

# ACWF/ADWF Project Questionnaires

## Step by Step Guide

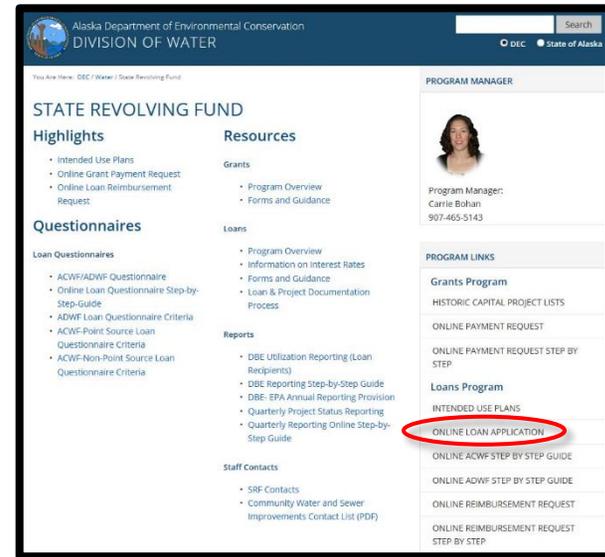
ACWF/ADWF questionnaire(s) must be submitted using the Division of Water's Online Application System. This document will guide you through the online process.

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

1 Go to the DEC Division of Water's State Revolving Fund (SRF) Program homepage:

<https://dec.alaska.gov/water/state-revolving-fund>

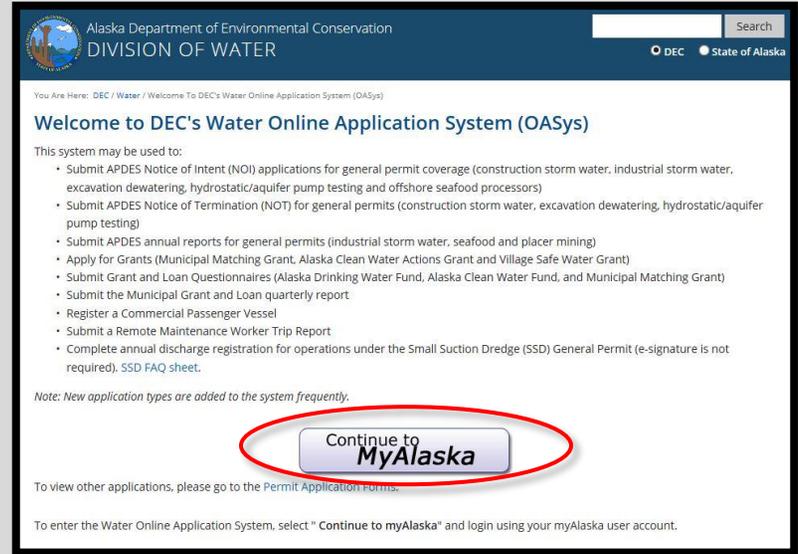
Select **“Online Loan Application”**.



2

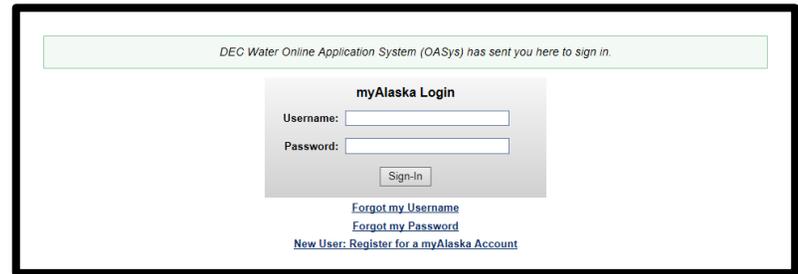
Welcome to the **Water Online Application System** (OASys). From the OASys home page, you can continue to your application by clicking the **“Continue to MyAlaska”** button.

**TIP:** OASys requires an active myAlaska account. If you do not have a myAlaska account skip to step 4 below.



3

Log in to your myAlaska account and skip to step 5 in this guidance.

