

FY13 ACWF/ADWF Questionnaire 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 this new online process.

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

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

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

and select the "Project Questionnaire Solicitations for ACWF & ADWF SFY13 Intended Use Plans" link under "HIGHLIGHTS".

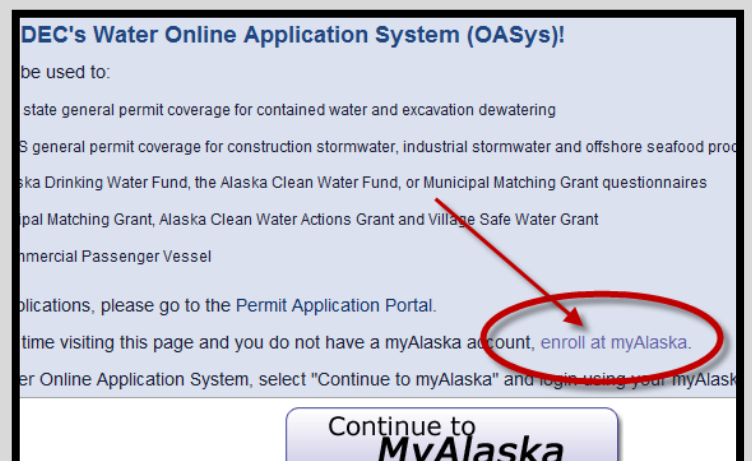


2 If you don't have a myAlaska account, select the "enroll at myAlaska" link. You only need to create a myAlaska account once!

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.



3 *NOTE: If you already have a myAlaska account, you can skip down to step 11.*

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 text: "AGREEMENT BETWEEN YOU AND THE STATE OF ALASKA myAlaska is a web service operated by the State of Alaska that provides single-sign-on (authentication) for multiple state services and a framework for electronic signatures for state forms or transactions." There is a checkbox labeled "I accept the User Agreement" which is checked, and a "Start Registration" button.

4 **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 checked="" type="checkbox"/>	myAlaska	myAlaska - Account Verification	8:13 AM

5 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>

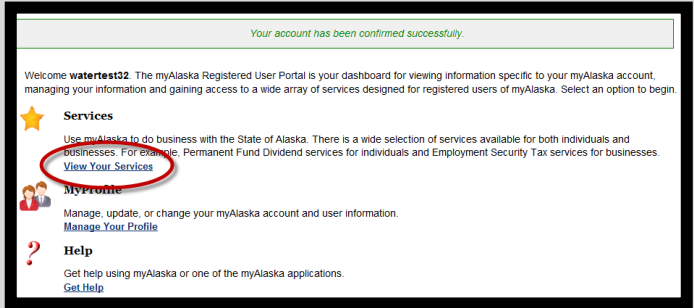
6 The Account Confirmation page will load.

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

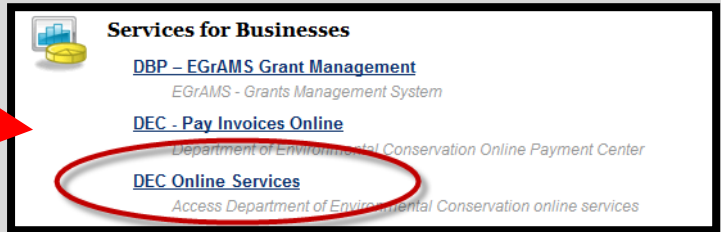
The screenshot shows a page titled "ACCOUNT CONFIRMATION". The text reads: "Your arrival at this page has confirmed your email address. Please enter your username and password again to continue the myAlaska registration process." There are two input fields: "Username:" and "Password:". Below the fields is a button labeled "Click Here to Continue". At the bottom, there is a small note: "Completing your registration will establish your myAlaska identity. After you have done that, you will be able to conduct your business with the State of Alaska electronically!"

7 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.



8 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.



