

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

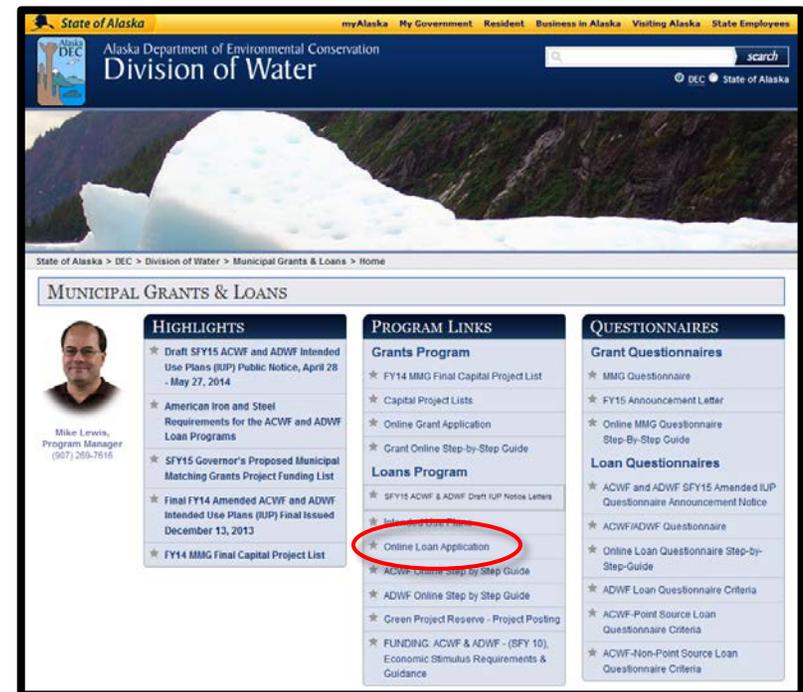
1

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.

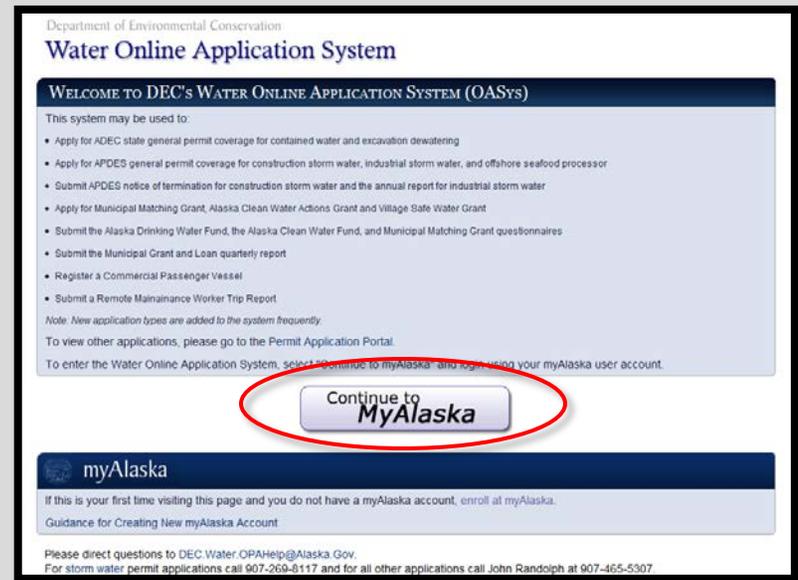
This will take you directly to the DEC's Water Online Application System homepage.



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.

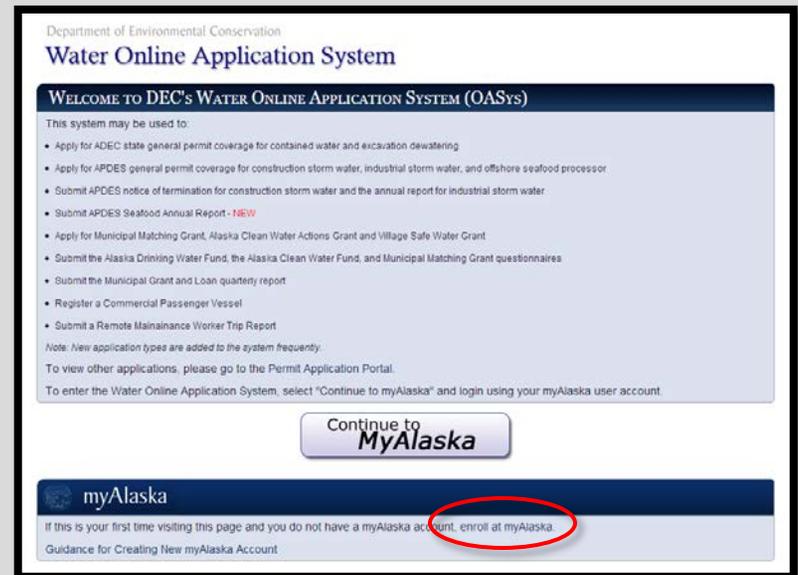


4

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 creating 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.



