

Loan Questionnaires

Step by Step Guide

ACWF/ADWF questionnaire(s) must be submitted using the Division of Water's Online Application System (OASys). This document will guide you through the online process.

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

1

Go to the DEC Division of Water's State Revolving Fund (SRF) Program homepage:

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

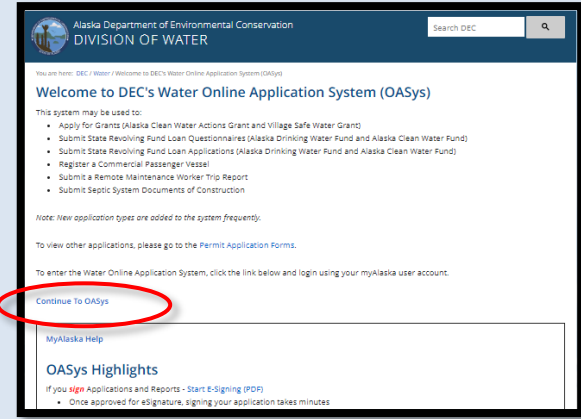
Scroll down to the section titled, **"ONLINE APPLICATION SYSTEM (OASYS)"** and click the blue bar below labeled **"Questionnaires - Loan Applications - Disbursement Requests."**

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

The screenshot shows the DEC Division of Water website. The main content area is titled "STATE REVOLVING FUND" and includes sections for "Highlights", "Bipartisan Infrastructure Law (BIL)", "Build America, Buy America (BABA)", and "Questionnaires". The "Questionnaires" section lists "Loan Questionnaires" with several links. On the right, a "PROGRAM MANAGER" sidebar features a photo of Young Ha and contact information. At the bottom, a blue navigation bar contains "Questionnaires", "Loan Applications", and "Disbursement Requests", with "Questionnaires" circled in red.

2

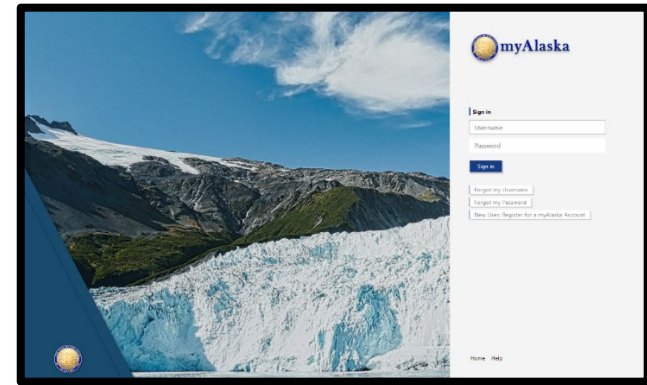
Welcome to the **Water Online Application System (OASys)**. From the OASys home page, you can continue to your application by clicking the **“Continue to OASys”** button.



3

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

If you do not have an active myAlaska account, go to step 4.



4

If you don't have a **myAlaska** account, select the **New User: Register for a myAlaska Account** button. You only need to create a myAlaska account once.

Guidance for creating a new myAlaska account is available at:

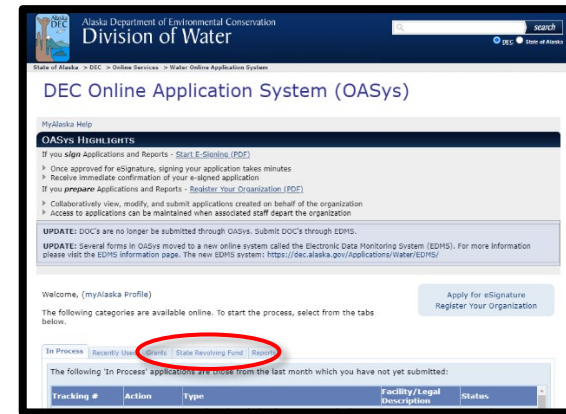
<http://dec.alaska.gov/media/13282/myak-reg-guidance.pdf>



