

Financial Assistance Application Submittal Tool (FAAST)

How to Apply for California Department of Food and
Agriculture's 2009 Specialty Crop Grant Program?

April 9, 2009

Presenters:

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FAAST Coordinators



FAAST: Background Information

- FAAST is a web-based interface system that allows applicants to submit an application electronically.
- FAAST is administered by the State Water Board.
- California Department of Food and Agriculture (CDFA) for it's 2009 Specialty Crop Grant Program solicitation.

FAAST: Where is it located?

FAAST is located at:

<https://faast.waterboards.ca.gov>

FAAST: System Requirements

- Use a PC
- Clear your Internet Cookies, Cache, and Internet History
- Use Internet Explorer v 6.0 or higher
- Disable pop-up blocker

FAAST: Main Webpage

- Main webpage includes:
 - Create User Account
 - Logon
 - Frequently Asked Questions (FAQs)

FAAST: Main Webpage

Screen Shot

FAAST *Financial Assistance Application Submittal Tool*

The Division of Financial Assistance (Division) administers the implementation of the State Water Resources Control Board's (State Water Board) financial assistance programs. The Division administers funding for construction of municipal sewage and water recycling facilities, watershed protection projects, nonpoint source pollution control projects, etc.

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

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

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

Applications submitted prior to the August 2004 release of FAAST are now available with limited information! These previous RFPs include PRISM Pesticide, Proposition 13, and 2003 Consolidated Grants. To view these applications and other previously submitted applications, visit the [Public Search Tool](#).

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

If you have any questions or for further assistance, please call State Water Board Staff at:
1-866-434-1083 Monday thru Friday 8:00AM - 5:00PM,
or email FAAST_ADMIN@waterboards.ca.gov.

LOG ONTO FAAST

Username:

Password :

Note: Username and Password are case sensitive

[Logon To FAAST](#)

Forgot your password?

[Retrieve Password](#)

CREATE APPLICANT ACCOUNT

[Create an Account](#)

PUBLIC SEARCH TOOL

Use the Public Search Tool to view and download applications submitted via FAAST.

[Public Search Tool](#)

FAAST: Create User Account

To create an User Account, you must complete a 3-step process.

Step 1 - User Details

Step 2 - Organization Details

Step 3 - Username and Password

FAAST: Create User Account

Step 1 - User Details

- Enter the user details requested.

Note: It is important that your email address is updated as needed, because this will be the primary means of communicating with you.

- Click on the “**Next Step**” button to proceed to Step 2: Organization Details.

FAAST: Create User Account

Step 1 - User Details Screen Shot

Welcome to FAAST. Wednesday, April 8, 2009

New to FAAST? Start by signing up.

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

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

Step 1/3: User Details

Prefix: (Mr., Ms., Dr., etc.)

First Name:

Middle Name:

Last Name:

Title: Your title in the organization such as staff, analyst, manager, etc.

Phone: (Format: 999-999-9999)

Fax: (Format: 999-999-9999)

Email: This will be the primary means of communicating with your organization. We will send a confirmation email of this account creation to this address. In addition various announcements will be sent to this address.

Confirm Email:

Next Step

FAAST: Create User Account

Step 2 – Organization Details

- Search for your organization's by entering any part of the name of the organization and clicking on the **"Search"** button. A listing of organizations will appear.
 - If the name of your organization is displayed, select the organization name.
 - If your organization is NOT displayed, click the "Enter Organization Details" link, which is located at the bottom of the screen. Enter and save information for your organization.
 - To proceed to Step 3: Username and Password, click the **"Next Step"** button.

FAAST: Create User Account

Step 2 – Organization Details Screen Shot

Welcome to FAAST. Wednesday, April 8, 2009

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

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

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

Search for organization

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

Any changes in the previous screen? Click here ==>

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

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

If you have any questions, please [contact](#) us.

FAAST: Create User Account

Step 3 – Username and Password

- Enter a Login Name/User Name and Password for your account.

Note: Username and password are case-sensitive.