7

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 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

I

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

ADWF: Loan Application

Submission Process Step Timeout: 17:02
The step will timeout after 30 minutes of inactivity. Activity is defined as hitting the 'Previous', 'Overview' or 'Save & Continue' buttons.

Step 1 2 3 4 5 6 7 8 9 10

General Information

Purpose
Please provide general project information. Before completing this application, please verify that your project is on the current Intended Use Plan. * indicates required field.

Tracking #: ADWFLA-0063 Facility: Type: ADWF Loan Application

8 **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.

ADWF: Loan Application

Submission Process Step Timeout: 29:24
The step will timeout after 30 minutes of inactivity. Activity is defined as hitting the 'Previous', 'Overview' or 'Save & Continue' buttons.

Step 1 2 3 4 5 6 7 8 9 10

General Information

Purpose
Please provide general project information. Before completing this application, please verify that your project is on the current Intended Use Plan. * indicates required field.

Tracking #: ADWFLA-0064 Facility: Type: ADWF Loan Application

Project Information:

Project Title: *

Is your project on the ADWF Funding Priority List? * Yes No

If yes, select your project from the list to confirm: Select

Data Universal Numbering System (DUNS) Number: *

Location Latitude: Converter *

Location Longitude: *

General Project Location: *

Total Community Population: *

Total Population Served: *

This is: *

New Construction
 Upgrades
 Design/Study
 Material/Equipment

9

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 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.

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.

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

Is this application for a construction loan? Yes No

Loan Agreement Signed:

Preliminary Engineering Report:

Design Engineering:

Preparation of Bid Documents:

Award of Construction Contract:

Construction Initiation:

Construction Completion:

Initiation of Operation:

Anticipated first payment request:

Do you anticipate submitting disbursement requests evenly throughout the project life? Yes No

Previous Overview Save & Continue

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

Yes No

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:

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

Step 7

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

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):

35 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.

The screenshot shows the 'Application Submission Process' interface at Step 8, titled 'Attached Document Checklist'. At the top, a progress bar indicates Step 8 is the current step. Below the title, the 'Purpose' section asks the user to complete the checklist for documents to be submitted. A note states that a red asterisk indicates a required field. The form displays the following information: Tracking #: ADWFLA-0048, Facility: 123, and Type: ADWF Loan Application. The 'Checklist' section lists documents to be submitted as part of this application, with checkboxes for each: Facility Plan, Environmental Documentation, Force Account Labor Approval Form, Force Account Equipment Rates, Force Account Forms (previously submitted), Green Project Assessment Form, Capacity Development Worksheet, Preaward Compliance Review Report (EPA Form 4700-9), and Certification from the City Attorney. A red asterisk is next to the Preaward Compliance Review Report and Certification from the City Attorney. At the bottom, under 'and either:', there is a red asterisk next to a checkbox for a resolution from the city council.

46 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.

The screenshot shows the file attachment interface. At the top, it displays Tracking #: FY11MMGA-0002, Facility: test, and Type: Municipal Matching Grant Application. The interface is divided into three numbered steps: 1. Choose a file to attach: A 'Choose File' button is shown with 'No file chosen' next to it. 2. Add the file to the list: A form with a drop-down menu for 'As Type' (set to 'Force Account Approval'), a 'Title' field, and a 'Description' text area. An 'Attach' button is at the bottom right of this section. 3. Your file attachments: A large empty box for listing attachments, with a 'Remove' button at the bottom right. On the right side, there is a 'Usage Tips' section with instructions on how to use the browse button and a note that the file size limit is 20MB per attachment. Below that is a 'Required Attachments' section with a note that there are no required attachments for this application type.

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)

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.

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.

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.

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.

Signing Agreement

By selecting the “I agree with the above statement” box, entering my myAlaska password, and clicking on E-Sign, I:

- 1) certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.
- 2) certify that I have the authority as required by 18 AAC 69.385 to sign this submittal.
- 3) certify that I am sista girl as identified by the myAlaska identity verification system;
- 4) agree that I am signing this notice of intent under the Storm Water Multi-Sector General Permit eNOI general permit, AKRS00000 and
- 5) agree that I intend to be bound by the electronic record of this notice of intent under the Storm Water Multi-Sector General Permit eNOI general permit and the electronic record of this signature.

I agree with the above statement

Back E-Sign in myAlaska

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.)

Return to DEC Water Online Application System (OASys)

SIGNING CEREMONY

By using your electronic signature to sign this document, you legally bind yourself to it to the same extent as you would by signing a paper copy of the document.

