

Guidance for Municipal Matching Grant Questionnaire

Step by Step Document

This document will assist you in completing the MMG Questionnaire. If you need further assistance and ADWF with the online registration process, please contact the Division of Water at 907-465-5180 or email DEC.Water.OPAHelp@alaska.gov

FY18 Municipal Matching Grant Questionnaire

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

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

Select the "Municipal Matching Grant Questionnaire" link under Questionnaires.

The screenshot shows the website for the Alaska Department of Environmental Conservation, Division of Water. The page is titled "MUNICIPAL GRANTS & LOANS". On the left, there is a profile for Mike Lewis, Program Manager. The main content area is divided into three columns: HIGHLIGHTS, PROGRAM LINKS, and QUESTIONNAIRES. The HIGHLIGHTS column contains several news items. The PROGRAM LINKS column is divided into Grants Program and Loans Program. The QUESTIONNAIRES column is divided into Grant Questionnaires and Loan Questionnaires. The "MMG Questionnaire" link under Grant Questionnaires is circled in red.

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This page discusses the new online questionnaire submission process. If you encounter difficulties accessing or completing the on-line questionnaire, please contact the Division of Water at 907-465-5180 or email DEC.Water.OPAHelp@alaska.gov. When ready to begin the online questionnaire process, click on the **“Complete Questionnaires Online”** button.

GUIDANCE CONSIDERATIONS

- Please submit a questionnaire for each project you want considered for funding. Each project should be distinct in scope. If you are unsure about whether elements of a proposed project are eligible or suitable, please contact the project engineer for your community (see below).
- Large projects should be phased for purposes of funding availability and be limited to around \$1,000,000. In order for us to consider larger projects, suitable detailed analysis and cost estimates will need to be provided.
- A project with ongoing phases or that has multiple state and federal funding sources, will need to clearly define the proposed project or phase within the context of the overall scope and funding elements to allow accurate comparison and scoring with the ADEC Municipal Matching Grants scoring criteria.
- For planning and design related projects, the grant amount should be justified with an appropriate analysis and cost estimate. For larger planning and design projects over \$100,000, additional detail will be required.
- The Department encourages using the Alaska Clean Water Fund (ACWF) and Alaska Drinking Water Fund (ADWF) as a matching source of funds for grant requests. Both programs offer low financing costs when compared to other sources of financing such as bonding. Current long term rates are 1.5% for the ACWF and 1.5% for the ADWF, with a maximum 20 year repayment period.
- The following guidance will be applied to all SFY 2018 project questionnaires. If any projects are equal in scoring, the following sequence will be used to differentiate between them for ranking order:
 1. If a project states an earlier construction date, as a result of a compliance agreement or other legal order from a federal or state agency, that project will be placed ahead of the others.
 2. The individual scores from each criteria category starting with Project Need will be compared until a difference is found. The project with the highest score in the individual category will be placed first.
 3. If the projects are from the same city, the city may request that one be placed ahead of the other.
 4. A project with an earlier date for submitting a completed questionnaire will be moved up in ranking.

For assistance, please contact Mike Lewis (MGL Program Manager) at 907-269-7616 (mike.lewis@alaska.gov), or Mike Phillips at 907-269-7615 (mike.phillips@alaska.gov).

The procedure for the FY18 questionnaire submission process is available in a "Step by Step" document available below.

- ★ MMG Questionnaire Letter
- ★ MMG Online Questionnaire Process Step by Step
- ★ MMG Questionnaire Scoring Criteria for SFY18
- ★ Example Council Resolution for Number One Priority Project

If you encounter difficulties accessing or completing the on-line questionnaire, please contact John Randolph at john.randolph@alaska.gov or by calling: (907) 465-5307.

Complete Questionnaire Online

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Welcome to the **Water Online Application System (OASys)**! From the OASys home page, you can continue to your application by clicking the **“Continue to MyAlaska”** button.

TIP: If you do not have a myAlaska account skip to step 5 of this guidance.

