

FAAST

**Financial Assistance Application Submittal
Tool**

USER MANUAL

For funding programs implemented by:
Division of Financial Assistance
California Department of Housing and Community Development

January 10, 2020

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I. FFAST: AN INTRODUCTION

FFAST stands for the Financial Assistance Application Submittal Tool. It is a web-based system developed by the State Water Resources Control Board's (State Water Board) Division of Financial Assistance to accept, review, and store Application submittals electronically. [The California Department of Housing and Community Development \(HCD\)](#) utilizes the FFAST system to receive applications for certain funding programs.

The system requirements that will aid in the use of FFAST are as follows:

- Use Internet Explorer (version 6.0 or higher);
- Computer monitors should have a resolution of at least 1024 X 760;
- Disable pop-up blocking software;
- Use a personal computer (PC).

FFAST 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.

II. WHERE TO FIND FFAST

FFAST is hosted on the State Water Board's website. FFAST can be found at the following web address: <https://faast.waterboards.ca.gov>. The FFAST homepage serves as the portal to log onto the system and to access previously submitted applications available on the Public Search Tool page. [All application materials submitted to the FFAST systems for HCD programs will be publically available following announcement of awards for the associated Notice of Funding Availability.](#)

The screenshot shows the homepage of the Financial Assistance Application Submittal Tool (FFAST). At the top, there is a navigation bar with links: Home, About Us, Public Notices, Board Info, Board Decisions, Water Issues, Publications/Forms, and Press Room. Below this is a green banner with the text "Welcome to the State Water Resources Control Board".

On the left side, there is a vertical menu for "Office of Governor Edmund G. Brown Jr." with a "Visit his Website" link. Below this is a list of links: Cal/EPA, State and Regional Water Boards' Map, Laws/Regulations, Plans/Policies, Programs, Decisions Pending and Opportunities for Public Participation, FFAST, FAQs, How-To Videos, User Manual, Active RFPs, Funding Program Resources, Public Search Tool, Use FFAST for your Funding Program, System Disclosure, and Contact Us. At the bottom of this menu is the "DIVISION OF FINANCIAL ASSISTANCE" with links to the Home Page, Proposals & Solicitations, and Funding Programs.

The main content area features the "FFAST FINANCIAL ASSISTANCE APPLICATION SUBMITTAL TOOL" logo. Below the logo is a login section with "Username:" and "Password:" input fields, a "LOG ONTO FFAST" button, and a note: "Note: The username and password are case-sensitive." Below the login section are four buttons: "RETRIEVE PASSWORD", "CREATE ACCOUNT", "PUBLIC SEARCH TOOL", and "HOW-TO VIDEOS".

Below the buttons is a "WELCOME TO FFAST" section with the following text: "The Financial Assistance Application Submittal Tool (FFAST) allows potential funding recipients to apply for grant and loan funding offered by various State agencies. The State Water Resources Control Board's Division of Financial Assistance (Division) is responsible for administering the FFAST system. The Division also administers various financial assistance programs for planning, design, and construction of municipal sewage and water recycling facilities, drinking water facilities, stormwater, groundwater, and nonpoint source pollution control projects. The following table lists funding programs currently accepting applications through FFAST."

| FUNDING PROGRAM | RESPONSIBLE STATE AGENCY |
|--|-------------------------------------|
| 2013 Clean Beaches Research (Round 4) | State Water Resources Control Board |
| Cleanup and Abatement Account - 3rd/4th Qtr 2014 | State Water Resources Control Board |
| Clean Water State Revolving Fund (CWSRF) - Construction/Implementation | State Water Resources Control Board |

Below the table is a "NEED HELP? CONTACT FFAST HELP DESK" section with the text: "The FFAST Help Desk is staffed Monday - Friday (8:00 AM - 5:00 PM). Please direct your questions to: 1-866-434-1083 or FFAST_ADMIN@waterboards.ca.gov. If you are experiencing problems with FFAST, please provide the following information:

- Name of the funding program you are applying to;
- A short description of the problem (including where in the application the problem is occurring);
- Proposal Identification Number (PIN) assigned to the application; and
- A screen shot of the error received (if applicable).

Figure 1: Financial Assistance Application Submittal Tool (FFAST) homepage

III. FAAST SIGN UP PROCESS

If you do not have a FAAST account, you may create one by clicking on the “**Create Account**” button on the FAAST homepage.

Creating a user account is a two-step process:

- [Step 1: Organization Search](#); and
- [Step 2: User Registration](#)

A. STEP 1: ORGANIZATION SEARCH

General information for your organization may already be entered in FAAST. You can search the database by entering any part of the name of the organization and clicking on the “**Search**” button. A listing of organizations will appear. For example: Entering the word “river” will return the following organizations, Riverside County and American River Protection Committee.

Organization Search Step 1

This page allows you to search for organizations which are already in the FAAST database. Enter any part of the organization name and click on the search button. Use care when entering an entire organization name. An extra space, or misspelled words, will prevent the system from retrieving the organization record. If you find the organization of interest, click on the name to submit an application on behalf of that organization. If you do not find the organization in the search results, Scroll down the search results to Create New Organization record.

Search for Organization

Organization Name:

Sort By:

| Organization Name | Department | Address | Org Id |
|---|---------------------------------|---|--------|
| American River Conservancy | | PO Box 562, Coloma CA-95613 | 24237 |
| American River Water Education Center | Bureau of Reclamation | 7794 Folsom Dam Road, Folsom CA-95630 | 18013 |
| American River Watershed Group | | PO Box 743, Carmichael CA-95609-0743 | 6280 |
| American Rivers | California Field Office | 432 Broad Street, Nevada City CA-95959 | 18267 |
| CARMEL RIVER WATERSHED CONSERVANCY | | UNKNOWN, UNKNOWN CA-00000 | 14782 |
| Calexico New River Committee | | PO Box 2374, Calexico CA-92231 | 4482 |
| Calexico New River Committee, Inc. | | P.O. Box 2374, Calexico CA-92231 | 21199 |
| City of Pico Rivera | Water Resources | PO Box 1016, Pico Rivera CA-90660 | 19640 |
| City of Riverbank | Development Services Department | 6707 3rd St, Riverbank CA-95367 | 20789 |
| City of Riverside | Riverside Public Utilities | 3025 Madison Street, Riverside CA-92504 | 1758 |

Figure 2: Step 1: Organization Search

If the name of the organization you are representing is listed, select the organization name and proceed to [Step 2: User Registration](#).

