

SRF Loan – Disadvantaged Business Enterprise (DBE) Reporting Minority Business Enterprise / Women-owned Business Enterprise Utilization

Step-by-Step Guide

The SRF Loan MBE/WBE Utilization Form can be submitted using the Division of Water's Online Application System. This document will guide you through this online process.

SRF Loan DBE Reporting

1

The online SRF Loan MBE/WBE Utilization Form submittal is located in the DEC's Water Online Application System (OASys).

To find OASys, go to the Division of Water's [State Revolving Fund \(SRF\) Program homepage](https://dec.alaska.gov/water/technical-assistance-and-financing/state-revolving-fund/):
<https://dec.alaska.gov/water/technical-assistance-and-financing/state-revolving-fund/>

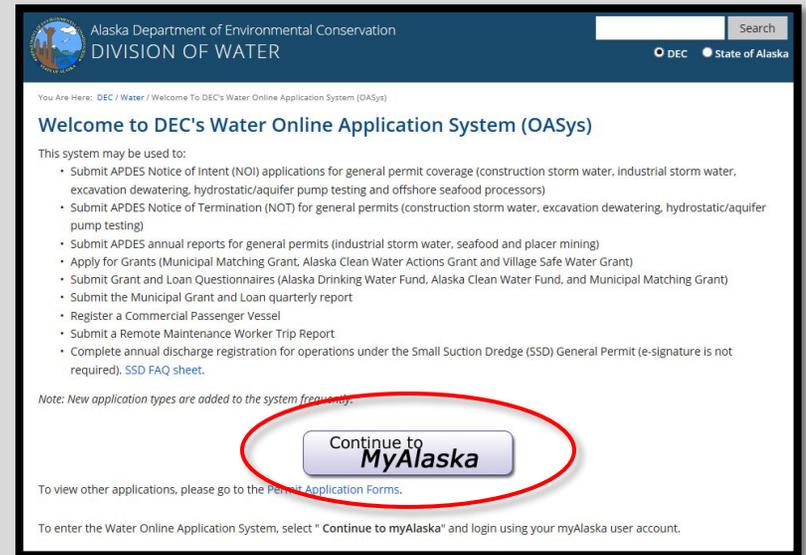
Select the OASys link.

The screenshot displays the 'STATE REVOLVING FUND' website interface. It features a header with a user profile for Carrie Bohan (907-465-5143). The main content is organized into several columns: 'Highlights' with a list of recent documents; 'Resources' with links for Loans, Grants, and Reports; 'Questionnaires' with links for Loan and Drinking Water questionnaires; and 'Staff Contacts' for SRF and Community Water and Sewer Improvements. A 'PROGRAM LINKS' sidebar on the right lists various program-specific documents. The 'ONLINE APPLICATION SYSTEM (OASYS)' link is highlighted with a red circle in the bottom left corner of the main content area.

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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.

