## Disbursement Requests Guidance Document

Disbursements Requests can be filled out using the Division of Water's Online Application System (OASys).

After logging into the Water Online Application System (OASys) using your **myAlaska** account, you will be taken to the Welcome Page.

Click the "State Revolving Fund" tab.

**IMPORTANT:** The disbursement request requires the signer to be approved for e-signature.

Guidance for eSignature Validation can be found at:

https://dec.alaska.gov/media/bjblsbaw/oasys-esignature-validation-2024-guide.pdf

### DEC Online Application System (OASys) MvAlaska Help OASys Highlights If you sign Applications and Reports - Start E-Signing (PDF) 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 (PDF) > Collaboratively view, modify, and submit applications created on behalf of the organization > Access to applications can be maintained when associated staff depart the organization UPDATE: DOC's are no longer be submitted through OASys. Submit DOC's through EDMS. UPDATE: Several forms in OASys moved to a new online system called the Electronic Data Monitoring System (EDMS). For more information please visit the EDMS information page. The new EDMS system: https://dec.alaska.gov/Applications/Water/EDMS/ Welcome, (myAlaska Profile) Apply for eSignature Register Your Organization The following categories are available online. To start the process, select from the tabs below In Process Recently U Grants State Revolving Fund Repo The following 'In Process' applications are those from the last month which you have not yet submitted: Facility/Legal Status Tracking # Action Туре

Select the "Disbursement Request/Project Status Report: Alaska Clean Water Fund an Alaska Drinking Water Fund Loans (MLRR)" option from the available categories.

This will open a series of steps will take you through the Payment Request, asking for information pertinent to your request. Fill out the information on these pages as completely and thoroughly as possible.

Using the dropdown list, select the borrower's name - the entity or organization that received the SRF loan.

Select the appropriate project from the list available on file for your entity.

Click the "Save & Continue" button to move on to the next step.



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



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

### Recently Used Grants State Revolving Fund Reports

The State Revolving Fund (SRF) Program offers low interest loans to Alaskan municipalities and other qualified entities for financing wate wastewater and water quality related projects. To apply for the loan you must: Step 1: Complete and submit a Ouestionnaire Step 2: Complete and submit an Application once your project has been published in the Project Priority List



Application: Alaska Clean Water Fund Loan (ACWFLA) Use this form for wastewater and nonpoint source projects. Before completing this application, please verify that your project is on the current Project Priority List.

- Application: Alaska Drinking Water Fund Loan (ADWFLA) Use this form for drinking water projects. Before completing this application, please verify that your project is on the current Project Priority List.
- Disbursement Request/Project Status Report: Alaska Clean Water Fund and Alaska Drinking Water Fund Loans (MLRR)
- Questionnaire: Alaska Clean Water Fund Nonpoint Source Loan (ACWENPS) For projects that address stormwater or nonpoint source pollutions probler
- > Ouestionnaire: Alaska Clean Water Fund Point Source Loan (ACWEPS) For projects that address sewer/wastewater treatment facilities and/or collection infrastructure

Questionnaire: Alaska Drinking Water Fund Loan (ADWF) For projects that address the supply, treatment, storage, and/or distribution of drinking water Note: For projects involving lead service line inventory or replacement, you do not have to complete the questionnaire. Please complete the Alaska Drinking Water Fund Loan application.

				Project/Loan Inforr
Purpose				
This step will collect information	about your project for y	our ACWF and ADWF Loa	an Disbursement Request.	* indicates requi
Tracking #:	Facility:		Туре:	
Entity/Organization:		* Select		~
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Answer the questions that identify the loan request including the period covered by this request.

Click the "**Save & Continue**" button to move on to the next step.

Select the project status from the drop-down list that most accurately represents the project during the current reporting period. A text box is provided in case anything needs to be clarified and to summarize the design or construction work completed.

Fill in any construction milestone dates.

Click the "Save & Continue" button to move on to the next step.