If your organization is not found in the displayed search results, click the “**Create New Organization**” button. You will create a new organization record in FAAST by following the instructions listed below.

1. CREATE NEW ORGANIZATION

Creating a new organization record in FFAST should occur only when your organization is not found per the search process outlined above.

Please enter the organization's contact information, such as: Name of Organization, Division or Branch, Address, City, State and Zip Code, and type of Organization. Click the **"Next Step"** button to proceed to [Step 2: User Registration](#).

The screenshot shows the 'New Organization Details' screen of the FFAST Financial Assistance Application Submittal Tool. The header features the FFAST logo (with a green dollar sign) and the text 'FINANCIAL ASSISTANCE APPLICATION SUBMITTAL TOOL'. Below the header, the page title is 'New Organization Details'. A descriptive text states: 'This screen allows you to enter your organization details. The system will maintain this information in the FFAST database. Enter the details and click "Next Step" button to proceed to User Account Details Screen.' The main form area is titled 'Organization Details' and contains the following fields: 'Organization Name', 'Division or Branch', 'Mailing Address' (with a help icon), 'Mailing City', 'Mailing State', 'Mailing Zip', 'Type of Organization' (a dropdown menu with 'Select a Value'), 'Federal Tax Id Number' (with a note: '(Enter numbers only. Correct format is 999999999.)'), and 'DUNS Number' (with a note: '(Enter numbers only. Correct format is 999999999.)'). At the bottom of the form are two buttons: 'Previous Step' and 'Next Step'.

Figure 3: New Organization Details

B. 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. Applicants should also sign up for the HCD email list serve to receive important program updates that may affect their application. https://www.hcd.ca.gov/HCD_SSI/subscribe-form.html

FAAST FINANCIAL ASSISTANCE APPLICATION SUBMITTAL TOOL

User Registration Step 2

This is a simple two step process. Please enter your Organization details in Step 1, your User details in Step 2 and click on "Create User Account" button to Successfully Create User Account.

User Account Details

Organization:

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

First Name:

Middle Name:

Last Name:

Title: ⓘ

Phone:

Fax:

Email: ⓘ

Confirm Email:

Subscribe to Email Alerts?: Yes ▾ ⓘ

User Name:

Password:

Security Question: Select a Value ▾ ⓘ

Security Answer:

Figure 4: Step 2: User Registration

Select a User Name and Password for your account. Click the **“Check for Availability”** button to verify whether the user name selected is available. To activate your FAAST user account, click the **“Create User Account”** button.

Note: The password is case sensitive.

After successfully creating a user account, a confirmation screen can be printed for your records. Please use the FILE | PRINT function on your browser and please keep it in a safe place for future reference. A confirmation email will be sent within 24 hours.

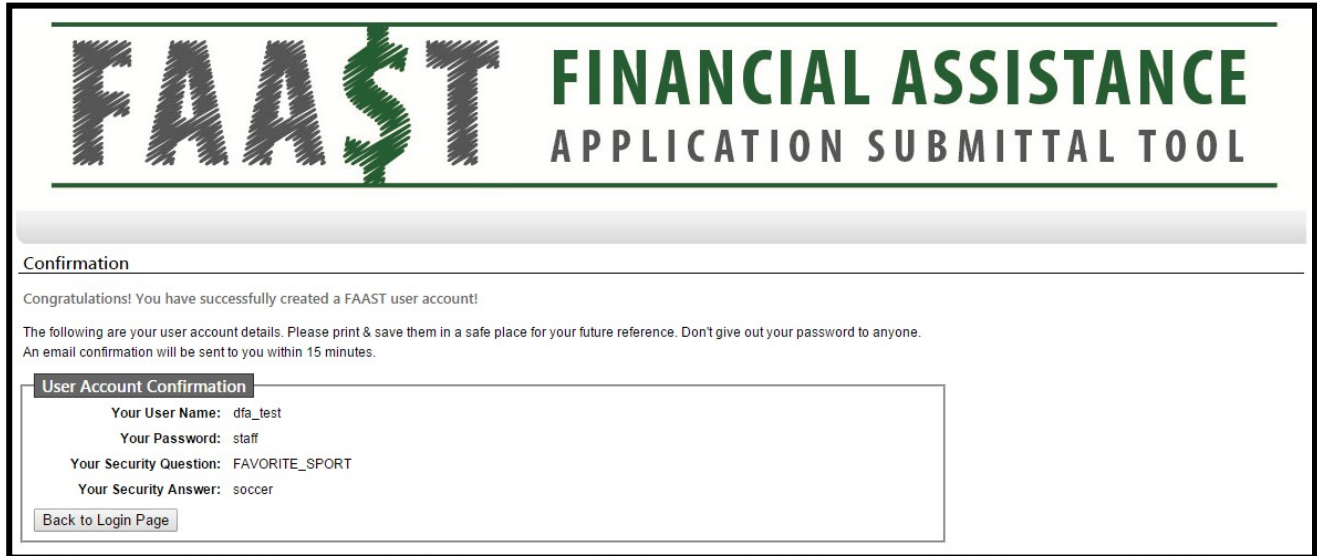


Figure 5– User Account Confirmation

To log in to FAAST, click the **“Back to Login Page”** button.

IV. SIGNING ONTO FAAST

On the FAAST homepage, look under the “FAAST” logo near the top of the screen. Enter your Username and Password here and click the **“Log onto FAAST”** button to enter the system.

