

Alaska State Revolving Fund Quarterly Status Report Step-by-Step

The SRF Quarterly Status Report can be filled out using the Division of Water's Online Application System. This document will guide you through this online process.

Municipal Grant & Loan Quarterly Report

1

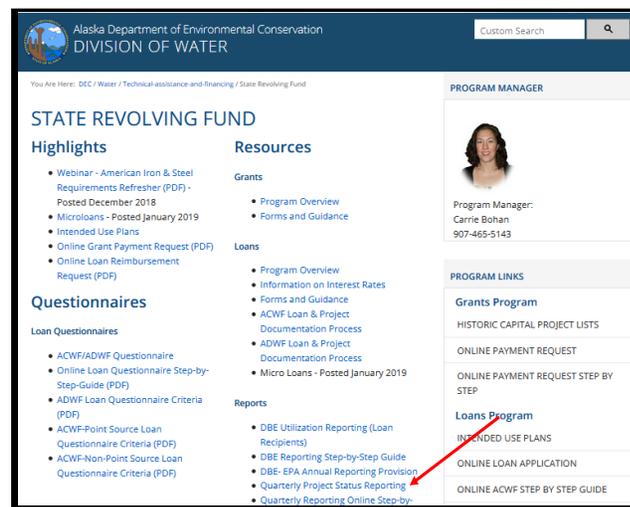
The online SRF Quarterly Status Report submittal is located in the DEC's Water Online Application System (OASys).

To get to OASys, go to the Division of Water's State Revolving Fund Program webpage:

<http://dec.alaska.gov/water/technical-assistance-and-financing/state-revolving-fund/>

Select the **"Quarterly Project Status Reporting"** link under **Reports:**

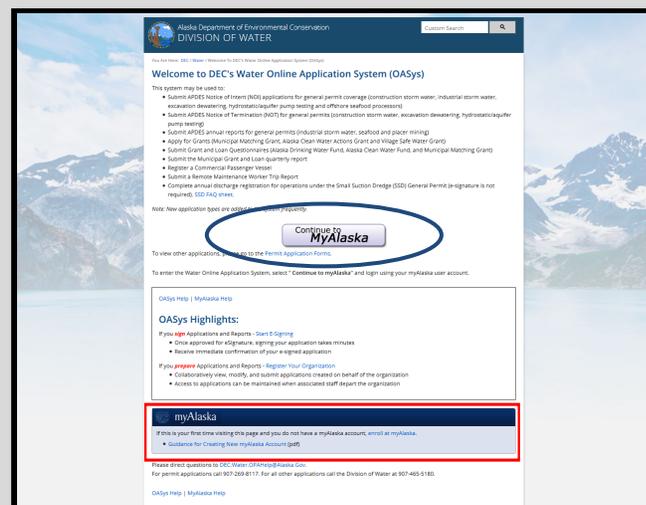
<http://dec.alaska.gov/water/oasys.aspx>



2

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

IMPORTANT: Submitting a SRF Quarterly Report Submittal (application) online requires a myAlaska account with a username and password.



3

After successfully registering for a myAlaska account or after entering your existing username and password, you will arrive at the Water Online Application system.

Select the “**Reports**” tab then select the “**Municipal Grant and Loan Quarterly Report**” from the available categories.



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A series of steps will take you through the report, asking for information about 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:

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

TIP:

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



T When finished with a step, go to the next page by selecting the “**Save & Continue**” button in the lower right corner.

I **TIP:**
P At any time, you can logout, and your information will be saved. **NOTE:** Changes to the current page are not saved until you hit “**Save & Continue**”.

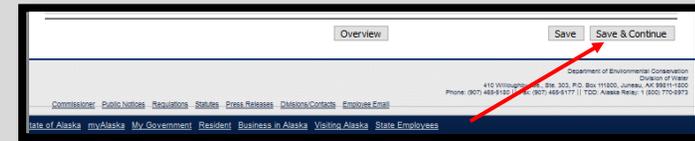
T At any time, you can also select the “**Overview**” button at the bottom of any page to go to the overview step (**last step**). This step allows you to review your information and to edit previously entered information.

P **NOTE:** Remember, changes to the current page are not saved until you hit “**Save & Continue**”.

T 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.

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

P



5

Step 1 in the report process asks for information about your project and community.

When you have completed this step, click the **“Save & Continue”** button to move on to the next step.

IMPORTANT TIP:

If you will be submitting a high volume of MGL Quarterly Reports over time, we suggest that you enter the report quarter and year (in addition to project name) in the **“Project Name”** field. This will help you locate previously submitted reports in the future.

Example: *“Water Project Q1 2011”*

The screenshot shows the 'Municipal Grant & Loan Quarterly Report' application submission process, Step 1. The page title is 'Municipal Grant & Loan Quarterly Report'. The 'Application Submission Process' shows Step 1 as the current step. The 'Purpose' is 'This step collects general community and project information.' The 'Tracking #' is MGLQR-0111, 'Facility' is blank, and 'Type' is 'Municipal Grant and Loan Quarterly Report'. The 'Quarterly Status Report' section includes a 'Quarter' dropdown menu (marked with a red asterisk) and a 'Community Name' text field (marked with a red asterisk). The 'Project Information' section includes 'Project Name', 'Project Amount', and 'Scope of Work' (all marked with red asterisks). Below this are fields for 'Design Engineer', 'Construction Engineer', 'Prime Contractor', 'Other Prime Contractor', and 'Other Prime Contractor'.

