

Financial Assistance Application Submittal Tool (FAAST)

How to Apply for California Department of Food and Agriculture's
2011 Specialty Crop Grant Program

Presenters:

Andrew Lawrence, FAAST Coordinator

Ibyang Rivera, FAAST Coordinator



Background Information

- FFAST is a web-based interface system that allows applicants to submit an application electronically.
- FFAST is administered by the State Water Board.
- California Department of Food and Agriculture (CDFA) for it's 2011 Specialty Crop Grant Program solicitation.

Where is FAAST located?

FAAST is located on the State Water Resources Control Board's website 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

Main FFAST Webpage

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

Main FFAST 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 FFAST. To create an account, please use the Sign Up button on the right.

Applications submitted prior to the August 2004 release of FFAST 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 FFAST

Username:

Password :

Note: Username and Password are case sensitive

Forgot your password?

CREATE APPLICANT ACCOUNT

PUBLIC SEARCH TOOL

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

Creating an 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.

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.

Step 1 - User Details Screen Shot

Welcome to FFAST. Wednesday, April 8, 2009

New to FFAST? 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:

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.

Step 2 – Organization Details Screen Shot

Welcome to FFAST. Wednesday, April 8, 2009

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

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

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

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
-------------------	-----------------	---------

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.

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 FFAST user account, click on the **“Create User Account”** button.

Step 3 – Username & Password Screen Shot

Welcome to FFAST. 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 FFAST. 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 FFAST.

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

User Account Details

Organization: State Water Board

Person: lbyang.Rivera, FFAST_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

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

Logging onto FFAST System

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

Note: Username and password are both case-sensitive.

Logging onto FFAST System 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 FFAST. To create an account, please use the Sign Up button on the right.

Applications submitted prior to the August 2004 release of FFAST 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 FFAST

Username:

Password :

Note: Username and Password are case sensitive

Forgot your password?

CREATE APPLICANT ACCOUNT

PUBLIC SEARCH TOOL

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

Applicant Menu (Main Menu)

- After logging onto FFAST, 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.

Applicant Menu Screen Shot

Welcome Ibyang Rivera IN STAGING, of Rivera's WQ Firm! Wednesday, January 6, 2010

[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

[Start a New Application](#) to begin the application submittal process

Other Menu Options

[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# 10007 - Enter Project title here	Phase 1	Application In Progress (not submitted)	2010 Specialty Crop Block Grant Program
PIN# 9996 - Enter Project title here	Phase 1	Application In Progress (not submitted)	2010 Expanded Use SRF Program (non-ARRA, non-wastewater, non-water recycling)
PIN# 9995 - New Project to Preserve Beautiful Sunsets	Phase 1	Application In Progress (not submitted)	2010 Expanded Use SRF Program (non-ARRA, non-wastewater, non-

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.	<input type="checkbox"/>
• Save your work often. The system times out after 90 minutes.	<input type="checkbox"/>
• Disable pop-up blocking software to operate FAAST.	<input type="checkbox"/>
• Delete all temporary Internet files and cookies to speed up browsing.	<input type="checkbox"/>
• Data fields may or may not have a limitation on the number of characters per field.	<input type="checkbox"/>

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

Start A New Application Screen Shot

Welcome Ibyang Rivera IN STAGING, of Rivera's WQ Firm! Wednesday, January 6, 2010

[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 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).

Start A New Application Screen Shot (cont'd)

Welcome Ibyang Rivera IN STAGING, of Rivera's WQ Firm! Wednesday, January 6, 2010

[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	1/1/2015 11:59:59 PM
2009 Expanded Use Clean Water State Revolving Fund Loan Program (closed)	3/9/2010 11:59:59 PM
2010 Expanded Use SRF Program (non-ARRA, non-wastewater, non-water recycling)	6/1/2010 11:59:59 PM
2010 Specialty Crop Block Grant Program	2/1/2010 5:00:00 PM

Click Here!

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

Start A New Application Screen Shot (cont'd)

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, January 6, 2010

[Main Menu](#)

This page starts the application process for the "2010 Specialty Crop Block Grant Program." If you would like to apply for the "2010 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: 2010 Specialty Crop Block Grant Program

RFP Description: The California Department of Food and Agriculture (CDFA) is conducting a competitive solicitation process to award 2010 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](#)

Navigating the Application

The Application is organized into sections (or tabs).

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
----------------------------	------------------	--------------------	-------------------------	-----------------	----------------------	---------------------------	-------------------------	-----------------	--------------------	---------------------	------------

- 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 “2011 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, and;
 - Clicking on a different tab will automatically save your information.

Save as Work in Progress

Next Section

Navigating the Application (cont'd)

- 90-minute session timer on the Application Questionnaire section. Timer resets each time you save or change screens.

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

88:32

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
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).

7 Application Sections Required

- 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 2011 Specialty Crop Block Grant Program.

