

Municipal Matching Grant Online Application

Step-by-Step Guide

The MMG application can be filled out using the Division of Water's Online Application System. This document will guide you through the online process.

Municipal Matching Grant 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 Grant Application"** link under **Program Links**.

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

The screenshot shows the 'MUNICIPAL GRANTS & LOANS' website homepage. It features a navigation menu with three main sections: HIGHLIGHTS, PROGRAM LINKS, and QUESTIONNAIRES. The PROGRAM LINKS section is further divided into Grants Program, Loans Program, and RESOURCES. The 'Online Grant Application' link under the Grants Program is circled in red. The RESOURCES section is divided into Grants, Loans, Reports, and Staff Contacts.

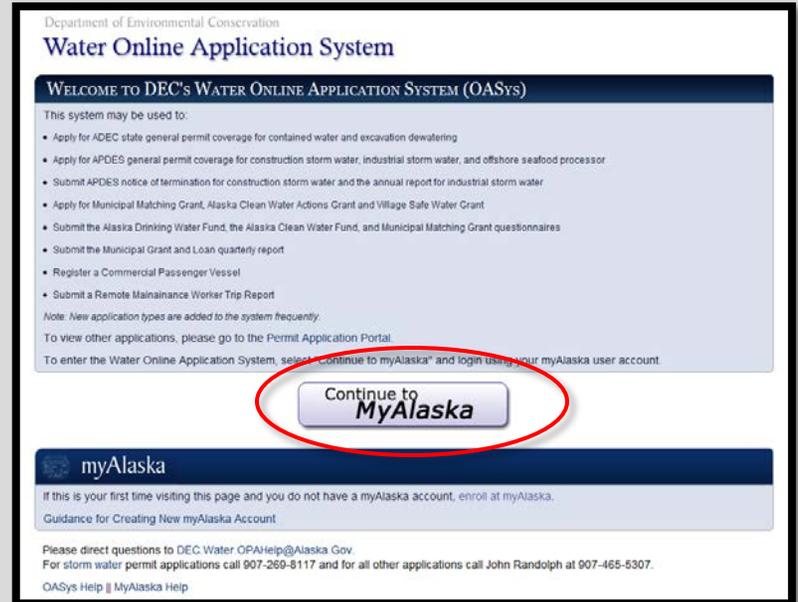
MUNICIPAL GRANTS & LOANS			
	HIGHLIGHTS	PROGRAM LINKS	QUESTIONNAIRES
	* Draft SFY15 ACWF and ADWF Intended Use Plans (IUP) Public Notice, April 20 - May 27, 2014	Grants Program	Grant Questionnaires
	* American Iron and Steel Requirements for the ACWF and ADWF Loan Programs	* FY14 MMG Final Capital Project List	* MMG Questionnaire
	* SFY15 Governor's Proposed Municipal Matching Grants Project Funding List	* Draft Program Lists	* FY15 Announcement Letter
	* Final FY14 Amended ACWF and ADWF Intended Use Plans (IUP) Final Issued December 13, 2013	* Online Grant Application	* Online MMG Questionnaire Step-by-Step Guide
* FY14 MMG Final Capital Project List	* Grant Online Step-by-Step Guide	Loan Questionnaires	
	Loans Program	* ACWF and ADWF SFY15 Amended IUP Questionnaire Announcement Notice	
	* SFY15 ACWF & ADWF Draft IUP Notice Letters	* ACWF/ADWF Questionnaire	
	* Intended Use Plans	* Online Loan Questionnaire Step-by-Step Guide	
	* Online Loan Application	* ADWF Loan Questionnaire Criteria	
	* ACWF Online Step by Step Guide	* ACWF-Point Source Loan Questionnaire Criteria	
	* ADWF Online Step by Step Guide	* ACWF-Non-Point Source Loan Questionnaire Criteria	
	* Green Project Reserve - Project Posting		
	* FUNDING: ACWF & ADWF - (SFY 10), Economic Stimulus Requirements & Guidance		
	RESOURCES		
	Grants	Loans	Reports
	* Program Overview	* Program Overview	* Semi-Annual DBE Reporting Online
	* Forms and Guidance	* Information on Interest Rates	* DBE Reporting Online Step-by-Step Guide
		* Forms and Guidance	* MGL Program Online Quarterly Project Status Reporting
		* FUNDING: ACWF & ADWF - (SFY 10), Economic Stimulus Requirements & Guidance	* Quarterly Reporting Online Step-by-Step Guide
			Staff Contacts
			* MGL Contacts
			* Alaska Sanitation Contact List

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, you can create one by clicking the **“enroll at myAlaska”** link in the myAlaska box at the bottom of the page.