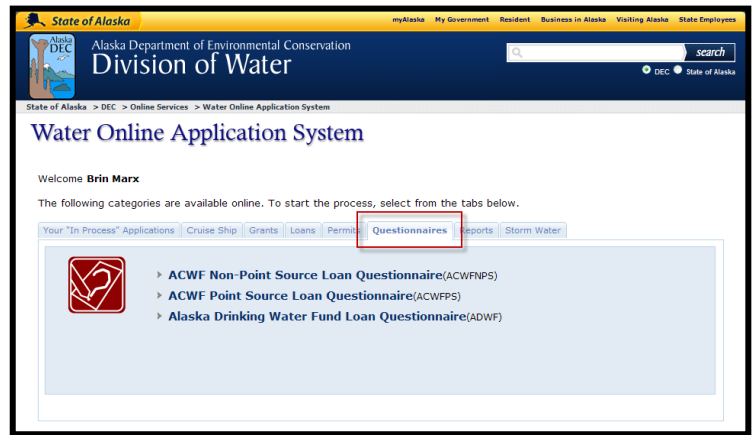
9 You will be directed to the DEC myAlaska Online Services.

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



10 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 questionnaire!

Click on the Questionnaires tab and select the appropriate questionnaire from those available: **Alaska Drinking Water Fund, ACWF Non-Point, or ACWF Point Source.**

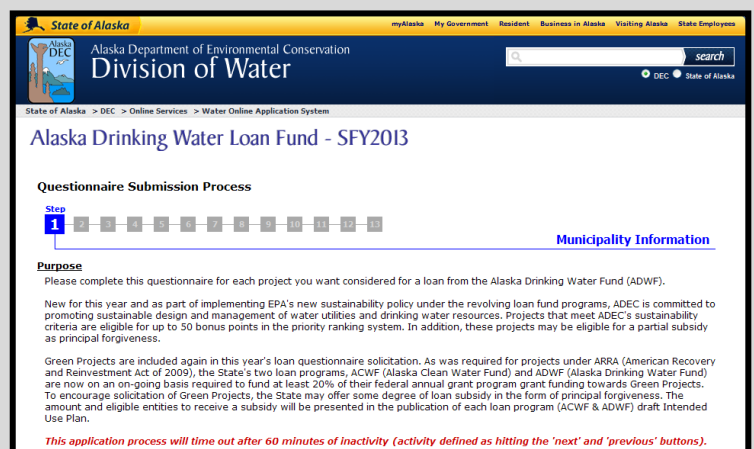


11 A series of steps will take you through the questionnaire, asking for information pertinent to your project.

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.)

TIP:

Questions with a Star (*) next to them are required. It is completely acceptable to copy and paste text from another document.



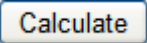
TIP: When finished with a step, go to the next page by selecting the “Next” button in the lower right corner.

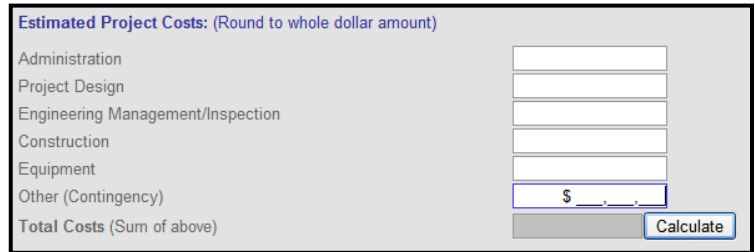
TIP:

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”.


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.

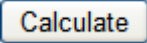
NOTE: Remember, Changes to the current page are not saved until you hit “next”.

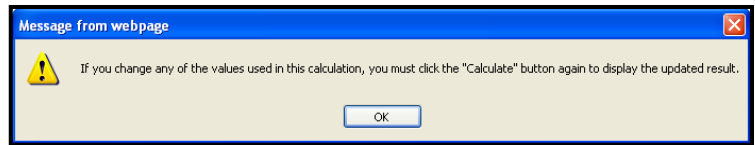
TIP During the application process you will come across formatted number fields for currency, and  buttons.