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

Department of Environmental Conservation
Water Online Application System

WELCOME TO DEC'S WATER ONLINE APPLICATION SYSTEM (OASys)

This system may be used to:

- Apply for ADEC state general permit coverage for contained water and excavation dewatering
- Apply for APDES general permit coverage for construction storm water, industrial storm water, and offshore seafood processor
- Submit APDES notice of termination for construction storm water and the annual report for industrial storm water
- Submit APDES Seafood Annual Report
- Apply for Municipal Matching Grant, Alaska Clean Water Actions Grant and Village Safe Water Grant
- Submit the Alaska Drinking Water Fund, the Alaska Clean Water Fund, and Municipal Matching Grant questionnaires
- Submit the Municipal Grant and Loan quarterly report
- Register a Commercial Passenger Vessel
- Submit a Remote Maintenance Worker Trip Report

Note: New application types are added to the system frequently.

To view other applications, please go to the Permit Application Forms.

To enter the Water Online Application System, select "Continue to myAlaska" and login using your myAlaska user account.

NEW: START E-SIGNING IN OASys

DEC Water's validation of myAlaska accounts for e-signing in OASys is now available!

Guidance for DEC Water Validation of your myAlaska account.

Continue to MyAlaska

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Log in to your myAlaska account and skip to step 7 in this guidance.

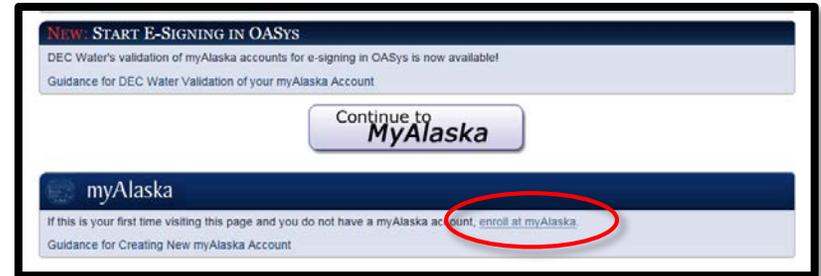


5

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:

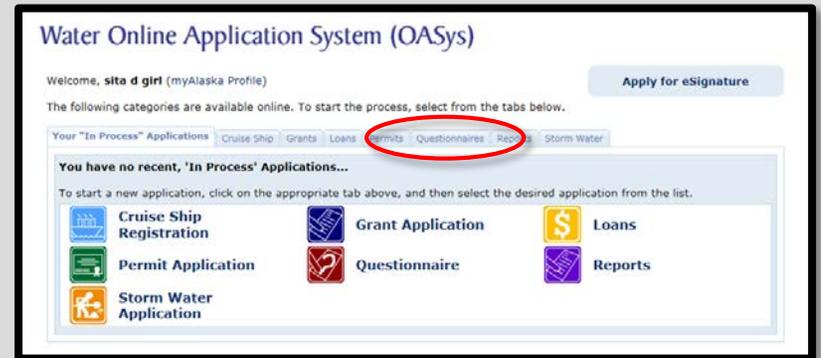
http://dec.alaska.gov/water/OASysHelp/attachments/myAK_Reg_guidance.pdf



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

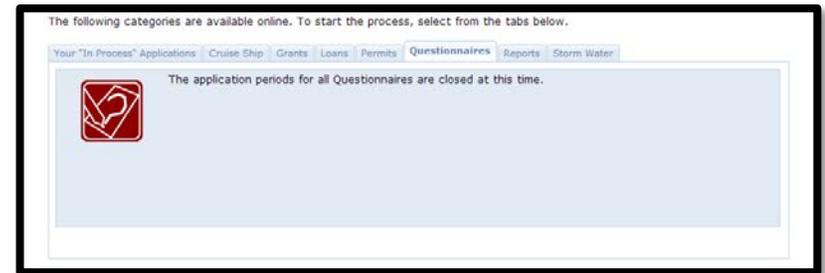
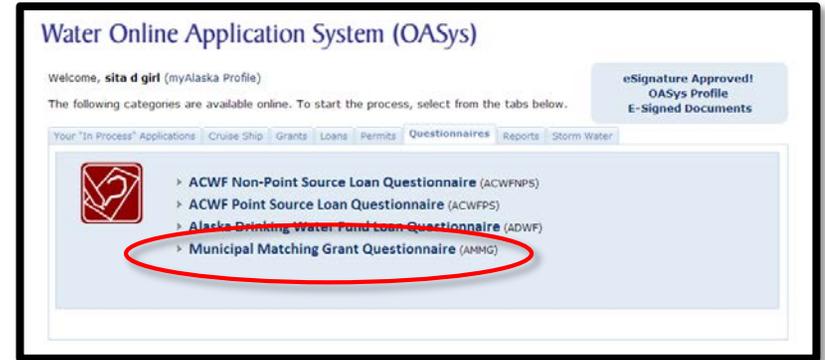
Select the **"Questionnaires"** tab.



