Clean Beaches Initiative Grant Program
2014 Concept Proposal Application for Implementation Projects

APPLICATION INSTRUCTIONS

This section provides instructions for preparing and submitting an application. Please make sure to follow the instructions to ensure that the application will address all of the required elements. Once the application has been submitted to the State Water Board, any privacy rights as well as other confidentiality protections afforded by law with respect to the application package will be waived.

Since the Solicitation will be continuous, Division staff will periodically close the Solicitation to allow review of submitted concept proposals. Information on opening and closing dates will be displayed on the CBI website at:
http://www.waterboards.ca.gov/water_issues/programs/beaches/cbi_projects/index.shtml

An automated email notification will also be sent to all applicants that have active applications in FAAST one week prior to closing the application period.

Applicants must submit a complete application online using the State Water Board Financial Assistance Application Submittal Tool (FAAST) at https://faast.waterboards.ca.gov/.

Applicants are encouraged to review the FAAST User Manual and Frequently Asked Questions, available at the above link, before creating a user account and completing the online application. When an applicant has created a user account and begins to fill out an application, FAAST assigns a unique proposal identification number (PIN). Applicants should make note of this number as it is used when an applicant needs assistance with FAAST.

FAAST allows an applicant to save an application in progress online and submit the application when the applicant has gathered and entered all requested information. After the application is submitted, an automated confirmation email will be sent to the applicant confirming the date and time of submission. Applicants are strongly encouraged to avoid last minute submittals to allow time for FAAST staff assistance should any submittal problems occur. **Applicants are also strongly encouraged to review their complete application prior to executing the submit function in FAAST. Once an application has been submitted, no further modifications, additions, or deletions will be allowed**.

To print out a blank copy of the entire application:

1. Initiate a new application and fill out the following three fields on the first page: "Project Title," "Project Description," and "Responsible Regional Water Board." Applicants can come back to edit these fields later.
2. Click on the "Save and Continue" button to initiate the application process.
3. Click on the "Preview/Submit Application" button and select the "Print" option from the browser "File" menu.

The grant application in FAAST consists of the sections outlined below in Table 1 – FAAST Checklist. Within FAAST, pull-down menus, text boxes, or multiple-choice selections will be used to receive answers to the questions. FAAST will allow applicants to type text or cut and paste information from other documents directly into a FAAST submittal screen.

When uploading an attachment in FAAST, the following attachment title naming convention must be used:

Att#_PIN_AttachmentName_#ofTotal#

Where:

- "Att#" is the attachment number;
- "PIN" is the applicant's PIN assigned by FAAST;

- "AttachmentName" is the name of the attachment; and

"#ofTotal#" identifies the number of files that make up an attachment, where "#" is the number of a file and "Total#" is the total number of files submitted in the attachment.

For example, if Attachment 3 – Scope of Work/Schedule for applicant with PIN "1234" is made up of 3 files, the second file in the set would be named "Att3_1234_WorkPlan_2of3."

FAAST tracks attachments by an attachment title, not by file name. The file name section in FAAST requires a computer path to the file location on the applicant's computer. While there is no specific naming convention given here for the file name, applicants should consider using a name similar to the attachment title to simplify personal file management. Do not use special characters such as hyphens, asterisks, symbols, spaces, percentage signs, etc. Underscores are acceptable, as shown above.

The checklist below is provided as a guide for applicants to ensure that they have submitted the required information.

Table 1 – FAAST Checklist	
1.	**GENERAL INFORMATION** *The following fields must be completed:*
☐	Project Title – Provide title of the Proposal. **Project Title entered in FAAST will be the project title for the life of the project. This title needs to be consistent on all project submittals**. *If this item is not completed, FAAST will not accept the application.*
☐	Project Description – Provide a brief description of the Proposal. The length of the Project Description is limited to 1,000 characters including spaces and returns*. If this item is not completed, FAAST will not accept the application.*
☐	Applicant Details – Provide the name and address of the applicant organization. If the applicant is a nonprofit organization, the applicant must use the organization name that is registered with the California Secretary of State (http://kepler.sos.ca.gov). If a different name was initially used, click "Update Organization Profile" from the main menu.
☐	Project Director – The Project Director is the person responsible for filing the application and executing a grant agreement and subsequent amendments for the applicant. Persons that are subcontractors to be paid by the grant cannot be listed as the Project Director. Project Manager – The Project Manager is the day-to-day contact on this project from the Applicant Organization.
☐	Grant Funds Requested – Provide amount of grant funds requested for the Project in dollars.
☐	Local Cost Match – "Local Cost Match" is the same as "Funding Match" in the Guidelines. Provide Funding Match for the Proposal in dollars.
☐	Total Budget – Provide total cost for the Project in dollars.
☐	Latitude/Longitude – Enter latitude/longitude coordinates of the approximate midpoint of the Project Location in degrees using decimal format.
☐	Watershed – Provide name(s) of the watershed(s) in which the Project is located. If the Project covers multiple watersheds, list the primary watershed first.

