

Alaska Clean Water Fund Loan Application Guidance

Step-by-Step Guide

The Alaska Clean Water Fund Loan (ACWF) Application can now be filled out using the Division of Water's Online Application System. This document will guide you through this online process.

Alaska Clean Water Fund Loan Application

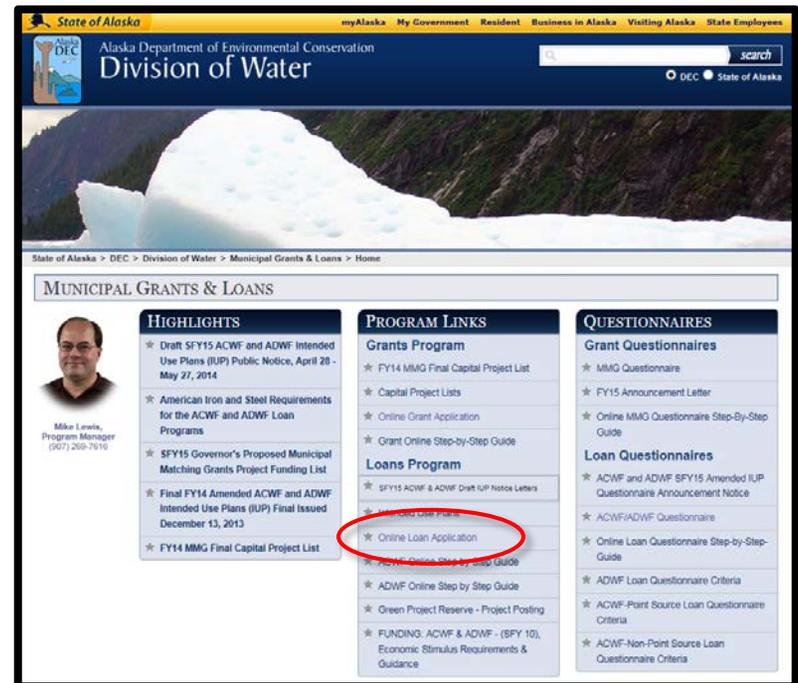
1

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

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

Select the "Online Loan Application" link under Program Links.

This will take you directly to the DEC's Water Online Application System homepage.

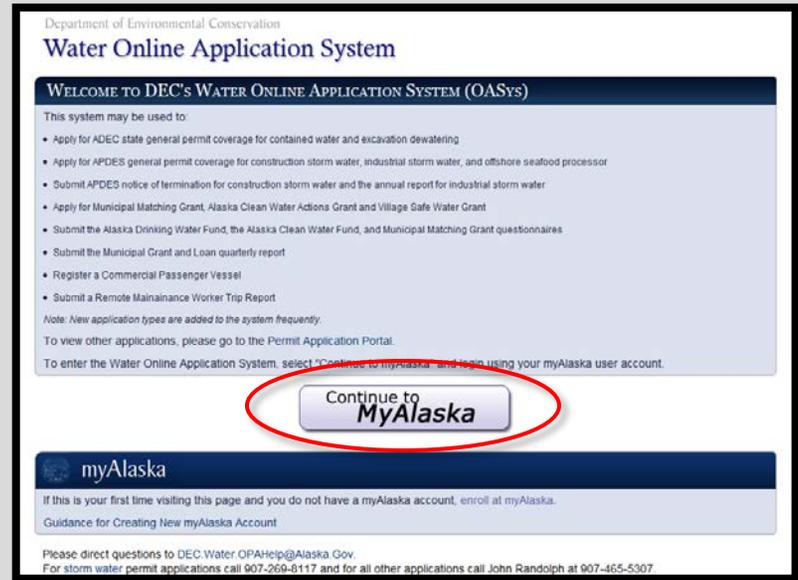


2

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.