6

Step 2 in the report process collects contact information for your community. Enter in the required contacts then click the **“Save & Continue”** button to move on to the next step.

If key community contacts have changed, it is helpful to include that information here.

The screenshot shows the 'Municipal Grant & Loan Quarterly Report' application submission process, Step 2. The page title is 'Municipal Grant & Loan Quarterly Report'. The 'Submission Process' shows Step 2 as the current step. A 'Step Timeout 29:53' warning is displayed. The 'Purpose' is 'This step allows you to enter your Community Contact information for quarterly reporting.' The 'Tracking #' is MGLQR-0107, 'Facility' is zxcv, and 'Type' is 'Municipal Grant and Loan Quarterly Report'. The 'Your Application Contacts' section shows a list with 'sdlg sdlg (Community Reporting Contact)' and buttons for 'Add', 'Remove', 'Edit', and 'Copy'. At the bottom, there are 'Previous', 'Overview', and 'Save & Continue' buttons.

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Step 3 in the report submission process collects information about the status of the project. Click the **“Save & Continue”** button to move on to the next step.

It is really helpful if details related to the construction milestones are provided.

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Step 3 also allows you to link your DBE Reporting form to this MGL Quarterly Report. Please read all of the instructions carefully.

The DBE Reporting form is a separate submittal in OASys, but can be linked by selecting the tracking number/project name from the list of DBE reporting forms provided in this step.

Note: only the DBE forms you've created will appear on the list.

Once you've completed all applicable fields on this step, click the **“Save & Continue”** button to move on to the next step.

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Step 4 allows you to submit any required or optional attachments online.

Please read the directions carefully on this page.

NOTE: Attachments may also be submitted via email to the SRF Project Engineering Group:

<http://dec.alaska.gov/water/technical-assistance-and-financing/state-revolving-fund/contacts/>

Application Submission Process

Step 4 Attachments

Purpose
For project DBE reporting for quarters Q1(Oct-Mar) and Q2(Apr-Sep), please complete the SRF LOAN - MBE/WBE UTILIZATION FORM. Please note - all ADWF and ACWF loan projects must submit the form. If there are no procurements or accomplishments to report, this should be indicated on the form.

DBE Reporting can now be completed online within the Water Online Application System using the SRF LOAN - MBE/WBE UTILIZATION FORM under the "Reports" tab on the Welcome Page. If you complete an online DBE reporting form, it should be linked to this quarterly report by selecting the tracking number in step 3 (for example: "DBEUF-0001").

Alternatively, you can still complete the hard-copy SRF LOAN - MBE/WBE UTILIZATION FORM for DBE reporting and submit by attaching on this page.

Tracking #: MGLQR-0155 Facility: project name for john Type: Municipal Grant and Loan Quarterly Report

1. Choose a file to attach:

2. Add the file to the list:

As Type: SRF LOAN - MBE/WBE UTILIZATION FORM

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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Step 5 is the "Application Overview" page (last step). It 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.

State of Alaska Alaska Department of Environmental Conservation Division of Water

State of Alaska > DEC > Online Services > Water Online Application System

Municipal Grant & Loan Quarterly Report

Step 5 Application 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 Signature and Payment Options page.

NOTE: Your information has been saved; you may also exit the system and return later to finalize it.

Tasks:

1. Complete Application Form

2. Sign This Application

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

Your Current Application:

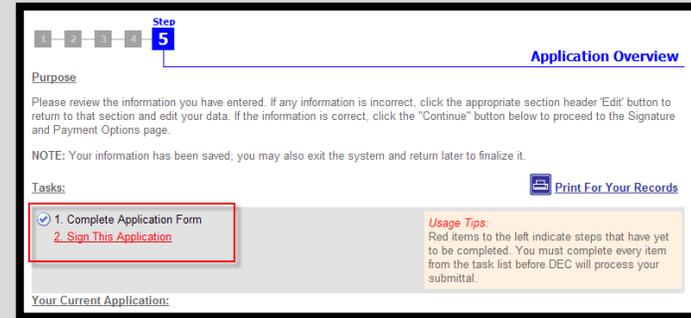
Tracking #: MGLQR-0111 Facility: test Type: Municipal Grant and Loan Quarterly Report

Community and Project Information	Details	<input type="button" value="Edit"/>
Quarter:	Q1 (July-Sept)	
Community Name:	test	
Project Name:	test	
Project Amount:	1	
Scope of Work:	123	
Design Engineer:		
Construction Engineer:		
Prime Contractor:		

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

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

To go to the **Final Steps** page, select the “**2. Submit**” link under tasks on the Application Overview page. You can also click on the “**Continue**” button at the bottom of the page.



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

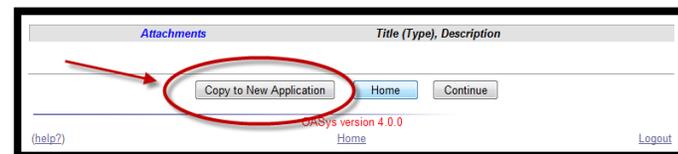
If you are satisfied with your report, click the **Submit** button on this page.



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



14 **IMPORTANT FEATURE:** The “Copy to New Application” button allows you to create a new application of the same type that pre-populates with information from a previous application.



To copy previously submitted information, open your original submittal and select “Copy to New Application” at the bottom of the application overview page.

**For assistance with the SRF Quarterly Status Report,
please contact the SRF Program Coordinator at
907-334-2681 or peggy.ulman@alaska.gov**