Table 1 – FAAST Checklist	
☐	<u>County</u> – Provide the county in which the Project is located. If the Project covers multiple counties, select "Multiple Counties" from the drop down list.
☐	<u>Responsible Regional Water Board</u> – Provide the name of the Regional Water Quality Control Board (Regional Water Board) in which the Project is located. If the Project extends beyond one Regional Water Board boundary, select "Statewide" from the drop down list. *If this item is not completed, then FAAST will not accept the application.*
2.	**LEGISLATIVE INFORMATION** Enter the State assembly, State senate, and U.S. congressional districts in which the Project is located. For Projects that include more than one district, please enter each district. Look at tables provided in FAAST to assist with determining the appropriate districts.
3.	**COOPERATING ENTITIES** Include entities that have/will assist the applicant in Proposal development or implementation. Provide name(s) of cooperating entity(ies), role/contribution to Proposal, first and last name of entity contact, phone number, and email address.
4.	**AGENCY CONTACTS** If the applicant has been collaborating with State and Federal agencies (DWR, Regional Water Board, State Water Board, U.S. Environmental Protection Agency (USEPA), etc.) in Proposal development, please provide agency name, agency contact first and last name, phone, and email address. This information is used to identify individuals who may have an understanding of a Proposal and in no way indicates an advantage or disadvantage in the ranking process.
5.	**APPLICATION QUESTIONNAIRE** *The answers to these questions will be used in processing the application and determining eligibility and completeness.*
	I. PROBLEM DEFINITION - ANSWER THE FOLLOWING QUESTIONS TO DESCRIBE THE BEACH WATER QUALITY PROBLEM THE PROJECT IS ADDRESSING.
☐	<u>Q1.</u> Briefly describe the proposed project. (2,000 characters maximum)
☐	<u>Q2.</u> Identify the AB 411 monitoring location(s) closest to the proposed project site, and provide approximate distance from monitoring location(s) to project site.
☐	<u>Q3.</u> How does the beach affected by the proposed project meet the criteria in Section IV.D.i of the CBI Guidelines?
☐	<u>Q4.</u> Provide data on the number of wet and dry postings by year for at least three years.
☐	<u>Q5.</u> Provide data on the number of closures by year for at least three years. Identify the cause for the closures.
☐	<u>Q6.</u> What is the recreator population that utilizes the affected beach?
☐	<u>Q7.</u> Identify the water quality problem(s) the project is proposing to solve.
☐	<u>Q8.</u> How does the project propose to solve the identified water quality problem(s)?

Table 1 – FAAST Checklist	
☐	<u>Q9.</u> Identify any applicable impaired waters, their beneficial uses, and the water quality problem(s) that interfere with the beneficial uses of those waters. *Beneficial uses associated with a water body can be found in each Regional Water Board Basin Plan located on their Websites (Appendix B in CBI Guidelines).*
☐	<u>Q10.</u> Is this a phased project or part of a larger project effort? What are the objectives, framework, and scheduling for the larger project? Note whether there is a commitment to complete the entire project. If the Project involves sanitary or stormwater collection systems, explain how the Project relates to your Sanitary Sewer Management Plan, Stormwater Management Plan, and/or Capital Improvement Program.
☐	<u>Q11.</u> Attach a map or diagram depicting the Project and watershed in Attachment 1, and provide photographs of the proposed site. If the Project involves sanitary or stormwater collection systems, also provide maps of the collection system(s) in the vicinity of the Project.
☐	<u>Q12.</u> Submit baseline water quality data in the immediate vicinity of the Project (in Attachment 6). Explain the relevance of the data.
☐	<u>Q13.</u> If necessary, provide additional problem definition information not addressed in the previous questions.
	II. SOURCE OF CONTAMINATION - USE THE FOLLOWING QUESTIONS TO EXPLAIN HOW WELL YOU UNDERSTAND THE SOURCE OF THE CONTAMINATION.
☐	<u>Q14.</u> What are possible or known sources of bacteria or pathogens? Describe any studies or data collection efforts that have been done to confirm these conclusions. Attach copies of reports in Attachment 8.
☐	<u>Q15.</u> What is the quantity and origin of the flow to be treated (if applicable)?
☐	<u>Q16.</u> If necessary, provide additional information about the source of contamination that was not addressed in the previous questions.
	III. IS THE TECHNOLOGY/SOLUTION LIKELY TO BE SUCCESSFUL – DESCRIBE THE PROJECT AND DISCUSS WHY YOU THINK IT WILL BE SUCCESSFUL.
☐	<u>Q17.</u> Explain the scope and schedule of the Project (Attachment 3). Provide a brief description of all project work items. Indicate the start (month/year) and end dates (month/year) of the proposed Project. The schedule should include key milestones and potential obstacles.
☐	<u>Q18.</u> Explain how Project costs were estimated, and provide a reasonable estimate of cost for each work item (i.e., line item) contained in the proposal, including planning and design costs, construction costs, and funding match. Provide a detailed budget using the budget template (Attachment 5), and describe the source of match funds.
☐	<u>Q19.</u> Describe any computer models, management practices, specialized testing, or other extraordinary methods and materials that will be implemented or used as part of this Project.
☐	<u>Q20.</u> Describe how the project will contribute to sustained, long-term water quality benefits for a period of 20 years, and address the causes of degradation rather than the symptoms.
☐	<u>Q21.</u> Is there an education/outreach component to the Project? If yes, describe.

