



THE STATE
of **ALASKA**
GOVERNOR SEAN PARNELL

Department of Environmental Conservation

DIVISION OF WATER
Municipal Grants & Loans

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June 12, 2013

Dear Utility:

The Alaska Department of Environmental Conservation's **Municipal Matching Grant (MMG)** program is seeking questionnaires for projects to be evaluated and scored for placement on the program's State Fiscal Year 2015 (FY 15) project list. The MMG program provides match funding for drinking water, wastewater, solid waste, and water quality related projects. The questionnaire solicitation period will begin on June 17 and end Monday, August 5, 2013.

MMG questionnaires must be filled out and submitted on-line through OASys. The enclosed document entitled "FY 2015 MMG Online Step-by-Step" guidance will help you navigate through the necessary steps to complete the on-line questionnaire. Please note, you will need to use either a "My Alaska Account" personal or business account to log into the system to access the questionnaire. If you have questions about the program or need technical assistance in filling out the questionnaire, please contact either your assigned community MGL project engineer or myself in Anchorage at 269-7616. Access to the on-line questionnaires may be found at the following link:

<http://www.dec.state.ak.us/water/munigrant/MMGonlineQuestionnaires.htm>

If you would rather send the questionnaire directly and bypass the above page as the method of accessing, then use this link instead:

<https://myalaska.state.ak.us/login/login.aspx?pubid=opa>

Please complete and submit a questionnaire for each project you wish considered for funding assistance under the grant program, which may include projects to be co-funded under the ACWF (Alaska Clean Water Fund) or ADWF (Alaska Drinking Water Fund) loan programs. For questionnaires not submitted electronically, please mail the original to Zorrie Fell at Alaska Department of Environmental Conservation, Division of Water, Municipal Matching Grants and Loans Program, P.O. Box 111800, Juneau, AK 99811-1800 or fax at (907) 465-5177.

Completed questionnaires must be received no later than **5:00 p.m. Monday, August 5, 2013** to be considered for funding. After the deadline, projects will be scored and a review period will be allowed for communities to check their preliminary scores for comment. No additional information will be accepted during this period with the exception of a community council/assembly resolution designating a project as the community's number one state priority project. This community review period will run from August 26th through the 30th. Final comments and any outstanding resolutions must be received no later than 5:00 p.m., August 30, 2013.

New for this year's questionnaires is a stronger emphasis on the requirement to submit supporting documentation. Each step within the on-line questionnaire more clearly outlines the required submittal, and for large documents what key items need to be submitted. These attachments are critical for ensuring maximum points are awarded under each review category. Additionally, at the end of each step in the questionnaire an acknowledgement statement on whether or not attachments are submitted has been provided as a reminder for submitting necessary documents.

As a reminder from the last year's questionnaire solicitation, we have added features to the on-line questionnaire process to allow easier use of the system. One of these key features allows you to revisit an already submitted questionnaire to make changes during the open solicitation period. The effective submission date of the questionnaire will be the final date submitted. Another key feature allows you to copy repetitive information (i.e. name, address, etc.) from one questionnaire onto a new questionnaire. This feature helps reduce the amount of typing needed when filling out additional questionnaires. A final key feature increases the timeout period for inputting a questionnaire to one hour.

We would appreciate receiving any comments you may have regarding your experience working with the on-line questionnaire submission system. Your comments are valuable to us for making future improvements to the questionnaire process. We look forward to hearing from you.

Sincerely,



Mike Lewis

Program Manager

Enclosures: Enclosures: "FY 2015 MMG Online Step-by-Step" - Guidance