7

Select the “Municipal Matching Grant Questionnaire” from the available categories.

IMPORTANT NOTE: All submittals (including re-submittals) of the questionnaire must be submitted within the solicitation period. The effective submission date of the questionnaire will be the final date submitted. The implication of this is important when comparing tied scores between projects.

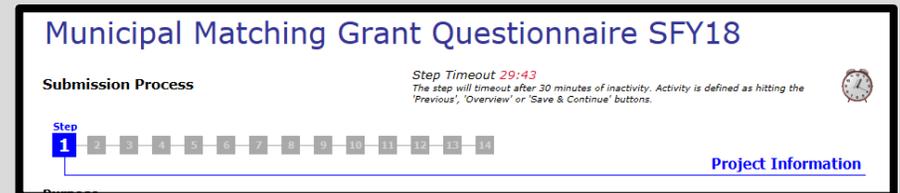


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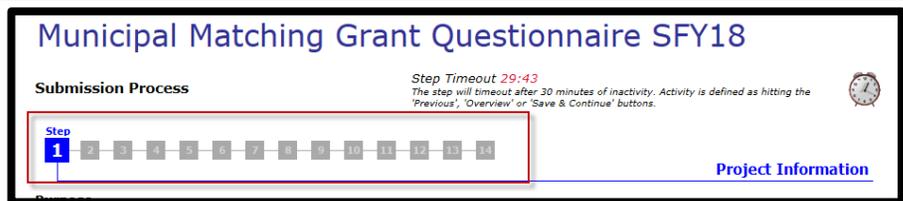
A series of steps will take you through the questionnaire, asking for information pertinent to your project.

Fill out the information on these pages as completely and thoroughly as possible.

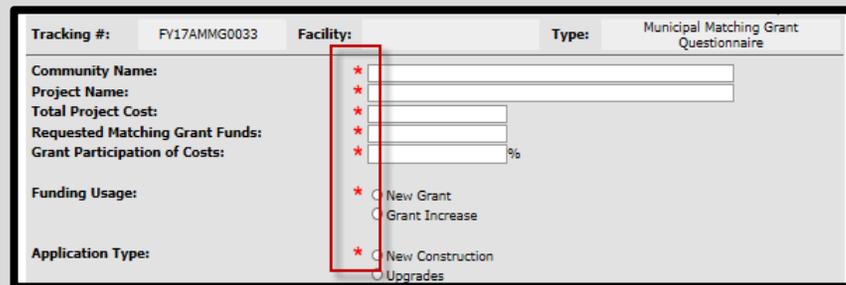
(Below you will find a few “Tips” that provide additional information regarding navigation of these steps.)



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



**T
I
P** 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 “**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**”.



T At any time, you can also select the “**Overview**”
I button at the bottom of any page to go to the overview
P step (**last step**). This step allows you to review your
information from all steps and to edit previously
entered information.



T If you need to **void** an application (questionnaire,
I application, or quarterly report) that was entered in
P error, please send an email to:
DEC.Water.OPAHelp@alaska.gov
Please include the tracking number for the
application needing to be voided.

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Step 1 asks for Project Information including Community Name, Project Title, Total Project Cost, Requested Matching Grant Funds, Project Scope and a short description (limit to 150 words) of the project that will be funded by the grant.

Municipal Matching Grant Questionnaire SFY18

Submission Process Step Timeout: 28:51
The step will timeout after 30 minutes of inactivity. Activity is defined as hitting the 'Previous', 'Overview' or 'Save & Continue' buttons.

Step 1 2 3 4 5 6 7 8 9 10 11 12 13 14

[Project Information](#)

Purpose
Please answer the following questions about your project. * indicates required field.

