

# FY17 VSW Construction Application

## Step by Step Document

Village Safe Water Application(s) can be submitted using the Division of Water's Online Application System. This document will guide you through the online process.

### FY17 Construction Application Step by Step Document

1

Go to the Division of Water's Village Safe Water (VSW) home page at:

<http://dec.alaska.gov/water/vsw/index.htm>

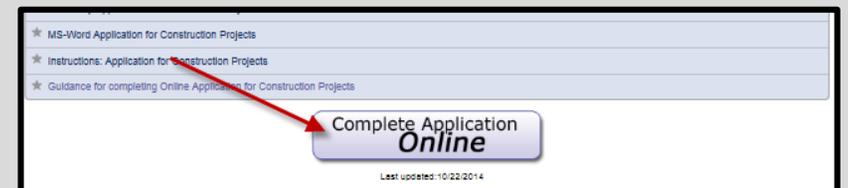
Select the "SFY 2017 Grant Application" link under "Highlights".



2

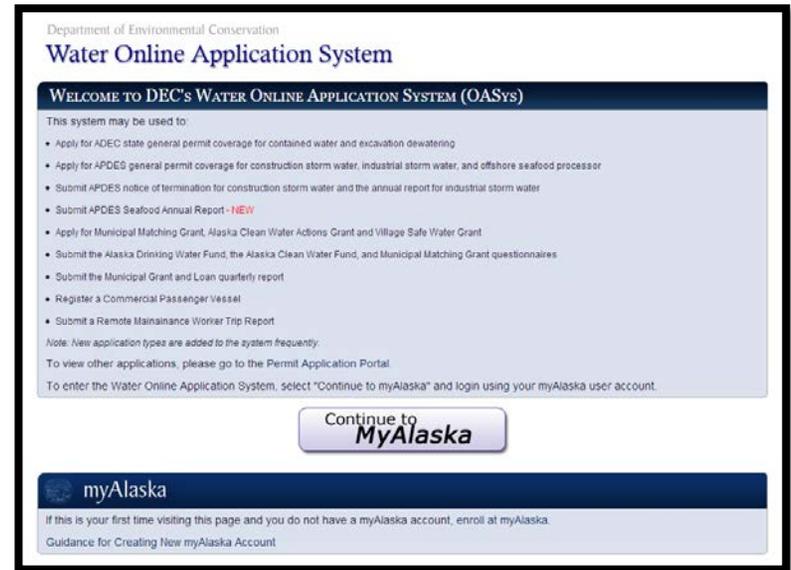
This page discusses the new online submission process.

When ready to begin the online application process, click on the "Complete The Application Online" button at the bottom of the page.



# 3

## Welcome to the Water Online Application System (OASys)!



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**IMPORTANT:** Submitting an online application requires a **myAlaska** account with a username and password.

- If you don't have a myAlaska account, continue to the next step in this document to create one.
- If you already have a **myAlaska** account, click on "Continue to myAlaska" button to login. After entering your **myAlaska** user name and password, you will be directed to the Online Application System, ready to fill in the eNOI.



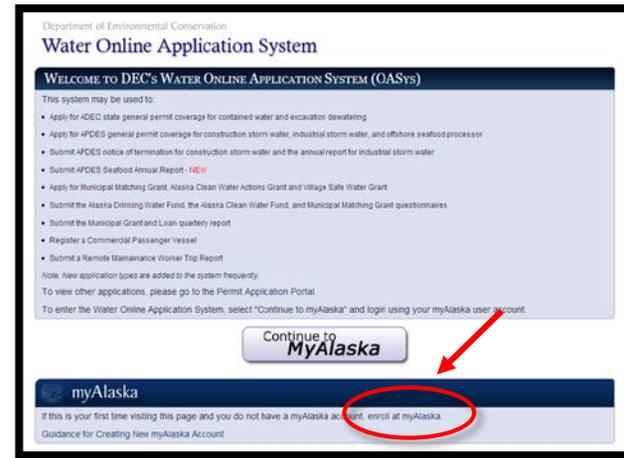
# 4

If you already have a **myAlaska** account, skip to step 5 in this guidance.

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

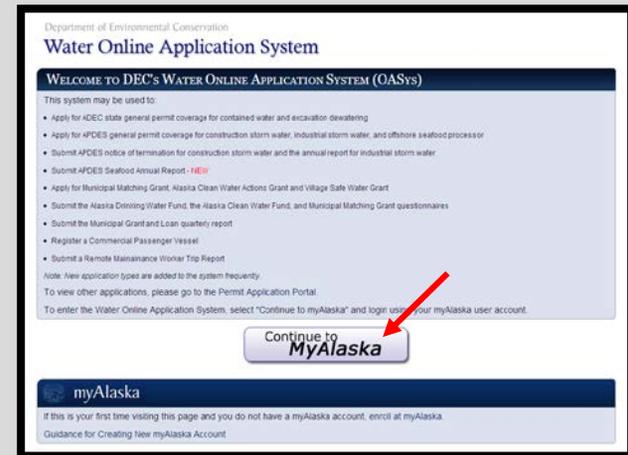
The separate document "[Guidance for Creating New myAlaska Account](#)" will walk you through setting up a **myAlaska** account.

