

FY13 Alaska Clean Water Actions Application Step-by-Step

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

Alaska Clean Water Actions Application

1. Go to Division of Water's Alaska Clean Water Actions home page located at the following internet URL.

http://www.dec.state.ak.us/water/acwa/ACWA_index.htm

Then choose the "Apply for FY13 ACWA Grant" under "Quick Links".

QUICK LINKS	OF INTEREST
★ State of Alaska	★ New - FY12 Grants Awarded
★ Public Notices	★ Previously funded projects
★ New - Apply for FY13 ACWA Grant	★ Waterbody Nomination
★ DEC Nonpoint Source Water Home	★ ACWA Waterbody Process
★ DEC Water Quality Assessment and Monitoring	★ Polluted waters list (Integrated Report)
★ Fish and Game Home	★ Alaska's 2010 Impaired Waters
★ DNR/Alaska Coastal Clean Water Plan 6217	
★ DEC BEACH Grant Program	
★ Nonpoint Source Strategy	

- 2 This page discusses the ACWA grant application. When ready to begin the online application process, click on the "Complete Application Online" button.

Proposal Deadline: Proposals must be submitted using the online application unless other arrangements have been made. Proposals must be received no later than 5:00 pm, February 21, 2012. A hard copy of the proposal is NOT required.

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Statewide	Brock Tabor	907-465-5023	brock.tabor@alaska.gov
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Statewide	Brock Tabor	907-465-5023	brock.tabor@alaska.gov
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Statewide	Jennifer Pennington	907-269-7598	jennifer.pennington@alaska.gov
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Statewide	Thomas Cappiello	907-267-2395	thomas.cappiello@alaska.gov
Department of Natural Resources			
Statewide	Joel Nudelman	907-465-5406	joel.nudelman@alaska.gov

Related Documents

- ACWA Grant Online Application Step by Step (pdf)
- PDF Preview of Application (pdf)
- Example Successful Proposal (pdf)

Appendices

- Appendix B (pdf) Table of Estimated Funding Sources
- Appendix C (pdf) Statewide or Area-wide Stewardship Actions
- Appendix D (pdf) ACWA High Priority Water Actions
- Appendix E (pdf) ACWA SFY2013 Grant Requirements
- Appendix F (pdf) Administrative Guidelines and Other Conditions
- Appendix G (pdf) Acronyms

NOTE: Please review the ACWA Grant Online Application Step by Step document before proceeding to fill out the online application.

Complete The Application Online

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

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

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

After entering your **myAlaska** user name and password, you will be directed to the Online Application System, ready to fill in the Grant Application. **Skip to step 12 in this document.**

If you don't have a **myAlaska** account, continue to the next step in this document to create one.

Department of Environmental Conservation
Water Online Application System

Welcome to DEC's Water Online Application System (OASys)!

This system may be used to:

- ★ Apply for ADEC state general permit coverage for contained water and excavation dewatering
- ★ Apply for APDES general permit coverage for construction stormwater, industrial stormwater and offshore seafood processors
- ★ Submit the Alaska Drinking Water Fund, the Alaska Clean Water Fund, or Municipal Matching Grant questionnaires
- ★ Apply for Municipal Matching Grant, Alaska Clean Water Actions Grant and Village Safe Water Grant
- ★ Register a Commercial Passenger Vessel

To view other applications, please go to the Permit Application Portal.
If this is your first time visiting this page and you do not have a myAlaska account, [enroll at myAlaska.](#)
To enter the Water Online Application System, select "Continue to myAlaska" and login using your myAlaska user account.

Continue to MyAlaska

Please direct questions to DEC Water OPAHelp@Alaska.Gov.
For storm water permit applications call 907-269-8117 and for all other applications call John Randolph at 907-465-5307.

[OASys Help](#)

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

The next few steps will walk you through setting up a **myAlaska** account.

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.

DEC's Water Online Application System (OASys)!

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Continue to MyAlaska

5 *NOTE: If you already have a myAlaska account, you can **skip down to step 12.***

After you click on the “**enroll at myAlaska**” link, you will arrive at the **new account** page for myAlaska.

Enter a Username, Password, “Secret Question,” and Email Address for your new myAlaska account.

