



DENALI COMMISSION

PROJECT DATABASE SYSTEM

DENALI

I - Recipient User Manual

Version 3.0.0

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1 Solution Summary

This manual is designed to guide users using the Denali Project Database System 2.0 (PD 2.0). This system provides transparency into all Denali Commission funded projects, both in progress and completed. Through the system, users can access extensive information on Awards and Projects pertaining to specific Alaskan communities and states, including comprehensive data on project costs, schedule, and scope of work.



2 Getting Started

2.1 Software Version

To access the Denali Project Database System, hereinafter referred to as PD 2.0, open your browser and go to: <https://cf.denali.gov/>.

2.2 Solution Requirements

Users must have the following to use PBD 2.0:

- Screen Resolution 1920x1080 optimal
- Internet Connection
- Up-to-date Windows Operating System (Windows 10)
- An Up-to-date Web Browser (IE, Edge, Chrome, Firefox, Safari)
- A valid username, email address, and password
- Adobe Acrobat Reader or other .pdf reader (recommended)

Users may not use the following to access PBD 2.0:

- Mobile device with a screen size of 760px or less

As a web-based application, PBD 2.0 is accessed through a web browser, and is not “installed” onto any user’s computer.

2.3 Access Information

PBD 2.0 users are classified into one or more of seven roles:

1. Public User (User Outside Project Database System)
2. Access Level I (Other, Recipient, or Recipient Staff)
3. Access Level II (Staff)
4. Access Level III (Program Manager that **is not** associated with Award)
5. Access Level III (Program Manager that is associated with Award)
6. Access Level IV (Data Entry)
7. Access Level V (Administrator)

System access and functionality is predicated by the role of the user. For the User Access Rights Matrix, see Appendix A.

2.3.1 New User Request

To request an account to the system, a non-logged-in user can request a username and password.

Step 1: From the welcome page, select the **[NEW USER REQUEST]** button.

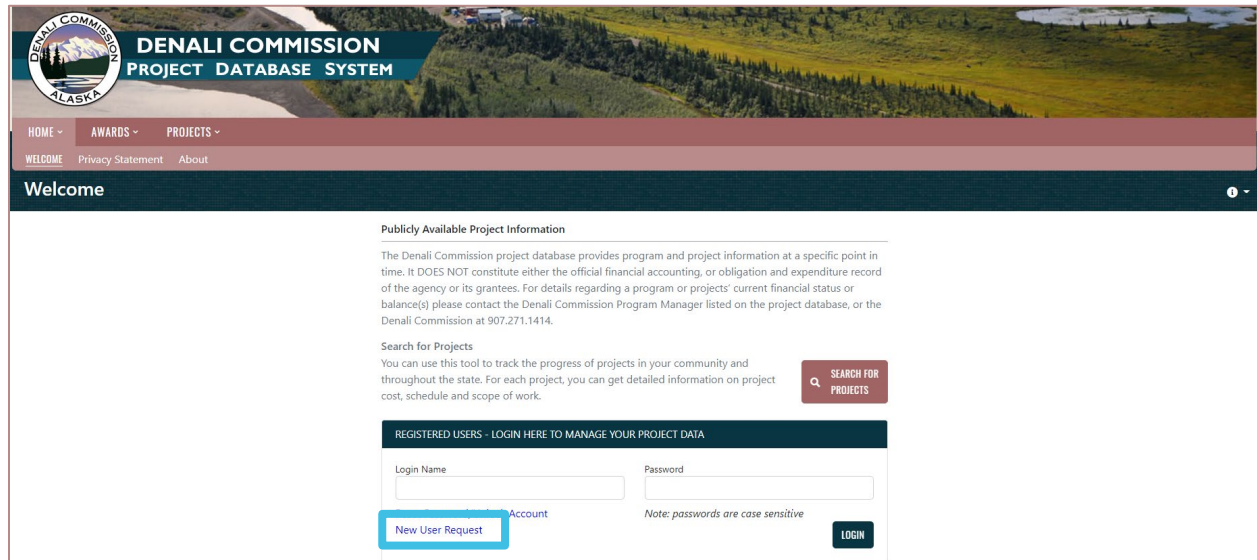


Figure 1: Welcome Page

Step 2: Enter in all data as required and select **[SAVE]**. You will receive a notification stating that the request was submitted.

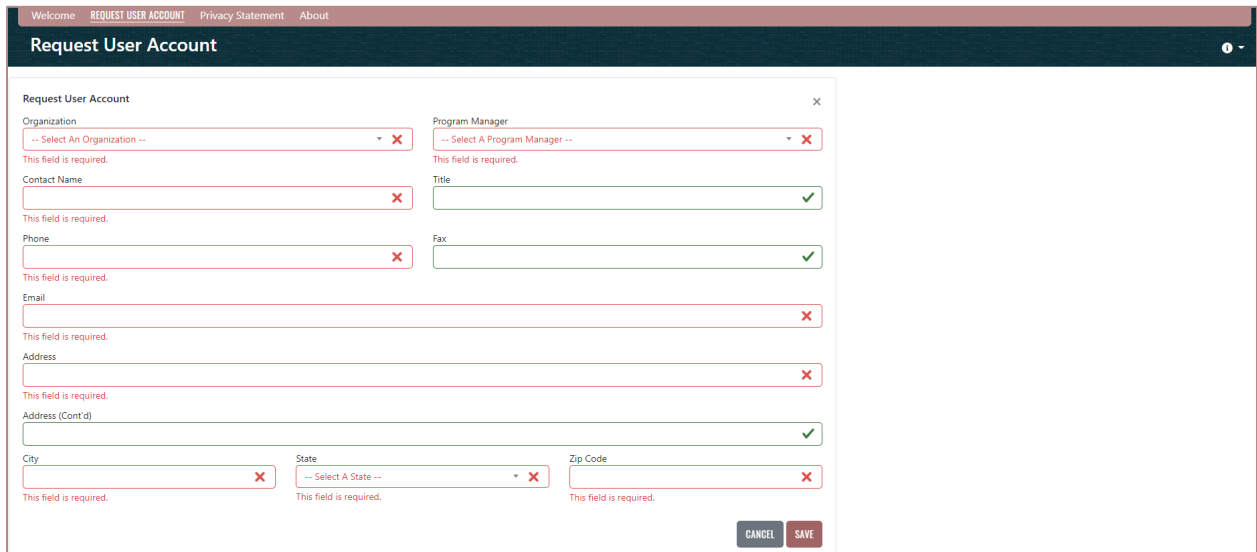


Figure 2: Request User Account

Step 3: Via email, a message will be sent to the PM notifying that a user account request was submitted.

- If the user request is approved, an email will be sent to the recipient with instructions on setting up a password.
- If the user request is rejected, an email will be sent to the recipient.

2.3.2 Login

Once your user profile has been created and approved, you may begin using the site. To Login, follow the steps outlined below.

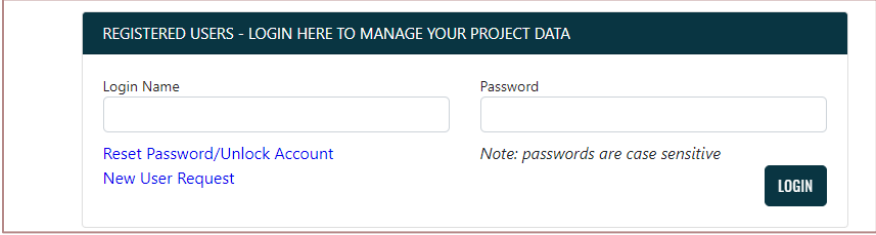


Figure 3: Welcome Page – Login

- Step 1:** To login to PD 2.0, open your web browser and go to <https://cf.denali.gov/>.
- Step 2:** Input your Login Name. Input your Password.
- Step 3:** Click **[LOGIN]**. You will be redirected to your default page.

2.4 Solution Menu

After you have successfully logged into Denali Project Database System your default page is the My Project Database page.

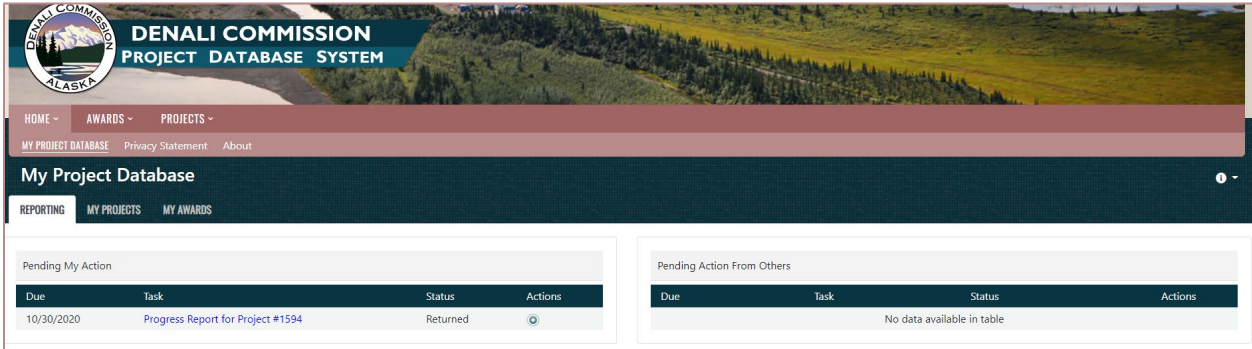


Figure 4: Default Page

From the My Project Database Page you can access every point in the site needed via the Top Navigation Menu. From left to right, the options are Home, Awards, Projects, Indicators, and Admin.

2.4.1 Home

Under the tab **[HOME]** you have four options: My Project Database, Privacy Statement, About and Vulnerability Disclosure Policy. **[MY PROJECT DATABASE]** further has four options: My Pre-Awards, My Awards, My Projects, and Reporting.

2.4.2 Awards

Under the tab **[AWARDS]** you have one option: Search.

2.4.3 Projects

Under the tab **[PROJECTS]** you have one option: Search.

2.5 Changing Password

To comply with security policies requiring periodic modification to all access passwords, PD 2.0 includes the Change Password functionality. Follow the steps below to change your current password.

Step 1: From the dropdown arrow next to information symbol on the right side of the screen, click **[CHANGE PASSWORD]**.

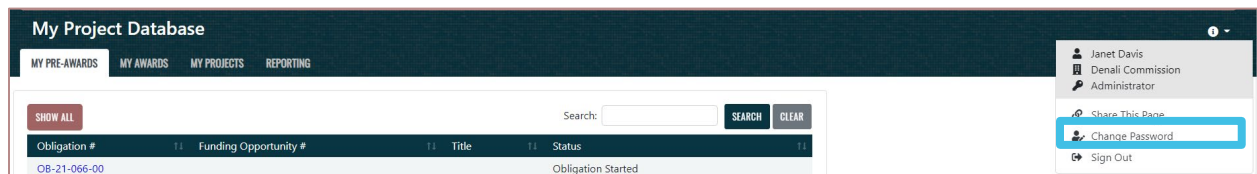


Figure 5: Change Password from Information Symbol Dropdown

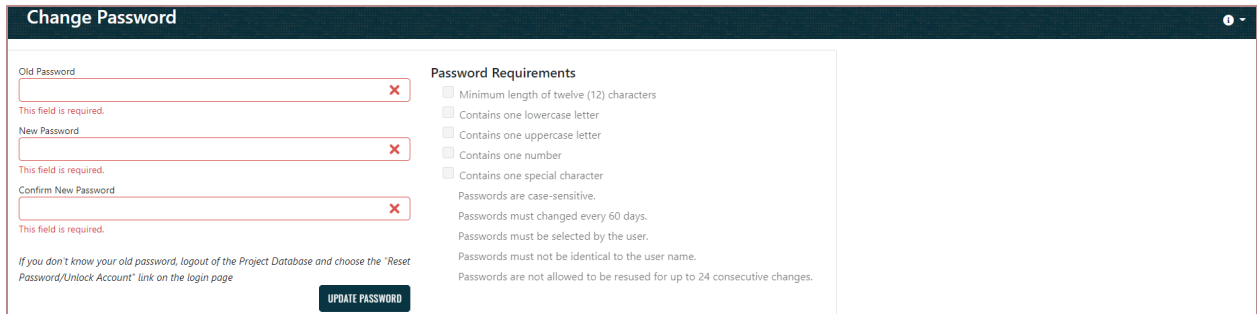


Figure 6: Change Password Page

Step 2: Input your current password in the Old Password field then

Step 3: Input your New Password. Re-enter your new password to confirm accuracy.

Step 4: Click **[UPDATE PASSWORD]**.

The user is required to change their password every 60 days. The system maintains a password history, so that 24 passwords cannot be reused.

2.5.1 Reset Password/Unlock Account

Step 1: To retrieve a lost password, go to the login page and click Reset Password/Unlock Account.

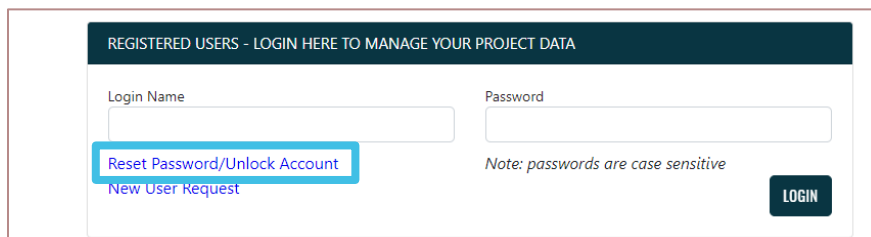


Figure 7: Welcome Page – Reset Password/Unlock Account

- Step 2:** Enter in the email address and click **[SUBMIT]**.
- Step 3:** You will receive a message stating that an email will be sent if the account exists.
- Step 4:** From the email, click the “Reset My Password” button.
- Step 5:** From the Reset Password page, input your New Password. Re-enter your new password to confirm accuracy.
- Step 6:** Click **[UPDATE PASSWORD]**.

2.6 Exit Solution

To end your session, click the dropdown arrow next to information symbol on the right side of the screen, then click **[SIGN OUT]**. Be sure to update any work prior to exiting the system.

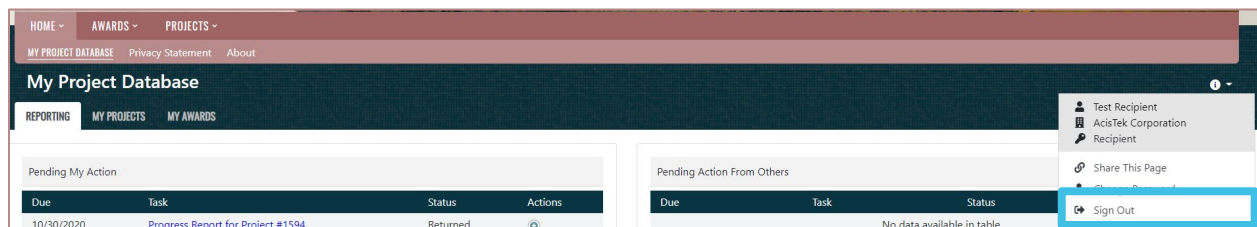


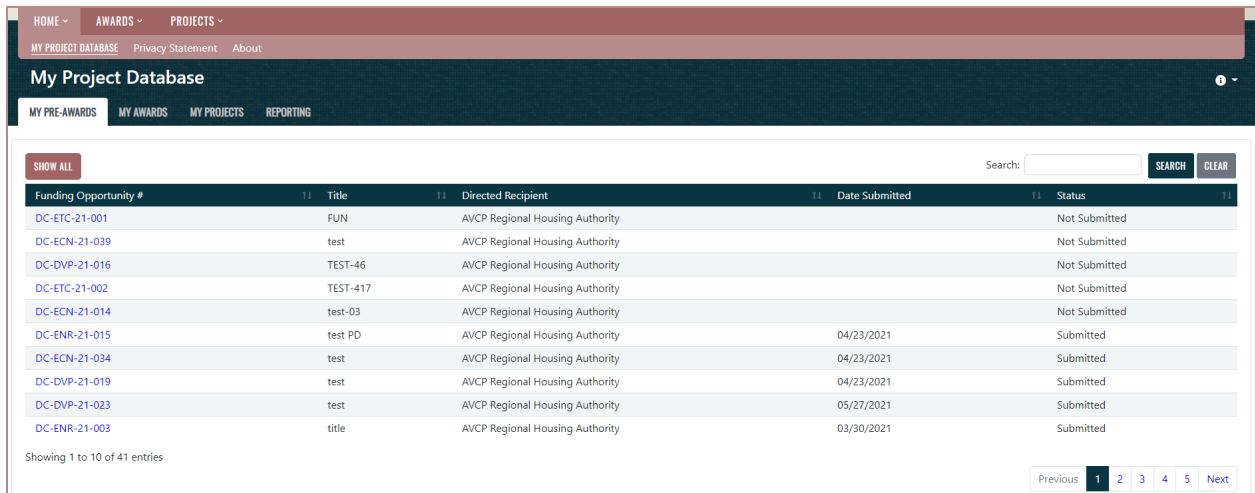
Figure 8: Sign Out

3 Using Home

3.1 My Project Database

3.1.1 My Pre-Awards (and How to Submit an Application Package)

After you have successfully logged into PD 2.0 your default page is the [My Project Database](#) page. The default tab of [My Project Database](#) is the **[MY PRE-AWARDS]** tab. From the **[MY PRE-AWARDS]** tab, the Recipient user will be able to view all Pre-Awards – that is, the Announcement (Funding Opportunity #) and Application Package - that they are associated with. All Pre-Awards are hyperlinked and will take the user to the [Submit Application](#) page.



Funding Opportunity #	Title	Directed Recipient	Date Submitted	Status
DC-ETC-21-001	FUN	AVCP Regional Housing Authority		Not Submitted
DC-ECN-21-039	test	AVCP Regional Housing Authority		Not Submitted
DC-DVP-21-016	TEST-46	AVCP Regional Housing Authority		Not Submitted
DC-ETC-21-002	TEST-417	AVCP Regional Housing Authority		Not Submitted
DC-ECN-21-014	test-03	AVCP Regional Housing Authority		Not Submitted
DC-ENR-21-015	test PD	AVCP Regional Housing Authority	04/23/2021	Submitted
DC-ECN-21-034	test	AVCP Regional Housing Authority	04/23/2021	Submitted
DC-DVP-21-019	test	AVCP Regional Housing Authority	04/23/2021	Submitted
DC-DVP-21-023	test	AVCP Regional Housing Authority	05/27/2021	Submitted
DC-ENR-21-003	title	AVCP Regional Housing Authority	03/30/2021	Submitted

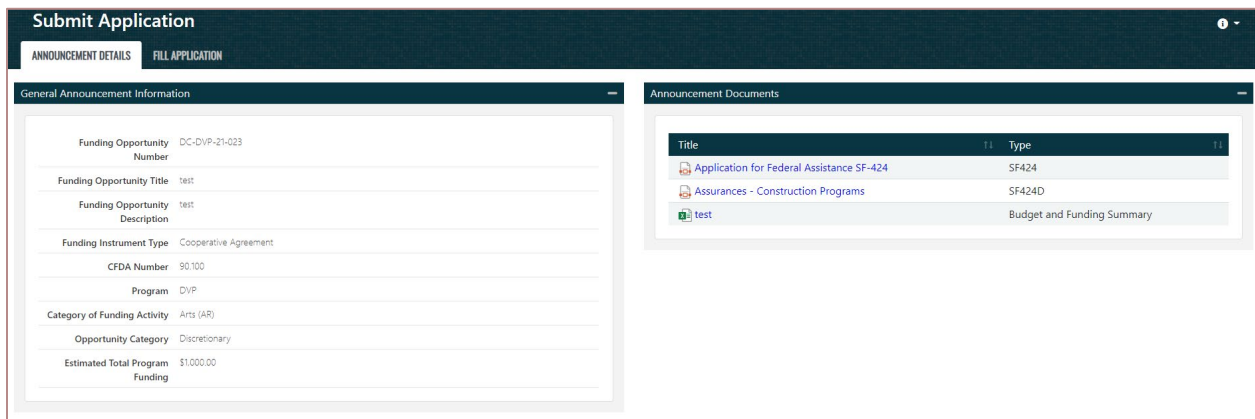
Showing 1 to 10 of 41 entries

Previous 1 2 3 4 5 Next

Figure 9: My Project Database – My Pre-Awards

3.1.1.1 Submit Application

The default tab on the Submit Application page is **[ANNOUNCEMENT DETAILS]**. On this page the user can view the Announcement information as well as view and download the Announcement documents, including the associated application package forms.