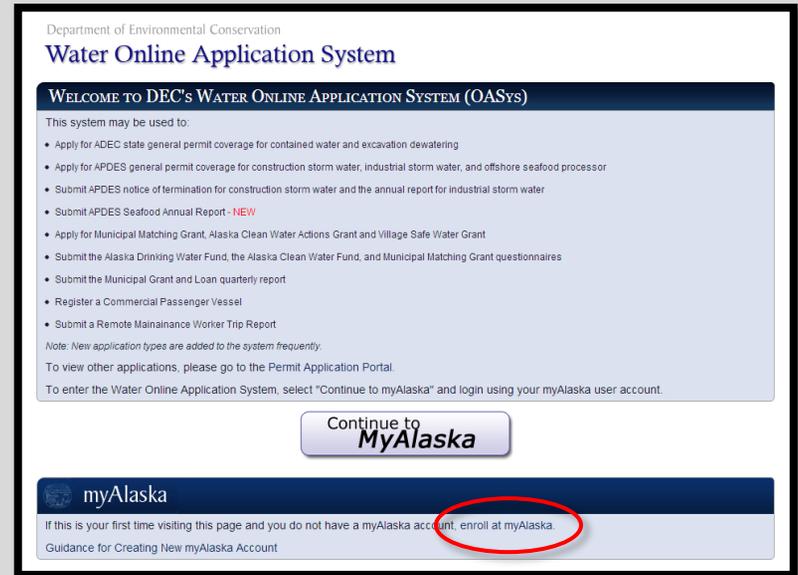


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If you don't have a **myAlaska** account, select the “**enroll at myAlaska**” link. You only need to create a myAlaska account once.

Guidance for creating a new myAlaska account is available at:

<http://dec.alaska.gov/water/oasys.aspx>



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

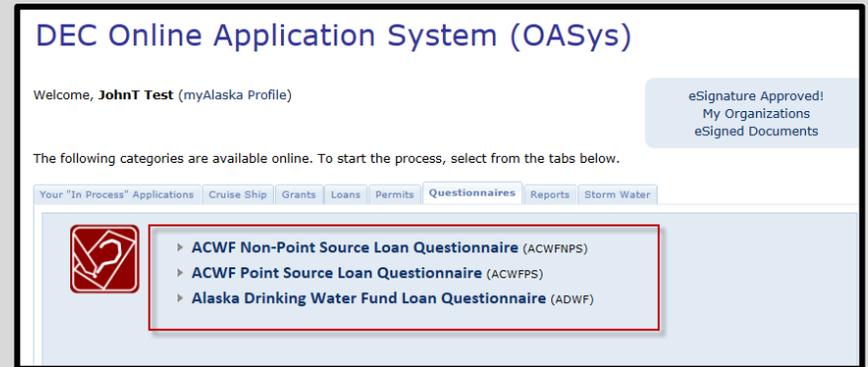
Select the “**Questionnaires**” tab.



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Select the appropriate questionnaire from those available:

- **ACWF Non-Point Source Loan Questionnaire**
- **ACWF Point Source Loan Questionnaire**
- **Alaska Drinking Water Fund Loan Questionnaire**

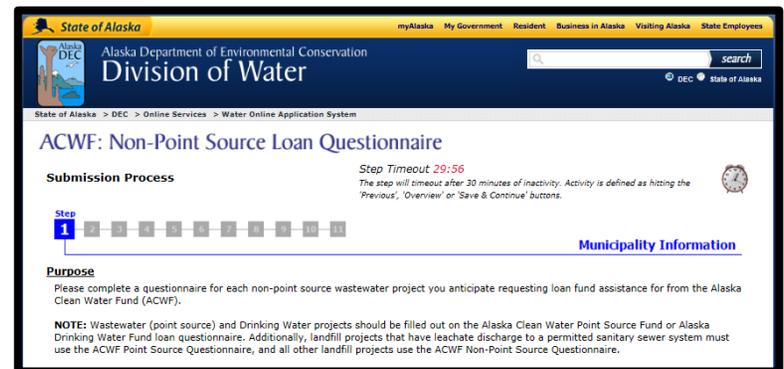


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A series of steps will take you through the questionnaire, asking for information pertinent to your project.

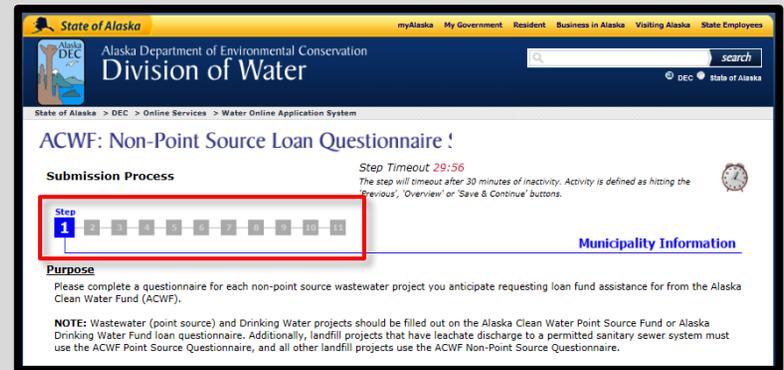
Fill out the information on these pages as completely and thoroughly as possible.