Review the User Agreement, check the “**I accept the User Agreement**” box, and select the “**Start Registration**” button.

The screenshot shows a registration form with the following fields: Username (jrandolph), Password (masked with dots), Verify Password (masked with dots), Secret Question (Your mother's maiden name?), Answer (test), Email Address (john.randolph@alaska.gov), and Verify Email Address (john.randolph@alaska.gov). Below the form is a section titled "User Agreement" with a scrollable text area containing the agreement text and a checkbox labeled "I accept the User Agreement". A "Start Registration" button is located at the bottom right of the form.

6 **Close the internet browser window** and check the email account you entered in Step 5.

*If you cannot locate the email in your inbox, be sure to check your **junk mail** folder.*

<input type="checkbox"/>	FROM	SUBJECT	DATE
<input type="checkbox"/>	myAlaska	myAlaska - Account Verification	8:13 AM

7 Open the **myAlaska - Account Verification** email and select the hyperlink in the email.

The screenshot shows an email titled "myAlaska - Account Verification". The body of the email contains the following text: "This message was sent to you by a computer program, DO NOT REPLY to this message. To continue with the registration process of your new myAlaska account, please verify your email address by visiting the following URL WITHIN 24 HOURS of registration: <https://my.alaska.gov/Confirm?type=NewAccount&ticketid=358931d5-6fa7-499c-9904-6e07f31cbf25>

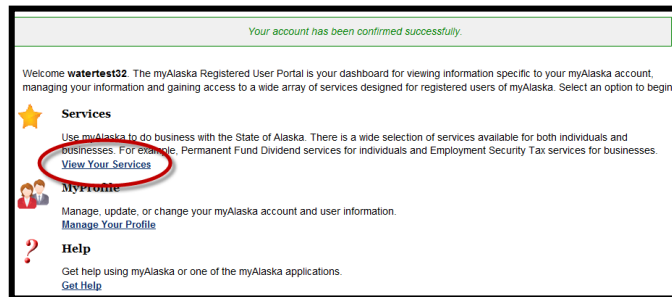
8 The Account Confirmation page will load.

Enter your Username and Password and select the “**Click Here to Continue**” button to confirm your new **myAlaska** account.

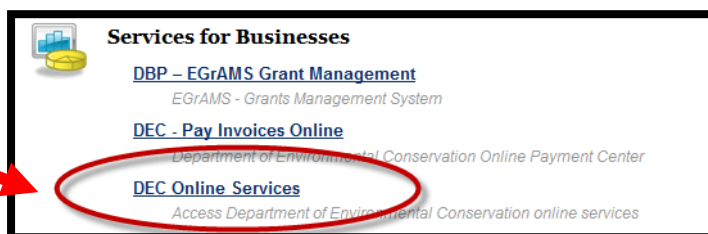
The screenshot shows the "ACCOUNT CONFIRMATION" page. It contains the following text: "Your arrival at this page has confirmed your email address. Please enter your username and password again to continue the myAlaska registration process." Below this text are two input fields: "Username:" and "Password:". At the bottom of the page, there is a button labeled "Click Here to Continue".

9 You will be taken to the **myAlaska Registered User Portal**.

Click on "View Your Services".



Then, click on "DEC Online Services" under Services for Businesses.



10 Read the privacy agreement, check the **Accept** check box, and select Continue.

NOTE: The only myAlaska account information DEC will use is the address and email information.



1 You will be directed to the **DEC myAlaska Online Services**.

1 Click on the link to the **Water Application System (OASys)**



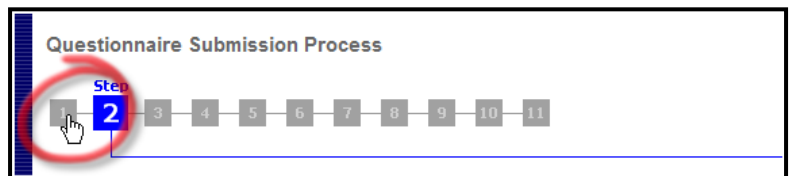
1 After successfully registering for a myAlaska account or after entering your existing username and password, you will arrive at the Online Application system, ready to fill in the application!

