



# Financial Assistance Application Submittal Tool (FAAST)

How to Apply for Cleanup and  
Abatement Account (CAA) Funds

February 2011

**Presenters:**  
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**FAAST Coordinators**



# FAAST: Background

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- FAAST is a web-based interface system that allows applicants to submit an application electronically.
- FAAST is administered by the State Water Board



# **FAAST: Where is it located?**

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– FAAST is located at:

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



# FAAST: System Requirements

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- Use a PC
- Clear your Internet Cookies, Cache, and Internet History
- Use Internet Explorer V6.0 or higher
- Disable pop-up blocker



# FAAST: Main Webpage

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

# FAAST: Main Webpage

## *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](mailto:FAAST_ADMIN@waterboards.ca.gov).

### LOG ONTO FAAST

Username:

Password:

Note: Username and Password are case sensitive

### RETRIEVE PASSWORD

Forgot your password?

### CREATE FAAST ACCOUNT

### PUBLIC SEARCH TOOL

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



# **FAAST: Create User Account**

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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:	<input type="text" value="Ms."/>	( Mr., Ms., Dr., etc.)
First Name:	<input type="text" value="Ibyang"/>	
Middle Name:	<input type="text"/>	
Last Name:	<input type="text" value="Rivera"/>	
Title:	<input type="text" value="FAAST Coordinator"/>	Your title in the organization such as staff, analyst, manager, etc.
Phone:	<input type="text" value="866-434-1083"/>	( Format: 999-999-9999 )
Fax:	<input type="text"/>	( Format: 999-999-9999 )
Email:	<input type="text" value="FAAST_admin@waterboards.ca.gov"/>	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:	<input type="text" value="FAAST_admin@waterboards.ca.gov"/>	

Next Step



# FAAST:

## Create User Account

### Step 2 – Organization Details

- Search for your organization 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

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.

Did not find your organization in the FAAST 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
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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

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: Ibyang 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

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



# FAAST: Logging On

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- 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 system.
  - Note: Username and Password are both case-sensitive.

# FAAST: Logging On 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.

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### LOG ONTO FAAST

**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 FAAST.**



# FAAST: Applicant Menu

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- 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: Logging On 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

[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
<a href="#">PIN# 9955 - test</a>	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.	<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

# FAAST: Start A New Application

Welcome Ibyang Rivera IN 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](mailto:FAAST_Admin@waterboards.ca.gov)

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](#).

# FAAST: Start A New Application

Welcome Ibyang Rivera III 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).**

<b>General Information</b>	<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 the responsible Regional Board must be entered under the General Information section, and the CAA 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 table will automatically save your information.**

Save as Work in Progress

Next Section

# FAAST: Navigating the Application (continued)

- **90-minute session timer on the Application Questionnaire section.**
  - **Note: Each time you save, the session 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.

<a href="#">General Information</a>	<a href="#">Funding Programs</a>	<a href="#">Project Management</a>	<a href="#">Legislative Information</a>	<a href="#">Agency Contacts</a>	<a href="#">Cooperating Entities</a>	<b><a href="#">Application Questionnaire</a></b>	<a href="#">Application Attachments</a>	<a href="#">Review Comments</a>	<a href="#">Application Status</a>	<a href="#">Perf.Meas. Classif.</a>	<a href="#">Post Award</a>
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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

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- 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 CAA)



# FAAST:

## Application Sections

### General Information

Enter general project information.

<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>
RFP Title : 2009 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 TITLE here - Maximum of 100 characters."/> * Project Description: <input type="text" value="Enter PROJECT DESCRIPTION here - Maximum of 1000 characters."/> * (1000 characters max)										
<b>Project Budget</b>										
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"/>										
<b>Project Location</b>										
Latitude : <input type="text" value="32"/> ( 32.0000 to 42.0000 )      Longitude : <input type="text" value="-125"/> ( -125.0000 to -114.0000 ) <a href="#">Obtain Latitude and Longitude</a> Watershed: <input type="text"/> Enter primary watershed(s) for reporting purposes only. County: <input type="text" value="Sacramento"/> <input type="button" value="v"/> Responsible RWQCB : <input type="text" value="State Wide"/> <input type="button" value="v"/> * <a href="#">Locate on Map</a>										
*Indicates required information.										
<input type="button" value="Save as Work in Progress"/> <input type="button" value="Next Section"/>										
<input type="button" value="Preview / Submit Application"/>										



# **FAAST:**

# **Application Sections**

## **Funding Program**

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- **Select 2011 CAA Program as your funding program.**

