

2019-2020 Alaska Clean Water Actions (ACWA) Grant 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 the online process.

Alaska Clean Water Actions Grant Application

1

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

<https://dec.alaska.gov/water/water-actions/acwa-application>

2

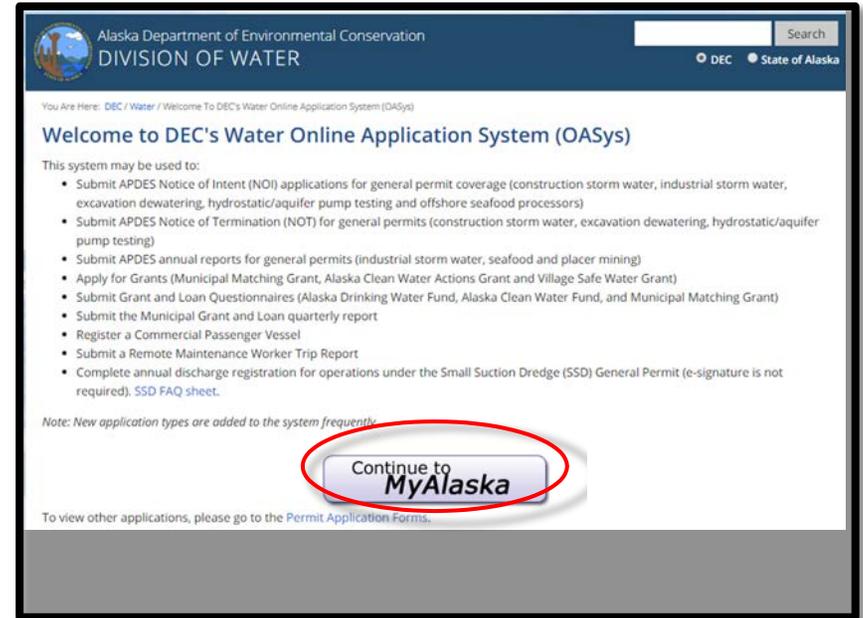
When you are ready to begin the online application process, go to the OASys Welcome page at the following internet URL.

<https://dec.alaska.gov/water/oasys>

3

Welcome to the **Water Online Application System (OASys)**! **TIP:** OASys requires an active myAlaska account. If you do not have a myAlaska account, skip to step 5 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.



4

Log in to your myAlaska account and skip to step 6 in this guidance.



5

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

OASys Highlights:

If you **sign** Applications and Reports - Start E-Signing

- Once approved for eSignature, signing your application takes minutes
- Receive immediate confirmation of your e-signed application

If you **prepare** Applications and Reports - Register Your Organization

- Collaboratively view, modify, and submit applications created on behalf of the organization
- Access to applications can be maintained when associated staff depart the organization

myAlaska

If this is your first time visiting this page and you do not have a myAlaska account, enroll at myAlaska.

- [Guidance for Creating New myAlaska Account \(pdf\)](#)

6

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

Select the "Grants" tab.

Water Online Application System (OASys)

Welcome, **sita d girl** (myAlaska Profile) [Apply for eSignature](#)

The following categories are available online. To start the process, select from the tabs below.

Your "In Process" Applications: [Cruise Ship](#) [Grants](#) [Loans](#) [Permits](#) [Questionnaires](#) [Reports](#) [Storm Water](#)

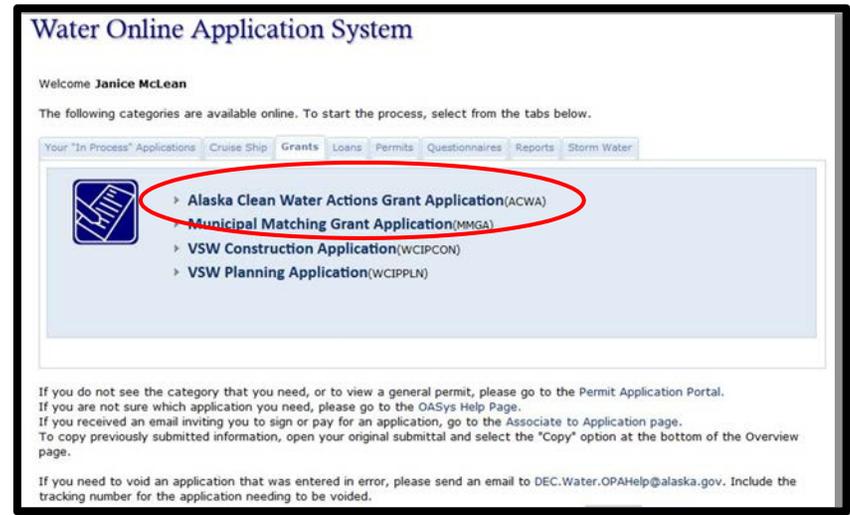
You have no recent, 'In Process' Applications...

