

Financial Assistance Application Submittal Tool

USER MANUAL

Division of Financial Assistance State Water Resources Control Board

Version 4.0 October 15, 2015

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I. FAAST: AN INTRODUCTION

FAAST stands for the Financial Assistance Application Submittal Tool. It is a webbased 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 system requirements that will aid in the use of FAAST 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).

FAAST testing is limited to PCs with Internet Explorer. Use of MACs or web browsers other than Internet Explorer may result in difficulty in saving information, uploading attachments, or submitting an Application.

II. WHERE TO FIND FAAST

FAAST is hosted on the State Water Board's website. FAAST can be found at the following web address: <u>https://faast.waterboards.ca.gov</u>. The FAAST homepage serves as the portal to log onto the system and to access previously submitted applications available on the Public Search Tool page.

Home About Us Public Notices Board Info Board Decisions Water Issues Publications/Forms Press Room							
Welcome to the State Water Resources Control Board							
Office of Governor Edmund G. Brown Jr. Visit his Website -> Cal/EPA -> State and Regional Water Boards Map		FAA\$T	FIN/ Appl	ANCIAL ASSIST	ANCE		
A Plans/Policies Programs Decisions Pending and Opportunities for Public	Username:	Password :		LOG ONTO FAAST			
Participation	RETRIEVE PASSWORD	CREATE ACCOUNT		PUBLIC SEARCH TOOL	HOW-TO VIDEO	S	
FAAST	WELCOME TO FAAST The Financial Assistance Application Subn The State Water Resources Control Board' programs for planning, design, and constru	nittal Tool (FAAST) allows potential funding s Division of Financial Assistance (Division ction of municipal sewage and water recyc	recipients to a) is responsible ling facilities, d	pply for grant and loan funding offered l e for administering the FAAST system. " Irinking water facilities, stormwater, gro	by various State agencies. The Division also administers various fin undwater, and nonpoint source pollution	iancial assistance n control projects.	
→ FAQs → How-To Videos	The following table lists funding programs currently accepting applications through FAAST.						
Ser Manual Active RFPs	FUNDING PROGRAM				RESPONSIBLE STATE AGENCY		
 Funding Program Resources 	Cleanup and Abatement Account - 3rd/4th	Otr 2014			State Water Resources Control Board		
Public Search Tool	Clean Water State Revolving Fund (CWSR	F) - Construction/Implementation			State Water Resources Control Board		
System Disclosure Contact Us	NEED HELP? CONTACT FAAST HELP DE: The FAAST Help Desk is staffed Monday -	5 K Friday (8:00 AM - 5:00 PM).					
DIVISION OF FINANCIAL	Please direct your questions to:						
ASSISTANCE	1-866-434-1083 or FAAST ADMIN@water	boards.ca.gov					
 Division of Financial Assistance Home Page 	If you are experiencing problems with FAA	ST, please provide the following informatio	n:				
 Proposals & Solicitations Funding Programs 	Name of the funding program you are A short description of the problem (in Proposal Identification Number (PIN) A screen shot of the error received (if	applying to; Juding where in the application the probler assigned to the application; and applicable).	n is occurring);				

Figure 1 – Financial Assistance Application Submittal Tool (FAAST) 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.

FAA	FIN APPL	ANCIAL ASSIST	L TOOL			
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 Name: Norganization Name: Sort By: Organization Name Search Back Create New Organization						
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 Utiliites	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 FAAST 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, Type of Organization, Federal Tax ID Number and DUNS Number. Click the "**Next Step**" button to proceed to <u>Step 2</u>: User Registration.

Note: If the Federal Tax ID or DUNS # is not known at this time, it can be entered at a later time.

FAAS	FINANCIAL ASSISTA APPLICATION SUBMITTAL	NCE TOOL
New Organization Details This screen allows you to enter your organization details. The systematic street and the systematect and the systematect and the systematect and the	tem will maintain this information in the FAAST database. Enter the details and click "Next Step" button to proceed to t	Jser Account Details Screen.
Organization Details		1
Organization Name:		
Division or Branch:		
Mailing Address:	0	
Mailing City:		
Mailing State:		
Mailing Zip:		
Type of Organization:	Select a Value	
Federal Tax Id Number:	(Enter numbers only. Correct format is 999999999.)	
DUNS Number:	(Enter numbers only. Correct format is 999999999.)	
	Previous Step 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.

FAA	\$T	FIN/ A P P L	ANCIAL ASSISTANCE
User Registration Step 2 This is a simple two step process. Please enter your	Organization details in Step 1, y	your User details in Step	2 and click on "Create User Account" button to Successfully Create User Account.
User Account Details			
Prefix:		(Mr. Ms. Dr. etc.)	
First Name:		(441., 445., 54., 640.)	
Middle Name:			
Last Name:			
Title:			0
Phone:			
Fax:			
Email:			0
Confirm Email:			
Subscribe to Email Alerts?:	Yes 🔻 🕑		
User Name:			Check for Availability
Password:			
Security Question:	Select a Value 🔻 🔘		
Security Answer:			
	Create User Account Bac	ck to Organization	

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.

		\$	F	NAN PPLIC	ICIA ATION	L AS SUBN	SISTA AITTAL	NCE TOOL
Confirmation Congratulations! You have successfully created a FAAST user account! The following are your user account debile. Please print 8 your there is a sefe please for your fitture reference. Dept give autyour personnel to puppe								
An email confirmation will be sent to you within 15 minutes. User Account Confirmation								
Your User Name: dfa_test Your Password: staff								
Your Security Question: FAVORITE_SPORT Your Security Answer: soccer								
Back to Login Page								

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.

