You can help speed the application review process by ensuring your application contains accurate and complete information. To avoid delays in the processing of your application, we recommend you take a few minutes to review the pointers and tips below before starting your application.

✓ An overview of the financing process can be found on the Division's web site at http://www.waterboards.ca.gov/water_issues/programs/grants_loans/srf/docs/forms/application_process.pdf.

✓ You may find it helpful to review the policy or guidelines applicable to your project. These can be found at *Clean Water State Revolving Fund Policy* and *Water Recycling Funding Program Guidelines*

✓ Although the Potential CWSRF Flags Worksheet is not required as part of your application, it is recommended that you review this worksheet and alert the Division of Financial Assistance staff at your earliest opportunity of any issues that may potentially affect your application.

✓ Contact the Division as early as possible to coordinate your financing with your project's schedule.
   (NOTE: No action is necessary on your part to have your project added to the Project List. The Division will make arrangements for your project to be added to the Project List once you submit a complete or partial application. If you plan to submit an application for CWSRF financing, the Division recommends that you start by submitting the General Information Package to obtain a project number and a Project Manager. The General Information package will give the Division sufficient information to add your project to the Project List.)

✓ Submit complete packages whenever possible.
   (NOTE: Projects are funded based on a complete application. Partial packages may be submitted, but complete packages will be reviewed before incomplete packages, and complete applications will be reviewed and approved for financing first.)

✓ The Environmental Package generally requires the longest review time – you should focus on that Package before the Technical and Financial Security Packages for successful CWSRF financing. After you have submitted a complete, or mostly complete, Environmental Package, you should coordinate with your assigned Project Manager on the timing of the Technical and Financial Security Packages to ensure that the information is as current as possible.

✓ Have your legal counsel review the FAQs regarding the legal opinion we will need from you to approve financing. If your legal counsel anticipates any issues with providing this legal opinion, we can arrange a discussion with our legal counsel. The Division of Financial Assistance's legal counsel will contact your legal counsel approximately eight weeks prior to execution of the financing agreement to finalize the legal opinion needed for the application.

✓ Clearly type or print all information.

✓ Sign and date the application where indicated.

✓ Include all required attachments.

Submitting Your Application

The application and attachments can be submitted electronically or as a hard copy in one of the following three ways:

1) Apply online via the Financial Assistance Application Submittal Tool (FAAST): https://faast.waterboards.ca.gov. This is the preferred method for submitting your application. There are three short videos below that will teach you how to use FAAST. The minimum requirement to submit a CWSRF application in FAAST is the General Information Form. Once the CWSRF application is submitted in FAAST, a Project Manager will be assigned to help you complete the application process.

2) Send the application and attachments via email to cleanwatersrf@waterboards.ca.gov.

3) Mail a CD and/or hard copy to:

   State Water Resources Control Board
   Division of Financial Assistance
   ATTN: Marketing Unit
   1001 I Street, 16th Floor, Sacramento, CA 95814
   P.O. Box 944212
   Sacramento, CA 94244-2120

Financial Assistance Application Submittal Tool (FAAST) Tutorials

How to Create a FAAST Account
How to Start & Submit a CWSRF Application (only for Construction/Implementation)
How to Upload Post Submission Attachments