State of California—Health and Human Services Agency

California Department of Public Health

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UNIVERSAL PRE-APPLICATION INSTRUCTIONS
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Public water systems must use the Universal Pre-application to submit project proposals to be considered for funding by the California Department of Public Health (CDPH), Drinking Water Program (DWP). Pre-applications submitted will be evaluated and ranked with other preapplications submitted for potential funding.

The Universal Pre-Application can be accessed through your web browser. Compatible web browsers are Microsoft Internet Explorer and Firefox on the PC and Safari on the Mac. Use this link to access the DWP Universal Pre-Application:

http://drinc.des.ucdavis.edu/unipreapp

A. The first screen is titled:

Instant Web Publishing

Open database "Universal Preapp 2009" with:

Login:

Account Name : applicant (type *applicant*)

Password : (leave blank)

B. The second screen is

Enter Your Account Code: (type your 5 character code)

Qualified applicants can obtain an Account Code by calling (business hours only) the DWP at (916) 449-5600. You must have an Account Code to login and enter information for your project. If you have your account code that you used previously with the Universal Pre-Application, you can still use it. If you don't remember your code, call the above number and we'll look it up. Account Codes are five alpha characters long and are not case sensitive. For example: abcde

Note: You may browse through the program by using the Account Code "abcde" to Login. This will let you evaluate the program before you enter your own project information.

Special Notes:

1. If you begin to enter information but do not finish, you can return to the program at another time to finish and submit the Pre-Application. Your information will NOT be lost if you quit before completing all questions.
2. You must advance through this program by clicking the page advance/back buttons (yellow arrows). Do not use the "Enter" key to advance as this may erase some entered information.
4. Your web session will "time out" if the program detects no activity for **45 minutes.** Be especially aware of this when entering data in the Problem Description or Project Description fields. You must then re-start the process from the database Homepage (the above link).

Screen 3/Page 1 – View, modify, or create Pre-Application :

Follow the directions on this page to:

- **create** a new Pre-Application by clicking the yellow "New PreApp" button to the right, or
- **edit** an existing Pre-Application previously started by clicking the green Edit button (•) to the left of the Title, or
- **delete** a Pre-Application by clicking the grey Delete button (x) to the right of the Title.
- **view** or **print** a summary of a Pre-Application by clicking on its Title.

You can **not** edit or delete "Submitted" or "Withdrawn" Pre-Applications. Only "Pending" Pre-Applications can be modified.

The DWP does not use data in "Pending" Pre-Applications. Your information is only entered into our database after it is "**Submitted**" – the last step in this web based program. After submitting a Pre-Application you may choose to withdraw it from consideration, or restore a previously withdrawn Pre-Application to "Pending" by calling the DWP at 916-449-5600. If your Account has only one record (Pre-Application) you must call if you want to delete it.

Page 2. General Instructions

This screen provides information about special criteria which need to be met by projects seeking consideration for Funding.
The Pre-Application is divided into two parts with Part 1 containing general questions and Part 2 containing specific questions.

Part 1 - contains general questions regarding the applicant and/or water system.

Part 2 - contains specific questions for System Improvements. You will need to describe your problem and proposed project.

Part 1 General Information –

Each Pre-Application submitted must include the information in Part 1. Advance through this web based program by **clicking** the **page advance/back buttons** (yellow arrows) at the top of the screen.

Page 2a –only

Several questions ask for dates on final plans and specs, completion of environmental documents and the anticipated construction start date. Please provide both the month and year in answering these questions. In addition we need to know if this project was submitted during prior DWSRF pre-application periods and the status of, for public entities, Prop 218 votes. Prop 218 information can be found at the following link.
http://groups.ucanr.org/CCP/files/34351.pdf

Page 3- A. Unique Project Title:

Assign a unique project title for each Pre-Application submitted by a public water system. This title will be used on project priority lists and other public documents. The title should indicate the type of project in 10 words or less. Examples of project titles include "Jones Reservoir Treatment Plant Monitoring and Alarms" or "Well 1 and 2 Arsenic Treatment Project".

Page 4 - B. Applicant Water System:

Enter your Public Water System ID number and System Owner then press the "Lookup" button. The rest of the fields should automatically fill with your water system's information. If the fields do not automatically fill, enter your Public Water System ID number and the DWP will add your water system's information in the corresponding field after you submit your completed Pre-Application.

If you do not know your Public Water System ID number, contact the DWP at (916)-449-5600.

Page 5 - C. Applicant Contact:

Each applicant must designate a person that CDPH may contact regarding this Pre-Application. All correspondence regarding this Pre-Application will be sent to the designated contact.

Page 6 - D. Service Area Disadvantaged Communities:

A disadvantaged community is a public water system whose entire service area has an annual household income that is less than 80 percent of the statewide annual median household income (MHI).

If you believe that the proposed project will serve one or more disadvantaged communities as specified above, check the “Yes” button before clicking the page advance/back buttons.

Page 7 - E. Consolidation:

Indicate if this project will result in the consolidation of multiple public water systems. If this is a consolidation project, specify the names of the other participating water system(s) before clicking the page advance/back buttons.

Page 8 - F. Additional Information:

You must check the “Yes” button Federal Requirements before clicking the page advance/back buttons.

[In the Pre-Application, Section I follows Section F.]

Part 2 – System Improvements
I. Funding:

- Total Project Costs - This is the total cost to complete the project described in this pre-application. This amount should be the estimated total project cost and may include funds from sources other than DWP, to ensure a fully funded project.
- Funds Requested - This is the total amount of funding requested from DWP for this project, including grants and loans. This may be less than or equal to the Total Project Costs.

J. Problem Description:

Briefly describe the water system problem that this project or study is intended to address, for example; the drinking water sources that are impacted, the levels of contaminant(s) that occur in or near the source(s), the production volume of the source(s), or the primary contaminant or contaminants.

- Identify the drinking water standard, regulation, or CDPH directive violated, if any. Your description may include information from an inspection report, compliance order, permit, engineering report, or study.

Do not exceed the Word Count limit. If the description does not fit into the space available in the field, revise the description to 500 words or less, as a brief description is only needed at this time.

K. Project Description:

Describe the project in sufficient detail to allow reviewers to understand and evaluate the nature of the project.

- Provide a description of the project or the type of study proposed,
- How it addresses the problem described in the Problem Description,
- How the project or study will ensure compliance with drinking water standards. For example; describe the types of facilities to be included in the project and the

approximate number, size, or capacity of proposed facilities, if known (*i.e.,* 55 gpm treatment facility, 100,000 gallon steel storage tank, 10,000 feet of 4-inch distribution system piping, etc.).

Do not exceed the Word Count limit. If the description does not fit into the space available in the field, revise the description to 500 words or less, as a brief description is only needed at this time.

Submit Pre-Application:

Once you reach this page of the web based program you have finished answering all questions for this Pre-Application. Please review your answers by using the back button to check for completeness.

- Use the “Show Summary” button to display a text page of your Pre-Application,
- Print the Pre-Application Summary for your records using the browser's "Print" command.

Once your Pre-Application has been submitted you will no longer be able to edit it. Only "Pending" Pre-Applications can be modified.

When you’re sure that the Pre-Application is complete click the "Submit PreApp" button. It will then be entered into the DWP database for processing, and will also be added to the “List of Pre-Applications” on page 1 of this web based program.