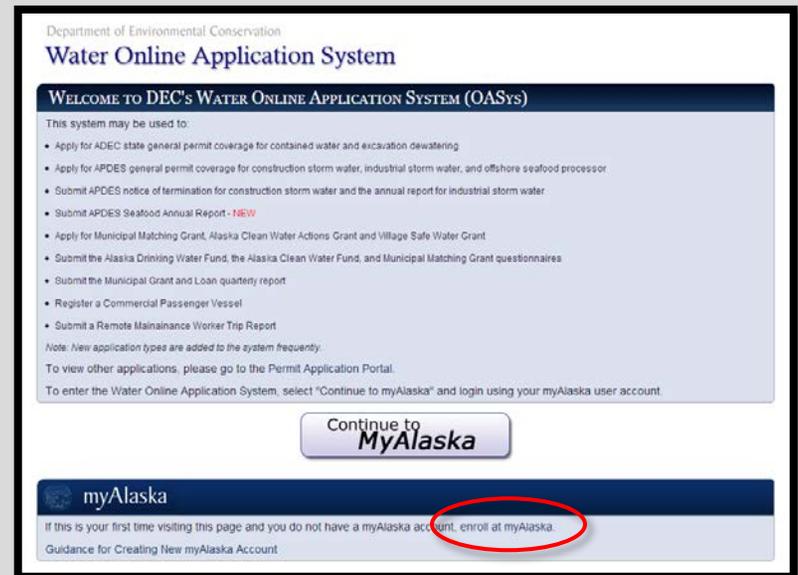


4

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



5

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

Select the "Loans" tab.



6

Select “ACWF Loan Application” from the available categories



7

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.)



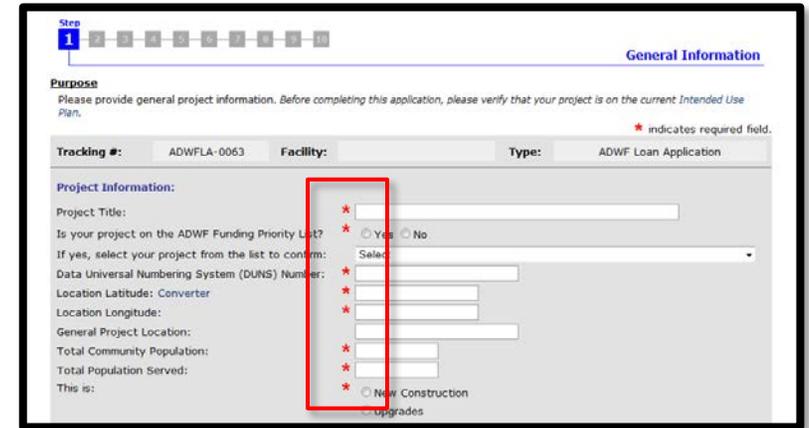
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The step numbers at the top of the page can be used to navigate directly to pages that have already been completed.



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



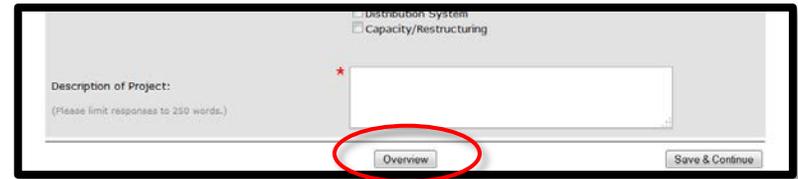
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When finished with a step, go to the next page by selecting the "Save & Continue" button in the lower right corner of the page.

NOTE: At any time, you can logout, and your information will be saved, however changes to the current page are not saved until you hit "Save & Continue".



T
I
P 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.



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



8

Step 1 in the application process provides general information about the application. Enter all required information and click the **“Save & Continue”** button to move on to the next step.

The screenshot shows the 'Application Submission Process' interface. At the top, a progress bar indicates 'Step 1' is active. The page title is 'General Information'. Below this, a 'Purpose' section states: 'Please provide general project information. Before completing this application, please verify that your project is on the current Intended Use Plan.' A note indicates that a red asterisk (*) denotes a required field. The form contains several input fields: 'Tracking #' (ACWFLA-0056), 'Facility' (empty), and 'Type' (ACWF Loan Application). Under 'Project Information', there are fields for 'Project Title', 'Location Latitude: Converter', 'Location Longitude', and 'General Project Location', all marked as required. A section titled 'This is:' includes radio button options for 'New Construction', 'Upgrades', 'Design/Study', and 'Material/Equipment'. Below this are fields for 'Total Community Population' and 'Total Population Served', both marked as required. A 'What type of project is this?' section features checkboxes for 'Wastewater Treatment', 'Collection System', 'Discharge System', 'Stormwater System', 'Water Quality Enhancement', and 'Solid Waste'. A 'Description of Project' field is also present and marked as required.

