

# Loan Questionnaires

## Step by Step Guide

ACWF/ADWF questionnaire(s) must be submitted using the Division of Water's Online Application System (OASys).  
This document will guide you through the online process.

### Alaska Clean Water Fund (ACWF) and Alaska Drinking Water Fund (ADWF) Loan Questionnaires

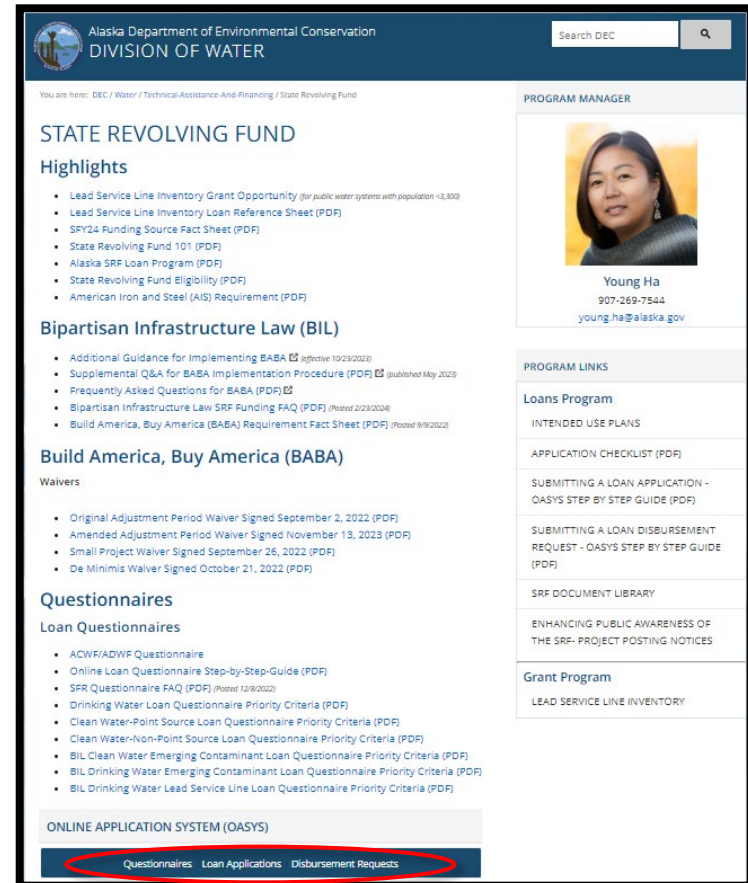
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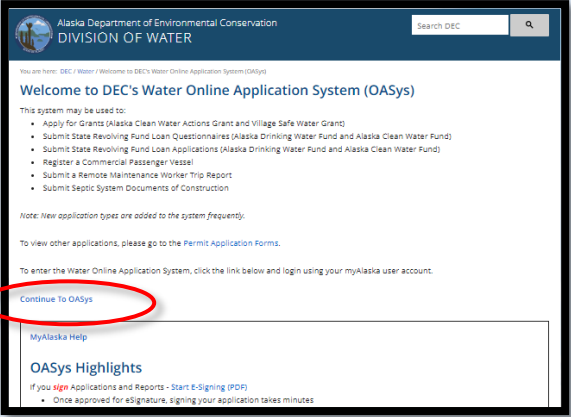
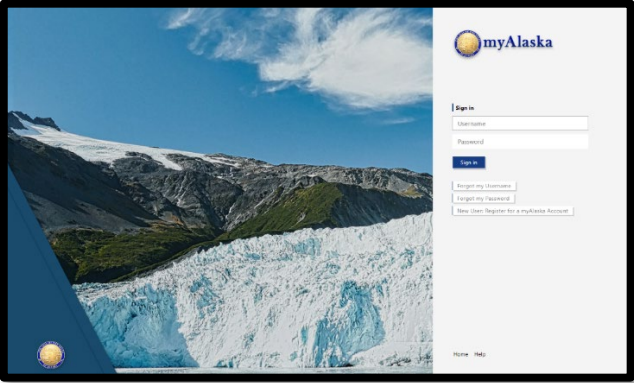

Go to the DEC Division of Water's State Revolving Fund (SRF) Program homepage:

<https://dec.alaska.gov/water/technical-assistance-and-financing/state-revolving-fund/>

Scroll down to the section titled, **"ONLINE APPLICATION SYSTEM (OASYS)"** and click the blue bar below labeled **"Questionnaires - Loan Applications - Disbursement Requests."**

This link will take you to the DEC's Water Online Application System (OASys) homepage.

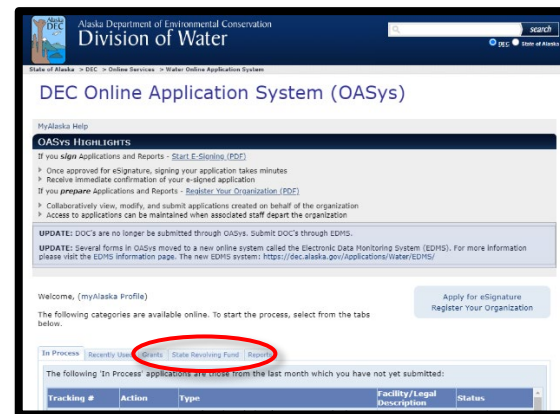


2	<p>Welcome to the <b>Water Online Application System</b> (OASys). From the OASys home page, you can continue to your application by clicking the <b>“Continue to OASys”</b> button.</p>	
3	<p>Log in to your myAlaska account and skip to step 5 in this guidance.</p> <p>If you do not have an active myAlaska account, go to step 4.</p>	
4	<p>If you don't have a <b>myAlaska</b> account, select the <b>New User: Register for a myAlaska Account</b> button. You only need to create a myAlaska account once.</p> <p>Guidance for creating a new myAlaska account is available at:</p> <p><a href="http://dec.alaska.gov/media/13282/myak-reg-guidance.pdf">http://dec.alaska.gov/media/13282/myak-reg-guidance.pdf</a></p>	

