

# Financial Assistance Application Submittal Tool (FAAST)

How to Apply for California Department of Food and Agriculture's  
**2014 Water Efficiency and Enhancement Program**

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# FAAST

- FAAST is a web-based interface system that allows applicants to submit an application electronically.
- FAAST is administered by the State Water Resources Control Board (State Water Board).
- California Department of Food and Agriculture (CDFA) is using FAAST services for the 2014 Water Efficiency and Enhancement Program (WEEP) solicitation.
- FAAST is located on the State Water Board's website at: <https://faast.waterboards.ca.gov>

# FAAST SYSTEM REQUIREMENTS

The following are the basic system (usage) requirements:

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

***Note: 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.***

# FAAST HOMEPAGE

Homepage includes:

- Create User Account
- Logon
- Frequently Asked Questions (FAQs)
- User Manual

***Note: The FAAST User Manual is a step-by-step guide to using FAAST.***

# USER ACCOUNT CREATION

Creating a NEW user account is a 2-step process:

- STEP 1 – Organization Search

Search for your organization as it may already be entered into FFAST. If you do not find your organization listed, create a new organization.

- 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.***

# LOGGING ONTO FAAST SYSTEM

- 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.*

# MAIN MENU

After logging onto FFAST, the Main Menu screen will appear. The Main Menu allows you to:

- Start a new application;
- Work on existing application(s);
- View previously submitted application(s); and
- Update user and organization profiles.

# START A NEW APPLICATION

To start a new application, please click the “**Start a New Application/Survey**” link on the Main Menu. In order to get to the application, the user must:

- Review/check each of the usage requirements;
- Select the Applicant Organization;
- Select “*2014 Water Efficiency and Enhancement Program*” from the list of Active RFPs/Surveys; and
- Review the selected Organization and RFP.



# SELECTING ORGANIZATION

## *FAAST* Financial Assistance Application Submittal Tool

Welcome DFA STAFF of Rivera's WQ Firm. If not your Account, please log out.

[Help](#) | [Logout](#)

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

### Select 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.

- My Organization " **Rivera's WQ Firm** " will be the Lead Applicant for this Project. Click on "Move on to Next Page" button to proceed and prepare an application for the Rivera's WQ Firm.

[Move on to Next Page](#)

OR

- 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 on "Search for Organization" button 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](mailto:FAAST_Admin@waterboards.ca.gov)

[Search for Organization](#)

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

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

# NAVIGATING THE APPLICATION

The Application is organized into tabs.



There are several ways to navigate between the application tabs:

- Clicking the “Previous” or “Next” buttons;
- Clicking the “Previous (without Saving)” or “Next (without Saving)” buttons which appears on certain tabs; and
- Clicking the tab titles.

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

# APPLICATION FORM

The Application form is comprised of the following tabs:

- General Information
- Project Budget
- Funding Program
- Project Management
- Legislative Information
- Cooperating Entities
- Questionnaire
- Attachment

# GENERAL INFORMATION

The General Information tab contains information about a project such as the title, description, and location.

**PROJECT LOCATION**

Latitude:  (32.0000 to 42.0000)      Longitude:  (-125.0000 to -114.0000) [Obtain Lat and Long](#)

Watershed:  Enter primary watershed(s) for reporting purposes only.

County:

Responsible Regional Water Board:  [Locate on Map](#)

**Note:** For the WEEP Application, select “State Wide” for the Responsible RWQCB.

# FUNDING PROGRAM

The Funding Program tab contains a list of available funding programs associated with the RFP/Survey. Please click the check box under the heading “**Apply**” to select the “*2014 Water Efficiency and Enhancement Program*”.

**Note:** To view application, you must check the “**APPLY**” box.



Apply?
<input checked="checked" type="checkbox"/> Apply

# 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.

This information is needed at the time of entering into an funding agreement.

***Note: 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.***

Project Manager = Project Director

# LEGISLATIVE INFORMATION

The Legislative Information tab is where CDFA applicants will enter the primary district and additional districts for the project area.


***Note: If the project covers multiple districts: 1) Enter one district under the primary column; and 2) Select additional districts in the field labeled “Multiple Selection (CTRL+Click)” by pressing and holding the CTRL key, while clicking to selection additional districts.***

Legislative Information	Primary	Additional District(s)
Senate District	<input type="text" value="27"/>	<div>Multiple Selection (Ctrl + Click)</div> <div><div>01</div><div>02</div><div>03</div><div>04</div><div>05</div><div>06</div></div>

# COOPERATING ENTITIES

The Cooperating Entities tab allows the CDFA applicant to add and/or edit cooperating entities. Cooperating entities are organizations involved in the project (i.e., co-applicant, implementing agency, consultant, stakeholder).

After entering details for a specific cooperating entity, click the “**Save Cooperating Entity**” button.

A rectangular button with a light blue gradient background and a thin black border. The text "Save Cooperating Entity" is centered on the button in a blue, sans-serif font.

***Note: There is no limit on the number of Cooperating Entities that can be added for a project.***



# QUESTIONNAIRE

The Questionnaire tab is a series of questions specific to the *2014 Water Efficiency and Enhancement Program*.

The Questionnaire tab has a session timer which is located above the line of tabs. The session timer resets each time the “**Save as Work in Progress**” button is clicked.

A rectangular box with a light orange background and a thin black border, containing the text "90:00" in a bold, black, sans-serif font.

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

***Note: For the purpose of security, FFAST times out after 90-minutes of inactivity.***

# ATTACHMENTS

The Attachments tab is where attachments (electronic files) are uploaded to the application/survey. Attachments are:

- Required or optional;
- Documents (i.e., project design, budget worksheet, matching funds (cash) documentation); and
- Limited in size (no larger than 10 megabytes [MB]).

***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.***

# SAVING/EDITING YOUR APPLICATION

- Saving an Application

Applications can be started, saved as a work in progress, and edited up until the time the deadline passes. To save the application, click on the “**Save as Work in Progress**” button.



Save as Work in Progress

- Editing an Application

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

*Note: Information entered should be saved regularly. Once an application has been submitted, the status changes to “Submitted or Assigned for Review.”*

# PREVIEW YOUR APPLICATION

Previewing the application is a good way to ensure the application 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, except “Status”, “Feedback”, and “Post Award”.



***Note: In order to preview the application, the 2014 Water Efficiency and Enhancement Program must be checked in the Funding Program section.***

# APPLICATION COMPLETION CHECK

The Application Completion Check allows the system to identify any missing required information (i.e., Federal Tax ID #, required attachments) that should be included as part of the application.

***NOTE: It is the applicant's responsibility to confirm compliance with the solicitation instructions. The Application Completion Check will NOT identify missing or incomplete responses in the Questionnaire tab.***

# SUBMITTING YOUR APPLICATION

If the application has the required information (i.e., Federal Tax ID #, attachments), then the application is ready to be submitted.

To submit the application/survey, read the “**Certification and Submission Statement**”, enter your initials, and click the “**Submit Application/Survey**” button.

*Note: Upon successful submission of your application, a confirmation screen will appear immediately. A confirmation email will be sent to the email address on record.*

# NEED HELP WITH USING FAAST?

- FAAST Help Desk (Monday – Friday, 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 known).*

- *Frequently Asked Questions and User Manual and are available on the FAAST homepage.*

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



# 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](mailto:grants@cdfa.ca.gov)



# ANY QUESTIONS?