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



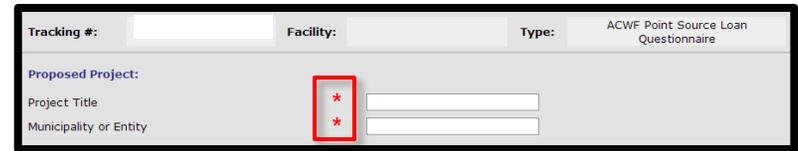
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The step numbers at the top of the page can be used to navigate directly to pages that have already been completed.



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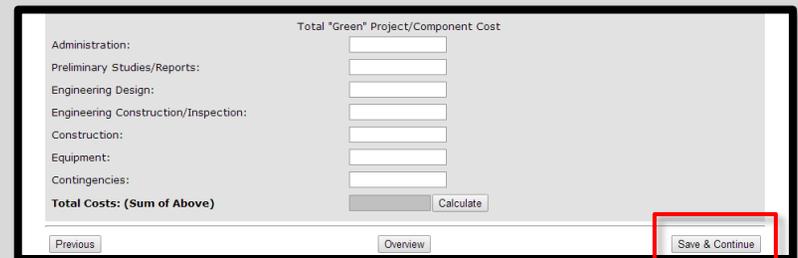
Any question with a red star (\*) next to it is required and must be completed before the current step can be completed.



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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.

Total "Green" Project/Component Cost	
Administration:	<input type="text"/>
Preliminary Studies/Reports:	<input type="text"/>
Engineering Design:	<input type="text"/>
Engineering Construction/Inspection:	<input type="text"/>
Construction:	<input type="text"/>
Equipment:	<input type="text"/>
Contingencies:	<input type="text"/>
<b>Total Costs: (Sum of Above)</b>	<input type="text"/> Calculate
<input type="button" value="Previous"/>	<input type="button" value="Overview"/>
<input type="button" value="Save &amp; Continue"/>	

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You can **void** a questionnaire that was entered in error or is no longer needed. Open your submittal, go to the Overview page and select the "Void" option at the bottom.

Other Project Information (0-15)		Details
Considering that a DEC loan can be up to 100 percent of total eligible project costs, how much will your loan request to DEC be for this project?		123
<b>Total "Green" Amount: (if applicable)</b>		
Percent of loan that is green:		0
Select requested loan term;*		5 to 20 years
When do you estimate a loan application could be made?		12/29/2015
Project start date		12/30/2015

Attachments		Title (Type), Description
Other Documents		Type
2015ACWFNPS0005.pdf		ACWF Non-Point Source Loan Questionnaire 2015ACWFNPS0005

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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 Anchorage.

Address:

State of Alaska  
DEC/Division of Water  
State Revolving Fund (SRF) Program  
555 Cordova Street  
Anchorage, AK 99501

**Usage Tips:**  
Click **Browse** and select a file from your computer.  
Select the attachment type then enter a title and description for the file.  
Click the **“Attach”** button.

\*File:  Browse...  
\*Type: Select  
Title:   
Description:   
Attach  
Cancel

### **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.



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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.

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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.

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

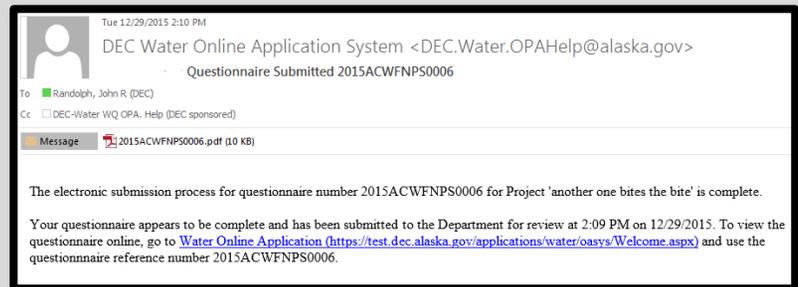
If you are satisfied with your questionnaire click the submit button on this page.



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Once your questionnaire is submitted, you have completed the online questionnaire process.

You will receive an email confirming your submission. The email will include a PDF attachment which contains the submitted questionnaire.



For questions about the SRF Program or assistance with completing and submitting a project questionnaire, please call the SRF Program at 907-334-2681 or email [peggy.ulman@alaska.gov](mailto:peggy.ulman@alaska.gov).