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.

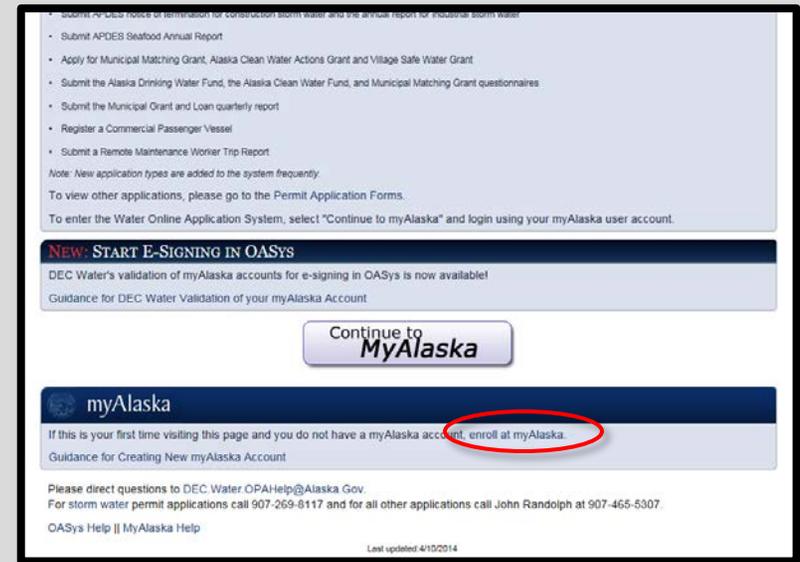


4

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

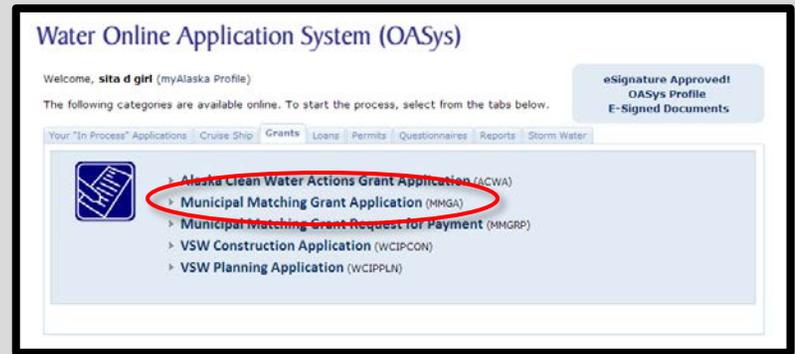
After successfully logging in to **myAlaska**, you will arrive at the Water Online Application system.

Select the **"Grants"** tab.



6

Select the "Municipal Matching Grant 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.)

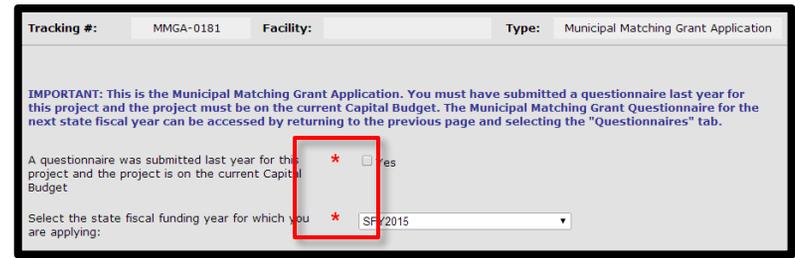


T
I
P

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



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

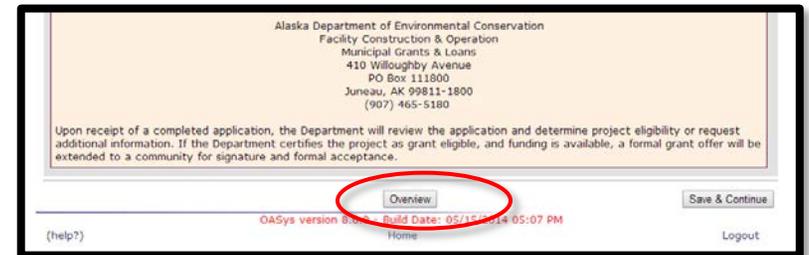


TIP When finished with a step, go to the next page by selecting the **“Save & Continue”** button in the lower right corner.

