

State Revolving Fund (SRF) Loan Application Guidance

Step-by-Step Guide

Loan applications for Alaska Clean Water and Drinking Water Funds must be submitted using the Online Application System (OASys).

Loan Applications – Alaska Clean Water and Drinking Water Funds

1

Go to the State Revolving Fund (SRF) Program website:

<https://dec.alaska.gov/water/technical-assistance-and-financing/state-revolving-fund/>

Scroll down to the section titled, “**ONLINE APPLICATION SYSTEM (OASYS)**” and click the blue bar below labeled “**Questionnaires Loan Applications Disbursement Requests.**”

This link will take you to the DEC’s Water Online Application System (OASys) homepage.

Alaska Department of Environmental Conservation
DIVISION OF WATER

You are here: DEC / Water / Technical Assistance-And-Financing / State Revolving Fund

STATE REVOLVING FUND

Highlights

- Lead Service Line Inventory Grant Opportunity *(for public water systems with population <3,300)*
- Lead Service Line Inventory Loan Reference Sheet (PDF)
- SPY24 Funding Source Fact Sheet (PDF)
- State Revolving Fund 101 (PDF)
- Alaska SRF Loan Program (PDF)
- State Revolving Fund Eligibility (PDF)
- American Iron and Steel (AIS) Requirement (PDF)

Bipartisan Infrastructure Law (BIL)

- Additional Guidance for Implementing BABA *(effective 10/23/2022)*
- Supplemental Q&A for BABA Implementation Procedure (PDF) *(published May 2022)*
- Frequently Asked Questions for BABA (PDF)
- Bipartisan Infrastructure Law SRF Funding FAQ (PDF) *(posted 2/23/2024)*
- Build America, Buy America (BABA) Requirement Fact Sheet (PDF) *(posted 8/9/2022)*

Build America, Buy America (BABA)

Waivers

- Original Adjustment Period Waiver Signed September 2, 2022 (PDF)
- Amended Adjustment Period Waiver Signed November 13, 2023 (PDF)
- Small Project Waiver Signed September 26, 2022 (PDF)
- De Minimis Waiver Signed October 21, 2022 (PDF)

Questionnaires

Loan Questionnaires

- ACWF/ADWF Questionnaire
- Online Loan Questionnaire Step-by-Step-Guide (PDF)
- SRF Questionnaire FAQ (PDF) *(posted 12/8/2022)*
- Drinking Water Loan Questionnaire Priority Criteria (PDF)
- Clean Water-Point Source Loan Questionnaire Priority Criteria (PDF)
- Clean Water-Non-Point Source Loan Questionnaire Priority Criteria (PDF)
- BIL Clean Water Emerging Contaminant Loan Questionnaire Priority Criteria (PDF)
- BIL Drinking Water Emerging Contaminant Loan Questionnaire Priority Criteria (PDF)
- BIL Drinking Water Lead Service Line Loan Questionnaire Priority Criteria (PDF)

ONLINE APPLICATION SYSTEM (OASYS)

Questionnaires Loan Applications Disbursement Requests

PROGRAM MANAGER

Young Ha
907-269-7544
young.ha@alaska.gov

PROGRAM LINKS

Loans Program

INTENDED USE PLANS

APPLICATION CHECKLIST (PDF)

SUBMITTING A LOAN APPLICATION - OASYS STEP BY STEP GUIDE (PDF)

SUBMITTING A LOAN DISBURSEMENT REQUEST - OASYS STEP BY STEP GUIDE (PDF)

