

## DWSRF Financial Assistance Application Before you Start

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.

- ✓ You may find it helpful to review the policy or guidelines applicable to your project. These can be found at [Drinking Water State Revolving Fund Policy](#).
- ✓ [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 Comprehensive List. The Division will make arrangements for your project to be added to the Comprehensive List once you submit a complete or partial application. If you plan to submit an application for DWSRF financing, the Division recommends that you start by submitting the General Information Package ([Planning](#) / [Construction](#)) 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 Comprehensive 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 DWSRF 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 DWSRF application in

FAAST is the General Information Form. Once the DWSRF 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 [drinkingwatersrf@waterboards.ca.gov](mailto:drinkingwatersrf@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 DWSRF Application](#)
-  [How to Upload Post Submission Attachments](#)