

# FY12 Municipal Matching Grant Online Application Step-by-Step

The MMG application can now be filled out using the Division of Water's Online Application System. This document will guide you through this online process.

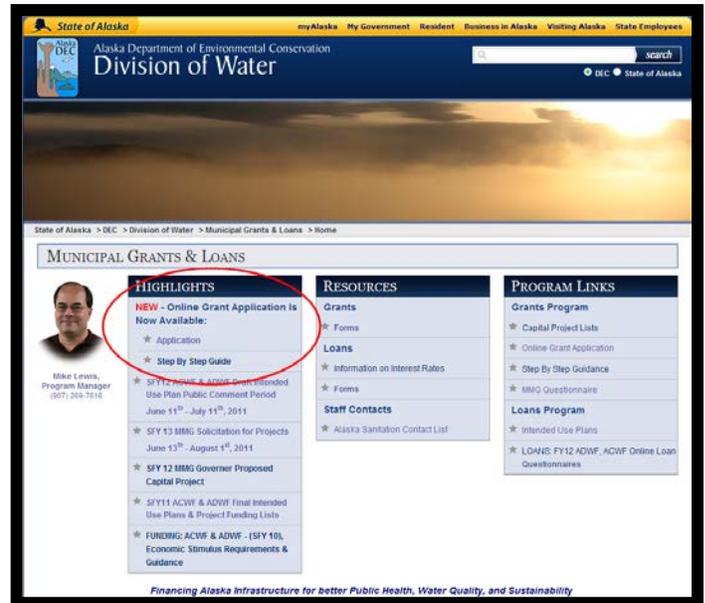
## Municipal Matching Grant Application

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

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

and select the online "Application" link under **Highlights**.

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



2 The paper Grant Application form is being phased out. If you prefer to use the paper version of the form, it is available on the Grant's Forms page.

If you encounter difficulties accessing or completing the on-line application, please contact John Randolph at [john.randolph@alaska.gov](mailto:john.randolph@alaska.gov).



### 3

Submitting a grant application online requires a **myAlaska** account with a username and password. If you already have a **myAlaska** account, either business or personal, you can use that for this process. After entering your **myAlaska** user name and password, you will be directed to the Online Application system, ready to fill in the application.

If you don't have a **myAlaska** account, select the "**Enroll at myAlaska**" link. You only need to do this once! The next few steps will walk you through setting up a **myAlaska** account.

#### TIP:

Think of a personal myAlaska account as a driver's license. It is completely acceptable to use it for submitting these applications. However, you can also set up a separate "business" myAlaska account if you would prefer.

The screenshot shows the login interface for the Department of Environmental Conservation's Water Online Application System. At the top, it reads "Department of Environmental Conservation" and "Water Online Application System". Below this is a breadcrumb trail: "State of Alaska > DEC > Online Services > Water Online Application System". The main content area is divided into two columns. The left column contains a login form with the heading "Login with your myAlaska account to apply online:". It features two input fields for "Username" and "Password", a "Login" button, and two links: "Forgot your username?" and "Forgot your password?". The right column contains a welcome message: "Welcome to DEC's Water Online application through this system. For cruise ship discharge and underwater permit applications, please go to...". Below this is another instruction: "To enter the Online Application system, apply for permits." A blue arrow points to a link that says "If this is your first time visiting the system, please enroll at myAlaska." At the bottom right, it says "Please direct questions to OPA at 907-465-5307".

4

(NOTE: If you already have a myAlaska account, **you can skip down to step 8.**)

After you click on the “**Enroll at myAlaska**” link, you will arrive at the **new account** page for myAlaska. Fill in the User ID, password, “secret question,” and email address for your username account. After reviewing the user agreement, check the “**I Accept the User Agreement**” box and select the “**Send Email Confirmation**” button.

Sign up for a **new account:**

Username username tips

Password password tips  (six character minimum)

Password (again)

Secret Question what is this?

Answer

E-Mail Address why is this required?

E-Mail Address (again)

**User Agreement**

AGREEMENT BETWEEN YOU AND THE STATE OF ALASKA

myAlaska is a web service operated by the State of Alaska that provides single-sign-on (authentication) for multiple state services and a framework for electronic signatures for state

I Accept the User Agreement

[Send Email Confirmation ->](#)

5

Close the internet browser window and check the email account you entered in Step 5.

