

# Municipal Grant & Loan Quarterly Report

## Step-by-Step

The MGL Quarterly Report can be filled out using the Division of Water's Online Application System. This document will guide you through this online process.

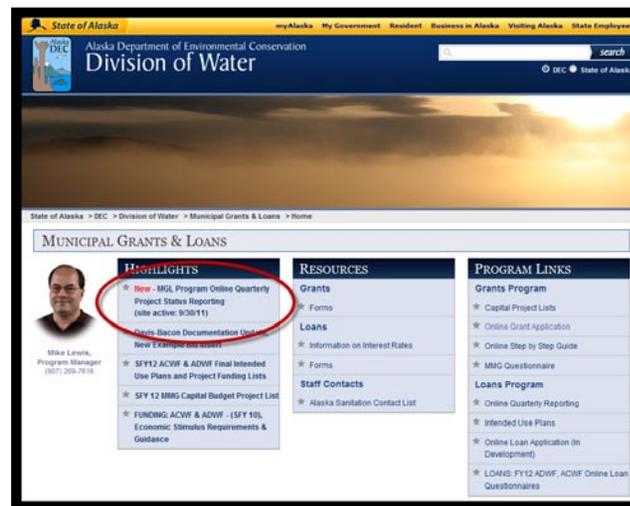
### Municipal Grant & Loan Quarterly Report

**1** The online MGL Quarterly Report submittal is located in the DEC's Water Online Application System (OASys).

To get to OASys, go to the Division of Water's Municipal Grants & Loans homepage:

<http://www.dec.state.ak.us/water/MuniGrantsLoans/index.htm>

Select the **"MGL Program Online Quarterly Project Status Reporting"** link under **Highlights**.

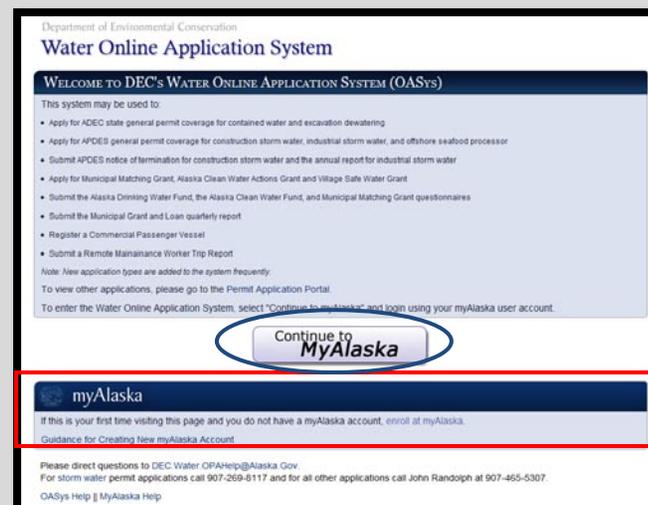


**2** Welcome to the **Water Online Application System (OASys)**!

**IMPORTANT:** Submitting a MGL Quarterly Report Submittal (application) online requires a **myAlaska** account with a username and password.

**TIP:**

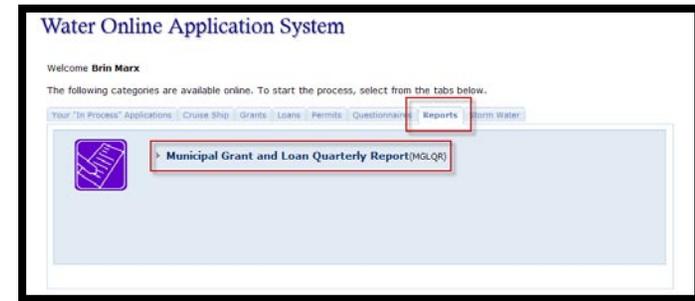
If you encounter difficulties accessing or completing the on-line application, please contact the Division of Water at 907-465-5180 or email [DEC.Water.OPAHelp@alaska.gov](mailto:DEC.Water.OPAHelp@alaska.gov)



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After successfully registering for a myAlaska account or after entering your existing username and password, you will arrive at the Water Online Application system.

Select the “**Reports**” tab then select the “**Municipal Grant and Loan Quarterly Report**” from the available categories.



4

A series of steps will take you through the report, asking for information about your project.

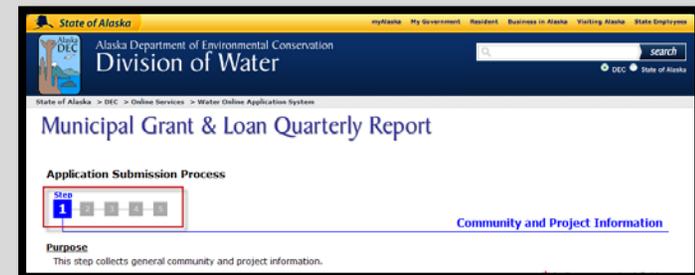
Fill out the information on these pages as completely and thoroughly as possible. *(Below you will find a few “Tips” that provide additional information regarding navigation of these steps.)*

**TIP:**

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

**TIP:**

Any question with a red star (\*) next to it is required and must be completed before the current step can be



completed.

**T** When finished with a step, go to the next page by selecting the “**Save & Continue**” button in the lower right corner.

**TIP:**

**P** 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**”.

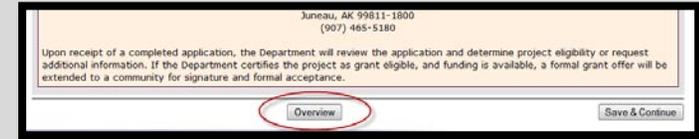
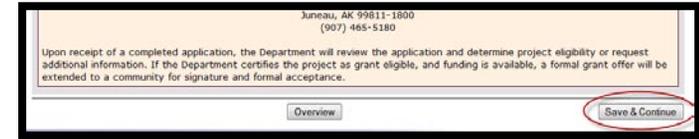
**T** At any time, you can also select the “**Overview**” button at the bottom of any page to go to the overview step (**last step**). This step allows you to review your information and to edit previously entered information.