9

Step 2 in the Application Submission Process requires you to enter contact information for your application.

Click the **“Add”** button to access the Contact Details window.

The **Contact Details** window allows you to enter contact information.

TIP: You may enter multiple contacts and a single contact may fulfill multiple roles. Simply check all applicable roles for each contact.

In the Contact Details pop out window answer all required questions. Click the **“Save”** button.

The screenshot shows the 'ACWF: Loan Application' interface. At the top, a progress bar indicates 'Step 2' is active. The page title is 'Contacts'. Below this, a 'Purpose' section states: 'This step allows you to enter contact information for Entity applying for the loan.' A note indicates that a red asterisk (*) denotes a required field. The form contains several input fields: 'Tracking #' (ACWFLA-0105), 'Facility' (adsef), and 'Type' (ACWF Loan Application). A 'Your Application Contacts' section includes a text area with the instruction 'To add a new contact, click the add button to the right.' To the right of the text area is an 'Add' button, which is circled in red. Below the text area are 'Edit' and 'Copy' buttons. At the bottom of the form are 'Previous', 'Overview', and 'Save & Continue' buttons. A 'Step Timeout: 29:48' warning is visible in the top right corner.

Once all required contacts are added, click the "Save & Continue" button to move on to the next step.

The screenshot shows the 'ACWF: Loan Application' interface. At the top, it says 'Submission Process' and 'Step Timeout: 28:25'. The current step is '2 Contact Details'. There are two main sections: '1. This Contact is the...' and '2. Contact Information...'. Under section 1, there are radio buttons for 'Signatory Official*', 'Financial Contact', and 'Application Preparer'. Under section 2, there are input fields for 'Contact Name' (with sub-fields for First, MI, Last), 'Contact Title', 'Organization Name', 'Mailing Address', 'City, State, ZIP' (with a dropdown for AK), 'Country' (with a dropdown for USA), 'Phone', 'Phone (Cell)', 'Fax', 'e-Mail Address', and 'Web Site'. At the bottom, there are 'Previous', 'Cancel', and 'Save' buttons. The 'Save' button is circled in red.

10 Step 3 in the application process collects project costs for your project. Enter all applicable costs, click each "calculate" button, and click the "Save & Continue" button to move on to the next step.

NOTE: If you change any field, you must click the "calculate" buttons again.

The screenshot shows the 'Project Costs' form. It lists various cost categories with corresponding input fields: Administration, Preliminary Studies/Reports, Engineering Design, Engineering Construction/Inspection, Construction, Equipment, Contingencies, and Ineligibles. Below these are three 'Other (Identify Cost):' entries, each with an 'Amount:' field. At the bottom, there is a 'Total of Other Costs' field and a 'Total Cost: (Sum of Above)' field. Two 'Calculate' buttons are present: one next to the 'Total of Other Costs' field and one next to the 'Total Cost' field. Both 'Calculate' buttons are highlighted with red boxes.

11

Step 4 in the application process asks if your project features “Green” components. If so, select the “**yes**” option at the top of the page, select the most applicable “green” category, enter a description, and any “green” project costs.

Complete all applicable fields and click the “**Save & Continue**” button to move on to the next step.

The screenshot shows a web form titled "Application Submission Process" with a progress bar indicating "Step 4" is active. The form is for "Green Project/Component Information". It includes a "Purpose" section stating it collects "Green Project" information. A header bar contains fields for "Tracking #:" (ACWFLA-0056), "Facility:" (123), and "Type:" (ACWF Loan Application). A note indicates that an asterisk (*) denotes a required field. The main question is "Is this a green project?", with radio button options for "Yes" and "No". The "Yes" option is selected and circled in red. Below this, there is a section to "Identify the most appropriate 'Green' category type." with four radio button options: "Energy Efficiency", "Water Efficiency", "Green Infrastructure", and "Environmentally Innovative Projects". Each option is followed by a detailed description of the category. At the bottom, there is a text input field for "Green Project/Component Description:".

