

# FY16 ACWF/ADWF Loan Questionnaires

## Step by Step Document

ACWF/ADWF questionnaire(s) can be filled out using the Division of Water's Online Application System. This document will guide you through the online process. If you need further assistance with the online questionnaire process, please contact John Randolph at 907-465-5307

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

1 Go to the Division of Water's Municipal Grants & Loans program homepage:

<http://www.dec.state.ak.us/water/MuniGrantsLoans/index.htm>

Select the "ACWF/ADWF Questionnaire"

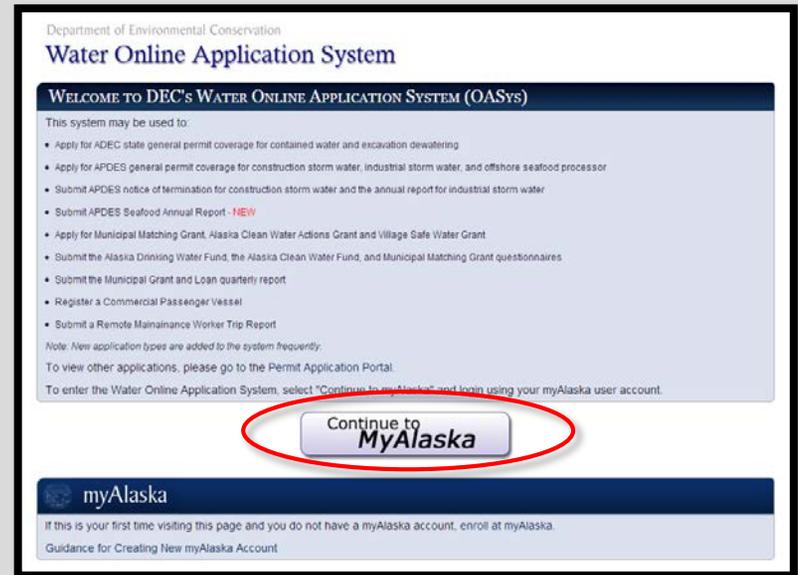


2

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

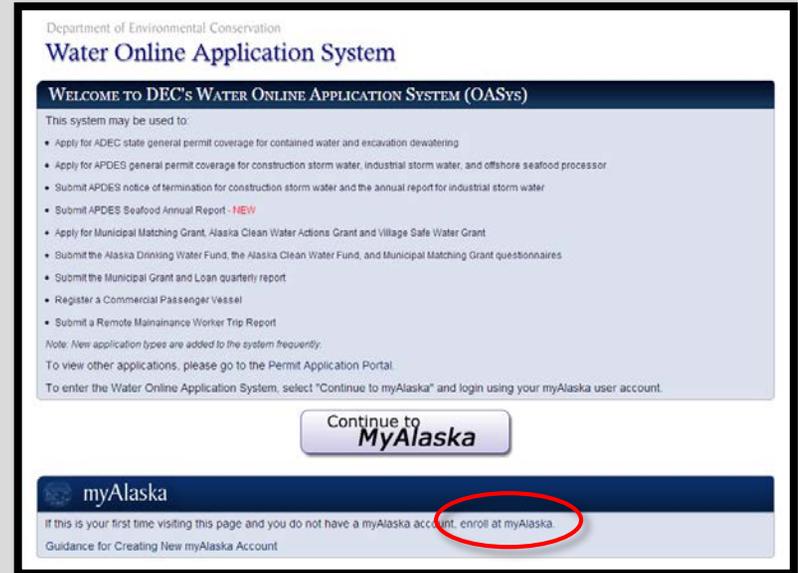


4

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:

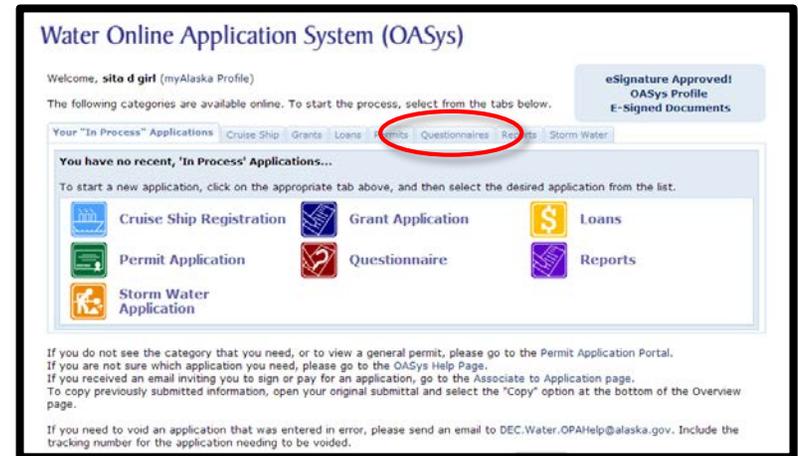
[http://dec.alaska.gov/water/OASysHelp/attachments/myAK\\_Reg\\_guidance.pdf](http://dec.alaska.gov/water/OASysHelp/attachments/myAK_Reg_guidance.pdf)