2 Select the “Grants” tab from the available categories. Then choose the “Alaska Clean Water Actions Grant Application” from the list that appears.



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

3 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:

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

TIP When finished with a step, go to the next page by selecting the “Next” button in the lower right corner. At any time, you can logout, and your information will be saved. NOTE: Changes to the current page are not saved until you hit “Next”.

A2: Statewide or Area-wide Stewardship Actions including Beaches

Will this project address a non-waterbody specific ACWA priority that has been identified as a stewardship priority?
A2 Yes No

Which stewardship action does your project address?

Example: Action b - develop and implement stormwater management and mapping program

Refer to **Appendix C** for specific stewardship actions.

About Appendix C
Appendix C lists stewardship actions identified as priorities for the ACWA FY2013 Grant Solicitation. For further information on these actions, see the Alaska Nonpoint Source (NPS) Strategy at: http://www.dec.state.ak.us/water/wnpssc/pdfs/2007_NPSSStrategy.pdf
Link to Appendix C

(help?) OASys version 4.0.0 Home Logout

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.

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A2 Yes No

Which stewardship action does your project address?

Example: Action b - develop and implement stormwater management and mapping program

Refer to **Appendix C** for specific stewardship actions.

About Appendix C
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Link to Appendix C

(help?) OASys version 4.0.0 Home Logout

NOTE: Remember, Changes to the current page are not saved until you hit “next”.

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

Project Costs:

a. FY2013 (7/1/2012 - 6/30/2013) Project Costs:

Funds Requested * Required

Minimum Match Required

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.



1 Step 2 in the application process requests project information. Part **4 a. FY2013 Project Costs** requires you to first enter the Funds Requested and then calculate and display the Minimum Match Required by clicking the “Calculate” button. Lastly, you will need to enter your **actual** Non-Federal Matching Funds amount and the Total FY2013 Projects Costs amount.

Repeat the process described above for Part **b. FY2014 Project Costs** if you are applying as a two year project.

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In Steps 7-10, enter grant amounts requested or matching funds amounts and their descriptions into their respective fields.

FY2013 Personal Services:
(Salary/Benefits/Fringe)
Grant Amount Requested (Personal Services) *
Description *

FY2013 Travel:
(airfare, car rental, per diem)
Grant Amount Requested (Travel) *
Description *

Once everything is entered, click the **Calculate** button to display the Total entered.

FY2013 Others:
Grant Amount Requested (Other) *
Description *

Total Grant Funds Requested: **Calculate**

Please note: The total grant funds calculated above and the total grant funds requested in Step 2 need to be the same.

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The second to last step gives you the option to submit attachments online.

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 Anchorage.

Address:

Jennifer Pennington (Grants Administrator)
555 Cordova St
Anchorage, AK 99501

Application Submission Process

Warning: This application must be submitted by: 2/21/2012 5:00:00 PM Alaska Time

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 application using the form below. There is a file size limit of 20MB. Alternatively, you may send the required documents to the DEC grants administrator via traditional mail service or fax to:

Jennifer Pennington (Grants Administrator)
555 Cordova St
Anchorage, AK 99501
Fax: (907) 269-7598

Tracking #: 2013ACWA0005 Facility: 123 Type: Alaska Clean Water Actions Grant Application

1. Choose a file to attach:
[Choose File] No file chosen

2. Add the file to the list:
As Type: Letter of Support
Title:
Description:

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 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.

