

Municipal Matching Grant Request for Payment

Step-by-Step

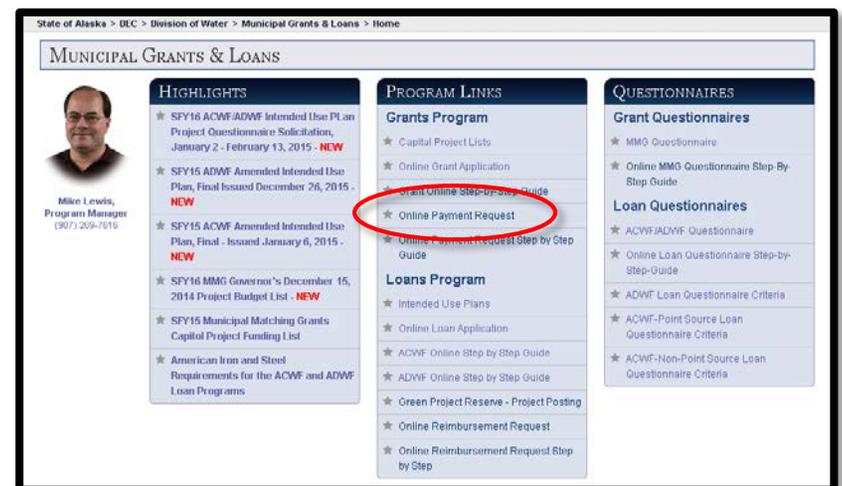
The Municipal Matching Grant Request for Payment can be filled out using the Division of Water's Online Application System. This document will guide you through this online process.

Municipal Matching Grant Request for Payment

1 The online Grant Payment Request 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](#).

Select **"Online Payment Request"** under **Grants Program**.



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

If you do not have a myAlaska account, skip to step 4 below.



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IMPORTANT SIGNING REQUIREMENT:

The Grant Payment Request requires the "signer" to be **approved for e-signature**.

Guidance for applying for e-signature (DEC Water Validation) is available from the OASys homepage:

http://dec.alaska.gov/water/OASysHelp/attachments/dec_water_validation_stepbystep.pdf



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If you have a myAlaska account, log in to OASys and skip to step 5 in this guidance.

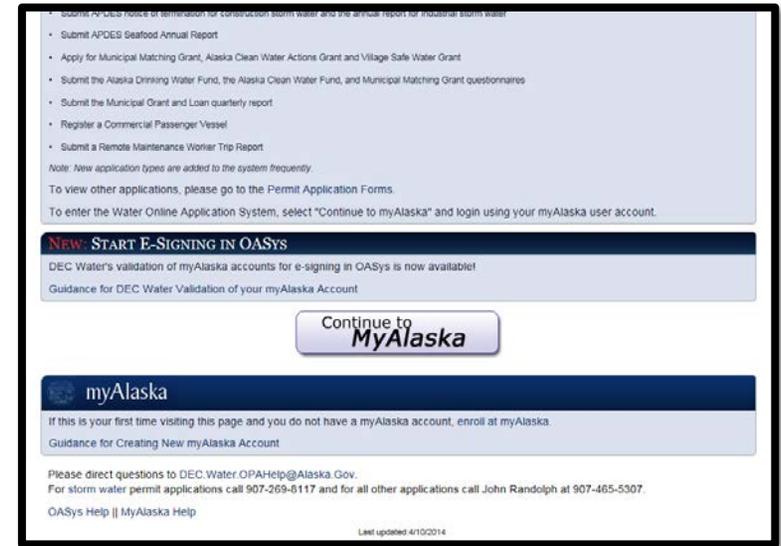


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If you don't have a **myAlaska** account, select the "enroll at myAlaska" link. You only need to create a myAlaska account once.

Guidance for creating a new myAlaska account is available at:

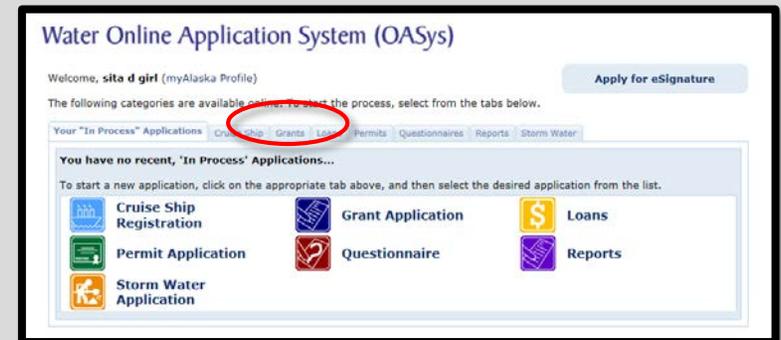
http://dec.alaska.gov/water/OASysHelp/attachments/myAK_Reg_guidance.pdf



5

After successfully logging in to myAlaska, you will arrive at the Water Online Application system.