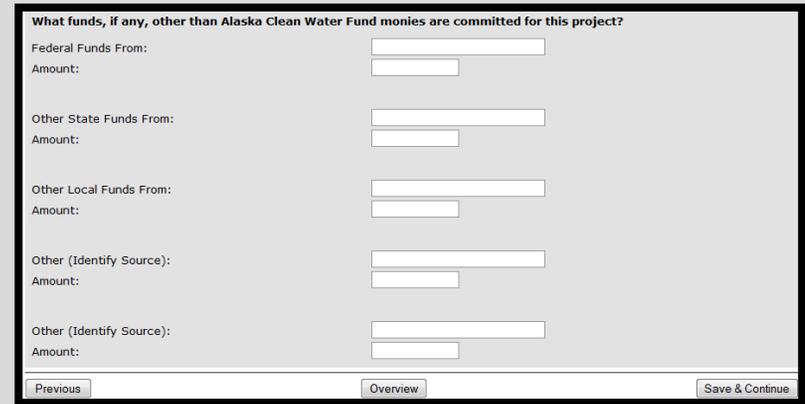
12 Step 5 asks for an estimated project schedule. Select a date for all applicable project milestones and click the “Save & Continue” button to move on to the next step.

TIP: Select the date from the calendar to automatically enter it into the field.

A screenshot of a web form titled "Is this application for a construction loan?". It contains several fields with red asterisks indicating required information. The fields are: "Loan Agreement Signed:" (10/10/2012), "Preliminary Engineering Report:" (10/23/2012), "Design Engineering:" (10/11/2012), "Preparation of Bid Documents:" (10/11/2012), "Award of Construction Contract:" (10/11/2012), "Construction Initiation:" (10/11/2012), "Construction Completion:" (10/11/2012), "Initiation of Operation:" (10/11/2012), and "Anticipated first payment request:" (10/10/2012). There are also radio buttons for "Yes" and "No" for the first and last questions. At the bottom, there are buttons for "Previous", "Overview", and "Save & Continue".

A screenshot of a date selection interface. It shows a text input field with a calendar icon. Below it is a calendar for August 2012. The calendar shows days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates from 1 to 31. The current date is highlighted as "Today: August 13, 2012". There are red asterisks on the left side of the form, and radio buttons for "Yes" and "No" are visible at the top and bottom.

13 Step 6 asks for details on any other funding your project has received outside of this loan. Enter any applicable information and click the **“Save & Continue”** button to move on to the next step.



What funds, if any, other than Alaska Clean Water Fund monies are committed for this project?

Federal Funds From:
Amount:

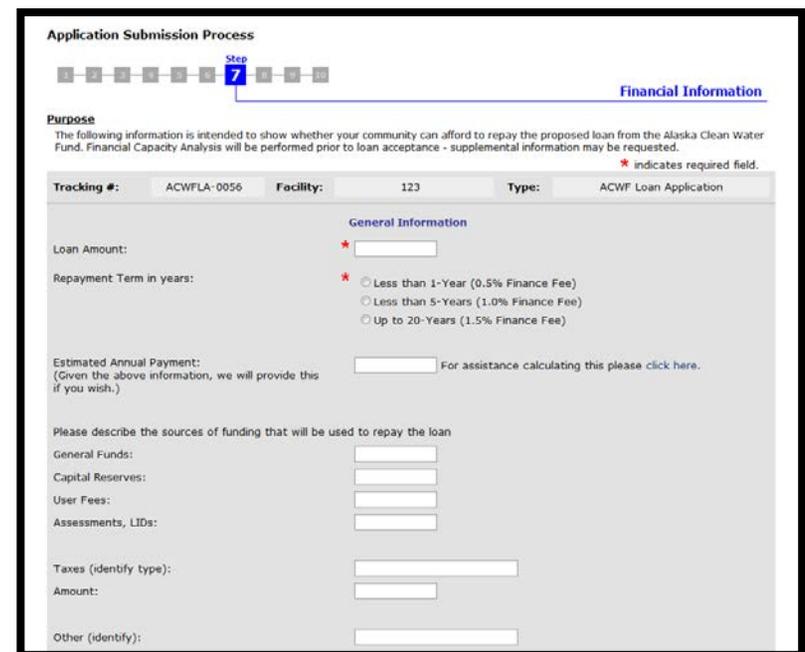
Other State Funds From:
Amount:

Other Local Funds From:
Amount:

Other (Identify Source):
Amount:

Other (Identify Source):
Amount:

14 Step 7 collects information about to your community's financial status and ability to repay this loan. Enter all applicable information and click the **“Save & Continue”** button to move on to the next step.