If you cannot locate the email in your inbox, please be sure to check your junk mail folder.



6

Open the email and select the hyperlink in the email, which takes you to the password confirmation page. Enter your password again on this page, and select the “**Click Here to Continue**” button.

**confirm enrollment:**

**Welcome cruiseuser**

Your arrival at this page has confirmed your email address.  
Enter your password again to continue the myAlaska registration process.

Password

Completing your registration will establish your myAlaska identity. After you have done that, you will be able to conduct your business with the State of Alaska electronically!

[Click Here to Continue](#)

7

Read the privacy agreement, check the **Accept** check box, and select Continue.

**NOTE:** The only information DEC will use is the address and email information.



8

After successfully registering for a myAlaska account or after entering your existing username and password, you will arrive at the Water Online Application system.

Select the **“Grants”** tab then select the **“Municipal Matching Grant Application”** from the available categories.



9

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.)*

**TIP:**

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

**TIP:**

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

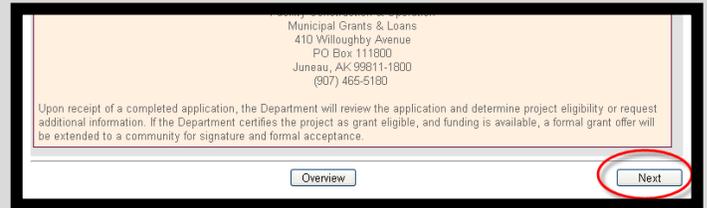


T  
I  
P

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

TIP:

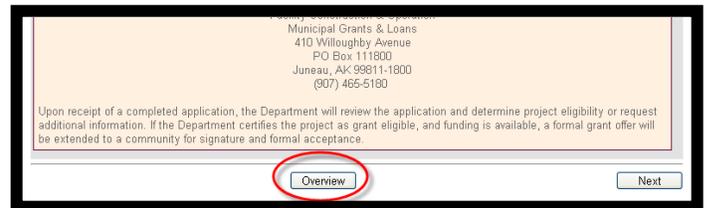
At any time, you can logout, and your information will be saved. **NOTE:** Changes to the current page are not saved until you hit "Next".



T  
I  
P

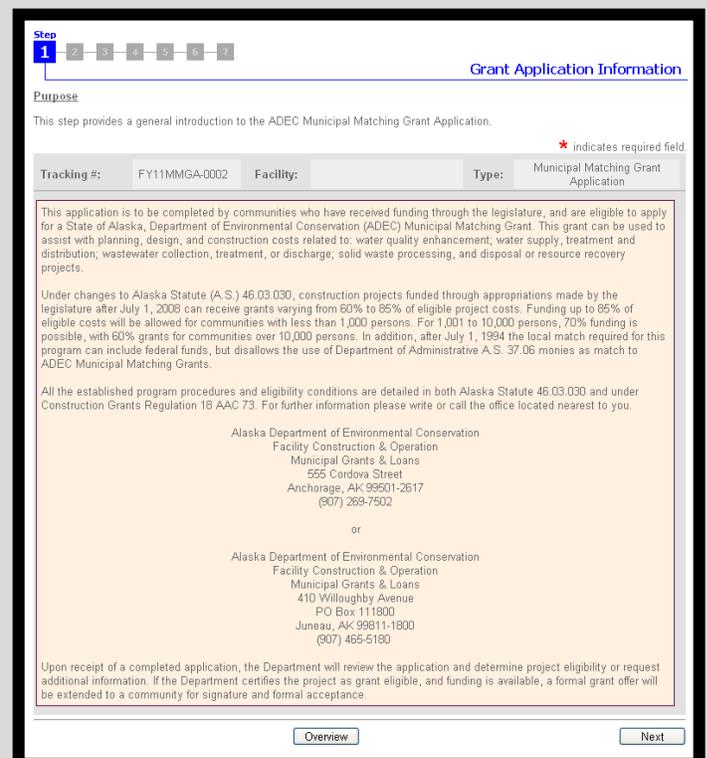
At any time, you can also select the "Overview" button at the bottom of any page to go to the overview step (last step). This step allows you to review your information and to edit previously entered information.

**NOTE:** Remember, changes to the current page are not saved until you hit "Next".



10

**Step 1** in the application process provides general information about the application. Review the description to ensure your understanding and agreement with the application then click the "Next" button to move on to the next step.