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.”**



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 from all steps and to edit previously entered information.



TIP 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

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



8

Step 1 in the application process provides general information about the application. Verify that your project is on the current Capital Budget and select the state fiscal funding year for which you are applying. Review the description to ensure you understand and are in agreement with the application then click the “**Save & Continue**” button to move on to the next step.

The screenshot shows a web form titled "Grant Application Information" with a progress bar at the top indicating "Step 1" is active. The form includes a "Purpose" section, a header with "Tracking #", "Facility", and "Type" fields, and several informational paragraphs. A red asterisk indicates required fields.

Step 1 Grant Application Information

Purpose
This step provides a general introduction to the ADEC Municipal Matching Grant Application. * indicates required field.

Tracking #: MMGA-0074 **Facility:** **Type:** Municipal Matching Grant Application

IMPORTANT: This is the Municipal Matching Grant Application. You must have submitted a questionnaire last year for this project and the project must be on the current Capital Budget. The Municipal Matching Grant Questionnaire for the next state fiscal year can be accessed by returning to the previous page and selecting the "Questionnaires" tab.

A questionnaire was submitted last year for this project and the project is on the current Capital Budget * Yes

Select the state fiscal funding year for which you are applying: *

This application is to be completed by communities who have received funding through the legislature, and are eligible to apply for a State of Alaska, Department of Environmental Conservation (ADEC) Municipal Matching Grant. This grant can be used to assist with planning, design, and construction costs related to: water quality enhancement; water supply, treatment and distribution; wastewater collection, treatment, or discharge; solid waste processing, and disposal or resource recovery projects.

Under changes to Alaska Statute (A.S.) 46.03.030, construction projects funded through appropriations made by the legislature after July 1, 2008 can receive grants varying from 60% to 85% of eligible project costs. Funding up to 85% of eligible costs will be allowed for communities with less than 1,000 persons. For 1,001 to 10,000 persons, 70% funding is possible, with 60% grants for communities over 10,000 persons. In addition, after July 1, 1994 the local match required for this program can include federal funds, but disallows the use of Department of Administrative A.S. 37.06 monies as match to ADEC Municipal Matching Grants.

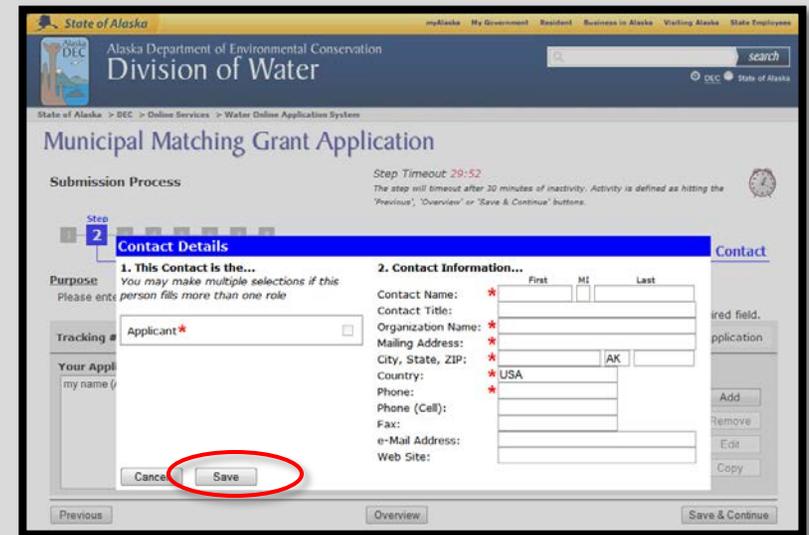
All the established program procedures and eligibility conditions are detailed in both Alaska Statute 46.03.030 and under Construction Grants Regulation 18 AAC 77. For further information, please write or call the office located nearest to you.

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. The **Contact Details** window allows you to enter contact information.

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

Once completed, click **"Save & Continue"** to move to the next step.



10 Step 3 in the application process collects general information about your project. Complete all required fields then click the "Save & Continue" button to move on to the next step.