Title	Type
Application for Federal Assistance SF-424	SF424
Assurances - Construction Programs	SF424D
test	Budget and Funding Summary

Figure 10: Pre-Awards > Applications > Submit Application > Announcement Details

The user has options two options to submit their application:

There are two available options to fill and submit an application:

1. **Web-Fillable** (the preferred method): The application package forms are completed using web-fillable forms.
2. **Partial Application**: The application package forms are downloaded, filled in and then submitted as attachments. Partial Submission is intended to be used by Grantees who may experience difficulties in using the web-fillable forms. Prior to selecting this option, it must be communicated to your Grants Officer that you will be performing a partial submission, as this will require the Grants Officer to fill the web-fillable forms on your behalf.

3.1.1.1.1 Web Fillable

Step 1: Click on the **[FILL APPLICATION]** tab. A pop up will appear asking you to choose a Partial Application or Web Fillable.

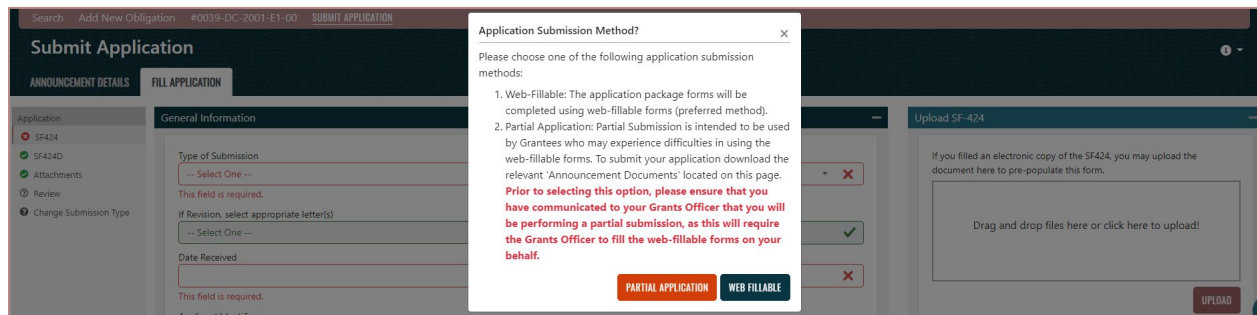


Figure 11: Pre-Awards > Applications > Submit Application > Fill Application > Application Submission Method

Step 2: Click the **[WEB FILLABLE]** button. The user will be taken to the **[FILL APPLICATION]** tab.

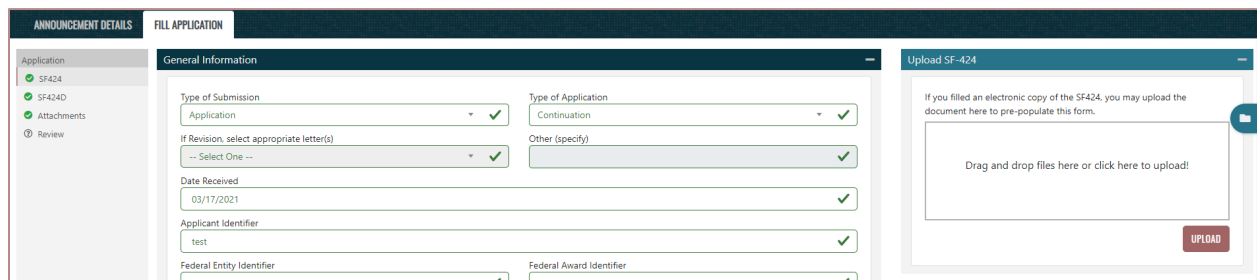


Figure 12: Pre-Awards > Applications > Submit Application > Fill Application > Web Fillable

Step 3: Using the Application Navigation Bar on the left, complete all required sections of the application package.

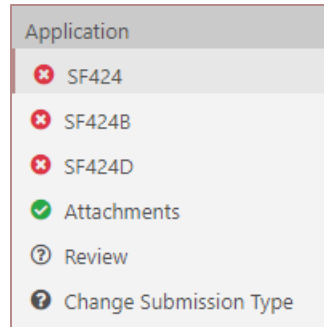


Figure 13: Fill Application > Application Navigation Bar

Step 4: Click on the [SF424*] tab to complete the web fillable SF424* form.

Note: users also have the option to download the fillable SF424* form from the [ANNOUNCEMENT DETAILS] tab. The form can be completed offline and then, when ready, uploaded via the UPLOAD SF-424* functionality. Data from the form will be pre-populated into the web-fillable form fields.

Figure 14: Upload SF-424* Functionality

Step 5: To view, add, edit, or delete an Attachment, click on [ATTACHMENTS] navigation tab.

Title	Date Added	Actions
test	03/26/2021	[Icon] [Icon]
title	03/26/2021	[Icon] [Icon]
title	03/26/2021	[Icon] [Icon]

Figure 15: Pre-Awards > Applications > Submit Application > Fill Application > Web Fillable > Attachments

Step 6: To add a new Attachment, click on [ADD NEW] located above the Attachments Table.

Step 7: To edit an Attachment, click on the [Icon] located in the Actions column of the Table.

Step 8: Make the necessary changes, complete all required fields, and click [SAVE]. Upon a successful edit of the attachment, an Attachment Updated success message will pop-up.



- Step 9:** To delete an Attachment, click on the  icon located in the Actions column of the Table and click **[DELETE]**.
- Step 10:** On the confirmation pop-up, check the box next to “I want to remove this attachment” and then select **[DELETE]**. An Attachment Deleted success message will pop-up.
- Step 11:** To review the entire Application Package, prior to submission, click the **[REVIEW]** navigation tab. Edits to any of the sections of the Application can be made directly from this page.
- Step 12:** Once the application is ready to submit to the Grants Officer, the user can add comments in the Additional Information section, and then click **[FINALIZE AND SUBMIT]**. If all validations are met, data will be saved, and the user will receive a success message.

3.1.1.1.2 Partial Application

- Step 1:** On the **[ANNOUNCEMENT DETAILS]** tab, download and complete all Announcement documents that need to be submitted as part of the Application Package.
- Step 2:** Click on the **[FILL APPLICATION]** tab. A pop up will appear asking you to choose a Partial Application or Web Fillable.

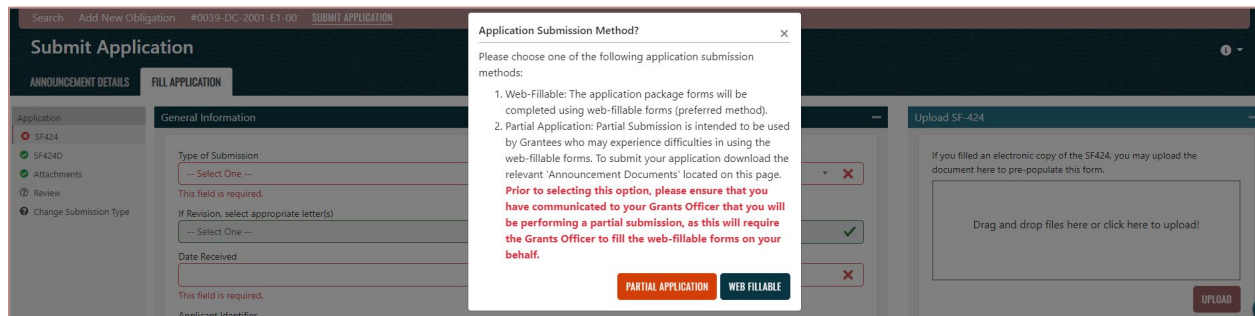


Figure 16: Pre-Awards > Applications > Submit Application > Fill Application > Application Submission Method

- Step 3:** Click the **[PARTIAL APPLICATION]** button. The user will be taken to the **[FILL APPLICATION]** tab.
- Step 4:** To view, add, edit, or delete an Attachment of a Partial Application, click on the **[ATTACHMENTS]** tab.

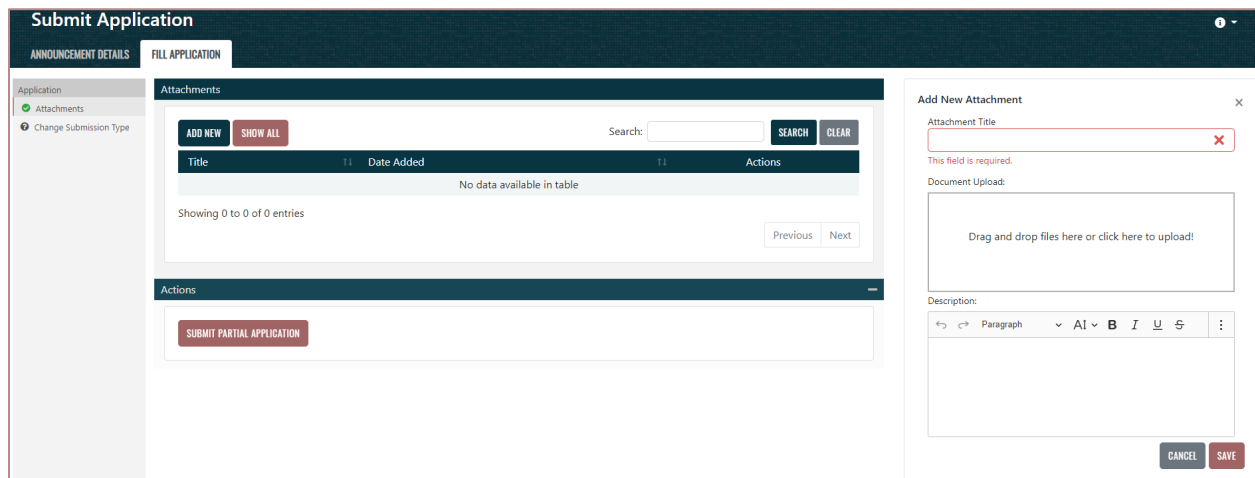


Figure 17: Pre-Awards > Applications > Submit Application > Fill Application > Partial Application > Attachments

- Step 5:** To add a new Attachment, click on **[ADD NEW]** located above the Attachments Table.
- Step 6:** To edit an Attachment, click on the  icon located in the Actions column of the Table.
- Step 7:** Make the necessary changes, complete all required fields, and click **[SAVE]**. Upon a successful edit of the attachment, an Attachment Updated success message will pop-up.
- Step 8:** To delete an Attachment, click on the  icon located in the Actions column of the Table and click **[DELETE]**.
- Step 9:** On the confirmation pop-up, check the box next to “I want to remove this attachment” and then select **[DELETE]**. An Attachment Deleted success message will pop-up.
- Step 10:** When all the attachments required have been uploaded, click the **[SUBMIT PARTIAL APPLICATION]** button in the Actions table.

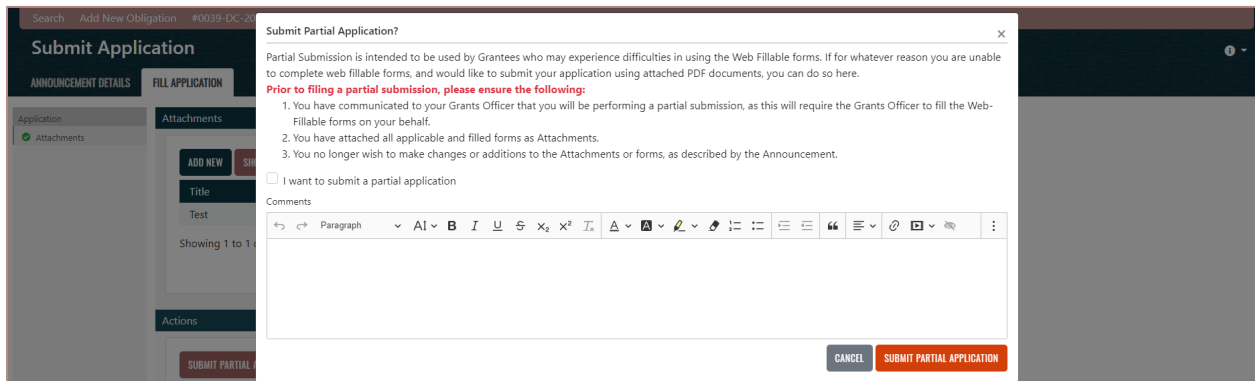


Figure 18: Pre-Awards > Applications > Submit Application > Fill Application > Partial Application > Submit

- Step 11:** On the Submit Partial Application? pop-up, check the box next to “I want to submit a partial application” and add a comment. Then click **[SUBMIT PARTIAL APPLICATION]**. If an attachment is added, all changes will be saved, and a success message will appear confirming that the application has been submitted. On the **[MY PRE-AWARDS]** tab the record (Funding Opportunity #) will have a status of “Submitted”.

3.1.1.1.3 Additional Information

Changing Submission Type

On the Application navigation bar, click the **[CHANGE SUBMISSION TYPE]** tab and select the submission type you wish to change to. Note, your data from the previous submission type will be retained if you decide to revert to it.

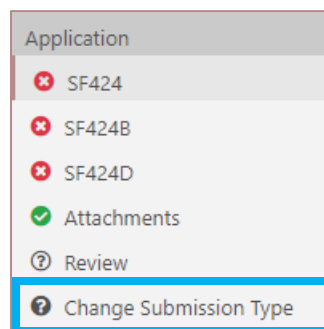
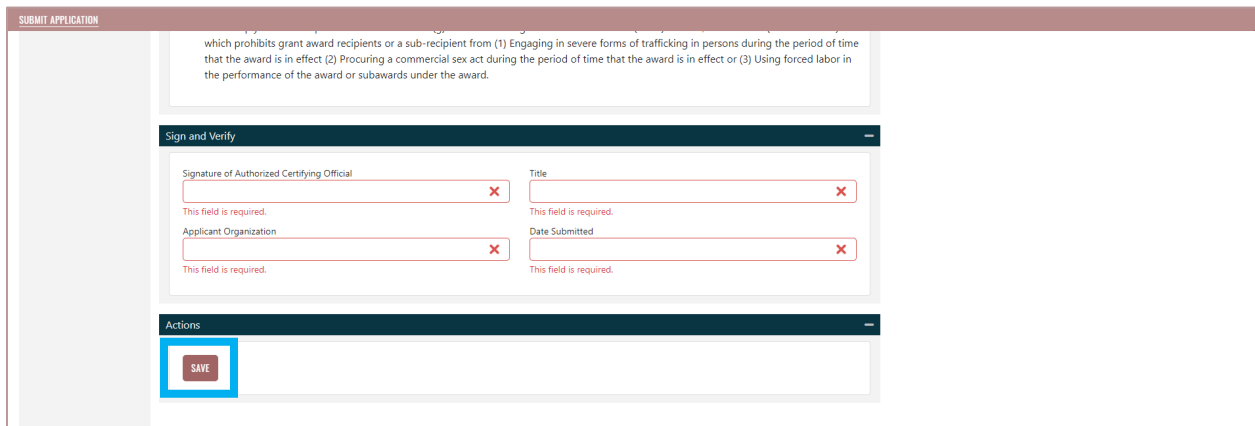


Figure 19: Application Navigation Bar > Change Submission Type

Saving data

To save data in a particular section of the Application (without submitting the Application), scroll to the bottom of the page and in the Actions table click [SAVE].



which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

Sign and Verify

Signature of Authorized Certifying Official This field is required.

Title This field is required.

Applicant Organization This field is required.

Date Submitted This field is required.

Actions

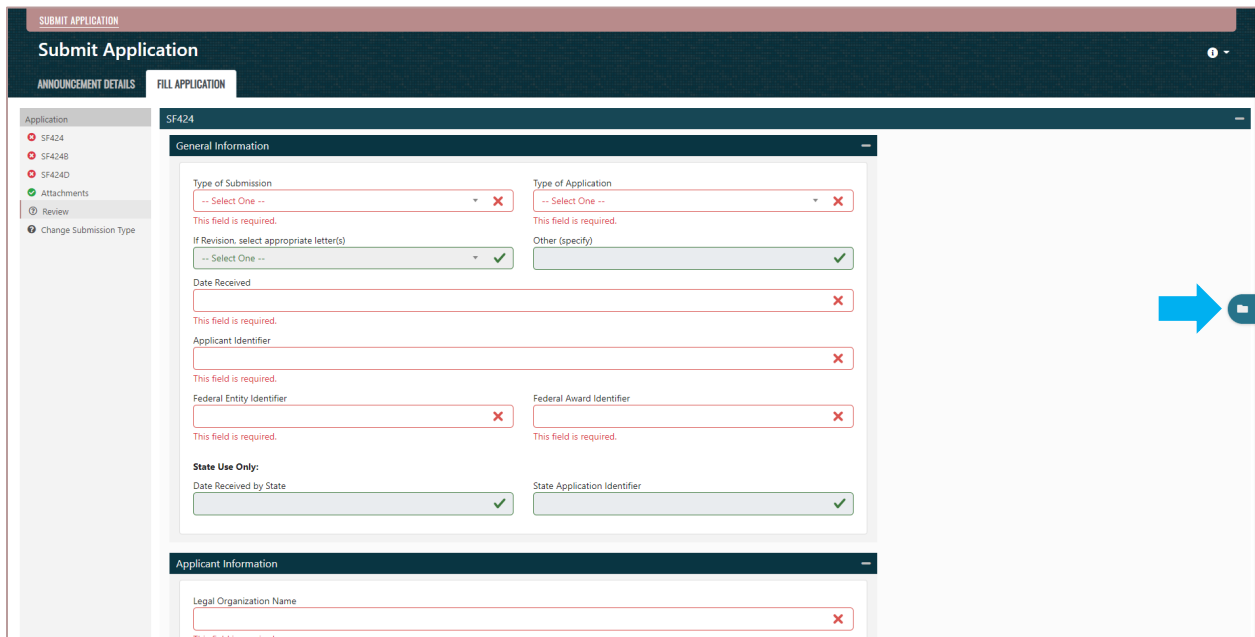
[SAVE](#)

Figure 20: Fill Application > Save

Viewing Attachments

Application Packages that include an SF424 form will display a blue folder icon on the right of the screen. Clicking on the icon allows the user preview Attachments while simultaneously being on the SF424 web fillable page or Review page. This is especially useful for the Grants Officer when completing a Partial Submission application. Simply click on the icon and select the file you wish to view. You will be able to toggle between the page you are on and the attachment you need to view without leaving the page.