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

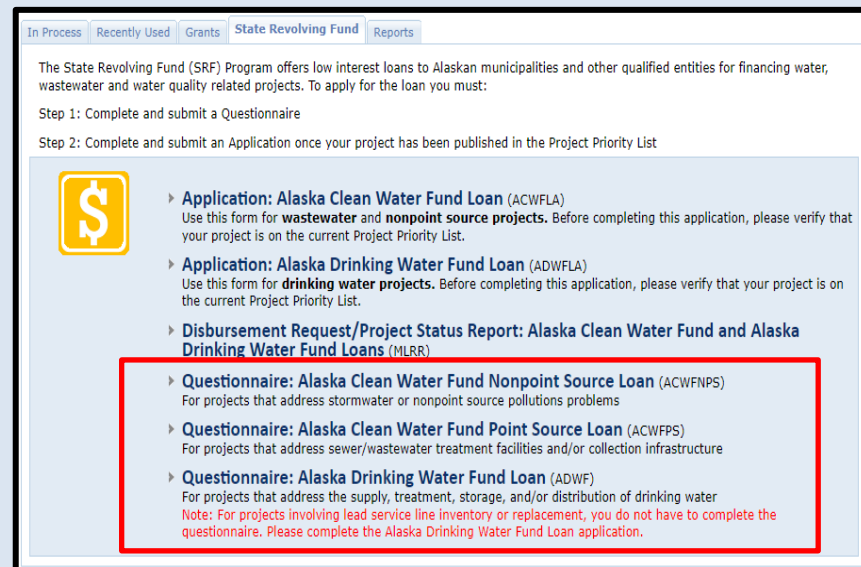
Select the “**State Revolving Fund**” tab.



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Select the appropriate questionnaire based on the type of project. If you need assistance with selecting the correct questionnaire, contact the SRF Program at [dec.srfprogram@alaska.gov](mailto:dec.srfprogram@alaska.gov).

- **Questionnaire: Alaska Clean Water Fund Nonpoint Source Loan (ACWFNPS):**  
For projects that address stormwater or nonpoint source pollution.
- **Questionnaire: Alaska Clean Water Fund Point Source Loan (ACWFNPS):**  
For projects that address sewer/wastewater Treatment facilities and/or collection infrastructure.
- **Questionnaire: Alaska Drinking Water Fund Loan (ADWF):**  
For projects that address supply, treatment, storage, and/or distribution of drinking water.



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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.



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

State of Alaska  
Alaska Department of Environmental Conservation  
Division of Water

ACWF: Non-Point Source Loan Questionnaire

Submission Process

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.

Step 1

Municipality Information

Purpose

Please complete a questionnaire for each non-point source wastewater project you anticipate requesting loan fund assistance for from the Alaska Clean Water Fund (ACWF).

NOTE: Wastewater (point source) and Drinking Water projects should be filled out on the Alaska Clean Water Point Source Fund or Alaska Drinking Water Fund loan questionnaire. Additionally, landfill projects that have leachate discharge to a permitted sanitary sewer system must use the ACWF Point Source Questionnaire, and all other landfill projects use the ACWF Non-Point Source Questionnaire.

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**The second to last step** gives you the option to submit any required or optional attachments to your online questionnaire.

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.

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

Address:

State of Alaska  
DEC/Division of Water  
State Revolving Fund (SRF) Program  
555 Cordova Street  
Anchorage, AK 99501

**Usage Tips:**

Click Browse and select a file from your computer.  
Select the attachment type then enter a title and description for the file.  
Click the "Attach" button.

\*File:  Browse...

\*Type:

Title:

Description:

Attach  
Cancel

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

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

Review the application under the **“Application Overview”** page. If it does not look correct, you can hit edit to change any information and if it looks correct, hit 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:**

- 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.

Print For Your Records

Copy to New Home **Continue**

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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.



You can **void** a questionnaire that was entered in error or is no longer needed. Open your submittal, go to the Overview page, and select the "Void" option at the bottom.



### Highlighted 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.

**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 #: Facility: dfsg Type: ACWF Point Source Loan Questionnaire

**Submit**

**Other Project Information (0-15)** **Details**

Considering that a DEC loan can be up to 100 percent of total eligible project costs, how much will your loan request to DEC be for this project? 123

**Total "Green" Amount: (if applicable)**

Percent of loan that is green: 0

Select requested loan term: 5 to 20 years

When do you estimate a loan application could be made? 12/29/2015

Project start date 12/30/2015

**Attachments** **Title (Type), Description**

**Other Documents** **Type**

2015ACWFNP0005.pdf ACWF Non-Point Source Loan Questionnaire 2015ACWFNP0005

Void Copy to New Home

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Once your questionnaire is submitted, you have completed the online questionnaire process.

You will receive an email confirming your submission. The email will include a PDF attachment which contains the submitted questionnaire.



For questions about the SRF Program or assistance with completing and submitting a project questionnaire, please email [dec.srfprogram@alaska.gov](mailto:dec.srfprogram@alaska.gov).