The screenshot shows the 'Application Submission Process' interface at Step 3, titled 'General Information'. A progress bar at the top indicates the current step. The 'Purpose' section asks for general project information. Below this, a header bar displays 'Tracking #: MMGA-0074', 'Facility:', and 'Type: Municipal Matching Grant Application'. The 'Project Information' section includes fields for 'Project Name' and 'General Project Location', both marked with a red asterisk. The 'Application Type' section has radio buttons for 'New Construction', 'Upgrades', and 'Design/Study or Material/Equipment'. At the bottom, there are checkboxes for 'Water' and 'Sewer' under the heading 'What type of project is this?'. A legend indicates that a red asterisk denotes a required field.

11 Step 4 in the application process asks for details about general project costs and assistance amounts. Complete all applicable fields then click the "Save & Continue" button to move on to the next step.

The screenshot shows the 'Application Submission Process' interface at Step 4, titled 'Assistance Amount'. A progress bar at the top indicates the current step. The 'Purpose' section asks for details regarding the assistance amount. Below this, a header bar displays 'Tracking #: MMGA-0075', 'Facility: 123', and 'Type: Municipal Matching Grant Application'. The 'Assistance Amount' section includes radio buttons for 'New Grant' and 'Grant Increase', both marked with a red asterisk. There are input fields for 'Estimated Total Project Costs', 'ADEC Participation Costs' (with a '%' symbol), and 'Amount of Grant Funds Requested from ADEC', all marked with a red asterisk. At the bottom, there are input fields for 'General Funds' and 'Capital Reserves' under the heading 'Please identify all source(s) of funding that will be used for project costs:'. A legend indicates that a red asterisk denotes a required field.

12 Step 5 asks for a categorized list of all project cost estimates. Complete all applicable fields then click the "Save & Continue" button to move on to the next step.

Application Submission Process

Step 5 [Project Cost Summary](#)

Purpose
Please provide estimated project costs. * indicates required field.

Tracking #: MMGA-0075 **Facility:** 123 **Type:** Municipal Matching Grant Application

ELIGIBLE COSTS:

- 1. Administrative Expenses¹:
- 2. Planning Reports and Feasibility Studies:
- 3. Waterbody Enhancement or Protection:
- 4. Engineering Design Fees²:
- 5. Construction Engineering and Management²:
- 6. Construction²:
- 7. Equipment:
- 8. Other (Identify Cost)²:

13

Step 6 asks for a schedule of attachments for your project.

NOTE: Select “Yes, will attach in step 7” for items that you will attach to your online application in the next step (Step 7). If a document is not ready for submittal, select “Yes, but unavailable” from the drop-down list and provide an approximate date of submittal.

Once every checklist item has been answered, click the “Save & Continue” button to move on to the next step.

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

Application Submission Process
Step 6
Schedule of attachments Checklist

Purpose
The list of "ATTACHMENTS" below shall be included as part of the completed grant application, when required or as applicable, to fully describe the project. For each item in the list, please select the appropriate answer indicating whether or not the item will be included.
* indicates required field.

Tracking #: MMGA-0075 Facility: 123 Type: Municipal Matching Grant Application

Checklist:

Plans and Specifications
A set of engineering plans and specifications, if they are prepared at the time the grant application is submitted. If plans are not completed, provide the estimated date of submission and a plot plan showing the location of the proposed project. If the plans and specifications have been previously approved by the Department, please provide a copy of the approval letter.

If unavailable, provide approximate date of submission:

* Select

Plans and Specifications
A set of engineering plans and specifications, if they are prepared at the time the grant application is submitted. If plans are not completed, provide the estimated date of submission and a plot plan showing the location of the proposed project. If the plans and specifications have been previously approved by the Department, please provide a copy of the approval letter.

If unavailable, provide approximate date of submission:

* Yes, but unavailable

Other Funding
Copies of grant applications or notices of grant awards from other state or federal agencies participating in project funding.

If unavailable, provide approximate date of submission:

*

Calendar: May, 2014
Su Mo Tu We Th Fr Sa
27 28 29 30 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
Today: May 19, 2014

14 Step 7

allows you to submit any required or optional attachments online.

Please read the directions carefully on this page.

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.

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

Address:

Alaska Department of Environmental Conservation
Facility Construction and Operation
Municipal Grants and Loans
410 Willoughby Avenue
P.O. Box 111800
Juneau, AK 99811-1800
Attn.: MAT (Municipal Administration Team)

Click **“Save & Continue”** to continue to the next step.