Note, this preview tool only works for PDF documents.



Submit Application

ANNOUNCEMENT DETAILS **FILL APPLICATION**

Application

- SF424
- SF424B
- SF424D
- Attachments
- Review
- Change Submission Type

SF424

General Information

Type of Submission -- Select One -- This field is required.

Type of Application -- Select One -- This field is required.

If Revision, select appropriate letter(s) -- Select One --

Other (specify)

Date Received This field is required.

Applicant Identifier This field is required.

Federal Entity Identifier This field is required.

Federal Award Identifier This field is required.

State Use Only:

Date Received by State

State Application Identifier

Applicant Information

Legal Organization Name This field is required.



Figure 21: Fill Application > Attachment Preview Icon

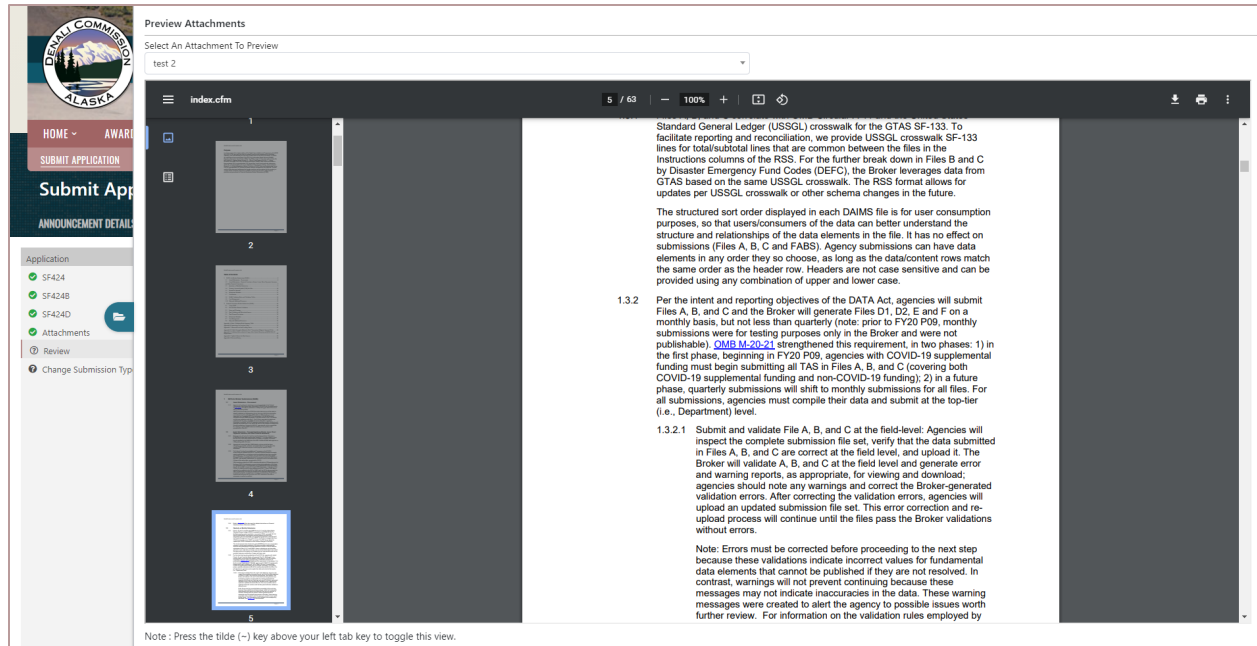


Figure 22: Fill Application > Attachment Preview Icon > Expanded View

3.1.2 My Awards

To see My Awards, click on the **[MY AWARDS]** tab. From here the user will be able to view all Awards that they are associated with. All awards are hyperlinked and will take the user to the Award's At-A-Glance page.

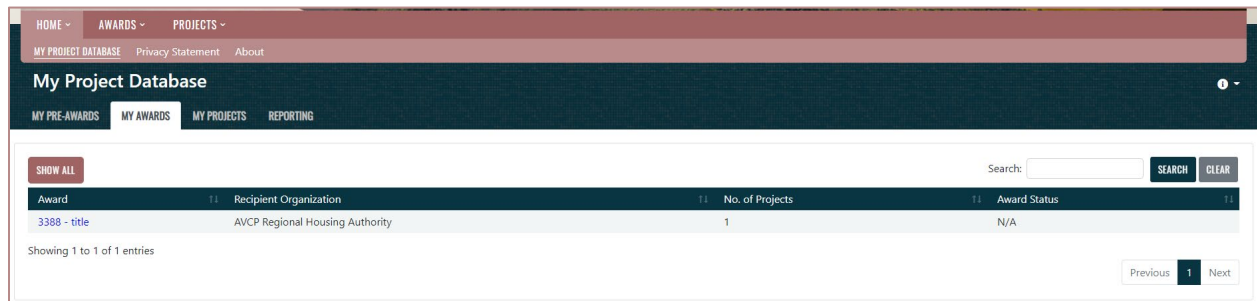


Figure 23: My Project Database – My Awards

3.1.3 My Projects

To see My Projects, click on the **[MY PROJECTS]** tab. From here the user will be able to view all Projects that they are associated with. All projects are hyperlinked and will take the user to the Project's At-A-Glance page.



Project	Recipient Organization	Communities	Current Milestone
149-05 - YK Delta Teacher Housing Repair & Renovation Pilot Program	AVCP Regional Housing Authority	Statewide	Cancelled
149-05-O - Teacher Housing Estimator Expenses	AVCP Regional Housing Authority	Statewide	Cancelled
149-05-P - Teacher Housing Renovation and Repair Administrative Funds	AVCP Regional Housing Authority	Statewide	Cancelled
3388 - title	AVCP Regional Housing Authority	Afognak	In-Progress Pending

Showing 1 to 4 of 4 entries

Figure 24: My Project Database – My Projects

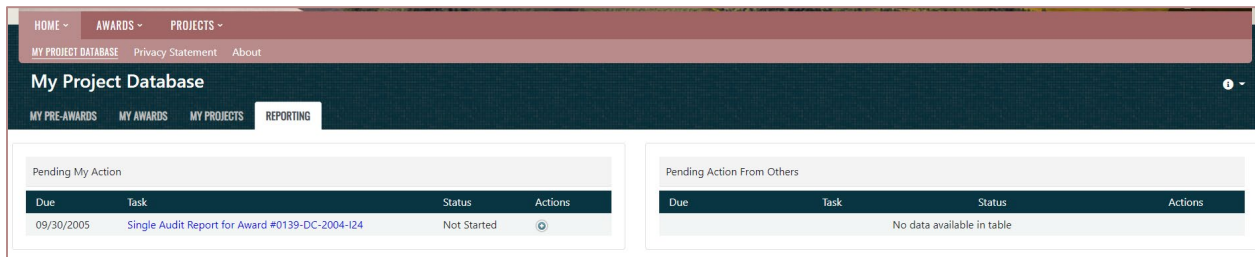
3.1.4 Reporting

To see Reports, click on the **[REPORTING]** tab. From here the user will be able to view reports that are “Pending My Action” and “Pending Action from Others.” Where applicable, certain reports are hyperlinked.

Reports listed in the ‘Pending My Action’ table require action from the user. Clicking on the hyperlink in the Task column will take the user directly to the report.

Reports listed in the “Pending Action from Others” are reports that are waiting on action from a Denali Commission Program Manager or Grants Officer.

To view additional information for a report, click on the  icon in the Actions column.



Pending My Action			
Due	Task	Status	Actions
09/30/2005	Single Audit Report for Award #0139-DC-2004-I24	Not Started	

Pending Action From Others			
Due	Task	Status	Actions
No data available in table			

Figure 25: My Project Database - Reporting



3.2 Privacy Statement

To view the Privacy Statement page, select the **[HOME]** tab from the Navigation Bar, and then select **[PRIVACY STATEMENT]**. The user will be taken to the Privacy Statement page. Clicking on the hyperlinks will take the user to the corresponding documents.

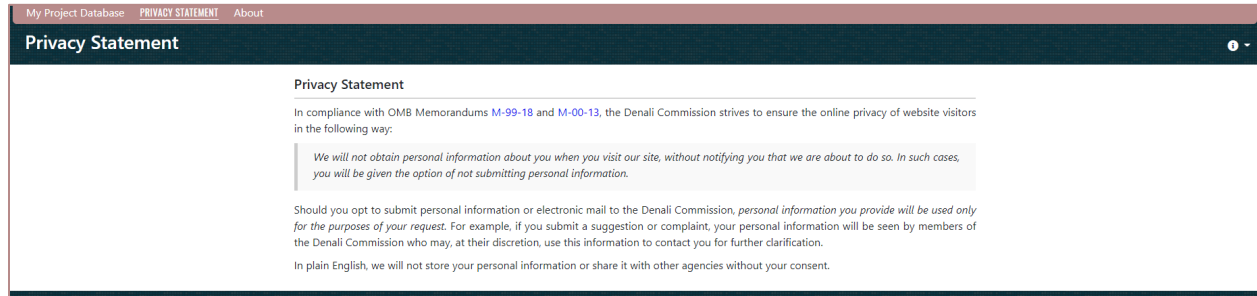


Figure 26: Privacy Statement

3.3 About

To view the About page, select the **[HOME]** tab from the Navigation Bar, and then select **[ABOUT]**. The user will be taken to the About page.



Figure 27: About



4 Using Awards

4.1 Search for an Award

4.1.1 Search

Awards can be retrieved through various combinations of the search criteria available on the [Search for an Award](#) page.

HOME ~ AWARDS ~ PROJECTS ~

SEARCH

Search for an Award

FILTER OPTIONS

Denali Commission Award #

Award Recipient -- All Award Recipients --

Award Status -- All Award Statuses --

Award Theme -- All Award Themes --

Funding Source -- All Funding Sources --

Program Manager -- All Program Managers --

Authorizing Document -- All Authorizing Documents --

RESET SEARCH

Figure 28: Search for an Award

- Step 1:** Click **[AWARD]** from the top Navigation menu. Select **[SEARCH]** from the dropdown.
- Step 2:** Select the search criteria from the displayed search fields on the [Search for an Award](#) screen.
- Step 3:** Click **[SEARCH]**.

4.1.2 Search Results

On the [Search for an Award](#) page, the search results will display on the Table below the search screen. 10 records will display in the Table.

SEARCH RESULTS

EXCEL PDF PRINT

Search: SEARCH CLEAR

Award Number	Award Title	Award Recipient	Award Theme	No. of Projects	Award Status
0078-DC-2002-429	Testing	Alaska Community Foundation (ACF)	Conference Sponsorship	5	Award Closed Out
01008	Eighth Conference of Arctic Parliamentarians	University of Alaska	Conference Sponsorship	1	Award Closed Out
01009	Ninth International Conference on Permafrost	United States Permafrost Association	Conference Sponsorship	1	Award Closed Out
01011	Regional Energy Conference	Northwest Arctic Borough	Conference Sponsorship	1	Award Closed Out
01013	4th Annual Renewable Energy Fair	Renewable Energy Alaska Project (REAP)	Conference Sponsorship	1	Award Closed Out
01014	2008 Rural Energy Conference	Alaska Energy Authority	Conference Sponsorship	1	Award Closed Out
01027	2008 Renewable Energy Fair	Chena Hot Springs Resort	Conference Sponsorship	1	Award Closed Out
01028	2009 Annual Conference: Alaska Forum on the Environment	Alaska Forum, Inc.	Conference Sponsorship	1	Award Closed Out
01029	2008 AFN Convention	Alaska Federation of Natives	Conference Sponsorship	1	Award Closed Out
01052	Southeast Conference FY09 Annual Meeting	Southeast Conference	Conference Sponsorship	1	Award Closed Out

Showing 1 to 10 of 63 entries

Previous 1 2 3 4 5 6 7 Next

Figure 29: Search Results

4.1.2.1 Actions

From the Search Results page you can generate three different reports. The table below describes the capabilities of the buttons located on the top left of the Search Results Table. These options are also available on other Search Results pages within PD 2.0.

Description		
Export to Excel	 EXCEL	Exports the data from the table into an excel spreadsheet.
Export to PDF	 PDF	Exports the data from the table into a .pdf file.
Print	 PRINT	Displays the data from the table into a printable page.

Table 1: Data Table Buttons

4.1.2.2 Search and Sort

In order to customize your view of the data tables for the Search Results page, the user has two options: Search and Sort.

The user can use the search bar to filter the page by specific keywords. The user can search by entering their search criteria into the field and clicking on **[SEARCH]**. To clear out the search criteria, select **[CLEAR]**.

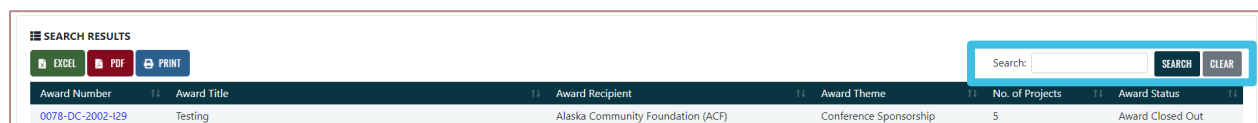


Figure 30: Search Results - Search

The user can use the arrows next to each column title to sort the requests by any of the columns of the table.

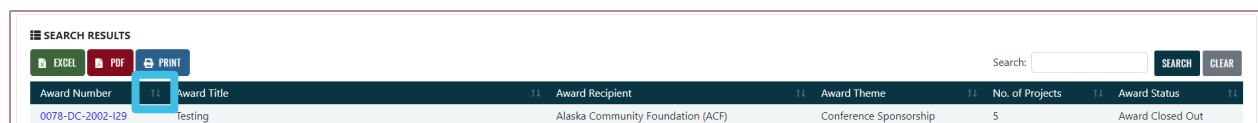


Figure 31: Search Results - Sort

4.1.2.3 Reset Search

To clear the search fields in the Search for an Award page, click the **[RESET]** button. The information in the search fields and the search results will be cleared.



4.2 Accessing Award Information

Opening an Award from the Search for an Award page will navigate the user to the Award page on the Details > At-A-Glance tab. The Award page consists of multiple tabs that provide detailed Award information.

- Step 1:** Click **[AWARD]** from the top Navigation menu. Select **[SEARCH]** from the dropdown.
- Step 2:** Select the search criteria from the displayed search fields on the Search for an Award screen.
- Step 3:** Click **[SEARCH]**. 10 results will display in the Search Results table.
- Step 4:** From the Search Results table, click on the Award Number to open the award.

The screenshot shows the 'Award #0078-DC-2002-I29' page with the 'AT-A-GLANCE' tab selected. The page includes a search bar at the top with the text 'AWARD #0078-DC-2002-I29'. Below the search bar, there are tabs for 'DETAILS', 'FINANCIAL', 'REPORTING', and 'PROJECTS'. The 'AT-A-GLANCE' tab is active, showing a summary of the award. The 'Award Information' section includes fields for 'Award Number' (0078-DC-2002-I29 (5 Projects)), 'Title' (Testing), and 'Theme' (Conference Sponsorship). The 'Award Level Funding' section shows a table with columns 'Current', 'Amount', and '%'. The table has three rows: 'Current' with values \$2,063,559.79 and 100%, 'Obligation' with values \$2,063,559.79 and 100%, and 'Drawdowns' with values \$2,063,559.79 and 100%.

Award Information	
Award Number	0078-DC-2002-I29 (5 Projects)
Title	Testing
Theme	Conference Sponsorship

Award Level Funding		
Current	Amount	%
Obligation	\$2,063,559.79	100%
Drawdowns	\$2,063,559.79	100%

Figure 32: Award Information

4.2.1 Details

4.2.1.1 At-A-Glance

The default page the user comes to after selecting an Award is the **[DETAILS] > [AT-A-GLANCE]** page. On the At-A-Glance page, the user can view key pieces of information about the award. From this page, the user can navigate through multiple tabs or via hyperlinks on the page to view specific data for the selected award.

The screenshot shows the 'Award #0078-DC-2002-I29' page with the 'AT-A-GLANCE' tab selected. The page includes a search bar at the top with the text 'AWARD #0078-DC-2002-I29'. Below the search bar, there are tabs for 'DETAILS', 'FINANCIAL', 'REPORTING', and 'PROJECTS'. The 'AT-A-GLANCE' tab is active, showing a detailed summary of the award. The 'Award Information' section includes fields for 'Award Number' (0078-DC-2002-I29 (5 Projects)), 'Title' (Testing), 'Theme' (Conference Sponsorship), 'Recipient' (Alaska Community Foundation (ACF)), 'Award Performance Period' (06/07/2002 to 04/19/2007), and 'Award Status' (Award Closed Out). The 'Award Level Funding' section shows a table with columns 'Current', 'Amount', and '%'. The table has three rows: 'Current' with values \$2,063,559.79 and 100%, 'Obligation' with values \$2,063,559.79 and 100%, and 'Drawdowns' with values \$2,063,559.79 and 100%. The 'Progress Report Expenditures as of 04/27/2017' section shows a table with columns 'Drawdowns', 'Expenditures', and 'Variance'. The table has three rows: 'Drawdowns' with values \$2,063,559.79 and 100%, 'Expenditures' with values \$3,897,734.57 and 189%, and 'Variance' with values (\$1,834,174.78). The 'Authorizing Document(s)' section shows a table with columns 'Document(s)' and 'Date'. The table has one row: '02-02 A RESOLUTION REGARDING ENERGY INFRASTRUCTURE FUNDING FOR FEDERAL FY2002'.

Award Information	
Award Number	0078-DC-2002-I29 (5 Projects)
Title	Testing
Theme	Conference Sponsorship
Recipient	Alaska Community Foundation (ACF)
Award Performance Period	06/07/2002 to 04/19/2007
Award Status	Award Closed Out

Award Level Funding		
Current	Amount	%
Obligation	\$2,063,559.79	100%
Drawdowns	\$2,063,559.79	100%

Progress Report Expenditures as of 04/27/2017		
Drawdowns	Expenditures	Variance
\$2,063,559.79	\$3,897,734.57	189%
		(\$1,834,174.78)

Authorizing Document(s)	
02-02 A RESOLUTION REGARDING ENERGY INFRASTRUCTURE FUNDING FOR FEDERAL FY2002	

Figure 33: Awards > Details > At-A-Glance



4.2.1.2 Overview

To view the Overview page of an Award, click on the [DETAILS] > [OVERVIEW] tab.