SRF DOCUMENT LIBRARY

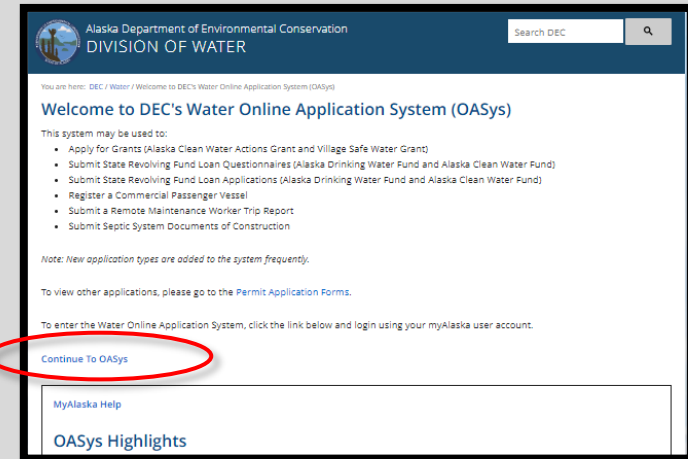
ENHANCING PUBLIC AWARENESS OF THE SRF- PROJECT POSTING NOTICES

Grant Program

LEAD SERVICE LINE INVENTORY

2

From the OASys home page, click the “Continue to OASys” button.



3

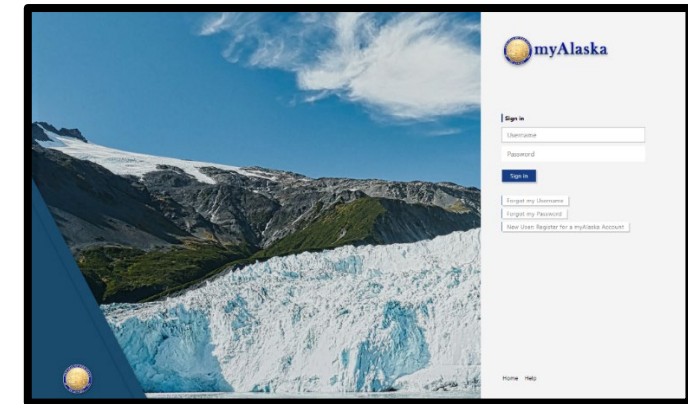
Log in to your myAlaska account and skip to step 5 in this guidance.

If you do not have an active myAlaska account, select the **New User: Register for a myAlaska Account**” button and create an account.



Guidance for creating a new myAlaska account is available at:

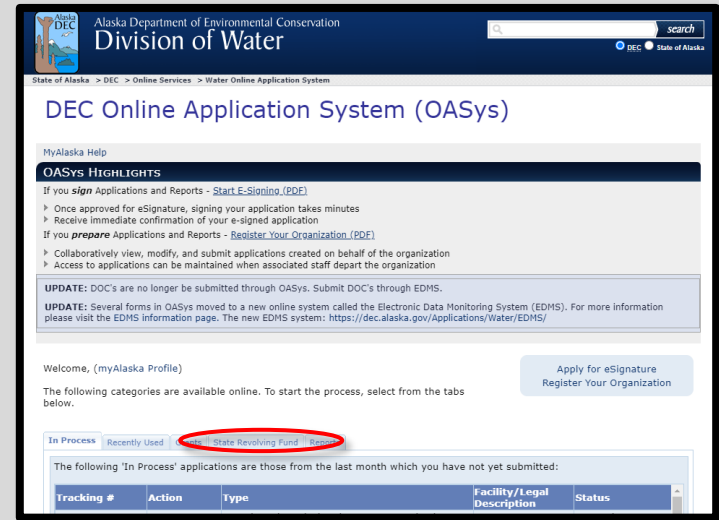
<http://dec.alaska.gov/media/13282/myak-reg-guidance.pdf>



4

After successfully logging in to myAlaska, you will arrive at the Water Online Application system (OASys).

Select the **“State Revolving Fund”** tab.

