Alaska Drinking Water Fund Loan Application Guidance
Step-by-Step Guide

The Alaska Drinking Water Fund Loan (ADWF) Application can now be filled out using the Division of Water's Online Application System. This document will guide you through this online process.
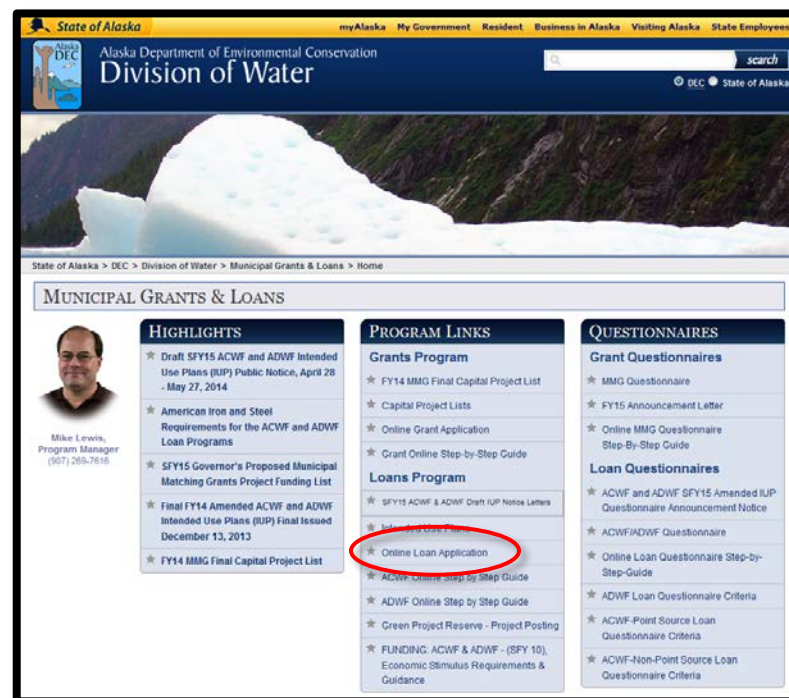
Alaska Drinking Water Fund Loan Application

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Go to the Division of Water's Municipal Grants & Loans homepage:
http://www.dec.state.ak.us/water/MuniGrantsLoans/index.htm
Select the **"Online Loan Application"** link under Program Links.

This will take you directly to the DEC's Water Online Application System homepage.

2	From the OASys home page, you can continue to your application by clicking the **"Continue to MyAlaska"** button. **TIP:** OASys requires an active myAlaska account. If you do not have a myAlaska account, skip to step 4 below. **NOTE:** If you have used a **myAlaska** account to apply for and e-sign a PDF then you already have an active myAlaska account.	
3	Log in to your myAlaska account and skip to step 5 in this guidance.	

4	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 createing a new myAlaska account is available at: http://dec.alaska.gov/water/OASysHelp/attachments/myAK_Reg_guidance.pdf	
5	After successfully logging in to myAlaska, you will arrive at the Water Online Application system (OASys). Select the "**Loans**" tab.	
6	Select the "**ADWF Loan Application"** from the available categories.	

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A series of steps will take you through the application, 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.)

T
I
P

The step numbers at the top of the page can be used to navigate directly to pages that have already been completed.

T I P

Any question with a red star (✱) next to it is required and must be completed before the current step can be completed.

T I P

When finished with a step, go to the next page by selecting the "**Save & Continue**" button in the lower right corner.

NOTE: 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**".

T I P

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.

T I P

If you need to **void** an application (questionnaire, application, or quarterly report) that was entered in error, please send an email to: DEC.Water.OPAHelp@alaska.gov

Please include the **tracking number** for the application needing to be voided.

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Step 1 in the application process provides general information about the application. Enter all required information and click the "**Save & Continue**" button to move on to the next step.

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Step 2 in the Application Submission Process requires you to enter contact information for your application.

Click the "**Add**" button to access the Contact Details window.

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

In the Contact Details pop out window answer all required fields and click the **"Save"** button.

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

10 Step 3 in the application process collects project costs for your project. Enter all applicable costs, click each "**calculate**" button, and click the "**Save & Continue**" button to move on to the next step.

NOTE: If you change any field, you must click the "**calculate**" buttons again.

11 Step 4 in the application process asks if you 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.

12 **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.

Is this application for a construction loan?	*	● Yes ○ No
Loan Agreement Signed:	*	10/10/2012
Preliminary Engineering Report:		10/23/2012
Design Engineering:		10/11/2012
Preparation of Bid Documents:		10/11/2012
Award of Construction Contract:		10/11/2012
Construction Initiation:		10/11/2012
Construction Completion:		10/11/2012
Initiation of Operation:		10/11/2012
Anticipated first payment request:	*	10/10/2012
Do you anticipate submitting disbursement requests evenly throughout the project life?	*	● Yes ○ No

Previous   Overview   Save & Continue

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

, click here.