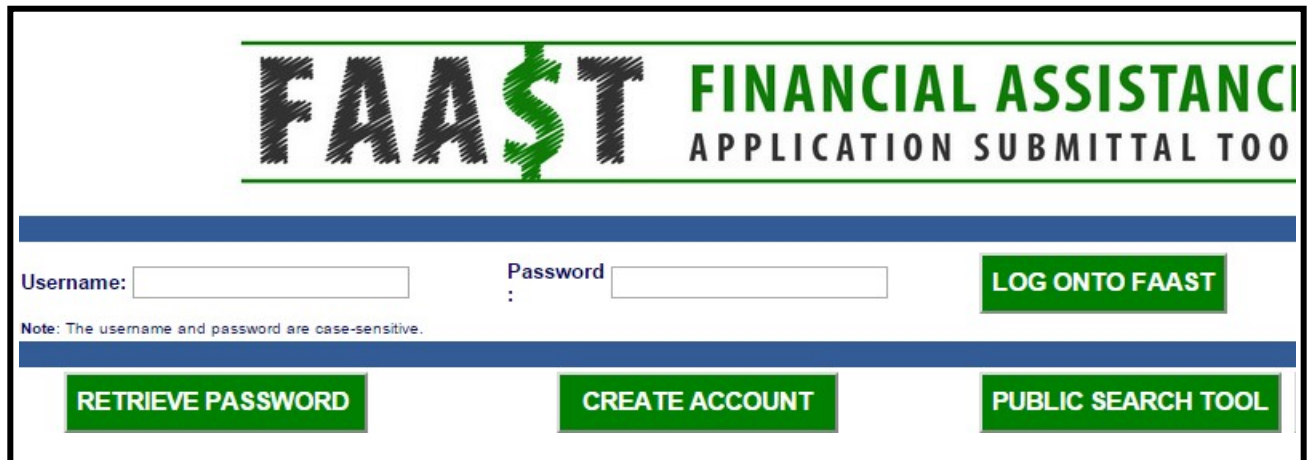


Figure 6– Log onto FAAST

A. MAIN MENU

After signing in, the Main Menu will appear. The Main Menu allows you to submit a new application, work on existing application(s) or update your user and organization profile.

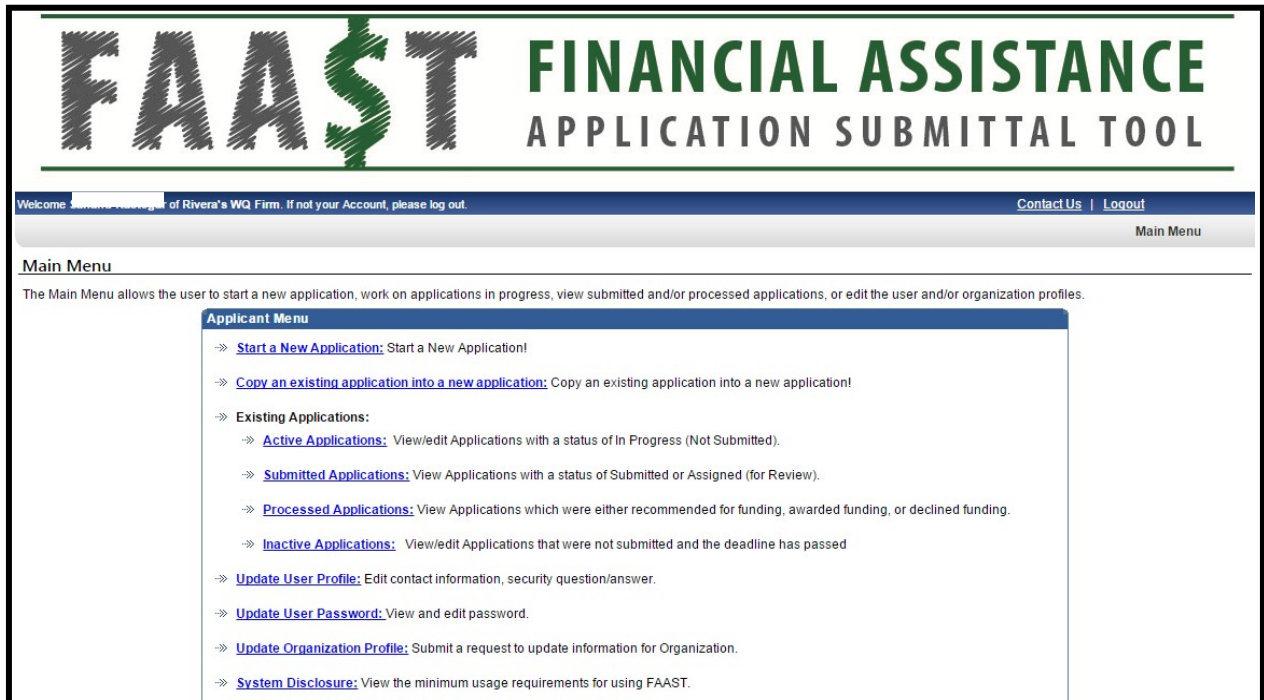


Figure 7– Main Menu

START A NEW APPLICATION

This link will direct the user to the Application initiation process. Section V below has additional information about how to start a new Application.

1. EXISTING APPLICATIONS

This section of the Main Menu allows the user to choose which set of applications to view: Active, Submitted, Processed, and Inactive. Sections VI through VIII have additional information about how to complete, save, edit, print, preview, or submit your Application.

2. UPDATE USER PROFILE

This link allows the user to edit contact information, and the security question and answer.

3. UPDATE USER PASSWORD

This link allows the user to view and edit the password for the account.

4. UPDATE ORGANIZATION PROFILE

This link allows the user to update information for the Organization via a change request.

5. SYSTEM DISCLOSURE

This link allows the user to view the minimum usage requirements for FAAST.

Note: See [ADDITIONAL MAIN MENU OPTIONS](#) for more information

V. START A NEW APPLICATION

Select the “Start a New Application” link on the Main Menu.

A. SYSTEM DISCLOSURE

Once the link is clicked, the “System Disclosure” page is displayed. This page is displayed each time a new Application is started. After reading through each of the usage requirements, please check the box and then click the “Continue” button.

Welcome [] of Rivera's WQ Firm. If not your Account, please log out. [Contact Us](#) | [Logout](#)

System Disclosure

FAAST was designed and tested for use on a personal computer (PC) using Internet Explorer (version 6.0 or higher). The use of a Macintosh (Mac) or other web browsers may impact the ability to successfully save information, navigate within FAAST, upload attachments, or submit an application.

