

FY15 ACWF/ADWF Loan Questionnaires

Step by Step Document

ACWF/ADWF questionnaire(s) can be filled out using the Division of Water's Online Application System. This document will guide you through the online process. If you need further assistance with the online questionnaire process, please contact John Randolph at 907-465-5307

Alaska Clean Water Fund (ACWF) and Alaska Drinking Water Fund (ADWF) Loan Questionnaires

1 Go to the Division of Water's Municipal Grants & Loans program homepage:

<http://www.dec.state.ak.us/water/MuniGrantsLoans/index.htm>

and select the "ACWF/ADWF Questionnaire"

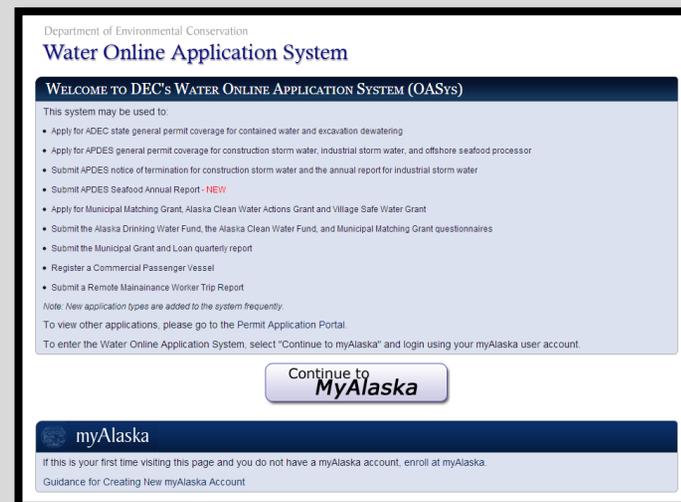


2 Welcome to the **Water Online Application System (OASys)**!

IMPORTANT: Submitting a questionnaire requires a **myAlaska** account with a username and password.

If you already have a **myAlaska** account, click on the "Continue to myAlaska" button to login.

After entering your **myAlaska** username and password, you will be directed to the Online Application System, ready to fill in the Grant Application.



3

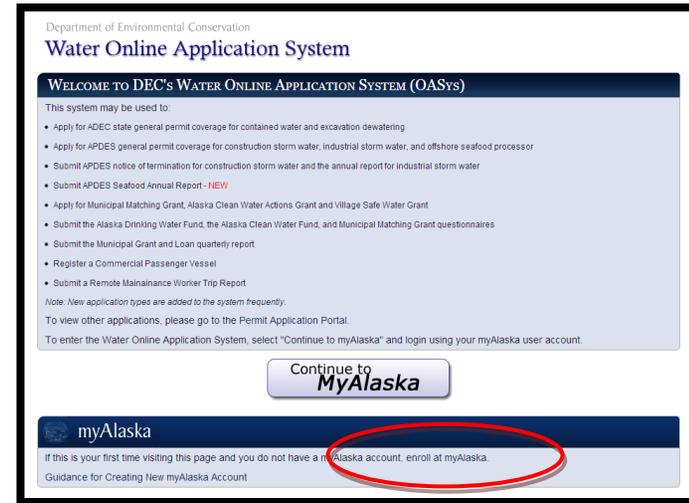
If you don't have a **myAlaska** account, select the **"enroll at myAlaska"** link. You only need to create a myAlaska account once!

Guidance for creating a new myAlaska account is available by clicking on the link or going to:

http://dec.alaska.gov/water/OASysHelp/attachments/myAK_Reg_guidance.pdf

TIP:

Think of a personal myAlaska account as a driver's license. It is completely acceptable to use it for submitting these applications. However, you can also set up a separate "business" myAlaska account if you would prefer.

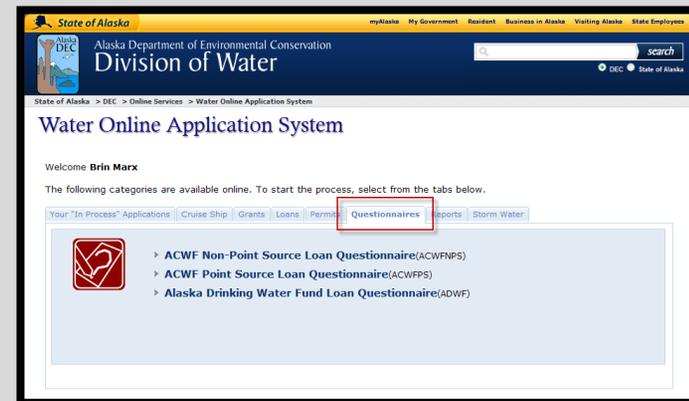


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After successfully registering for a myAlaska account, or after entering your existing username and password, you will arrive at the Online Application system, ready to fill in the questionnaire!