5

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

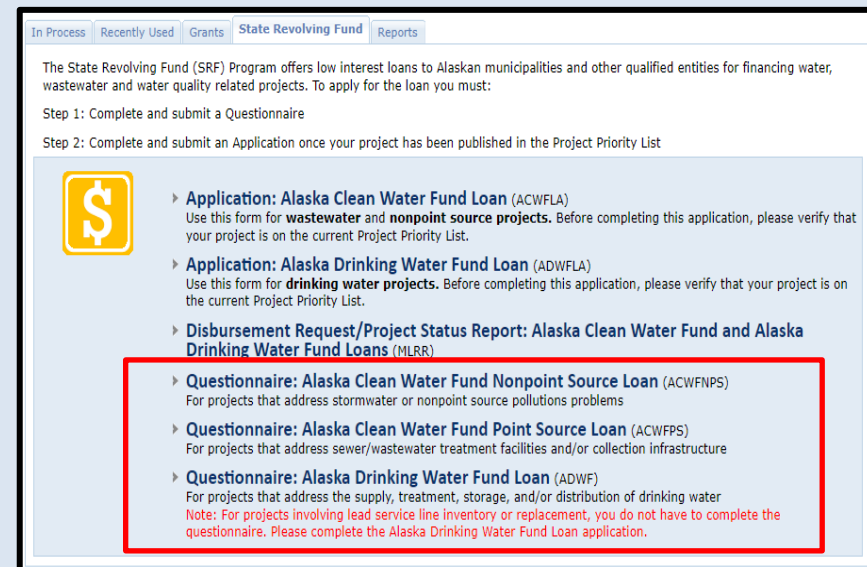
Select the “**State Revolving Fund**” tab.



6

Select the appropriate questionnaire based on the type of project. If you need assistance with selecting the correct questionnaire, contact the SRF Program at dec.srfprogram@alaska.gov.

- **Questionnaire: Alaska Clean Water Fund Nonpoint Source Loan (ACWFNPS):**
For projects that address stormwater or nonpoint source pollution.
- **Questionnaire: Alaska Clean Water Fund Point Source Loan (ACWFNPS):**
For projects that address sewer/wastewater Treatment facilities and/or collection infrastructure.
- **Questionnaire: Alaska Drinking Water Fund Loan (ADWF):**
For projects that address supply, treatment, storage, and/or distribution of drinking water.



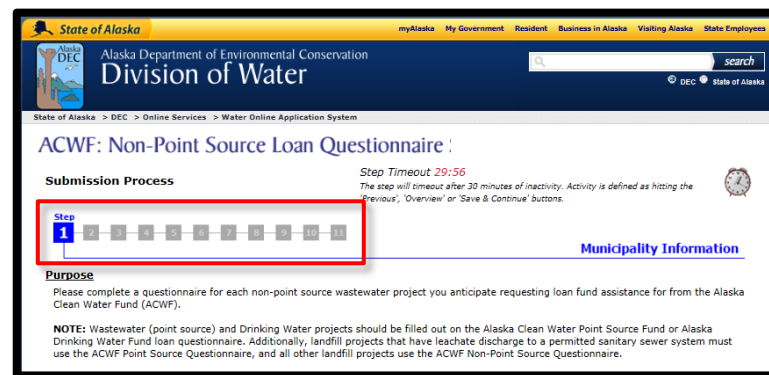
7

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.



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



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

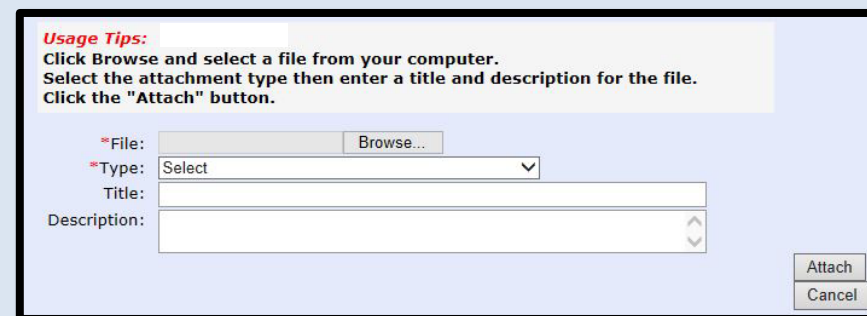
To attach a file:

- Click the **“Browse...”** button
- A file browser window will open. Select the file you want to upload then click the 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.