To start a new application, click on the appropriate tab above, and then select the desired application from the list.

Cruise Ship Registration	Grant Application	Loans
Permit Application	Questionnaire	Reports
Storm Water Application		

7

Select the "Alaska Clean Water Actions Grant Application" from the list that appears.

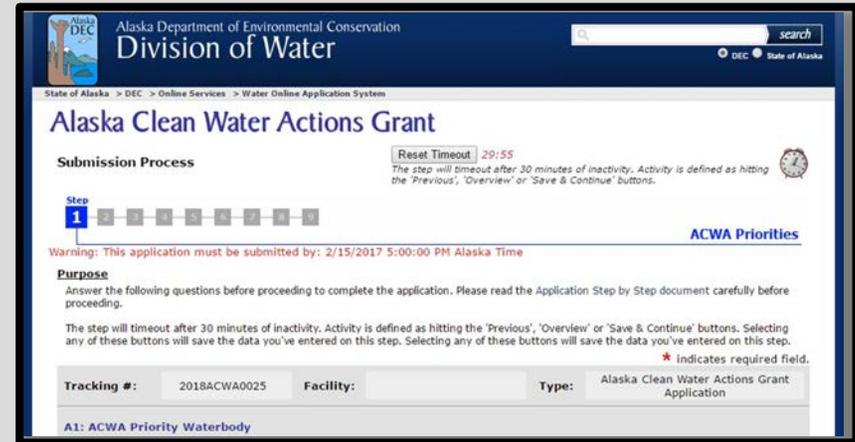


8

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.)



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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.



T
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Any question with a red star (*) next to it is required and must be completed before moving on.

A screenshot of a web form. The form is divided into two sections: "Organization:" and "Project Contact:". Under "Organization:", there are fields for "Name of Organization", "Type of Organization (i.e., Local government, Educational Institution, Non-Profit Organization, Tribal government, etc.)", "Data Universal Numbering System (DUNS)", "Address 1", "Address 2", "City", "State" (with "Alaska" selected), and "Zip". Under "Project Contact:", there are fields for "Name", "Title", "Phone Number", "Fax Number", and "Email". A vertical red box highlights the red star (*) next to each of these fields, indicating they are required.

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When finished with a step, 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.



Changes to the current page are not saved until you hit "Previous", "Overview", "Save", or "Save & Continue".

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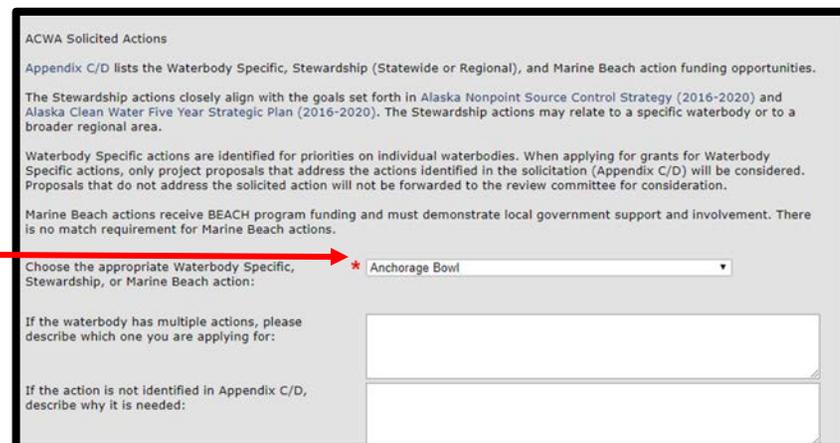
At any time, you can also select the **“Overview”** button at the bottom of any page to go to the overview step (**last step**). This step allows you to review your information and to edit previously entered information.



9

Step 1 in the application process determines how the project addresses ACWA priorities identified for the 2019-2020 grant solicitation.