**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.



5

Log in to DEC Water Online Application System using your **myAlaska** account.



6

After successfully registering for a myAlaska account or after entering your existing username and password, you will arrive at the Online Application system, ready to fill in the application!

Select the **"VSW Construction Application"** under the **Grants** Tab from the available categories.



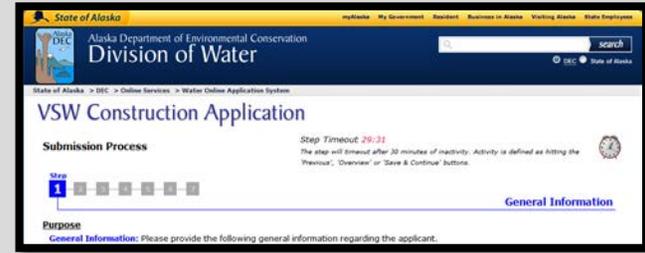
7

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:**

Questions with a Star (\*) next to them are required.



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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.

**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 "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 and to edit previously entered information.

**NOTE:** Remember, Changes to the current page are not saved until you hit "Save & Continue".

8

**Step 1** will ask you for your community and contact information.

Select your community name from the drop-down list.

Complete all required fields, as well as any optional fields that apply, then click **"Save & Continue"** to save the information entered and continue to step 2.

**VSW Construction Application**

Submission Process Step Timeout: 28:46  
The step will timeout after 30 minutes of inactivity. Activity is defined as hitting the 'Previous', 'Overview' or 'Save & Continue' buttons.

Step 1 [General Information](#)

**Purpose**  
General Information: Please provide the following general information regarding the applicant. \* Indicates required field.

Tracking #: FY17WCIPCON0011 Facility: ADAK Type: VSW Construction Application

Community Name \* ADAK  
 Address \*  
 Address 2  
 City \*  
 State \*  
 Zip Code \*  
 Contact Name \*  
 Title  
 Phone Number \*  
 Fax Number  
 E-Mail Address

Please provide the email address for the applicant contact listed above, if available. Do not provide the email address for the consultant or agency engineer.

[Overview](#) [Save & Continue](#)

9

**Step 2** determines the eligibility of your community. Read each question carefully before continuing to the next step.

Step 2 [Eligibility](#)

**Purpose**  
Eligibility: In order for DEC to establish eligibility, please complete the following sections as completely as possible. \* Indicates required field.

Tracking #: FY17WCIPCON0011 Facility: ADAK Type: VSW Construction Application

**1. Three Year Priority List**  
Does your community currently have a project on the Three Year Priority List? \*  Yes  No  
 If you answer Yes to question 1, your community is not eligible to apply for VSW construction funding at this time.

**2. Operation and Maintenance Best Practices**  
Does your community currently meet all eligibility requirements associated with a current Operation and Maintenance Best Practices? \*  Yes  No  
 If you answer No to question 2, your community is not eligible to apply for VSW construction funding at this time.

**3. Sanitation Facilities Master Plan**  
Is the total amount of funding being requested, plus all remaining needs, greater than \$2 million? \*  Yes  No  
 If you answer Yes to question 3, the scope of your funding request must be included in a current, completed Sanitation Facilities Master Plan in order for your application to be considered eligible. In addition, the following attachments must be included with the application:  
 > A copy of the Executive Summary - from a current, completed Sanitation Facilities Master Plan, Comprehensive Plan, or Feasibility Study for the community;  
 And, if the plan is not currently included in the VSW Approved Master Plan List:  
 > A Letter of Approval - for the plan or study, signed by the Facility Programs Manager.  
 If you answer No to Question 3, an approved plan for funding request is not required at this time.

[Previous](#) [Overview](#) [Save & Continue](#)

# 10

**Step 3** asks you which projects you are requesting funding for. Depending on your community, there may be one or more projects available. Check the box in front of each project for which you are requesting funding. Click on the project to review project information.

Once you've selected your project(s), click **"Save & Continue"** to continue on to the next step.

# 11

**Step 4** asks you to review the Operation and Maintenance (O&M) information for your project.

To review the O&M information for your community, click on the "O&M Report" link. Once reviewed, check the box next to the link. If the O&M information in the report is incorrect, provide corrected information.

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

# 12

**Step 5** collects information about related projects. Enter in any requested information and click "Save & Continue" to continue.