- Select a security question and provide correct response.
- To activate your FAAST user account, click on the **“Create User Account”** button.

FAAST: Create User Account

Step 3 – Username and Password Screen Shot

Welcome to FAAST. Wednesday, April 8, 2009

Enter your user account name and password.

This screen allows you to select your user name and password to create a user account in FAAST. You will also need to answer one of the questions below that will be asked in case you forget your password and want to get it from FAAST.

Please enter the details and click "Create User Account" to finish the process and start using FAAST.

User Account Details

Organization: State Water Board

Person: lbyang.Rivera, FAAST_admin@waterboards.ca.gov

Username (12 Chars Max):

Username you will use to log in

Password (12 Chars Max):

The password you must use to log in; the password is case sensitive

Question: 

You will be asked this question to get your password if you forget it

Answer:

Answer to the above question

[Previous Step](#)

[Create User Account](#)

If you have any questions, please [contact](#) us.

FAAST: Logging On

- On the FAAST main webpage, look for the “Log onto FAAST” heading on the right hand side.
- Enter your username and password and click the “**Log onto FAAST**” button to enter the FAAST system.

Note: Username and password are both case-sensitive.

FAAST: Logging On Screen Shot

FAAST *Financial Assistance Application Submittal Tool*

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[Create an Account](#)

PUBLIC SEARCH TOOL

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[Public Search Tool](#)

FAAST: Applicant Menu

- After logging onto FAAST, the Applicant Menu screen (also known as Main Menu) will appear.
- The Applicant Menu allows you to:
 - Submit a new application
 - Work on existing application(s)
 - Update user and organization profiles

FAAST: Applicant Menu

Screen Shot

Welcome Ibyang Rivera IN STAGING, of Rivera's WQ Firm! Wednesday, April 8, 2009[Main Menu](#)

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

New Application	Other Menu Options
Start a New Application to begin the application submittal process	Update Your User Profile change telephone number, email address, password, etc. Request for Update Organization Profile change organization information, contact information, etc. Previous Requests View previous requests submitted to WaterBoard.

Proposal Title	Phase	Status	Request for Proposal
PIN# 9955 - test	Phase 1	Application In Progress (not submitted)	2009 Specialty Crop Block Grant Program

FAAST: Start A New Application

Please check the box next to each bulleted item below to indicate that you have read and understand the Usage Requirements (limitations) of the Financial Assistance Application Submittal Tool (FAAST). A more detailed explanation of these items can be found at the bottom of this page.

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

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

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

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

Click to Continue

FAAST: Start A New Application

Welcome Ibyang Rivera III STAGING, of Rivera's WQ Firm! Wednesday, April 8, 2009 [Main Menu](#)

Select an Organization

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

1. My Organization "Rivera's WQ Firm" will be the Lead Applicant for this Project. [Click here](#) to proceed to prepare an application for the Rivera's WQ Firm.
2. I am submitting the proposal on behalf of another organization. I would like to search the database of existing organizations or create a new organization. [Click here](#) to continue. If you create a new organization, please take the time to enter the Organization's address completely. You will only have one initial opportunity to enter the correct applicant organization details. If you need to further edit the Applicant Organization details, you will need to contact FAAST_Admin@waterboards.ca.gov

Note: If you are submitting an application on behalf of your organization, select option (1).

Note: If you are a consultant submitting an application on behalf of a client, select option (2).

If you have any questions, please [contact](#) us.

FAAST: Start A New Application

Welcome Ibyang Rivera III STAGING, of Rivera's WQ Firm! Wednesday, April 8, 2009

[Main Menu](#)

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

RFPs/Solicitations Accepting Applications

Applications Due

[Agricultural Drainage Loan Programs](#)

6/30/2009 11:59:59 PM

[Agricultural Drainage Loan Programs](#)

1/1/2015 11:59:59 PM

[Clean Water State Revolving Fund Loan Program \(CWSRF\)](#)

3/9/2010 11:59:59 PM

[2009 Specialty Crop Block Grant Program](#)

4/22/2009 5:00:00 PM

If you have any questions, please [contact us](#).

