

SRF Loan - MBE/WBE Utilization Form (DBE Reporting)

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 MBE/WBE Utilization Form (DBE Reporting)

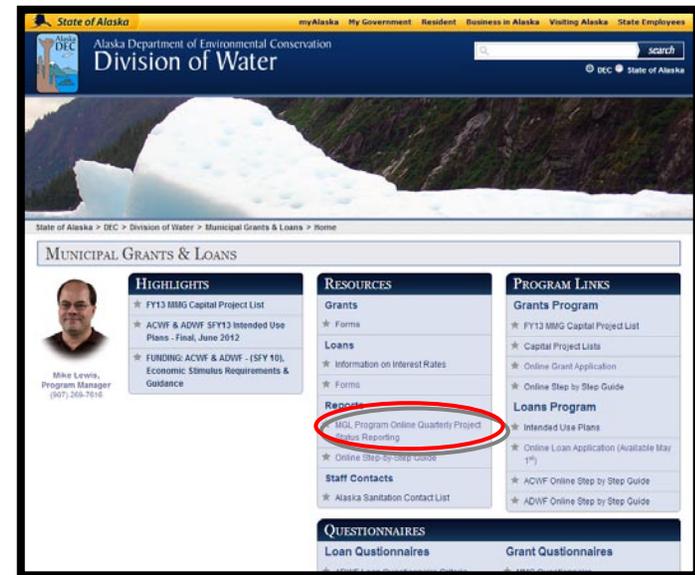
1 The online SRF Loan MBE/WBE Utilization Form submittal is located in the DEC's Water Online Application System (OASys).

To get to OASys, go to the Division of Water's Municipal Grants & Loans homepage:

<http://dec.alaska.gov/Water/MuniGrantsLoans/index.htm>

Select the "MGL Program Online Quarterly Project Status Reporting" link under Resources.

Important: This online submittal can be linked to your MGL 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. See [MGL Quarterly Report guidance document](#) for further details.

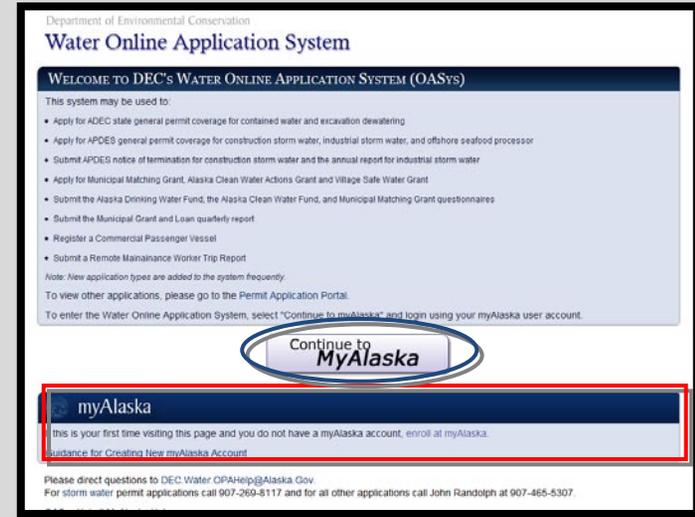


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From the OASys home page, you can continue to your application by clicking the **“Continue to MyAlaska”** button.

TIP:

OASys requires an active myAlaska account. If you do not have a myAlaska account, you can create one by following the steps outlined in the **“myAlaska”** box at the bottom of the page.



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After successfully logging 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.



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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.

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 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.



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

T 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.



I **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.

T If you need to **void** an application (questionnaire, application, or quarterly report) that was entered in error, please send an email to: DEC.Water.OPAHelp@alaska.gov.

I Please include the tracking number for the application needing to be voided.

P

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

The screenshot shows the 'SRF Loan - MBE/WBE Utilization Form' at Step 1: General Information. The 'Submission Process' bar indicates Step 1 of 4. A 'Step Timeout: 28:30' is shown. 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.)' A note says '* indicates required field.' The form fields include: Tracking #: DBEUF-0015, Facility: (blank), Type: SRF Loan - MBE/WBE Utilization Form. Under 'Project': Community/Entity Name, Enter the Project Name, and Enter ADEC Financial Assistance (Loan) Agreement Number. Under 'Fiscal Year': Federal Fiscal Year and State Fiscal Year. Under 'Reporting Period': Select Reporting Period, Is this the last report for the project (Project completed)?, and Is this a revision of a prior report?. There are also fields for 'If Yes, Enter the Year:' and 'Describe the revisions you are making:'. Buttons for 'Overview' and 'Save & Continue' are at the bottom.

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Step 2 of the submission process collects contact information for various roles.

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

Important: The “Recipient Authorized Representative” must be the person who will sign this report.

Complete all required or applicable contacts, then click “**Save & Continue**” to continue to the next step.