	FAA	\$T	FINANCIA APPLICATION	L ASSISTANC
Username:	word are case-sensitive.	Password :		LOG ONTO FAAST
RETRIEVE PA	SSWORD	CREAT	EACCOUNT	PUBLIC SEARCH TOOL

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.

	APPLICATION SUBMITTAL	ANCE TOOL			
Welcome Savana nascegar of Rivera's WQ F	Firm. If not your Account, please log out.	J <u>s</u> <u>Loqout</u>			
Main Manu		Main Menu			
The Main Menu allows the user to start a new application, work on applications in progress, view submitted and/or processed applications, or edit the user and/or organization profiles. Applicant Menu ** Start a New Application: ** Copy an existing application into a new application: ** Existing Application: ** Existing Applications: ** Active Applications: ** Submitted Applications: ** New Applications which were not submitted and the d					

Figure 7 – Main Menu

1. 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.

2. 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.

3. UPDATE USER PROFILE

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

4. UPDATE USER PASSWORD

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

5. UPDATE ORGANIZATION PROFILE

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

6. SYSTEM DISCLOSURE

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

Note: See <u>ADDITIONAL MAIN MENU OPTIONS</u> 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.

FAR		FINANCIAL A	SSIS B M I T	TAL TOOL		
Welcome of Rivera's WQ Firm. If not your A	Account, please log out.			<u>ContactUs</u> <u>Loqout</u>		
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.						
	I	Usage Recommendations	Check Box			
Use web bro	wser Internet Explorer (versi	ion 6.0) or greater.				
Save work of	Save work often - System times out after 90 minutes of inactivity.					
Disable pop-	up blocking software.					
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.



Figure 9 – Select Organization

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.



Figure 10 – Active RFPs

D. GETTING STARTED

This screen displays key information about the RFP selected. To initiate the Application, please click the **"Continue to Application**" button.

FAR	FINANCIAL ASSISTANCE APPLICATION SUBMITTAL TOOL
Welcome of Rivera's WQ Firm. If I	not your Account, please log out.
	<u>Main Menu</u> > Getting Started
Getting Started	
This page allows the user to review/confirm the	ollowing: selected RFP, Applicant Organization, and Submitting Organization.
If you would like to apply for the "2013 Clean Be Application" button will assign your application : Please refer to the RFP, Guidelines, Solicitation	aches Research (Round 4)" RFP using the Applicant and Submitting Organization shown below, click the "Continue to Application" button. Pressing the "Continue to in unique Proposal Identification Number (PIN) and initiate application. The "Back" button will take you back to the list of currently accepting RFPs. 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 <u>RFP</u> contains research-specific questions. If your proposal is more related to implementation, choose the "2013 Clean Beaches Implementation (Round 4)" <u>RFP</u> , instead.
Applicant Organization:	Rivera's WQ Firm - WaterFalls
Applicant Organization Division:	WaterFalls
Submitting Organization:	Rivera's WQ Firm - WaterFalls
Submitting Organization Division:	WaterFalls
Back	Continue to Application

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 2 required fields that must be filled in order to initiate the Application:

Project Title;

Project Description

PIN 32716 - Enter Project title here - IN P	ROGRESS
General Information Funding	Attachments
The "General Information" tab allows the	ne 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:	Enter Project title here
	(125 characters maximum)
Project Description:	
	*
	(1000 character maximum)
PROJECT LOCATION	
Latitude :	(32.0000 to 42.0000) Longitude: (-125.0000 to -114.0000) Obtain Lat and Long
Watershed:	Enter primary watershed(s) for reporting purposes only.
County:	Select a Value 🔻
Responsible Regional Water	Select a Value * Locate Regional Water Board on Map
Board :	
	Save as Work in Progress Next Preview/Submit
<u></u>	

Figure 12 – General Information

Click the **"Next"** button to save the information and continue on to the rest of the Application.

Note: The General Information tab above may have additional required fields that your RFP will not.

VI. APPLICATION FORM

The Application is organized into various tabs. Section A below provides information regarding how to navigate between tabs. A description of each tab is provided in the following Sections B through N.

Note: Each RFP may elect to display/include different tabs in the Application. The tabs described in the following sections may or may not be included in the program you are applying to. 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 FAAST 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 FAAST 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.

Previous	Save as Work in Progress	Next
	Preview/Submit	

Figure 13 – Previous or Next Buttons

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

Previous (Without Saving)	Preview/Submit	Next (Without Saving)

Figure 14 – 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:	Test Application - September 28, 2015 *					
Project Description:	<pre>(125 character maximum; 88 characters remaining) This is a test application. Please note the 1,000 character limitation for the Project Description field.</pre>					
PROJECT LOCATION						
Latitude :	33 (32.0000 to 42.0000) Longitude: -120 (-125.0000 to -114.0000) Obtain Lat and Long					
Watershed:	Sacramento Enter primary watershed(s) for reporting purposes only.					
County:	Calaveras •					
Responsible Regional Water Board :	5S Central Valley Sacramento Regional Water Board					
	Save as Work in Progress Next Preview/Submit					

Figure 15 – General Information

Note: To find the latitude and longitude of the project, there is a button on the righthand side labeled "Obtain Lat and Long".

