

# FY18 Alaska Clean Water Actions (ACWA) Grant Application

## Step-by-Step

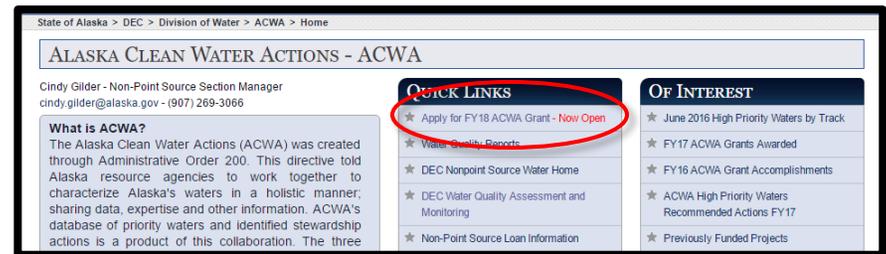
The ACWA application can be filled out using the Division of Water's Online Application System. This document will guide you through this new online process.

### Alaska Clean Water Actions Grant Application

1 Go to Division of Water's Alaska Clean Water Actions home page located at the following internet URL.

[http://www.dec.state.ak.us/water/acwa/ACWA\\_index.htm](http://www.dec.state.ak.us/water/acwa/ACWA_index.htm)

Select the "Apply for FY18 ACWA Grant" under "Quick Links".



2 This page discusses the ACWA grant application. When ready to begin the online application process, click on the "Complete Application Online" button.

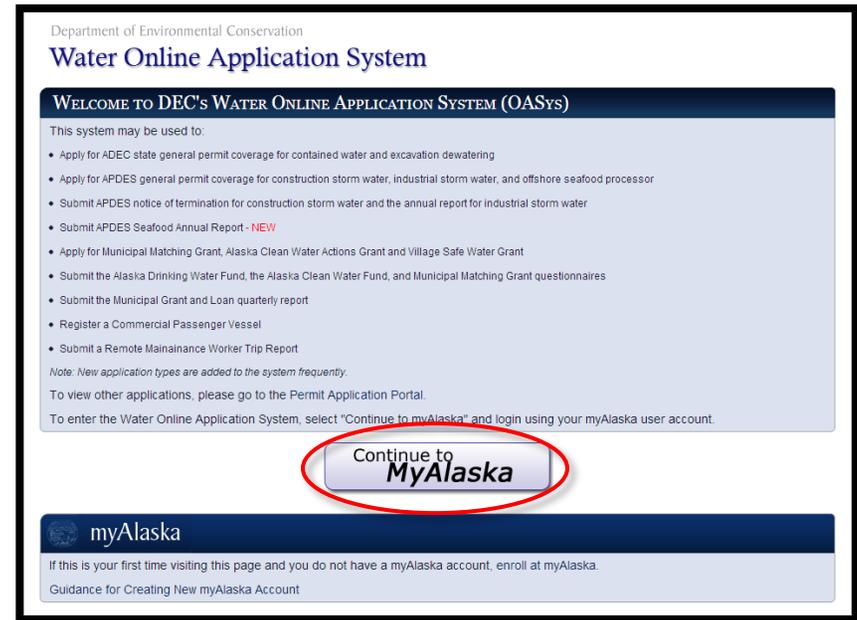


3

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

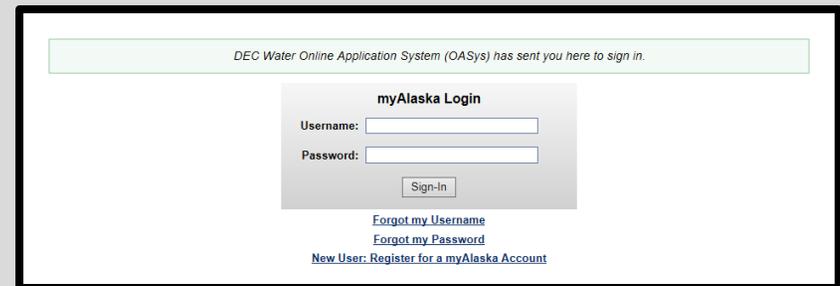
**TIP:** OASys requires an active myAlaska account. If you do not have a myAlaska account, skip to step 5 below.

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



4

Log in to your myAlaska account and skip to step 6 in this guidance.