Award #0078-DC-2002-129

DETAILS FINANCIAL REPORTING PROJECTS

AT-A-GLANCE **OVERVIEW** ATTACHMENTS CONTACTS STATUS

Award Number	0078-DC-2002-129
Title	Testing
Type	Admin
Award Theme	Conference Sponsorship
Program Acronym	SPO - Sponsorships
Recipient Organization	Alaska Community Foundation (ACF)
Award Start Date	06/07/2002
Award End Date	04/19/2007

Scope of Work The scope of work under this Financial Assistance Award (the "Agreement") is to support, evaluate, plan and construct, extend, upgrade, and otherwise improve energy generation, transmission, or distribution facilities, including fuel storage and distribution systems, energy efficiency, cost reduction and alternative energy projects.

Last modified 03/05/2021 by Daniel Cheng

Figure 34: Awards > Details > Overview

4.2.1.3 Attachments

To view the Attachments of an Award, click on the [DETAILS] > [ATTACHMENTS] tab.

Award #0078-DC-2002-129

DETAILS FINANCIAL REPORTING PROJECTS

AT-A-GLANCE OVERVIEW **ATTACHMENTS** CONTACTS STATUS

SHOW ALL Search: [] SEARCH CLEAR

Title	Source	Date	Type	Actions
FAA Amend 2	Award	09/13/2012	Financial Assistance Award	[Download]
FY07 Q3 269	Report	07/30/2007	Financial Status Report (SF 269 or SF 269a)	[Download]
FY07 Q2 269	Report	05/01/2007	Financial Status Report (SF 269 or SF 269a)	[Download]
FY07 Q1 269	Report	01/26/2007	Financial Status Report (SF 269 or SF 269a)	[Download]
FY06 Q4 269	Report	10/30/2006	Financial Status Report (SF 269 or SF 269a)	[Download]

Figure 35: Awards > Details > Attachments

4.2.1.4 Contacts

To view the Contacts of an Award, click on the [DETAILS] > [CONTACTS] tab.

Award #0078-DC-2002-129

DETAILS FINANCIAL REPORTING PROJECTS

AT-A-GLANCE OVERVIEW ATTACHMENTS **CONTACTS** STATUS

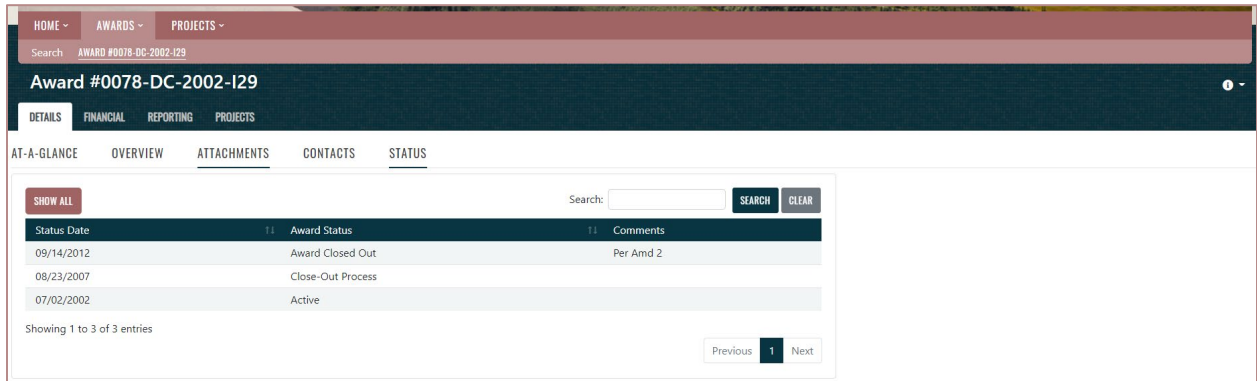
SHOW ALL Search: [] SEARCH CLEAR

Award Contact Name	Organization	Contact Type	Phone	Email	Actions
	Alaska Community Foundation (ACF)	Recipient Organization	907-334-6700	CFO@alaskacf.org	[Add]
AEA Finance (Amy Adler)	Alaska Energy Authority	Recipient Staff	(907) 771-3013	aadler@aidea.org	[Add]
Amy McCollum	Alaska Energy Authority	Recipient Financial Manager	(907) 269-4629	amccollum@aidea.org	[Add]
Betty Sorensen	Denali Commission	Denali Commission Financial Manager	907-271-3415	bsorensen@denali.gov	[Add]
Christel Petty	Alaska Energy Authority	Recipient Staff	(907) 269-3014	cpetty@aidea.org	[Add]

Figure 36: Awards > Details > Contacts

4.2.1.5 Status

To view the Status of an Award, click on the **[DETAILS]** > **[STATUS]** tab.



Status Date	Award Status	Comments
09/14/2012	Award Closed Out	Per Amd 2
08/23/2007	Close-Out Process	
07/02/2002	Active	

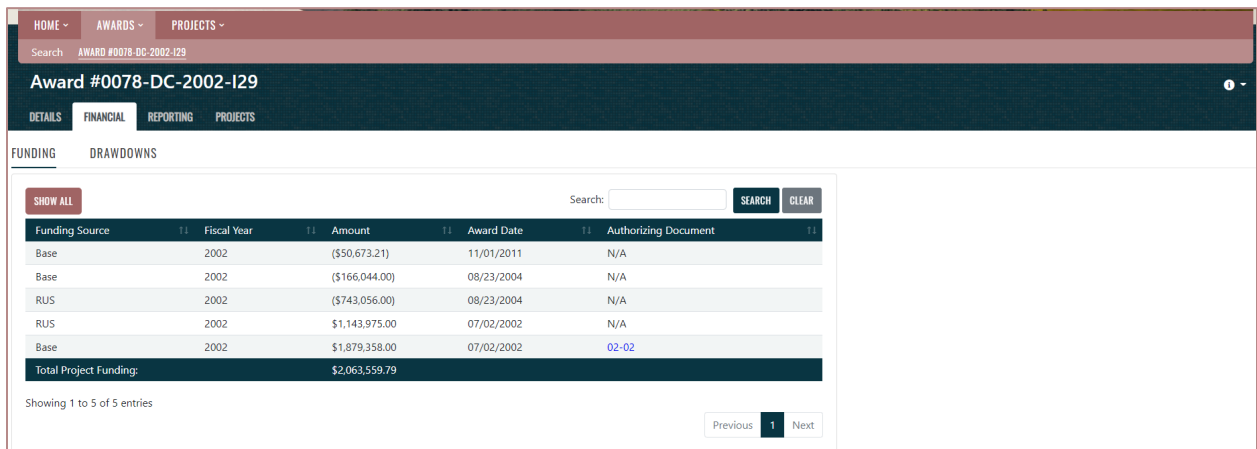
Showing 1 to 3 of 3 entries

Figure 37: Awards > Details > Status

4.2.2 Financial

4.2.2.1 Funding

To view the Funding of an Award, click on the **[FINANCIAL]** > **[FUNDING]** tab.



Funding Source	Fiscal Year	Amount	Award Date	Authorizing Document
Base	2002	(\$50,673.21)	11/01/2011	N/A
Base	2002	(\$166,044.00)	08/23/2004	N/A
RUS	2002	(\$743,056.00)	08/23/2004	N/A
RUS	2002	\$1,143,975.00	07/02/2002	N/A
Base	2002	\$1,879,358.00	07/02/2002	02-02
Total Project Funding:		\$2,063,559.79		

Showing 1 to 5 of 5 entries

Figure 38: Awards > Financial > Funding

4.2.2.2 Drawdowns

To view the Drawdowns of an Award, click on the **[FINANCIAL]** > **[DRAWDOWN]** tab.



HOME - AWARDS - PROJECTS -	
Search: AWARD #0078-DC-2002-129	
Award #0078-DC-2002-129	
DETAILS FINANCIAL REPORTING PROJECTS	
FUNDING DRAWDOWNS	
SHOW ALL PRINT	Search: SEARCH CLEAR
Drawdown Date	Amount
05/31/2007	\$2,668.60
12/14/2006	\$54,712.40
09/15/2006	\$4,331.32
08/17/2006	\$6,811.76
06/14/2006	\$20,502.98
06/01/2006	\$6,739.95
02/16/2006	\$22,658.23
12/14/2005	\$83,195.67
12/07/2005	\$61,005.85
11/29/2005	\$1,767.71
Total Denali Commission Funding	\$2,043,539.79
Total Drawdowns	\$2,043,539.79
Remaining Award Funding	\$0.00
Showing 1 to 10 of 30 entries	
Previous 1 2 3 Next	

Figure 39: Awards > Financial > Drawdowns

4.2.3 Reporting

4.2.3.1 Recipient Reports

To start, edit, view, delete or submit a Recipient Report for an award, click on the **[REPORTING]** > **[RECIPIENT REPORTS]** tab.

Recipients can only start, edit and delete an **unsubmitted** report if they are the listed recipient contact for the award. Otherwise, these actions will not be available.

HOME

AWARDS

PROJECTS

Search

AWARD #0078-DC-2002-129

Award #0078-DC-2002-129

1

DETAILS

FINANCIAL

REPORTING

PROJECTS

RECIPIENT REPORTS

Unsubmitted Reports

SHOW ALL

Search:

SEARCH

CLEAR

Report Type	Reporting Period	Due Date
No data available in table		

Showing 0 to 0 of 0 entries

Previous

Next

Submitted Reports

SHOW ALL

Search:

SEARCH

CLEAR

Report Type	Reporting Period	Due Date	Submitted	Actions
Financial Status Report	10/01/2005 - 12/31/2005	01/30/2006	03/21/2006	View Report
Financial Status Report	01/01/2007 - 03/31/2007	04/30/2007	05/02/2007	View Report
Financial Status Report	07/01/2006 - 09/30/2006	10/30/2006	01/26/2007	View Report
Financial Status Report	01/01/2006 - 03/31/2006	04/30/2006	07/25/2006	View Report
Financial Status Report	04/01/2007 - 06/30/2007	07/30/2007	08/20/2007	View Report
Financial Status Report	04/01/2006 - 06/30/2006	07/30/2006	09/01/2006	View Report
Financial Status Report	10/01/2006 - 12/31/2006	01/30/2007	01/31/2007	View Report

Showing 1 to 7 of 7 entries

Previous

1

Next

Figure 40: Awards > Reporting > Recipient Reports

The Recipient Reports page contains two tables – Unsubmitted Reports and Submitted Reports. The Unsubmitted reports table contains the next upcoming award reports and their due date. The two report types available for awards are:

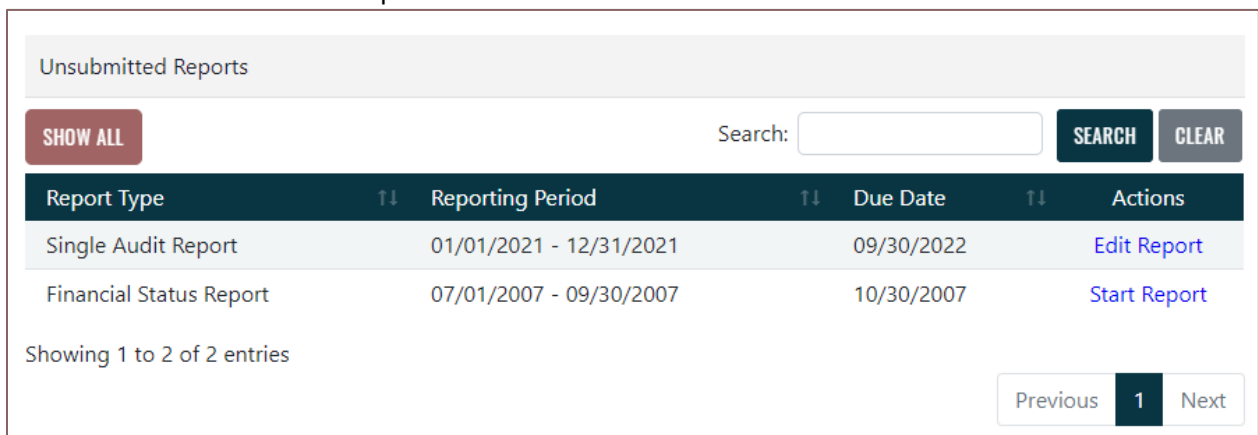
1. Single Audit Report (SAR)
2. Financial Status Report (FSR)

The Submitted Reports table contains all the award reports that have been submitted by the recipient.

4.2.3.1.1 Single Audit Report (SAR) and Financial Status Report (FSR)

The steps below outline how to start, edit, delete, and submit an SAR and FSR report.

Step 1: Click on the Start Report or Edit Report link in the Actions Column of a report in the Unsubmitted Reports table.



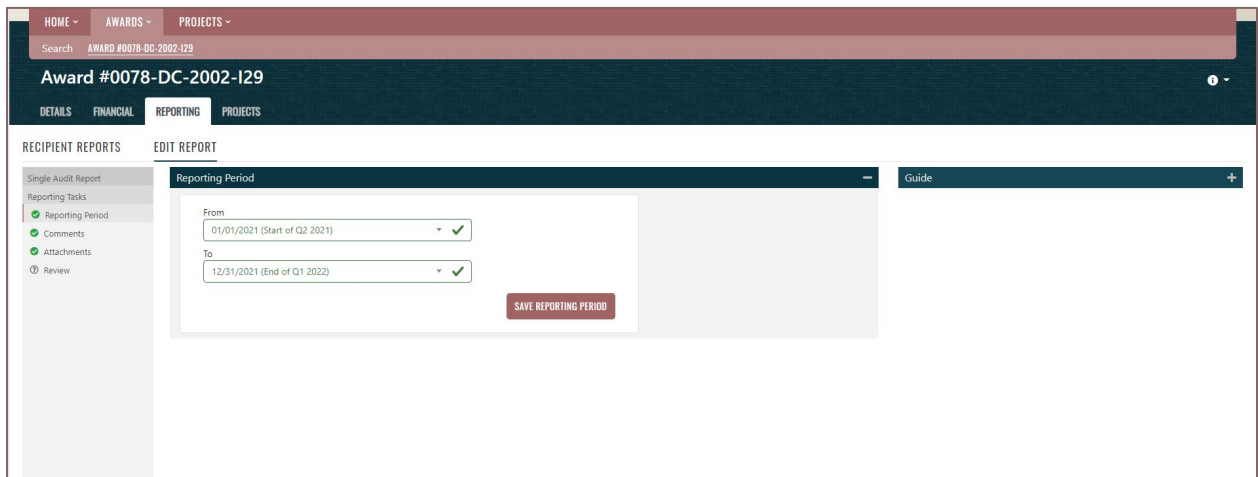
Unsubmitted Reports						
SHOW ALL		Search:		SEARCH	CLEAR	
Report Type	↑↓	Reporting Period	↑↓	Due Date	↑↓	Actions
Single Audit Report		01/01/2021 - 12/31/2021		09/30/2022		Edit Report
Financial Status Report		07/01/2007 - 09/30/2007		10/30/2007		Start Report

Showing 1 to 2 of 2 entries

Previous 1 Next

Figure 41: Unsubmitted Reports Table

Step 2: You will be taken to the Edit Report page.



HOME ▾ AWARDS ▾ PROJECTS ▾

Search: AWARD #0078-DC-2002-129

Award #0078-DC-2002-129

DETAILS FINANCIAL REPORTING PROJECTS

RECIPIENT REPORTS EDIT REPORT

Single Audit Report

Reporting Tasks

- Reporting Period
- Comments
- Attachments
- Review

Reporting Period

From: 01/01/2021 (Start of Q2 2021) ✓

To: 12/31/2021 (End of Q1 2022) ✓

SAVE REPORTING PERIOD

Guide

Figure 42: Award Reports > Edit Report Page

Step 3: Use the Reporting Tasks tab on the left to navigate to each report section.

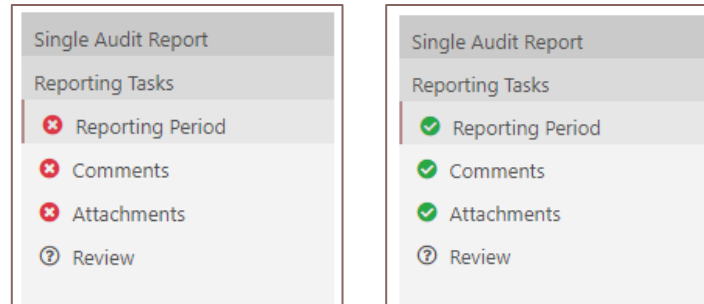


Figure 43: Reporting Tasks > Incomplete vs Incomplete Report Sections

A green check next to reporting task tab indicates that the section is complete while a red cross indicates that a section is incomplete. Note, the report cannot be submitted if any sections are denoted with a red cross.

Step 4: By default, the landing page of the Edit Report page is the Reporting Period section. The Reporting Period dates are prepopulated by the system but, if needed, these dates can be changed via the field's drop-down options.

When editing the reporting period dates, the “From” date must precede the “To” date. Even if no changes to the prepopulated dates are made, the page must be saved to mark the section as complete.

Step 5: On the Reporting Tasks bar, click on the Comments tab. As providing comments is optional, clicking on the tab will automatically mark the section as complete.

Step 6: To add comments, type text into the Rich Text Editor (you can use the tool bar to format your text) and click **[SAVE COMMENT]**.

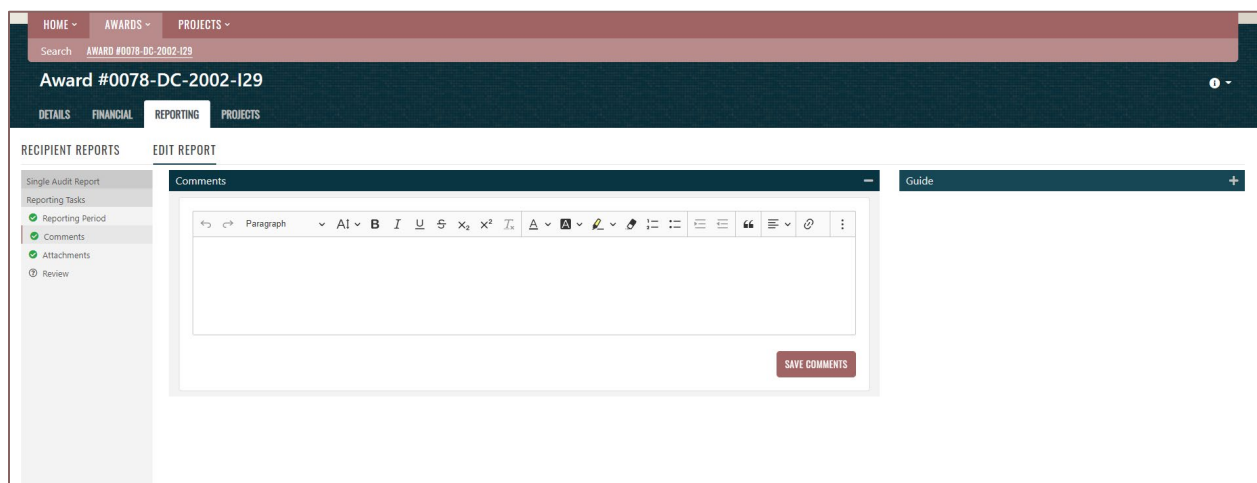


Figure 44: Award Reports > Comments Section

Step 7: On the Reporting Tasks bar, click on the Attachments tab. As providing attachments is optional, clicking on the tab will automatically mark the section as complete.

