

# Disadvantaged Business Enterprise (DBE) Report 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 **"Reports"** tab.

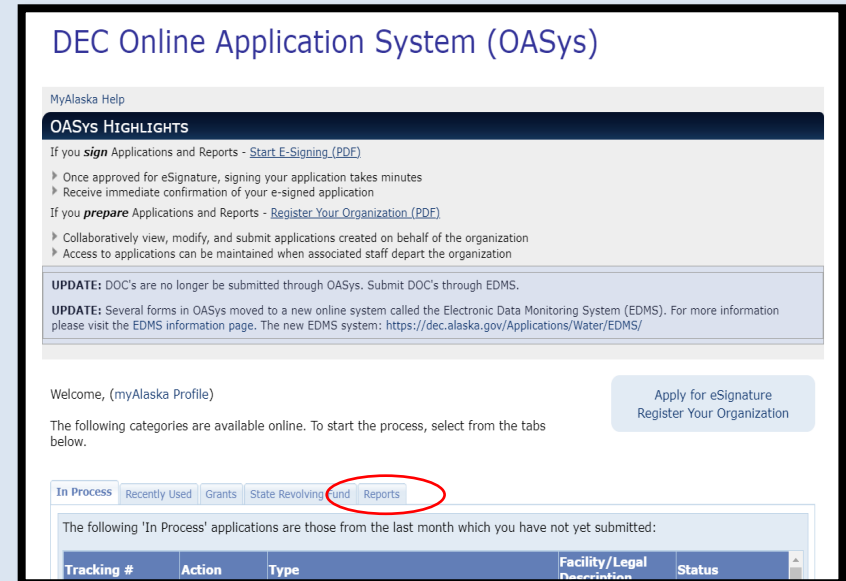
**IMPORTANT:** This report requires the signer to be approved for e-signature.

Guidance for eSignature Validation can be found at:

<https://dec.alaska.gov/media/bjblsbaw/oasys-e-signature-validation-2024-guide.pdf>

Select the **"SRF Loan – Disadvantaged Business Enterprise (DBE) Utilization Annual Report (DBEUF)"** option from the available categories.

This will open a series of steps that 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



# STEP

Using the dropdown list, select the Community/Entity 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.

# 1



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

# STEP

Auto-populate information about the loan will appear at the top of the page. Select the correct federal fiscal reporting year information.

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

The screenshot shows the 'Submission Process' step of the report. At the top, there is a 'Reset Timeout' of 29:55 and a note: 'The step will timeout after 30 minutes of inactivity. Activity is defined as hitting the "Previous", "Overview" or "Save & Continue" buttons.' Below this is a progress bar with five steps, where the first step is highlighted in blue. A 'General Information' link is visible on the right. The 'Purpose' section explains that federal regulations require borrowers and prime contractors to award a fair share of work to DBEs. It also states that completion of the report is required from the time of loan issuance until project completion and loan close-out, with a reporting period from October 1 to September 30. A note mentions that reports must be submitted on or before October 15 each year. A red star (\*) indicates required fields. The form includes fields for 'Tracking #', 'Facility', and 'Type'. Below these are dropdown menus for 'Community/Entity Name' and 'Project Name', both marked with a red star. A text field is provided for 'If this loan is a Programmatic Financing Agreement, enter the name of the sub-project for which this report is being prepared:'. At the bottom, there are buttons for 'Overview', 'Save', and 'Save & Continue'.

The screenshot shows the 'Loan and Reporting Information' step of the report. At the top, there is a 'Reset Timeout' of 29:49 and a note: 'The step will timeout after 30 minutes of inactivity. Activity is defined as hitting the "Previous", "Overview" or "Save & Continue" buttons.' Below this is a progress bar with five steps, where the second step is highlighted in blue. A 'Loan and Reporting Information' link is visible on the right. The 'Purpose' section states: 'This step allows you to provide the loan and reporting information.' A red star (\*) indicates required fields. The form includes fields for 'Tracking #', 'Facility', and 'Type'. Below these are fields for 'Loan Type', 'Total Loan Assistance Agreement Amount', and 'Fiscal Year'. The 'Reporting Federal Fiscal Year' field is a dropdown menu marked with a red star and the text 'Please Select...'. The 'Reporting' section contains two questions marked with a red star: 'Is this the last report for the project (Project completed)?' and 'Is this a revision of a prior report?'. Each question has radio buttons for 'Yes' and 'No'. Below these is a text field for 'If "Yes", Enter the Year:' and another text field for 'Describe the revisions you are making:'. At the bottom, there are buttons for 'Previous', 'Overview', 'Save', and 'Save & Continue'.

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STEP 3

Fill in the procurement information made during the annual reporting period.