The following is a list of recommendations when using FAAST.

| Usage Recommendations | Check Box |
|--|--------------------------|
| Use web browser Internet Explorer (version 6.0) or greater. | <input type="checkbox"/> |
| Save work often - System times out after 90 minutes of inactivity. | <input type="checkbox"/> |
| Disable pop-up blocking software. | <input type="checkbox"/> |

[Continue](#)

Figure 8- Disclosure

B. SELECT ORGANIZATION

The Select Organization screen allows the user to identify whether they are submitting an Application on behalf of their organization OR on behalf of another organization (for example, a consultant may submit an application on behalf of the applicant.)

Welcome [] of Rivera's WQ Firm. If not your Account, please log out. [Contact Us](#) | [Logout](#)

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

Select Applicant Organization

Please identify the Applicant Organization for the application started by selecting either OPTION 1 or OPTION 2 below. If the Applicant Organization selected is later determined to be incorrect, contact the FAAST Help Desk to have the correct Applicant Organization associated with the project.

OPTION 1: Applicant Organization = Submitting Organization

- The Applicant Organization for this project is: " Rivera's WQ Firm ". The Applicant Organization is the same as the Submitting Organization. Press the OPTION 1 button to move to the next step.

[OPTION 1](#)

OR

OPTION 2: Applicant Organization ≠ Submitting Organization

- The application is being submitted on behalf of another organization (the Applicant Organization). The Applicant Organization is different from the Submitting Organization. Press the OPTION 2 button to search for and select the Applicant Organization for this project.

[OPTION 2](#)

Figure 9: Select Organization relationship

C. ACTIVE RFPs

This screen displays a list of RFPs currently accepting applications. Select an RFP from the list displayed on the screen to begin the application process. The HCD RFP title will begin with the program name and include the NOFA date or round number.

The screenshot shows the top of the FAAS\$T application tool. The header includes the logo and the title "FINANCIAL ASSISTANCE APPLICATION SUBMITTAL TOOL". Below the header is a navigation bar with "Welcome" and "Logout" links. The main content area is titled "Active RFPs" and contains a list of active Request for Proposals (RFPs). The list is as follows:

| RFP Title | Deadline Date |
|--|------------------------|
| 2013 Clean Beaches Research (Round 4) | 12/29/2015 5:00:00 PM |
| Cleanup and Abatement Account - 3rd/4th Qtr 2014 | 12/31/2015 11:00:00 PM |
| Clean Water State Revolving Fund (CWSRF) - Construction/Implementation | 12/31/2030 5:00:00 PM |

Figure 10– Active RFPs

D. GETTING STARTED

This screen displays key information about the RFP selected. To initiate the Application, click the “Continue to Application” button.

The screenshot shows the "Getting Started" page of the FAAS\$T application tool. The header is the same as in Figure 10. The main content area is titled "Getting Started" and contains the following information:

This page allows the user to review/confirm the following: selected RFP, Applicant Organization, and Submitting Organization.

If you would like to apply for the "2013 Clean Beaches Research (Round 4)" RFP using the Applicant and Submitting Organization shown below, click the "Continue to Application" button. Pressing the "Continue to Application" button will assign your application a unique Proposal Identification Number (PIN) and initiate application. The "Back" button will take you back to the list of currently accepting RFPs.

Please refer to the RFP, Guidelines, Solicitation Notice, or other information provided (by the funding program or funding organization) for detailed information on the application.

Confirm the following information:

- RFP Title:** 2013 Clean Beaches Research (Round 4)
- RFP Description:** Refer to the *Clean Beaches Initiative Grant Program Guidelines* for details.
This RFP contains research-specific questions. If your proposal is more related to implementation, choose the "2013 Clean Beaches *Implementation* (Round 4)" RFP, instead.
- Applicant Organization:** Rivera's WQ Firm - WaterFalls
- Applicant Organization Division:** WaterFalls
- Submitting Organization:** Rivera's WQ Firm - WaterFalls
- Submitting Organization Division:** WaterFalls

Buttons:

Figure 11– Getting Started

E. GENERAL INFORMATION

Once the “Continue to Application” button has been clicked, the application form appears. A new screen titled General Information appears. There are two required fields that must be filled in order to initiate the Application:

- Project Title;
- Project Description

PIN 32716 - Enter Project title here - IN PROGRESS

General Information Funding Attachments

The "General Information" tab allows the user to enter a project title, project description, and location information for the project.

General Information

Applicant: Water Recycling Funding Program - Planning Grant Application

Applicant Organization: Rast WQ Firm

Applicant Division:

Submitting Organization: Rast WQ Firm

Submitting Division:

Project Title: *

(125 characters maximum)

Project Description:

(1000 character maximum)

• **PROJECT LOCATION**

Latitude: (32.0000 to 42.0000) Longitude: (-125.0000 to -114.0000)

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

County:

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

Figure 12– General Information

Additionally, the following information must be entered before application submittal:

Project Location

- Latitude: (Affordable Housing and Sustainable Communities program only)
- Longitude: (Affordable Housing and Sustainable Communities program only)
- County

Click the “Next” button to save the information and continue on to the rest of the Application.

VI. APPLICATION FORM

The Application is organized into various tabs.

Note: Each RFP (or HCD Notice of Funding Availability) may elect to display/include different tabs in the Application. The General Information tab appears in all RFPs.

A. NAVIGATING BETWEEN TABS

There are several ways to navigate between tabs.

1. CLICKING ON TABS

Another way to navigate in FFAST is to click the tabs. Clicking a new tab will not save the information entered on the current tab.

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



Figure 13:- Application Tabs

Note: The active tab is grey and the non-active tabs are blue

2. PREVIOUS OR NEXT BUTTONS

One way to navigate in FFAST is to click the “**Previous**” or “**Next**” button. Using the “**Previous**” or “**Next**” button will also save the information entered. Clicking the “**Save as Work in Progress**” button will save the information entered on the current tab. Clicking on “**Preview/Submit**” will display a preview of your application.