Select the "Grants" tab.



6

Select "Municipal Matching Grant Request for Payment" from the available categories.



7

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.

(Below you will find a few "Tips" that provide additional information regarding navigation of these steps.)



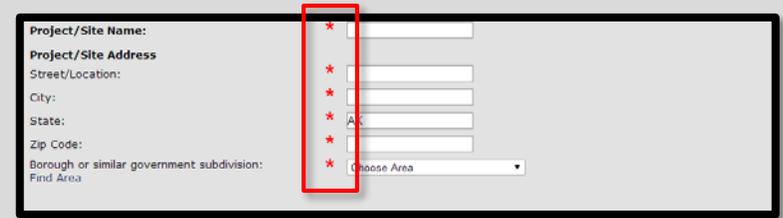
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The step numbers at the top of the page can be used to navigate directly to pages that have already been completed.



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



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

NOTE: At any time, you can logout, and your information will be saved, however changes to the current page are not saved until you hit "Save & Continue".



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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.



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Step 1 asks for information about your project.

After entering your Payment Request number, select your entity/organization name from the select list.

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

When you have completed all questions in this step, click the **"Save & Continue"** button to move on to the next step.

Municipal Matching Grant Request for Payment

Submission Process Step Timeout: 29:14
The step will timeout after 30 minutes of inactivity. Activity is defined as hitting the 'Previous', 'Overview' or 'Save & Continue' buttons.

Step 1

Project/Grant Information

Purpose
This step will collect information about your project for your Municipal Matching Grant Request for Payment. * indicates required field.

Tracking #: MMGRP-0271 Facility: Type: Municipal Matching Grant Request for Payment

Payment Request Number: *
Entity/Organization Name: * Juneau
Grant Number- Project Title: * Select

Grant Period covered under this Payment Request:
Begin Date: *
End Date: *
What approximate percent complete is the subject project currently? * %
Is this the Final Pay Request? * Yes No

Overview Save & Continue

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Step 2 collects the summary of expenses claimed.

First, Use the "Past Expense Report" link provided in order to reference awarded loan amounts and past expenses requested.

Municipal Matching Grant Request for Payment

Submission Process Step Timeout: 26:44
The step will timeout after 30 minutes of inactivity. Activity is defined as hitting the 'Previous', 'Overview' or 'Save & Continue' buttons.

Step 2

Summary of Expenses Claimed

* indicates required field.

Tracking #: MMGRP-0271 Facility: 41104, Hoonah Water Trans. Line Replacement - Phase I Type: Municipal Matching Grant Request for Payment

Please use the "Past Expense Report" link provided in order to reference awarded loan amounts and past expenses requested.

[Past Expense Report](#)

Current Expenses Administration:

Next, enter the **current expense** amounts for this request for each cost category that is applicable.

Current Expenses

Administration:

Engineering Design:

Engineering Construction:

Construction:

Equipment:

Other Expense Type:

Expense Amount:

Other Expense Type:

Expense Amount:

Other Expense Type:

Expense Amount:

Total Other Expenses: 0.00

Total Expenses: 0.00

Total Expenses are automatically calculated and displayed.

Select the appropriate **Match Grant Percentage**. The **Maximum Allowable Requested Amount** is automatically calculated and display.

Eligible Grant Expenditures (maximum allowable)

Match Grant Percentage:

Maximum Allowable Requested Amount: 0.00

Current Requested Amount:

Note: Should be = OR < Maximum Allowable Requested Amount

If Current Requested Amount is not equal to or less than Maximum Allowable Request Amount, please explain as follows:

Enter the actual **Current Requested Amount**. This should be equal or less than the **Maximum Allowable Requested Amount**.

Eligible Grant Expenditures (maximum allowable)

Match Grant Percentage:

Maximum Allowable Requested Amount: 0.00

Current Requested Amount:

Note: Should be = OR < Maximum Allowable Requested Amount

If Current Requested Amount is not equal to or less than Maximum Allowable Request Amount, please explain as follows:

Lastly, enter the Other Funding Sources and Totals information if desired.



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

The screenshot shows a form titled "Other Funding Sources" with three input fields for "Funding Source Type" and "Funding Source Amount". Below these is a "Totals" section with fields for "Awarded Grant Amount", "Total Funding: (Awarded Grant Amount + Total Other Funding Source Amount)", and "Total Current Request: (Current Grant Request + Current Funding Match)". The values for the totals are currently 0.00. At the bottom are "Previous", "Overview", and "Save & Continue" buttons.

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Step 3 asks allows you to review the current pay request along with previously requested expenses in the Past Expense Report.

Use the link provided in order to reference awarded loan amounts and past expenses requested.