	*
Loan period covered under this Disbursem	nent Request:
Start Date Covered by this Request:	*
End Date Covered by this Request:	*
Is this a revision of a previously submitted Disbursement Request?	* O Yes 🖲 No
Is this the final disbursement request?	* ○ Yes ○ No
If this is the final disbursement request; piease process the final disbursement request; Design Projects: Final Report Construction Projects:	e ensure that the SKr program has the following documentation as it is
Project Performance Criteria     DEC Approval to Operate     Record drawings     Operation & Maintenance Manual(s)     Project Performance Certification     Initiation of Operation Date Designation	
<ul> <li>Final Inspection Report/punchlist</li> <li>Final Ay Estimate from Contractor</li> <li>Final AIS certifications/de Minimis</li> <li>Dept. of Labor Certificate of Completion</li> <li>DBE final participation report</li> </ul>	
If not already provided, the following document User Rate and Ordinance (if updated since previ	itation should be submitted as soon as possible for review: iously submitted)
<ul> <li>Confirmation of De-obligation of unused funds (I</li> </ul>	ir applicable)
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reporting period.

## Enter the current expenses.

If you are not requesting a loan disbursement for costs incurred for this project, select "No" and continue to Step 5.

Click the "**Save & Continue**" button to move on to the next step.

If no, go to Step 5 by clicking the "Save & Continue" button at the bottom of this page.		
Please note that "past requested amounts" a	are the total amounts for	approved requests.
Expenses		
Administration		
Current Expenses:		
Approved Past Requested Amount:	\$ 0.00	
Outstanding Past Requested Amount:	\$ 0.00	
Total:	0.00	
Engineering Design		
Current Expenses:		
Approved Past Requested Amount:	\$ 0.00	
Outstanding Past Requested Amount:	\$ 0.00	
Total:	0.00	
Engineering Construction		
Current Evnences		
Approved Dact Degulacted Amounts	¢ 0.00	
Outstanding Past Requested Amounts	\$ 0.00	
Total:	\$ 0.00	
	0.00	
Construction		
Current Expenses:		
Approved Past Requested Amount:	\$ 0.00	
Outstanding Past Requested Amount:	\$ 0.00	
Total:	0.00	
Equipment/Materials		
Current Expenses:		
Approved Past Requested Amount:	\$ 0.00	
Outstanding Past Requested Amount:	\$ 0.00	
Total:	0.00	
Other		
Current Expenses:		
Approved Past Requested Amount:	\$ 0.00	
Outstanding Past Requested Amount:	\$ 0.00	
Total:	0.00	
Totals		
Total Approved Past Requests:	0.00	
Total Outstanding Past Requests:	0.00	
Total Previous Requested Amount:	0.00	
Amount this Request:	0.00	
Total Requests: (Total Previous Requested Amount + Current Requested Amount)	0.00	

# Enter in the loan reimbursement contact information.

Click "**Add**" and the "Contact Details" window will pop open. You must enter contact information for all required persons before continuing.



Click the "**Save & Continue**" button to move on to the next step.

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

**Step 6**: If you have any documents such as invoices or other attachments, this step allows you to submit those

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documentation.

Please read the directions carefully on this page.

Click "Save & Continue" to continue to the next step.

**NOTE:** If you have technical issues with attaching an invoice or other supporting documentation, please contact the SRF Program at <u>dec.srfprogram@alaska.gov</u>.

# Purpose Please enter loan reimbursement contact information. \* indicates required field. Tracking #: MLRR-0819 Facility: 127511, Cell 7 Construction Type: Disbursement Request/Project Status Report: Alaska Clean Water Fund and Alaska Drinking Water Fund Loans Your Application Contacts To add a new contact, click the add button to the right. Add Remove Edit

### 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.

The file size limit for each attachment is 20MB. The maximum number of attachments allowed is 5 files. The types of files that may be uploaded are: pdf, doc, docx, xts, xts, xts, rtt, rft, gif, jpg, tif, bmp, png, odt, ods, sxw, sxc, sdw, and sdc.

**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.

Attach Files

The "Overview" page (last step) gives you an opportunity to review and edit the information that you have entered so far.