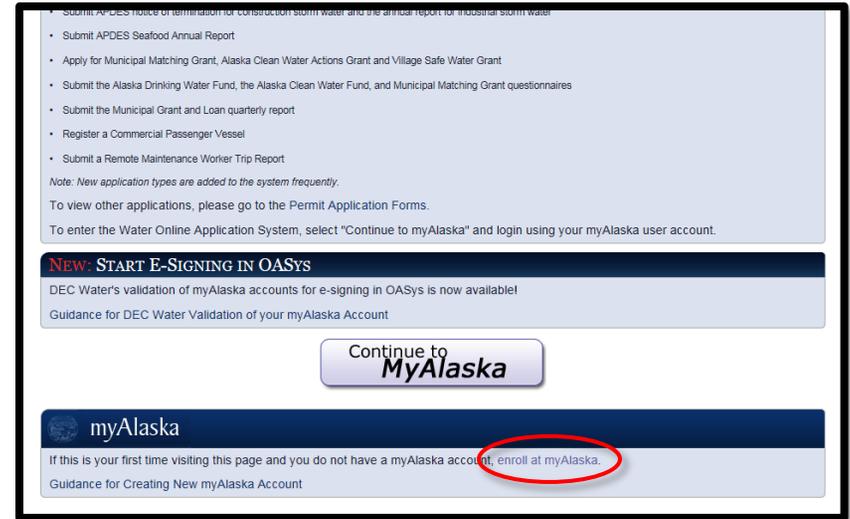


5

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:

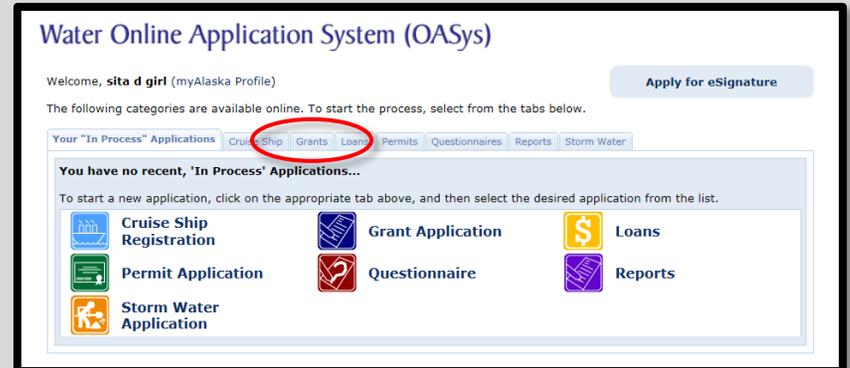
[http://dec.alaska.gov/water/OASysHelp/attachments/myAK\\_Reg\\_guidance.pdf](http://dec.alaska.gov/water/OASysHelp/attachments/myAK_Reg_guidance.pdf)



6

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

Select the **"Grants"** tab.





**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 of the page.

**NOTE:** At any time you can logout and your information will be saved.



Changes to the current page are not saved until you hit "Previous", "Overview", "Save", or "Save & Continue".

T  
I  
P

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.



9

**Step 1** in the application process determines how the project addresses ACWA priorities identified for the FY18 grant solicitation.

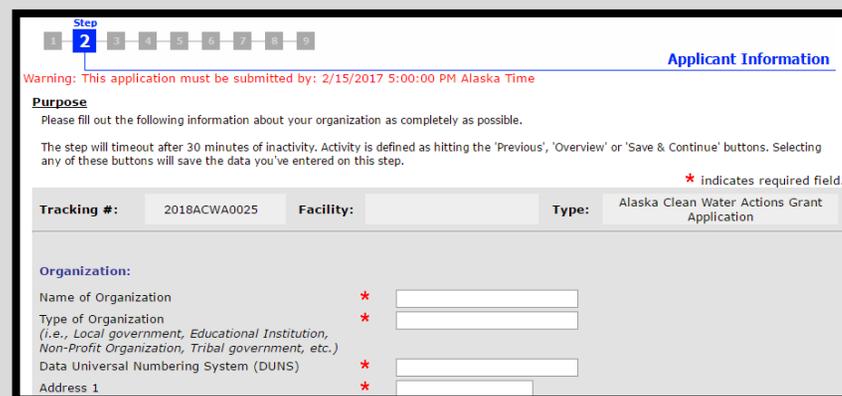
- ACWA waters and actions ([Appendix D](#))
- ACWA stewardship actions ([Appendix C](#))



10

**Step 2** in the application process requests applicant information.

Enter the *Organization Information* and provide a *Project Contact*.



# 11

In Step 3, enter information about your project.

# 12

Step 4 in the application process collects FY18 Work Plan and FY18 Budget Templates.

1. Download the document in the link
2. Fill out the document appropriately and save to your computer
3. Click 'Choose File' and navigate to the file's location on your computer
4. Enter appropriate document title (optional)
5. Click 'Attach' to attach the document

Once attached, your document should appear in the attachment list.

You can remove an attached document by :

1. checking the box
2. selecting remove.

Repeat this process to attach your FY 18 Budget Template

**13** **Step 5** in the application process collects FY19 Work Plan and FY19 Budget Templates.  
Repeat the process described in step 4 only if you are applying as a two year project.