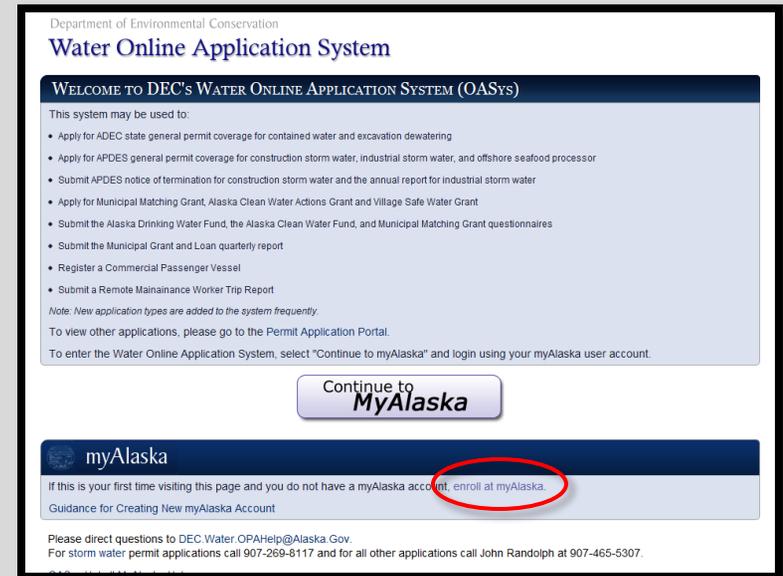


4

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/oasys.aspx>



5

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

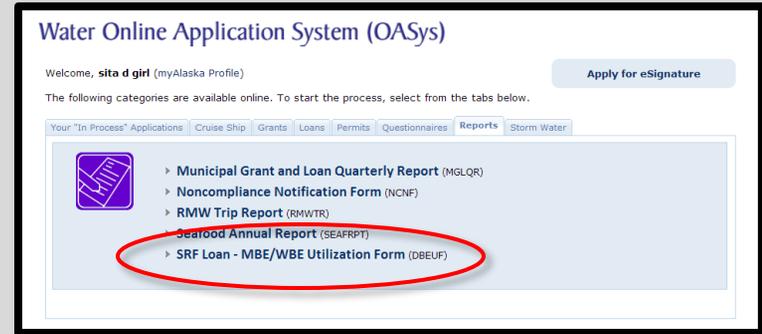
Select the **"Reports"** tab.



6

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

Select the “**Reports**” tab, then select the “**SRF Loan - MBE/WBE Utilization Form**” from the available categories.

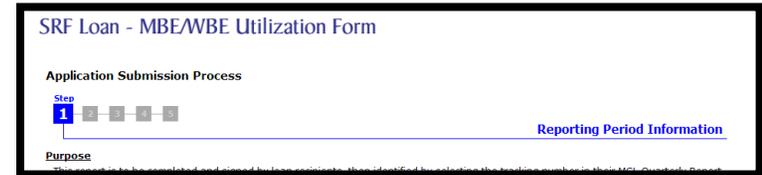


7

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.

Tracking #: DBEUF-0065 Facility: Type: SRF Loan - MBE/WBE Utilization Form

Project

Community/Entity Name: *

Enter the Project Name: *

Enter ADEC Financial Assistance (Loan) Agreement Number: *

Fiscal Year

Federal Fiscal Year: * Select

State Fiscal Year: * Select

Reporting Period

Select Reporting Period: *

Is this the last report for the project (Project completed)? *

Is this a revision of a prior report? *

If 'Yes', Enter the Year:

Enter the Year/Half:

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When you have finished a step, you can go to the next step by selecting the “**Save & Continue**” button at the bottom of the page.

NOTE: At any time, you can logout and your information will be saved, however, changes made in the current step are not saved until you hit “**Save & Continue**”.

Fee Information

Have you paid an AKG523000 general permit authorization fee for this calendar year? * Yes No

If yes, provide the DEC invoice number:

Overview 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 from all steps and to edit previously entered information.

NOTE: Remember, changes to the current page are not saved until you hit “**Save & Continue**”. Any changes made prior to clicking “**Overview**” will be lost.

Fee Information

Have you paid an AKG523000 general permit authorization fee for this calendar year? * Yes No

If yes, provide the DEC invoice number:

Overview Save & Continue

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You can **void** an application 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.

The screenshot shows the 'SRF Loan - MBE/WBE Utilization Form' at Step 1: General Information. The 'Submission Process' bar shows Step 1 as the active step. The 'Purpose' section states: 'This report is to be completed and signed by loan recipients, then identified by selecting the tracking number in their MGL Quarterly Report. (Please note - all ADWF and ACWF loan projects must submit this DBE report.)'. The form includes fields for 'Tracking #:' (DBEUF-0065), 'Facility:', and 'Type:' (SRF Loan - MBE/WBE Utilization Form). A red circle highlights the 'Tracking #' and 'Facility' fields.

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Step 1 of the submission process asks for general information about your project.

The screenshot shows the 'SRF Loan - MBE/WBE Utilization Form' at Step 1: General Information. The 'Submission Process' bar shows Step 1 as the active step. The 'Purpose' section states: 'This report is to be completed and signed by loan recipients. Then identify this report in their MGL Quarterly Report by selecting the tracking number. (Please note - all ADWF and ACWF loan projects must submit this DBE report, even if no activity is to be reported.)'. The form includes fields for 'Tracking #:' (DBEUF-0413), 'Facility:', and 'Type:' (SRF Loan - MBE/WBE Utilization Form). Below these are dropdown menus for 'Community/Entity Name:' and 'Project Name:'. Buttons for 'Overview', 'Save', and 'Save & Continue' are visible at the bottom.

