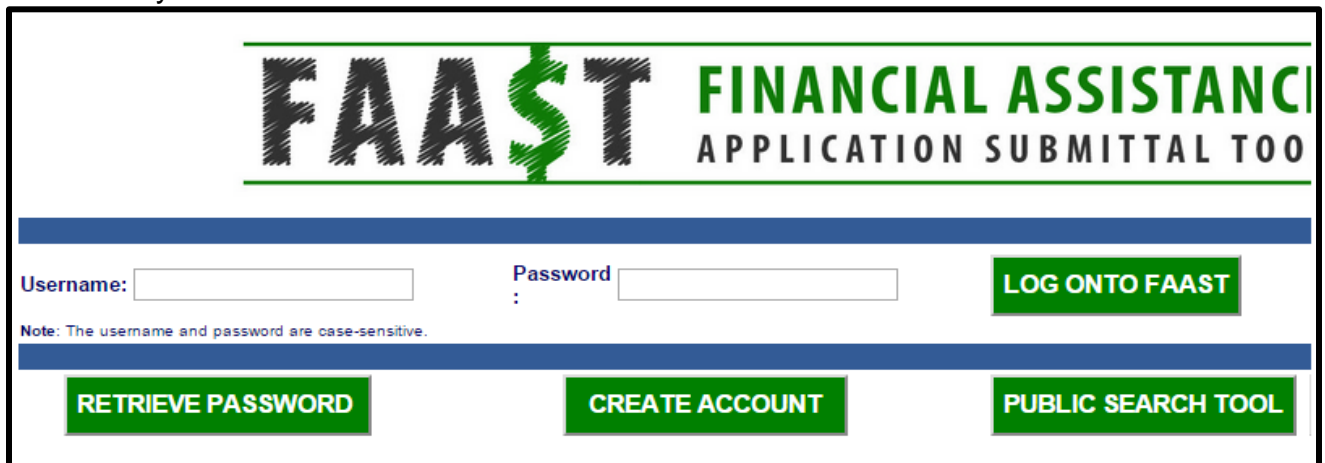


Figure 6 – Log onto FAAST

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.

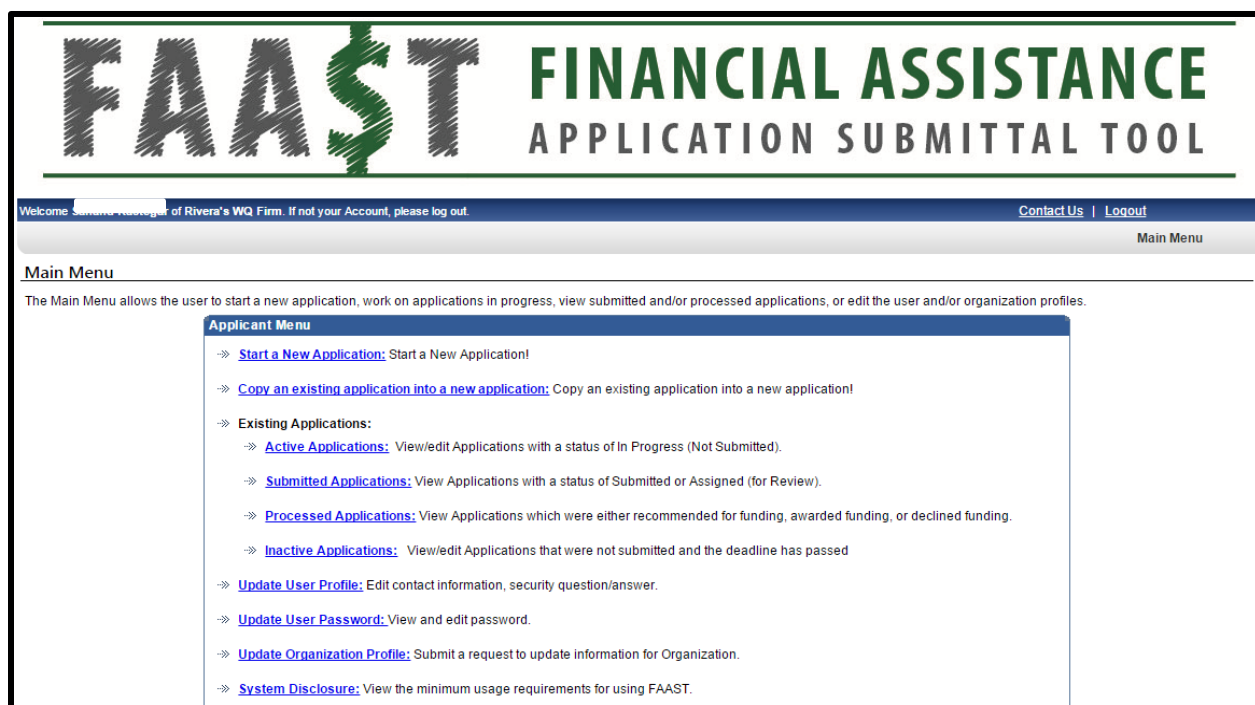


Figure 7 – Main Menu

1. START A NEW APPLICATION

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

2. EXISTING APPLICATIONS

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

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. SYSTEM DISCLOSURE

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

Note: See [ADDITIONAL MAIN MENU OPTIONS](#) for more information

V. START A NEW APPLICATION

Select the “**Start a New Application**” link on the Main Menu.

A. SYSTEM DISCLOSURE

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

Welcome of Rivera's WQ Firm. If not your Account, please log out. [Contact Us](#) | [Logout](#)

System Disclosure

FAAST was designed and tested for use on a personal computer (PC) using Internet Explorer (version 6.0 or higher). The use of a Macintosh (Mac) or other web browsers may impact the ability to successfully save information, navigate within FAAST, upload attachments, or submit an application.

The following is a list of recommendations when using FAAST.

Usage Recommendations	Check Box
Use web browser Internet Explorer (version 6.0) or greater.	<input type="checkbox"/>
Save work often - System times out after 90 minutes of inactivity.	<input type="checkbox"/>
Disable pop-up blocking software.	<input type="checkbox"/>

Figure 8 – Disclosure

B. SELECT ORGANIZATION

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

Welcome of Rivera's WQ Firm. If not your Account, please log out. [Contact Us](#) | [Logout](#)

[Main Menu](#) > [Select Applicant Organization](#)

Select Applicant Organization

Please identify the Applicant Organization for the application started by selecting either OPTION 1 or OPTION 2 below. If the Applicant Organization selected is later determined to be incorrect, contact the FAAST Help Desk to have the correct Applicant Organization associated with the project.