Application Submission Process

Step 7

[Financial Information](#)

Purpose
The following information is intended to show whether your community can afford to repay the proposed loan from the Alaska Clean Water Fund. Financial Capacity Analysis will be performed prior to loan acceptance - supplemental information may be requested. * indicates required field.

Tracking #: ACWFLA-0056 Facility: 123 Type: ACWF Loan Application

General Information

Loan Amount: *

Repayment Term in years: * Less than 1-Year (0.5% Finance Fee)
 Less than 5-Years (1.0% Finance Fee)
 Up to 20-Years (1.5% Finance Fee)

Estimated Annual Payment: For assistance calculating this please click here.
(Given the above information, we will provide this if you wish.)

Please describe the sources of funding that will be used to repay the loan

General Funds:

Capital Reserves:

User Fees:

Assessments, LIDs:

Taxes (identify type):
Amount:

Other (identify):

15 Step 8 provides a checklist for all required and optional documents to be attached to this application in the next step.

Check all boxes for documents that you are ready to submit. Documents can be attached in the next step.

Once you have checked all applicable documents, click the **“Save & Continue”** button to move on to the next step.

The screenshot shows the 'Attached Document Checklist' for an ACWF Loan Application. At the top, there is a progress bar with 8 steps, and Step 8 is highlighted. The checklist is titled 'Attached Document Checklist' and includes a 'Purpose' section with the instruction: 'Please complete the checklist below for documents to be submitted as part of this application. * indicates required field.' Below this, there is a header with 'Tracking #': ACWFLA-0056, 'Facility': 123, and 'Type': ACWF Loan Application. The checklist items are: 'Facility Plan', 'Environmental Documentation', 'Force Account Labor Approval Form, if applicable', 'Force Account Equipment Rates, if applicable', 'The Force Account Forms were previously submitted to ADEC within the past year and will not be attached to this application', 'Preaward Compliance Review Report (EPA Form 4700-4)', 'Certification from your City Attorney stating that the Municipality has sufficient legal authority to incur the debt for an Alaska Clean Water Fund Loan', and 'A resolution from your city council authorizing this loan application and designating an official authorized to accept and manage an Alaska Clean Water Fund Loan; or A resolution from your city council authorizing this loan application and specifying that an additional resolution will be issued to authorize the acceptance of a loan offer from the Alaska Clean Water Fund.' There is also a question: 'Has a financial capacity assessment been performed in the past 2 years?' with 'Yes' and 'No' radio buttons. A note at the bottom states: 'If a financial assessment has not been performed in the last 2 years, you are required to submit the following documents with your application.'

16 Step 9 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.

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.

Click **“Save & Continue”** to continue to the next step.

The screenshot shows the file attachment interface. At the top, there is a header with 'Tracking #': FY11MMGA-0002, 'Facility': test, and 'Type': Municipal Matching Grant Application. The interface is divided into three sections: 1. 'Choose a file to attach:' with a 'Choose File' button and 'No file chosen' text. 2. 'Add the file to the list:' with a form containing 'As Type:' (Force Account Approval), 'Title:', and 'Description:' fields, and an 'Attach' button. 3. 'Your file attachments:' with a 'Remove' button. On the right side, there is a 'Usage Tips' section with instructions on how to use the file browser and a 'Required Attachments' section stating 'There are no required attachments for this application type.'

17 Step 10 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.

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

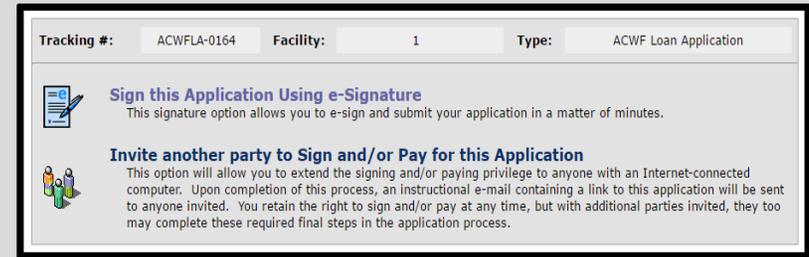
18 After all information is entered and you have finished adding all online attachments, you will need to sign and submit your application.

A check will appear next to “Complete Steps” if the application is complete and ready to be signed.