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

Address:

State of Alaska
DEC/Division of Water
State Revolving Fund (SRF) Program
555 Cordova Street
Anchorage, AK 99501

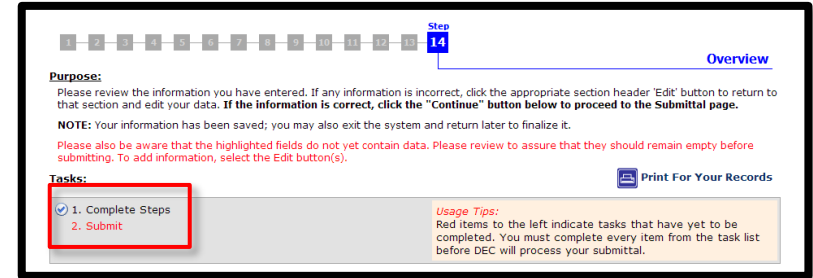


9

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 “**Complete Questionnaire**” if the questionnaire is complete and ready to be submitted.

Review the application under the “**Application Overview**” page. If it does not look correct, you can hit edit to change any information and if it looks correct, hit the “**Submit**” link under tasks on the Questionnaire 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 option to submit your questionnaire to DEC.

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



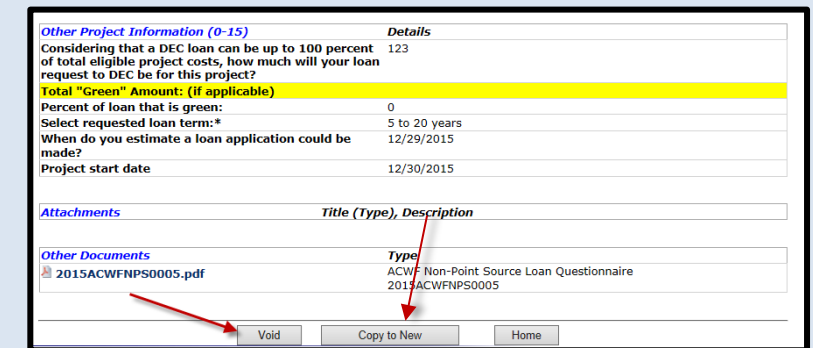
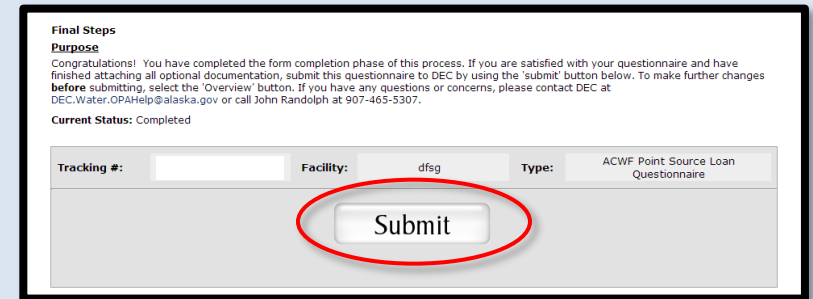
You can **void** a questionnaire that was entered in error or is no longer needed. Open your submittal, go to the Overview page, and select the "Void" option at the bottom.



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.



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Once your questionnaire is submitted, you have completed the online questionnaire process.

You will receive an email confirming your submission. The email will include a PDF attachment which contains the submitted questionnaire.



For questions about the SRF Program or assistance with completing and submitting a project questionnaire, please email dec.srfprogram@alaska.gov.