OPTION 1: Applicant Organization = Submitting Organization

- The Applicant Organization for this project is: "Rivera's WQ Firm". The Applicant Organization is the same as the Submitting Organization. Press the OPTION 1 button to move to the next step.

OR

OPTION 2: Applicant Organization ≠ Submitting Organization

- The application is being submitted on behalf of another organization (the Applicant Organization). The Applicant Organization is different from the Submitting Organization. Press the OPTION 2 button to search for and select the Applicant Organization for this project.

Figure 9 – Select Organization

C. ACTIVE RFPs

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

RFP Title	Deadline Date
2013 Clean Beaches Research (Round 4)	12/29/2015 5:00:00 PM
Cleanup and Abatement Account - 3rd/4th Qtr 2014	12/31/2015 11:00:00 PM
Clean Water State Revolving Fund (CWSRF) - Construction/Implementation	12/31/2030 5:00:00 PM

Figure 10 – Active RFPs

D. GETTING STARTED

This screen displays key information about the RFP selected. To initiate the Application, please click the “Continue to Application” button.

Confirm the following information:

RFP Title: 2013 Clean Beaches Research (Round 4)

RFP Description: Refer to the *Clean Beaches Initiative Grant Program Guidelines* for details.
This RFP contains research-specific questions. If your proposal is more related to implementation, choose the "2013 Clean Beaches *Implementation* (Round 4)" RFP, instead.

Applicant Organization: Rivera's WQ Firm - WaterFalls

Applicant Organization Division: WaterFalls

Submitting Organization: Rivera's WQ Firm - WaterFalls

Submitting Organization Division: WaterFalls

Figure 11 – Getting Started

E. GENERAL INFORMATION

Once the “Continue to Application” button has been clicked, the application form appears. A new screen titled General Information appears. There are 2 required fields that must be filled in order to initiate the Application:

- Project Title;
- Project Description

The screenshot shows a web application interface for a grant application. At the top, there are three tabs: "General Information" (selected), "Funding", and "Attachments". Below the tabs, a message reads: "The 'General Information' tab allows the user to enter a project title, project description, and location information for the project." The "General Information" section contains the following fields and information:

- Applicant: Water Recycling Funding Program - Planning Grant Application
- Applicant Organization: Rast WQ Firm
- Applicant Division:
- Submitting Organization: Rast WQ Firm
- Submitting Division:
- Project Title: * (125 characters maximum)
- Project Description: * (1000 character maximum)

Below this is a section titled "PROJECT LOCATION" with the following fields:

- Latitude: (32.0000 to 42.0000) Longitude: (-125.0000 to -114.0000)
- Watershed: Enter primary watershed(s) for reporting purposes only.
- County:
- Responsible Regional Water Board: * [Locate Regional Water Board on Map](#)

At the bottom of the form, there are three buttons: "Save as Work in Progress", "Next", and "Preview/Submit".

Figure 12 – General Information

Click the “Next” button to save the information and continue on to the rest of the Application.

Note: The General Information tab above may have additional required fields that your RFP will not.

VI. APPLICATION FORM

The Application 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 may elect to display/include different tabs in the Application. The tabs described in the following sections may or may not be included in the program you are applying to. The General Information tab appears in all RFPs.

A. NAVIGATING BETWEEN TABS

There are several ways to navigate between tabs.

1. CLICKING ON TABS

Another way to navigate in FFAST 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 13 – Application Tabs

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

2. PREVIOUS OR NEXT BUTTONS

One way to navigate in FFAST 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. Clicking on “**Preview/Submit**” will display a preview of your application.

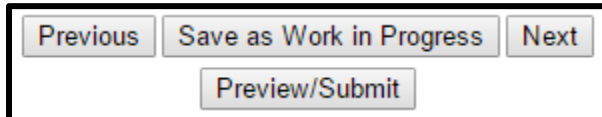


Figure 13 – Previous or Next Buttons

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

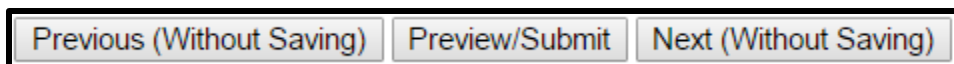


Figure 14 – Previous (Without Saving) or Next (Without Saving) Buttons

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.

General Information Funding Attachments

The "General Information" tab allows the user to enter a project title, project description, and location information for the project.

General Information

Applicant: Water Recycling Funding Program - Planning Grant Application
 Applicant Organization: Rast WQ Firm
 Applicant Division:
 Submitting Organization: Rast WQ Firm
 Submitting Division:
 Project Title: Test Application - September 28, 2015 *
 (125 character maximum; 88 characters remaining)
 Project Description: This is a test application. Please note the 1,000 character limitation for the Project Description field.
 (1000 character maximum; 894 characters remaining)

• **PROJECT LOCATION**

Latitude: 33 (32.0000 to 42.0000) Longitude: -120 (-125.0000 to -114.0000) Obtain Lat and Long
 Watershed: Sacramento Enter primary watershed(s) for reporting purposes only.
 County: Calaveras
 Responsible Regional Water Board: 5S Central Valley Sacramento Regional Water Board * [Locate Regional Water Board on Map](#)

Save as Work in Progress Next Preview/Submit

Figure 15 – 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 & DUNS Number for the applicant.

General Information Project Budget Funding Project Management Legislative Information Contacts Cooperating Entities Questionnaire Attachments

Feedback

The "Project Budget" tab allows the user to enter budget information for the project.

Project Budget

Funds Requested(\$): 0.00
 Local Cost Match(\$): 0.00
 Total Budget(\$): 0.00

Applicant Federal Tax Id Number: (Enter numbers only. Correct format is 999999999.)
 DUNS Number: (Enter numbers only. Correct format is 999999999.)

Previous Save as Work in Progress Next
 Preview/Submit

Figure 16 – Project Budget

D. FUNDING

The Funding tab contains a list of available funding programs associated with the RFP. The ability to select more than one funding program is dependent on the RFP. 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.