**P** **NOTE:** Remember, changes to the current page are not saved until you hit “**Save & Continue**”.

**T** If you need to **void** an application (questionnaire, application, or quarterly report) that was entered in error, please send an email to: [DEC.Water.OPAHelp@alaska.gov](mailto:DEC.Water.OPAHelp@alaska.gov).

**I** Please include the tracking number for the application needing to be voided.

**P**



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**Step 1** in the report process asks for information about your project and community.

When you have completed this step, click the **“Save & Continue”** button to move on to the next step.

**IMPORTANT TIP:**

If you will be submitting a high volume of MGL Quarterly Reports over time, we suggest that you enter the report quarter and year (in addition to project name) in the **“Project Name”** field. This will help you locate previously submitted reports in the future.

Example: *“Water Project Q1 2011”*

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**Step 2** in the report process collects contact information for your community. Enter in the required contacts then click the **“Save & Continue”** button to move on to the next step.

7

**Step 3** in the report submission process collects information about the status of the project. Click the **“Save & Continue”** button to move on to the next step.

8

**Step 3** also allows you to link your DBE Reporting form to this MGL Quarterly Report. Please read all of the instructions carefully.

The DBE Reporting form is a separate submittal in OASys, but can be linked by selecting the tracking number/project name from the list of DBE reporting forms provided in this step.

Note: only the DBE reports you’ve created will appear in the list.

Once you’ve completed all applicable fields on this step, click the **“Save & Continue”** button to move on to the next step.

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**Step 4** allows you to submit any required or optional attachments online.

Please read the directions carefully on this page.

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

*Address:*

Department of Environmental Conservation  
410 Willoughby Avenue  
P.O. Box 111800  
Juneau, AK 99811-1800

**Application Submission Process**

Step 4 Attachments

**Purpose**  
For project DBE reporting for quarters Q1(Oct-Mar) and Q2(Apr-Sep), please complete the SRF LOAN - MBE/WBE UTILIZATION FORM. Please note - all ADWF and ACWF loan projects must submit the form. If there are no procurements or accomplishments to report, this should be indicated on the form.

DBE Reporting can now be completed online within the Water Online Application System using the SRF LOAN - MBE/WBE UTILIZATION FORM under the "Reports" tab on the Welcome Page. If you complete an online DBE reporting form, it should be linked to this quarterly report by selecting the tracking number in step 3 (for example: "DBEUF-0001").

Alternatively, you can still complete the hard-copy SRF LOAN - MBE/WBE UTILIZATION FORM for DBE reporting and submit by attaching on this page.

\* indicates required field.

**Tracking #:** MGLQR-0155 **Facility:** project name for john **Type:** Municipal Grant and Loan Quarterly Report

1. Choose a file to attach:

2. Add the file to the list:

As Type: SRF LOAN - MBE/WBE UTILIZATION FORM

Title:

Description:

3. Your file attachments:

**Usage Tips:**  
First, use the browse button to select a file from your local system. To see what kinds of files may be uploaded, [click here](#). 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.  
**File size limit is 20MB for each attachment.**

**Required Attachments**  
There are no required attachments for this application type.

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**Step 5** is the "Application Overview" page (last step). It gives you an opportunity to review and edit the information that you have entered so far.

To change any information in a section, select the edit button that corresponds to that section.

State of Alaska Department of Environmental Conservation  
**Division of Water**

State of Alaska > DEC > Online Services > Water Online Application System

**Municipal Grant & Loan Quarterly Report**

Step 5 Application 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 Signature and Payment Options page.

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

**Tasks:**

1. Complete Application Form  
2. Sign This Application

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

**Your Current Application:**

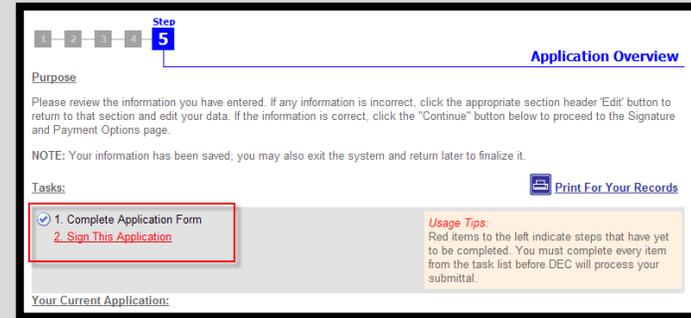
**Tracking #:** MGLQR-0111 **Facility:** test **Type:** Municipal Grant and Loan Quarterly Report

Community and Project Information	Details	<input type="button" value="Edit"/>
Quarter:	Q1 (July-Sept)	
Community Name:	test	
Project Name:	test	
Project Amount:	1	
Scope of Work:	123	
Design Engineer:		
Construction Engineer:		
Prime Contractor:		

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

**NOTE:** A check will appear next to “**1. Complete Steps**” if the application is complete and ready to be submitted.

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



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

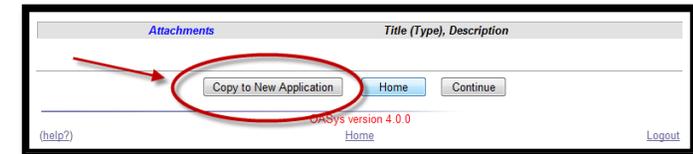
If you are satisfied with your report, click the **Submit** button on this page.



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



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



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

**For assistance with the online process, please  
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or email DEC.Water.OPAHelp@alaska.gov**