Click Here!

FAAST: Start A New Application

Confirm the information on this page and then click the “**Continue to Application**” button”.

Welcome Ibyang Rivera IN STAGING, of Rivera's WQ Firm. Wednesday, April 8, 2009

[Main Menu](#)

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

RFP Titles and Organizations

RFP/Solicitation Title: 2009 Specialty Crop Block Grant Program

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

Applicant Organization: Rivera's WQ Firm

Submitting Organization: Rivera's WQ Firm

[Back to Main Menu](#)

[Continue to Application](#)

If you have any questions, please [contact](#) us.

FAAST: Navigating the Application

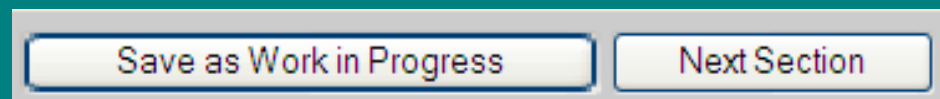
- The Application is organized into sections (or tabs).

<u>General Information</u>	<u>Funding Programs</u>	<u>Project Management</u>	<u>Legislative Information</u>	<u>Agency Contacts</u>	<u>Cooperating Entities</u>	<u>Application Questionnaire</u>	<u>Application Attachments</u>	<u>Review Comments</u>	<u>Application Status</u>	<u>Perf.Meas. Classif.</u>	<u>Post Award</u>
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- To navigate between sections, click on the labeled tab or click the **“Next Section”** button.

Note: To access all sections, two things must occur: 1) Project title, Project description, and responsible RWQCB must be entered under the General Information section, and the “2009 Specialty Crop Block Grant Program” must be checked in the Funding Program section.

- Save the information entered by:
 - Clicking on the **“Save as Work in Progress”** button;
 - Clicking on the **“Next Section”** button;
 - Clicking on a different tab will automatically save your information.



FAAST: Navigating the Application (continued)

- 90-minute session timer on the Application Questionnaire section.

Note: Each time you save, the session timer resets automatically.

Each user of the system has a session with the server that will time out after a set period of time. Every time you move to another page or save your work the session time is restarted. The session timer is displayed below and at the footer (Status Bar) of the webpage. **If your session times out any unsaved work will be lost!**

Session timer in minutes and seconds Save your work before it times out.

General Information	Funding Programs	Project Management	Legislative Information	Agency Contacts	Cooperating Entities	Application Questionnaire	Application Attachments	Review Comments	Application Status	Perf.Meas. Classif.	Post Award
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Answer all the questions

Q# Application Question

- Applications can be saved to work on later (as long as it has a status of IN PROGRESS).

FAAST: Application Sections

- Application form is comprised of the following sections:
 - *General Information*
 - *Funding Programs*
 - *Project Management*
 - *Legislative Information*
 - *Cooperating Entities*
 - *Application Questionnaire*
 - *Application Attachments*

Note: Agency Contacts, Review Comments, Application Status, Performance Classification Measures, Post Award are sections that do not need to be accessed or completed for the 2009 Specialty Crop Block Grant Program.

FAAST: Application Sections

General Information

Enter general project information.

General Information	Funding Programs	Project Management	Legislative Information	Agency Contacts	Cooperating Entities	Application Questionnaire	Application Attachments	Review Comments	Application Status	Perf.Meas. Classif.
RFP Title : 2009 Specialty Crop Block Grant Program Applicant Organization: Rivera's WQ Firm Submitting Organization: Rivera's WQ Firm Project Title: Enter PROJECT TITLE here - Maximum of 100 characters. * Project Description: Enter PROJECT DESCRIPTION here - Maximum of 1000 characters. * (1000 characters max) Note: Project Title, Project Description and Responsible RWQCB are required fields.										
Project Budget										
Funds Requested: \$ 100,000 Local Cost Match: \$ 50,000 Total Budget: \$ 150,000										
Project Location										
Latitude : 32 (32.0000 to 42.0000) Longitude : -125 (-125.0000 to -114.0000) Obtain Latitude and Longitude Watershed: Enter primary watershed(s) for reporting purposes only. County: Sacramento Responsible RWQCB : State Wide * Locate on Map Latitude and Longitude are NOT required fields. *Indicates required information. Select STATEWIDE for the Responsible RWQCB. Save as Work in Progress Next Section Preview / Submit Application										

FAAST: Application Sections

Funding Program

Select 2009 Specialty Crop Block Grant Program as your funding program.