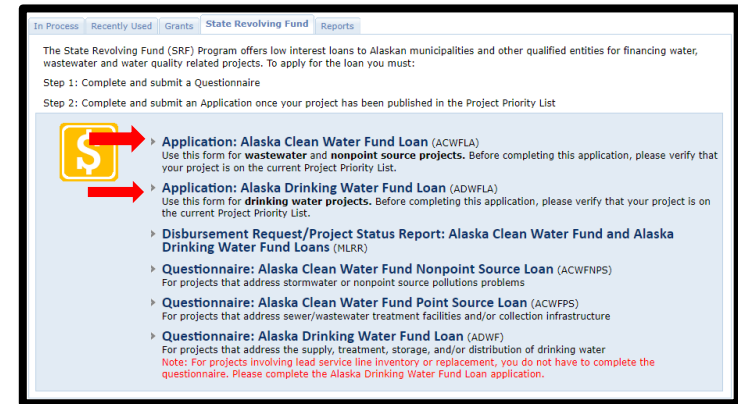


5

Select the appropriate loan application type.

If your loan application is related to wastewater infrastructure or nonpoint source pollution control, select the Alaska Clean Water Fund option: **Application: Alaska Clean Water Fund Loan (ACWFLA).**

If your loan application is related to drinking water infrastructure, select the Alaska Drinking Water Fund option: **Application: Alaska Drinking Water Fund Loan (ADWFLA).**



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Step 1 in the application process asks for the project title, location, and other general information.

This step also requires including specific information about the need for this project, the key features of the project, and the water quality benefit (for Clean Water projects) or public health benefit (for Drinking Water projects).

Click the **“Save & Continue”** button to move on to the next step.



At any time, you can logout, and your information will be saved; however, changes to the current page are not saved until you hit **“Save & Continue”**.

The screenshot shows the 'Application Submission Process' interface for Step 1, 'General Information'. At the top, there is a progress bar with 10 steps, where step 1 is highlighted. Below the progress bar, the title 'Application Submission Process' is followed by 'Step 1' and 'General Information'. A 'Purpose' section states: 'Please provide general project information. Before completing this application, please verify that your project is on the current Intended Use Plan.' A note indicates that an asterisk (*) denotes a required field. The form includes several input fields: 'Tracking #' (ACWFLA-0056), 'Facility:', and 'Type:' (ACWF Loan Application). Under 'Project Information', there are fields for 'Project Title', 'Location Latitude: Converter', 'Location Longitude:', and 'General Project Location:'. A 'This is:' section has radio button options for 'New Construction', 'Upgrades', 'Design/Study', and 'Material/Equipment'. Below that are 'Total Community Population:' and 'Total Population Served:'. A 'What type of project is this?' section has checkboxes for 'Wastewater Treatment', 'Collection System', 'Discharge System', 'Stormwater System', 'Water Quality Enhancement', and 'Solid Waste'. Finally, there is a 'Description of Project:' field.

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Step 2 in the Application Submission Process asks for contact information for the entity requesting the loan.

The signatory official should be a person who has the authority to sign a loan agreement.

Click the **“Add”** button to access the Contact Details window.

In the Contact Details pop out window answer all required questions. Click the **“Save”** button.

Once all required contacts are added, click the **“Save & Continue”** button to move on to the next step.

The screenshot shows the 'ACWF: Loan Application' interface for Step 2, 'Contact Details'. At the top, it says 'Submission Process' and 'Step Timeout: 28:25'. A note states: 'The step will timeout after 30 minutes of inactivity. Activity is defined as hitting the Previous, Overview or Save & Continue buttons.' The form is divided into two sections: '1. This contact is the...' and '2. Contact Information...'. Under section 1, there are checkboxes for 'Signatory Official*', 'Financial Contact', and 'Application Preparer'. Under section 2, there are input fields for 'Contact Name' (with sub-fields for First, MI, Last), 'Contact Title', 'Organization Name', 'Mailing Address', 'City, State, ZIP', 'Country' (USA), 'Phone', 'Phone (Cell)', 'Fax', 'e-Mail Address', and 'Web Site'. An 'Add' button is circled in red. At the bottom, there are 'Previous', 'Cancel', and 'Save' buttons.



You may enter multiple contacts and a single contact may fulfill multiple roles. Simply check all applicable roles for each contact.

8

In **Step 3**, enter all project costs.