**11** **Step 2** in the application process collects general information about your project. Complete all required fields then click the “**Next**” button to move on to the next step.

The screenshot shows the 'Application Submission Process' interface for Step 2, 'General Information'. At the top, a progress bar indicates steps 1 through 7, with step 2 highlighted. The page title is 'Application Submission Process' and the sub-header is 'General Information'. Below this, the 'Purpose' section states 'Please provide general project information.' and includes a note that a red asterisk indicates a required field. The form contains several input fields: 'Tracking #' (FY11MMGA-0002), 'Facility' (empty), and 'Type' (Municipal Matching Grant Application). The 'General Information' section includes fields for 'Name of Entity', 'Address', 'Contact Name', 'Position', 'Telephone (907)', and 'E-Mail Address', all marked as required. The 'Project Information' section includes 'Project Name' and 'General Project Location', also marked as required. At the bottom, the 'Application Type' section has three radio button options: 'New Construction', 'Upgrades', and 'Design/Study or Material/Equipment', with 'New Construction' selected.

**12** **Step 3** in the application process asks for details about general project costs and assistance amounts. Complete all fields then click the “**Next**” button to move on to the next step.

The screenshot shows the 'Application Submission Process' interface for Step 3, 'Assistance Amount'. At the top, a progress bar indicates steps 1 through 7, with step 3 highlighted. The page title is 'Application Submission Process' and the sub-header is 'Assistance Amount'. Below this, the 'Purpose' section states 'Please provide details regarding the assistance amount you are applying for.' and includes a note that a red asterisk indicates a required field. The form contains several input fields: 'Tracking #' (FY11MMGA-0002), 'Facility' (test), and 'Type' (Municipal Matching Grant Application). The 'Assistance Amount' section includes radio button options for 'New Grant' and 'Grant Increase', with 'Grant Increase' selected. It also includes fields for 'Estimated Total Project Costs', 'ADEC Participation Costs' (with a percentage sign), and 'Amount of Grant Funds Requested from ADEC', all marked as required. The bottom section, 'Please identify all source(s) of funding that will be used for project costs:', includes fields for 'General Funds', 'Capital Reserves', 'User Fees', 'Assessments, LIDs', 'Taxes (identify type)', 'Amount', 'Other (identify)', and 'Amount'.

**13** **Step 4** asks for a categorized list of all project cost estimates. Complete all fields then click the “Next” button to move on to the next step.

**14** **Step 5** asks for a schedule of attachments for your project.

**NOTE:** Select “Yes, will attach in step 6” for items that you will attach to your online application in the next step (Step 6). If a document is not ready for submittal, select “Yes, but unavailable” from the drop-down list and provide an approximate date of submittal.

After every checklist item has been answered, click the “Next” button to move on to the next step.

**TIP:** When entering in an estimated submittal date, click the “...” button next to the appropriate date field to open the calendar. Click the estimated date from the calendar to automatically enter it into the field.

# 15 Step 6 allows you to submit any required or optional attachments online.

Please read the directions carefully on this page.

**NOTE:** Attachments may also be submitted via email, fax, traditional mail, or hand delivered to the DEC office in Juneau.

### Address:

Department of Environmental Conservation  
410 Willoughby Avenue  
P.O. Box 111800  
Juneau, AK 99811-1800

Application Submission Process

Step 6

Attachments

**Purpose**

If you have any of the requested attachments in a digital format (Word Doc, PDF, GIF, JPG, etc.), you may attach them to your grant application using the form below. There is a file size limit of 20 MB. Alternatively, you may send the required documents to the Municipal Loan Program via traditional mail service or e-mail to:

Alaska Department of Environmental Conservation  
Facility Construction and Operation  
Municipal Grants and Loans  
410 Willoughby Avenue  
P.O. Box 111800  
Juneau, AK 99811-1800  
Attn.: Terri Lowell  
E-mail: [terri.lowell@alaska.gov](mailto:terri.lowell@alaska.gov)

\* indicates required field

Tracking #: FY11MMGA-0002 Facility: test Type: Municipal Matching Grant Application

1. Choose a file to attach:  
Choose File No file chosen

2. Add the file to the list:

As Type: Force Account Approval  
Title:  
Description:

Attach

3. Your file attachments:

Remove

**Usage Tips:**  
First, use the browse button to select a file from your local system. To see what kinds of files may be uploaded, [click here](#). Then, complete the attachment type, title and description fields before clicking the attach button to add the file to your application attachment list. While the upload is in progress, clicking on any button will cancel the upload. If you would like to remove the file from your application, select it in the list and click the "Remove" button.  
File size limit is 20MB for each attachment.