Step 8: To add an attachment, click **[ADD NEW]**.

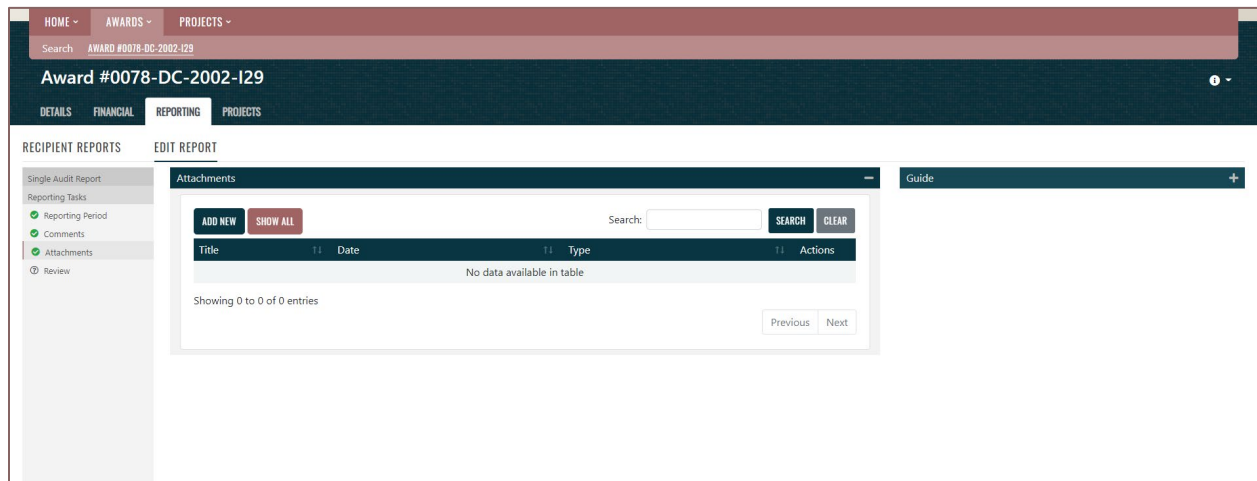


Figure 45: Award Reports

Step 9: Upload a file using the drag and drop file zone feature.

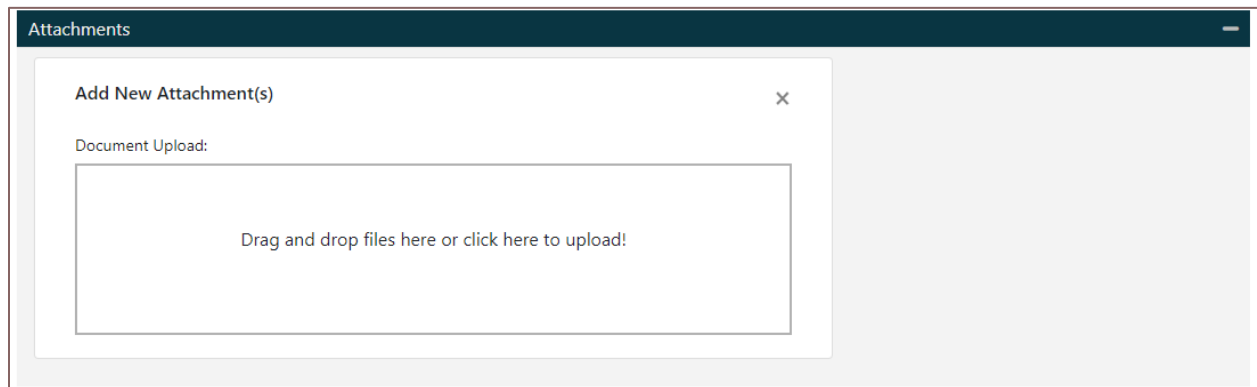


Figure 46: Add New Attachment > Drag and Drop File Zone

Step 10: Upon a successful upload, a Successfully Uploaded message will display.

Step 11: Close the window. The attachment record will be listed in the table.

Step 12: To preview, download or print an uploaded file, click on the file icon in the Actions column of the Table.

Step 13: To edit an attachment record, click on the  icon located in the Actions column of the Table. You will be taken to the Edit Attachment page.

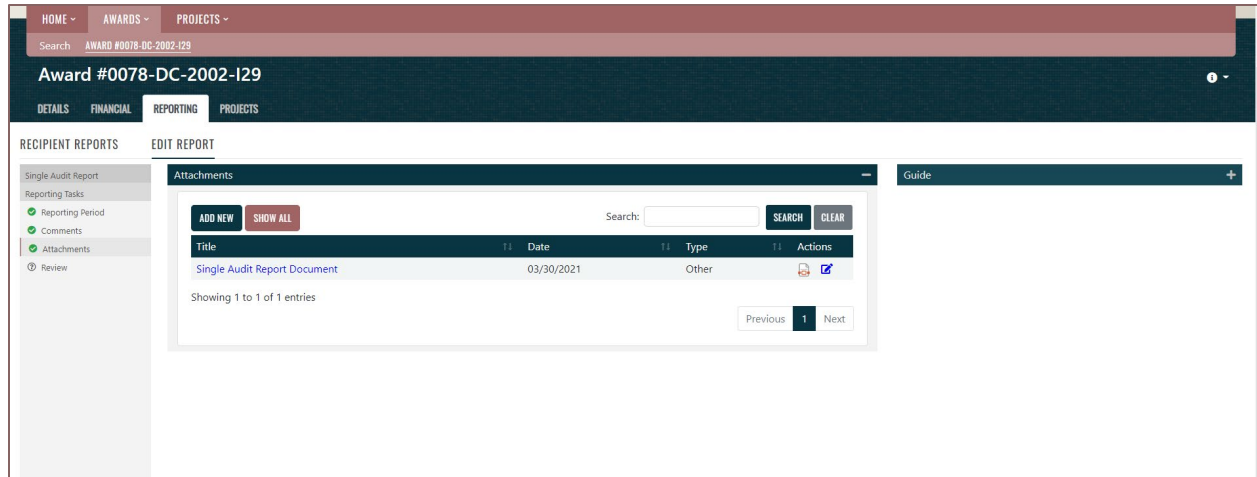


Figure 47: Attachments > View and Edit Actions

Step 14: Make the necessary changes and click **[SAVE]**. Upon a successful save, an Attachment Saved success message will pop-up.

Step 15: To delete a record, click **[DELETE]** on the Edit Attachment page.

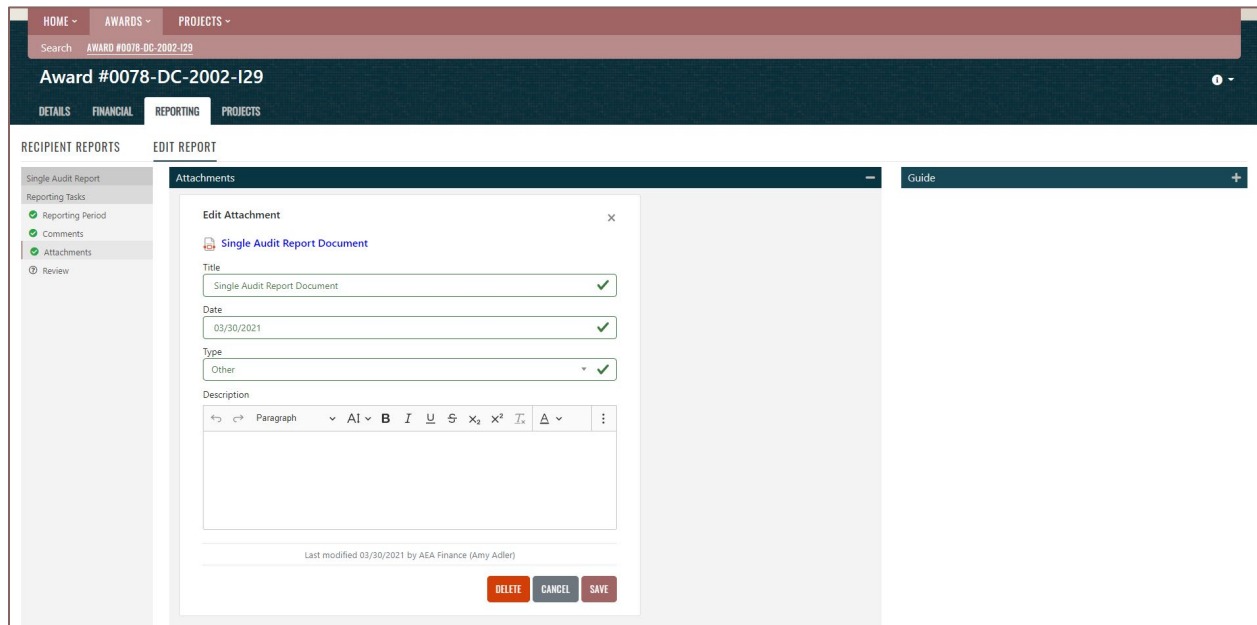


Figure 48: Attachments > Delete an Attachment

Step 16: On the confirmation pop-up, check the box next to “I want to remove this Attachment” and then select **[DELETE]**. An Attachment Deleted success message will pop-up.

Step 17: On the Reporting Tasks bar, click on the Review tab.

The Review tab contains all the sections of the report on one page. Changes to each individual report section can be made directly on this page. Clicking **[SAVE]** will mark the section/corresponding Reporting Task tab as complete.

The Actions Table on the Review Reporting Tasks tab allows you to submit, delete or print a report.

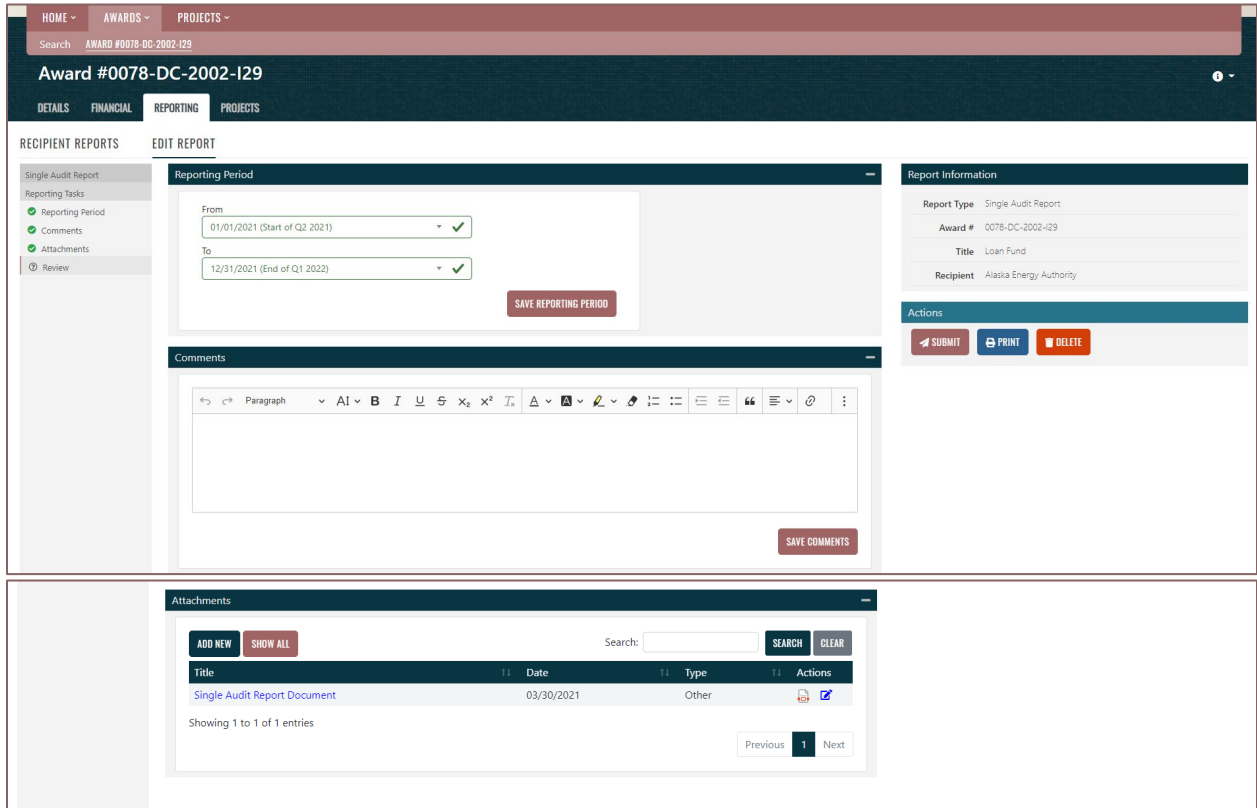


Figure 49: Award Reports > Review page

- Step 18:** To submit a report, click **[SUBMIT]** in the Actions Table. On the confirmation pop-up, check the box next to “I want to submit this report” and then select **[SUBMIT]**. A Report Submitted success message will pop-up. The submitted report will be listed in the **Submitted Reports** Table with a status of “Submitted”.
- Step 19:** To print a report, click **[PRINT]** in the Actions Table.
- Step 20:** To delete a report, click **[DELETE]**.
- Step 21:** On the confirmation pop-up, check the box next to “I want to remove this report” and then select **[DELETE]**. A Report Removed success message will pop-up.

Note, only an **unsubmitted** report can be deleted.

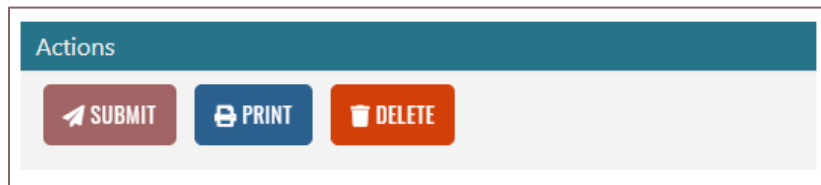


Figure 50: Review Page > Actions Table



4.2.4 Projects

To view Projects associated with an Award, click on the **[PROJECTS]** Projects tab.

HOME ▾ AWARDS ▾ PROJECTS ▾

Search: AWARD #0078-DC-2002-I29

Award #0078-DC-2002-I29

DETAILS FINANCIAL REPORTING **PROJECTS**

SHOW ALL

Search: **SEARCH** **CLEAR**

Project #	Community	Title	Current Milestone Date
380002	Statewide	Denali Commission Projects Administrative Support	Project Close-out Complete
403005	Statewide	Energy Cost Reduction RFP Preparation/Proposal evaluation	Project Close-out Complete
403008	Coffman Cove, Hydaburg, Thorne Bay	Upgrade of Power Generation System Controls (Energy Cost Reduction Project)	Project Close-out Complete
407003	Craig, Hollis, Hydaburg, Kasaan, Klawock, Thorne Bay	Hydro Electric (ECR)	Project Close-out Complete
409004	Skagway	Electric Line Extension (Energy Cost Reduction project)	Project Close-out Complete

Showing 1 to 5 of 5 entries

Previous **1** Next

Figure 51: Awards > Projects

5 Using Projects

5.1 Search for a Project

5.1.1 Search

Projects can be retrieved through various combinations of the search criteria available on the [Search for a Project](#) page.

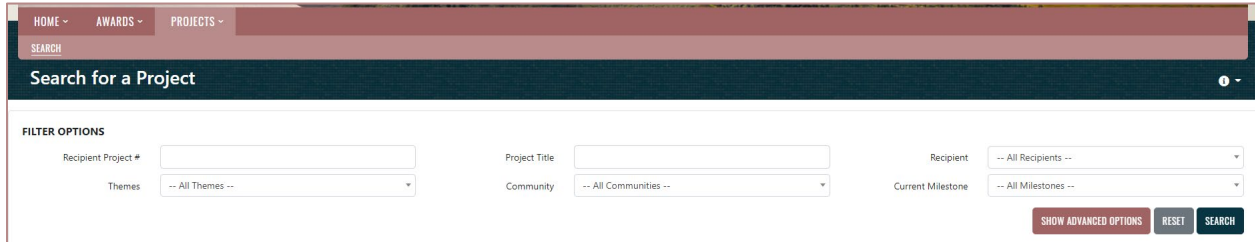
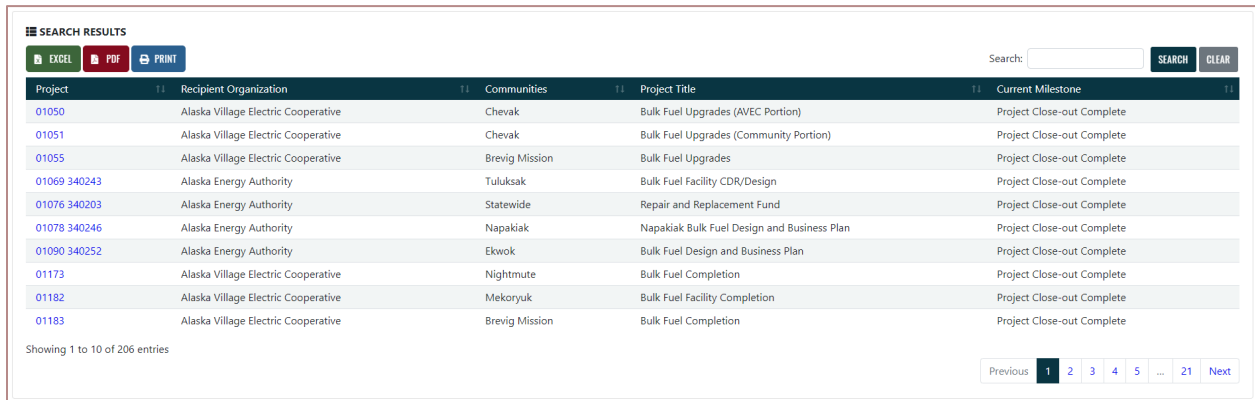


Figure 52: Search for a Project

- Step 1:** Click **[PROJECT]** from the top Navigation menu. Select **[SEARCH]** from the dropdown.
- Step 2:** Select the search criteria from the displayed search fields on the [Search for a Project](#) screen.
- Step 3:** Click **[SEARCH]**.

5.1.2 Search Results

On the [Search for a Project](#) page, the search results will display on the table below the search screen. 10 records will display in the table.



Project	Recipient Organization	Communities	Project Title	Current Milestone
01050	Alaska Village Electric Cooperative	Chevak	Bulk Fuel Upgrades (AVEC Portion)	Project Close-out Complete
01051	Alaska Village Electric Cooperative	Chevak	Bulk Fuel Upgrades (Community Portion)	Project Close-out Complete
01055	Alaska Village Electric Cooperative	Brevig Mission	Bulk Fuel Upgrades	Project Close-out Complete
01069 340243	Alaska Energy Authority	Tuluksak	Bulk Fuel Facility CDR/Design	Project Close-out Complete
01076 340203	Alaska Energy Authority	Statewide	Repair and Replacement Fund	Project Close-out Complete
01078 340246	Alaska Energy Authority	Napakiaik	Napakiaik Bulk Fuel Design and Business Plan	Project Close-out Complete
01090 340252	Alaska Energy Authority	Ekwok	Bulk Fuel Design and Business Plan	Project Close-out Complete
01173	Alaska Village Electric Cooperative	Nightmute	Bulk Fuel Completion	Project Close-out Complete
01182	Alaska Village Electric Cooperative	Mekoryuk	Bulk Fuel Facility Completion	Project Close-out Complete
01183	Alaska Village Electric Cooperative	Brevig Mission	Bulk Fuel Completion	Project Close-out Complete

Figure 53: Search Results

5.1.2.1 Actions

From the Search Results page you can generate three different reports. The table below describes the capabilities of the buttons located on the top left of the Search Results table. These options are also available on other Search Results pages within PD 2.0.