Click the **“Save & Continue”** button to move on to the next step.

9

Step 4 in the application process asks if your project features “green” components. If so, select the **“Yes”** option at the top of the page, select the most applicable “green” category, enter a description, and any “green” project costs.

Complete all applicable fields and click the **“Save & Continue”** button to move on to the next step.

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Step 5 asks for an estimated project schedule. Select a date for all applicable project milestones and click the **“Save & Continue”** button to move on to the next step.



Select the date from the calendar to automatically enter it into the field.

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Step 6 asks for details on any other funding your project has received outside of this loan. Enter any applicable information and click the **“Save & Continue”** button to move on to the next step.

What funds, if any, other than Alaska Clean Water Fund monies are committed for this project?

Federal Funds From:
Amount:

Other State Funds From:
Amount:

Other Local Funds From:
Amount:

Other (Identify Source):
Amount:

Other (Identify Source):
Amount:

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Step 7 collects information about the requested loan amount and repayment term.

This step also collects information about the funds that the applicant intends to use to repay the loan. Enter all applicable information and click the **“Save & Continue”** button to move on to the next step.

Financial Information

Purpose
The following information is intended to show whether your community can afford to repay the proposed loan from the Alaska Clean Water Fund. Financial Capacity Analysis will be performed prior to loan acceptance - supplemental information may be requested. * Indicates required field.

Tracking #: ACWFLA-0249 Facility: a Type: ACWF Loan Application

General Information

Loan Amount:
Desired Repayment Term (yrs): * Required
* The term should not exceed Useful Life of the project as identified in the Useful Life Certification. Required

Estimated Annual Payment:
(Given the above information, we will provide this if you wish.) For assistance calculating this please click here.

Please describe the sources of funding that will be used to repay the loan

General Funds:
Capital Reserves:
User Fees:
Assessments, LIDs:
Taxes (identify type):
Amount:
Other (identify):
Amount:

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Step 8 provides a list of required certifications and other documents. Electronic copies of documents can be attached to this application in the next step.

Click the **“Save & Continue”** button to move on to the next step.

Attached Document Checklist

Purpose
Please attach all required documents to be submitted as part of this application. * Indicates required field.

Tracking #: ACWFLA-0249 Facility: a Type: ACWF Loan Application

Documents to be submitted as part of this application:
[View the Application Checklist and copies of required forms](#)

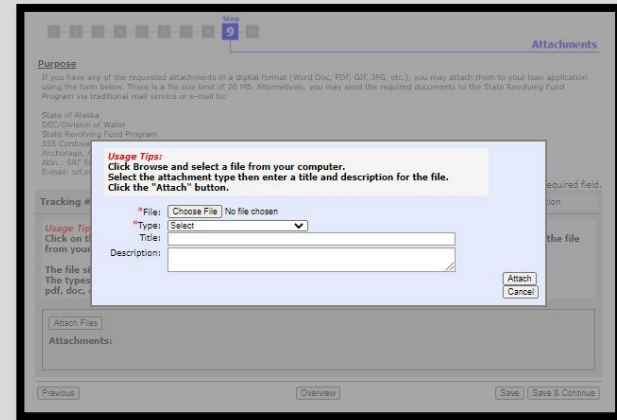
- ▶ Attorney certification
- ▶ Resolution(s) approved by assembly/council
- ▶ Lobby Certification/ Disclosure
- ▶ Environmental Review Checklist
- ▶ Engineer's detailed construction cost estimate
- ▶ Useful Life Certificate
- ▶ Green Project Assessment Form
- ▶ Capacity Assessment (drinking water projects only)
- ▶ Cost and Effectiveness Assessment (Clean Water projects only)
- ▶ Fiscal Sustainability Plan Certification (Clean Water projects only)
- ▶ Facility plan and inflow/infiltration reports (Wastewater treatment facility construction loans)

The following information is required in order to complete a financial capacity assessment.