**Required Attachments**  
There are no required attachments for this application type.

# 16 Step 7 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.

Department of Environmental Conservation

## Municipal Matching Grant Application

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

Step 7

Application Overview

**Purpose**

Please review the information you have entered. If any information is incorrect, click the appropriate section header 'Edit' button to return to that section and edit your data. If the information is correct, click the "Continue" button below to proceed to the Signature and Payment Options page.

**NOTE:** Your information has been saved; you may also exit the system and return later to finalize it.

**Tasks:** [Print For Your Records](#)

- 1. Complete Application Form
- 2. Sign This Application

**Usage Tips:**  
Red items to the left indicate steps that have yet to be completed. You must complete every item from the task list before DEC will process your submittal.

**Your Current Application:**

Tracking #: FY11MMGA-0002 Facility: test Type: Municipal Matching Grant Application

**Grant Application Information** Details [Edit](#)

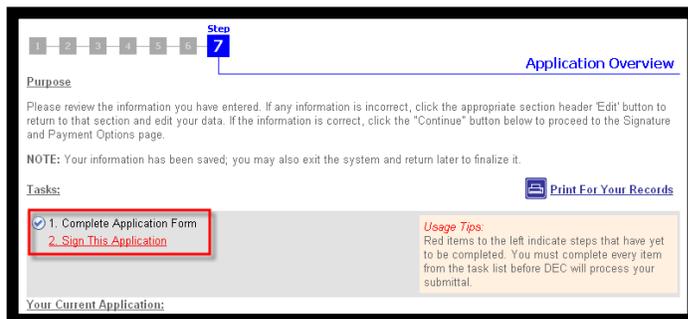
**General Information** Details [Edit](#)

Name of Entity: test  
Address: 123 test  
Contact Name: test

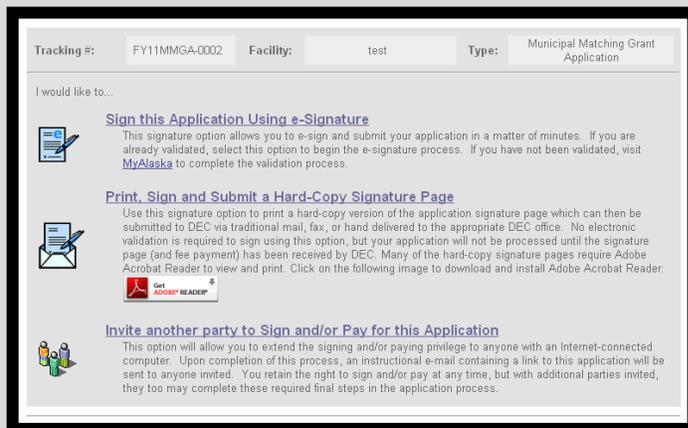
17 After all information is entered and you have finished adding all online attachments, you will need to submit your application.

**NOTE:** A check will appear next to **“1. Complete Application Form”** if the application is complete and ready to be submitted.

To go the **Final Steps** page, select the **“2. Sign This Application”** link under tasks on the Application Overview page. You can also click on the **“Continue”** button at the bottom of the page.

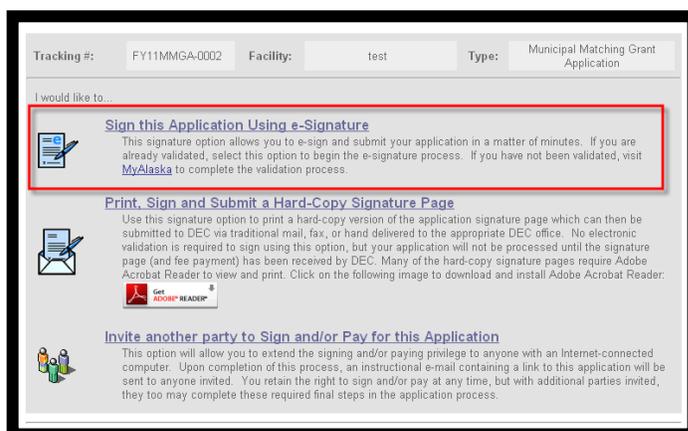


18 The **“Final Steps”** page gives you the option to sign your application by e-signature, hard-copy, or inviting another party to sign your application.