The screenshot shows a web form for attaching files. At the top, it displays tracking information: Tracking #: FY11MMGA-0002, Facility: test, and Type: Municipal Matching Grant Application. The main form area is divided into three steps:

- 1. Choose a file to attach:** A 'Choose File' button is shown next to 'No file chosen'. Below this is a form with '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.
- 2. Add the file to the list:** This section is currently empty.
- 3. Your file attachments:** This section is also empty and includes a 'Remove' button.

On the right side of the form, there is a 'Usage Tips' box with the following text: '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 application 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 application, select it in the list and click the "Remove" button. File size limit is 20MB for each attachment.' Below this is a 'Required Attachments' section which states: 'There are no required attachments for this application type.'

15 Step 8, the “Application Overview” page (last step), 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.

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

17

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

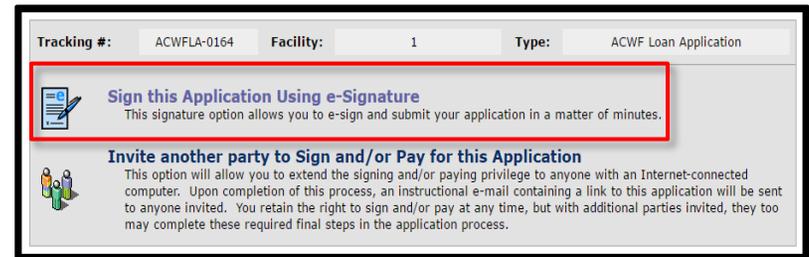
- Sign this Application Using e-Signature (continue to step 18 in this guide)
- Invite another party to Sign and/or Pay for this Application (skip to step 21 in this guide)



18

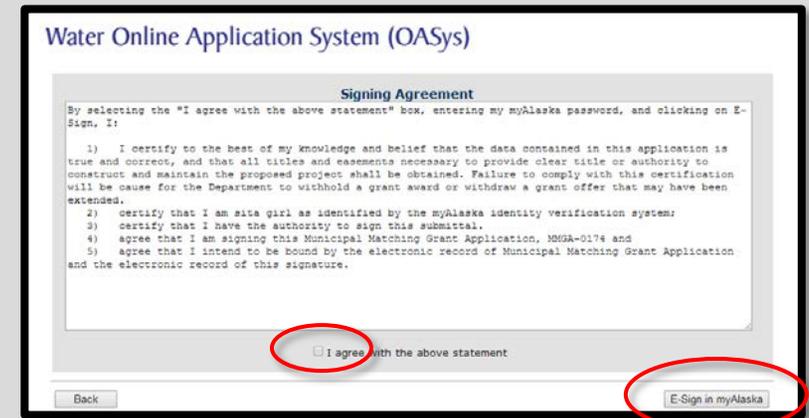
Select “**Sign this Application Using e-Signature**” if you are already validated to electronically sign an application.

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



19

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



20 Enter your myAlaska Password and the answer to your secret question on the Signing Ceremony page and click the **“Sign and Submit”** button.

(Skip to step 26 of this document)



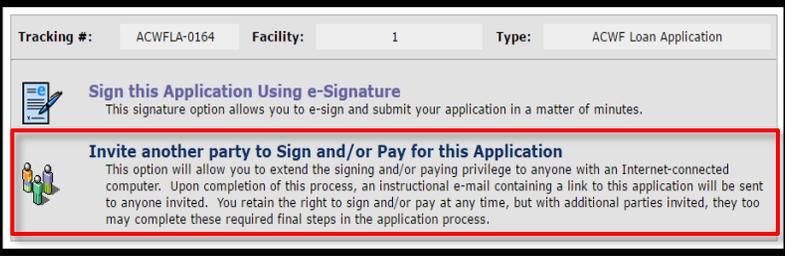
The screenshot shows a 'Document Details' section with the following information:

- Title: Municipal Matching Grant Application
- Description: MMGA-0174 . g
- Department: Alaska Department of Environmental Conservation
- Division: Division of Water
- Size: 26548 bytes
- Certified Date: [View Document](#)

Below this information is a form with two input fields and two buttons:

- Field: Password:
- Field: What was your dream job as a child?
- Buttons:

21 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.