Description		
Export to Excel	 EXCEL	Exports the data from the table into an excel spreadsheet.
Export to PDF	 PDF	Exports the data from the table into a .pdf file.
Print	 PRINT	Displays the data from the table into a printable page.

Table 2: Data Table Buttons

5.1.2.2 Search and Sort

In order to customize your view of the data tables for the Search Results page, the user has two options: Search and Sort.

The user can use the search bar to filter the page by specific keywords. The user can search by entering their search criteria into the field and clicking on **[SEARCH]**. To clear out the search criteria, select **[CLEAR]**.

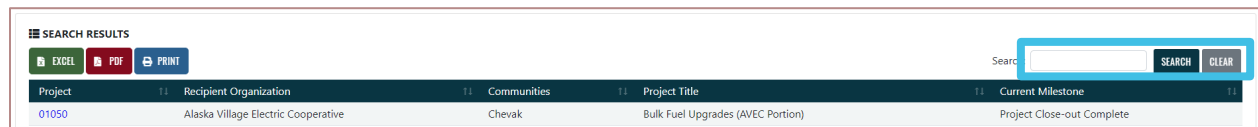


Figure 54: Search Results - Search

The user can use the arrows next to each column title to sort the requests by any of the columns of the table.

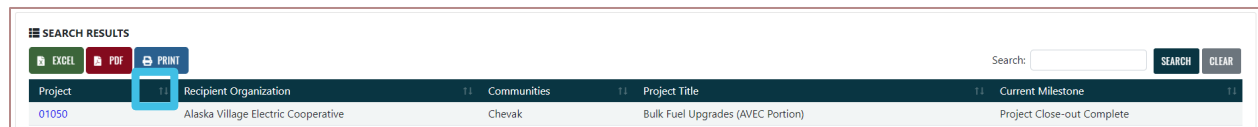


Figure 55: Search Results - Sort

5.1.2.3 Reset Search

To clear the search fields in the Search for a Project page, click the **[RESET]** button. The information in the search fields and the search results will be cleared.



5.2 Accessing Project Information

Opening an Project from the Search for an Project page will navigate the user to the Project page on the Details > At-A-Glance tab. The Project page consists of multiple tabs that provide detailed Project information.

- Step 1:** Click **[PROJECT]** from the top Navigation menu. Select **[SEARCH]** from the dropdown.
- Step 2:** Select the search criteria from the displayed search fields on the Search for an Project screen.
- Step 3:** Click **[PROJECT]**. 10 results will display in the Search Results table.
- Step 4:** From the Search Results table, click on the Project Number to open the award.

Project Information		Project Report Expenditures			
Project Number	3001 (0 Awards)				
Project Title	Lighting	Denali Commission	Funding	Expenditures	%
Theme	Other Energy		\$0.00	\$0.00	-
		Other Funding	\$200,000.00	\$0.00	0%

Figure 56: Project Information

5.2.1 Details

5.2.1.1 At-A-Glance

The default page the user comes to after selecting a Project is the **[DETAILS] > [AT-A-GLANCE]** page. On the At-A-Glance page, the user can view key pieces of information about the award. From this page, the user can navigate through multiple tabs to view specific data for the selected award.

Project Information		Project Report Expenditures			
Project Number	3001 (0 Awards)				
Project Title	Lighting	Denali Commission	Funding	Expenditures	%
Theme	Other Energy		\$0.00	\$0.00	-
		Other Funding	\$200,000.00	\$0.00	0%

Name	Is Distressed?	Borough	Actions
Akiachak	Distressed	Unorganized	

Title	Date	Type	Source	Actions
Appendix_B_SEP_template_Sept2015_Rev1	02/12/2021	Other	Project	

Figure 57: Projects > Details > At-A-Glance



5.2.1.2 Overview

To view the Overview page of a Project, click on the [DETAILS] > [OVERVIEW] tab.

Project #0002-DC-1999-E1

DETAILS FINANCIAL REPORTING

AT-A-GLANCE OVERVIEW ATTACHMENTS CONTACTS MILESTONES

Project Number: 0002-DC-1999-E1

Project Theme: Other

Project Title: Water Source Engineering Planning & Prelim. Design

Communities: Klawock

Recipient Organization: Klawock, City of

Completed By: Other Agency

Detailed 'Other' Expenditures in Progress Reports

Description: Engineering planning and preliminary design of a new community water source aty 3.5 Mile Creek.
Last modified 06/11/2012 by Michelle O'Leary (DB Admin)

Figure 58: Projects > Details > Overview

5.2.1.3 Attachments

To view the Attachments of a Project, click on the [DETAILS] > [ATTACHMENTS] tab.

Project #0002-DC-1999-E1

DETAILS FINANCIAL REPORTING

AT-A-GLANCE OVERVIEW ATTACHMENTS CONTACTS MILESTONES

SHOW ALL

Search: [] SEARCH CLEAR

Title	Source	Date	Type	Actions
Photo	Project	04/14/2005	Photo (During Project)	[]
Report Appendix A	Project	04/14/2005	Conceptual Design Report	[]
R & M Feasibility Study	Project	04/14/2005	Other	[]
KWC Restoration Master Plan October 2003	Project	04/14/2005	Conceptual Design Report	[]
Asbuilt 2	Project	04/14/2005	Photo (During Project)	[]
Photo	Project	04/14/2005	Photo (During Project)	[]

Figure 59: Projects > Details > Attachments

5.2.1.4 Contacts

To view the Contacts of a Project, click on the [DETAILS] > [CONTACTS] tab.

Project #0002-DC-1999-E1

DETAILS FINANCIAL REPORTING

AT-A-GLANCE OVERVIEW ATTACHMENTS CONTACTS MILESTONES

Project Contacts

SHOW ALL SHOW AWARD CONTACTS

Search: [] SEARCH CLEAR

Project Contact Name	Organization	Contact Type	Phone	Email	Actions
Don Marvin	Klawock, City of	Recipient Project Manager		dmarvin@cityofklawock.com	[]
John Morris	Klawock, City of	Recipient Project Manager	(907) 755-2261	jmorris@cityofklawock.com	[]
Paul McIntosh	Denali Commission	Denali Commission Program Manager	(907) 271-1640	pmcintosh@denali.gov	[]

Figure 60: Projects > Details > Contacts

5.2.1.5 Milestones

To view the Milestones of a Project, click on the [DETAILS] > [MILESTONE] tab.



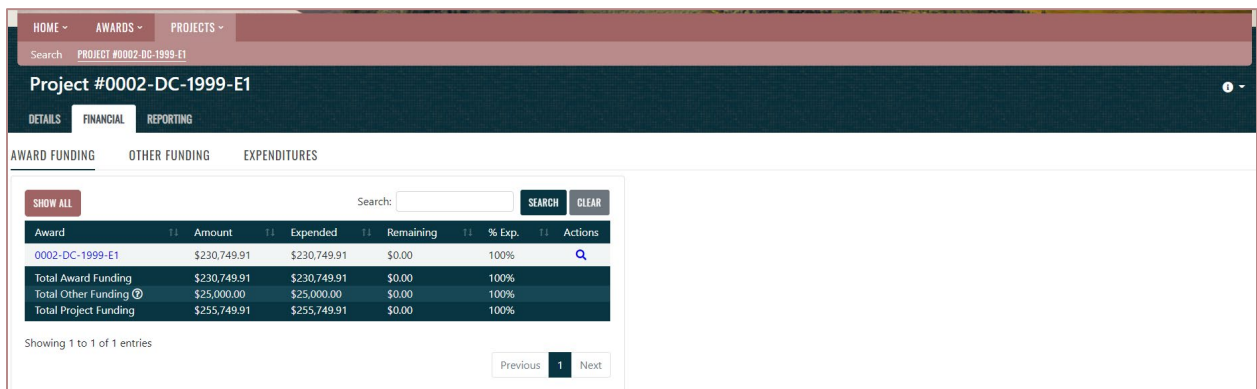
Milestone	Start	Planned End	Actual Start	Actual End	Units	Total Cost At Completion	Actions
In-Progress	03/01/2000	02/28/2005	03/01/2000	02/28/2005	0	\$0.00	View
Project Close-out	02/28/2005	03/01/2005	02/28/2005	02/28/2005	1	\$255,749.91	View

Figure 61: Projects > Details > Milestones

5.2.2 Financial

5.2.2.1 Award Funding

To view the Award Funding of a Project, click on the [FINANCIAL] > [AWARD FUNDING] tab.



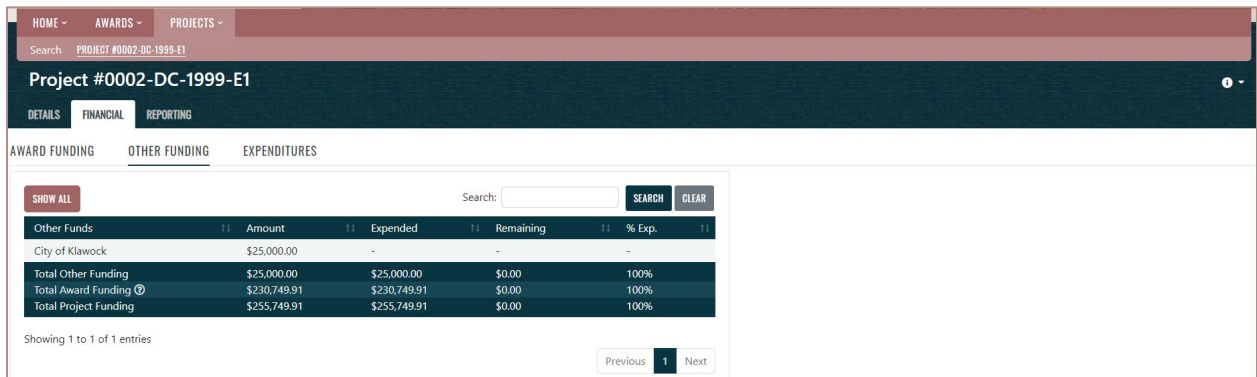
Award	Amount	Expended	Remaining	% Exp.	Actions
0002-DC-1999-E1	\$230,749.91	\$230,749.91	\$0.00	100%	View
Total Award Funding	\$230,749.91	\$230,749.91	\$0.00	100%	
Total Other Funding	\$25,000.00	\$25,000.00	\$0.00	100%	
Total Project Funding	\$255,749.91	\$255,749.91	\$0.00	100%	

Showing 1 to 1 of 1 entries

Figure 62: Projects > Financial > Award Funding

5.2.2.2 Other Funding

To view the Other Funding of a Project, click on the [FINANCIAL] > [OTHER FUNDING] tab.



Other Funds	Amount	Expended	Remaining	% Exp.
City of Klawock	\$25,000.00	-	-	-
Total Other Funding	\$25,000.00	\$25,000.00	\$0.00	100%
Total Award Funding	\$230,749.91	\$230,749.91	\$0.00	100%
Total Project Funding	\$255,749.91	\$255,749.91	\$0.00	100%

Showing 1 to 1 of 1 entries

Figure 63: Projects > Financial > Other Funding



5.2.2.3 Expenditures

To view a Project's Expenditures, click on the **[FINANCIAL] > [EXPENDITURES]** tab.

DETAILS FINANCIAL REPORTING PROGRAM						
AWARD FUNDING OTHER FUNDING EXPENDITURES						
SHOW ALL Search: SEARCH CLEAR						
Period Ending	DC To Date	Other To Date	Total To Date	Total Funding	Expended	
06/30/2005	\$230,749.91	\$25,000.00	\$255,749.91	\$267,000.00	96%	
12/31/2004	\$229,746.65	\$25,000.00	\$254,746.65	\$267,000.00	95%	
09/30/2004	\$229,357.11	\$25,000.00	\$254,357.11	\$267,000.00	95%	
06/30/2004	\$229,141.11	\$25,000.00	\$254,141.11	\$267,000.00	95%	
09/30/2002	\$0.00	\$0.00	\$0.00	\$267,000.00	0%	
06/30/2002	\$0.00	\$0.00	\$0.00	\$267,000.00	0%	
12/31/2001	\$0.00	\$0.00	\$0.00	\$267,000.00	0%	
09/30/2001	\$0.00	\$0.00	\$0.00	\$267,000.00	0%	

Figure 64: Projects > Financial > Expenditures

5.2.3 Reporting

To start, edit, view, delete or submit a Recipient Report for a project, click on the **[REPORTING] > [RECIPIENT REPORTS]** tab.

Recipients can only start, edit, and delete an **unsubmitted** report if they are the listed recipient contact for the project. Otherwise, these actions will not be available.

HOME

AWARDS

PROJECTS

Search

Add New Project

PROJECT #1461

Project #1461

DETAILS

FINANCIAL

REPORTING

RECIPIENT REPORTS

Unsubmitted Reports

SHOW ALL

Search:

SEARCH

CLEAR

Report Type	Reporting Period	Due Date	Actions
Project Close-Out Report	01/02/2014 - 03/18/2020	03/31/2020	Edit Report
Wage And Residency Report	01/01/2021 - 12/31/2021	01/30/2022	Start Report
Progress Report	01/01/2020 - 03/31/2020	04/30/2020	Start Report

Showing 1 to 3 of 3 entries

Previous

1

Next

Submitted Reports

SHOW ALL

Search:

SEARCH

CLEAR

Report Type	Status	Reporting Period	Due Date	Submitted	Actions
Progress Report	Accepted	10/01/2019 - 12/31/2019	01/30/2020	01/30/2020	View Report
Progress Report	Accepted	07/01/2019 - 09/30/2019	10/30/2019	11/04/2019	View Report
Progress Report	Accepted	04/01/2019 - 06/30/2019	07/30/2019	07/30/2019	View Report
Progress Report	Accepted	01/01/2019 - 03/31/2019	04/30/2019	04/29/2019	View Report
Progress Report	Accepted	10/01/2018 - 12/31/2018	01/30/2019	01/30/2019	View Report
Progress Report	Accepted	07/01/2018 - 09/30/2018	10/30/2018	10/30/2018	View Report
Progress Report	Accepted	04/01/2018 - 06/30/2018	07/30/2018	07/29/2018	View Report
Progress Report	Accepted	01/01/2018 - 03/31/2018	04/30/2018	04/30/2018	View Report
Progress Report	Accepted	10/01/2017 - 12/31/2017	01/30/2018	01/30/2018	View Report
Progress Report	Accepted	07/01/2017 - 09/30/2017	10/30/2017	10/30/2017	View Report

Showing 1 to 10 of 24 entries

Previous

1

2

3

Next

Figure 65: Awards > Reporting > Recipient Reports

The Recipient Reports page contains two tables – Unsubmitted Reports and Submitted Reports. The Unsubmitted reports table contains the next upcoming project reports and their due date. The report types available for projects are:

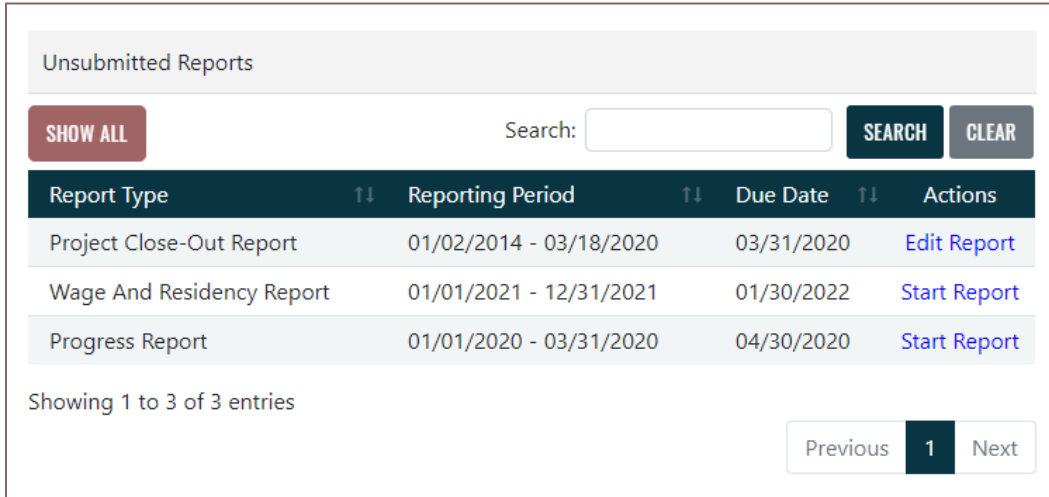
1. Wage and Residency Report (WRR)
2. Progress Report
3. Project Close-Out Report

The Submitted Reports table contains all the project reports that have been **submitted** by the recipient and **accepted** by the Program Manager.

5.2.3.1 Wage and Residency Report (WRR)

The steps below outline how to start, edit, delete, and submit a WRR report.

Step 1: Click on the Start Report or Edit Report link in the Actions Column of a report in the Unsubmitted Reports table.



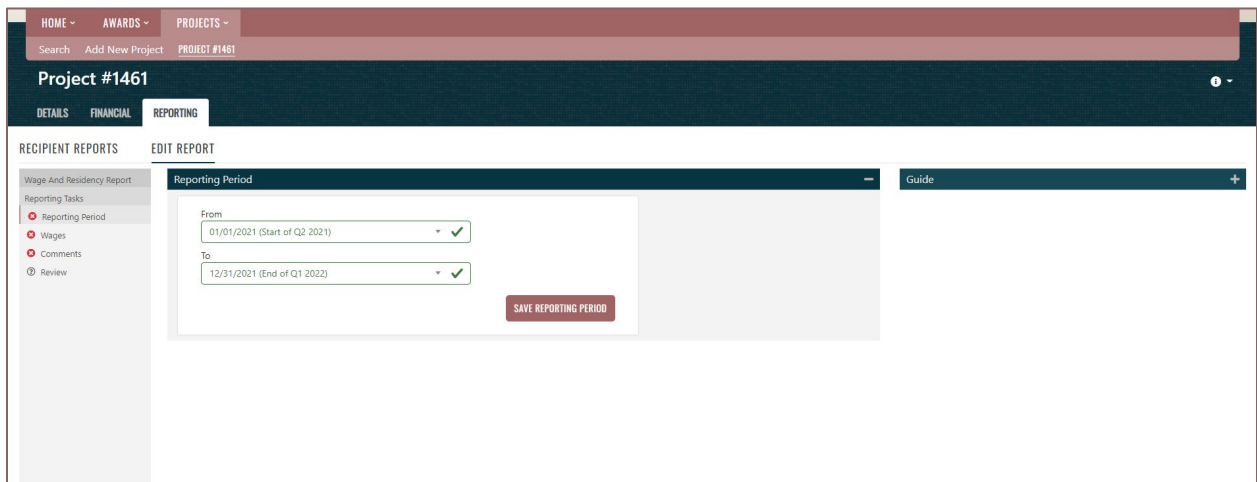
Unsubmitted Reports				
SHOW ALL		Search:	SEARCH	CLEAR
Report Type	Reporting Period	Due Date	Actions	
Project Close-Out Report	01/02/2014 - 03/18/2020	03/31/2020	Edit Report	
Wage And Residency Report	01/01/2021 - 12/31/2021	01/30/2022	Start Report	
Progress Report	01/01/2020 - 03/31/2020	04/30/2020	Start Report	

Showing 1 to 3 of 3 entries

Previous 1 Next

Figure 66: Project Reports > Unsubmitted Reports

Step 2: You will be taken to the Edit Report page.