General Information	Funding Programs	Project Management	Legislative Information	Agency Contacts	Cooperating Entities	Application Questionnaire	Application Attachments	Review Comments	Application Status	Perf.Meas. Classif.	Post Award
You may select only 1 (one) funding program listed below by checking the apply box.											
Funding Program		Description					Grant Amount Range		Apply		
2009 Specialty Crop Block Grant Program		This is for eligible applicants who wish to receive grant funds from the United States Department of Agriculture (USDA), Agricultural Marketing Service's (AMS) Specialty Crop Block Grant Program - Farm Bill. The purpose of the program is to fund projects that solely enhance the competitiveness of specialty crops. Applicants must meet the requirements of 7 CFR part 1291, CDFA's Notice of Funding Availability and all applicable federal and state regulations.					75,000.00 - 500,000.00		☒ Apply?		
Previous Section		Save as Work in Progress				Next Section					
Preview / Submit Application						Check the APPLY box!					
If you have any questions, please contact us.											

FAAST: Application Sections

Project Management

Enter information for project manager and project director.

General Information	Funding Programs	Project Management	Legislative Information	Agency Contacts	Cooperating Entities	Application Questionnaire	Application Attachments	Review Comments	Application Status	Perf.Meas. Classif.	Post Award
The information in the following section is pulled from your initial account sign-up process.											
Applicant Information						Person Submitting Application					
Name: Rivera's WQ Firm Address: 1001 I Street Sacramento, CA - 95815 *If you need to further edit Applicant Information, go to the main menu and click on "Update your Organization profile." If you are submitting on behalf of another Organization, and need to edit the above information, you will need to contact FAAST_ADMIN@waterboards.ca.gov Federal Tax Id: 123123123 (Please enter the 9 digit number without dashes or spaces)						Name: Ibyang Rivera IN STAGING Phone No: 916-999-6666 Fax: 916-888-7777 Email: irivera@waterboards.ca.gov To change this information, go to the main menu and click on "Update Your User Profile."					
The intent of the following section is to identify contacts for the grant agreement process, if your project is recommended for funding.											
Project Management Role		First Name	Last Name	Phone Number	Fax	Email					
Project Director: Authorized Representative from Applicant Organization to execute funding agreement		JANE	SMITH	916-432-8765	916-234-5678	jsmith@company.com					
Project Manager is same as Project Director		Click on this button to copy Project Director details into Project Manager fields.									
Project Manager: Day to day contact on this project from Applicant Organization		JANE	SMITH	916-432-8765	916-234-5678	jsmith@company.com					
Previous Section		Save as Work in Progress				Next Section					

FAAST: Application Sections

Legislative Information

Enter legislative districts for the project location.

General Information	Funding Programs	Project Management	Legislative Information	Agency Contacts	Cooperating Entities	Application Questionnaire	Application Attachments	Review Comments	Application Status	Perf.Meas. Classif.	Post Award
Legislative information											
Primary				Additional District(s)							
Assembly District 03				Multiple Selection (Ctrl + Click, Shift + Click) Select a value 01 02 03 04 05 06 07 08 09 To select multiple districts, use CTRL+CLICK. Find Assembly District							
Senate District 22				Multiple Selection (Ctrl + Click, Shift + Click) Select a value 01 02 03 04 05 06 07 08 09 To select a range of districts, use SHFT+CLICK. Find Senate District							
US Congressional District District 18 (CA)				Multiple Selection (Ctrl + Click, Shift + Click) Select a value - District 01 (CA) - District 02 (CA) - District 03 (CA) - District 04 (CA) - District 05 (CA) - District 06 (CA) Find US Congressional District							

FAAST: Application Sections

Cooperating Entities

Enter the details for any co-applicants, stakeholders, etc. Save each cooperating entity by clicking the "SAVE COOPERATING ENTITY" button.