The screenshot shows a "Municipal Matching Grant Request for Payment" form. It includes a "Submission Process" progress bar with step 3 highlighted. A "Request Review" link is visible. The "Purpose" section contains the text: "Please review grant pay request information." Below this is a table with fields: "Tracking #:" MMGRP-0271, "Facility:" 41104, Hoonah Water Trans. Line Replacement - Phase I, and "Type:" Municipal Matching Grant Request for Payment. A red box highlights a "Requested Expenses Report" link, with a red arrow pointing to it from the left. At the bottom are "Previous", "Overview", and "Save & Continue" buttons.

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

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Step 4 in the process collects 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.

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

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Step 5 allows you to submit **invoices** or other attachments online.

Please read the directions carefully on this page.

To attach a file:

- Click the **"Browse..."** button
- A file browser window will open. Select the file you want to upload then click the **Open** button. The name of the file you selected will appear next to the "Browse..." button.
- Select what kind of file it is from the drop-down menu and add a title and description.
- Click **"Attach"** when you have all the information completed to submit your document.

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

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

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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.

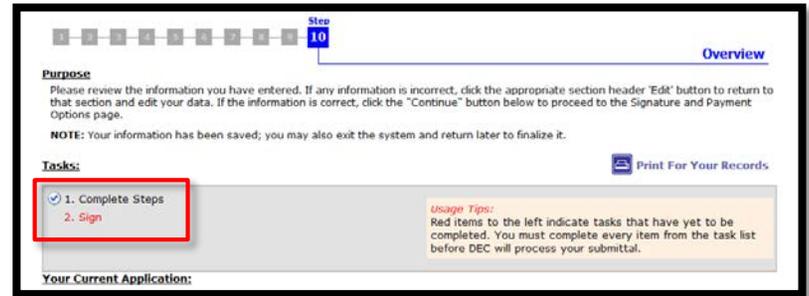
<i>Project/Grant Information</i>		<i>Details</i>		<input type="button" value="Edit"/>
Payment Request Number:			2	
Entity/Organization Name:			Hoonah	
Grant Number- Project Title:			41104 , Hoonah Water Trans. Line Replacement - Phase I	
Begin Date			12/01/2015	
End Date			12/31/2015	
What approximate percent complete is the subject project currently?			4	
Is this the Final Pay Request?			No	
Summary of Expenses Claimed				
				<input type="button" value="Edit"/>
COST CLASSIFICATION		Amount This Request		
Administration			\$	
Engineering Design			\$	
Engineering Construction			\$	
Construction			\$	
Equipment			\$	
Other Expense: Select		\$		
Other Expense: Select		\$		
Other Expense: Select		\$		
Other Expenses (Total)			\$0.00	
Total Expenses			\$0.00	
Total Requested Amount				
(50% Match Grant Max)			\$	
Request Explanation (if needed):				
		Information Only		
			Funding Amount	
Awarded Grant Amount:				(A) \$
Other Funding Source:		\$		
Other Funding Source:		\$		
Other Funding Source:		\$		
Other Funding Sources (Total)				(B) \$0.00
Total Project Amount				(A + B) \$0.00

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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.

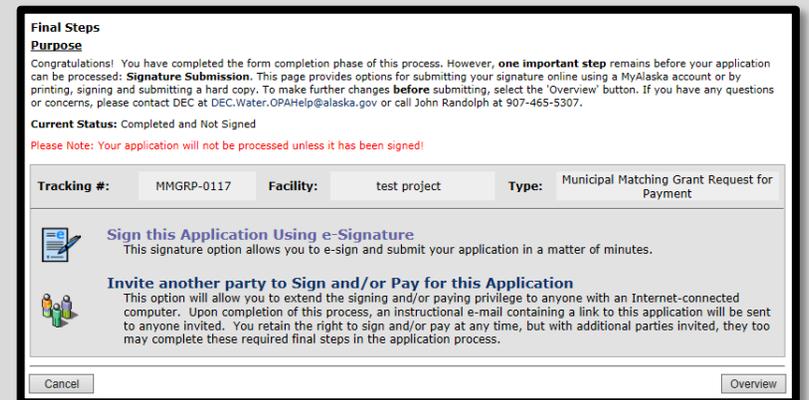
To go the **Final Steps** page, select the **“Sign”** link under tasks on the Application Overview page. You can also click on the **“Continue”** button at the bottom of the page.



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The **“Final Steps”** page gives you the signature options available for signing your application.

- Sign this Application Using **e-Signature** (continue to step 15 in this guide)
- Invite another party to Sign and/or Pay for this Application (skip to step 18 in this guide)



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

NOTE: If you have used a **myAlaska** account to apply for and e-sign a PDF then you are already automatically validated.