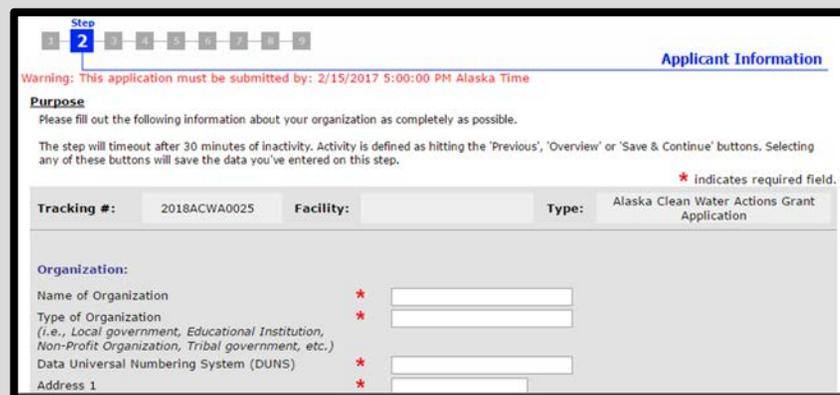
- All Solicited Actions ([Appendix C/D](#))
- Select the Waterbody or Stewardship Action from the drop down menu.



10

Step 2 in the application process requests applicant information.

Enter the *Organization Information* and provide a *Project Contact*.



11

In Step 3, enter information about your project.

12

Step 4 in the application process collects 2019-2020 Work Plan and Budget Templates.

1. Download the document in the link
2. Fill out the document appropriately and save to your computer
3. Click 'Choose File' and navigate to the file's location on your computer
4. Enter appropriate document title (optional)
5. Click 'Attach' to attach the document

Once attached, your document should appear in the attachment list.

You can remove an attached document by:

1. check the box
2. select remove.

Repeat this process to attach your 2019-2020 Budget Template

13

Step 5 in the application process collects 2019-2020 project funding and match information. For each fiscal year (FY19, FY20 & FY21), enter the funds requested and non-federal matching funds. If your proposed project will not have expenses during the time period, enter \$0.

NOTE: The minimum non-federal matching funds and total project costs will automatically calculate and are display only.

Project Funding And Match Information

Warning: This application must be submitted by: 6/30/2019 11:00:00 PM Alaska Time

Purpose
Budget - Grant Request and Matching Funds Information. * indicates required field.

Tracking #: 2019ACWA0018 **Facility:** xx **Type:** Alaska Clean Water Actions Grant Application

Each funding source has distinct match requirements and some have none (see attached Appendix B). The majority of funding requires a minimum 40% non-federal match of total project cost (a 40/60 split match/grant). To calculate required matching funds, multiply funds requested by 2/3. The total project cost is funds requested + required matching funds. For assistance with calculating the minimum 40% non-federal match, click here.

Fill in the total funds requested for expenses and proposed match values for each of the fiscal years below. If your proposed project will not have expenses during the time period, enter \$0.

Project Costs:

a. FY 2019 (March 1, or grant start date to June 30, 2019):

Funds Requested *	<input type="text"/>
Minimum Non-Federal Matching Funds:	<input type="text" value="0"/>
Non-Federal Matching Funds *	<input type="text"/>
Total FY2019 Project Costs	<input type="text" value="0"/>

b. FY 2020 (July 1, 2019 to June 30, 2020):

Funds Requested *	<input type="text"/>
Minimum Non-Federal Matching Funds:	<input type="text" value="0"/>
Non-Federal Matching Funds *	<input type="text"/>
Total FY2020 Project Costs	<input type="text" value="0"/>

c. FY 2021 (July 1, 2020 to February 28, 2021):

Funds Requested *	<input type="text"/>
Minimum Non-Federal Matching Funds:	<input type="text" value="0"/>
Non-Federal Matching Funds *	<input type="text"/>
Total FY2021 Project Costs	<input type="text" value="0"/>

Previous Overview Save Save & Continue

14 Step 6 collects organization, project manager, project staff, and grant administration experience.

The screenshot shows the Step 6 form with the following fields and instructions:

- Tracking #:** 2019ACWA0018
- Facility:** xx
- Type:** Alaska Clean Water Actions Grant Application
- Organization Experience:** Does the applicant organization have experience managing projects similar to the one proposed? Yes No
- Project Manager Experience:** Describe the project manager's experience in managing similar projects, qualifications, and technical abilities. You may also include a CV or resume as an attachment in Step 8. [500 Words Maximum].
- Project Staff Experience:** Describe the project staff experience in working on similar projects, qualifications (education, training, etc.), and technical abilities. You may also include a CV or resume as an attachment in Step 7. [500 Words Maximum].
- Grant Administration:** a) Please describe the fiscal controls that the organization receiving the grant uses. Include examples of similar projects managed by this organization. b) Describe the managers experience in fiscal management of similar projects.

15 Step 7 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.

Any documents uploaded from another step should already appear.

To attach a file:

- Click the **"Attach Files..."** button
- A file browser window will open. Select the file you want to upload then click the 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.