Funding Program	Description	Funding Amount Range	Apply?
Groundwater Quality Funding Programs - Pre Application	Proposition 1 was passed by voters in November 2014 and provided \$900 million for a Groundwater Sustainability Program (Assembly Bill 1471, Chapter 10). The State Water Board will administer \$800 million to prevent and cleanup contamination of groundwater that serves (or has served) as a source of drinking water. The funds can be provided as grants or loans. The Site Cleanup Subaccount Program (SCAP) is a new grant funding program established by Senate Bill 445 (Hill, Chapter 547, Statutes of 2014). Applicants with projects that meet the grant criteria may be eligible for a SCAP grant. Grants are awarded to projects that remediate the harm or threat of harm to human, health, safety, and the environment caused by existing or threatened surface or groundwater contamination. This application is for both the programs (Prop 1 and SCAP), applicants need not to apply separately to different programs.	-	<input checked="" type="checkbox"/>

Figure 17 – Funding

E. PROJECT MANAGEMENT

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

Applicant Information

Name: Rast WQ Firm
 Department:
 Address: I Street Sacramento, CA, 95814

To edit Applicant information, click on the "Update Organization Profile" on the Main Menu. If submitting on behalf of another Organization, any edits to the Applicant organization profile must be submitted via email (FAAST_admin@waterboards.ca.gov).

Person Submitting Information

Submitter Name:
 Submitter Phone: 916-341-5753 Fax:
 Submitter Email:

To edit the information contained here, click on the "Update User Profile" on the Main Menu.

PROJECT DIRECTOR AND PROJECT MANAGER

Enter the contact information for the Project Director (including the confirm email), then:
 1. Either click on the Project Manager = Project Director button; or Enter the contact information for the Project Manager (including the confirm email); and then
 2. Click on the PREVIOUS OR NEXT buttons to save changes and navigate or one of the other tabs to move away from the Project Management tab without saving.

Management Role	First Name	Last Name	Phone	Fax	Email	ConfirmEmail
Project Director						
Project Manager						

Project Manager = Project Director

Figure 18 – 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 = Project Director”** button.

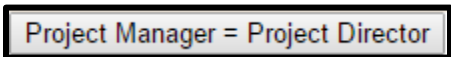


Figure 19 – Project Manager Same as Project Director Button

F. LEGISLATIVE INFORMATION

The Legislative Information tab allows you to enter the project’s legislative districts. Enter the Senate District(s), Assembly 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.

Legislative Information	Primary	Additional District(s)	
Senate District	Select a Value ▾	Multiple Selection (Ctrl + Click) 01 02 03 04 05 06	Find Senate District
Assembly District	Select a Value ▾	Multiple Selection (Ctrl + Click) 01 02 03 04 05 06	Find Assembly District
US Congressional District	Select a Value ▾	Multiple Selection (Ctrl + Click) District 01 (CA) ▾ District 02 (CA) ▾ District 03 (CA) ▾ District 04 (CA) ▾ District 05 (CA) ▾ District 06 (CA) ▾	Find US Congressional District

Previous Save as Work in Progress Next
Preview/Submit

Figure 20 – 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.

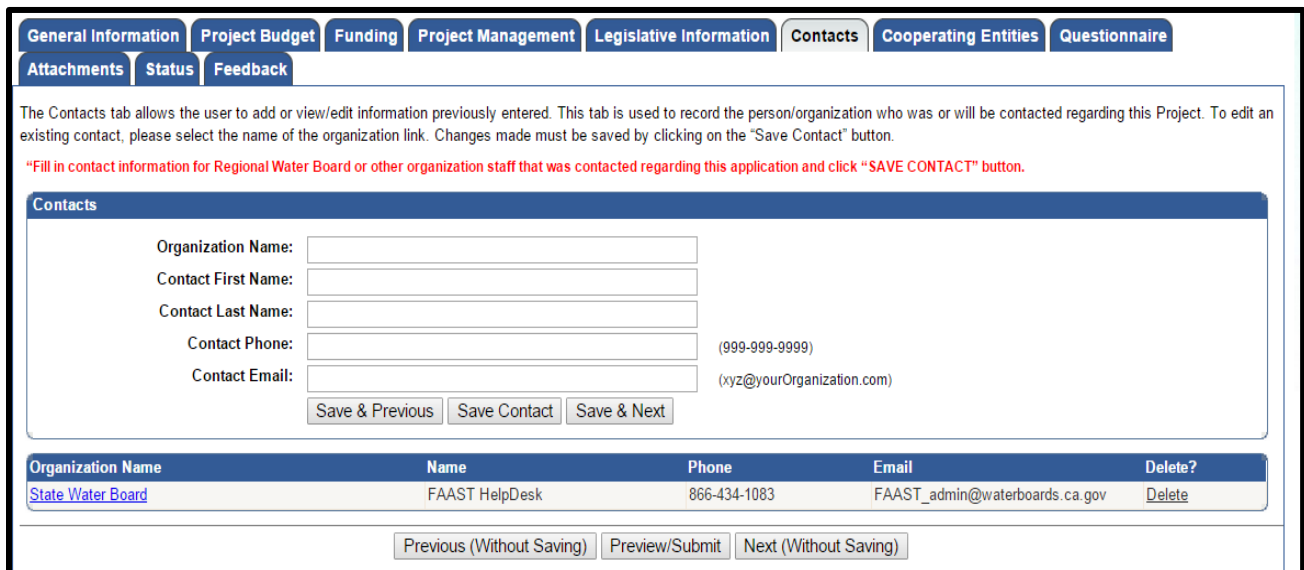


Figure 21 – Contacts

*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.



The Contacts tab allows the user to add or view/edit information previously entered. This tab is used to record the person/organization who was or will be contacted regarding this Project. To edit an existing contact, please select the name of the organization link. Changes made must be saved by clicking on the "Save Contact" button.

"Fill in contact information for Regional Water Board or other organization staff that was contacted regarding this application and click "SAVE CONTACT" button.

Contacts

Organization Name:

Contact First Name:

Contact Last Name:

Contact Phone: (999-999-9999)

Contact Email: (xyz@yourOrganization.com)

Save & Previous Save Contact Save & Next

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

Previous (Without Saving) Preview/Submit Next (Without Saving)

Figure 22 – 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.

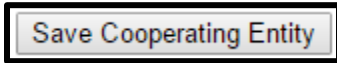


Figure 23 – Save Cooperating Entity Button

*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.