To change information, select the "**Edit**" button that corresponds to the step needing new information.

Entity/Organization: Loan Number and Project Tit Project/Loan Information Payment Number: Start Date Covered by this R End Date Covered by this R End Date Covered by this R End Date Covered by this Re Is this a revision of a previor Disbursement Request? Is this the final disbursement Project Status: Progress Comments: test DEC Approval to Construct/F Bid Solicitation: Notice To Proceed: Substantial Completion: Contract Completion: Initiation of Operation: Record Drawing Approval/D As a designated official for ti certify that the project is in in requirements of 29 CFR 5.5	ity/Organization: In Number and Project Title: Ject/Lean Information Details [ Ject/Lean Information Details [ I trace Covered by this Request: I bits a revision of a previously submitted No Date Covered by this Request: This a revision of a previously submitted No Dursement Request? No Ject Status Details [ Ject Status: Details [ Ject Status: Study/Pre-Design; 0-50% gress Comments: test Solicitation: Select Solicitation: Select Select Status Select	htty/Organization: aan Number and Project Title: roject/Loan Information Details [ ayment Number: 1 at tat Date Covered by this Request: and Date Covered by this Request: at Date Covered by this Request: by this the final disbursement request? No roject Status: Contract Construct/Plan Approval: Select d Solicitation: Select otice To Proceed: Select otice To Proceed: Select otice To Proceed: Select s designated official for the community/borrower, I ratify that the project is in Comparison: Select s a designated official for the community/borrower, I ratify that the project is in Complexion cover and week in thich contract Vori Was Deproval to Coverate: s a designated official for the community/borrower, I attribut oweritage approval (DEC Approval to Operate: s a designated official for the community/borrower, I attribut oweritage approval (DEC Approval to Operate: s a designated official for the community/borrower, I attribut oweritage approval (DEC Approval to Operate: s a designated official for the community borrower, I attribut oweritage approved past Requested Amount This Request Amount Amount This Request Amount Amount This Request Amount Amount Amount This Request Amount Amount Amount This Request Amount	ntity/Organization: aan Number and Project Title:  raject/Lean Information project Title:  raject/Lean Information project Title:  raject/Lean Information project Status raject/Lean Information Details  I array to Details  I array to Details I Array to Details	Entity/Organization: Loan Number and Pr Project/Loan Inform Payment Number:	oject Title:						
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After all information is entered and you have finished adding all online attachments, you will need to sign your payment request.

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.

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

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. Enter the email of your alternative signer into the box and add that contact to the mailing list. They will be sent instructions on how to complete the process.





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.

Signing Agreement By selecting the "I agree with the above statement" box, entering my myAlaska password, and clicking on 2-Sign, I: 1) certify that, to the best of my knowledge, and belief that the amount of this reimbursement is in accordance with the terms of the grant offer; that this request for payment represents the correct ADEC Grant share due which has not been previously paid; and that the work has been completed in accordance with approved Plans and Specifications.

DEC Online Application System (OASys)

accordance with approved Fins and specifications.

 certify that I am John Randolph as identified by the myAlaska identity verification system;
 agree that I am signing this Municipal Matching Grant Request for Payment, MMGRP-0117 and
 agree that I intend to be bound by the electronic record of this Municipal Matching Grant Request for Payment and the electronic record of this signature.

I agree with the above statement

Back

Enter your password and the answer to your secret question into the respective fields and click the "**Sign and Submit**" button.

### **Congratulations!**

You completed a disbursement request and will receive an email confirming your request was signed and that your application was successfully submitted.

Return to	DEC Water	Online Application	System	(OASys
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### 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** letCenter.

Document Details			
Title:			
Description:			
Department:	1		
Division:			
Size:			
Certified Date:			
	View Document		
	Password:		
What was the last name of your third grade teacher?			
	Sign and Submit Cancel		

For questions about the SRF Program or assistance with completing and submitting a project questionnaire or loan application, please contact the SRF Program at dec.srfprogram@alaska.gov.

E-Sign in myAlaska