

## CLEAN WATER STATE REVOLVING FUND (CWSRF) PROJECT PRIORITY LIST (PPL) INSTRUCTIONS FOR NEW PROJECTS

To submit an application for a new project, you must have a FAAST User Account. If you already have a user account, please log into FAAST and skip to the next paragraph. If you do not have a FAAST User Account, [click here](#) and follow the directions to set up your account.

**Note: The username and password are both case sensitive.**

Once you have logged into FAAST, you will see the Applicant Menu screen (also known as Main Menu). To start a new application, select the "START A NEW APPLICATION".

Check the appropriate boxes on the "Usage Requirement Item" page, and click to continue. On the "Select an Organization" page, click on option 1 if you are submitting this application on behalf of your organization. Click on option 2 if you are submitting this application on behalf of a different organization (if you are a consultant for the applicant for example).

On the next page you will see a list of Request For Proposals (RFPs). Please select the "Clean Water State Revolving Fund - Project Priority List – NEW PROJECTS" RFP.

Enter the information request on the following tabs (screens within the FAAST application process):

- General Information
- Funding Programs
- Project Management
- Legislative Information
- Application Questionnaire

**Note: Please disregard all other tabs within the FAAST application system.**

**CHARACTER LIMITS:** A few of the text fields within the General Information and the Application Questionnaire tabs have character limits. The maximum character limit is shown to the right of the text fields. If you exceed the character limits, a pop up window will appear to warn you to edit the text.

**Note: The number of characters includes spaces, punctuation, and any hidden formatting code.**

**CONFIRMATION OF PPL APPLICATION SUBMISSION:** Once you have submitted your application, you will receive an email confirmation. If you have not received an email confirmation within 24 hours of application submission, send an email to [FAAST\\_Admin@waterboards.ca.gov](mailto:FAAST_Admin@waterboards.ca.gov). Include the Proposal Identification Number (PIN) that is assigned to your application.

### RESOURCES:

[Frequently Asked Questions](#)

[FAAST User Manual](#)

### CONTACT INFORMATION:

CWSRF Program Contact: Christine White

Phone: (916) 341-5795

Email: [cwhite@waterboards.ca.gov](mailto:cwhite@waterboards.ca.gov)

FAAST Help Desk

Phone: (866) 434-1083

Email: [faast\\_admin@waterboards.ca.gov](mailto:faast_admin@waterboards.ca.gov)

Technical support is available Monday through Friday, 8:00 – 5:00PM.

Note: To comply with the Governor's order calling for furloughs, the State Water Resources Control Board is closed the first, second, and third Friday of each month.