Tracking #: FY18AMMG0007 Facility: Type: Municipal Matching Grant Questionnaire

Community Name: *

Project Name: *

Total Project Cost: *

Requested Matching Grant Funds: *

Maximum Percentage Match: * 85%, 1,000 or Less (based on population*)

*Population - Dept. of Labor, Research & Analysis Population Report

Funding Usage: * New Grant Grant Increase

Application Type: * New Construction Upgrades Design/ Study of Material/ Equipment

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Step 2 asks for Project Needs information. Identify the appropriate category, describe the issues and benefits (if applicable), and then click “**Save & Continue**” to move on to the next step.

Municipal Matching Grant Questionnaire SFY18

Submission Process Step Timeout: 29:37
The step will timeout after 30 minutes of inactivity. Activity is defined as hitting the 'Previous', 'Overview' or 'Save & Continue' buttons.

Step 1 2 3 4 5 6 7 8 9 10 11 12 13 14

[Project Needs \(0 - 300 Pts\)](#)

Purpose
Please choose from the following to indicate the appropriate Public Health and/or Environmental threats this project addresses and then describe them in more detail in the space below. You can explain the benefit to the public or the consequences of not constructing this project. Please note that the highest score from either the Public Health or Environmental Criteria will be used in calculating this project's total score, but not both. (Required documentation should be added to this questionnaire on step 13. Step 13 will not be available until all previous steps have been completed.) * indicates required field.

Tracking #: FY18AMMG0007 Facility: jk;djsada;lsj Type: Municipal Matching Grant Questionnaire

Project Need: * **PUBLIC HEALTH (select one):**

Drinking Water Projects:

1. A human disease event exists, documented by ADEC or a recognized public health organization, which may include a compliance order to correct any violation related to the event. Construction of this project will correct the existing problem. (300 Pts.)
Documentation is required

Examples:

- ▶ Outbreaks of Hepatitis, Giardiasis or Cryptosporidiosis
- ▶ A Primary MCL drinking water standard that has shown repeated exceedances after the first documented event
- ▶ Upgrading facilities to meet new EPA/DEC regulations w/ shorter term deadlines (examples: arsenic /LT2 rules)
- ▶ Installation of new water mains to an area where wells are contaminated by a documented regulated contaminant that exceeds safe standards

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Step 3 asks what level of planning for your project has taken place. Select the development status that best describes your project, enter any comments, and press **“Save & Continue”** to move on to the next step.

Municipal Matching Grant Questionnaire SFY18

Submission Process Step Timeout 29:42
The step will timeout after 30 minutes of inactivity. Activity is defined as hitting the 'Previous', 'Overview' or 'Save & Continue' buttons.

1 2 **3** 4 5 6 7 8 9 10 11 12 13 14 **Project Development Status (0 - 125 Pts)**

Purpose
Please indicate the level of planning which has taken place to date for this project, and add any comments below (select one). (Required documentation should be added to this questionnaire on step 13. Step 13 will not be available until all previous steps have been completed.)

* Indicates required field.

Tracking #:	FY18AMMG0007	Facility:	jk;djsada;lsj	Type:	Municipal Matching Grant Questionnaire
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Development Status

- * 1. Engineering plans and specifications have been approved by ADEC or the appropriate regulatory authority.(125 Pts.)
Documentation is required: Copy of approval letter from applicable regulatory agency.
- 2. Substantial (65% or greater) engineering plans and specifications have been prepared and provided to ADEC. (100 Pts.)
Documentation is required: Copy of at least 65% complete plans & specifications. Please limit attached documents to cover and civil drawings pages.

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Step 4 asks if your project is a phase of another project. Complete this step then press **“Save & Continue”** to continue on to the next step.

Municipal Matching Grant Questionnaire SFY18

Submission Process Step Timeout 29:52
The step will timeout after 30 minutes of inactivity. Activity is defined as hitting the 'Previous', 'Overview' or 'Save & Continue' buttons.

1 2 3 **4** 5 6 7 8 9 10 11 12 13 14 **Relationship to Other Project Phases (0 - 100 Pts)**

Purpose
Phased projects are identified as phased for purposes of funding. Please note, design is not considered a phase under this criteria. (Required documentation should be added to this questionnaire on step 13. Step 13 will not be available until all previous steps have been completed.)