C. PROJECT BUDGET

The Project Budget tab contains the funds requested, local cost match, and total project budget. It will also display the Federal Tax ID & DUNS Number for the applicant.

General Information Project Budg	get Funding Project Manag	gement Legislative Information	Contacts	Cooperating Entities	Questionnaire	Attachme
Feedback						
The "Project Budget" tab allows the user t	o enter budget information for the p	roject.				
Project Budget						
Funds Requested(\$):	0.00					
Local Cost Match(\$):	0.00					
Total Budget(\$):	0.00					
		1				
Applicant Federal Tax Id Number:		(Enter numbers only. Correct format is 99999	99999.) 🧕)		
DUNS Number:		(Enter numbers only. Correct format is 99999	99999.) 🧕)		
	Previou	s Save as Work in Progress No	ext			
		Preview/Submit				

Figure 16 – Project Budget

D. FUNDING

The Funding tab contains a list of available funding programs associated with the RFP. The ability to select more than one funding program is dependent on the RFP. Please click the check box under the heading "**Apply**" to select the applicable funding program(s). If any changes are made, click the "**Save as Work in Progress**" or "**Previous**" or "**Next**" buttons to navigate to a new tab.

(General Information Project Budget Funding	Project Management Legislative Information Contacts Cooperating Entities Qu	estionnaire Attachments	Status
ſ	Feedback			
F	Please select a program or multiple programs by checkin	ng the "Apply" box below. Checking the apply box triggers the display of questions specific to a program	n or multiple programs in the Que	estionnaire ta
1	Note: Typically, only one (1) program is checked. Howev	er, for select RFPs, two (2) or more programs can be checked.		
	Funding Program	Description	Funding Amount Range	Apply?
	Groundwater Quality Funding Programs - Pre Application	Proposition 1 was passed by voters in November 2014 and provided \$900 million for a Groundwater Sustainability Program (Assembly Bill 1471, Chapter 10). The State Water Board will administer \$800 million to prevent and cleanup contamination of groundwater that serves (or has served) as a source of drinking water. The funds can be provided as grants or loans. The Site Cleanup Subaccount Program (SCAP) is a new grant funding program established by Senate Bill 445 (Hill, Chapter 547, Statutes of 2014). Applicants with projects that meet the grant criteria may be eligible for a SCAP grant. Grants are awarded to projects that remediate the harm or threat of harm to human, health, safety, and the environment caused by existing or threatened surface or groundwate contamination. This application is for both the programs (Prop1 and SCAP), applicants need not to apply seperately to different programs.	г -	۲
		Previous Save as Work in Progress Next Preview/Submit		

Figure 17 – Funding

E. PROJECT MANAGEMENT

The Project Management tab displays the information for the organization and the person submitting an Application. This tab is also where the Project Director (authorized representative) and the Project Contact (day-to-day contact) information is recorded.

General Information	Project Budget Fund	ing Project Manag	jement Leg	islative Information Co	ntacts Cooperating Entitie	s Questionnaire		
Attachments Status Feedback								
The Project Management tak	allows the user to enter or	redit the project manage	ements' roles. Th	he applicant and person subm	itting information is pulled from oth	er areas of the application process.		
Applicant Information	on			Person Submitting	Information			
Name: Rast	WQ Firm			Submitter Name:				
Department:				Submitter Phone: 916	-341-5753 Fax:			
Address: I Stre	eet Sacramento, CA , 9581	4		Submitter Email:				
To edit Applicant information, click on the "Update Organization Profile" on the Main Menu. If submitting on behalf of another Organization, any edits to the Applicant organization profile must be submitted via email (FAAST_admin@waterboards.ca.gov).								
PROJECT DIRECTOR A Enter the contact information 1. Either click on the Project	AND PROJECT MANAG n for the Project Director (in Manager = Project Directo	<u>3ER</u> cluding the confirm ema r button; or Enter the co	il), then: ntact information	n for the Project Manager (incl	uding the confirm email); and then			
2. Click on the PREVIOUS	OR NEXT buttons to save	changes and navigate o	r one of the othe	r tabs to move away from the	Project Management tab without	saving.		
Management Role	First Name	Last Name	Phone	Fax	Email	ConfirmEmail		
Project Director 🕐								
Project Manager 🕐								
Project Manager = Project Director								
	Previous Save as Work in Progress Next							
			Previ	ew/Submit				

Figure 18 – Project Management

Note: If the email addresses entered under the email and confirm email columns differ, a pop-up message will appear.

Enter Project Director and Project Manager contact information. If the Project Contact is the same as the Project Director, fill in the Project Director information, then click the **"Project Manager = Project Director"** button.

Project Manager = Project Director

Figure 19 – Project Manager Same as Project Director Button

F. LEGISLATIVE INFORMATION

The Legislative Information tab allows you to enter the project's legislative districts. Enter the Senate District(s), Assembly District(s), and US Congressional District(s) in which your project is located.

Note: To find the legislative district, click the links to the right to look up the district by *Zip* Code.

If your project covers multiple districts: 1) Enter the primary district in the first field; and 2) Select additional districts in the field labeled "**Multiple Selection (CTRL+Click)**" by pressing and holding the CTRL key, while clicking to select additional districts.