Click on the Questionnaires tab and select the appropriate questionnaire from those available:

- Alaska Drinking Water Fund Loan**
- ACWF Non-Point Source Loan**
- ACWF Point Source Loan**



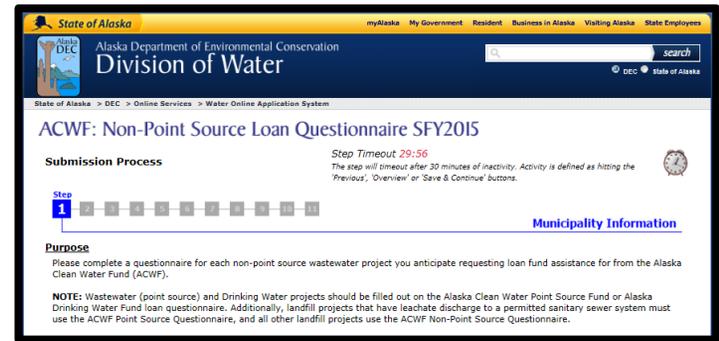
5

A series of steps will take you through the questionnaire, asking for information pertinent to your project.

Fill out the information on these pages as completely and thoroughly as possible. *(Below you will find a few “Tips” that provide additional information regarding navigation of these steps.)*

TIP:

Questions with a star (*) next to them are required. It is completely acceptable to copy and paste text from another document.

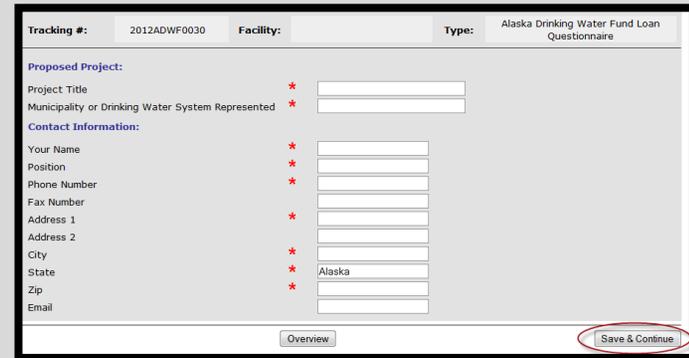


TIP

When you are finished with a step, you can go to the next page by selecting the **“Save & Continue”** button in the lower right corner of the page.

TIP:

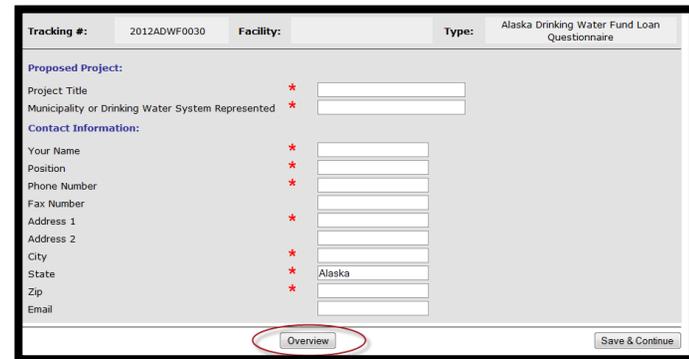
At any time, you can logout and your information will be saved. **NOTE:** Changes to the current page are not saved until you hit **“Save & Continue”**.



TIP

At any time, you can also select the **“Overview”** button at the bottom of any page to go to the overview step (**last step**). This step allows you to review your information and to edit previously entered information.

NOTE: Remember, Changes to the current page are not saved until you hit **“Save & Continue”**



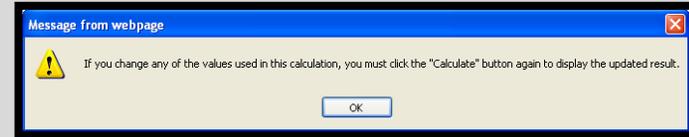
6

During the application process you will come across formatted number fields for currency, and buttons.

Enter the correct information into the number fields, and then click the corresponding button. A message window will appear, reminding to you press the button again if you change any values

Estimated Project Costs: (Round to whole dollar amount)

Administration	<input type="text"/>
Project Design	<input type="text"/>
Engineering Management/Inspection	<input type="text"/>
Construction	<input type="text"/>
Equipment	<input type="text"/>
Other (Contingency)	<input type="text"/>
Total Costs (Sum of above)	<input type="text"/> \$ <input type="text"/>



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The second to last step gives you the option to submit any required or optional attachments to your online questionnaire.

Please read the directions carefully on this page.

NOTE: Attachments may also be submitted via email, fax, traditional mail, or hand delivered to the DEC office in Juneau.

Address:

State of Alaska
DEC/Division of Water
Municipal Grants and Loans
P.O. Box 111800
Juneau, AK 99811
Attn: MAT (Municipal Administration Team)

Questionnaire Submission Process

Step 12 Attachments

Purpose

If you have any of the requested attachments in a digital format (Word Doc, PDF, GIF, JPG, etc.), you may attach them to your questionnaire using the form below. There is a file size limit of 5MB. Alternatively, you may send the required documents to the Municipal Loan Program via traditional mail service or e-mail to:

State of Alaska
DEC/Division of Water
Municipal Grants and Loans
P.O. Box 111800
Juneau, AK 99811
Attn: MAT (Municipal Administration Team)

* indicates required field.