	Table 1 – FAAST Checklist
☐	Q22. If necessary, provide additional information about the proposed solution that was not addressed in the previous questions.
	IV. PROJECT EFFECTIVENESS – EXPLAIN HOW YOU PROPOSE TO MEASURE THE PROJECT EFFECTIVENESS.
☐	Q23. How do you propose to measure and document your project's benefits to water quality and beneficial uses (e.g., before and after concentrations of a constituent, percent load reduction, amounts of stormwater captured, etc.)? Use the Project Assessment and Evaluation Plan (PAEP) Performance Tables per guidance available on our website at: http://www.waterboards.ca.gov/water_issues/programs/grants_loans/paep/index.shtml. Submit PAEP tables in Attachment 4.
	V. PROGRAM PREFERENCES
☐	Q24. Would the project affect a priority beach?
☐	Q25. Has a Source ID study been completed? How well would the proposed project address an identified source of FIB impairment?
☐	Q26. Is this Project implementing a Total Maximum Daily Load (TMDL)? If yes, identify the TMDL by name.
☐	Q27. Is the Project located in an Area of Special Biological Significance (ASBS)? If yes, identify the ASBS in the box below and briefly describe how your Project will benefit the ASBS. A list of ASBSs is available on-line at: http://www.waterboards.ca.gov/water_issues/programs/ocean/asbs_map.shtml
☐	Q28. Does the Project promote stormwater reuse? If yes, identify how the technique(s) are consistent with supporting beneficial uses and existing water rights.
☐	Q29. Is the Project consistent with any recovery plans for coho salmon, steelhead trout, or other threatened or endangered species? If yes, describe how.
☐	Q30. Will this Project reduce wet weather beach posting? If yes, describe how.
	VI. READINESS TO PROCEED
☐	Q31. Provide the status of all environmental documents required for the Project. All projects require CEQA compliance and will be allowed to use matching grant funds for reimbursement of CEQA costs, provided the costs were incurred after the adoption of the CBI Guidelines. If draft or final CEQA documents are available, please submit documents, including the Environmental Clearance Checklist (use template found at http://www.waterboards.ca.gov/water_issues/programs/beaches/cbi_projects/request.shtml) as part of Attachment 2.
☐	Q32. List any permits, approvals, or design standards that must be obtained/met before the Project can be implemented. (All grant recipients will be required to certify prior to final disbursement that they have obtained all necessary permits and approvals required to construct their projects.)
☐	Q33. Do any land-owner agreements need to be obtained? If yes, what is their status?
☐	Q34. Is project planning and design complete? If not, what is the estimated completion date?
☐	Q35. Provide evidence that applicant has adequate funding to operate/maintain the Project for a period of at least 20 years.

Table 1 – FAAST Checklist	
	VII. APPLICANT INFORMATION
☐	<u>Q36.</u> Have you or any cooperating entities applied for other funds from another program for this specific Project? (This includes programs not administered by the State Water Board.) If yes, identify the agency and program.
☐	<u>Q37.</u> Has the applicant or any cooperating entities entered into a contract or grant agreement: (1) that was terminated; (2) in which funds were withheld by the State Water Board; or (3) that has been the subject of an audit in which there were findings regarding the management of the project or funds by the applicant or a cooperating entity? If so, reference the contract or agreement and explain the actions taken to address the problem(s).
☐	<u>Q38.</u> Is the applicant or was the applicant a party to a current or pending legal challenge to any State Water Board or Regional Water Board regulation or order, which either requires performance of the project, or though not required, whose terms or conditions would be satisfied in whole or in part by performance of the Project? If so, please explain in the box below (include the name and case number in your explanation).
6.	**DISCLAIMER**
☐	<u>Q39.</u> The **Project Director** has read and understands the General Terms and Conditions of the Grant Agreement. If the Project Director does not agree with the terms and conditions, a grant award may be denied. (All Applicants will be required to check the box and initial next to the statement.)

APPLICATION ATTACHMENTS
Provide the attachments listed below by attaching files to the FAAST application. For instructions on attaching files, please refer to the FAAST User Manual. File size for each attachment submitted via FAAST is limited to 10 megabytes (MB). Acceptable file formats are: MS Word, MS Excel, MS Project, or PDF.

Attachment #		Attachment Title
☐	Attachment 1	Project Site/Location Map(s)
☐	Attachment 2	Environmental Clearance Checklist and CEQA Documentation
☐	Attachment 3	Scope of Work/Schedule
☐	Attachment 4	PAEP Performance Table(s)
☐	Attachment 5	Budget
☐	Attachment 6	Baseline Data
☐	Attachment 7	Disadvantaged Communities (If Applicable)
☐	Attachment 8	Technical Report(s) (If Applicable)
☐	Attachment 9	Letters of Support or Opposition (If Applicable)
☐	Attachment 10	Resumes (If Applicable)