General Information Project Budg Feedback	et Funding Project Management Legis	lative Information Contacts Cooperating Entities Question	naire Attachments Status					
The Legislative Information tab allows the multiple selections.	The Legislative Information tab allows the user to select one (1) or more legislative district (for the actual location of the project). If there are additional districts, please use press CTRL + CLICK buttons to make multiple selections.							
Legislative Information	Primary	Additional District(s)						
Senate District	Select a Value V	Multiple Selection (Ctrl + Click) 01 02 03 04 05 06	Find Senate District					
Assembly District	Select a Value V	Multiple Selection (Ctrl + Click) 01 02 03 04 05 06	Find Assembly District					
US Congressional District	Select a Value •	Multiple Selection (Ctrl + Click) District 01 (CA) District 02 (CA) District 03 (CA) District 04 (CA) District 05 (CA) District 06 (CA) ▼	Find US Congressional District					
Previous Save as Work in Progress Next Preview/Submit								

Figure 20 – Legislative Information

G. CONTACTS

The Contacts tab allows you to enter or edit the details of the people you have contacted or will be contacting with regards to the development of your proposal.

After entering the details for a contact, click the **"Save Contact"** button. The contact will then be listed in the table below under the heading, **"Organization Name"**. Repeat the process to add additional agency contacts.



Figure 21 – Contacts

NOTE: The **"Save Contact"** button must be clicked. Otherwise, information is lost when you navigate away from the Contacts tab.

To edit the details for an existing contact, click the contact's name. The contact's information will populate the text fields. Make the edits and click the **"Save Contact"** button.

To permanently remove (delete) a contact, click the "**Delete**" link in the column to the right.

General Information Project Budge	et Funding Project Management	Legislative Information	Contacts Cooperating Entities	Questionnaire			
Attachments Status Feedback							
The Contacts tab allows the user to add or view/edit information previously entered. This tab is used to record the person/organization who was or will be contacted regarding this Project. To edit an existing contact, please select the name of the organization link. Changes made must be saved by clicking on the "Save Contact" button.							
"Fill in contact information for Regional Wate Contacts	r Board or other organization staff that was co	ontacted regarding this applicati	on and click "SAVE CONTACT" button.				
Organization Name:							
Contact First Name:							
Contact Last Name:							
Contact Phone:		(999-999-9	999)				
Contact Email:		(xyz@your	Organization.com)				
	Save & Previous Save Contact Save & Next						
Organization Name	Name	Phone	Email	Delete?			
State Water Board	FAAST HelpDesk	866-434-1083	FAAST_admin@waterboar	ds.ca.gov <u>Delete</u>			
Previous (Without Saving) Preview/Submit Next (Without Saving)							

Figure 22 – Contacts

H. COOPERATING ENTITIES

The Cooperating Entities tab allows you to add and/or edit cooperating entities. Cooperating entities are organizations involved in the project (i.e., subcontractor, implementing agency, education and outreach, consultant, stakeholder). After entering the details for a cooperating entity, click the **"Save Cooperating Entity"** button. The entity will then be listed in the table below under the heading, **"Entity Name"**. Repeat the process to add additional cooperating entities.

Save Cooperating Entity

Figure 23 – Save Cooperating Entity Button

NOTE: The **"Save Cooperating Entity"** button must be clicked otherwise the information is lost if you navigate away from the Cooperating Entities tab.

To edit the details for an existing cooperating entity, click the entity's name. The entity's information will populate the text fields. Make your edits and click the **"Save Cooperating Entity"** button.

To permanently remove (delete) a cooperating entity, click the "**Delete**" link in the column to the right.

General Information Project Budget Funding Project Management Legislative Information Contacts Cooperating Entities Questionnaire Attachments Status Feedback								
The Cooperating Entities tab allows the user to a For example, a local government agency is the l	The Cooperating Entities tab allows the user to add, view, and edit cooperating entities associated with this Project. A cooperating entity can be any organization that has a role or makes a contribution to the Project. For example, a local government agency is the lead applicant and a local non-profit is the coapplicant, the local non-profit organization would be listed in this tab and its role as coapplicant would be noted.							
Cooperating Entity	**save Cooperating Entity* button to	save each Cooperating Entity.						
Cooperating Entity:								
Role/Contribution to Project:		٥						
Contact First Name:								
Contact Last Name:								
Contact Phone:		(999-999-	9999)					
Contact Email:		(xyz@you	urOrganization.com)					
	Save & Previous Save Coope	erating Entity Save & Next						
Entity Name	Role	Name	Phone	Email	Delete?			
CDFA	Co-Applicant	John Smith	444-444-4444	jsmith@foodag.ca.gov	Delete			
Previous (Without Saving) Preview/Submit Next (Without Saving)								

Figure 24 – Cooperating Entities

I. QUESTIONNAIRE

The Questionnaire tab is a series of questions specific to the Application. Please answer all the questions according to the solicitation instructions.

89:10 Session timer in minutes and seconds. Save your work before it times out.								
PIN 32724 - Enter Project title here - IN PROGRESS								
General Information Project Budget Funding Project Management Legislative Information Contacts Cooperating Entities Questionnaire Attachments Status Feedback								
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.								
PROJECT LOCATION (A Project is a physical area to be addressed by the funding proposal.)								
1.1 Is the PROJECT addressina:								
 A single site where a contaminant(s) is present. Multiple sites where a contaminant(s) is present. A regional groundwater quality issue. Describe the area and attach a site map: Other. Describe area: 								
Answer: Select a Value 🔻								
Answer								
Maximum of 1000 characters.								

Figure 25 – Questionnaire

Note: For the purpose of security, FAAST 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.