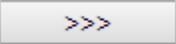
The screenshot shows a tracking page with the following information:

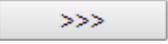
- Tracking #: ACWFLA-0164
- Facility: 1
- Type: ACWF Loan Application

Below this information are two options:

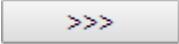
- Sign this Application Using e-Signature**
This signature option allows you to e-sign and submit your application in a matter of minutes.
- Invite another party to Sign and/or Pay for this Application**
This option will allow you to extend the signing and/or paying privilege to anyone with an Internet-connected 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.

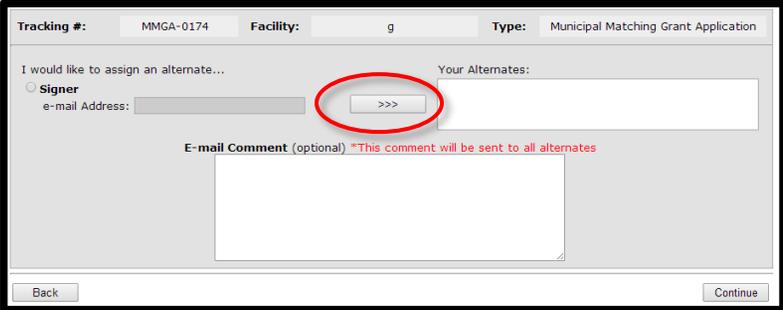
22

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.



Tracking #: MMGA-0174 Facility: g Type: Municipal Matching Grant Application

I would like to assign an alternate...

Signer

e-mail Address: 

Your Alternates:

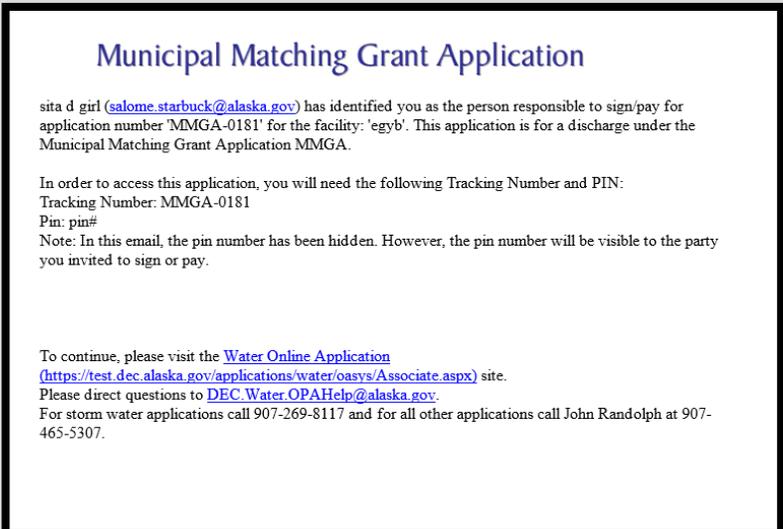
E-mail Comment (optional) *This comment will be sent to all alternates

Back Continue

23

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

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



Municipal Matching Grant Application

sita d girl (salome.starbuck@alaska.gov) has identified you as the person responsible to sign/pay for application number 'MMGA-0181' for the facility: 'egyb'. This application is for a discharge under the Municipal Matching Grant Application MMGA.

In order to access this application, you will need the following Tracking Number and PIN:
Tracking Number: MMGA-0181
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 \(https://test.dec.alaska.gov/applications/water/oasys/Associate.aspx\)](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.

24 After clicking on the link provided in the email, the alternate 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:

25 The alternate signer/payer 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.

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.

Municipal Matching Grant Application

The electronic submission process for application number FY11MMGA-0002 for Facility 'test' is complete.

27 Once your application is signed the Application Overview page will display all tasks completed.

Municipal Matching Grant Application

Step 8 [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.

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: [View Copy of Record](#)

- 1. Complete Steps
- 2. Sign

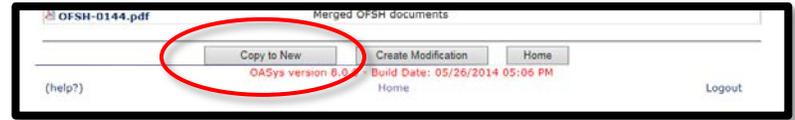
Usage Tips:
Red items to the left indicate tasks that have yet to be completed. You must complete every item from the task list before DEC will process your submittal.

28

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 please call:

The Division of Water at 907-465-5180 or email DEC.Water.OPAHelp@alaska.gov