The screenshot shows the 'Cooperating Entities' tab selected in a navigation menu. Below the menu is a 'Feedback' section. The main content area contains a form titled 'Cooperating Entity' with the following fields:

- Cooperating Entity:
- Role/Contribution to Project: ⓘ
- Contact First Name:
- Contact Last Name:
- Contact Phone: (999-999-9999)
- Contact Email: (xyz@yourOrganization.com)

Below the form are three buttons: 'Save & Previous', 'Save Cooperating Entity', and 'Save & Next'. At the bottom of the form area is a table with the following data:

Entity Name	Role	Name	Phone	Email	Delete?
CDFA	Co-Applicant	John Smith	444-444-4444	jsmith@foodag.ca.gov	Delete

At the very bottom of the screenshot are three buttons: 'Previous (Without Saving)', 'Preview/Submit', and 'Next (Without Saving)'.

Figure 24 – Cooperating Entities

I. QUESTIONNAIRE

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

89:10 Session timer in minutes and seconds. Save your work before it times out.
 PIN 32724 - Enter Project title here - IN PROGRESS

General Information | Project Budget | Funding | Project Management | Legislative Information | Contacts | Cooperating Entities | Questionnaire

Attachments | Status | Feedback

The Questionnaire tab allows the applicant to respond to questions that are specific to the Project.
 Please note: Save your work periodically. Above is a session timer that is re-set each time the SAVE AS WORK IN PROGRESS button is clicked. If the session timer expires, unsaved work will be lost.
 Answer all of the questions.

Questionnaire - Current Phase

PROJECT LOCATION

(A Project is a physical area to be addressed by the funding proposal.)

1.1 Is the PROJECT addressing:

1. A single site where a contaminant(s) is present.
2. Multiple sites where a contaminant(s) is present.
3. A regional groundwater quality issue. Describe the area and attach a site map:
4. Other. Describe area:

Answer:

Answer:

Maximum of 1000 characters.

Figure 25 – 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. 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. Your application cannot be submitted IF a required attachment is missing. 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 1 of 2, 2 of 2, etc., to the end of the Attachment Title, to relate the files.

Click the “Choose File” 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. Click the “Attach Selected File” button to begin the upload process.

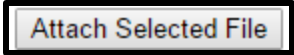


Figure 26 – Attach Selected File Button

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.

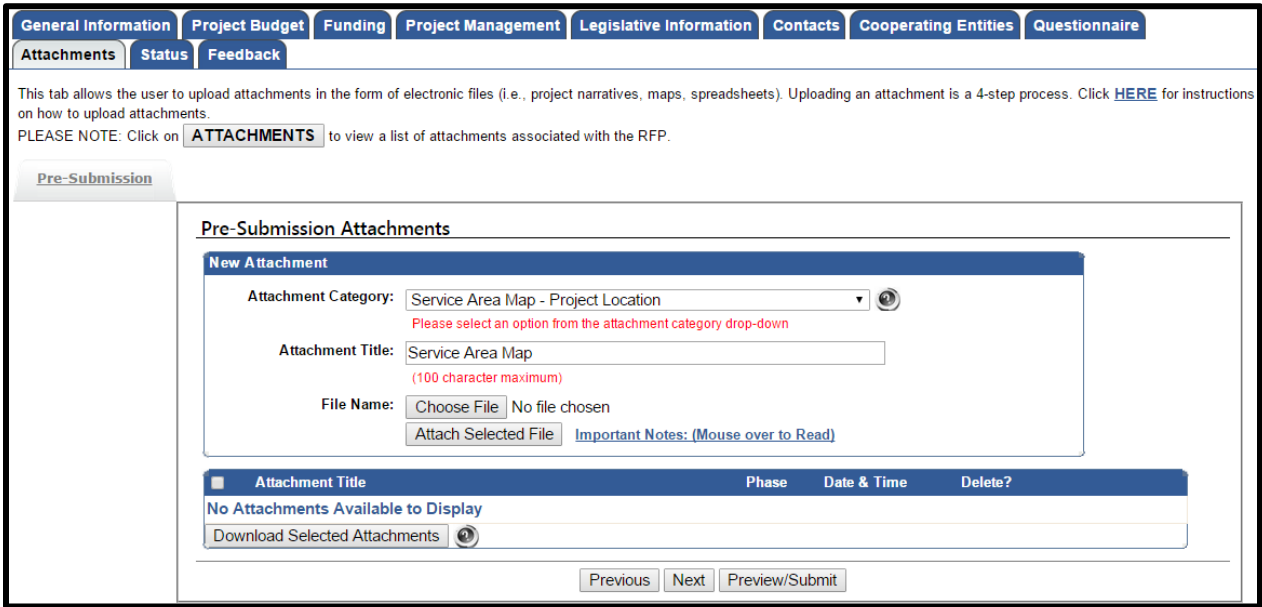


Figure 27 – Attachments

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 cannot be greater than 100%

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

The Performance Measurement Classification tab allows the user to enter and edit the Performance Measure Classification data related to the project. Data collected includes: purpose, water body, land use, site condition, implementation, TMDL, BMPs, and sampling. The Performance Measure Classification tab is organized into multiple subtabs. Please enter the data requested in each tab. Note: The total usage in each sub-tab can not exceed 100%.

<ul style="list-style-type: none"> ⋮ Purpose ⋮ Waterbody ⋮ Land Use ⋮ Site Condition ⋮ Implementation ⋮ TMDL ⋮ BMPs ⋮ Sampling ⋮ Comments 	<p>Please enter/edit the Project Classification 'Purpose' information. To add a (new) attribute and corresponding percentage value, select the attribute from the dropdowns, enter the percentage value and click on the SAVE button.</p> <p>To edit an existing attribute and corresponding percentage value, click on the attribute name link. Edit the information as needed and click on the SAVE button. To remove an existing attribute and corresponding percentage value, click on the DELETE link.</p> <table border="1"> <thead> <tr> <th>Attribute Name</th> <th>Sub Attribute Name</th> <th>Percentage</th> <th>Delete?</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center;">No Performance Measurement Data Available to Display</td> </tr> <tr> <td colspan="2"></td> <td>Total Percentage (Should be between 0 and 100)</td> <td><input type="text"/></td> </tr> <tr> <td>Select a Value</td> <td>Select a Value</td> <td><input type="text"/></td> <td><input type="button" value="Save"/></td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Preview/Submit"/> </p>	Attribute Name	Sub Attribute Name	Percentage	Delete?	No Performance Measurement Data Available to Display						Total Percentage (Should be between 0 and 100)	<input type="text"/>	Select a Value	Select a Value	<input type="text"/>	<input type="button" value="Save"/>
Attribute Name	Sub Attribute Name	Percentage	Delete?														
No Performance Measurement Data Available to Display																	
		Total Percentage (Should be between 0 and 100)	<input type="text"/>														
Select a Value	Select a Value	<input type="text"/>	<input type="button" value="Save"/>														

Figure 28 – Performance Measurement

L. STATUS

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

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

General Information	Project Budget	Funding	Project Management	Questionnaire	Attachments	Status
---------------------	----------------	---------	--------------------	---------------	-------------	--------

The Status tab allows the user to view the progress/status of the application. This tab is for viewing only.