Estimated Project Costs: (Round to whole dollar amount)


Administration	<input type="text"/>
Project Design	<input type="text"/>
Engineering Management/Inspection	<input type="text"/>
Construction	<input type="text"/>
Equipment	<input type="text"/>
Other (Contingency)	<input type="text" value="\$"/>
Total Costs (Sum of above)	<input type="text"/> 

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



Message from webpage

 If you change any of the values used in this calculation, you must click the "Calculate" button again to display the updated result.



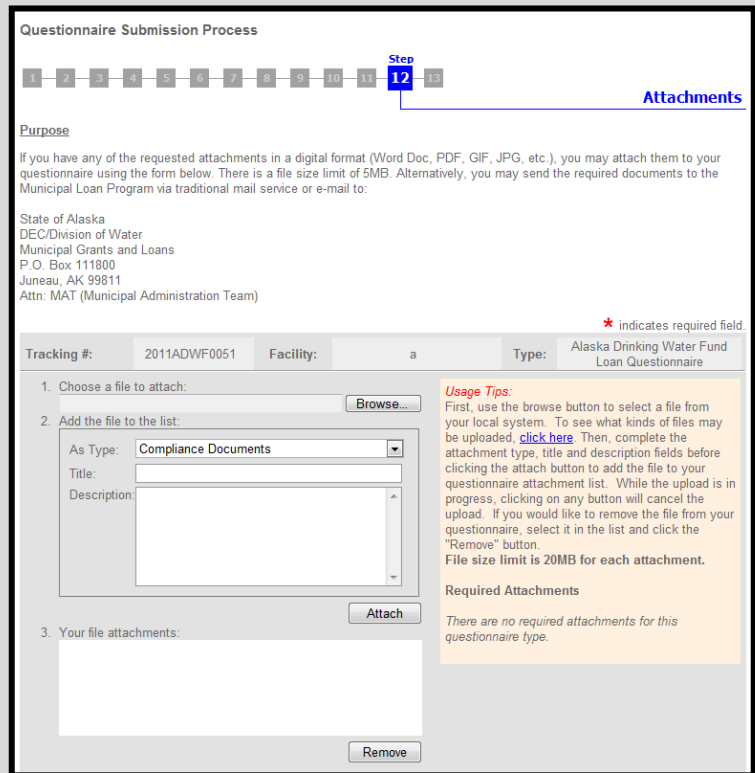
1 The second to last step gives you the option to submit any required or optional attachments online.

2 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 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)



Questionnaire Submission Process

Step 12

[Attachments](#)


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 questionnaire using the form below. There is a file size limit of 5MB. Alternatively, you may send the required documents to the Municipal Loan Program via traditional mail service or e-mail to:

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


* indicates required field.

Tracking #:	2011ADWF0051	Facility:	a	Type:	Alaska Drinking Water Fund Loan Questionnaire
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1. Choose a file to attach: 


2. Add the file to the list:

As Type:	Compliance Documents
Title:	<input type="text"/>
Description:	<input type="text"/>



3. Your file attachments:

<input type="text"/>



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 questionnaire 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 questionnaire, 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 questionnaire type.

1
3 The “**Application Overview**” page (last step) gives you an opportunity to review what you have entered so far as well as edit any information inputted so far.

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

Questionnaire 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 Submit Questionnaire 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: [Print For Your Records](#)

- 1. Complete Questionnaire
- 2. Submit Questionnaire

Usage Tips:
Red items to the left indicate steps that have yet to be completed. Please complete every item from the task list. This will help DEC process your submittal.