REMINDER: Commitments to funding and/or in-kind support are required from project partners being paid grant funds and/or listed as providing matching funds and/or support.

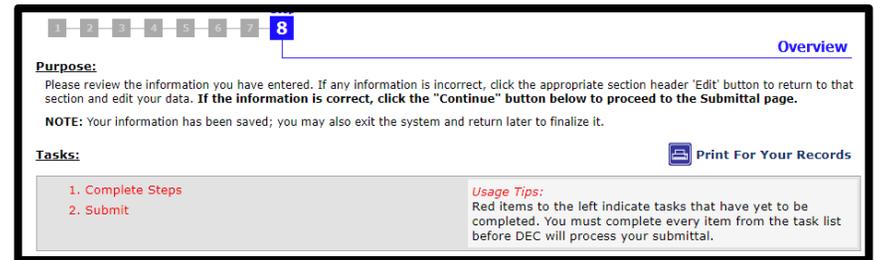
The screenshot shows the Step 7 form with the following fields and instructions:

- Tracking #:** 2019ACWA0018
- Facility:** xx
- Type:** Alaska Clean Water Actions Grant Application
- Usage Tips:** Click on the Attach Files button below to begin the process of attaching a file. If you would like to remove the file from your application, select it in the list and click the "Remove" button.
- File Limits:** The file size limit for each attachment is 20MB. The maximum number of attachments allowed is 25 files. To see what kinds of files may be uploaded, [click here](#).
- Required Attachments:** The following list of attachments are required to be submitted, but uploading in this step is optional. Alternatively, you may submit via email, fax, traditional mail, or hand delivered to the appropriate DEC office.
 1. 2019-2020 ACWA Budget Template
 2. 2019-2020 Work Plan Template
- Attach Files:**
- Attachments:** (Empty list)

17 The “**Application Overview**” page (step 8) 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.

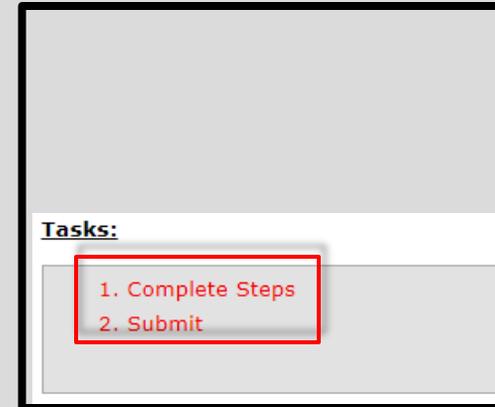
Any fields you have left blank will be highlighted yellow, so you can go back and edit them if you need to.



18 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 “**Complete Steps**” if the application is complete and ready to be submitted.

To go the **Final Steps** page, select the “**Submit**” link under tasks on the Application Overview 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.

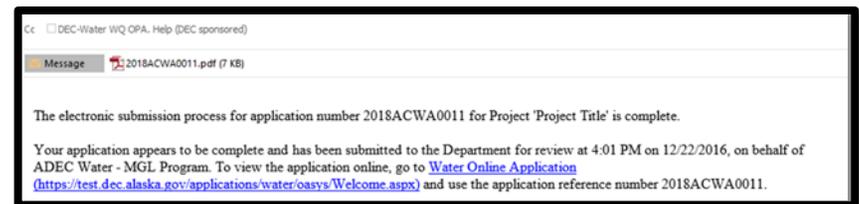
NOTE: Once submitted, you will no longer be able to modify the application or add additional attachments.



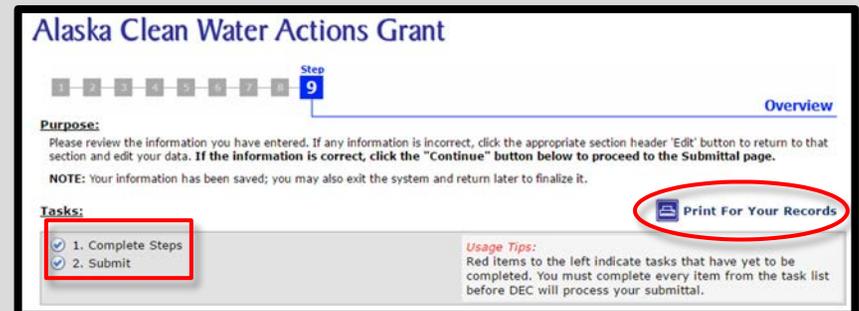
20 Once your application is submitted, you have completed the online application process and may close your browser.



21 You will receive an email confirming your submission. The email will include a PDF attached which contains the submitted application.



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



From this page you can select 'Print For Your Records' to print a copy of the 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