J. 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 project narrative, budget, or maps. 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.

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.

Attach Selected File

Figure 26 – Attach Selected File Button

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. Please repeat the process to upload additional files.

To permanently remove (delete) an attachment, click the "**Delete**" link in the column to the right.

General Information	Project Budget Funding Project Management Legislative Information Contacts Cooperating Entities Questionnaire						
Attachments Status	s Feedback						
This tab allows the user to on how to upload attachmon PLEASE NOTE: Click on	o upload attachments in the form of electronic files (i.e., project narratives, maps, spreadsheets). Uploading an attachment is a 4-step process. Click <u>HERE</u> for instruction ents. ATTACHMENTS to view a list of attachments associated with the RFP.						
Pre-Submission							
	Pre-Submission Attachments						
	New Attachment						
	Attachment Category: Service Area Map - Project Location						
	Please select an option from the attachment category drop-down						
	Attachment Title: [Service Area Map (100 character maximum)						
	File Name: Choose File No file chosen						
	Attach Selected File Important Notes: (Mouse over to Read)						
	Attachment Title Phase Date & Time Delete?						
	No Attachments Available to Display						
	Download Selected Attachments						
	Previous Next Preview/Submit						

Figure 27 – Attachments

K. PERFORMANCE MEASUREMENT

The Performance Measurement tab allows users to enter performance measurement data related to the project. Data is organized into multiple sub-tabs including: purpose, water body, land use, site condition, implementation, total maximum daily load (TMDL), best management practices (BMPs), and sampling.

In each sub-tab various project attributes are selected and the corresponding percentages specified. The total percentage for the sub-tab cannot be greater than 100%

Ge Co	neral Information operating Entities	Project Budget Funding Program P Questionnaire Attachments Perform	roject Management Legis nance Measurement State	lative Information Co us Feedback Post 4	ontacts Award			
The l inclu mult	The Performance Measurement Classification tab allows the user to enter and edit the Performance Measure Classification data related to the project. Data collected includes: purpose, water body, land use, site condition, implementation, TMDL, BMPs, and sampling. The Performance Measure Classification tab is organized into multiple subtabs. Please enter the data requested in each tab. Note: The total usage in each sub-tab can not exceed 100%.							
8	Purpose	Please enter/edit the Project Classification ' P the attribute from the dropdowns, enter the pe	urpose ' information. To add a (rcentage value and click on the	new) attribute and corresp SAVE button.	oonding percentage value, select			
8	Waterbody	To edit an existing attribute and correspondin on the SAVE button. To remove an existing att	g percentage value, click on the ribute and corresponding perce	attribute name link. Edit th ntage value, click on the D	e information as needed and click ELETE link.			
	Cite Condition	Attribute Name	Sub Attribute Name		Percentage Delete?			
	Site Condition	No Performance Measurement Data Av	ailable to Display					
	Implementation		Total Percentage (Shoul 100)	ld be between 0 and				
	TMDL	Select a Value	Select a Value	~	Save			
	BMPs		Provious Novt Provi	ow/Submit				
	Sampling		Flevious Next Flevi	ew/Submit				
	Comments							

Figure 28 – Performance Measurement

L. STATUS

The Status tab displays the status history for the Application. The status will update as it makes its way through the Application submittal and review process.

Note: The most current status is listed at the top.

General Information Project Budget Funding Project Management Questionnaire Attachments Status								
The Status tab allows the user to view the progress/status of the application. This tab is for viewing only.								
Phase	Status	Modified By	Status Date					
PHASE1	Application In Progress (not submitted)	dfa_staff	9/29/2015 2:40:53 PM					
Previous Next								

Figure 29 – Status

M. FEEDBACK

The Feedback tab displays feedback from technical reviewers who reviewed the Application. Feedback is displayed only after the review process has been completed.

G	eneral Information	Project Budget	Funding	Project Management	Legislative Information	Contacts	Cooperating Entities	Questionnaire	
A	ttachments Status	Feedback							
Th	The Feedback tab displays comments from the review process. Please note that feedback is available only after the review process has been completed.								
	Feedback Posted Date								
	No Notes Available to Display								
-									
	Previous Next								

Figure 30 – Feedback

N. POST-AWARD

The Post Award tab is where post-award attachments can be uploaded. Post-award attachments are project deliverables after a project has been awarded funding. For detailed instructions on how to upload post-award attachments, place cursor over the "Attachment Instructions (Mouse over to Read)". The "**Required Attachments**" button will produce a list of the required post-award attachments.

General Information Proj	ect Budget Funding Program Project Management Legislative Information Contacts						
Cooperating Entities Que	stionnaire Attachments Performance Measurement Status Feedback Post Award						
 The Post Award Attachments tab allows the user to upload project deliverables and other attachments after a project has been awarded funding. The attachments are in the form of electronic files (i.e., project narratives, maps, spreadsheets). Uploading an attachment is a 4-step process. Read instructions on how to upload an attachment here: <u>Attachment Instructions (Mouse over to Read)</u> PLEASE NOTE: Click on Requirement Attachments to view of a list of attachments associated with the RFP/Survey. 							
New Attachment							
Attachment Category:	Select a Sample Title 😪						
Attachment Title:							
File Name:	Browse						
	Attach Selected File Important Notes: (Mouse over to Read)						
Attachment Title	Phase Date Attached Approved? Approved By Approved Date Delete?						
No Attachments Available to Display							
	Previous						

Figure 31 – Post-Award

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.