HOME AWARDS PROJECTS

Search Add New Project PROJECT #1461

Project #1461

DETAILS FINANCIAL REPORTING

RECIPIENT REPORTS EDIT REPORT

Wage And Residency Report

Reporting Tasks

- Reporting Period
- Wages
- Comments
- Review

Reporting Period

From: 01/01/2021 (Start of Q2 2021) ✓

To: 12/31/2021 (End of Q1 2022) ✓

SAVE REPORTING PERIOD

Guide

Figure 67: WRR > Edit Report Page

Step 3: Use the Reporting Tasks tab on the left to navigate to each report section.

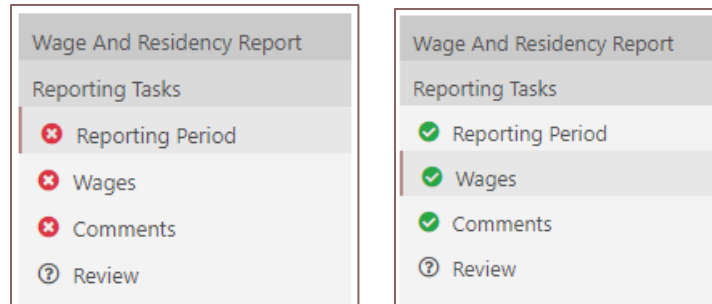


Figure 68: Reporting Tasks: Incomplete vs Complete Report Sections

A green check next to reporting task tab indicates that the section is complete while a red cross indicates that a section is incomplete. Note, the report cannot be submitted if any sections are denoted with a red cross.

Step 4: By default, the landing page of the Edit Report page is the Reporting Period section. The Reporting Period dates are prepopulated by the system but, if needed, these dates can be changed via the field's drop-down options.

When editing the reporting period dates, the “From” date must precede the “To” date. Even if no changes to the prepopulated dates are made, the page must be saved to mark the section as complete.

Step 5: Click [Save Reporting Period].

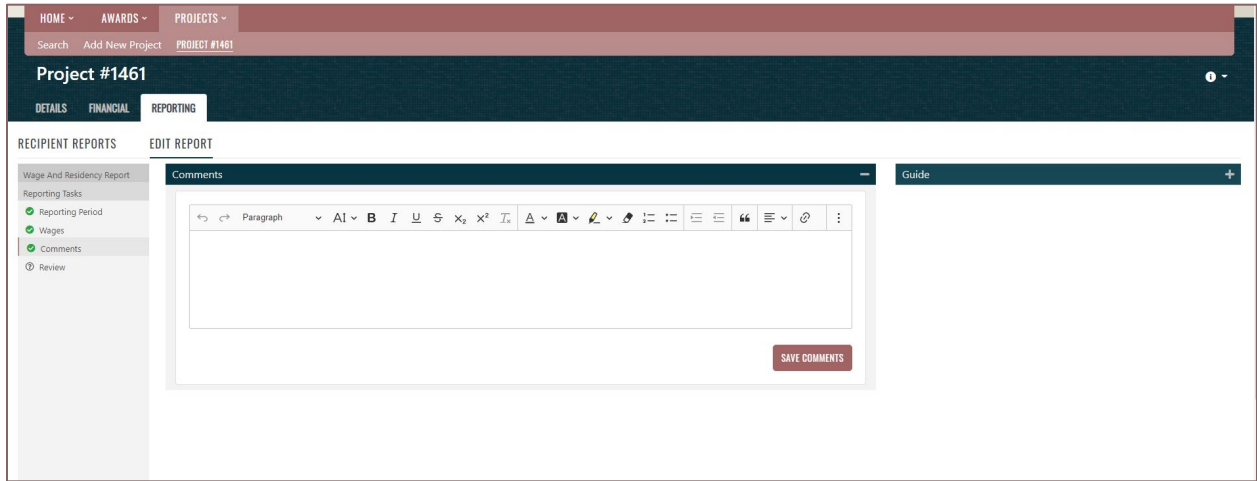
Step 6: Click on the Wages tab. Complete all required fields and click [SAVE WAGES]. The section will be marked complete.

Residency	Number of People Employed on Project	Total Payroll
Local	Enter Number of People Employed ✖ This field is required.	Enter Payroll Amount ✖ This field is required.
Non-Local (Alaskan)	Enter Number of People Employed ✖ This field is required.	Enter Payroll Amount ✖ This field is required.
Non-Alaska Resident	Enter Number of People Employed ✖ This field is required.	Enter Payroll Amount ✖ This field is required.
Total	0 People Employed on Project	\$0.00

Figure 69: WRR > Wages Section

Step 7: On the Reporting Tasks bar, click on the Comments tab. As providing comments is optional, clicking on the tab will automatically mark the section as complete.

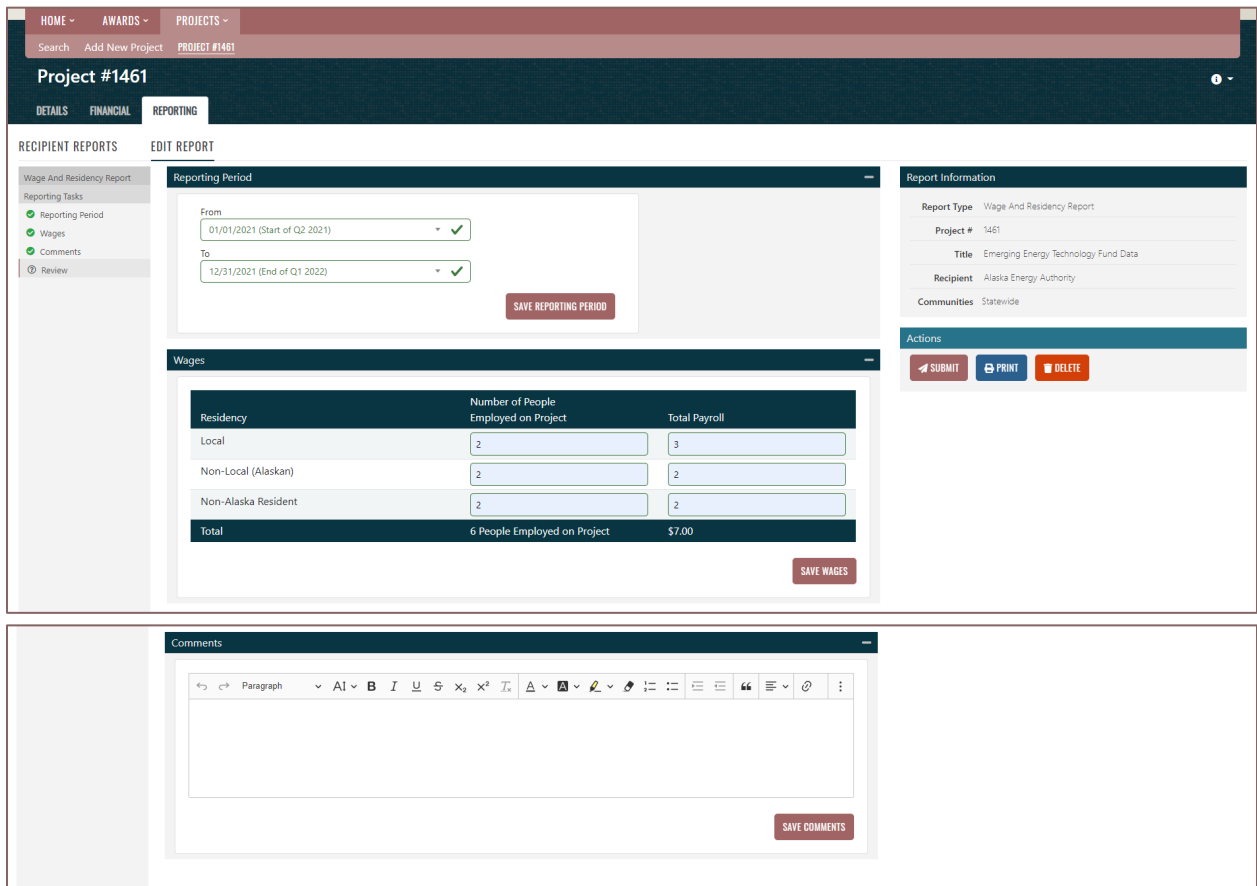
Step 8: To add comments, type text into the Rich Text Editor (you can use the tool bar to format your text) and click **[SAVE COMMENT]**.



The screenshot shows the 'Project #1461' page with the 'REPORTING' tab selected. The left sidebar shows 'Wage And Residency Report' with 'Comments' selected. The main content area has a 'Comments' section with a rich text editor and a 'SAVE COMMENTS' button.

Figure 70: WRR > Comments Page

Step 9: On the Reporting Tasks bar, click on the Review tab.



The screenshot shows the 'Project #1461' page with the 'REPORTING' tab selected. The left sidebar shows 'Wage And Residency Report' with 'Review' selected. The main content area has a 'Reporting Period' section with 'From' and 'To' date pickers, a 'Wages' table, and a 'Comments' section. The 'Report Information' sidebar shows details for the report.

Residency	Number of People Employed on Project	Total Payroll
Local	2	3
Non-Local (Alaskan)	2	2
Non-Alaska Resident	2	2
Total	6 People Employed on Project	\$7.00

Figure 71: WRR: Review Page

The Review tab contains all the sections of the report on one page. Changes to each individual report section can be made directly on this page. Clicking **[SAVE]** will mark the section/corresponding Reporting Task tab as complete.

The Actions Table on the Review Reporting Tasks tab allows you to submit, delete or print a report.

Step 10: To submit a report, click [Submit] in the Actions Table. On the confirmation pop-up, check the box next to “I want to submit this report” and then select [Submit]. A Report Submitted success message will pop-up. The report will be listed in the Unsubmitted Reports table with the status “Submitted”.

Step 11: To print a report, click **[PRINT]** in the Actions Table.

Step 12: To delete a report, click **[DELETE]**.

Step 13: On the confirmation pop-up, check the box next to “I want to remove this report” and then select **[DELETE]**. A Report Removed success message will pop-up.

Note, only an **unsubmitted** report can be deleted.

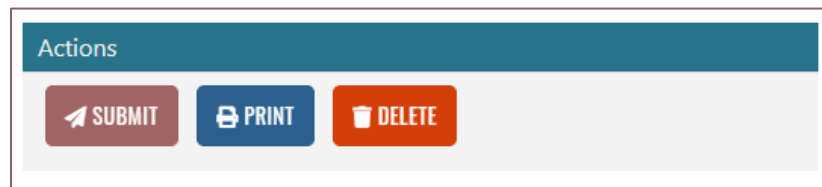


Figure 72: Actions Table

5.2.3.2 Progress Report

The steps below outline how to start, edit, delete, and submit a Progress Report.

Step 1: Click on the Start Report or Edit Report link in the Actions Column of a report in the Unsubmitted Reports table.

Unsubmitted Reports

SHOW ALL

Search:

SEARCH

CLEAR

Report Type	Reporting Period	Due Date	Actions
Project Close-Out Report	01/02/2014 - 03/18/2020	03/31/2020	Edit Report
Wage And Residency Report	01/01/2021 - 12/31/2021	01/30/2022	Start Report
Progress Report	01/01/2020 - 03/31/2020	04/30/2020	Start Report

Showing 1 to 3 of 3 entries

Previous

1

Next

Figure 73: Project Reports > Unsubmitted Reports

Step 2: You will be taken to the Edit Report page.

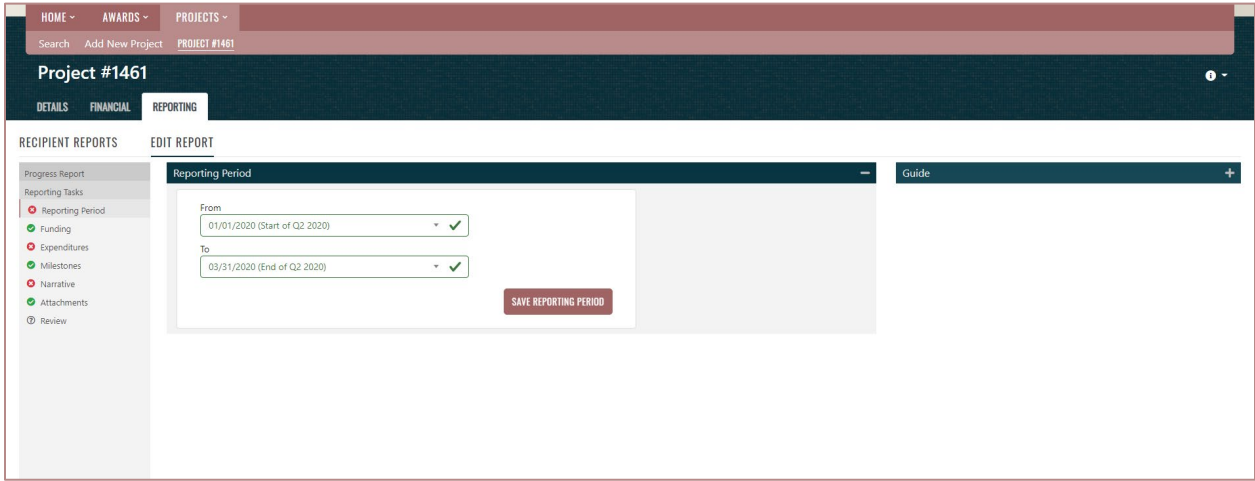


Figure 74: Progress Report > Edit Report Page

Step 3: Use the Reporting Tasks tab on the left to navigate to each report section.

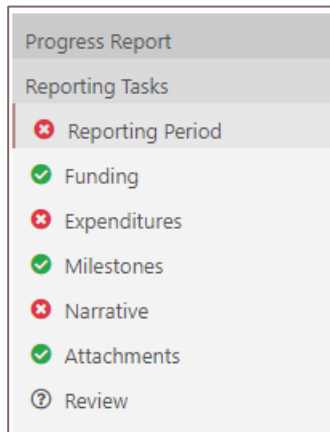


Figure 75: Reporting Tasks: Incomplete vs Complete Report Sections

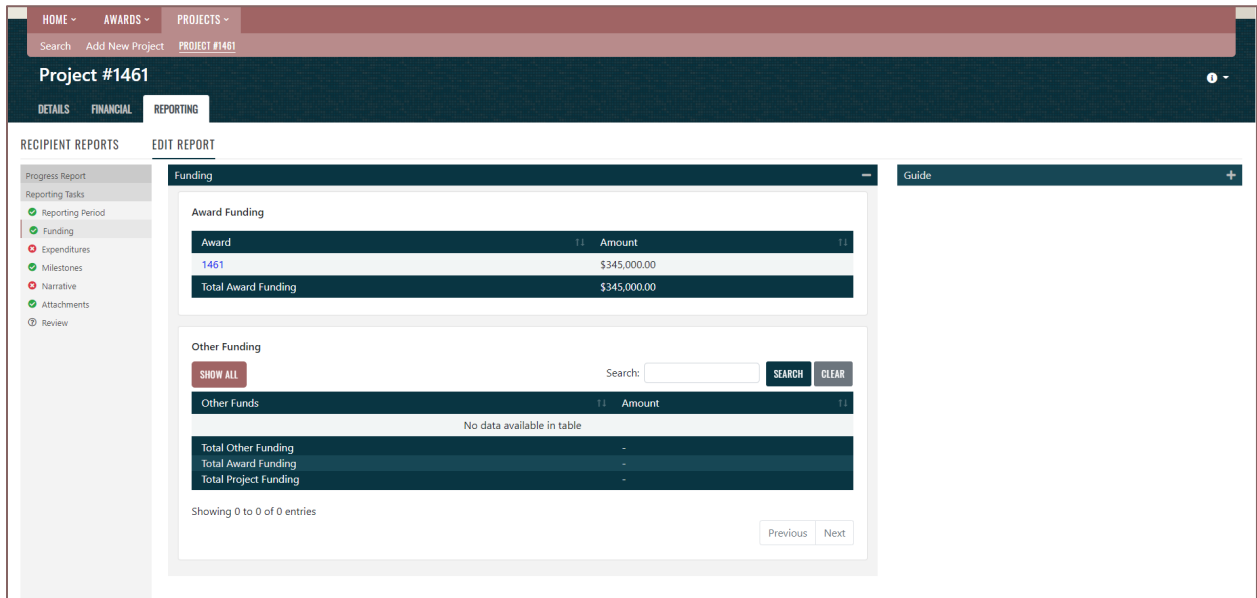
A green check next to reporting task tab indicates that the section is complete while a red cross indicates that a section is incomplete. Note, the report cannot be submitted if any sections are denoted with a red cross.

Step 4: By default, the landing page of the Edit Report page is the Reporting Period section. The Reporting Period dates are prepopulated by the system but, if needed, these dates can be changed via the field's drop-down options.

When editing the reporting period dates, the "From" date must precede the "To" date. Even if no changes to the prepopulated dates are made, the page must be saved to mark the section as complete.

Step 5: Click **[SAVE REPORTING PERIOD]**.

Step 6: Click on the Funding tab to view the Award Funding and Other Funding for the project. No Action is required here.



Project #1461

REPORTING

Funding

Award Funding

Award	Amount
1461	\$345,000.00
Total Award Funding	\$345,000.00

Other Funding

Search: **SEARCH** **CLEAR**

SHOW ALL

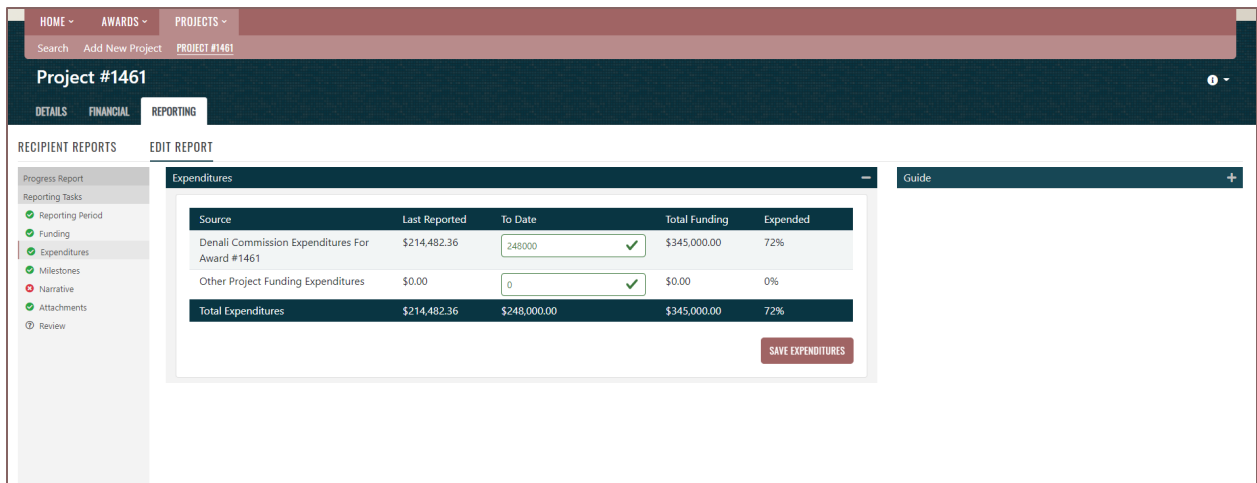
Other Funds	Amount
No data available in table	
Total Other Funding	-
Total Award Funding	-
Total Project Funding	-

Showing 0 to 0 of 0 entries

Previous **Next**

Figure 76: Progress Report > Funding Section

Step 7: On the Reporting Tasks bar, click on the Expenditures tab. Enter your expenditure amounts to date and click **[SAVE EXPENDITURES]**.