- ▶ Last 3 audited financial statements
- ▶ Most current rate study
- ▶ Annual Budget for current year
- ▶ Capital Budget
- ▶ Capital Improvement Plan
- ▶ 5-year projections of operating revenue, expenses, and debt service

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Step 9 allows you to attach supporting documents. Click **“Save & Continue”** to continue to the next step.

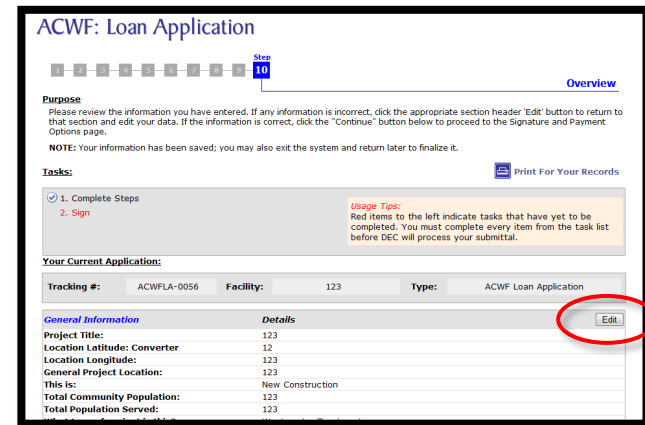


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Step 10 is the **“Application Overview”** page (last step). It provides an opportunity to review and edit the information that you have entered so far.

To change any information in a section, select the **“edit”** button that corresponds to that section.

Any fields you have left blank will be highlighted yellow, so you can go back and edit them if you need to.

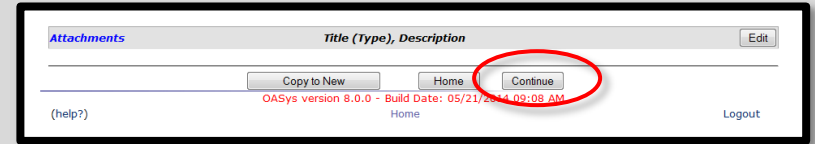
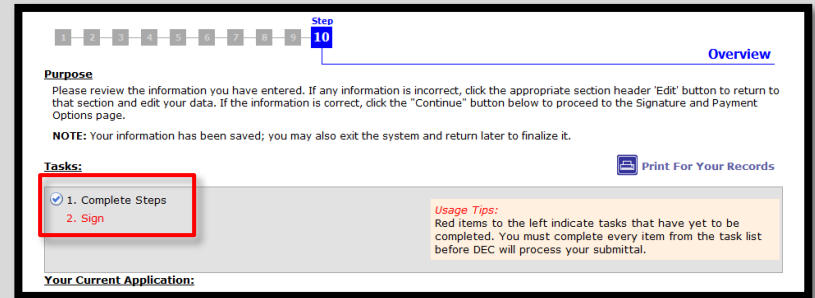


16

After all information is entered and you have finished adding all attachments, you will need to sign and submit your application.

A check will appear next to **“Complete Steps”** if the application is complete and ready to be signed.

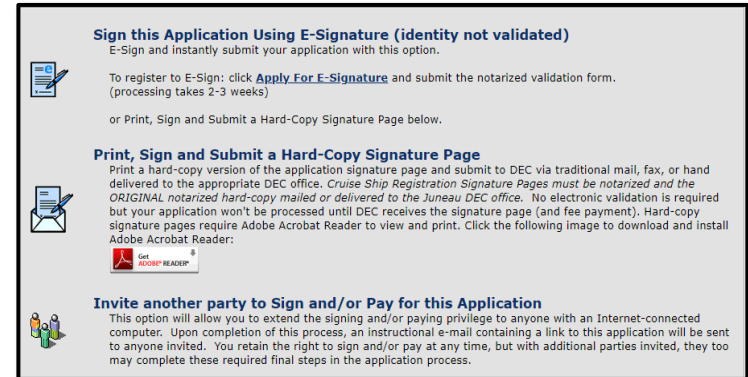
To go the **Final Steps** page, select the **“Sign”** link under tasks on the Application Overview page. You can also click on the **“Continue”** button at the bottom of the page.



