



A Step-by-Step Guide to Completing your SWEEP Application

Visit the SWEEP webpage (www.cdfa.ca.gov/oefi/sweep) for up-to-date information on program developments and quick links to all the resources and tools needed to apply.

1. Review the SWEEP application materials on the [SWEEP Webpage](#)

- Read the [2017 SWEEP Request for Grant Applications](#)
- Read the [Frequently Asked Questions](#)
- Read the [Air Resources Board Quantification Methodology for SWEEP](#)

2. Establish a Financial Assistance Application Submittal Tool (FAAST) Account here: <https://faast.waterboards.ca.gov/>

Or access the account that you have created in the past

- Start a new 2017 SWEEP Application
- **Note:** SWEEP applications must be submitted online in FAAST. An account is required to access and complete a SWEEP application. You are able to save your progress and can complete the application over several days as you gather needed information.

3. Develop a Project Design

- Determine eligible project components and budget
- Obtain a project design(s). You may find it helpful or necessary to consult with an irrigation specialist.

4. Gather Baseline Water Use, Energy Use, Pump Tests and Specifications

- Water and energy use supporting documentation to substantiate water savings and GHG reductions calculations is required. For specific requirements, refer to Appendix A of the [2017 SWEEP Request for Grant Applications](#).

5. Complete and attach the [SWEEP Irrigation Water Savings Assessment Tool](#)

- Review, complete, and save the Microsoft Excel Workbook.
- Upload completed workbook as an attachment in FAAST.
- Make note of the estimated baseline water use and estimated water savings for use in the application and Greenhouse Gas Calculator.

6. Complete and attach the [Air Resources Board Greenhouse Gas Calculator](#)

- Review, complete and save the Microsoft Excel Workbook
- Upload completed workbook as an attachment in FAAST.
- Make note of the estimated GHG Reductions associated with your project for input into the application.

7. Complete and submit the application in FAAST by March 16, 2017 at 5:00 p.m.

- Provide responses to all of the application questions on the Questionnaire tab.
 - Include all the required attachments: Project Design, Budget Worksheet, SWEEP Irrigation Water Savings Assessment Tool, ARB Greenhouse Gas Calculator, Supporting Energy Records, Pump Tests and Pump Specifications.
 - Include Matching Funds Documentation if you are provided matching funds.
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