The screenshot shows the 'SRF Loan - MBE/WBE Utilization Form' at Step 2: Contact Details. The 'Submission Process' bar indicates Step 2 of 4. A 'Step Timeout: 29:54' is shown. The 'Purpose' section states: 'This step of the submission process must be completed by the loan recipient. You may make multiple selections if this person fills more than one role.' A note says '* indicates required field.' The form has two sections: '1. This Contact is the...' with checkboxes for 'Loan Recipient Reporting Contact' and 'Recipient's Authorized Representative'. '2. Contact Information...' includes fields for Contact Name (First, MI, Last), Contact Title, Organization Name, Mailing Address, City, State, ZIP, Country (USA), Phone, Fax, e-Mail Address, and Web Site. Buttons for 'Cancel', 'Save', 'Add', 'Remove', 'Edit', and 'Copy' are present. 'Previous', 'Overview', and 'Save & Continue' buttons are at the bottom.

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Step 3 of the submission process asks for the loan amount and if any procurements or accomplishments were made during the semi-annual reporting period

SRF Loan - MBE/WBE Utilization Form

Submission Process Step Timeout 29:54
The step will timeout after 30 minutes of inactivity. Activity is defined as hitting the 'Previous', 'Overview' or 'Save & Continue' buttons.

Step 3 of 4

MBE/WBE Procurements

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

Tracking #: DBEUF-0015 Facility: test Type: SRF Loan - MBE/WBE Utilization Form

Total Loan Assistance Agreement Amount: *

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.)

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 & Continue

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Step 4 of the submission process where you will enter information about each procurement/accomplishment made during the reporting period. If none were made, then click the “Not Applicable” checkbox and move to the next step.

SRF Loan - MBE/WBE Utilization Form

Application Submission Process

Step 4 of 4

Procurement Information

Purpose
This step collects information about each procurement made during the reporting period. * indicates required field.

Tracking #: DBEUF-0001 Facility: 123 Type: SRF Loan - MBE/WBE Utilization Form

MBE/WBE Procurements

If NO procurements and NO accomplishments were made during this reporting period, please check "Not Applicable" and skip the questions below.

Not Applicable

Usage Tips:
You can enter one or several procurements/accomplishments. Please complete each question below for the first procurement, then press the "Add/Update" button. The Prime Contractor's Name, Value of Procurement and Date of Award will appear in the box on the right side of the page. Continue these steps until all the procurements/accomplishments are entered, then press the "Next" button to continue with the submittal process.

If at any time you want to edit or delete a procurement entry, press the "Edit" or "Delete" button respectively.

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

Business Enterprise: * Select

Value of Procurement: *

Date of Award: *

Select Type of Product or Services: * Select

Edit Delete

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Step 5 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.

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

A check will appear next to “**1. Complete Steps**” if the application is complete and ready to be signed.

To go the **Final Steps** page, select the “**2. 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 (Skip to the next step of this guide)
- Print and sign a hard-copy (Skip to step 14 of this guide)

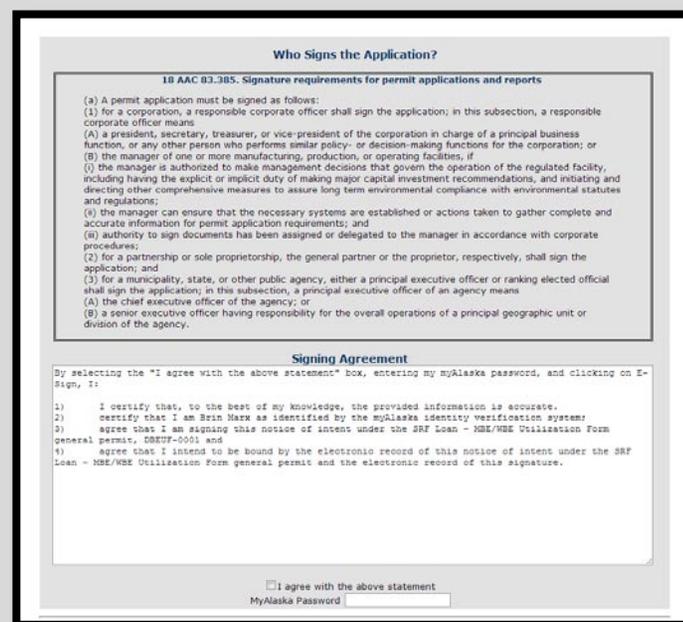
12 To sign your application with an e-Signature, your account must be validated through MyAlaska.

Select **“Sign this Application Using e-Signature”**.

NOTE: If you use a **myAlaska** account that has been used to apply and e-sign for a PFD, you are automatically validated.