Final Steps
Purpose
Congratulations! You have completed 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, please contact DEC at DEC.Water.OPAHelp@alaska.gov or call John Randolph at 907-465-5307.

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

Tracking #:	MMGRP-0117	Facility:	test project	Type:	Municipal Matching Grant Request for Payment
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Sign this Application Using e-Signature
This signature option allows you to e-sign and submit your application in a matter of minutes.

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

17 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.

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

18 Enter your password and the answer to your secret question into the respective fields and click the “**sign and submit**” button.

(Skip to step 23 in this guidance.)

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: Offshore Sealood General Permit
Description: OFSH-0143 - gh
Department: Alaska Department of Environmental Conservation
Division: Division of Water
Size: 19394 bytes
Certified Date:

[View Document](#)

Password:

What was the last name of your third grade teacher?

19 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.

Final Steps

Purpose

Congratulations! You have completed 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, please contact DEC at DEC.Water.OPAHelp@alaska.gov or call John Randolph at 907-465-5307.

Current Status: Completed and Not Signed

Please Note: Your application will not be processed unless it has been signed!

Tracking #:	MMGRP-0117	Facility:	test project	Type:	Municipal Matching Grant Request for Payment
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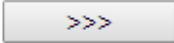
Sign this Application Using e-Signature

This signature option allows you to e-sign and submit your application in a matter of minutes.

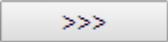
Invite another party to Sign and/or Pay for this Application

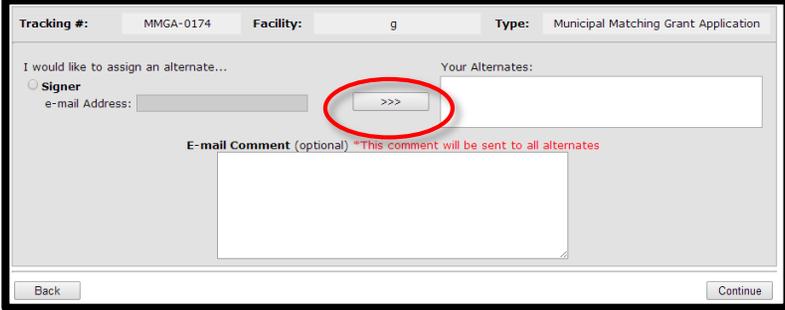
This option will allow you to extend the signing and/or paying privilege to anyone with an Internet-connected computer. Upon completion of this process, an instructional e-mail containing a link to this application will be sent to anyone invited. You retain the right to sign and/or pay at any time, but with additional parties invited, they may complete these required final steps in the application process.

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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.

TIP: You can enter multiple emails in this step. Simply enter each additional contact as described above, pressing the  button after each contact. Click the “**Continue**” button to complete the step and invite another signer.

WARNING: 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.



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An instructional email containing the tracking number, PIN, and a link to this application is sent to the alternate signer allowing them to complete the final steps in the application process.

NOTE: The alternate signer will need to have a myAlaska account.

John Randolph (john.randolph@alaska.gov) has identified you as the person responsible to sign for application number 'MMGRP-0117' for the facility: 'test project'. This application is for a discharge under the Municipal Matching Grant Request for Payment MMGRP.

In order to access this application, you will need the following Tracking Number and PIN:

Tracking Number: **MMGRP-0117**

Pin: **1498**

john.randolph@alaska.gov sent you the following comments:
blah

To continue, please visit the [Water Online Application \(https://test.dec.alaska.gov/applications/water/oasys/Associate.aspx\)](https://test.dec.alaska.gov/applications/water/oasys/Associate.aspx) site.

Please direct questions to 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.

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After clicking on the link provided in the email, the alternate payer will login to OASys and enter the Tracking Number and PIN (also provided in the email).

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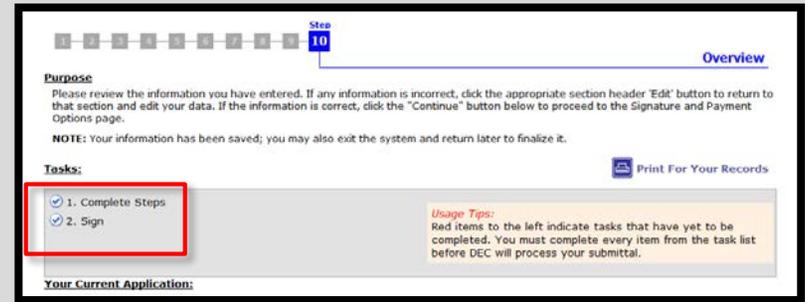
The alternate signer will be taken to the "Final Steps" page, giving them the opportunity to e-sign the Grant Payment Request (if validated).

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You will receive an email confirming that your payment request was signed and another that your application was successfully submitted.

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



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