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

**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".

Saved to \\decan-srvfile\decan-srvfile

\* indicates required field.

Tracking #:	Facility:	Type:
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**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 expenses incurred on Minority Business Enterprise (MBE) and/or Women-owned Business Enterprise (WBE) procurements during the reporting period?** \*  Yes  No

**Procurement Made By:** \*   
(Enter Prime Contractor's or Borrower's Name)

Women-owned or Minority Business Enterprise: \*  Select

Dollar amount for construction: \*

Dollar amount for non-construction: \*

Total amount of MBE/WBE procurement: \*

Type of Product or Services: \*  Select

**MBE/WBE Contractor or Vendor**

Name: \*

Street Address: \*

City: \*

State: \*

Zip: \*

Phone: \*

**DBEUF Procurements(s)**

# STEP 4

This is an opportunity to explain what Good Faith Efforts steps were taken if no MBE/WBE procurements were accomplished during this reporting period.

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

**No MBE/WBE Procurements**

**Purpose**  
This step collects information about MBE/WBE Procurements made during reporting period. \* indicates required field.

Tracking #: Facility: Type:

If procurement contracts were awarded during the reporting period and no MBE/WBE procurements were accomplished, please explain what steps (Good Faith Efforts) were taken to comply with the DBE requirements specified in the loan agreement.

Previous Overview Save Save & Continue

# STEP 5

Enter in the 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.

**Contacts**

**Purpose**  
This step allows you to enter your Recipient Contact information. The Recipient's Authorized Representative contact entered in this step must be the same person who is signing this form. \* indicates required field.

Tracking #: Facility: Type:

**Your Application Contacts**  
To add a new contact, click the add button to the right.

Add  
Remove  
Edit  
Copy

Previous Overview Save Save & Continue

# STEP 6

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.

The screenshot shows the 'Overview' page for Step 6. At the top, there is a progress bar with five steps, where Step 6 is highlighted. The page title is 'Overview'. Below the title, there is a 'Purpose' section with instructions to review information and click 'Continue' if correct. A 'NOTE' states that information has been saved. A 'Tasks' section lists '1. Complete Steps' and '2. Sign'. A 'Usage Tips' box explains that red items indicate incomplete tasks. Below this is a 'Your Current Application:' section with input fields for 'Tracking #', 'Facility', and 'Type'. There are two main sections: 'General Information' and 'Loan and Reporting Information', each with an 'Edit' button. The 'General Information' section includes fields for 'Community/Entity Name' and 'Project Name', both with 'Select' dropdown menus. A note asks for the sub-project name if it's a Programmatic Financing Agreement. The 'Loan and Reporting Information' section includes fields for 'Loan Type', 'Total Loan Assistance Agreement Amount', and 'Reporting Federal Fiscal Year'. It also has checkboxes for 'Is this the last report for the project (Project completed)?' and 'Is this a revision of a prior report?'. A field for 'If Yes, Enter the Year:' and a text area for 'Describe the revisions you are making:' are also present.

After all information is entered, 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.

This screenshot is similar to the one above but focuses on the 'Tasks' section. It shows the '1. Complete Steps' and '2. Sign' tasks. The 'Usage Tips' box is also visible, explaining that red items indicate tasks to be completed. The 'Continue' button is mentioned in the 'Purpose' section.

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.

**ACWF and ADWF Loan Disbursement Request**

**Final Steps**  
**Purpose**  
Congratulations! You've finished the form completion phase of this process. However, **one important step** remains before your application can be processed: **Signature Submission**. This page provides options for submitting your signature online using a MyAlaska account or by printing, signing and submitting a hard copy. To make further changes **before** submitting, select the 'Overview' button. If you have any questions or concerns, contact DEC at DEC.Water.DPAH@alaska.gov or call the Division of Water at 907-465-5180.

**Current Status:** Completed and Not Signed  
**Please Note:** Your application will not be processed unless it has been signed!

Tracking #:	Facility:	Type:
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**Sign this Application Using E-Signature (identity not validated)**  
E-Sign and instantly submit your application with this option.

 To register to E-Sign: click [Apply For E-Signature](#) and submit the notarized validation form. (processing takes 2-3 weeks)  
or Print, Sign and Submit a Hard-Copy Signature Page below.

**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.

Cancel Overview

**DEC 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, 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.
- 2) certify that I am John Randolph as identified by the myAlaska identity verification system;
- 3) agree that I am signing this Municipal Matching Grant Request for Payment, MMGRP-0117 and
- 4) 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 E-Sign in myAlaska

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

***Congratulations!***

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

Return to [DEC Water Online Application System \(OASys\)](#)

**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:	
Description:	
Department:	
Division:	
Size:	
Certified Date:	

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Password:

What was the last name of your third grade teacher?

**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).**