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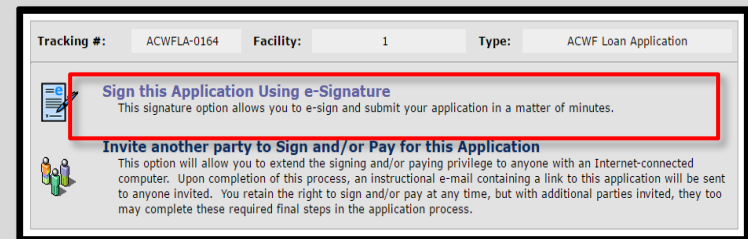
The **“Final Steps”** page gives you the signature options available for signing your application.

- Sign this Application Using e-Signature (continue to step 20 in this guide)
- Invite another party to Sign and/or Pay for this Application (skip to step 23 in this guide)



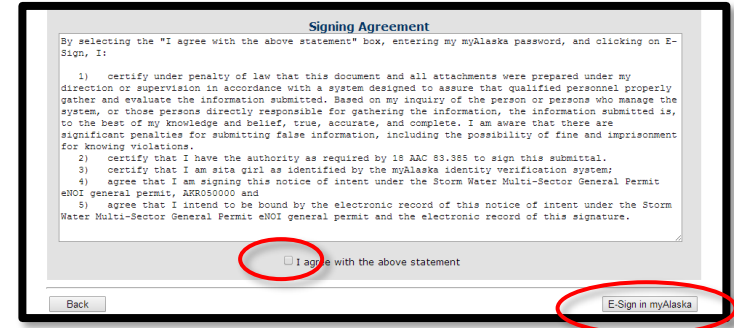
18

Select **“Sign this Application Using e-Signature”** if you are already validated to electronically sign an application.



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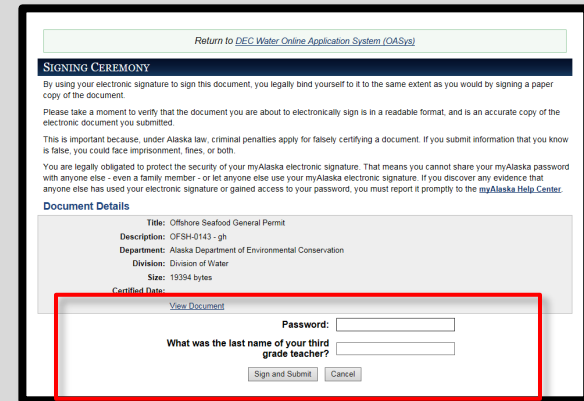
Check the box indicating that you agree with the Signing Agreement. To complete the signing process, click on the **“E-Sign in myAlaska”** button to continue to the Signing Ceremony.



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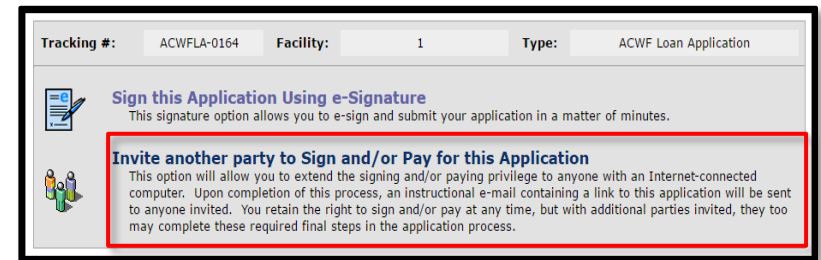
Enter your password and the answer to your secret question into the respective fields and click the **“Sign and Submit”** button.

(Skip to step 28 in this guidance.)



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If you require another party to sign for your application, select the **“Invite another party to Sign and/or Pay for this Application”** from the **“Final Steps”** Page.