* Indicates required field.

Tracking #:	FY18AMMG0007	Facility:	test Project	Type:	Municipal Matching Grant Questionnaire
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Relationship to Other Project Phases:

- * 1. This construction project will make functional or complete the previous phases (within 3 years) that received funding and phasing points under this program. (100 Pts.)
Documentation is required: Documentation identifying the full project, the remaining/unfinished phased work, and previously completed phases.
- 2. This construction project will make functional or complete the previous phases (within 3 years) that received funding from other funding sources. (75 pts)
Documentation is required: Documentation of the companion funds and project.

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Step 5 asks for the certification levels of your system operators. Fill out this step then click “**Save & Continue**” to move on to the next step.

Municipal Matching Grant Questionnaire SFY18

Step Timeout 29:50
The step will timeout after 30 minutes of inactivity. Activity is defined as hitting the 'Previous', 'Overview' or 'Save & Continue' buttons.

Submission Process

1 2 3 4 Step 5 6 7 8 9 10 11 12 13 14

Operations and Maintenance - Operators (0 - 100 Pts)

Purpose
Please provide the name, certification type and level, and certification number of your supervising operators for each different water system type, or for a solid waste project please provide the name of your supervising operator. In order to obtain these points, your system needs to be under the supervision of a qualified operator.

* indicates required field.

Tracking #:	FY18AMMG0007	Facility:	test Project	Type:	Municipal Matching Grant Questionnaire
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If your community doesn't operate the specified type of water system, select "Not Applicable" in the questions below.

Drinking Water Treatment System and Certified Operators for Drinking Water Treatment:

Is your drinking water treatment system operated by the correct level of certified operators? (25 Pts. if Yes or if not applicable) *

Drinking Water Treatment System Operator Name

Drinking Water Treatment System Operator, Certification Type, and Level

Drinking Water Treatment System Operator Certification Number

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Step 6 asks for confirmation that drinking water sampling and wastewater permit requirements are being met. Complete this step then click “**Save & Continue**” to move on to the next step.

Municipal Matching Grant Questionnaire SFY18

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.

Submission Process

1 2 3 4 5 Step 6 7 8 9 10 11 12 13 14

Operation Capabilities (0 - 150 Pts)

Purpose
Please answer the following questions regarding the meeting of drinking water sampling and wastewater permit requirements. Or, if a solid waste project, whether or not permit requirements are being met. †

* indicates required field.

Tracking #:	FY18AMMG0007	Facility:	test Project	Type:	Municipal Matching Grant Questionnaire
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For Water / Wastewater Projects

Drinking Water System Operations:

Are routine water sample results submitted to the State?

- YES: Sample results are submitted to the State. (75 Pts.)
- YES: Sample results are submitted to the State; however the community does not operate a wastewater system. (150 Pts.)
- NO: No sample results are submitted to the State. (0 Pts.)

Wastewater System Operations:

Are federal wastewater and/or State wastewater requirements being met by your system?

- YES: Wastewater permit requirements are being met by system. (75 Pts.)
- YES: Wastewater permit requirements are being met by system; however the community does not operate a water system. (150 Pts.)
- NO: Wastewater permit requirements are NOT met by system. (0 Pts.)

75

Step 7 asks for operation and maintenance cost information. Complete this step then click “**Save & Continue**” to move on to the next step.

Municipal Matching Grant Questionnaire SFY18

Step Timeout 29:56
The step will timeout after 30 minutes of inactivity. Activity is defined as hitting the 'Previous', 'Overview' or 'Save & Continue' buttons.

Submission Process

1 2 3 4 5 6 7 8 9 10 11 12 13 14

Operations and Maintenance - Costs (0 - 50 Pts)

Purpose
Please answer what effect this project will have on the annual operation and maintenance of the system. (Required documentation should be added to this questionnaire on step 13. Step 13 will not be available until all previous steps have been completed.)

* indicates required field.