13 Carefully read the information and signature agreement on this page, check the box if you agree with the Signing Agreement, and enter your **myAlaska Password**. To complete the signing process, click on the **“E-Sign”** button.



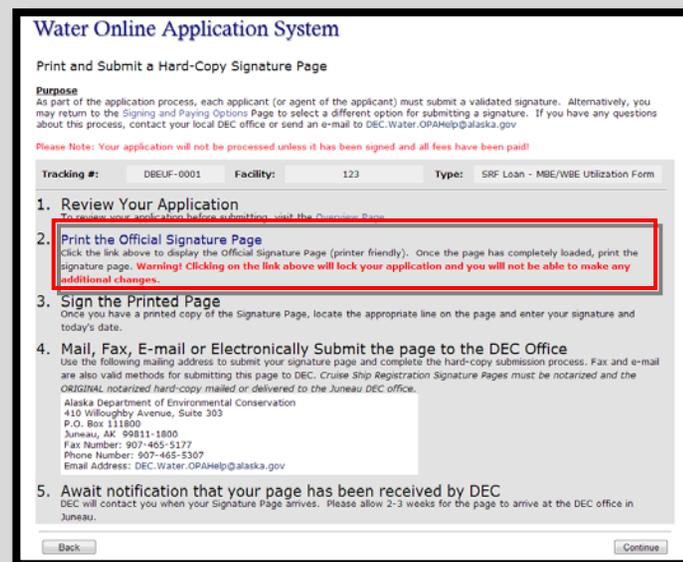
14 To print a hard-copy signature page, select **“Print, Sign and Submit a Hard-Copy Signature Page”**.



15 Carefully read the steps to submitting your application on this page. Click the **“Print the Official Signature Page”** link to access your printable signature page.

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

The Recipient’s Authorized Representative must sign the signature page and all pages must be mailed, faxed, or emailed to the DEC Office for processing.



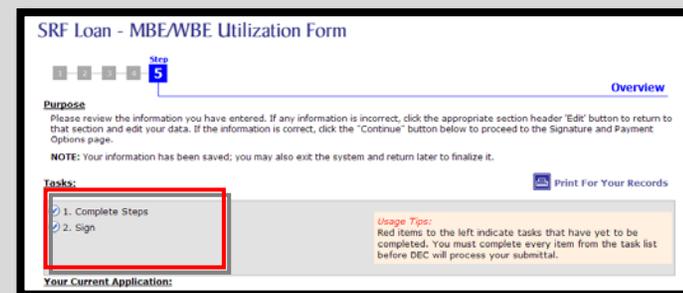
16 After your application has been signed, you will receive an email certifying that your application was successfully submitted.

NOTE: If you submitted a hard-copy signature page, it may take a few days to process.

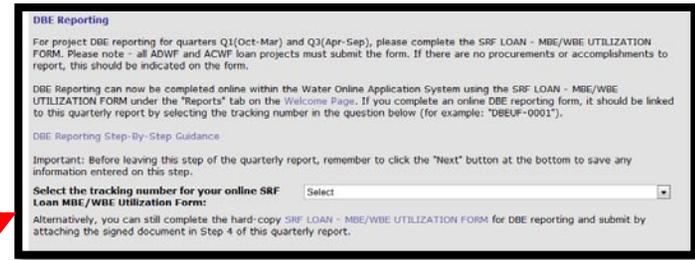


17 If you choose to return to the application in the Water Online Application System, the Application Overview will display all tasks completed.

Important: This online submittal can be linked to your MGL 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. See [MGL Quarterly Report guidance document](#) for further details.



18 Important Reminder: This online submittal can be linked to your MGL 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. See [MGL Quarterly Report guidance document](#) for further details.



DBE Reporting

For project DBE reporting for quarters Q1(Oct-Mar) and Q3(Apr-Sep), please complete the SRF LOAN - MBE/WBE UTILIZATION FORM. Please note - all ADWP and ACWP loan projects must submit the form. If there are no procurements or accomplishments to report, this should be indicated on the form.

DBE Reporting can now be completed online within the Water Online Application System using the SRF LOAN - MBE/WBE UTILIZATION FORM under the "Reports" tab on the Welcome Page. If you complete an online DBE reporting form, it should be linked to this quarterly report by selecting the tracking number in the question below (for example: "DBEUF-0001").

DBE Reporting Step-By-Step Guidance

Important: Before leaving this step of the quarterly report, remember to click the "Next" button at the bottom to save any information entered on this step.

Select the tracking number for your online SRF Loan MBE/WBE Utilization Form:

Alternatively, you can still complete the hard-copy SRF LOAN - MBE/WBE UTILIZATION FORM for DBE reporting and submit by attaching the signed document in Step 4 of this quarterly report.

For assistance with the online process, please contact the
Division of Water at 907-465-5180 or email
DEC.Water.OPAHelp@alaska.gov