# FAAST: Application Sections Project Management

**Enter information for project manager and project director.**

<a href="#">General Information</a>	<a href="#">Funding Programs</a>	<a href="#">Project Management</a>	<a href="#">Legislative Information</a>	<a href="#">Agency Contacts</a>	<a href="#">Cooperating Entities</a>	<a href="#">Application Questionnaire</a>	<a href="#">Application Attachments</a>	<a href="#">Review Comments</a>	<a href="#">Application Status</a>	<a href="#">Perf.Meas. Classif.</a>	<a href="#">Post Award</a>
<b>The information in the following section is pulled from your initial account sign-up process.</b>											
<b>Applicant Information</b>						<b>Person Submitting Application</b>					
Name: Rivera's WQ Firm Address: 1001 I Street Sacramento, CA - 95815  <small>*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</small>  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  <small>To change this information, go to the main menu and click on "Update Your User Profile."</small>					
<b>The intent of the following section is to identify contacts for the grant agreement process, if your project is recommended for funding.</b>											
<b>Project Management Role</b>		<b>First Name</b>	<b>Last Name</b>	<b>Phone Number</b>	<b>Fax</b>	<b>Email</b>					
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"/> <small>Click on this button to copy Project Director details into Project Manager fields.</small>											
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"/>					
<input type="button" value="Previous Section"/>			<input type="button" value="Save as Work in Progress"/>			<input type="button" value="Next Section"/>					

# FAAST:

## Application Sections

### Legislative Information

Enter legislative districts for the project location.

<a href="#">General Information</a>	<a href="#">Funding Programs</a>	<a href="#">Project Management</a>	<a href="#">Legislative Information</a>	<a href="#">Agency Contacts</a>	<a href="#">Cooperating Entities</a>	<a href="#">Application Questionnaire</a>	<a href="#">Application Attachments</a>	<a href="#">Review Comments</a>	<a href="#">Application Status</a>	<a href="#">Perf.Meas. Classif.</a>	<a href="#">Post Award</a>	
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								
				<a href="#">Find Assembly District</a>								
		Senate District	22	Multiple Selection (Ctrl + Click, Shift + Click)								
				Select a value								
				01								
				02								
				03								
				04								
				05								
				06								
				07								
				08								
				09								
				<a href="#">Find Senate District</a>								
		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)								
				<a href="#">Find US Congressional District</a>								

# 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.

<a href="#">General Information</a>	<a href="#">Funding Programs</a>	<a href="#">Project Management</a>	<a href="#">Legislative Information</a>	<a href="#">Agency Contacts</a>	<b>Cooperating Entities</b>	<a href="#">Application Questionnaire</a>	<a href="#">Application Attachments</a>	<a href="#">Review Comments</a>	<a href="#">Application Status</a>	<a href="#">Perf.Meas. Classif.</a>	<a href="#">Post Award</a>
<b>Cooperating Entity Details:</b>											
Fill in the fields with entity details and click "Save Entity " button.											
Cooperating Entity:						Enter NAME of COOPERATING ENTITY here.					
Role/Contribution to Project:						Enter ROLE/CONTRIBUTION. <small>e.g. agency consultant, co-applicant, project manager, landowner, local stakeholder group, subcontractor, funding partner, implementing agency, etc.</small>					
Contact First Name:						Roy					
Last Name:						Jones					
Phone:						916-876-5432 <small>( Format: 999-999-9999 )</small>					
Email:						rjones@cooperatingentity.com					
<input type="button" value="Save Cooperating Entity"/>											
<input type="button" value="Previous Section"/>				<input type="button" value="Save as Work in Progress"/>				<input type="button" value="Next Section"/>			
<input type="button" value="Preview / Submit Application"/>											
Entity Name	Role on Project	Contact Name	Phone	Email	Delete?						

# FAAST: Application Sections Application Questionnaire

## Questions related specifically to the CAA program

<a href="#">General Information</a>	<a href="#">Funding Programs</a>	<a href="#">Project Management</a>	<a href="#">Legislative Information</a>	<a href="#">Agency Contacts</a>	<a href="#">Cooperating Entities</a>	<b><a href="#">Application Questionnaire</a></b>	<a href="#">Application Attachments</a>	<a href="#">Review Comments</a>	<a href="#">Application Status</a>	<a href="#">Perf.Meas. Classif.</a>	<a href="#">Post Award</a>
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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

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:   
  
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 title, and browsing for file. Click the "Attachment Selected" button.

<a href="#">General Information</a>	<a href="#">Funding Programs</a>	<a href="#">Project Management</a>	<a href="#">Legislative Information</a>	<a href="#">Agency Contacts</a>	<a href="#">Cooperating Entities</a>	<a href="#">Application Questionnaire</a>	<b>Application Attachments</b>	<a href="#">Review Comments</a>	<a href="#">Application Status</a>	<a href="#">Perf.Meas. Classif.</a>	<a href="#">Post Award</a>
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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:

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 CAA 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**

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- **FAAST Help Desk (Mon – Fri, 8 AM – 5 PM).**
  - **Phone: 1 (866) 434-1083**
  - **Email: [FAAST\\_admin@waterboards.ca.gov](mailto:FAAST_admin@waterboards.ca.gov)**
  - **Note: All emails should include the following subject line: CAA:\_\_\_\_\_. 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/>**



# **CAA Program: Program Related Questions**

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- **All program-related questions should be addressed to the Cleanup and Abatement Account Program:**
  - **CAA Program Staff (Mon – Fri, 8 AM – 5 PM).**
  - **Phone: 1 (916) 341-5694**
  - **Email: [CAA@waterboards.ca.gov](mailto:CAA@waterboards.ca.gov)**

# Questions