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Step 2 will auto-populate information about the loan at the top of the page. Select the correct federal fiscal reporting year information.

Click the **"Add"** button to access the Contact Details window. You must enter contact information for all required persons before continuing.

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

The screenshot shows the 'SRF Loan - MBE/WBE Utilization Form' at Step 2: Loan and Reporting Information. The 'Submission Process' bar shows Step 2 as the active step. The 'Purpose' section states: 'This step allows you to provide the loan and reporting information.'. The form includes fields for 'Tracking #:' (DBEUF-0413), 'Facility:' (503031, WWTP UV Effluent Disinfection Facility), and 'Type:' (SRF Loan - MBE/WBE Utilization Form). Below these are fields for 'Intended Use Plan (IUP) Year:' (2020), 'Loan Type:' (CW), and 'Total Loan Assistance Agreement Amount:' (5,435,000.00). The 'Fiscal Year' section includes a dropdown for 'Reporting Federal Fiscal Year:' (10/1/2019 - 9/30/2020). The 'Reporting' section includes radio buttons for 'Is this the last report for the project (Project completed)?' and 'Is this a revision of a prior report?'. A text area for 'Describe the revisions you are making:' is also present. Buttons for 'Previous', 'Overview', 'Save', and 'Save & Continue' are visible at the bottom.

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Step 3 of the submission process asks for any procurements made during the annual reporting period.

SRF Loan - MBE/WBE Utilization Form

Submission Process Reset Timeout: 28:46
The step will timeout after 30 minutes of inactivity. Activity is defined as hitting the 'Previous', 'Overview' or 'Save & Continue' buttons.

Step 3 Procurement Information

Purpose
 This step allows you to provide the procurement information.

Usage Tips:
 -You may enter information on one or more procurement made during this reporting period.
 -To modify information on a procurement, click on the item displayed in the list and click on "Edit". NOTE: You must use the "Save to Procurement List" button so save the update.
 -To delete a procurement, click on the item displayed in the list and click on "Delete".

Tracking #: DBEUF-0413 Facility: 503031 , WWTP UV Effluent Disinfection Facility Type: SRF Loan - MBE/WBE Utilization Form

Complete the set of questions below for each eligible procurement.
 Each set of questions must be saved to the procurement list by clicking on 'Save to Procurement List'. Once all procurements and related information have been entered, click on 'Save & Continue' to move to the next step.

Were procurements or accomplishments made with MBEs and/or WBEs during this reporting period? Yes No

(Procurements are all expenditures through contract, order, purchase, lease or barter of supplies, equipment, construction, or services. Accomplishments, in this context, are procurements made with MBEs and/or WBEs.)

Procurement Made By:
 (Enter Prime Contractor's name) *

Business Enterprise: * Select

Value of Procurement: *

Date of Award: *

Type of Product or Services: * Select

MBE/WBE Contractor or Vendor

Name: *

Street Address: *

City: *

State: *

Zip: *

Phone: *

DBEUF Procurements(s)

Edit Delete

Save to Procurement List

Previous Overview Save Save & Continue

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If no DBE procurements were made during the annual reporting period, **Step 4** of the submission process asks for a brief description of the good faith efforts were taken.

SRF Loan - MBE/WBE Utilization Form

Submission Process Reset Timeout: 29:46
The step will timeout after 30 minutes of inactivity. Activity is defined as hitting the 'Previous', 'Overview' or 'Save & Continue' buttons.

Step 4 No MBE/WBE Procurements

Purpose
 This step collects information about MBE/WBE Procurements made during reporting period.

Tracking #: DBEUF-0413 Facility: 503031 , WWTP UV Effluent Disinfection Facility Type: SRF Loan - MBE/WBE Utilization Form

Were procurements or accomplishments made with MBEs and/or WBEs during this reporting period? No

If no MBE/WBE procurements were accomplished during the reporting period, please explain what steps you are taking to achieve the MBE/WBE Program requirements specified in the terms and conditions of the Assistance Agreement:

Previous Overview Save Save & Continue

12 **Step 5** asks for contact information for the reporting contact as well as the loan recipient's authorized representative.

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 fields and click the **“Save”** button.

Once completed, click **“Save & Continue”** to move to the next step, 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.