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 : 2010 Specialty Crop Block Grant Program										
Applicant Organization: Rivera's WQ Firm										
Submitting Organization: Rivera's WQ Firm										
Project Title: <input type="text" value="Enter PROJECT TILE here. Note: Maximum of 100 Characters. *"/>										
Project Description: <input type="text" value="Enter PROJECT DESCRIPTION here. Note: Maximum of 1000 Characters. * (1000 characters max)"/>										
Project Budget										
Funds Requested: \$ <input type="text" value="100,000"/>										
Local Cost Match: \$ <input type="text" value="50,000"/>										
Total Budget: \$ <input type="text" value="150,000"/>										
Project Location										
Latitude : <input type="text" value="32"/> (32.0000 to 42.0000) Longitude : <input type="text" value="-125"/> (-125.0000 to -114.0000) Obtain Latitude and Longitude										
Watershed: <input type="text"/> Enter primary watershed(s) for reporting purposes only.										
County: <input type="text" value="Sacramento"/>										
Responsible RWQCB : <input type="text" value="State Wide"/> * Locate on Map										
*Indicates required information.										
<input type="button" value="Save as Work in Progress"/> <input type="button" value="Next Section"/>										

Select "State Wide" for the Responsible RWQCB.

Funding Program

Select **“2011 Specialty Crop Block Grant Program”** as your funding program”.

Welcome Ibyang Rivera IN STAGING, of Rivera's WQ Firm! Wednesday, January 6, 2010

[Main Menu](#)

The Funding Programs section allows you to view or edit available funding program(s) in the RFP. Select the funding program(s) that you want to apply for by clicking the check boxes under "Apply." If your application has been recommended to proceed to the next phase of the application process, the recommended grant amount will be displayed under "Amount Recommended by SWRCB."

Please complete each section of the application except "Review Comments" and "Application Status." When you move between sections, the system will automatically save the information you have entered. You may also click the "Save as Work in Progress" button to save your information. To preview or submit the completed application, click the "Preview / Submit Application" button.

PIN# 10010 - Enter PROJECT TILE here. Note: Maximum of 100 Characters.

General Information	Funding Programs	Project Management	Legislative Information	Agency Contacts	Cooperating Entities	Application Questionnaire	Application Attachments	Review Comments	Application Status	Perf.Meas. Classif.	Post Awar
You may select only 1 (one) funding program listed below by checking the apply box.											
Funding Program		Description						Grant Amount Range		Apply	
2010 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.						Not available		<input checked="" type="checkbox"/> Apply?	
Previous Section		Save as Work in Progress				Next Section					
Preview / Submit Application											

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

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: <input type="text" value="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	<input type="text" value="JANE"/>	<input type="text" value="SMITH"/>	<input type="text" value="916-432-8765"/>	<input type="text" value="916-234-5678"/>	<input type="text" value="jsmith@company.com"/>
<input type="button" value="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	<input type="text" value="JANE"/>	<input type="text" value="SMITH"/>	<input type="text" value="916-432-8765"/>	<input type="text" value="916-234-5678"/>	<input type="text" value="jsmith@company.com"/>

Previous Section

Save as Work in Progress

Next Section

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							
				Find Assembly District							
Senate District			22	Multiple Selection (Ctrl + Click, Shift + Click)							
				Select a value							
				01							
				02							
				03							
				04							
				05							
				06							
				07							
				08							
				09							
				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							

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
-------------------------------------	----------------------------------	------------------------------------	---	---------------------------------	-----------------------------	---	---	---------------------------------	------------------------------------	-------------------------------------	----------------------------

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:

Entity Name	Role on Project	Contact Name	Phone	Email	Delete?
-------------	-----------------	--------------	-------	-------	---------

Application Questionnaire

Questions related specifically to the 2011 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
-------------------------------------	----------------------------------	------------------------------------	---	---------------------------------	--------------------------------------	----------------------------------	---	---------------------------------	------------------------------------	-------------------------------------	----------------------------

Answer all the questions

Q#. Question

1. Please select the organization type that correctly reflects the nature of your organization.
Answer: Select from list

2. Please select a funding area from the choices below and indicate the corresponding number in the box below.

1. Research - Plant Health and Pest Challenges
2. Research - Environmental Concerns and Conservation
3. Research - Food Safety
4. Marketing - Agriculture Education/Outreach
5. Marketing - International Trade
6. Marketing - Market Enhancement and Promotion
7. Nutrition - Food Security
8. Nutrition - Healthy Eating

Answer: Please enter value only between: 1 and 8

3. PROJECT PURPOSE - Clearly identify the specific issue or problem that the project will address and explain why the issue is relevant.
Answer:
Max 1000 Characters

4. Does the project build on a SCBGP project that was approved in a prior year? If Yes, then the Grant Agreement number must be provided as well as a clear indication of how the new project compliments the previous work.
Answer: Select from list
Answer:
Max 500 Characters

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
-------------------------------------	----------------------------------	------------------------------------	---	---------------------------------	--------------------------------------	---	--------------------------------	---------------------------------	------------------------------------	-------------------------------------	----------------------------

New Attachment

Suggested Attachment Title: 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?
------------------	----------------------	---------

Preview or Submit Application

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

Note: In order to preview the application, the 2011 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.

Technical Assistance for FFAST

- FFAST 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 known).

- *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