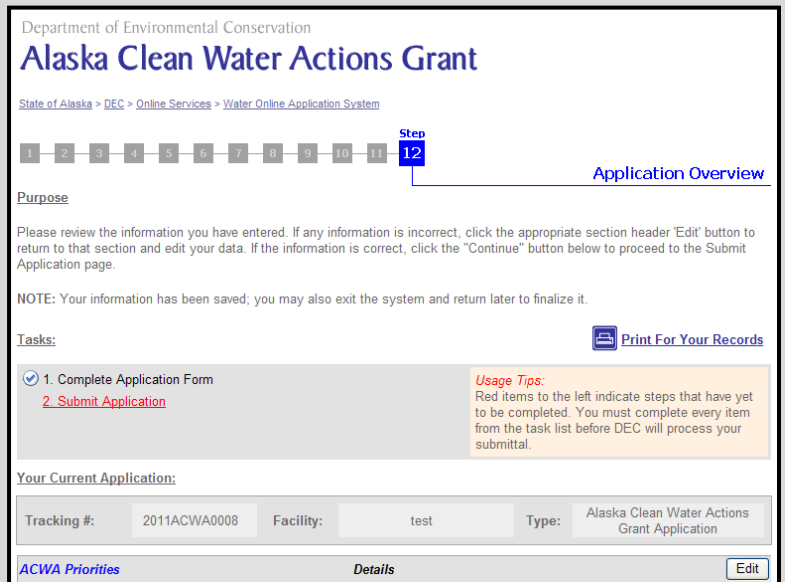
Required Attachments
There are no required attachments for this application type.

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The “Application Overview” page (last step) gives you an opportunity to review and edit what you have entered so far.

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

Any fields you have left blank will be highlighted yellow, so you can go back and edit them if you need to.

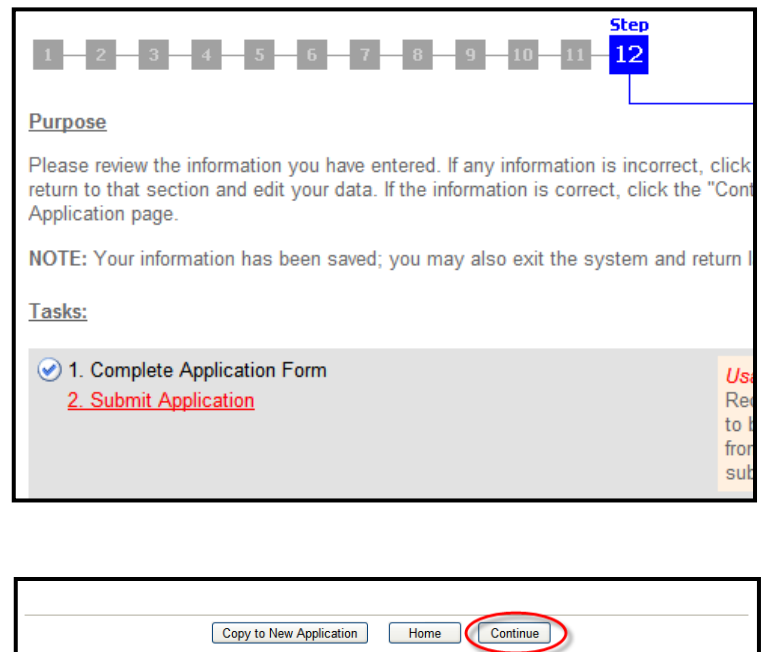


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After all information is entered and you have finished adding all online attachments, you will need to submit your application.

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

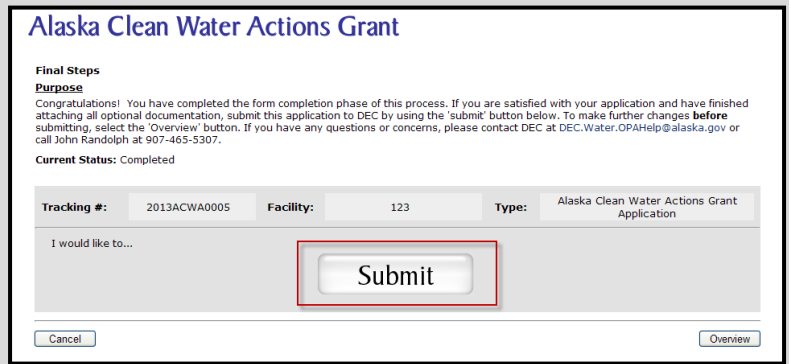
Select the “2. Submit Application” link under tasks on the Application Overview page to go the **Submission** page. You can also click on the “Continue” button at the bottom of the page.



19 The “Final Steps” page gives you the option to submit your application to DEC.

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

NOTE: Once submitted, you will no longer be able to modify the application or add additional attachments.



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



**For assistance, please call
John Randolph at 907-465-5307,
Kaitee Fleck at 907-465-5337, or
Janice Mclean at 907-465-5282.**