Tracking #: 2011ADWF0051 Facility: a Type: Alaska Drinking Water Fund Loan Questionnaire

1. Choose a file to attach:

2. Add the file to the list:

As Type:	Compliance Documents
Title:	<input type="text"/>
Description:	<input type="text"/>

3. Your file attachments:

Usage Tips:
First, use the browse button to select a file from your local system. To see what kinds of files may be uploaded, [click here](#). Then, complete the attachment type, title and description fields before clicking the attach button to add the file to your questionnaire attachment list. While the upload is in progress, clicking on any button will cancel the upload. If you would like to remove the file from your questionnaire, select it in the list and click the "Remove" button. File size limit is 20MB for each attachment.

Required Attachments
There are no required attachments for this questionnaire type.

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The “**Application Overview**” page (last step) gives you an opportunity to review what you have entered so far as well as edit any information inputted so far.

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

Step 13 Questionnaire Overview

Purpose
Please review the information you have entered. If any information is incorrect, click the appropriate section header 'Edit' button to return to that section and edit your data. If the information is correct, click the "Continue" button below to proceed to the Submit Questionnaire page.

NOTE: Your information has been saved; you may also exit the system and return later to finalize it.
Please also be aware that the highlighted fields do not yet contain data. Please review to assure that they should remain empty before submitting. To add information, select the Edit button(s).

Tasks: [Print For Your Records](#)

- 1. Complete Questionnaire
- 2. Submit Questionnaire

Usage Tips:
Red items to the left indicate steps that have yet to be completed. Please complete every item from the task list. This will help DEC process your submittal.

Your Current Questionnaire:

Tracking #: 2012ADWF0003 Facility: My Project Type: Alaska Drinking Water Fund Loan Questionnaire

Municipality Information	Details	Edit
Project Title	My Project	
Municipality or Drinking Water System Represented	123	
Your Name	23	
Position	123	
Phone Number	123	
Fax Number	123	
Address 1	123	
Address 2	123	
City	123	
State	123	

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

NOTE: A check will appear next to task “1. Complete Questionnaire” if the questionnaire is complete and ready to be submitted.

To go the **Submission** page, select the “**Submit Questionnaire**” link under tasks on the Questionnaire Overview page. You can also click on the “**Continue**” button at the bottom of the page.

Attachments Title (Type), Description

Copy to New Questionnaire Home Continue

10 The “**Final Steps**” page gives you the option to submit your questionnaire to DEC.

If you are satisfied with your questionnaire click the submit button on this page.

The screenshot shows the 'Final Steps' page. At the top, it says 'Final Steps' and 'Purpose'. Below that, there is a congratulatory message: 'Congratulations! You have completed the form completion phase of this process. If you are satisfied with your questionnaire and have finished attaching all optional documentation, submit this questionnaire to DEC by using the 'submit' button below. To make further changes before submitting, select the 'Overview' button. If you have any questions or concerns, please contact DEC at OPAHelp@dec.state.ak.us or call Natinee Nipataruedi at 907-465-5158'. Below this, it says 'Current Status: Completed'. There are three input fields: 'Tracking #' with the value '2007ADWF0010', 'Facility:' with the value 'My Project', and 'Type:' with the value 'Alaska Drinking Water Fund Loan Questionnaire'. Below these fields is a text area with the placeholder 'I would like to...'. A large 'Submit' button is centered below the text area. At the bottom left is a 'Cancel' button and at the bottom right is an 'Overview' button.

11 Once your questionnaire is submitted, you have completed the online questionnaire process and may close your browser. You will receive an email confirming your submission.

The screenshot shows the 'Submitted' page. At the top, it says 'Submitted'. Below that, there is a gray box with the text 'Congratulations, your questionnaire has been submitted!'. Below the gray box, it says 'If you have any questions or concerns, please contact DEC at OPAHelp@dec.state.ak.us'. Below this, there are two buttons: 'Overview' and 'Home'. At the bottom, there is a footer with the text 'OPA version 2.2.7' and a 'Logout' link. Below the footer, there is a navigation menu with links for '(help?)', 'State of Alaska', 'm/Alaska', 'DEC Staff Directory', 'Webmaster', 'Commissioner's Office', 'Divisions/Contacts', 'Press Releases', 'Public Notices', and 'Regulations'.

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Highlighted Feature #1:

You now have the ability to make a change to a questionnaire you have already submitted.

To make a change to a previously submitted questionnaire, open your original submittal and select the **“Unsubmit”** button at the bottom of the questionnaire overview page.

Make the changes then submit the questionnaire again within the solicitation period.



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Highlighted Feature #2:

The **“Copy to New Questionnaire”** button allows you to create a new questionnaire of the same type that pre-populates with information from a previous questionnaire.

To copy previously submitted information, open your original submittal and select **“Copy to New Questionnaire”** at the bottom of the questionnaire overview page.



For assistance with the online questionnaires, please call

John Randolph at 907-465-5307, or
Kaitee Perisich at 907-465-5337