



THE STATE
of **ALASKA**
GOVERNOR SEAN PARNELL

**Department of Environmental
Conservation**

DIVISION OF WATER
Municipal Grants & Loans

555 Cordova Street
Anchorage, Alaska 99501-2617
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June 20, 2014

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 2016 (FY 16) 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 23 and end Monday, August 4, 2014.

MMG questionnaires must be filled out and submitted to the department on-line through the Online Application System (OASys). The enclosed document entitled "FY 2016 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 Soraida (Zorrie) Cassell-Caparroso 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 4, 2014** 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 25th through the 29th. Final comments and any outstanding resolutions must be received no later than 5:00 p.m., August 29, 2014.

New for this year's questionnaires are expanded scoring options and clarifications on some of the criteria. One example is the addition of allowing scoring points for projects that have been phased with funding from other sources. This in the past disqualified awarding points, but now points will be given with sufficient documentation. In another example associated with providing a clarification under Project Need, criteria is now broken out under Public Health and Environmental in which project types are associated with each criteria scoring level grouping. Overall, these changes should help improve project scoring opportunities and clarify the intent of the programs criteria.

As a reminder from previous 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 2016 MMG Online Step-by-Step" - Guidance