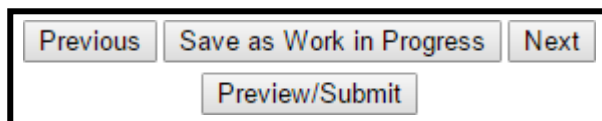


Figure 14- Previous or Next Buttons

*Note: The “**Previous**” or “**Next**” buttons will save any updates, unless the buttons appear as follows:*



Figure 15– Previous (Without Saving) or Next (Without Saving) Buttons

B. GENERAL INFORMATION

The General Information tab contains information about a project such as project title, project description and project location. If any changes are made, click on “**Save as Work in Progress**” or “**Next**” buttons.

General Information Funding Attachments

The "General Information" tab allows the user to enter a project title, project description, and location information for the project.

General Information

Applicant: Water Recycling Funding Program - Planning Grant Application
 Applicant Organization: Rast WQ Firm
 Applicant Division:
 Submitting Organization: Rast WQ Firm
 Submitting Division:
 Project Title: *
 (125 character maximum; 88 characters remaining)
 Project Description: *
 (1000 character maximum; 894 characters remaining)

PROJECT LOCATION

Latitude: (32.0000 to 42.0000) Longitude: (-125.0000 to -114.0000)
 Watershed: Enter primary watershed(s) for reporting purposes only.
 County:
 Responsible Regional Water Board: * [Locate Regional Water Board on Map](#)

Figure 16– General Information

Note: To find the latitude and longitude of the project, there is a button on the right-hand side labeled "Obtain Lat and Long". Latitude and longitude are only required for the Affordable Housing and Sustainable Communities program.

C. QUESTIONNAIRE

The Questionnaire tab includes a narrative description of the proposed project and project street address (where available). It is not necessary to enter the project city in this tab.

89:14 Session timer in minutes and seconds. Save your work before it times out.

PIN 45308 - Enter Project title here - IN PROGRESS FUNDING PROGRAM ASSISTANCE

General Information Questionnaire Attachments Status Add User

The Questionnaire tab allows the applicant to respond to questions that are specific to the Project.
 Please note: Save your work periodically. Above is a session timer that is re-set each time the SAVE AS WORK IN PROGRESS button is clicked. If the session timer expires, unsaved work will be lost.

Answer all of the questions.

Questionnaire - Current Phase

1 Please provide a one paragraph narrative describing the proposed Project and how that Project aligns with the goals of the AHSC Program.
 Answer:

Maximum of 2000 characters.

2 Project Street Address (if address not known, provide nearest intersection):
 Answer:

Figure 17:-Questionnaire

Note: For the purpose of security, FFAST times out after ninety minutes of inactivity.

*As a courtesy, the Questionnaire tab has a session timer which is located above the tabs. To ensure that your work is saved, you must click the “**Save as Work in Progress**” button before the session timer runs out. The session timer resets each time the “**Save as Work in Progress**” button is clicked.*

D. ATTACHMENTS

The Attachments tab allows you to upload attachments (electronic files) to the Application. Attachments may be required or optional and can include documents such as organizational chart, environmental documents or market studies. Each attachment is limited to 10 megabytes (MB).

To upload an attachment, select the Attachment Category from the drop-down menu. Your application cannot be submitted IF a required attachment is missing. Selecting an Attachment Category will pre-populate the Attachment Title field. The Attachment Title field is editable. If necessary, you may attach multiple files within one Attachment Category. Please add 1 of 2, 2 of 2, etc., to the end of the Attachment Title, to relate the files. [Applicants should not delete text in the “Applicants Title” field, but may add clarifying information as a suffix.](#)

Click the “**Choose File**” button to locate the file on your computer. After locating the file, click on the file and click the “**Open**” button to select the file for upload to the Application. Click the “**Attach Selected File**” button to begin the upload process.

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.

Once the attachment has been successfully uploaded, the attachment title and corresponding information will appear listed in the table below under the heading, Attachment Title. Repeat the process to upload additional files. [HCD application workbooks include an upload checklist to assist applicants in identifying required uploads. Required uploads may be specific to individual project components, so applicants are encouraged to use the provided checklists to ensure required uploads are submitted.](#)

To permanently remove (delete) an attachment, click the “**Delete**” link in the column to the right. [Applicants must delete files that have been revised and not simply include a revision notation.](#)

Figure 18:– Attachments

Complete and accurate uploading of attachments is critical to establish eligibility of HCD applications. Additional documentation will not be accepted after the application due date.

VII. SAVING AND PRINTING YOUR APPLICATION

A. SAVING YOUR APPLICATION

You can ensure that data entered will be saved before leaving a work area on the Application by clicking the **“Save as Work in Progress”** button at the bottom of each tab.

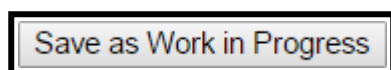


Figure 19:– Save as Work in Progress Button

NOTE: Information entered on a tab will not save if you use the Back or Forward buttons on your Web browser.

B. PRINTING YOUR APPLICATION

To print your Application, click the **“Preview/Submit”** button. This button is located on all tabs of the Application except “Status”, “Feedback”, and “Post Award” tabs. A preview of the entire Application is displayed. Use the print function on your web browser to print. Click the **“Back to Application”** button to exit preview.

Applications may be printed for the applicant’s own records, but only documents with an original/wet signature will be submitted to HCD in printed form.

VIII. EDITING, PREVIEWING, AND SUBMITTING APPLICATION

A. EDITING AN EXISTING APPLICATION

Applications can be started, saved as a work in progress, and edited up until the time the deadline passes. Once submitted, an Application can no longer be accessed for editing.

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


→ **Existing Applications:**

→ [Active Applications:](#) View/edit Applications with a status of In Progress (Not Submitted).

Figure 20:– Active Applications

Select the Application to be edited. This will open your Application and allow you to continue working on the Application.

Note: Once an Application has been submitted, the status changes to “Submitted or Assigned for Review”. Once an Application is submitted, you are no longer able to edit. If prior to the deadline, you submit an Application by mistake, please contact the FAAST Help Desk for assistance.