Tracking #:	FY18AMMG0007	Facility:	test Project	Type:	Municipal Matching Grant Questionnaire
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Please select from the following choices:
For Example Estimate (Click Here)

1. Operation and Maintenance costs have been estimated for this project and have been found to be equal to or less than current costs. (50 Pts.)
Documentation is required: MGL - O&M Cost Estimate Form

2. Operation and Maintenance costs have been estimated for this project and have been found to be more than current costs. (25 Pts.)
Documentation is required: MGL - O&M Cost Estimate Form

3. Operation and Maintenance costs have not been estimated. (0 Pts.)

Required documentation is:

Attached in Step 13

Not applicable

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Step 8 asks for the rate analysis. Complete this step then click “**Save & Continue**” to move on to the next step.

Municipal Matching Grant Questionnaire SFY18

Step Timeout 29:55
The step will timeout after 30 minutes of inactivity. Activity is defined as hitting the 'Previous', 'Overview' or 'Save & Continue' buttons.

Submission Process

1 2 3 4 5 6 7 8 9 10 11 12 13 14

Operations and Maintenance - Misc (0 - 100 Pts)

Purpose
Rate Analysis and User Rate Consideration: (Required documentation should be added to this questionnaire on step 13. Step 13 will not be available until all previous steps have been completed.)

* indicates required field.

Tracking #:	FY18AMMG0007	Facility:	test Project	Type:	Municipal Matching Grant Questionnaire
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Has a rate analysis of the water/sewer utilities been conducted within the last 5 years, or documentation can be provided that shows rates have been reviewed during the annual budget process for cost of service? (If Yes, 50 Pts.)
Documentation is required: Copy of a rate analysis/study cover page, table of contents and summary pages; or, a summary of annual budget documents on a rate review.

Yes No

Is the most current user fee ordinance provided? (If Yes, 50 Pts.)
Documentation is required: Copy of ordinance summary documents.

Yes No

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Step 9 asks for project funding information. Complete this step then click **“Save & Continue”** to move on to the next step.

Municipal Matching Grant Questionnaire SFY18

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.

1 2 3 4 5 6 7 8 **9** 10 11 12 13 14

Local Project Commitment (0 - 225 Pts)

Purpose
Please answer the questions below as thoroughly as possible.
(Required documentation should be added to this questionnaire on step 13. Step 13 will not be available until all previous steps have been completed.)

* indicates required field.

Tracking #: FY18AMMG0007 **Facility:** test Project **Type:** Municipal Matching Grant Questionnaire

Project Funding (100 Pts):
Including this grant funding request, are there other adequate sources and amounts of funding available for this project? The source, amount and year of matching funds have been identified and are available now.
(This does not include unanticipated funds from future year grants or appropriations)
Documentation is required (summaries are sufficient)

Are adequate funds available now? * Yes No

Please identify all sources of funding that will be used for project costs:

General Funds:

Capital Reserves:

User Fees:

Project Assessments/LIDs:

All Other Funds (Identified Below):

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Step 10 asks for information related to the cost/population benefit. Complete this step then click **“Save & Continue”** to move on to the next step.

Municipal Matching Grant Questionnaire SFY18

Submission Process Step Timeout: 29:51
The step will timeout after 30 minutes of inactivity. Activity is defined as hitting the 'Previous', 'Overview' or 'Save & Continue' buttons.

1 2 3 4 5 6 7 8 9 **10** 11 12 13 14

Population Benefiting Ratio (5 - 15 Pts)

Purpose
Please answer the following questions regarding this project's cost/population benefiting ratio.

* indicates required field.

Tracking #: FY18AMMG0007 **Facility:** test Project **Type:** Municipal Matching Grant Questionnaire

Requested Matching Grant Funds: *

Population of Community Benefiting: *

Dept. of Labor, Research and Analysis Population Report

Cost/Population ratio: *

Select Appropriate Cost/Population Benefit: *

Low cost/population benefiting.....\$0 - \$400/person (15 Pts.)

Moderate cost/population benefiting....\$401 - \$4,000/person (10 Pts.)

High cost/population benefiting..... \$4,000/person (5 Pts.)

11 9

Step 11 asks for the estimated project costs and funding sources. Complete this step then click “**Save & Continue**” to move on to the next step.