**14** **Step 6** in the application process collects project funding and match information.

**Part a. FY2018 Project Costs:**

- A. Enter the **Funds Requested** for FY2018
- B. **Minimum Non-Federal Matching Funds** are displayed
- C. Enter the actual **Non-Federal Matching Funds**
- D. **Total FY2018 Project Costs** are displayed

**NOTE:** The Minimum Non-Federal Matching Funds and Total FY2018 Project Costs will automatically calculate and are display only.

**Part b. FY2019 Project Costs:**

Repeat the process described above only if you are applying as a two year project.

**15** Step 7 collects organization, project manager, project staff, and grant administration experience.

**16** Step 8 allows you to electronically submit any supporting documents. If you don't supply the required documents here, you will need to send them in later.

Any documents uploaded from another step should already appear.

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.

Click **“Save & Continue”** to continue to the next step.

**REMINDER: Commitments to funding and/or in-kind support are required from project partners being paid grant funds and/or listed as providing matching funds and/or support.**

17 The “**Application Overview**” page (last step) gives you an opportunity to review and edit what you have entered so far.

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

Any fields you have left blank will be highlighted yellow, so you can go back and edit them if you need to.

The screenshot shows the 'Application Overview' page (Step 9) with a progress bar at the top. The 'Purpose' section states: '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.' A 'NOTE' indicates that information has been saved. The 'Tasks' section lists '1. Complete Steps' (checked) and '2. Submit'. A 'Usage Tips' box notes that red items indicate tasks yet to be completed. The 'Your Current Entries' section shows: Tracking #: 2018ACWA0028, Facility: Project Title, Type: Alaska Clean Water Actions Grant Application, and Org: DEC Water WIM. At the bottom, there is a table for 'ACWA Priorities' with a 'Details' column and an 'Edit' button. The table contains one row: 'Does this project target a specific waterbody(ies) in Appendix D?' with the value 'No'.

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

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

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

This is a zoomed-in view of the 'Tasks' section from the previous screenshot. A red rectangular box highlights the two tasks: '1. Complete Steps' (with a blue checkmark) and '2. Submit'.

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

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

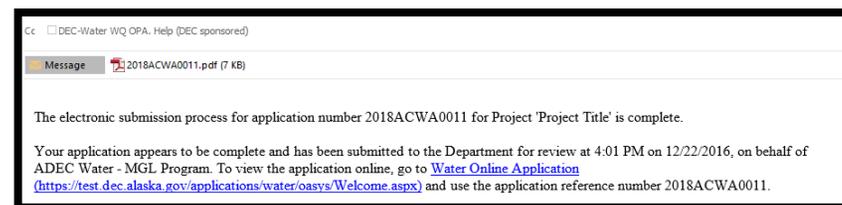
**NOTE:** Once submitted, you will no longer be able to modify the application or add additional attachments.

The screenshot shows the 'Final Steps' page for the 'Alaska Clean Water Actions Grant'. The 'Purpose' section congratulates the user: 'Congratulations! You have completed the form completion phase of this process. If you are satisfied with your application and have finished attaching all optional documentation, submit this application 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 the Division of Water at 907-465-5180.' The 'Current Status' is 'Completed'. The 'Your Current Entries' section shows: Tracking #: 2018ACWA0028, Facility: Project Title, Type: Alaska Clean Water Actions Grant Application. A large 'Submit' button is centered on the page. At the bottom, there are 'Cancel' and 'Overview' buttons.

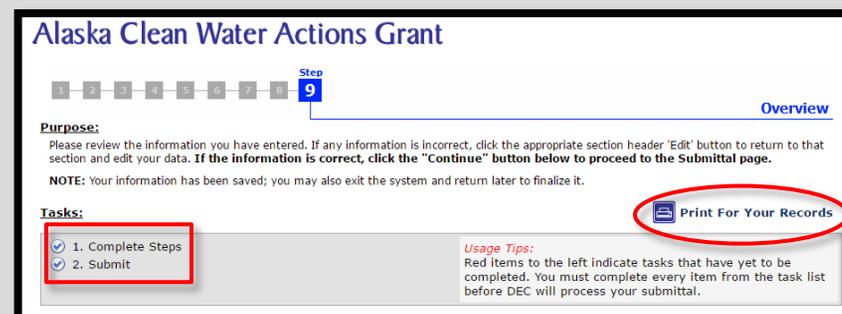
20 Once your application is submitted, you have completed the online application process and may close your browser.



21 You will receive an email confirming your submission. The email will include a PDF attached which contains the submitted application.



22 If you choose to return to the application in the Water Online Application System, the Application Overview will display all tasks completed.



From this page you can select 'Print For Your Records' to print a copy of the 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](mailto:DEC.Water.OPAHelp@alaska.gov)