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On the next page, select “**Signer**” from the list of options and enter the email of your alternative signer into the box, then click the **Add to List >** button to add that contact to the e-mail list.



You can enter multiple emails in this step. Simply enter each additional contact as described above, pressing the **Add to List >** button after each contact. Click the “**Continue**” button to complete the step and invite another signer.

Tracking #: ACWFLA-0333 Facility: testing Type: Application: Alaska Clean Water Fund Loan

I would like to assign an alternate... Your Alternates:

Signer

e-mail Address: **Add to List >**

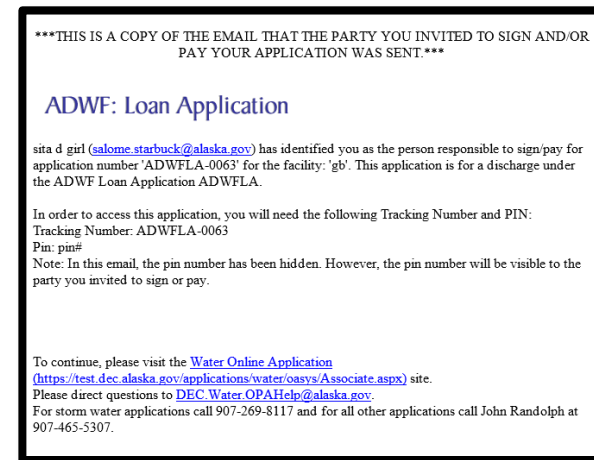
Note to Alternates (optional)

Back Send Email

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An instructional email containing a link to this application is sent to the alternate signer allowing them to complete the final steps in the application process.

NOTE: The alternate signer will need to have a myAlaska account.



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After clicking on the link provided in the email, the alternate payer will login to OASys and enter the Tracking Number and PIN (also provided in the email).

Department of Environmental Conservation

Water Online Application System

State of Alaska > DEC > Online Services > Water Online Application System

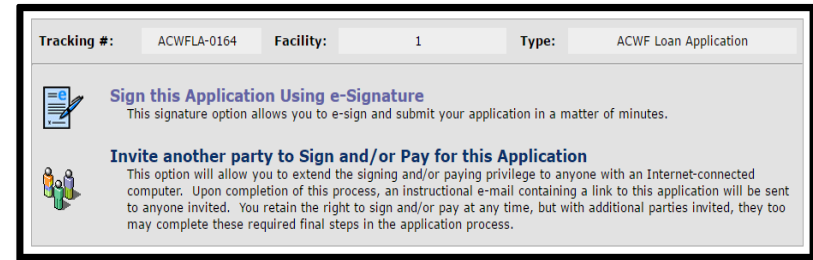
Tracking Number:

PIN:

Associate

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The alternate signer will be taken to the “Final Steps” page, giving them the opportunity to e-sign (if validated).



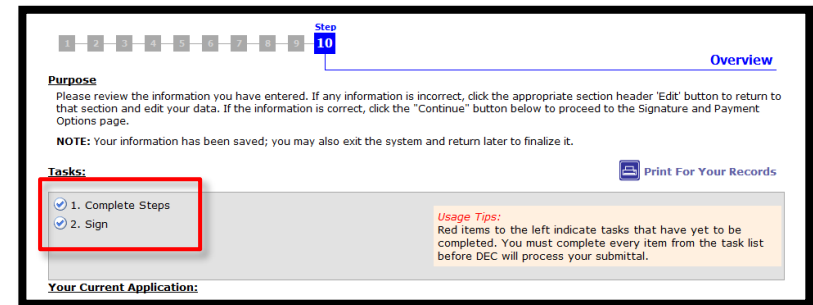
26

After your application has been signed, you will receive an email certifying that your application was signed and another that your application was successfully submitted.



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If you choose to return to the application in the Water Online Application System, the Application Overview will display all tasks completed.



If you have questions about applying for a loan through the SRF Program, please contact the SRF Program at dec.srfprogram@alaska.gov.