13 After all information is entered, you will need to sign and submit your application.

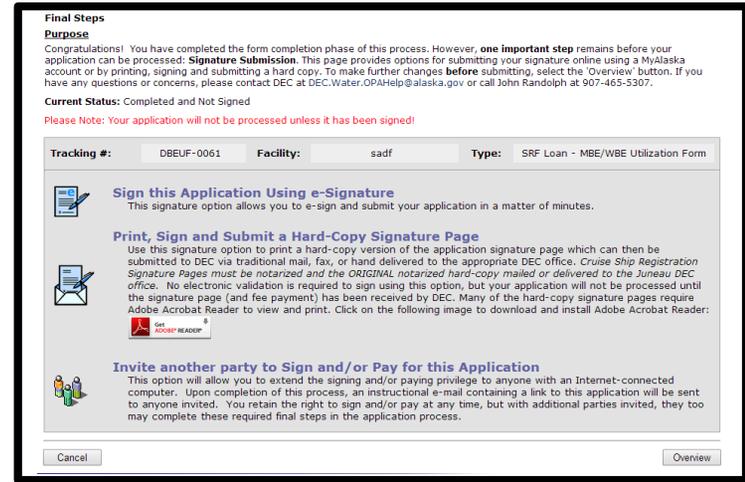
A check will appear next to **“Complete Steps”** if the application is complete and ready to be signed.

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.

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The **“Final Steps”** page presents the options for signing your application:

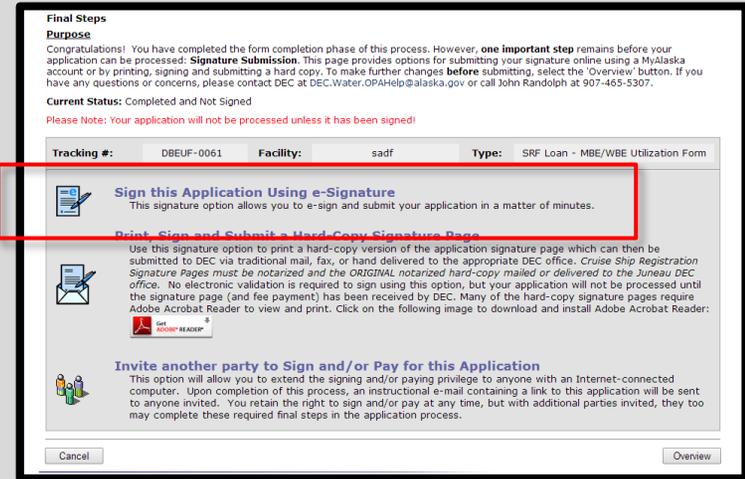
- Sign using an e-Signature (Continue to step 15 of this guide)
- Print and sign a hard-copy (Skip to step 18 of this guide)
- Invite another party to Sign and/or Pay for this Application (Skip to step 21 of this guide)



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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.



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Carefully read the information and signature agreement on this page, **check the box** if you agree with the Signing Agreement and click on the **“E-Sign in myAlaska”** button.

Water Online Application System (OASys)

Signing Agreement

By selecting the "I agree with the above statement" box, entering my myAlaska password, and clicking on E-Sign, I:

- 1) certify that, to the best of my knowledge, the provided information is accurate.
- 2) certify that I am sira girl as identified by the myAlaska identity verification system;
- 3) certify that I have the authority to sign this submittal.
- 4) agree that I am signing this SRF Loan - MBE/WBE Utilization Form, DSEUF-0061 and
- 5) agree that I intend to be bound by the electronic record of this SRF Loan - MBE/WBE Utilization Form and the electronic record of this signature.

I agree with the above statement

Back

OASys version 8.0.0 - Build Date: 05/15/2014 05:07 PM

(help?) Home Logout

E-Sign in myAlaska

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

(Skip to step 26 in this guidance.)

