

**Connecticut Department of Public Health
Drinking Water Section
Drinking Water State Revolving Fund
Small System Emergency Power Generator Program**

Instructions for Submitting Electronic Forms

The e-Mail address for submitting all Small System Emergency Power Generator Program documents electronically is DPH.CTDWSRF@ct.gov .

The Drinking Water Section (DWS) received a large number of applications for the Small System Emergency Power Generator Program. To manage this volume, the DWS has developed PDF fillable forms and applications that can be completed and submitted electronically. Applicants are encouraged to submit these documents electronically to reduce processing time and obtain the fastest possible review of these documents by the DWS.

Please gather all your necessary information before attempting to fill in the required fields on the PDF fillable forms. The DWS may pre-populate some of your information onto these forms for you to reduce the time necessary to complete them. Please verify that any pre-populated data is correct before submitting your document to us and make appropriate changes if necessary.

These PDF fillable forms will enhance DWS services, and offers new features and a user-friendly interface, in order to allow applicants to file forms and applications expeditiously online. This new system allows you to complete an electronic form and send any required attachments to the DWSRF program quickly, easily and electronically. Shortly after submission of your form(s) you will obtain a brief e-mail stating that your application has been received by the DWS and is being processed. You can help the process by ensuring that your electronic application form fulfills all the requirements listed below before submitting.

The items listed below should be completed and reviewed before submitting your application

- Fill all applicable fields, if a field is not applicable type in **N/A** in that field.
- Provide at least the minimum requested data in the electronic application form.
- If you need to add any attachments to your PDF fillable form you may do this after you click the **“Click to Submit by E-Mail”** button on the top of the PDF fillable form. After clicking this button, an e-mail message will be prepared for you to submit your documents to the DWS. Before sending the e-mail message, click on the **“Attach File”** paperclip icon at the top of the e-mail message and add any additional electronic attachments that may be requested on the PDF fillable form. If you only have paper copies of the necessary attachments then they must first be scanned into your computer and saved before they can be attached.
- Complete all of the necessary fields provided on the form and sign electronically as required.
- Review your application once again before final electronic submission.
- We highly recommend saving and printing a copy of your completed electronic application form for your records.