Save as Work in Progress

Figure 32 – 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.

Preview/Submit

Figure 33 – Preview/Submit Button

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 34 – 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.

FAAS		F A F	PLICATIO	AL ASSISTANCE		
Welcome Welcome for Rivera's WQ Firm. If not your Account, please log	g 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	<u>Status</u>	Rfp/Survey Title		
TEST APP	28282	Phase 2	Application In Progress (not submitted)	2013 Clean Beaches Research (Round 4)		
Back to Main Menu						

Figure 35 – 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".

Application Preview						
This is a preview of your applicatio completed and/or required attachm Once you have verified the informa Note: To print the application, plea	In. Please review and confirm the information is accurate before submitting the application. FAAST will perform a check to verify whether required fields are ents are uploaded. tion, please read the certification statement and enter your initials to submit the application to the State Water Board. se use the "FILE -> PRINT" menu option on the browser.					
PIN 32716 - Test Application - Septe	ember 28, 2015 - IN PROGRESS					
Application Preview						
RFP Title:	Water Recycling Funding Program - Planning Grant Application					
Submitting Organization:	Rast WQ Firm					
Submitting Organization Division:	Test Application - September 29, 2016					
Project True.	Test Application - September 20, 2019					
Water System ID:	Project Description: This is a test application. Please note the 1,000 character limitation for the Project Description field.					
District Office:						
Applicant Organization:	Rast WQ Firm					
Applicant Organization Division: Applicant Address:	I Street , Sacramento , CA - 95814					
PROJECT LOCATION						
Latitude :	33 Longitude: -120					
Watershed:	Sacramento					
County:	Calaveras					
Responsible Regional Water Board:	5S Central Valley Sacramento Regional Water Board					
Funding Program	Applied Amount Recommended by State Water Board					
Water Recycling Funding Program	a Planning Grant Application No \$0.00					

Figure 36 – Application Preview Screen (Part A)

Funding Program		Applied	Amount Recommended by State Water Board
Water Recycling Funding Program Planning Grant Application		No	\$0.00
Applicant Information Name: Rast WQ Firm Division: Address: I Street Sacramento, CA , 95814 Federal Tax ID: DUNS Number:		Person Submitting I Submitter Name: Submitter Phone: Submitter Fax: Submitter Email:	nformation
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			
[Back to Application Ap	oplication Completion Chec	k

Figure 37 – Application Preview Screen (Part B)

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 such as the Federal Tax ID, requested funding amount, other general information, or attachments.

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**".

 Application/Survey Completeness Check Results

 The completion check indicates that the application/survey is INCOMPLETE. Please review the following list of incomplete or missing information:

 • One (1) or more attachments required by the RFP/Survey is missing. Please return to the Application/Surveys Attachment tab to upload the missing attachment(s).

 • Federal Tax ID for the Applicant Organization is needed. Please return to the Application/Survey¿s Project Budget tab to enter the Federal Tax ID.

Figure 38 – Application Completeness Check

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

NOTE: FAAST will not allow an Application to be submitted if a required attachment is missing.

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.

Certification And Submission Statement The proposal appears complete. Please enter initials to certify accuracy of the application and then click on the 'Submit Application' button to submit the application. Please read the following certification and submission statement before submitting the application.						
I, certify under penalty of perjury the following:						
 The information entered on behalf of the Applicant Organization is true and complete to the best of my knowledge; I am an employee of or a consultant for the Applicant Organization and I am authorized to submit the application on behalf of the Applicant Organization; and I understand that any false, incomplete, or incorrect statements made may result in the disqualification of this application. 						
By signing this application, I waive any and all rights to privacy and confidentiality of the proposal on behalf of the Applicant to the extent provided by law.						
To submit this application, please enter your initials certifying the accuracy of the application and click the "Submit Application" button. If you are not ready to submit your application, please click on the "Back to Application" button.						
Back to Application						
Submission Date: 10/2/2015 3: 10:32 PM Enter Your Initials: Submit Application						

Figure 39 – Certification and Submission Statement



Figure 40 – 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.

FINANCIAL ASSISTANCE APPLICATION SUBMITTAL TOOL							
Welcome From Provide Structure rof Rivera's WQ Firm. If not your Account, please log	Welcome of Rivera's WQ Firm. If not your Account, please log out.						
				Main Menu > Application			
Application/Surveys - In Progress							
The list below displays applications/surveys with a status of In Progress (To start working on one of the applications/surveys listed below, please of	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	<u>PIN</u>	Phase	<u>Status</u>	Rfp/Survey Title			
TEST APP	28282	Phase 2	Application In Progress (not submitted)	2013 Clean Beaches Research (Round 4)			
Back to Main Menu							

Figure 41 – 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 FAAST.

	FINANCIAL A APPLICATION SU	SSISTANCE BMITTAL TOOL
Welcome for R	vera's WQ Firm. If not your Account, please log out.	Contact Us Logout
		Main Menu
Main Menu		
ine viain menu allows the us	Applicant Menu ->> Start a New Application: Start a New Application! ->> Copy an existing application into a new application: Copy an existing application into a new application! ->> Copy an existing applications: ->> Active Applications: ->> Active Applications: View/edit Applications with a status of In Progress (Not Submitted). ->> Submitted Applications: View/edit Applications with a status of Submitted or Assigned (for Review). ->> Processed Applications: View Applications with a status of Submitted or Assigned (for Review). ->> Inactive Applications: View Applications that were not submitted and the deadline has passed ->> Update User Profile: Edit contact information, security question/answer. ->> Update Organization Profile: Submit a request to update information for Organization. ->> System Disclosure: View the minimum usage requirements for using FAAST.	or declined funding.

