

# 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-e-signature-validation-2024-guide.pdf>



There can only be **one** active disbursement request at a time. If an error appears, it may be due to multiple active disbursement requests. If you receive this error, please either submit or void the disbursement request.

DEC Online Application System (OASys)

MyAlaska 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 Used | **Grants** | **State Revolving Fund** | Reports

The following 'In Process' applications are those from the last month which you have not yet submitted:

Tracking #	Action	Type	Facility/Legal Description	Status
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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.

**S**  
**T**  
**E**  
**P**  
**1**



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 (\*) next to it is required and must be completed before the current step can be completed.

In Process | 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 water, wastewater and water quality related projects. To apply for the loan you must:

Step 1: Complete and submit a Questionnaire  
Step 2: Complete and submit an Application once your project has been published in the Project Priority List

**\$**

- ▶ **Application: Alaska Clean Water Fund Loan (ACWFALA)**  
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 (ACWFNPS)**  
For projects that address stormwater or nonpoint source pollutions problems
- ▶ **Questionnaire: Alaska Clean Water Fund Point Source Loan (ACWFPS)**  
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.**

Step 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

**Project/Loan Information**

**Purpose**  
This step will collect information about your project for your ACWF and ADWF Loan Disbursement Request. \* Indicates required field.

Tracking #: \_\_\_\_\_ Facility: \_\_\_\_\_ Type: \_\_\_\_\_

Entity/Organization: \* Select \_\_\_\_\_

Loan Number and Project Title: \* Select \_\_\_\_\_

Overview Save Save & Continue

# STEP 2

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.

**Payment Number:** \*

**Loan period covered under this Disbursement Request:**

Start Date Covered by this Request: \*

End Date Covered by this Request: \*

Is this a revision of a previously submitted Disbursement Request? \*  Yes  No

Is this the final disbursement request? \*  Yes  No

If this is the final disbursement request, please ensure that the SRF program has the following documentation as it is required to process the final disbursement request:

**Design Projects:**

- Final Report

**Construction Projects:**

- Project Performance Criteria
- DEC Approval to Operate
- Record drawings
- Operation & Maintenance Manual(s)
- Project Performance Certification
- Initiation of Operation Date Designation
- Final Inspection Report/punchlist
- Final Pay Estimate from Contractor
- Final AIS certifications/de Minimis
- Dept. of Labor Certificate of Completion
- DBE final participation report

If not already provided, the following documentation should be submitted as soon as possible for review:

- User Rate and Ordinance (if updated since previously submitted)
- Confirmation of De-obligation of unused funds (if applicable)

# STEP 3

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.

Select the project status from the drop down list that most accurately represents the project during the current reporting period. If you need to clarify the status of the project, please add that information into Progress Comments text box below.

**Project Status:** \*

**Progress Comments:** \*

(250 words max) Summarize the design or construction work in progress or other work completed since the last status report. Identify any project delays, anticipated change orders, and contract amendments.

**Construction Milestone Dates**

DEC Approval to Construct/Plan Approval:

Bid Solicitation:

Notice To Proceed:

Substantial Completion:

Contract Completion:

Initiation of Operation:

Record Drawing Approval/DEC Approval to Operate:

**Davis-Bacon Payroll Certification Statement:**

As a designated official for the community/borrower, I certify that the project is in compliance with the requirements of 29 CFR 5.5 based on contractor submitted weekly certified payrolls for each week in which contract work was performed during this quarterly reporting period. \*

# STEP 4

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.

Are you requesting a loan disbursement for costs incurred for this project?  Yes  No  
 If no, go to Step 5 by clicking the "Save & Continue" button at the bottom of this page.

**Please note that "past requested amounts" are the total amounts for approved requests.**

Expenses		
<b>Administration</b>		
Current Expenses:		
Approved Past Requested Amount:		\$ 0.00
Outstanding Past Requested Amount:		\$ 0.00
Total:		0.00
<b>Engineering Design</b>		
Current Expenses:		
Approved Past Requested Amount:		\$ 0.00
Outstanding Past Requested Amount:		\$ 0.00
Total:		0.00
<b>Engineering Construction</b>		
Current Expenses:		
Approved Past Requested Amount:		\$ 0.00
Outstanding Past Requested Amount:		\$ 0.00
Total:		0.00
<b>Construction</b>		
Current Expenses:		
Approved Past Requested Amount:		\$ 0.00
Outstanding Past Requested Amount:		\$ 0.00
Total:		0.00
<b>Equipment/Materials</b>		
Current Expenses:		
Approved Past Requested Amount:		\$ 0.00
Outstanding Past Requested Amount:		\$ 0.00
Total:		0.00
<b>Other</b>		
Current Expenses:		
Approved Past Requested Amount:		\$ 0.00
Outstanding Past Requested Amount:		\$ 0.00
Total:		0.00
<b>Totals</b>		
Total Approved Past Requests:		0.00
Total Outstanding Past Requests:		0.00
<b>Total Previous Requested Amount:</b>		0.00
<b>Amount this Request:</b>		0.00
Total Requests: (Total Previous Requested Amount + Current Requested Amount)		0.00


STEP 5  
STEP 6

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.

Enter in the required contacts then click the “Save” button.

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

 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 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 [dec.srfprogram@alaska.gov](mailto:dec.srfprogram@alaska.gov).