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: Storm Water Construction General Permit eNOI Modification
Description: CGPMOD-0144 - sdaf
Department: Alaska Department of Environmental Conservation
Division: Division of Water
Size: 17790 bytes
Certified Date: [View document](#)

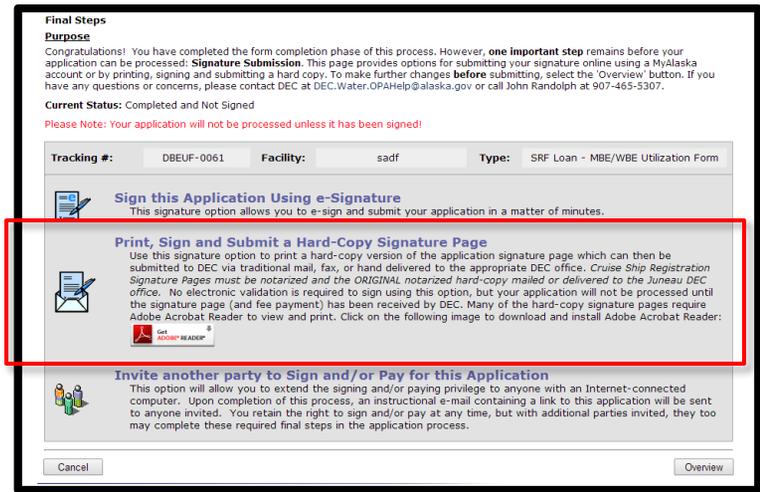
Password:

What is the name of your favorite childhood friend?

Sign and Submit Cancel

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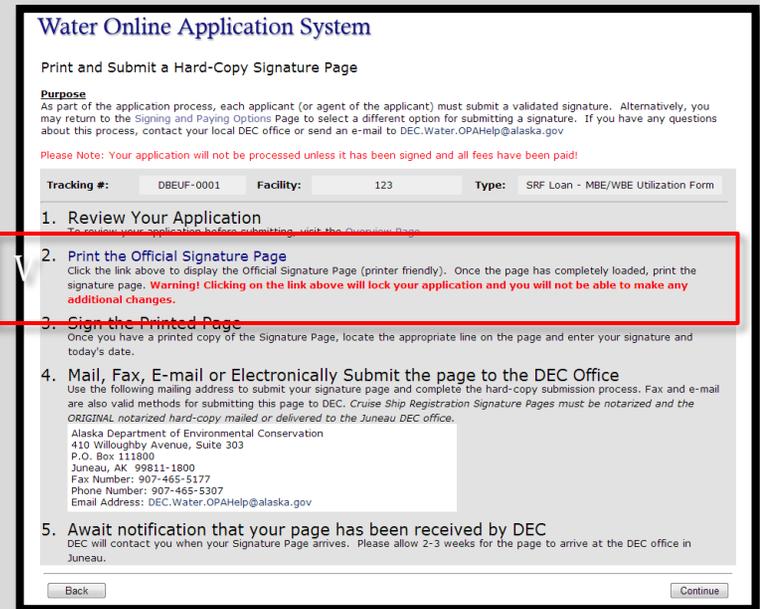
Select **“Print, Sign and Submit a Hard-Copy Signature Page”** to print a hard-copy version of the application signature page.



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This page explains the steps for printing and submitting a hard-copy signature page. Click on **“Print the Official Signature Page”** link.

WARNING: Printing your official signature page will lock your application and you will not be able to make any additional changes.



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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.

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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.

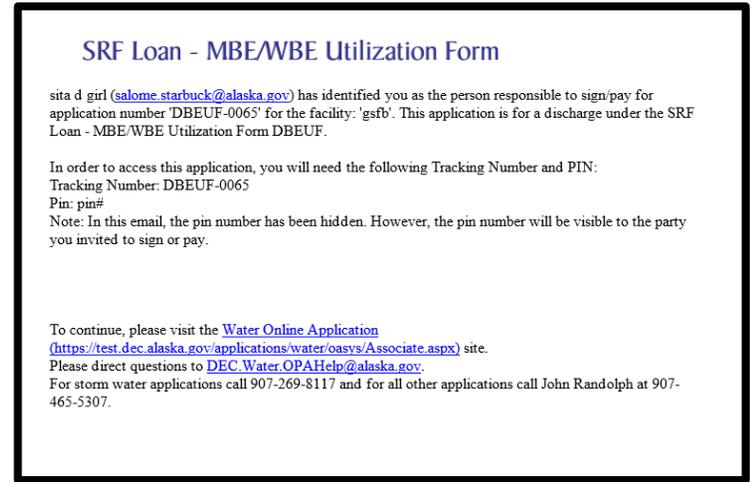
TIP: You can enter multiple emails in this step. Simply enter each additional contact as described above, pressing the button after each contact. Click the “Continue” button and an email will be sent to each of your invited alternates.