5

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

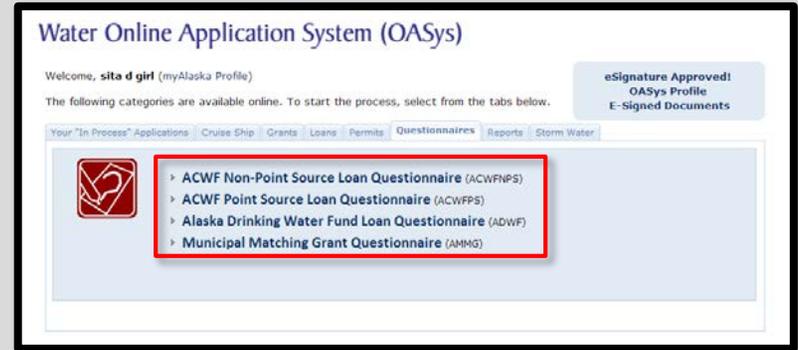
Select the **"Questionnaires"** tab.



6

Select the appropriate questionnaire from those available:

- ACWF Non-Point Source Loan Questionnaire
- ACWF Point source loan Questionnaire
- Alaska Drinking Water Fund Questionnaire

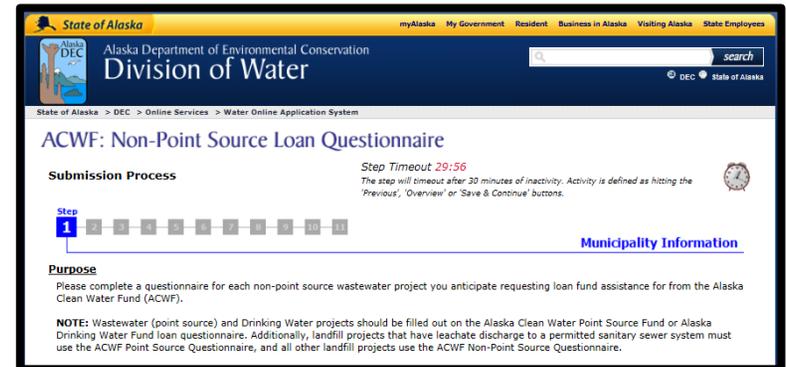


7

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

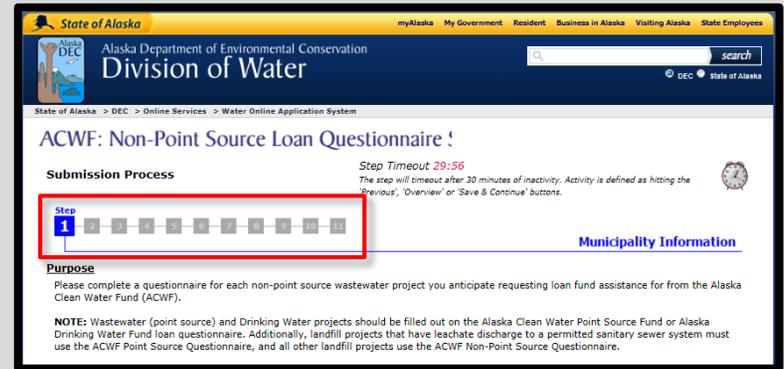
Fill out the information on these pages as completely and thoroughly as possible.

*(Below you will find a few "Tips" that provide additional information regarding navigation of these steps.)*



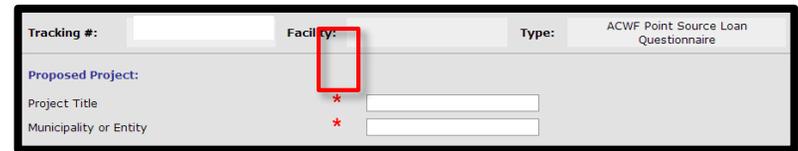
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The step numbers at the top of the page can be used to navigate directly to pages that have already been completed.