General Information	Funding Programs	Project Management	Legislative Information	Agency Contacts	Cooperating Entities	Application Questionnaire	Application Attachments	Review Comments	Application Status	Perf.Meas. Classif.	Post Award
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Cooperating Entity Details:

Fill in the fields with entity details and click "Save Entity " button.

Cooperating Entity:

Role/Contribution to Project: e.g. agency consultant, co-applicant, project manager, landowner, local stakeholder group, subcontractor, funding partner, implementing agency, etc.

Contact First Name:

Last Name:

Phone: (Format: 999-999-9999)

Email:

← Click here to save Cooperating Entity.

Entity Name	Role on Project	Contact Name	Phone	Email	Delete?
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FAAST: Application Sections

Application Questionnaire

Questions related specifically to the 2009 Specialty Crop Block Grant Program.

General Information	Funding Programs	Project Management	Legislative Information	Agency Contacts	Cooperating Entities	Application Questionnaire	Application Attachments	Review Comments	Application Status	Perf.Meas. Classif.	Post Award
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Answer all the questions

Q#. Question

1. Select the applicant's organization type (e.g., Local Government, State/Federal Government, Non-profit, For-profit, University) from the drop down menu below.

Answer:  Select from list

2. Select a Funding Area from the choices below and indicate the corresponding number in the box below.

1. Agricultural Education and Outreach
2. Environmental Concerns/Conservation
3. Nutrition
4. Food Security
5. Plant Health and Pest Problems
6. Market Enhancement and Promotion
7. International Trade

Note: The application questionnaire can only be accessed if a funding program has been selected.

Answer: Please enter value only between: 1 and 7

3. Please enter the 'Start Date' and 'End Date' for the proposed project in mm/yyyy format.

Answer:

05/05/2009 Start Date

09/09/2010 End Date

 Max 500 Characters

4. GOALS AND OBJECTIVES - What are the goals and objectives of the project? How do the objectives support the goals? (Goals are statements of long-term broad vision and may take time to achieve. Objectives are a significant step that must be completed to achieve the goal. Objective statements should focus on the outcome rather than the

FAAST: Application Sections

Application Attachments

Upload attachments by selecting a suggested attachment title, editing attachment title, and browsing for file. Click the "Attachment Selected"

General Information	Funding Programs	Project Management	Legislative Information	Agency Contacts	Cooperating Entities	Application Questionnaire	Application Attachments	Review Comments	Application Status	Perf.Meas. Classif.	Post Award
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New Attachment

Suggested Attachment Title: Budget - Excel Budget Template can be accessed and downloaded from the CDFA website. ▼ Select a title from the drop down menu.

Editable Attachment Title: Edit title if needed.

File Pathname:

IMPORTANT NOTES:

1. Attachment file size is limited to 10 mb each. To see the file size in the Browse Dialog box, click on the "View Menu" button (This button is in the upper right area of the Browse/Choose File dialog). Then select details from the drop down.
2. File attachments may take several minutes to upload depending on the speed of your connection and the size of the file. When the file has been successfully uploaded to the system, the attachment title and upload date will appear below. **PLEASE WAIT UNTIL THE FILE COMPLETELY UPLOADS BEFORE ATTEMPTING TO UPLOAD ADDITIONAL FILES OR WORKING ON OTHER PARTS OF THE APPLICATION.** If you would like to view the attached file, click on its title shown in blue underlined text
3. IF THE SCREEN DOES NOT REFRESH AFTER UPLOADING A FILE, AND INSTEAD DIAPLAYS AN RRROR ,MESSAGE (e.g., PAGE CAN NOT BE DISPLAYED) , PLEASE GO BACK TO THE SCREEN, USING BACK BUTTON ON YOUR BROWSER, AND REFRESH/LOAD THE SCREEN. The screen should then show the uploaded document in the Attachment list. Please re-upload the document only if you do not find the uploaded file in the Attachment list after you have refreshed the webpage. We are in the process of fixing this issue. Sorry for the inconvenience.