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

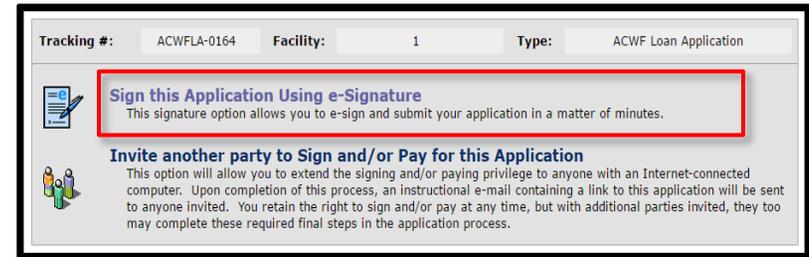
19 The “**Final Steps**” page gives you the signature options available for signing your application.

- Sign this Application Using e-Signature (continue to step 20 in this guide)
- Invite another party to Sign and/or Pay for this Application (skip to step 23 in this guide)

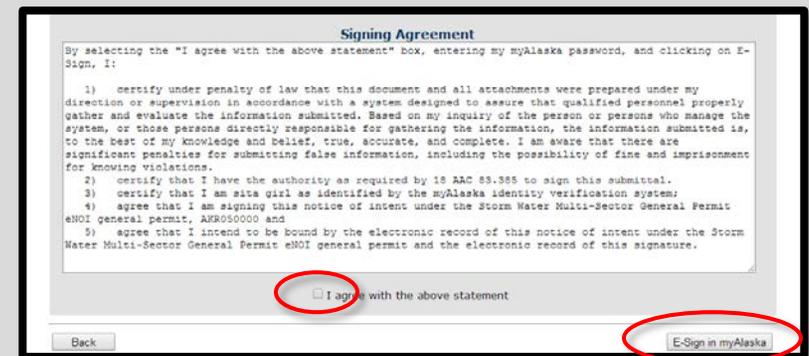


20 Select “**Sign this Application Using e-Signature**” if you are already validated to electronically sign an application.

NOTE: If you have used a **myAlaska** account to apply for and e-sign a PDF then you are already automatically validated.



21 Check the box indicating that you agree with the Signing Agreement. To complete the signing process, click on the “**E-Sign in myAlaska**” button to continue to the Signing Ceremony.



22 Enter your password and the answer to your secret question into the respective fields and click the “**sign and submit**” button.

(Skip to step 28 in this guidance.)

Return to DEC Water Online Application System (OASys)

SIGNING CEREMONY

By using your electronic signature to sign this document, you legally bind yourself to it to the same extent as you would by signing a paper copy of the document.

Please take a moment to verify that the document you are about to electronically sign is in a readable format, and is an accurate copy of the electronic document you submitted.

This is important because, under Alaska law, criminal penalties apply for falsely certifying a document. If you submit information that you know is false, you could face imprisonment, fines, or both.

You are legally obligated to protect the security of your myAlaska electronic signature. That means you cannot share your myAlaska password with anyone else - even a family member - or let anyone else use your myAlaska electronic signature. If you discover any evidence that anyone else has used your electronic signature or gained access to your password, you must report it promptly to the [myAlaska Help Center](#).

Document Details

Title: Offshore Seafood General Permit
Description: OFSH-0143 - gh
Department: Alaska Department of Environmental Conservation
Division: Division of Water
Size: 19394 bytes
Certified Date: [View Document](#)

Password:
What was the last name of your third grade teacher?

20 If you require another party to sign for your application, select the “**Invite another party to Sign and/or Pay for this Application**” from the “**Final Steps**” Page.

Tracking #: ACWFLA-0164 Facility: 1 Type: ACWF Loan Application

Sign this Application Using e-Signature

This signature option allows you to e-sign and submit your application in a matter of minutes.

Invite another party to Sign and/or Pay for this Application

This option will allow you to extend the signing and/or paying privilege to anyone with an Internet-connected computer. Upon completion of this process, an instructional e-mail containing a link to this application will be sent to anyone invited. You retain the right to sign and/or pay at any time, but with additional parties invited, they too may complete these required final steps in the application process.

24

On the next page, select “**Signer**” from the list of options and enter the email of your alternative signer into the box, then click the button to add that contact to the e-mail list.

TIP: You can enter multiple emails in this step. Simply enter each additional contact as described above, pressing the button after each contact. Click the “**Continue**” button to complete the step and invite another signer.