Welcome [redacted] of Rivera's WQ Firm. If not your Account, please log out.[Contact Us](#) | [Logout](#)

[Main Menu](#) > Application

Application/Surveys - In Progress

The list below displays applications/surveys with a status of In Progress (not submitted). These applications/surveys can be opened and edited until the submittal deadline. To start working on one of the applications/surveys listed below, please click on the title (blue hyperlink).

| Title | PIN | Phase | Status | Rfp/Survey Title |
|----------|-------|---------|---|---------------------------------------|
| TEST APP | 28282 | Phase 2 | Application In Progress (not submitted) | 2013 Clean Beaches Research (Round 4) |

[Back to Main Menu](#)

Figure 21: – Applications (In Process)

B. PREVIEWING YOUR APPLICATION

Previewing the Application is a good way to ensure the Application is complete and accurate prior to submittal. To preview the Application, click the “**Preview/Submit**” button. This button is located on all tabs of the Application, except “Status”, “Feedback”, and “Post Award”.

| Funding Program | Applied | Amount Recommended by State Water Board |
|--|---------|---|
| Water Recycling Funding Program Planning Grant Application | No | \$0.00 |

| Applicant Information | Person Submitting Information |
|--|-------------------------------|
| Name: Rast WQ Firm | Submitter Name: |
| Division: | Submitter Phone: |
| Address: I Street Sacramento, CA , 95814 | Submitter Fax: |
| Federal Tax ID: DUNS Number: | Submitter Email: |

| Pre Submission Attachment Title | Phase | Submission Period | Date & Time |
|--|-------|-------------------|-------------|
| No Pre Submission Attachments Available to Display | | | |

| Post Submission Attachment Title | Phase | Date & Time Attached |
|---|-------|----------------------|
| No Post Submission Attachments Available to Display | | |

| Questionnaire - Phase1 |
|---------------------------------------|
| No Questions are available to display |

Figure 22:– Application Preview Screen

Once the information has been reviewed and confirmed, you have two choices: 1) return to the Application; or 2) run a completion check on the Application. If the Application needs edits, click the **“Back to Application”** button. If the Application is complete, click the **“Application Completion Check”** button.

C. APPLICATION COMPLETION CHECK

Running an Application completion check will alert you of any missing required information.

NOTE: The Application completion check will not check for any unanswered questions in the Questionnaire. It is the user’s responsibility to confirm compliance with the solicitation instructions.

The missing required information will be displayed, at the bottom of the page under the title **“Application Completeness Check Results”**.

If the Application is missing information, click the **“Back to Application”** button to complete.

D. SUBMITTING YOUR APPLICATION

After running the completion check on the Application, if the Application is complete, the **“Certification and Submission Statement”** will appear. To submit the Application, read the **“Certification and Submission Statement”**, enter your initials, and click the **“Submit Application”** button.

Submission Confirmation

Thank you for submitting an application for the RFP: **Water Recycling Funding Program - Planning Grant Application**

PLEASE SAVE OR PRINT A COPY OF THIS CONFIRMATION PAGE FOR YOUR RECORDS.
 Please note that your proposal identification number (PIN) for this application is: **32716**. Please provide this PIN in the subject line of any correspondence (including email) regarding your application.

Your opinion matters! Please tell us about your experience using FFAST by completing a short [EXIT SURVEY](#).

If you have any questions, please contact the FFAST Help Desk at: faast_admin@waterboards.ca.gov or 1-866-434-1083
 Monday - Friday 8:00AM - 5:00PM.

Thank you.
 FFAST ADMINISTRATION TEAM

[Back to Main Menu](#)

Figure 23:– Submission Confirmation

Once the “**Submit Application**” button is clicked, a “Submission Confirmation” screen will appear to confirm your Application has been received. In addition, an email will be sent within 24 hours to confirm the receipt of your Application. Also, another way of confirming the successful submission of an Application is to click the “**Back to Main Menu**” button on the “Submission Confirmation” screen. On the Main Menu, the Application you submitted will now appear under “**Submitted Applications**” link.

The screenshot shows the FFAST Financial Assistance Application Submittal Tool interface. At the top, there is a header with the FFAST logo and the text "FINANCIAL ASSISTANCE APPLICATION SUBMITTAL TOOL". Below the header, there is a navigation bar with "Contact Us" and "Logout" links. The main content area is titled "Application/Surveys - In Progress" and contains a table of applications. The table has columns for Title, PIN, Phase, Status, and Rfp/Survey Title. One application is listed: "TEST APP" with PIN 28282, Phase 2, and Status "Application In Progress (not submitted)". The Rfp/Survey Title is "2013 Clean Beaches Research (Round 4)". There is a "Back to Main Menu" button at the bottom left.

| Title | PIN | Phase | Status | Rfp/Survey Title |
|--------------------------|-------|---------|---|---------------------------------------|
| TEST APP | 28282 | Phase 2 | Application In Progress (not submitted) | 2013 Clean Beaches Research (Round 4) |

Figure 24:– Application Submitted or Assigned

*NOTE: Once an Application is submitted, the status will change to “**Submitted**” or “**Assigned for Review**” and it will become “read-only”. You will no longer be able to edit any information.*

IX. ADDITIONAL MAIN MENU OPTIONS

To return to the Main Menu, you may click on the “Main Menu” link in the upper right hand corner of the screen. On the Main Menu, there are several links that allow for updating a user profile, user password, organization profile, or viewing the usage requirements for FFAST.