Please take a moment to verify that the document you are about to electronically sign is in a readable format, and is an accurate copy of the electronic document you submitted.

This is important because, under Alaska law, criminal penalties apply for falsely certifying a document. If you submit information that you know is false, you could face imprisonment, fines, or both.

You are legally obligated to protect the security of your myAlaska electronic signature. That means you cannot share your myAlaska password with anyone else - even a family member - or let anyone else use your myAlaska electronic signature. If you discover any evidence that anyone else has used your electronic signature or gained access to your password, you must report it promptly to the [myAlaska Help Center](#).

Document Details

Title: Storm Water Multi-Sector General Permit eNOI
Description: AKR06DA28 - sdfg
Department: Alaska Department of Environmental Conservation
Division: Division of Water
Size: 18117 bytes
Certified Date:

[View Document](#)

Password:

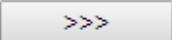
What school did you attend for sixth grade?

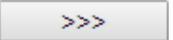
83 If you require another party to sign for your application, select the **“Invite another party to Sign and/or Pay for this Application”** from the **“Final Steps”** Page.

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.

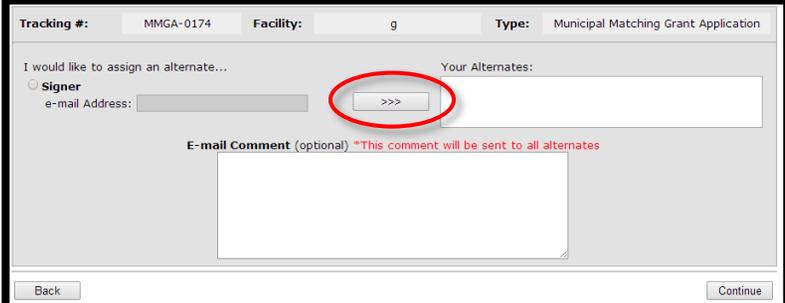
Invite another party to Sign and/or Pay for this Application
This option will allow you to extend the signing and/or paying privilege to anyone with an Internet-connected computer. Upon completion of this process, an instructional e-mail containing a link to this application will be sent to anyone invited. 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.

94 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.



The screenshot shows a web application interface for assigning an alternate signer. At the top, there are fields for "Tracking #:" (MMGA-0174), "Facility:" (g), and "Type:" (Municipal Matching Grant Application). Below this, the text "I would like to assign an alternate..." is displayed. There are two radio buttons: "Signer" (selected) and "Alternate". Below the "Signer" radio button is an "e-mail Address:" input field. To the right of this field is a button with three right-pointing chevrons (>>>), which is circled in red. Below the input field is an "E-mail Comment (optional)" text area with a red asterisk and the text "*This comment will be sent to all alternates". At the bottom of the form, there are "Back" and "Continue" buttons.

10 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.

5 **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.

26 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.

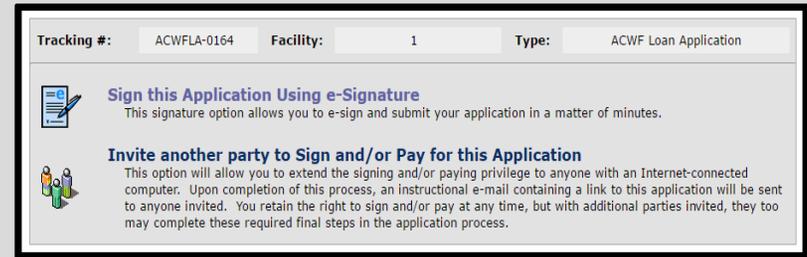
Department of Environmental Conservation
Water Online Application System

[State of Alaska](#) > [DEC](#) > [Online Services](#) > [Water Online Application System](#)

Tracking Number:

PIN:

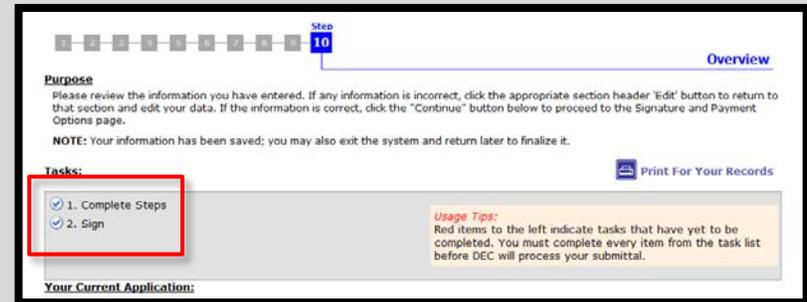
27 The alternate signer will be taken to the “Final Steps” page, giving them the opportunity to e-sign (if validated).



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.



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



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.

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