Attachment Title	Date & Time Attached	Delete?

FAAST: Preview/Submit Application

- To preview the application, click the **“Preview/Submit Application”** button.

Note: In order to preview the application, the 2009 Specialty Crop Block Grant Program must be checked in the Funding Program section.

- To submit the completed application:
 - Click the **“Preview/Submit Application”** button.
 - Review application information.
 - Enter INITIALS (electronic signature)
 - Click the SUBMIT NOW button.
 - Confirmation screen appears.

FAAST: Technical Assistance

- FAAST Help Desk (Mon – Fri, 8 – 5pm)
 - Phone: 1-866-434-1083
 - Email: FAAST_admin@waterboards.ca.gov

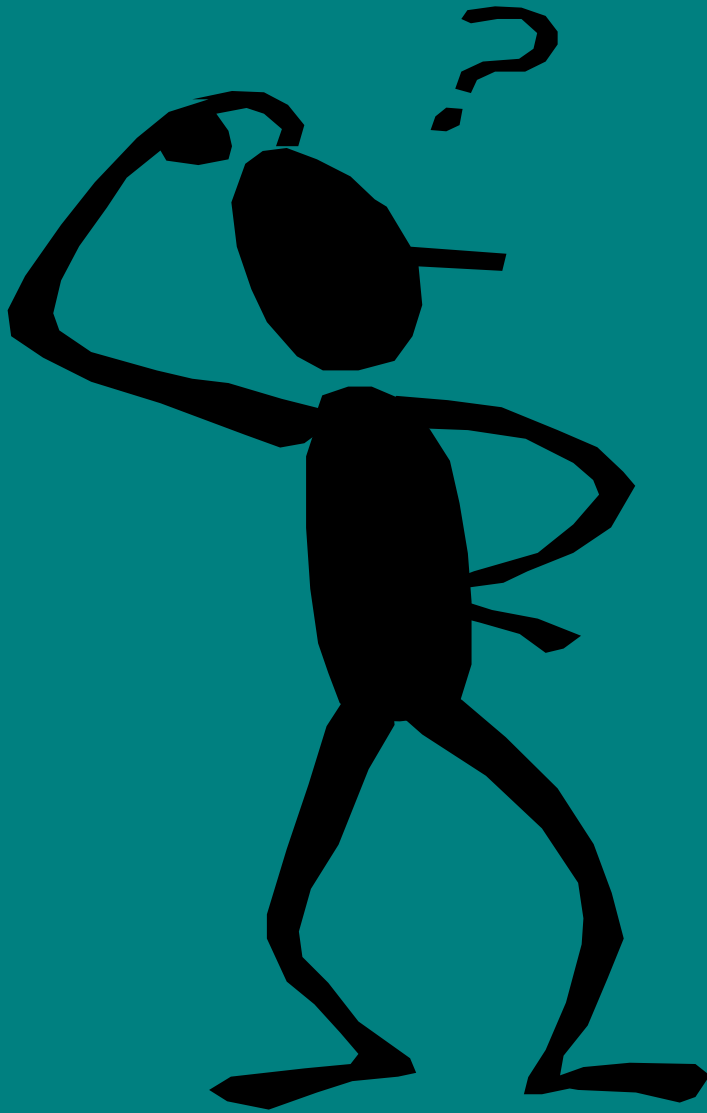
Note: All emails should include the following subject line: CDFA: _____. Emails should include the Proposal Identification Number (PIN) (if it's available).

- User Manual
<https://faast.waterboards.ca.gov/>
- Frequently Asked Questions
<https://faast.waterboards.ca.gov/>



CDFA: Program Related Questions

- All program-related questions should be addressed to the Federal Funds Management Office:
 - Phone: 1-916-657-3231
 - Email: grants@cdfa.ca.gov



Questions?