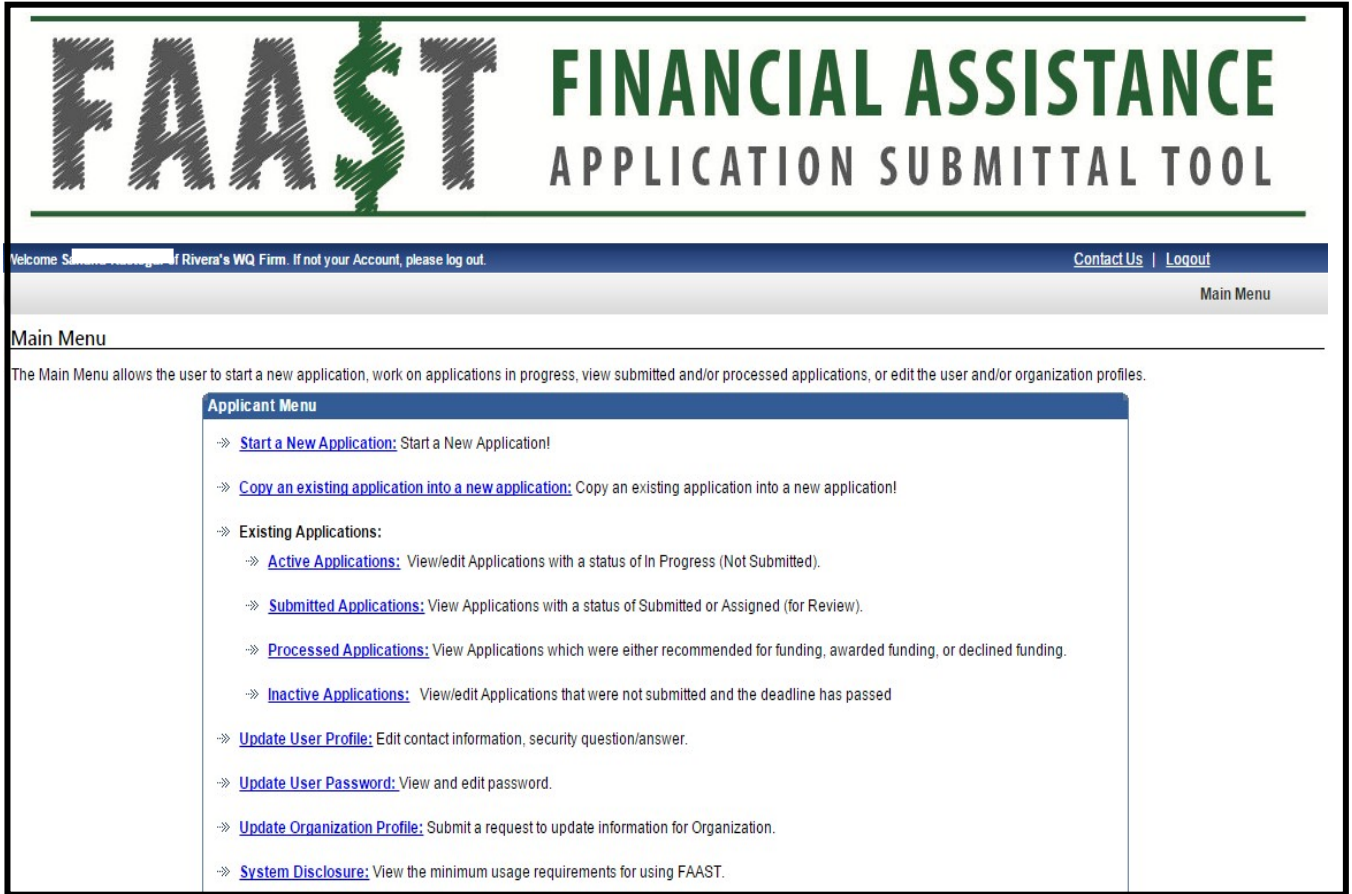


Figure 25:–Main Menu

A. UPDATE YOUR USER PROFILE

This option on the Main Menu allows for the user to update contact information as well as the security question and answer.

FAAST FINANCIAL ASSISTANCE APPLICATION SUBMITTAL TOOL

Welcome Sa Rivera's WQ Firm. If not your Account, please log out. Contact Us | Logout
Main Menu > Update User profile

Update User Profile

Update User Profile allows the user to update contact information as well as the password and security question/answer.

User Details

Organization: Rivera's WQ Firm
 User Name: dfa_staff
 User Type: APPLICANT

Prefix: (Mr., Ms., Dr., etc.)
 First Name:
 Middle Name:
 Last Name:
 Title: ⓘ
 Phone:
 Fax:
 Email: ⓘ

Subscribe to Email Alerts?: ⓘ
 Password Question: ⓘ
 Password Answer:

Figure 26:– Update User Profile

B. UPDATE USER PASSWORD

To change the password, click the “Update User Password” link on the Main Menu. The Update User Password screen will appear. Make the change to the password and click the “Save New Password” button to save and return to the Main Menu.

FAAST FINANCIAL ASSISTANCE APPLICATION SUBMITTAL TOOL

Welcome of Rivera's WQ Firm. If not your Account, please log out. Contact Us | Logout
Main Menu > Update User profile

Update User Password

This screen allows you to enter or update user account Password details that include Password, Password Question and Password Answer.

User Details

Old Password:
 New Password:
 Confirm New Password:

Figure 27:– Update User Profile

C. UPDATE ORGANIZATION PROFILE

To submit a request to change the organization profile or to view previously submitted change requests, click the “Update Organization Profile” link on the Main Menu.

The screenshot shows the FAAST Financial Assistance Application Submittal Tool interface. At the top, there is a navigation bar with the text "Welcome [blank] of Rivera's WQ Firm. If not your Account, please log out." and links for "Contact Us" and "Logout". Below this is a breadcrumb trail: "Main Menu > Update Organization Profile".