Figure 42 – 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.

FAA	FIN APPL	ANCIAL AS	SISTANCE
Welcome of Rivera's WQ Firm. If not your Acc	ount, please log out.		Contact Us Logout
			Main Menu > Update User profile
Update User Profile			
Update User Profile allows the user to update contact infor	nation as well as the password and security qu	estion/answer.	
User Details			
Organization:	Rivera's WQ Firm		
User Name:	dfa_staff		
User Type:	APPLICANT		
Prefix:		(Mr., Ms., Dr., etc.)	
First Name:	John		
Middle Name:			
Last Name:	Smith		
Title:		0	
Phone:	916-341-5753		
Fax:			
Email: Subscribe to Email Alorte 2:	jsmith@gmail.com	۲	
Password Question:	Tes T	0	
Password Answer:	soccer		
	Save Changes		

Figure 43 – 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.

	AA.		FINANCIAL ASSISTAN	CE			
Welcome	of Rivera's WQ Firm. If not your Acco	ount, please log out.	<u>ConlactUs</u> <u>Loo</u> <u>Main Menu</u> > Update	out 9 User profile			
Update User Pa	Update User Password						
This screen allows y	you to enter or update user account Pas	sword details that include f	Password, Password Question and Password Answer.				
	Old Password: New Password: Confirm New Password:	Save New Password					

Figure 44 – 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.