WARNING: You must click the button to add the e-mail to the displayed list of alternates before clicking the “**Continue**” button or else they won’t receive an e-mail.

The screenshot shows a web application interface for assigning an alternate signer. At the top, there are three tabs: "Tracking #:" with the value "MMGA-0174", "Facility:" with the value "g", and "Type:" with the value "Municipal Matching Grant Application". Below the tabs, the text "I would like to assign an alternate..." is displayed. Underneath, there is a radio button labeled "Signer" and an "e-mail Address:" input field. To the right of the input field is a button labeled ">>>". Below the input field, there is a text area labeled "E-mail Comment (optional)" with a red asterisk and the text "*This comment will be sent to all alternates". To the right of the text area, there is a section titled "Your Alternates:" which is currently empty. At the bottom of the form, there are two buttons: "Back" on the left and "Continue" on the right. The ">>>" button is circled in red.

25 An instructional email containing a link to this application is sent to the alternate signer allowing them to complete the final steps in the application process.

NOTE: The alternate signer will need to have a myAlaska account.

THIS IS A COPY OF THE EMAIL THAT THE PARTY YOU INVITED TO SIGN AND/OR PAY YOUR APPLICATION WAS SENT.

ADWF: Loan Application

sita d girl (salome.starbuck@alaska.gov) has identified you as the person responsible to sign/pay for application number 'ADWFLA-0063' for the facility: 'gb'. This application is for a discharge under the ADWF Loan Application ADWFLA.

In order to access this application, you will need the following Tracking Number and PIN:

Tracking Number: ADWFLA-0063

Pin: pin#

Note: In this email, the pin number has been hidden. However, the pin number will be visible to the party you invited to sign or pay.

To continue, please visit the [Water Online Application](#)

(<https://test.dec.alaska.gov/applications/water/oasys/Associate.aspx>) site.

Please direct questions to DEC.Water.OPAHelp@alaska.gov.

For storm water applications call 907-269-8117 and for all other applications call John Randolph at 907-465-5307.

26 After clicking on the link provided in the email, the alternate payer will login to OASys and enter the Tracking Number and PIN (also provided in the email).

Department of Environmental Conservation

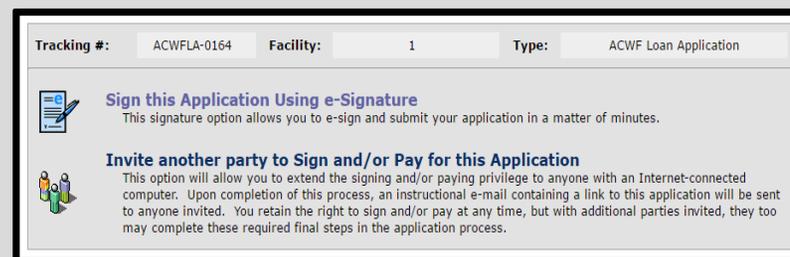
Water Online Application System

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

Tracking Number:

PIN:

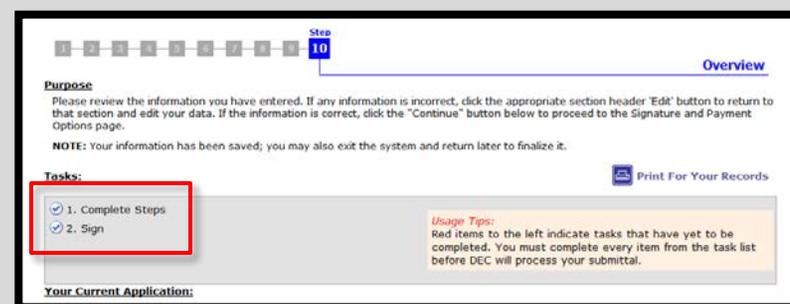
27 The alternate signer will be taken to the “Final Steps” page, giving them the opportunity to e-sign (if validated).



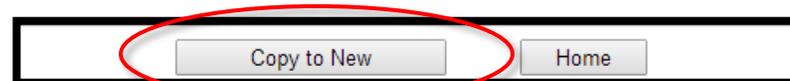
28 After your application has been signed, you will receive an email certifying that your application was signed and another that your application was successfully submitted.



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



30 **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 process, please contact the Division of Water at 907-465-5180 or email DEC.Water.OPAHelp@alaska.gov