

Concept Proposal Application for Research Projects

APPLICATION INSTRUCTIONS

This section provides instructions for preparing and submitting an application. It is important that the applicants follow the instructions to ensure that their application will address all of the required elements. Applicants are reminded that, 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.

While the Solicitation will be continuous, Division staff will periodically close the Solicitation to allow review of submitted concept proposals. Division staff will notify all applicants that have active applications in FFAST 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 (FFAST) at the following secure link:

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

Applicants are encouraged to review the FFAST 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, FFAST assigns a unique proposal identification number (PIN). Applicants should make note of this number as it is used when an applicant needs assistance with FFAST.

FFAST 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 FFAST staff assistance should any submittal problems occur. **Applicants are also strongly encouraged to review their complete application prior to executing the submit function in FFAST. 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 FFAST consists of the sections outlined below in Table 1 – FFAST Checklist. Within FFAST, pull-down menus, text boxes, or multiple-choice selections will be used to receive answers to the questions. FFAST will allow applicants to type text or cut and paste information from other documents directly into a FFAST submittal screen.

When uploading an attachment in FFAST, 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 FFAST;
- "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 for an 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 <i>The following fields must be completed:</i>
<input type="checkbox"/>	<u>Project Title</u> – 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. <i>If this item is not completed, FAAST will not accept the application.</i>
<input type="checkbox"/>	<u>Project Description</u> – Provide a brief description of the Proposal. The length of the Project Description is limited to 1,000 characters including spaces and returns. <i>If this item is not completed, FAAST will not accept the application.</i>
<input type="checkbox"/>	<u>Applicant Details</u> – 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, please see FAAST User Manual , Section V.A. (https://faast.waterboards.ca.gov) for instructions on changing the name.
<input type="checkbox"/>	<u>Project Director</u> – The Project Director is the person responsible for filing an 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. <u>Project Manager</u> – The Project Manager is the day-to-day contact on this Project from the Applicant Organization.
<input type="checkbox"/>	<u>Grant Funds Requested</u> – Provide amount of grant funds requested for the Proposal in dollars.
<input type="checkbox"/>	<u>Local Cost Match</u> (If Applicable) – “Local Cost Match” is the same as “Funding Match” in the Guidelines. Provide Funding Match for the Proposal in dollars. A Funding Match is not required for Research Projects funded through the CBI Program.
<input type="checkbox"/>	<u>Total Budget</u> – Provide total estimated cost for the Proposal in dollars.
<input type="checkbox"/>	<u>Latitude/Longitude</u> – Enter latitude/longitude coordinates of the approximate midpoint of the Project location in degrees using decimal format.
<input type="checkbox"/>	<u>Watershed</u> – Provide name(s) of the watershed(s) the Project is located. If the Project covers multiple watersheds, list the primary watershed first.

Table 1 – FAAST Checklist

<input type="checkbox"/>	<p><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.</p>
<input type="checkbox"/>	<p><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. <i>If this item is not completed FAAST will not accept the application.</i></p>
<p>LEGISLATIVE INFORMATION</p>	
<p>2.</p>	<p>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.</p>
<p>COOPERATING ENTITIES</p>	
<p>3.</p>	<p>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.</p>
<p>AGENCY CONTACTS</p>	
<p>4.</p>	<p>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.</p>
<p>APPLICATION QUESTIONNAIRE</p>	
<p>5.</p>	<p><i>The answers to these questions will be used in processing the application and determining eligibility and completeness.</i></p>
<p><i>I. PROBLEM DEFINITION - ANSWER THE FOLLOWING QUESTIONS TO DESCRIBE THE BEACH WATER QUALITY PROBLEM THE PROJECT IS ADDRESSING.</i></p>	
<input type="checkbox"/>	<p><u>Q1.</u> Describe how the Project provides comprehensive capability for monitoring, collecting, and analyzing ambient water quality, including monitoring technology that can be entered into a statewide information database with standardized protocols and sampling, collection, storage, and retrieval procedures.</p>
<input type="checkbox"/>	<p><u>Q2.</u> How does the proposed research Project meet the research priorities in Appendix D of the Guidelines?</p>
<input type="checkbox"/>	<p><u>Q3.</u> What is (are) the specific research question(s) the proposed research is intended to address?</p>
<input type="checkbox"/>	<p><u>Q4.</u> Describe the 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 RWQCB Basin Plan located on their website (Appendix B of Guidelines). Submit baseline water quality data in the immediate vicinity of the Project (in Attachment 6). Explain the relevance of the data.</p>
<input type="checkbox"/>	<p><u>Q5.</u> If necessary, provide additional problem definition information not addressed in the previous questions.</p>