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



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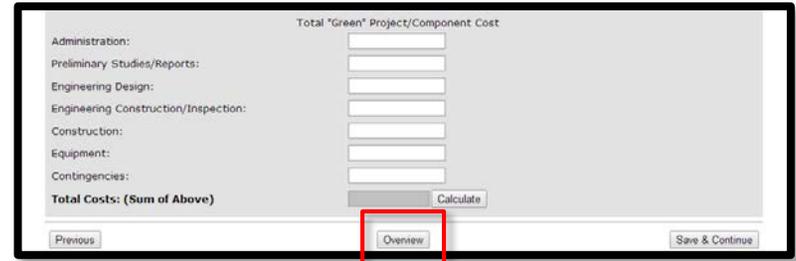
When you are finished with a step, you can go to the next page by selecting the "Save & Continue" button in the lower right corner of the page.

**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".



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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.



The screenshot shows a web form titled "Total 'Green' Project/Component Cost". It contains several input fields for different project components: Administration, Preliminary Studies/Reports, Engineering Design, Engineering Construction/Inspection, Construction, Equipment, and Contingencies. Below these fields is a "Calculate" button. At the bottom of the form, there are three buttons: "Previous", "Overview", and "Save & Continue". The "Overview" button is highlighted with a red box.

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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](mailto:DEC.Water.OPAHelp@alaska.gov)

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



The screenshot shows the "ADWF: Loan Application" form. It includes a "Submission Process" section with a progress indicator showing Step 1 of 8. A "Step Timeout: 17:02" warning is present. Below the progress indicator is a "General Information" section. The "Purpose" section contains a note: "Please provide general project information. Before completing this application, please verify that your project is on the current Intended Use Plan." At the bottom, there are three input fields: "Tracking #:" with the value "ADWFLA-0063", "Facility:", and "Type:" with the value "ADWF Loan Application". The "Tracking #:" field is highlighted with a red box.

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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 **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:

State of Alaska  
DEC/Division of Water  
Municipal Grants and Loans  
P.O. Box 111800  
Juneau, AK 99811  
Attn: MAT (Municipal Administration Team)

Tracking #: Facility: gh Type: Offshore Seafood General Permit

1. Choose a file to attach: Browse...

2. Add the file to the list:

As Type: Area Map

Title:

Description:

Attach

3. Your file attachments:

Remove

**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\***

1. Area Map
2. Bathymetric Map
3. Line Drawing
4. Outfall Narrative
5. AKGS23000 NOI Attachment

\*Please note that the above list of attachments are required, but may also be submitted via email, fax, traditional mail, or hand delivered to the appropriate DEC office.

# 10

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.

The screenshot shows the 'Application Overview' page at Step 14. It includes a progress bar at the top, a 'Purpose' section with instructions, a 'NOTE' about saving information, and a 'Tasks' section with a 'Print For Your Records' button. Below these are 'Your Current Entries' for Tracking #, Facility (dfsg), and Type (ACWF Point Source Loan Questionnaire). Two sections are visible: 'Municipality Information' with fields for Project Title (dfsg) and Municipality or Entity (dfs), and 'Contacts' with fields for Name, Title, Organization, Address, City, State, Zip, and Country. Both sections have an 'Edit' button circled in red.

# 11

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.

Select the "Submit" link under tasks on the Questionnaire Overview page. You can also click on the "Continue" button at the bottom of the page.

This screenshot is similar to the previous one but focuses on the 'Tasks' section. The first task, '1. Complete Steps', is marked with a checkmark. The second task, '2. Submit', is highlighted with a red box. The 'Usage Tips' section below it explains that red items indicate tasks yet to be completed.

The screenshot shows the bottom navigation bar with three buttons: 'Copy to New', 'Home', and 'Continue'. The 'Continue' button is circled in red.

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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.

The screenshot shows the 'Final Steps' page. At the top, it says 'Final Steps' and 'Purpose'. Below that, it says 'Current Status: Completed'. There are three input fields: 'Tracking #:', 'Facility: dfg', and 'Type: ACWF Point Source Loan Questionnaire'. A 'Submit' button is circled in red.

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Once your questionnaire is submitted, you have completed the online questionnaire process you will receive a confirmation page and an email confirming your submission and you may close your browser.

The screenshot shows the 'Submitted' page. It says 'Submitted' and 'Congratulations, your questionnaire has been submitted!'. Below that, it says 'If you have any questions or concerns, please contact DEC at DEC.Water.OPAHelp@alaska.gov'. There are two buttons: 'Overview' and 'Home'. At the bottom, it says '(help?)', 'OASys version 9.0.0 - Build Date: 05/15/2014 05:07 PM', 'Home', and 'Logout'.

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**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 questionnaires, please call

John Randolph at 907-465-5307, or  
Kaitee Perisich at 907-465-5337