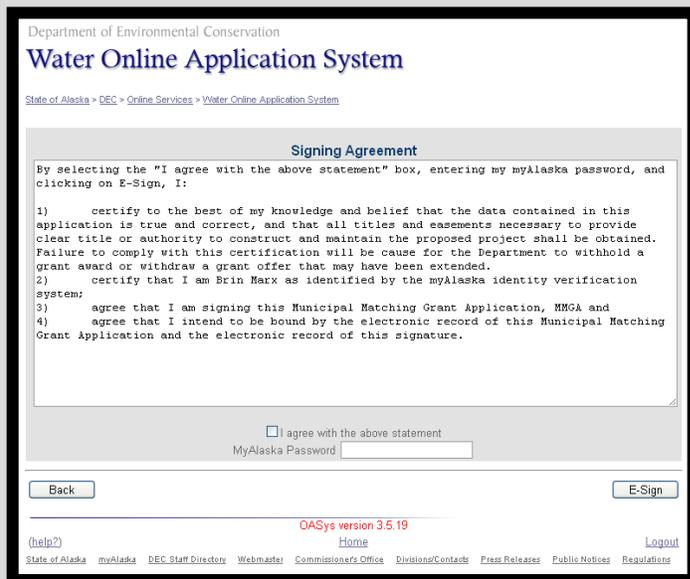


19 If you have verified your account's identity, you will be able to sign your application with an e-signature. If your account is unverified or you wish to either sign a hard-copy or invite another party to sign, move on to **Step 21** or **Step 23** respectively.

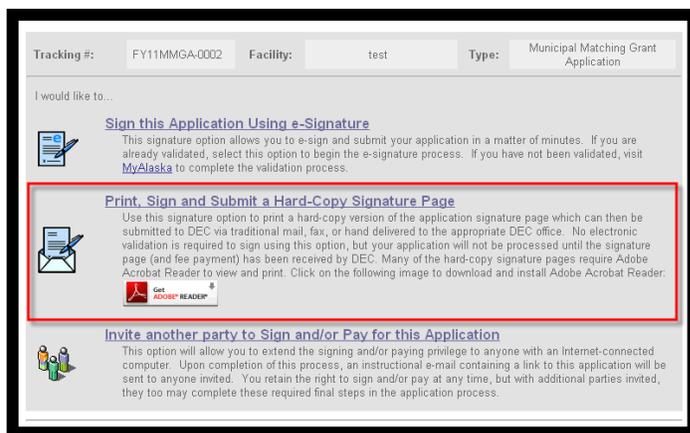
If you are ready to e-sign your application, select the option **“Sign this Application Using e-Signature”**



**20** On the next page, read the signing agreement carefully, then check the **“I agree with the above statement”** box if you agree. Enter your MyAlaska password into the **“MyAlaska Password”** box then click the **“E-Sign”** button to submit your application.



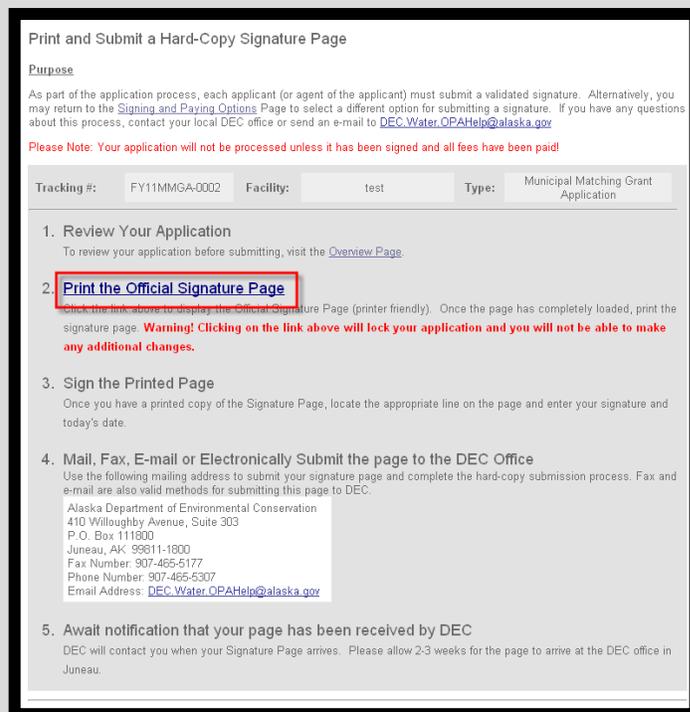
**21** If you need to print and sign a hard-copy of your application, select the **“Print, Sign and Submit a Hard-Copy Signature Page”** option from the **Final Steps** page.



