



State of California—Health and Human Services Agency
Department of Health Services



**UNIVERSAL PRE-APPLICATION
DIRECTIONS**

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Governor

The California Department of Health Services, Drinking Water Program (DWP), is pleased to introduce the new Universal Pre-Application for all DWP loans and grants. The Universal Pre-Application is a web based program that you may use to submit Pre-Applications for public water system projects under these current funding programs:

1. Proposition 50 (Only for the Prop 50 funds administered by the DWP)
2. Proposition 84 (Only for the Prop 84 funds administered by the DWP)
3. The Safe Drinking Water State Revolving Fund

The new 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://169.237.62.79/fmi/iwp/>

Special Notes:

1. Use this program to enter Pre-Application information to be considered under each funding program.
2. 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 entering all information.
3. You must advance through this web based program by clicking the page advance/back buttons. Do not use the "Enter" key to advance as this may erase some entered information.
4. If this web based program "times-out", you must re-start the process from the database Homepage (the above link).

Login:

Account Name = Type in "applicant" (not case sensitive)
Password = Leave this field blank. No password is needed.

Enter Your Account Code:

You must have an Account Code to login and enter information for your project. Qualified applicants can obtain an Account Code by

Division of Drinking Water & Environmental Management
1616 Capitol Avenue (MS7418), P.O. Box 997413, Sacramento, CA 95899-7413
Phone: (916) 449-5600; Fax: (916) 449-5656; TTD: (916) 449-5592
<http://www.dhs.ca.gov/ps/ddwem/funding/>

calling the DWP at (916) 449-5600. 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.

Page 1 - Select Pre-Application to modify (This screen will only be visible if more than one Pre-Application has been initiated and saved):

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.

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 in any way. Your information is only entered into our database after it is "Submitted" – the last step in this web based program.

If your Account has only one record (Pre-Application) you must call the number below if you want to delete it.

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.

Page 2 - General Instructions:

This web based program will guide you through the process of completing the Pre-Application for funding. Your answers will NOT be lost if you quit before completing all the questions. You can return to the Pre-Application at another time to finish and submit it. 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 various funding categories. You will need to describe your problem and proposed project, if known.

Follow the directions on this page to;

- **initiate** a new Pre-Application by clicking the yellow button titled "Edit PreApp", or
- **find** the CDHS District Office contact by navigating on the California map by the region where your project will be located.

Part 1 – Same for all Programs

Each Pre-Application submitted must include the information in Part 1.

Advance through this web based program by clicking the page advance/back buttons.

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 "Big Reservoir Treatment Plant Monitoring and Alarms" or "Well 1 and 2 Arsenic Treatment Demonstration Study".

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 populate with your water system's information. If the fields do not populate with your water system's information, enter your Public Water System ID number and the DWP will populate 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 CDHS may contact regarding this Pre-Application. All correspondence regarding this Pre-Application will be sent to the designated contact.

Page 6 - D. Disadvantaged Communities:

Reserved funding is available for projects that benefit disadvantaged communities, with no matching funds required. If you believe that this project will serve one or more disadvantaged communities check the "Yes" box.

Proposition 50 & 84:

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).

SRF:

A disadvantaged community is a public water system whose entire service area has an annual household income that is less than 65 percent of the statewide annual median household income (MHI).

In order to be eligible for funds set aside for disadvantaged communities, an applicant must be:

- A public water system whose entire service area meets the definition of a disadvantaged community, OR
- A public water system applying for a project to physically connect and incorporate by consolidation a separate existing public water system whose entire service area meets the definition of a disadvantaged community, OR
- A public water system applying on behalf of a community that is part of the public water system's service area, where each census tract in that part of the service area and identified in the project meets the definition of a disadvantaged community.

In order to be eligible for funds set aside for disadvantaged communities, the project must benefit only the disadvantaged community identified in the application.

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/Permanent Intertie:

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. Other Information:

Enter the month and year of the anticipated start date of the project or study. You must check the "Yes" buttons regarding Labor Compliance Plans and Federal Requirements before clicking the page advance/back buttons.

Page 9 - G. Funding Category:

Select one of the project types (1-5) for this Pre-Application before clicking the page advance/back buttons. If you choose a Funding Category and proceed, but then decide to change the Funding Category you must use the page back button to create a new Pre-Application starting on page 1 of this web based program. *Note the outline is expanded here for your convenience, but only select one of the project types (1-5). The "Type of Problem" will be covered on the next page using the page advance button.

1. System Improvement (source, treatment, storage, distribution, monitoring equipment)
 - a. *Surface Water Treatment
 - b. *Chemical Contaminants
 - c. *Other Source Problems
 - d. *Storage / Distribution
 - e. *Other
2. Planning / Feasibility Study
3. Water Security
 - a. *Population Served
 - b. *Emergency Interties
 - c. *Multiple Water System Benefits
4. Source Water Protection
 - a. *Source Water Assessment
 - i. Ground Water Sources
 - ii. Surface Water Sources
5. Treatment Research within Proposition 50:
 - a. *Type of Study
 - i. Demonstration Project: A treatment technology test, where the treatment facility is of sufficient capacity to be used as a permanent facility.
 - ii. Pilot Study: An experiment or set of observations undertaken to decide how and whether to design and build a full-scale project.
 - iii. Bench-scale Study: Laboratory testing of potential treatment technologies conducted under artificial conditions to evaluate the efficacy of the technology.
 - a. *Intellectual Property
 - i. Indicate that the applicant understands that all intellectual property developed pursuant to this grant program, including but not limited to copyrights, patents, and licenses, shall be the property of the State of California and shall remain in the public domain.

H. Type of Problem:

Select one "Type of Problem" (1-5) for this Pre-Application before clicking the page advance/back buttons. *Note the outline is expanded here for your convenience, but only select one of the problem types (1-5). The details for each type of problem will be covered on subsequent pages using the page advance button.

1. Surface Water Treatment
2. Chemical Contaminants
 - i. Nitrate / Nitrite
 - ii. Arsenic
 - iii. Radionuclides
 - iv. Perchlorate
 - v. Other Primary Inorganic Standard
 - vi. Disinfection By Products
 - vii. Organic Chemicals
 - viii. Secondary Standards
3. Other Source Problems
 - i. Bacteriological
4. Storage / Distribution
 - i. Storage
 - ii. Distribution
5. Other

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. Note there are maximum and minimum fund amounts for each funding program. For more funding information visit:
<http://www.dhs.ca.gov/ps/ddwem/funding/default.htm>
- Matching Funds – **Under Proposition 50 only**, some water systems are required to provide other sources of funding to match the Proposition 50 funds to be received. When required, matching funds must be at least equal to the Proposition 50 funding received.
 - No match is required for grants to Disadvantaged Communities (Median Household Income [MHI] less than 80 percent of the statewide average MHI),

- No match is required for small water systems (less than 3,300 population or 1,000 service connections),
- When required, the matching funds may be from the following possible sources:
 - Local (user fees, taxes, water rates, assessments)
 - Federal (SRF loans, USDA grants or loans)
 - Other partners (research foundations, private entities)
 - Types of non-cash contributions
 - Staff expenses
 - Office support (supplies, reproduction, phone)
 - Donated equipment or supplies
 - Force account work
- Matching funds for public water systems owned by state agencies may include state funds and services.

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 CDHS 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.

L. Additional Questions:

Provide answers to each question to the best of your ability. For assistance, contact the CDHS District Office in the region where your project is located using the California map on page 2.

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.

Your answers will NOT be lost if you quit before completing all the questions. You can return to the Pre-Application at another time to finish and submit it.

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.