Municipal Matching Grant Questionnaire SFY18

Submission Process *Step Timeout 29:25*
The step will timeout after 30 minutes of inactivity. Activity is defined as hitting the 'Previous', 'Overview' or 'Save & Continue' buttons.

Project Costs

Purpose
Please provide an estimate of total project costs. These should be documented by an engineering cost analysis or feasibility study. If so, please provide a copy. (Required documentation should be added to this questionnaire on step 13. Step 13 will not be available until all previous steps have been completed.)

* Indicates required field

Tracking #:	FY18AMMG0007	Facility:	test Project	Type:	Municipal Matching Grant Questionnaire
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Total Eligible Costs

Project Detail Costs

Administration:	<input type="text"/>
Engineering Design:	<input type="text"/>
Engineering Construction:	<input type="text"/>
Construction:	<input type="text"/>
Equipment:	<input type="text"/>
Contingencies:	<input type="text"/>
Other (Identify Cost):	<input type="text"/>
Amount:	<input type="text"/>
Other (Identify Cost):	<input type="text"/>
Amount:	<input type="text"/>
Other (Identify Cost):	<input type="text"/>
Amount:	<input type="text"/>
Subtotal Eligible Costs: (Sum of above) *	<input type="text" value="0"/>

Cost Funding Sources

Amount of Eligible Costs Provided by Applicant:	<input type="text"/>
Amount of Existing ADEC Grant	<input type="text"/>
Amount of Existing ACWF/ADWF Loan:	<input type="text"/>
Amount of Eligible Costs Currently Requested from ADEC:	<input type="text"/>
Subtotal Eligible Funding: (Sum of above) *	<input type="text" value="0"/>

Ineligible Costs

20

Step 12 asks for contact details for the “Applicant”, “Cost Estimate Preparer” and “Other Contact” (if applicable). Click on the “Add” button to open the pop out for entering contact details.

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

After entering contact details click the “**Save**” button, then click the “**Save & Continue**” button to move to the next step.

The screenshot shows the 'Municipal Matching Grant Questionnaire SFY18' interface. At the top, it says 'Step Timeout: 29:28'. Below that is a 'Submission Process' progress bar with 12 steps, where Step 12 is highlighted. A 'Contact' link is visible on the right. The 'Purpose' section says 'Please enter applicant contact information.' Below this is a summary table with columns for Tracking #, Facility, and Type. The 'Your Application Contacts' section has a text area and an 'Add' button circled in red. At the bottom are 'Previous', 'Overview', and 'Save & Continue' buttons.

The screenshot shows the same interface as above, but with the 'Contact Details' pop-up form open. The form is divided into two sections: '1. This Contact is the...' and '2. Contact Information...'. Section 1 has three checkboxes: 'Applicant' (checked), 'Cost Estimate Preparer' (checked), and 'Other Contact'. Section 2 has various text input fields for contact information, including 'Contact Name', 'Contact Title', 'Organization Name', 'Mailing Address', 'City, State, ZIP', 'Country', 'Phone', 'Phone (Cell)', 'Fax', 'e-Mail Address', and 'Web Site'. The 'Add' button is still visible on the right side of the pop-up.

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Step 13 gives you the option to submit any required or optional attachments online.

To attach a file:

- Click the **“Browse...”** button
- A file browser window will open. Select the file you want to upload then click the 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.

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

Address:

Alaska Department of Environmental Conservation
 Facility Construction and Operation
 Municipal Grants and Loans
 410 Willoughby
 P.O. Box 111800
 Juneau, AK 99811-1800
 Attn: MAT (Municipal Admin Team)

Email:

DEC.Water.MGL.MAT@alaska.gov

Municipal Matching Grant Questionnaire SFY18

Submission Process Step Timeout 29:51
The step will timeout after 30 minutes of inactivity. Activity is defined as hitting the 'Previous', 'Overview' or 'Save & Continue' buttons.

1 2 3 4 5 6 7 8 9 10 11 12 **13** 14 [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 questionnaire using the form below. There is a file size limit of 20MB. Alternatively, you may send the required documents via traditional mail service 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.: MAT (Municipal Administration Team)
 E-mail: DEC.Water.MGL.MAT@alaska.gov

IMPORTANT: You must attach required documentation as indicated in previous steps of this questionnaire. * indicates required field.