**Purpose**  
Please enter loan reimbursement contact information. \* indicates required field.

<b>Tracking #:</b>	MLRR-0819	<b>Facility:</b>	127511 , Cell 7 Construction	<b>Type:</b>	Disbursement Request/Project Status Report: Alaska Clean Water Fund and Alaska Drinking Water Fund Loans
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**Your Application Contacts**  
To add a new contact, click the add button to the right.

**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, xls,xlsx, txt, rtf, 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.

- ▶ Invoice(s)

**Attachments:**

# STEP 7

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.

[Project/Loan Information](#) [Details](#) [Edit](#)

Entity/Organization: \_\_\_\_\_

Loan Number and Project Title: \_\_\_\_\_

[Project/Loan Information](#) [Details](#) [Edit](#)

Payment Number: 1

Start Date Covered by this Request: \_\_\_\_\_

End Date Covered by this Request: \_\_\_\_\_

Is this a revision of a previously submitted Disbursement Request? No

Is this the final disbursement request? No

[Project Status](#) [Details](#) [Edit](#)

Project Status: Study/Pre-Design; 0-50%

Progress Comments:  
test

DEC Approval to Construct/Plan Approval:

Bid Solicitation:

Notice To Proceed:

Substantial Completion:

Contract Completion:

Initiation of Operation:

Record Drawing Approval/DEC Approval to Operate:

As a designated official for the community/borrower, I certify that the project is in compliance with the requirements of 29 CFR 5.5 based on contractor submitted weekly certified payrolls for each week in which contract work was performed during this quarterly reporting period.

[Summary of Costs](#) [Edit](#)

COST CLASSIFICATION	Approved Past Requested Amount	Outstanding Past Requested Amount	Total Past Requested Amount	Amount This Request	Total
Administration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Engineering Design	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Engineering Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Totals</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

[Contact](#) [Details](#) [Edit](#)

Signatory Official

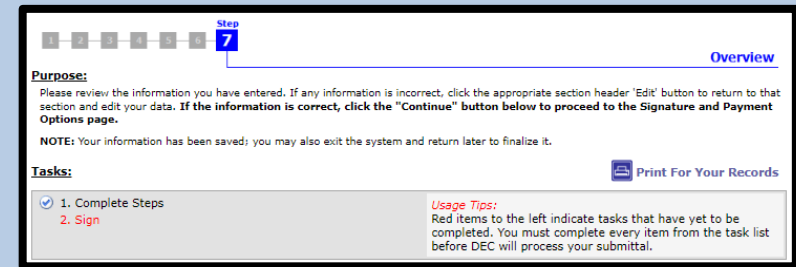
Signatory Official, Loan Recipient

[Attachments](#) [Title \(Type\), Description](#) [Edit](#)

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.

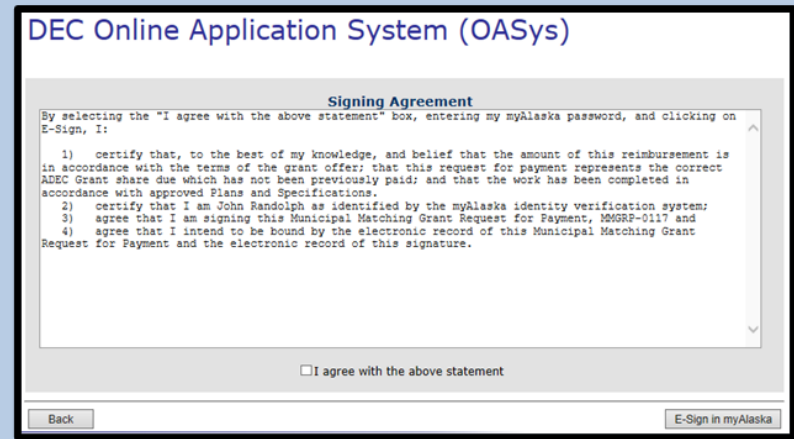


Select “**Sign this Application Using e-Signature**” if you are already validated to electronically sign an application.

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.



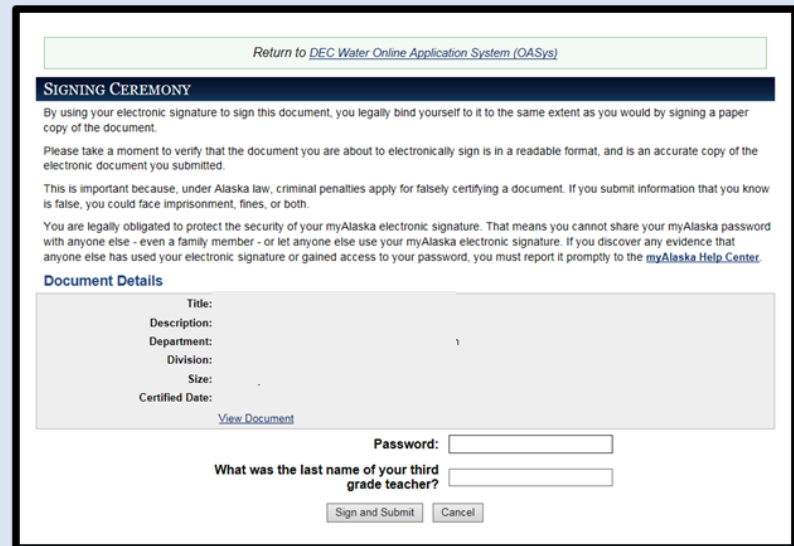
Check the box indicating that you agree with the Signing Agreement. To complete the signing process, click on the **“E-Sign in myAlaska”** button to continue to the Signing Ceremony.



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.



**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](mailto:dec.srfprogram@alaska.gov).**