Table 1 – FAAST Checklist

<input type="checkbox"/>	<u>Q6.</u> If the research Project is conducted at a specific location, attach a map or diagram depicting the project location(s), and provide photographs of the proposed site(s) (Attachment 1).
	<i>II. RESEARCH PRIORITIES – USE THE FOLLOWING QUESTIONS TO EXPLAIN HOW WELL YOU UNDERSTAND THE RESEARCH PRIORITIES.</i>
<input type="checkbox"/>	<u>Q7.</u> Describe any previous studies or data collection efforts that have been done. Attach copies of reports (or any data that might be available but unreported to date) as Attachment 8.
<input type="checkbox"/>	<u>Q8.</u> If necessary, provide additional background information about the research priorities that was not addressed in the previous questions.
	<i>III. IS THE RESEARCH LIKELY TO BE SUCCESSFUL – DESCRIBE THE PROPOSED PROJECT AND DISCUSS WHY YOU THINK IT WILL BE SUCCESSFUL.</i>
<input type="checkbox"/>	<u>Q9.</u> In the context of the existing literature, explain how the proposed research will advance the understanding and management of our beach water quality for the research priority.
<input type="checkbox"/>	<u>Q10.</u> How will your research support the goal of the CBI Program which is to implement projects that will result in direct water quality improvements, as measured by the reduction of exceedences of indicator bacteria water quality standards?
<input type="checkbox"/>	<u>Q11.</u> Explain the study design in the context of statistical reliability, controls, and ability to address and resolve potential confounding factors.
<input type="checkbox"/>	<u>Q12.</u> Is this a phased study or part of a larger project effort? Please explain the objectives, framework, and scheduling for the larger project. Note whether there is a commitment to complete the entire project.
<input type="checkbox"/>	<u>Q13.</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.
<input type="checkbox"/>	<u>Q14.</u> Indicate the expected research benefits to water quality and beneficial uses.
<input type="checkbox"/>	<u>Q15.</u> Please describe the roles and qualifications of participating researchers. Provide a 2-page resume for each researcher participating in the Project in Attachment 10.
<input type="checkbox"/>	<u>Q16.</u> If necessary, provide additional information about the research Project that was not addressed in the previous questions.
	<i>IV. PROJECT EFFECTIVENESS – EXPLAIN HOW YOU PROPOSE TO MEASURE THE PROJECT EFFECTIVENESS.</i>
<input type="checkbox"/>	<u>Q17.</u> Explain in simple terms what we can expect in terms of research results.
<input type="checkbox"/>	<u>Q18.</u> What is the greatest challenge in the proposed research program and what are the potential benefits that could be attained if that challenge is successfully overcome? Describe the proposed method(s) to overcome the challenge.
<input type="checkbox"/>	<u>Q19.</u> How do you propose to measure and document your project’s benefits to water quality and beneficial uses? Use the Project Assessment and Evaluation Plan 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
<input type="checkbox"/>	Q20. Does the research Project address any of the Program Preferences listed in Section IV.E of the Guidelines? If so, describe.
<input type="checkbox"/>	Q21. Does the project improve water quality in a disadvantaged community? If yes, the applicant must complete Attachment 7 – Disadvantaged Communities.
	VI. READINESS TO PROCEED
<input type="checkbox"/>	Q22. Provide the status of all environmental documents required for the Project. All projects, even research projects, require CEQA compliance. Research projects typically require a Notice of Exemption filed with County Clerk or State Clearing House. If a NOE has been filed please include a copy in Attachment 2.
<input type="checkbox"/>	Q23. 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.
<input type="checkbox"/>	Q24. 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).
	VII. APPLICANT INFORMATION
<input type="checkbox"/>	Q25. 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.
	Q26. 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, please explain in the box below, including actions taken to address the problem(s).
<input type="checkbox"/>	Q27. 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.	VIII. DISCLAIMER
<input type="checkbox"/>	_____ (Initials): The <u>Project Director</u> 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 FFAST application. For instructions on attaching files, please refer to the FFAST User Manual. When attaching files, applicants must use the naming convention noted on FFAST. **File size for each attachment submitted via FFAST is limited to 10 Megabytes (MB).** Acceptable file formats are: MS Word, MS Excel, MS Project, or PDF.

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