The main heading is "Update Organization Profile". Below it, a message states: "The following is a list of previously submitted requests to update the Organization Profile. Click on the Request ID to view the previously submitted request."

| Request ID | Organization | Requested By | Request Date | Request Reason | Status |
|----------------------|------------------|--------------|--------------|---|----------|
| 3 | Rivera's WQ Firm | sicimoon | 07/29/2008 | Wrong Federal Tax ID number | APPROVED |
| 5 | Rivera's WQ Firm | sicimoon | 08/04/2008 | Need to change the federal tax id number! | REJECTED |
| 7 | Rivera's WQ Firm | sicimoon | 08/05/2008 | new fed tax id. | APPROVED |
| 8 | Rivera's WQ Firm | sicimoon | 08/05/2008 | New tax id number. | REJECTED |
| 2186 | Rivera's WQ Firm | sicimoon | 03/28/2013 | sfdffdsfsdfsdfsdf | APPROVED |
| 2187 | Rivera's WQ Firm | sicimoon | 03/28/2013 | dfsdfdsdfsdf | APPROVED |
| 2188 | Rivera's WQ Firm | sicimoon | 03/28/2013 | xzcxzcxz | APPROVED |
| 2189 | Rivera's WQ Firm | sicimoon | 03/28/2013 | sdfsdfsdf | APPROVED |
| 2206 | Rivera's WQ Firm | sicimoon | 04/11/2013 | need to change title | REJECTED |
| 2286 | Rivera's WQ Firm | sicimoon | 06/13/2013 | update the organization name. | REJECTED |
| 3886 | Rivera's WQ Firm | iby.erik | 05/14/2014 | Update address | APPROVED |
| 3887 | Rivera's WQ Firm | iby.erik | 05/14/2014 | new address | APPROVED |

At the bottom of the table, there is a text prompt: "Request for Organization Change, click on [Organization Change Request](#)".

Figure 28:- Update Organization Profile

To submit a request to change an organization profile, please click the “**Organization Change Request**” button. On the Request to Update Organization screen, enter the updated information and click the “**Submit to WaterBoard**” button. The change request will be reviewed by a FFAST administrator who will approve or deny the request. An email notification will be sent with the decision.

FAAST FINANCIAL ASSISTANCE APPLICATION SUBMITTAL TOOL

Welcome [User Name] of Rivera's WQ Firm. If not your Account, please log out. [Contact Us](#) | [Logout](#)

[Main Menu](#) > [Update Organization Profile](#) > Request Details

Request to Update Organization

Update Organization Profile page allows the user to propose edits for an organization. To edit information, please fill in the blanks below. To submit the proposed edits for review, please click on the "Submit to State Water Board" button to send the proposed edits in the form of a request. FFAST staff will review the proposed edits and either approve or deny (with instructions on how to proceed).

| Organization Details | |
|---|--|
| Original Organization Details | Modified Organization Details |
| Change Request ID: 0 | 0 |
| Organization ID: 558 | 558 |
| Organization Name: Rivera's WQ Firm | <input type="text" value="Rivera's WQ Firm"/> |
| Division or Branch: WaterFalls | <input type="text" value="WaterFalls"/> |
| Mailing Address: 1001 I Street, 16th FL | <input type="text" value="1001 I Street, 16th FL"/> |
| City: Sacramento | <input type="text" value="Sacramento"/> |
| State: CA | <input type="text" value="CA"/> |
| Zip: 95815 | <input type="text" value="95815"/> |
| Type of Organization: NONPROFIT | <input type="text" value="Non-profit Organization"/> |
| Federal Tax ID: 123456789 | <input type="text" value="123456789"/> |
| DUNS Number: 989888989 | <input type="text" value="989888989"/> |
| Reasons to Update: | <input type="text"/> |
| | (250 characters maximum) |
| <input type="button" value="Submit to WaterBoard"/> | |

Figure 29:– Request to Change Organization Profile

D. SYSTEM DISCLOSURE

The system disclosure screen outlines the basic requirements to use FFAST.

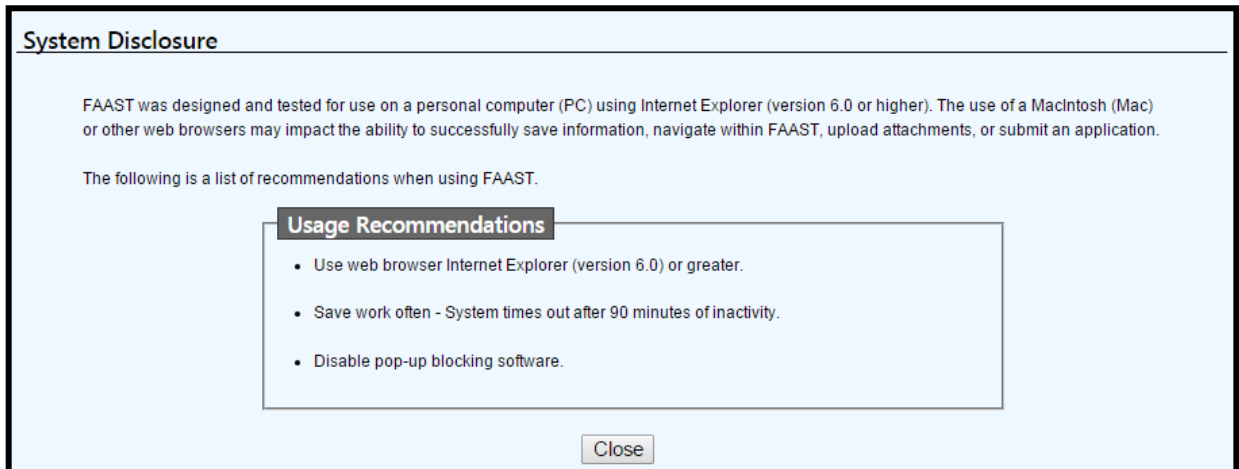


Figure 30:– System Disclosure

X. RESOURCES

If you have any questions or need assistance, you have several resources at your disposal:

- Frequently Asked Questions (FAQs), located on the FAAST homepage;
- Notes or hints located throughout the FAAST Application form; and
- FAAST Help Desk
- [HCD program specific FAQs and email inboxes.](#)

A. FAAST FREQUENTLY ASKED QUESTIONS (FAQs)

A link to the FAQs can be found on the FAAST homepage under “FAAST Links” (see blue side bar on the left side of the screen).

[HCD program specific FAQs may also include information or updates regarding the FAAST system.](#)

B. NOTES OR HINTS

The Application form contains a series of helpful notes or hints throughout. These are identified with the following icon:



C. FAAST HELP DESK

The FAAST Help Desk is open from Monday – Friday from 8:00AM to 5:00PM. Questions or problems can be reported via:

Email (FAAST_ADMIN@waterboards.ca.gov) or

Phone (toll-free **1-866-434-1083**).