**22** On the **“Print and Submit a Hard-Copy Signature Page”** screen, read the steps described on the page then click **“Print the Official Signature Page”** link to receive your signature page. You will immediately be asked to print the signature page.

**NOTE:**

Once you click the **“Print the Official Signature Page”** link, your application will become un-editable, make sure you have made any necessary changes and all information is correct before requesting a signature page.



**23** 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 #: FY11MMGA-0002 Facility: test Type: Municipal Matching Grant Application

I would like to...

**Sign this Application Using e-Signature**  
This signature option allows you to e-sign and submit your application in a matter of minutes. If you are already validated, select this option to begin the e-signature process. If you have not been validated, visit [MyAlaska](#) to complete the validation process.

**Print, Sign and Submit a Hard-Copy Signature Page**  
Use this signature option to print a hard-copy version of the application signature page which can then be submitted to DEC via traditional mail, fax, or hand delivered to the appropriate DEC office. No electronic validation is required to sign using this option, but your application will not be processed until the signature page (and fee payment) has been received by DEC. Many of the hard-copy signature pages require Adobe Acrobat Reader to view and print. Click on the following image to download and install Adobe Acrobat Reader.

**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. Click the **“Continue”** button to complete the step and invite another signer.

**NOTE:**

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.

Assign Alternate Signer and/or Payer for your Application

**Purpose**  
This page allows you to assign one (or many) alternate signer(s) and/or alternate payer(s) for your application. By assigning an alternate, you are extending that right to the individual indicated. You still retain the right to either sign or pay for the application, you are simply indicating that other individuals also have that right. Please note that any individual indicated below will be required to apply for (and receive) an un-validated MyAlaska user id prior to signing or paying.

Please be aware that any e-mail addresses entered using this form will result in an e-mail being sent to that individual.

Tracking #: FY11MMGA-0002 Facility: test Type: Municipal Matching Grant Application

I would like to assign an alternate...

Payer  
e-mail Address: \_\_\_\_\_

Signer  
e-mail Address: MMGApplicant@alaska.gov **>>>**

Signer and Payer  
e-mail Address: \_\_\_\_\_

Your Alternates

E-mail Comment (optional) \*This comment will be sent to all alternates

Back Continue

**25** When you have assigned your alternative signer, an email will be sent to them with detailed instructions to sign your application. You will also be sent a copy of the email for review. Your alternative signer will be given the same options for signing as you were given in step 18 of this document. Refer to the steps above for further guidance.

Department of Environmental Conservation

**Water Online Application System**

Brin Marx ([brin.marx@alaska.gov](mailto:brin.marx@alaska.gov)) has identified you as the person responsible to sign for application number 'FY11MMGA-0002' for the facility: 'test'. This application is for a discharge under the Municipal Matching Grant Application MMGA.

In order to access this application, you will need the following Tracking Number and PIN:  
Tracking Number: FY11MMGA-0002  
Pin: 3978

To continue, please visit the [Water Online Application](https://mytest2.state.ak.us/login/login.aspx?pubid=opa&returnto=https://mytest2.state.ak.us/dec/water/opa/Associate.aspx) (<https://mytest2.state.ak.us/login/login.aspx?pubid=opa&returnto=https://mytest2.state.ak.us/dec/water/opa/Associate.aspx>) site.

Please direct questions to [DEC.Water.OPAHelp@alaska.gov](mailto: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 your application has been signed, you will receive an email certifying that your application was signed and another that your application was successfully submitted. If you submitted a hard-copy signature page, it may take a few days to process.

### Municipal Matching Grant Application

The electronic submission process for application number FY11MMGA-0002 for Facility 'test' is complete.

**For assistance, please call**

**John Randolph at 907-465-5307,  
Kaitee Fleck at 907-451-5337, or  
Janice Mclean at 907-465-5282.**