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.

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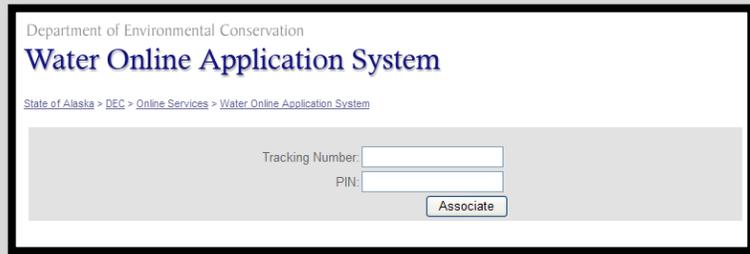
An instructional email containing a link to this application is sent to the alternate signer allowing them to complete the final steps in the application process.

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



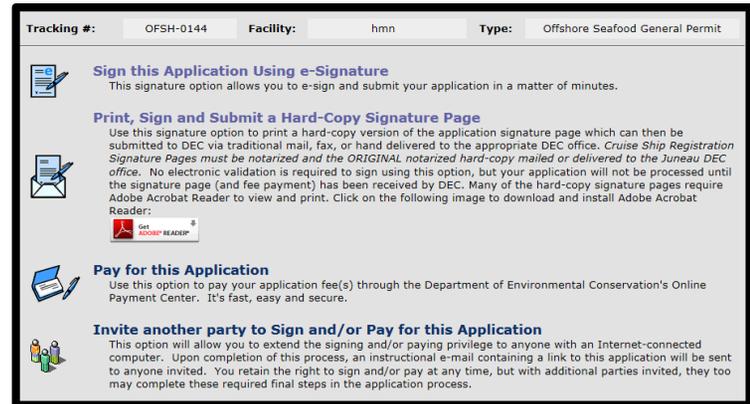
23

After clicking on the link provided in the email, the alternate signer/payer will login to OASys and enter the Tracking Number and PIN which also provided in the email.



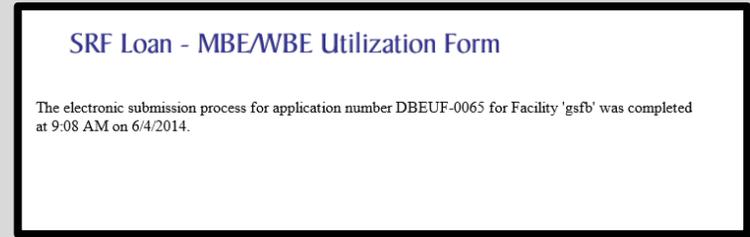
24

The alternate signer will be taken to the “Final Steps” page, giving them the opportunity to e-sign (if validated) or print, sign and submit a hard-copy signature page for your MBE/WBE Utilization Form.



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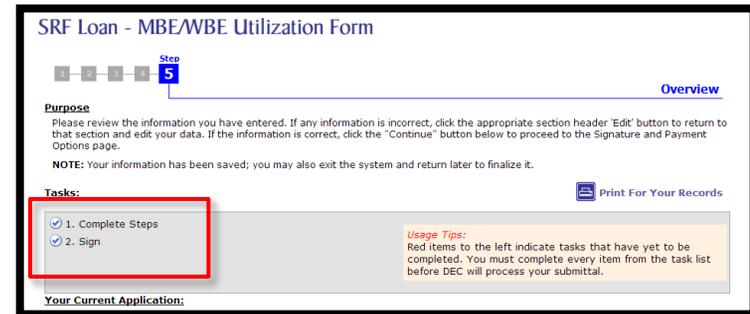
Once the signature and payment steps are complete, an acknowledgment email will be sent to the Preparer's **myAlaska** account email address.



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

IMPORTANT NOTE: This online submittal can be linked to your SRF Quarterly Report. Once you've started your SRF Loan MBE/WBE Utilization Form, you can then select it from a list in Step 4 of the MGL Quarterly Report using the tracking number and project name.



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Highlighted Feature:

The **"Copy to New"** button allows you to create a new form of the same type that pre-populates with information from a previous submittal.

To copy previously submitted information, open your original submittal and select **"Copy to New"** at the bottom of the overview page.



For assistance with the online process, please email the SRF Program at dec.srfprogram@alaska.gov.