Phase	Status	Modified By	Status Date
PHASE1	Application In Progress (not submitted)	dfa_staff	9/29/2015 2:40:53 PM

Figure 29 – Status

M. FEEDBACK

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

General Information	Project Budget	Funding	Project Management	Legislative Information	Contacts	Cooperating Entities	Questionnaire
Attachments	Status	Feedback					

The Feedback tab displays comments from the review process. Please note that feedback is available only after the review process has been completed.

Feedback	Posted Date
No Notes Available to Display	

Figure 30 – 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.

The screenshot shows the 'Post Award' tab selected in a navigation menu. Below the menu, there are instructions for uploading attachments and a 'New Attachment' form. The form includes fields for 'Attachment Category', 'Attachment Title', and 'File Name', along with a 'Browse...' button and an 'Attach Selected File' button. Below the form is a table with columns for 'Attachment Title', 'Phase', 'Date Attached', 'Approved?', 'Approved By', and 'Approved Date Delete?'. The table currently displays 'No Attachments Available to Display'. A 'Previous' button is located at the bottom of the page.

Figure 31 – Post-Award

VII. SAVING AND PRINTING YOUR APPLICATION

A. SAVING YOUR APPLICATION

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

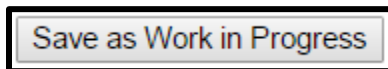


Figure 32 – Save as Work in Progress Button

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

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



Figure 33 – Preview/Submit Button

VIII. EDITING, PREVIEWING, AND SUBMITTING APPLICATION

A. EDITING AN EXISTING APPLICATION

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

To access an Application for editing from the Main Menu, click the “**Active Applications**” link to view a list of the applications available for editing.

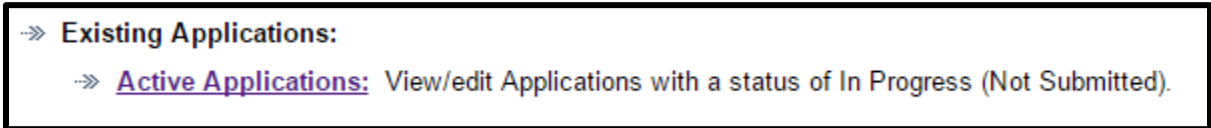


Figure 34 – Active Applications

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

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

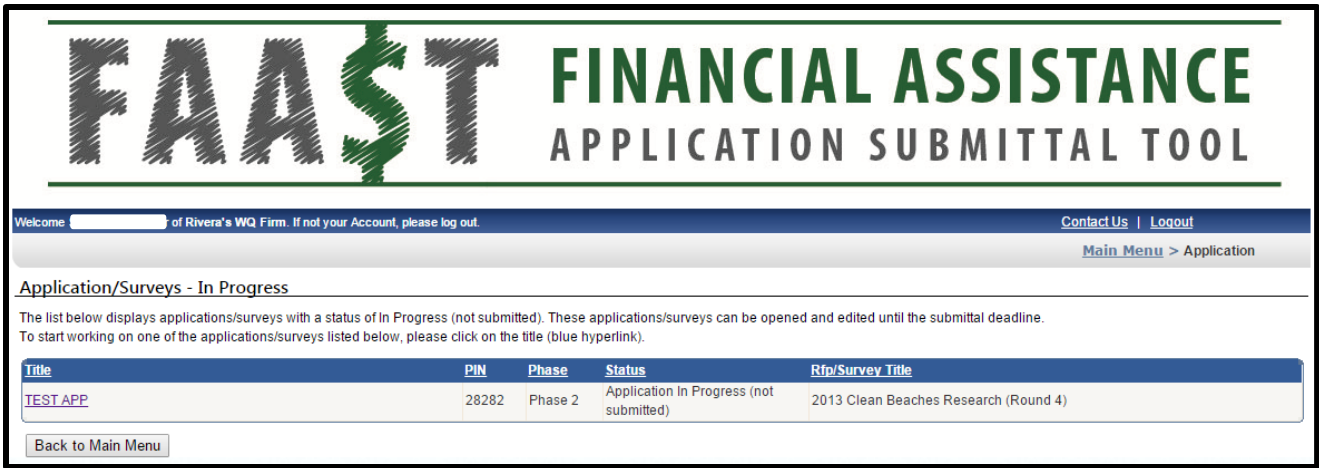


Figure 35 – Applications (In Process)

B. PREVIEWING YOUR APPLICATION

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

Application Preview

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

PIN 32716 - Test Application - September 28, 2015 - IN PROGRESS

Application Preview

RFP Title: Water Recycling Funding Program - Planning Grant Application

Submitting Organization: Rast WQ Firm

Submitting Organization Division:

Project Title: Test Application - September 28, 2015

Project Description: This is a test application. Please note the 1,000 character limitation for the Project Description field.

