Financial Assistance Application Submittal Tool (FAAST)

California Department of Pesticide Regulation (CDPR) Pest Management Alliance and Research Grant Programs:

How to Review Grant Applications using FAAST

Presenters:
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FAAST Coordinators
(Document modified for CDPR by Kimberly Steinmann)
FAAST: Background Information

• FAAST is a web-based interface system that allows applicants to submit an application electronically.

• FAAST is administered by the State Water Board.
FAAST: Where is it located?

FAAST is located at:

https://faast.waterboards.ca.gov
FAAST: System Requirements

- Use a PC
- Clear your Internet Cookies, Cache, and Internet History
- Use Internet Explorer v 6.0 or higher
- Disable pop-up blocker
FAAST: Main Webpage

- Main webpage includes:
  - Logon
  - Frequently Asked Questions (FAQs)
The Division of Financial Assistance (Division) administers the implementation of the State Water Resources Control Board’s (State Water Board) financial assistance programs. The Division administers funding for construction of municipal sewage and water recycling facilities, watershed protection projects, nonpoint source pollution control projects, etc.

FAAST has been developed to provide an efficient means for project proponents to apply for the loan and grant funding offered by the Division.

Applicants can sign up for funding notifications, submit financial assistance applications, and monitor the status of their applications.

A valid user account and password are needed to use FAAST. To create an account, please use the Sign Up button on the right.

Applications submitted prior to the August 2004 release of FAAST are now available with limited information! These previous RFPs include PRISM Pesticide, Proposition 13, and 2003 Consolidated Grants. To view these applications and other previously submitted applications, visit the Public Search Tool.

Currently the Division is accepting applications for various funding programs. For specific information regarding the available funding programs, please visit the Division of Financial Assistance, web site.

If you have any questions or for further assistance, please call State Water Board Staff at: 1-866-434-1083 Monday thru Friday 8:00AM - 5:00PM, or email FAAST_ADMIN@waterboards.ca.gov.
FAAST: Logging On

- On the FAAST main webpage, look for the “Log onto FAAST” heading on the right hand side.

- Enter your username and password and click the “Log onto FAAST” button to enter the FAAST system.

*Note: Username and password are both case-sensitive.*
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LOG ONTO FAAST
Username: ________________________________
Password : ________________________________

Note: Username and Password are case sensitive

Logon To FAAST

Forgot your password?
Retrieve Password

CREATE APPLICANT ACCOUNT
Create an Account

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

Public Search Tool
FAAST: Reviewer Menu

• After logging onto FAAST, the Reviewer Menu screen (also known as Main Menu) will appear.

• The Reviewer Menu allows you to:
  - View and work on your review assignments
  - Update your profile
  - Run reports
Welcome Andrew Lawrence, of State Water Board! Wednesday, April 22, 2009

This page is the main menu for "Review Liaisons" and "Reviewers". A "Review Liaison" can view review assignments, delegate assignments to staff to review within their "Reviewer" can review review assignments and submit draft reviews to their "Review Liaison".

The "Review Liaison" is the one person within each organization that can submit the final review to SWRCB. A review is not considered complete until it has been submitted to SWRCB, the information will be immediately available for use in Reports.

**Reviewer Main Menu**

- **View Review Assignments**: View your review assignments, review an assigned proposal and submit the review sheet, and delegate review assignments
- **Update Your Profile**: Change your personal information such as phone number, email, password etc.
- **View Active Loan and Grant Programs**: Go to the Division of Financial Assistance web site for complete information on all Loan and Grant Programs
- **Reports**: Go to the reports menu to generate various system reports.

If you have any questions, please contact us.
**FAAST: Start A New Review Sheet**

This page allows you to search, view and review the proposals that were assigned to you or your organization by Division of Financial Assistance (DFA).

**Review Liaisons** You can delegate a proposal to a staff person to review by selecting "Change Reviewer" under the column labeled "Change?" If you are a Review Liaison, you can change the proposal yourself by following the instructions for Reviewers below.

**Reviewers** If you are a Reviewer, you will see all proposals assigned to you in the dropdown list below. To perform a review of a proposal, first select the Proposal Title to a new screen where you should select the "Reviews" tab to begin filling out the review sheet.

### Search for Assignments

<table>
<thead>
<tr>
<th>RFP</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase</td>
<td>All</td>
</tr>
<tr>
<td>Organization</td>
<td>Your Organization</td>
</tr>
<tr>
<td>Sort By</td>
<td>PIN#</td>
</tr>
</tbody>
</table>

### Proposal Title

**Detection and control of Verticillium wilt on lettuce**

**United States Department of Agriculture**

**CDFA Specialty Crop Block GP**

**RIN# 19654**

If you have any questions, please contact us.

Note: A CDFA Block Grant application is used as an example. Your FAAST Review Sheet will contain applications submitted to a CDPR grant program.
The Application is organized into sections (or tabs).
This section allows you to view the applicant’s proposal.
This section allows you to access the attachments that the applicant has submitted.
This section is where you will answer the review questions relating to the information provided on the Application tab.
FAAST: Reviews Section

• Make sure you pay attention to the timer and use the “Save as Work in Progress” button frequently.
Please do not use this section when reviewing CDPR grants. Enter all comments or notes on the Review Sheets section instead.
FAAST: Status Section

Reviewer’s username will appear here when assigned for review.

This section shows a timeline of changes in the status of the application (e.g. submitted, assigned for review, review in progress, etc.)
To submit a completed review: Click the “Review Complete – Submit To Review Liaison” button.

We recommend that you do not submit reviews until you have scored all proposals – Instead, click “Save as Review in Progress” until all proposals have been scored.

Once you have submitted a review, you will no longer be able to view the proposal or edit your scores or comments. If you accidentally submit a review that you wish to see again or edit, you may contact CDPR to be given access to the proposal again.
FAAST: Technical Assistance

FAAST Help Desk (Mon – Fri, 8 – 5pm)
Phone: 1-866-434-1083
Email: FAAST_admin@waterboards.ca.gov

Note: All emails should include the following subject line: CDFA: ____. Emails should include the Proposal Identification Number (PIN) (if it’s available).

User Manual
https://faast.waterboards.ca.gov/

Frequently Asked Questions
https://faast.waterboards.ca.gov/

CDPR contacts (For grant content related questions):
Kimberly Steinmann ksteinmann@cdpr.ca.gov 916-445-7929 (Research Grant)
Steve Blecker Steve.Blecker@cdpr.ca.gov 916-324-0116 (Pest Management Alliance Grant)