	AAŞ	FII A PI	NANC PLICAT	IAL ASSIST	TANCE		
of Rivera's WQ Firm. If not your Account, please log out.							
				<u>Main Menu</u> >	Update Organization Profile		
	anization Brofile						
pdate Org							
pdate Org e following is equest ID	s a list of previously submitted requests to update the Organization	he Organization Profile. Click on th Requested By	e Request ID to view the Request Date	previously submitted request. Request Reason	Status		
odate Org e following is equest ID	s a list of previously submitted requests to update th Organization Rivera's WQ Firm	he Organization Profile. Click on th Requested By sicimoon	e Request ID to view the Request Date 07/29/2008	previously submitted request. Request Reason Wrong Federal Tax ID number	Status APPROVED		
odate Org following is equest ID	a list of previously submitted requests to update the organization Rivera's WQ Firm Rivera's WQ Firm	he Organization Profile. Click on th Requested By sicimoon sicimoon	e Request ID to view the Request Date 07/29/2008 08/04/2008	previously submitted request. Request Reason Wrong Federal Tax ID number Need to change the federal tax id number!	Status APPROVED REJECTED		
odate Org following is equest ID	s a list of previously submitted requests to update th Organization Rivera's WQ Firm Rivera's WQ Firm Rivera's WQ Firm	he Organization Profile. Click on th Requested By sicimoon sicimoon sicimoon	Request ID to view the Request Date 07/29/2008 08/04/2008 08/05/2008	previously submitted request. Request Reason Wrong Federal Tax ID number Need to change the federal tax id number! new fed tax id.	Status APPROVED REJECTED APPROVED		
date Org following is quest ID	s a list of previously submitted requests to update th Organization Rivera's WQ Firm Rivera's WQ Firm Rivera's WQ Firm Rivera's WQ Firm	he Organization Profile. Click on th Requested By sicimoon sicimoon sicimoon sicimoon	e Request ID to view the Request Date 07/29/2008 08/04/2008 08/05/2008 08/05/2008	previously submitted request. Request Reason Wrong Federal Tax ID number Need to change the federal tax id number! new fed tax id. New tax id number.	Status APPROVED REJECTED APPROVED REJECTED		
odate Org following is equest ID	s a list of previously submitted requests to update th Organization Rivera's WQ Firm Rivera's WQ Firm Rivera's WQ Firm Rivera's WQ Firm Rivera's WQ Firm	he Organization Profile. Click on th Requested By sicimoon sicimoon sicimoon sicimoon sicimoon	Request ID to view the Request Date 07/29/2008 08/04/2008 08/05/2008 08/05/2008 03/28/2013	previously submitted request. Request Reason Wrong Federal Tax ID number Need to change the federal tax id number! new fed tax id. New tax id number. stdddfdsdstdfsdsdfdf	Status APPROVED REJECTED APPROVED REJECTED APPROVED		
equest ID 86 86 87	a list of previously submitted requests to update th Organization Rivera's WQ Firm Rivera's WQ Firm Rivera's WQ Firm Rivera's WQ Firm Rivera's WQ Firm Rivera's WQ Firm	he Organization Profile. Click on th Requested By sicimoon sicimoon sicimoon sicimoon sicimoon sicimoon	Request ID to view the Request Date 07/29/2008 08/04/2008 08/05/2008 08/05/2008 03/28/2013 03/28/2013	Previously submitted request. Request Reason Wrong Federal Tax ID number Need to change the federal tax id number! new fed tax id. New tax id number. sfdddfdsdsfdfsdsdfdf dfsdfdfdsddfdf	Status APPROVED REJECTED APPROVED REJECTED APPROVED APPROVED		
e following is equest ID 86 87 88	s a list of previously submitted requests to update th Organization Rivera's WQ Firm Rivera's WQ Firm	he Organization Profile. Click on th Requested By sicimoon sicimoon sicimoon sicimoon sicimoon sicimoon sicimoon	e Request ID to view the 07/29/2008 08/04/2008 08/05/2008 03/28/2013 03/28/2013 03/28/2013	previously submitted request. Request Reason Wrong Federal Tax ID number Need to change the federal tax id number! new fed tax id. New tax id number. stiddidsdstdisdstdid disddiddsdstdidd xzcxcxzc	Status APPROVED REJECTED APPROVED REJECTED APPROVED APPROVED		
adate Org e following is equest ID 86 87 88 89	s a list of previously submitted requests to update th Organization Rivera's WQ Firm Rivera's WQ Firm	he Organization Profile. Click on the Requested By sicimoon sicimoon sicimoon sicimoon sicimoon sicimoon sicimoon sicimoon	Request ID to view the Request Date 07/29/2008 08/04/2008 08/05/2008 08/05/2008 03/28/2013 03/28/2013 03/28/2013 03/28/2013	Previously submitted request. Request Reason Wrong Federal Tax ID number Need to change the federal tax id number! new fed tax id. New tax id number. sfddfdsddfdf dfsddfdfd dfsdfdfdsddfdf xzcxcvzc sdfsdfdsdf	Status APPROVED REJECTED APPROVED REJECTED APPROVED APPROVED APPROVED		
date Org following is quest ID 86 87 88 89 06	s a list of previously submitted requests to update th Organization Rivera's WQ Firm Rivera's WQ Firm	he Organization Profile. Click on the Requested By sicimoon sicimoon sicimoon sicimoon sicimoon sicimoon sicimoon sicimoon sicimoon	Request ID to view the Request Date 07/29/2008 08/04/2008 08/05/2008 08/05/2008 03/28/2013 03/28/2013 03/28/2013 03/28/2013 03/28/2013	Previously submitted request. Request Reason Wrong Federal Tax ID number Need to change the federal tax id number! new fed tax id. New tax id number. stdddrdsdsfdfsdsdfdf dfsdfdddddf xzcxxzc sdfsdfdsddff need to change title	Status APPROVED REJECTED APPROVED REJECTED APPROVED APPROVED APPROVED REJECTED		
date Org following is quest ID 36 37 38 39 36 36 36 36 37 38 39 36 36	s a list of previously submitted requests to update th Organization Rivera's WQ Firm Rivera's WQ Firm	he Organization Profile. Click on the Requested By sicimoon sicimoon sicimoon sicimoon sicimoon sicimoon sicimoon sicimoon sicimoon sicimoon	Request ID to view the Request Date 07/29/2008 08/04/2008 08/05/2008 08/05/2008 03/28/2013 03/28/2013 03/28/2013 03/28/2013 03/28/2013 03/28/2013 04/11/2013 06/13/2013	Previously submitted request. Request Reason Wrong Federal Tax ID number Need to change the federal tax id number! new fed tax id. New tax id number. stdddfdsdsfdfsdsdfdf dtsdfdfdsddfdf dtsdfdfdsddfdf xzcxxzc sdfsdfdsdf need to change tille update the organization name.	Status APPROVED REJECTED APPROVED REJECTED APPROVED APPROVED APPROVED REJECTED REJECTED		
date Org following is quest ID 86 87 88 89 96 88 89 86 86 86	s a list of previously submitted requests to update th Organization Rivera's WQ Firm Rivera's WQ Firm	he Organization Profile. Click on the Requested By sicimoon sicimoon sicimoon sicimoon sicimoon sicimoon sicimoon sicimoon sicimoon sicimoon bicimoon sicimoon sicimoon	e Request ID to view the Request Date 07/29/2008 08/04/2008 08/05/2008 03/28/2013 03/28/2013 03/28/2013 03/28/2013 03/28/2013 03/28/2013 03/28/2013 05/13/2013	Previously submitted request. Request Reason Wrong Federal Tax ID number Need to change the federal tax id number! new fed tax id. New tax id number. stiddtidsdtidsdtdfd disdtidsdtidfd xzcxxzc sdfsdtidsdfdf need to change title update the organization name. Update address	Status APPROVED REJECTED APPROVED APPROVED APPROVED APPROVED REJECTED REJECTED APPROVED		

Figure 45 – 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 FAAST administrator who will approve or deny the request. An email notification will be sent with the decision.

	FINANCI APPLICATIO	AL ASSISTANCE						
Welcome rof Rivera's WQ Firm. If no	ot your Account, please log out.	<u>Contact Us</u> <u>Loqout</u>						
		<u>Main Menu</u> > <u>Update Organization Profile</u> > 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. FAAST 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	Rivera's WQ Firm						
Division or Branch:	WaterFalls	WaterFalls						
Mailing Address:	1001 I Street, 16th FL	1001 I Street, 16th FL						
City:	Sacramento	Sacramento						
State:	CA	CA						
Zip:	95815	95815						
Type of Organization:	NONPROFIT	Non-profit Organization						
Federal Tax ID:	123456789	123456789						
DUNS Number:	98988989	989888989						
Reasons to Update:	(250 characters maximum) Submit to WaterBoard	*						

Figure 46 – Request to Change Organization Profile

D. SYSTEM DISCLOSURE

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

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						
Use web browser Internet Explorer (version 6.0) or greater.						
Save work often - System times out after 90 minutes of inactivity.						
Disable pop-up blocking software.						
Close						

Figure 49 – 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.

A. 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).

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).