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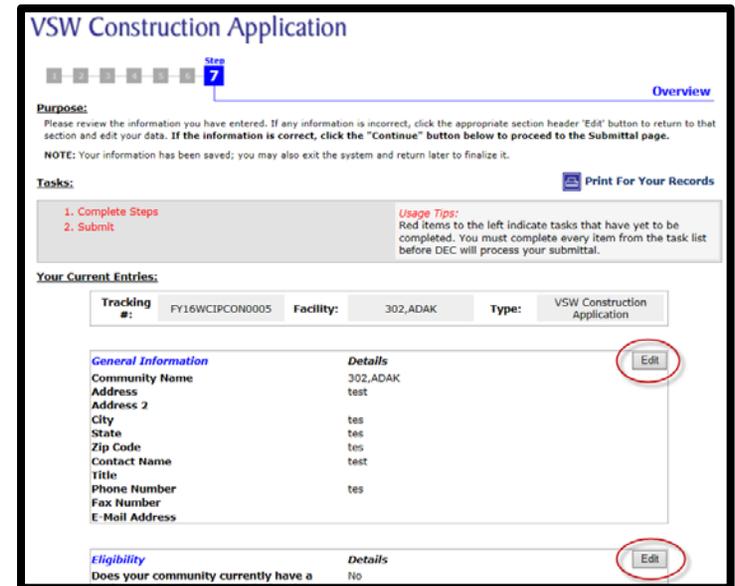
**Step 6** gives you the option to submit any required or optional attachments online.

Please read the directions carefully on this page.

# 14

The “**Application Overview**” page (Last Step) gives you an opportunity to review and edit what you have entered so far.

To change any information in a section, select the “**Edit**” button that corresponds to that section.

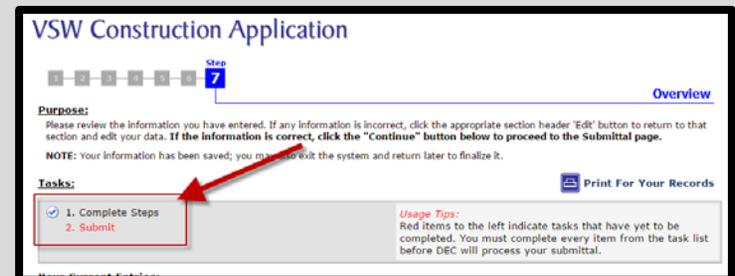
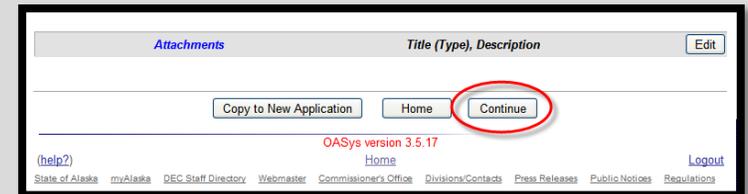


# 15

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 task “**1. Complete Application Form**” if the application is complete and ready to be submitted.

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

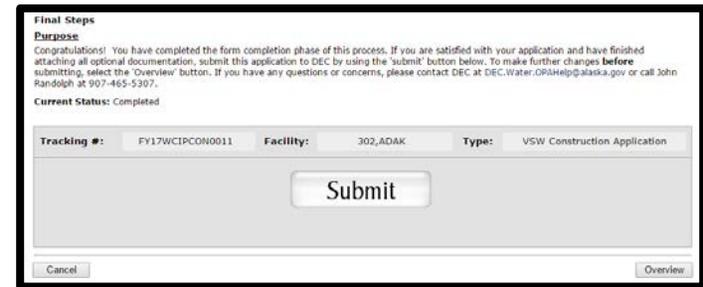


16

The “Final Steps” page gives you the option to submit your application to DEC.

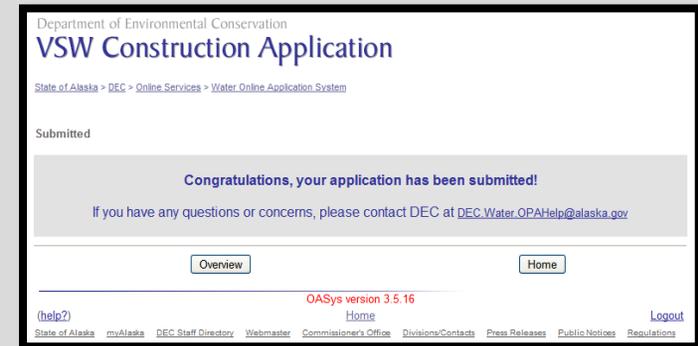
If you are satisfied with your application click the submit button on this page.

**NOTE:** Once submitted, you will no longer be able to modify the application or add additional attachments.



17

Once your application is submitted, you have completed the online application process and may close your browser. You will receive an email confirming your submission.



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