* ○ Yes ○ No

* / /

◄ **August, 2012** ►

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Today: August 13, 2012

*

*

13 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.

Other Funding:

What funds, if any, other than Alaska Drinking 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:

[Previous]   [Overview]   [Save & Continue]

14 Step 7 collects information about to your community's financial status and ability to repay this loan. Enter all applicable information and click the "**Save & Continue**" button to move on to the next step.

Application Submission Process

1 2 3 4 5 6 **7** 8 9 10

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-0056 | Facility: | 123 | Type: | ACWF Loan Application |

General Information

Loan Amount: *

Repayment Term in years: *
- Less than 1-Year (0.5% Finance Fee)
- Less than 5-Years (1.0% Finance Fee)
- Up to 20-Years (1.5% Finance Fee)

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):

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Step 8 provides a checklist for all required and optional documents to be attached to this application in the next step.

Check all boxes for documents that you are ready to submit. Documents can be attached in the next step.

Once you have checked all applicable documents, click the "**Save & Continue**" button to move on to the next step.

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Step 9 allows you to electronically submit any supporting documents. If you don't supply the required documents here, you will need to send them in later.

To attach a file:
- Click the **"Browse…"** button
- A file browser window will open. Select the file you want to upload then click the [Open] button. The name of the file you selected will appear next to the "Browse…" button.
- Select what kind of file it is from the drop-down menu and add a title and description.
- Click **"Attach"** when you have all the information completed to submit your document.

Click **"Save & Continue"** to continue to the next step.

57 Step 10 is the "**Application Overview"** page (**last step**). It gives you 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.

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

NOTE: 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.

79 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)

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

NOTE: If you have used a **myAlaska** account to apply for and e-sign a PDF then you are already automatically validated.

21 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.

22	To complete the signature process enter your myAlaska password, answer the secret question and click the **"Sign & Submit"** button to submit your signature. (Skip to step 28 in this guidance.)	
83	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 [>>>] button to add that contact to the e-mail list.

TIP: You can enter multiple emails in this step. Simply enter each additional contact as described above, pressing the [>>>] button after each contact.

Click the "**Continue**" button to complete the step and invite another signer.

WARNING: You must click the [>>>] button to add the e-mail to the displayed list of alternates before clicking the "Continue" button or else they won't receive an e-mail.

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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.

THIS IS A COPY OF THE EMAIL THAT THE PARTY YOU INVITED TO SIGN AND/OR PAY YOUR APPLICATION WAS SENT.

ADWF: Loan Application

sita d girl (salome.starbuck@alaska.gov) has identified you as the person responsible to sign/pay for application number 'ADWFLA-0063' for the facility: 'gb'. This application is for a discharge under the ADWF Loan Application ADWFLA.

In order to access this application, you will need the following Tracking Number and PIN:
Tracking Number: ADWFLA-0063
Pin: pin#
Note: In this email, the pin number has been hidden. However, the pin number will be visible to the party you invited to sign or pay.

To continue, please visit the Water Online Application (https://test.dec.alaska.gov/applications/water/oasys/Associate.aspx) site.
Please direct questions to DEC.Water.OPAHelp@alaska.gov.
For storm water applications call 907-269-8117 and for all other applications call John Randolph at 907-465-5307.

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After clicking on the link provided in the email, the alternate signer/payer will login to OASys and enter the Tracking Number and PIN which are 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]

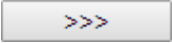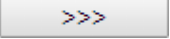|		
27	The alternate signer will be taken to the **"Final Steps"** page, giving them the opportunity to e-sign (if validated).	Tracking #: ACWFLA-0164 Facility: 1 Type: ACWF Loan Application **Sign this Application Using e-Signature** This signature option allows you to e-sign and submit your application in a matter of minutes. **Invite another party to Sign and/or Pay for this Application** This option will allow you to extend the signing and/or paying privilege to anyone with an Internet-connected computer. Upon completion of this process, an instructional e-mail containing a link to this application will be sent to anyone invited. You retain the right to sign and/or pay at any time, but with additional parties invited, they too may complete these required final steps in the application process.
28	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.	**ADWF: Loan Application** The electronic submission process for application number ADWFLA-0048 for Facility '123' is complete.
29	If you choose to return to the application in the Water Online Application System, the Application Overview will display all tasks completed.	Step 10 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 Signature and Payment Options page. **NOTE:** Your information has been saved; you may also exit the system and return later to finalize it. Print For Your Records **Tasks:** ✓ 1. Complete Steps ✓ 2. Sign *Usage Tips:* Red items to the left indicate tasks that have yet to be completed. You must complete every item from the task list before DEC will process your submittal. **Your Current Application:**
30	**Highlighted Feature:** The **"Copy to New"** 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"** at the bottom of the questionnaire overview page.	Copy to New Home

For assistance with the online process, please contact the Division of Water at 907-465-5180 or email DEC.Water.OPAHelp@alaska.gov