Water System ID:

District Office:

APPLICANT DETAILS

Applicant Organization: Rast WQ Firm

Applicant Organization Division:

Applicant Address: I Street , Sacramento , CA - 95814

PROJECT LOCATION

Latitude : 33 Longitude: -120

Watershed: Sacramento

County: Calaveras

Responsible Regional Water Board: 5S Central Valley Sacramento Regional Water Board

Funding Program	Applied	Amount Recommended by State Water Board
Water Recycling Funding Program Planning Grant Application	No	\$0.00

Figure 36 – Application Preview Screen (Part A)

Funding Program	Applied	Amount Recommended by State Water Board
Water Recycling Funding Program Planning Grant Application	No	\$0.00

Applicant Information

Name: Rast WQ Firm

Division:

Address: I Street Sacramento, CA , 95814

Federal Tax ID: DUNS Number:

Person Submitting Information

Submitter Name:

Submitter Phone:

Submitter Fax:

Submitter Email:

Pre Submission Attachment Title	Phase	Submission Period	Date & Time
No Pre Submission Attachments Available to Display			

Post Submission Attachment Title	Phase	Date & Time Attached
No Post Submission Attachments Available to Display		

Questionnaire - Phase1

No Questions are available to display

Back to Application
Application Completion Check

Figure 37 – Application Preview Screen (Part B)

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

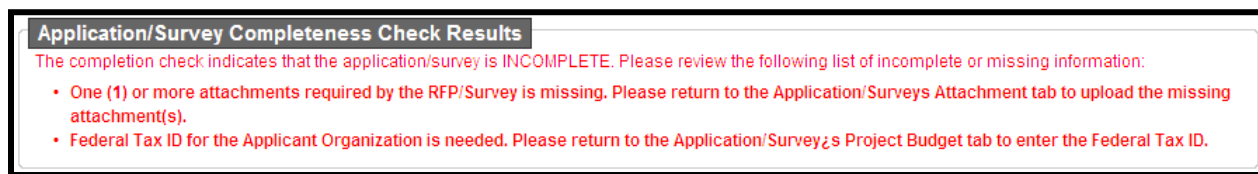
Application needs edits, click the **“Back to Application”** button. If the Application is complete, click the **“Application Completion Check”** button.

C. APPLICATION COMPLETION CHECK

Running an Application 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 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 Completeness Check Results”**.



Application/Survey Completeness Check Results
The completion check indicates that the application/survey is INCOMPLETE. Please review the following list of incomplete or missing information:

- One (1) or more attachments required by the RFP/Survey is missing. Please return to the Application/Surveys Attachment tab to upload the missing attachment(s).
- Federal Tax ID for the Applicant Organization is needed. Please return to the Application/Survey’s Project Budget tab to enter the Federal Tax ID.

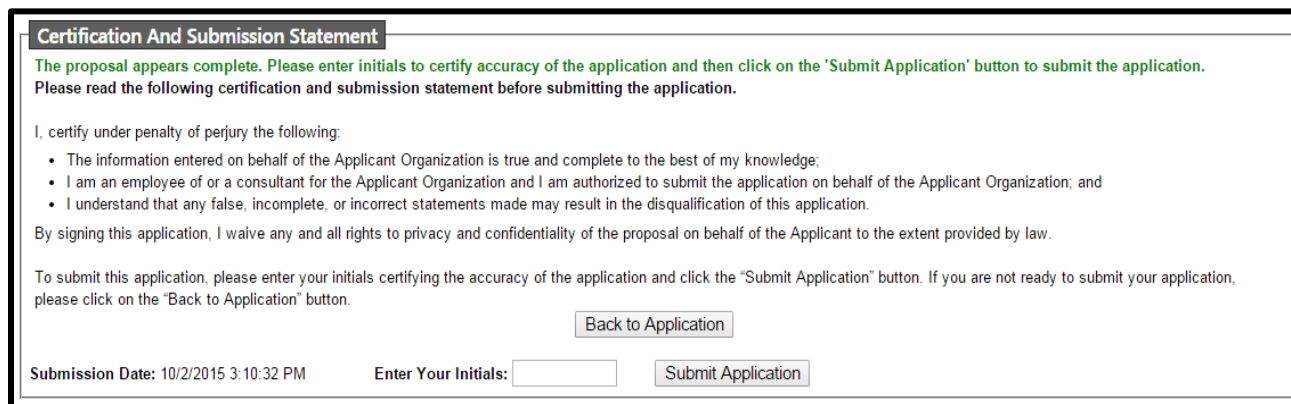
Figure 38 – Application Completeness Check

If the Application is missing information, click the **“Back to Application”** button to complete.

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

D. SUBMITTING YOUR APPLICATION

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



Certification And Submission Statement
The proposal appears complete. Please enter initials to certify accuracy of the application and then click on the 'Submit Application' button to submit the application. Please read the following certification and submission statement before submitting the application.

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 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.

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

Submission Date: 10/2/2015 3:10:32 PM Enter Your Initials:

Figure 39 – Certification and Submission Statement

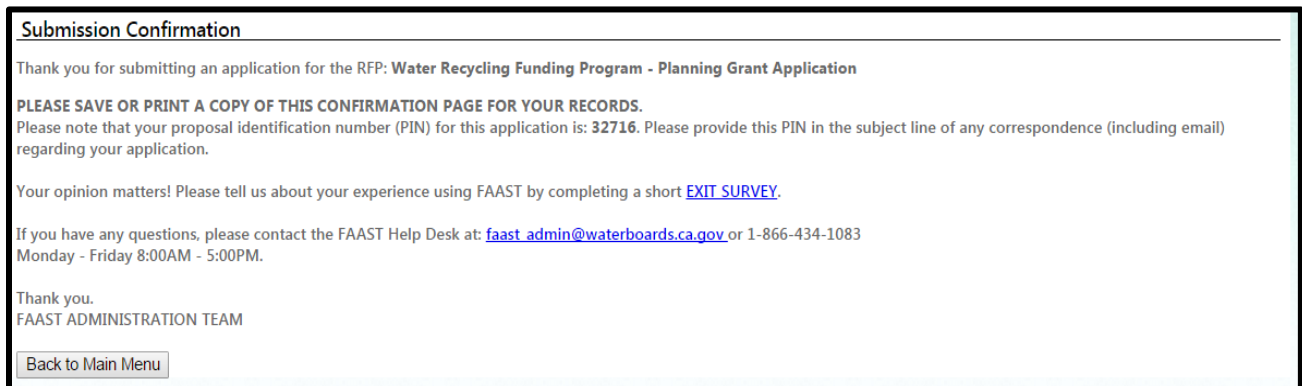


Figure 40 – Submission Confirmation

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

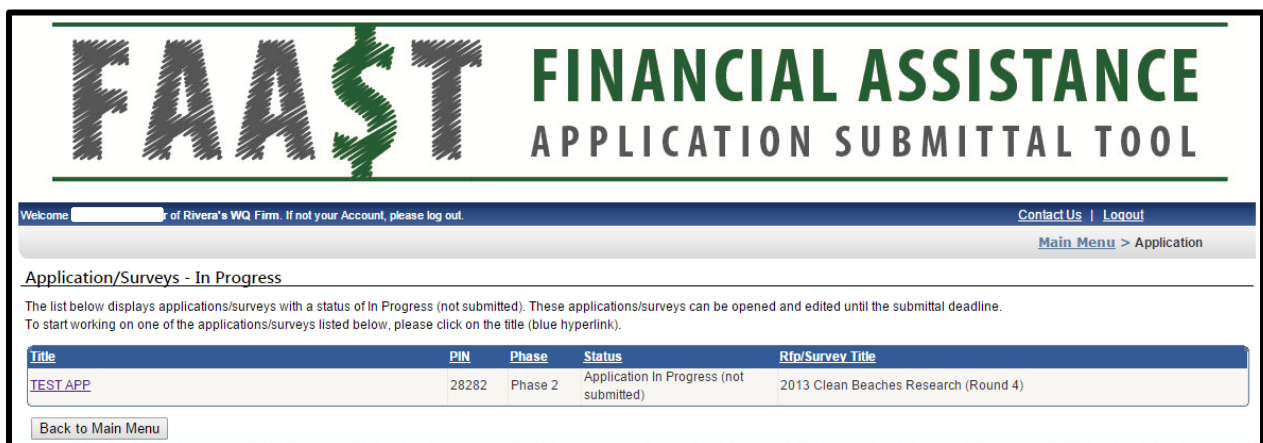


Figure 41 – Application Submitted or Assigned

*NOTE: Once an Application 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.

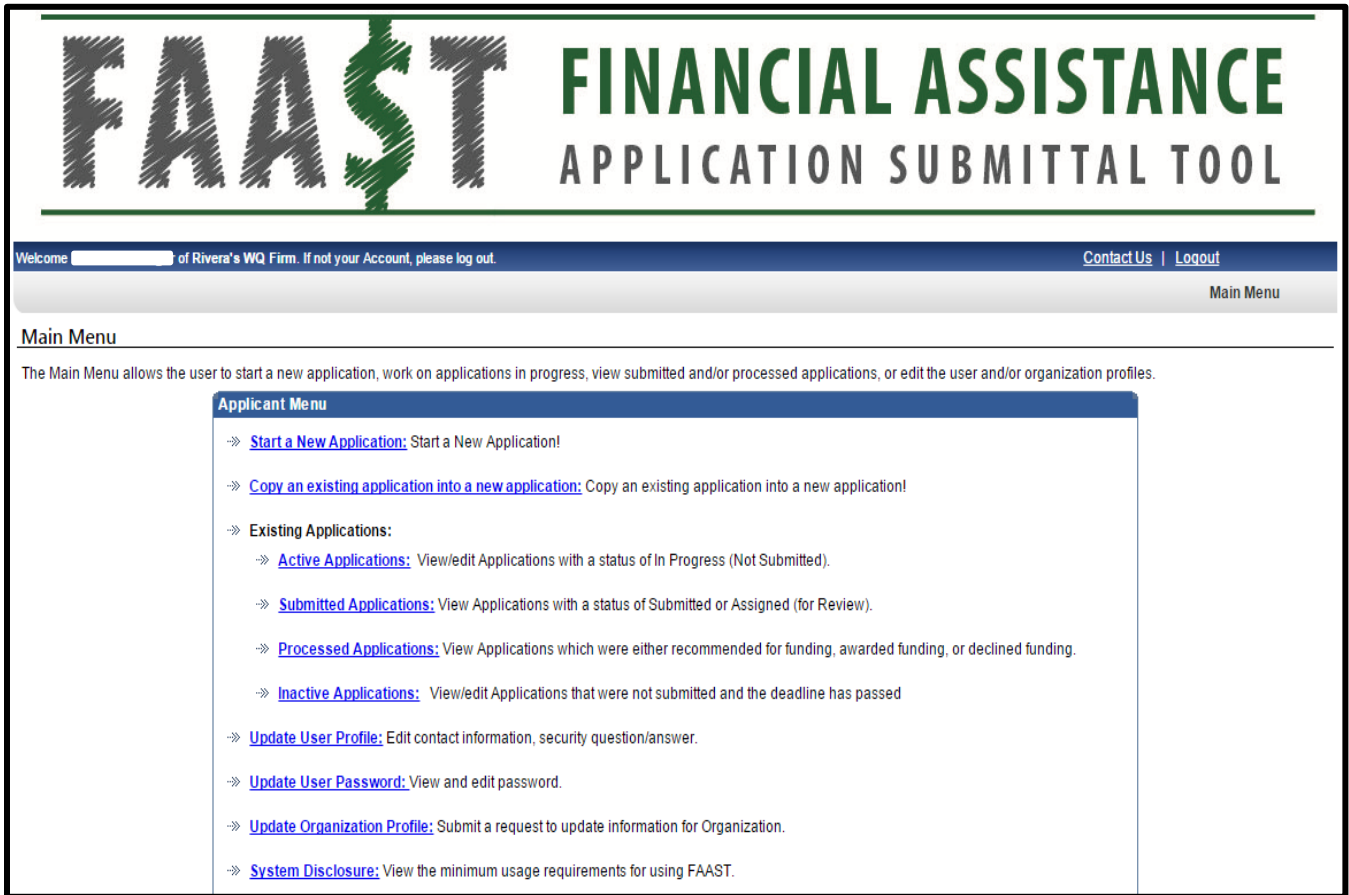


Figure 42 –Main Menu

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.

FAAST FINANCIAL ASSISTANCE APPLICATION SUBMITTAL TOOL

Welcome [redacted] of Rivera's WQ Firm. If not your Account, please log out. [Contact Us](#) | [Logout](#)

[Main Menu](#) > Update User profile

Update User Profile

Update User Profile allows the user to update contact information as well as the password and security question/answer.

User Details

Organization: Rivera's WQ Firm
 User Name: dfa_staff
 User Type: APPLICANT

Prefix: (Mr., Ms., Dr., etc.)
 First Name: John
 Middle Name:
 Last Name: Smith
 Title: ⓘ
 Phone: 916-341-5753
 Fax:
 Email: jsmith@gmail.com ⓘ

Subscribe to Email Alerts?: Yes ⓘ
 Password Question: Favorite sport ⓘ
 Password Answer: soccer

Figure 43 – 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.