Your Current Questionnaire:

Tracking #:	2012ADWF0003	Facility:	My Project	Type:	Alaska Drinking Water Fund Loan Questionnaire
Municipality Information					
Project Title	My Project				
Municipality or Drinking Water System Represented	123				
Your Name	23				
Position	123				
Phone Number	123				
Fax Number	123				
Address 1	123				
Address 2	123				
City	123				
State	123				

[Edit](#)

1
4 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 “**1. Complete Questionnaire**” if the questionnaire is complete and ready to be submitted.

To go the **Submission** page, select the “**Submit Questionnaire**” link under tasks on the Questionnaire Overview page. You can also click on the “**Continue**” button at the bottom of the page.

Questionnaire 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 Submit Questionnaire 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: [Print For Your Records](#)

- 1. Complete Questionnaire
- 2. Submit Questionnaire

Usage Tips:
Red items to the left indicate steps that have yet to be completed. Please complete every item from the task list. This will help DEC process your submittal.

Your Current Questionnaire:

Attachments

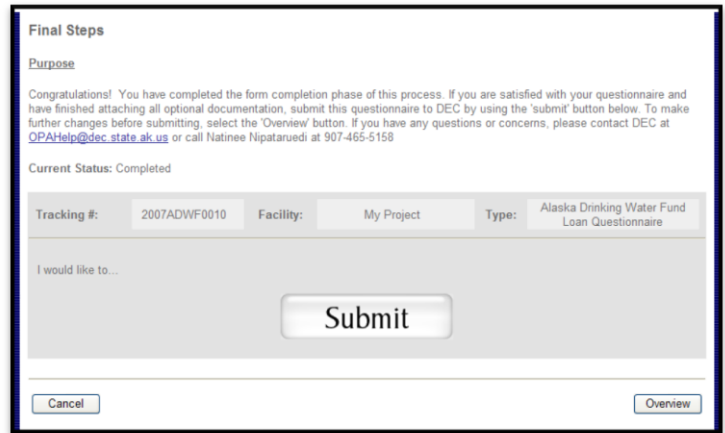
Title (Type), Description

[Copy to New Questionnaire](#) [Home](#) [Continue](#)

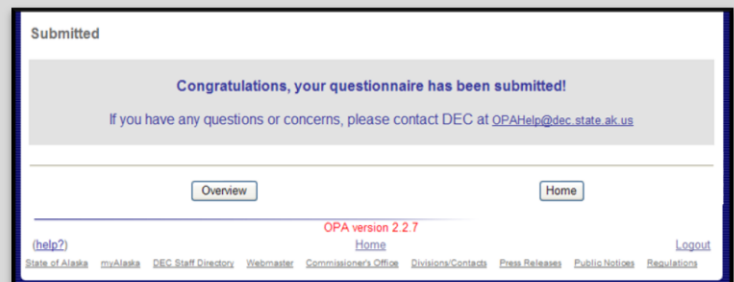
15 The “Final Steps” page gives you the option to submit your questionnaire to DEC.

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

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



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



17

NEW FEATURE #1: You now have the ability to make a change to a questionnaire you have already submitted.

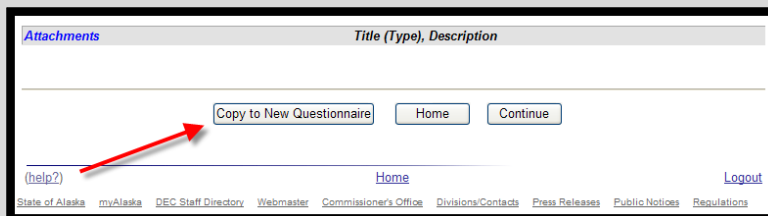
To make a change to a previously submitted questionnaire, open your original submittal and select the **“Unsubmit”** button at the bottom of the questionnaire overview page. Make the changes then submit the questionnaire again within the solicitation period.



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NEW FEATURE #2: The **“Copy to New Questionnaire”** 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 Questionnaire”** at the bottom of the questionnaire overview page.



For assistance, please call

John Randolph at 907-465-5307,
Kaitee Fleck at 907-465-5337, or
Janice Mclean at 907-465-5282.