Tracking #:	FY18AMMG0007	Facility:	test Project	Type:	Municipal Matching Grant Questionnaire
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Usage Tips:
 First, use the browse button to select a file from your local system. 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.

The file size limit for each attachment is 20MB. The maximum number of attachments allowed is 25 files.
 To see what kinds of files may be uploaded, [click here](#).

Attach a file

File:

Type:

Title:

Description:

Attachments

22 Step 14 is the “Questionnaire Overview” page (the last step). It gives you an opportunity to review and edit what you have entered.

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

Step 14 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 Submittal page.**

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

Please also be aware that the highlighted fields do not yet contain data. Please review to assure that they should remain empty before submitting. To add information, select the Edit button(s).

Tasks: [Print For Your Records](#)

- 1. Complete Steps
- 2. Submit

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

Your Current Entries:

Tracking #:	FY17AMMG0033	Facility:	test	Type:	Municipal Matching Grant Questionnaire
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Project Information **Details** [Edit](#)

Community Name:	test
Project Name:	test
Total Project Cost:	\$ 1
Requested Matching Grant Funds:	\$ 1
Grant Participation of Costs:	1

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

A check will appear next to “**Complete Steps**” if the questionnaire is complete and ready to be submitted.

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

Step 14 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 Submittal page.**

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

Please also be aware that the highlighted fields do not yet contain data. Please review to assure that they should remain empty before submitting. To add information, select the Edit button(s).

Tasks: [Print For Your Records](#)

- 1. Complete Steps
- 2. Submit

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

Your Current Entries:

Tracking #:	FY16AMMG0002	Facility:	cv	Type:	Municipal Matching Grant Questionnaire
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Project Information **Details** [Edit](#)

Project Title:	cv
Total Project Cost:	1,234
Requested Matching Grant Funds:	23,231
Project Scope:	4. Water Quality Enhancement
Project Description: (Scope of Work to be funded under this grant)	ewqefw

[Copy to New](#) [Home](#) [Continue](#)

(help?) OASys version 6.0.0 - Build Date: 05/15/2014 05:07 PM Home Logout

24 The “**Final Steps**” page gives you the option to submit your questionnaire to DEC.

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

Municipal Matching Grant Questionnaire SFY18

Final Steps
Purpose
Congratulations! You have completed the form completion phase of this process. If you are satisfied with your questionnaire and have finished attaching all optional documentation, submit this questionnaire to DEC by using the 'submit' button below. 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

Tracking #:	FY18AMMG0007	Facility:	test Project	Type:	Municipal Matching Grant Questionnaire
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Submit

Cancel Overview

25 Once your questionnaire is submitted, you have completed the online questionnaire process and may close your browser.

Municipal Matching Grant Questionnaire SFY18

Submitted

Congratulations, your questionnaire has been submitted!

If you have any questions or concerns, please contact DEC at DEC.Water.OPAHelp@alaska.gov.

Overview Home

26 You will receive an email confirming your submission.

Message FY18AMMG0007.pdf (20 KB)

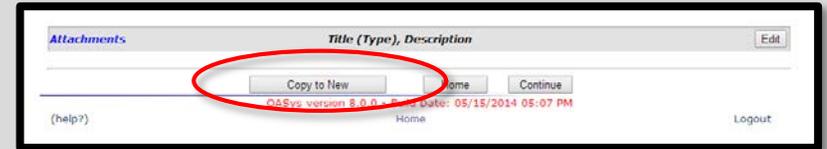
The electronic submission process for questionnaire number FY18AMMG0007 for Project 'test Project' is complete.

Your questionnaire appears to be complete and has been submitted to the Department for review at 3:18 PM on 5/26/2016. To view the questionnaire online, go to [Water Online Application \(https://test.dec.alaska.gov/applications/water/oasys/Welcome.aspx\)](https://test.dec.alaska.gov/applications/water/oasys/Welcome.aspx) and use the questionnaire reference number FY18AMMG0007.

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NEW FEATURE: The “**Copy to New**” button allows you to create a new questionnaire of the same type that pre-populates with information from a previous questionnaire.

To copy previously submitted information, open your original submittal and select “**Copy to New**” at the bottom of the questionnaire overview page.



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