FAAST FINANCIAL ASSISTANCE APPLICATION SUBMITTAL TOOL

Welcome [redacted] of Rivera's WQ Firm. If not your Account, please log out. [Contact Us](#) | [Logout](#)

[Main Menu](#) > Update User profile

Update User Password

This screen allows you to enter or update user account Password details that include Password, Password Question and Password Answer.

User Details

Old Password:
 New Password:
 Confirm New Password:

Figure 44 – 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.

The screenshot shows the FAAST Financial Assistance Application Submittal Tool interface. At the top, there is a navigation bar with the text "Welcome [redacted] of Rivera's WQ Firm. If not your Account, please log out." and links for "Contact Us" and "Logout". Below this is a breadcrumb trail: "Main Menu > Update Organization Profile".

The main heading is "Update Organization Profile". Below it, a message states: "The following is a list of previously submitted requests to update the Organization Profile. Click on the Request ID to view the previously submitted request."

The following table lists the submitted requests:

Request ID	Organization	Requested By	Request Date	Request Reason	Status
3	Rivera's WQ Firm	sicimoon	07/29/2008	Wrong Federal Tax ID number	APPROVED
5	Rivera's WQ Firm	sicimoon	08/04/2008	Need to change the federal tax id number!	REJECTED
7	Rivera's WQ Firm	sicimoon	08/05/2008	new fed tax id.	APPROVED
8	Rivera's WQ Firm	sicimoon	08/05/2008	New tax id number.	REJECTED
2186	Rivera's WQ Firm	sicimoon	03/28/2013	sfdddfdsfsdfsdf	APPROVED
2187	Rivera's WQ Firm	sicimoon	03/28/2013	dfsdfdsdf	APPROVED
2188	Rivera's WQ Firm	sicimoon	03/28/2013	xzcxczc	APPROVED
2189	Rivera's WQ Firm	sicimoon	03/28/2013	sdfsdf	APPROVED
2206	Rivera's WQ Firm	sicimoon	04/11/2013	need to change title	REJECTED
2286	Rivera's WQ Firm	sicimoon	06/13/2013	update the organization name.	REJECTED
3886	Rivera's WQ Firm	iby.erik	05/14/2014	Update address	APPROVED
3887	Rivera's WQ Firm	iby.erik	05/14/2014	new address	APPROVED

At the bottom of the page, there is a link: "Request for Organization Change, click on [Organization Change Request](#)".

Figure 45 – 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 WaterBoard**” button. The change request will be reviewed by a FFAST administrator who will approve or deny the request. An email notification will be sent with the decision.

FAAST FINANCIAL ASSISTANCE APPLICATION SUBMITTAL TOOL

Welcome of Rivera's WQ Firm. If not your Account, please log out. [Contact Us](#) | [Logout](#)

[Main Menu](#) > [Update Organization Profile](#) > Request Details

Request to Update Organization

Update Organization Profile page allows the user to propose edits for an organization. To edit information, please fill in the blanks below. To submit the proposed edits for review, please click on the "Submit to State Water Board" button to send the proposed edits in the form of a request. FFAST staff will review the proposed edits and either approve or deny (with instructions on how to proceed).

Organization Details	
Original Organization Details	Modified Organization Details
Change Request ID: 0	0
Organization ID: 558	558
Organization Name: Rivera's WQ Firm	<input type="text" value="Rivera's WQ Firm"/>
Division or Branch: WaterFalls	<input type="text" value="WaterFalls"/>
Mailing Address: 1001 I Street, 16th FL	<input type="text" value="1001 I Street, 16th FL"/>
City: Sacramento	<input type="text" value="Sacramento"/>
State: CA	<input type="text" value="CA"/>
Zip: 95815	<input type="text" value="95815"/>
Type of Organization: NONPROFIT	<input type="text" value="Non-profit Organization"/>
Federal Tax ID: 123456789	<input type="text" value="123456789"/>
DUNS Number: 989888989	<input type="text" value="989888989"/>
Reasons to Update:	<input type="text"/>

(250 characters maximum)

Figure 46 – Request to Change Organization Profile

D. SYSTEM DISCLOSURE

The system disclosure screen outlines the basic requirements to use FFAST.

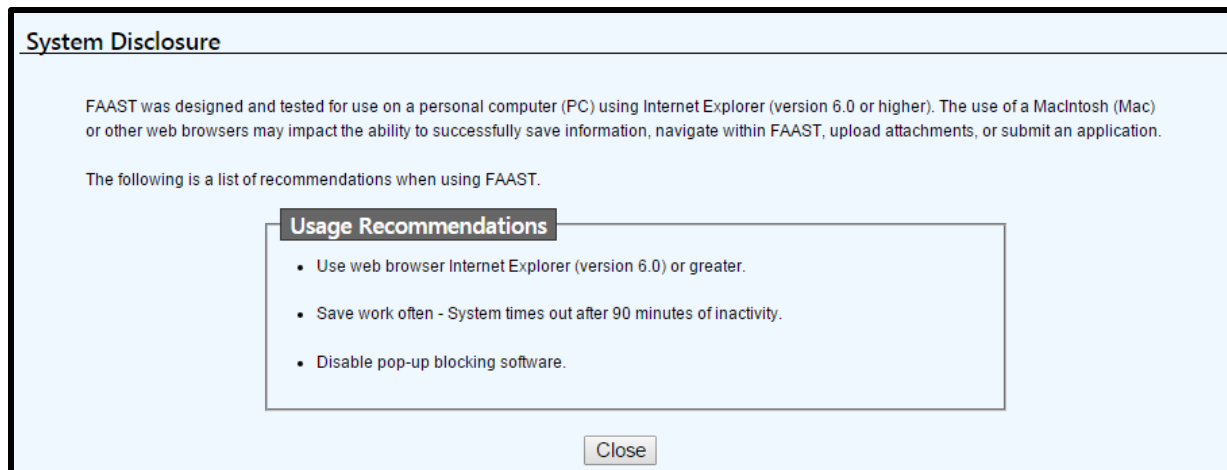


Figure 49 – System Disclosure

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 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 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@waterboards.ca.gov) or

Phone (toll-free **1-866-434-1083**).