Project #1461

REPORTING

Expenditures

Source	Last Reported	To Date	Total Funding	Expended
Denali Commission Expenditures For Award #1461	\$214,482.36	248000 ✓	\$345,000.00	72%
Other Project Funding Expenditures	\$0.00	0 ✓	\$0.00	0%
Total Expenditures	\$214,482.36	\$248,000.00	\$345,000.00	72%

SAVE EXPENDITURES

Figure 77: Progress Report > Funding Section

Expenditures for a funding source cannot be LESS than the Last Reported amount or ABOVE Total Funding.

Step 8: On the Reporting Tasks bar, click on the Milestones tab. To edit a Milestone, click on the  icon in the Actions column. Make the necessary changes and click **[SAVE]**.



The screenshot shows the 'Project #1461' page with the 'REPORTING' tab selected. The 'EDIT REPORT' section is active, displaying the 'Milestones' table. The table has columns for Milestone, Planned Start/End, Actual Start/End, Units, Total Cost At Completion, and Actions. Two milestones are listed: 'In-Progress' and 'Project Close-out'.

Milestone	Planned		Actual		Units	Total Cost At Completion	Actions
	Start	End	Start	End			
In-Progress	12/02/2013	12/31/2019	12/02/2013		0	\$0.00	Edit Delete
Project Close-out	01/01/2020	03/30/2020			0	\$0.00	Edit Delete

Figure 78: Progress Report > Milestones Section

Step 9: On the Reporting Tasks bar, click on the Narrative tab. This section is required; therefore, it must be completed. Enter text into the rich text editor and click **[SAVE NARRATIVE]**.

The screenshot shows the 'Project #1461' page with the 'REPORTING' tab selected. The 'EDIT REPORT' section is active, displaying the 'Narrative' form. The form includes a rich text editor with a toolbar and a 'SAVE NARRATIVE' button.

Figure 79: Progress Report > Narrative Section

Step 10: On the Reporting Tasks bar, click on the Attachments tab. This section is optional.

The screenshot shows the 'Project #1461' page with the 'REPORTING' tab selected. The 'EDIT REPORT' section is active, displaying the 'Attachments' form. The form includes a search bar, a table with columns for Title, Date, Type, and Actions, and a 'Showing 0 to 0 of 0 entries' message.

Figure 80: Progress Report > Attachments Section

- i. To add an attachment, click **[Add New]**.
- ii. Upload a file using the drag and drop file zone feature.

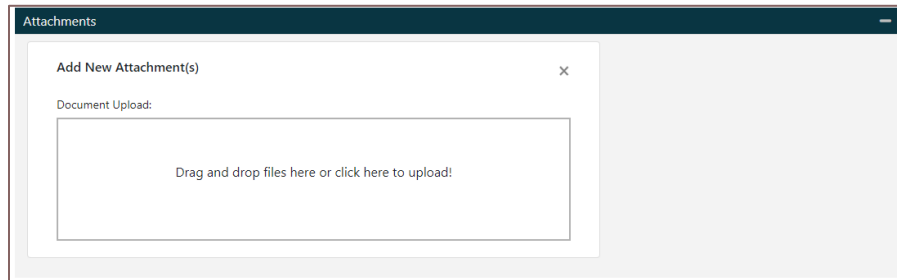


Figure 81: Add New Attachment > Drag and Drop File Zone

- iii. Upon a successful upload, a Successfully Uploaded message will display.
- iv. Close the window. The attachment record will be listed in the table.
- v. To preview, download or print an **uploaded file**, click on the file icon in the Actions column of the Table.
- vi. To edit an **attachment record**, click on the  icon located in the Actions column of the Table. You will be taken to the Edit Attachment page.

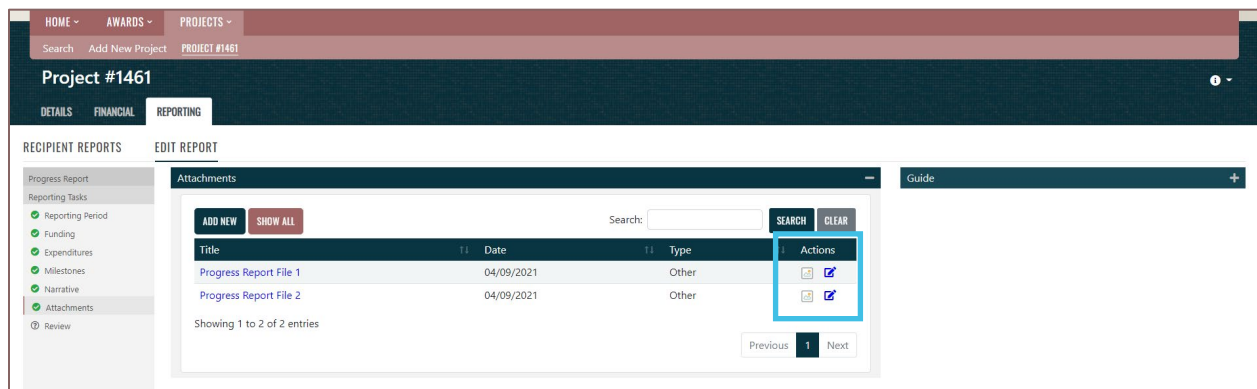


Figure 82: Attachments > View and Edit Actions

- vii. Make the necessary changes and click **[SAVE]**. Upon a successful save, an Attachment Saved success message will pop-up.
- viii. To delete an **attachment**, click **[DELETE]** on the Edit Attachment page.
- ix. On the confirmation pop-up, check the box next to “I want to remove this Attachment” and then select **[DELETE]**. An Attachment Deleted success message will pop-up.

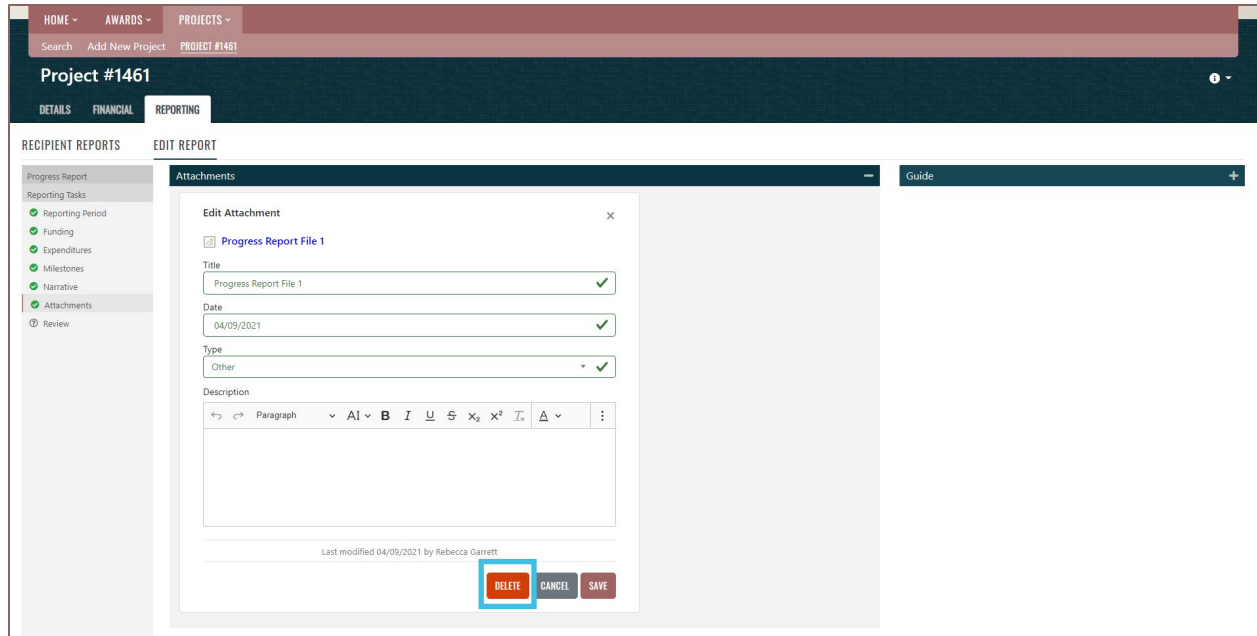


Figure 83: Attachments > Delete an Attachment

Step 11: On the Reporting Tasks bar, click on the Review tab.

The Review tab contains all the sections of the report on one page. Changes to each individual report section can be made directly on this page. Clicking **[SAVE]** will mark the section/corresponding Reporting Task tab as complete.

The Actions Table on the Review Reporting Tasks tab allows you to submit, delete or print a report.

HOME

AWARDS

PROJECTS

SearchAdd New ProjectPROJECT #1461

Project #1461

DETAILSFINANCIALREPORTING

RECIPIENT REPORTS

EDIT REPORT

Progress Report

Reporting Tasks

Reporting Period

Funding

Milestones

Narrative

Attachments

Review

Reporting Period

From

01/01/2020 (Start of Q2 2020)

To

03/31/2020 (End of Q2 2020)

SAVE REPORTING PERIOD

Funding

Award Funding

Award	Amount
1461	\$345,000.00
Total Award Funding	\$345,000.00

Other Funding

Search:

SHOW ALL

SEARCH

CLEAR

Other Funds	Amount
No data available in table	
Total Other Funding	-
Total Award Funding	-
Total Project Funding	-

Showing 0 to 0 of 0 entries

PreviousNext

Expenditures

Source	Last Reported	To Date	Total Funding	Expended
Denali Commission Expenditures For Award #1461	\$214,482.36	248000	\$345,000.00	72%
Other Project Funding Expenditures	\$0.00	0	\$0.00	0%
Total Expenditures	\$214,482.36	\$248,000.00	\$345,000.00	72%

SAVE EXPENDITURES

Milestones

Milestone	Planned		Actual		Units	Total Cost At Completion	Actions
	Start	End	Start	End			
In-Progress	12/02/2013	12/31/2019	12/02/2013		0	\$0.00	
Project Close-out	01/01/2020	03/30/2020			0	\$0.00	

Narrative

Paragraph

test

SAVE NARRATIVE

Attachments

ADD NEW

SHOW ALL

Search:

SEARCH

CLEAR

Title	Date	Type	Actions
Progress Report File 1	04/09/2021	Other	
Progress Report File 2	04/09/2021	Other	

Showing 1 to 2 of 2 entries

Previous1Next

Report Information

Report TypeProgress Report

Project #1461

TitleEmerging Energy Technology Fund Data

RecipientAlaska Energy Authority

CommunitiesStatewide

Actions

SUBMIT

PRINT

DELETE

Figure 84: Progress Report > Review Page

Step 12: to submit a report, click **[SUBMIT]** in the Actions Table. On the confirmation pop-up, check the box next to “I want to submit this report” and then select **[SUBMIT]**. A Report Submitted success message will pop-up. The report will be listed in the Unsubmitted Reports table with the status “Submitted”.

Step 13: To print a report, click **[PRINT]** in the Actions Table.

Step 14: To delete a report, click **[DELETE]**.

Step 15: On the confirmation pop-up, check the box next to “I want to remove this report” and then select **[DELETE]**. A Report Removed success message will pop-up.

Note, only an **unsubmitted** report can be deleted.

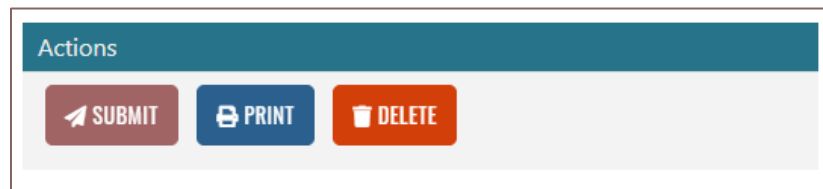


Figure 85: Actions Table

5.2.3.3 Project Closeout Report

The steps below outline how to start, edit, delete, and submit a Progress Report.

Step 1: Click on the Start Report or Edit Report link in the Actions Column of a report in the Unsubmitted Reports table.

Unsubmitted Reports

SHOW ALL

Search:

SEARCH

CLEAR

Report Type	Reporting Period	Due Date	Actions
Project Close-Out Report	01/02/2014 - 03/18/2020	03/31/2020	Edit Report
Wage And Residency Report	01/01/2021 - 12/31/2021	01/30/2022	Start Report
Progress Report	01/01/2020 - 03/31/2020	04/30/2020	Start Report

Showing 1 to 3 of 3 entries

Previous

1

Next

Figure 86: Project Closeout Reports > Unsubmitted Reports

Step 2: You will be taken to the Edit Report page.

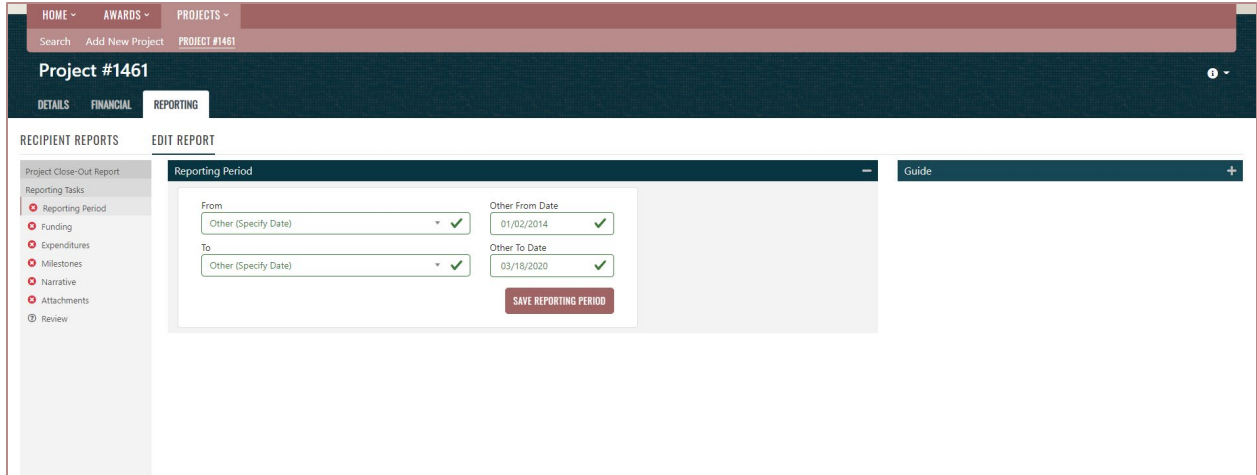


Figure 87: Project Closeout Report > Edit Report Page

Step 3: Use the Reporting Tasks tab on the left to navigate to each report section.

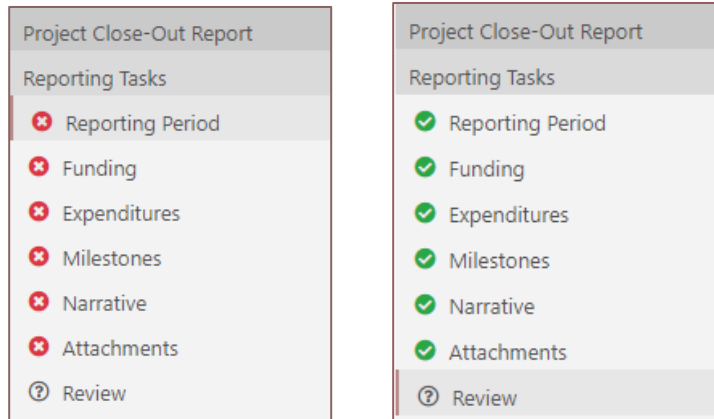


Figure 88: Reporting Tasks: Incomplete vs Complete Report Sections

A green check next to reporting task tab indicates that the section is complete while a red cross indicates that a section is incomplete. Note, the report cannot be submitted if any sections are denoted with a red cross.

Step 4: By default, the landing page of the Edit Report page is the Reporting Period section. The Reporting Period dates are prepopulated by the system but, if needed, these dates can be changed via the field's drop-down options.

When editing the reporting period dates, the "From" date must precede the "To" date. Even if no changes to the prepopulated dates are made, the page must be saved to mark the section as complete.

Step 5: Click **[SAVE REPORTING PERIOD]**.

Step 6: Click on the Funding tab to view the Award Funding and Other Funding for the project. No Action is required here.



HOME ▾ AWARDS ▾ PROJECTS ▾

Search Add New Project PROJECT #1461

Project #1461

DETAILS FINANCIAL REPORTING

RECIPIENT REPORTS EDIT REPORT

Project Close-Out Report
Reporting Tasks
Reporting Period
Funding
Expenditures
Milestones
Narrative
Attachments
Review

Funding

Award Funding

Award	Amount
1461	\$345,000.00
Total Award Funding	\$345,000.00

Other Funding

SHOW ALL Search: SEARCH CLEAR

Other Funds	Amount
No data available in table	
Total Other Funding	-
Total Award Funding	-
Total Project Funding	-

Showing 0 to 0 of 0 entries

Previous Next

Figure 89: Progress Report > Funding Section

Step 7: On the Reporting Tasks bar, click on the Expenditures tab. Enter amounts in the Expenditures “To Date” and Project Expenditure Summary “To Date” fields and click [SAVE EXPENDITURES & SUMMARY].

HOME ▾ AWARDS ▾ PROJECTS ▾

Search Add New Project PROJECT #1461

Project #1461

DETAILS FINANCIAL REPORTING

RECIPIENT REPORTS EDIT REPORT

Project Close-Out Report
Reporting Tasks
Reporting Period
Funding
Expenditures
Milestones
Narrative
Attachments
Review

Expenditures

Source	Last Reported	To Date	Total Funding	Expended
Denali Commission Expenditures For Award #1461	\$214,482.36	✗ This field is required.	\$345,000.00	0%
Other Project Funding Expenditures	\$0.00	✓	\$0.00	-
Total Expenditures	\$214,482.36	\$0.00	\$345,000.00	0%

Project Expenditure Summary

Area	To Date	Expended
Project Administration/Overhead	✓	0%
Planning & Design	✓	0%
Labor	✓	0%
Materials	✓	0%
Other	✓	0%
Freight	✓	0%
Total Expenditures	\$0.00	0%

SAVE EXPENDITURES & SUMMARY

Figure 90: Project Closeout > Expenditures Section

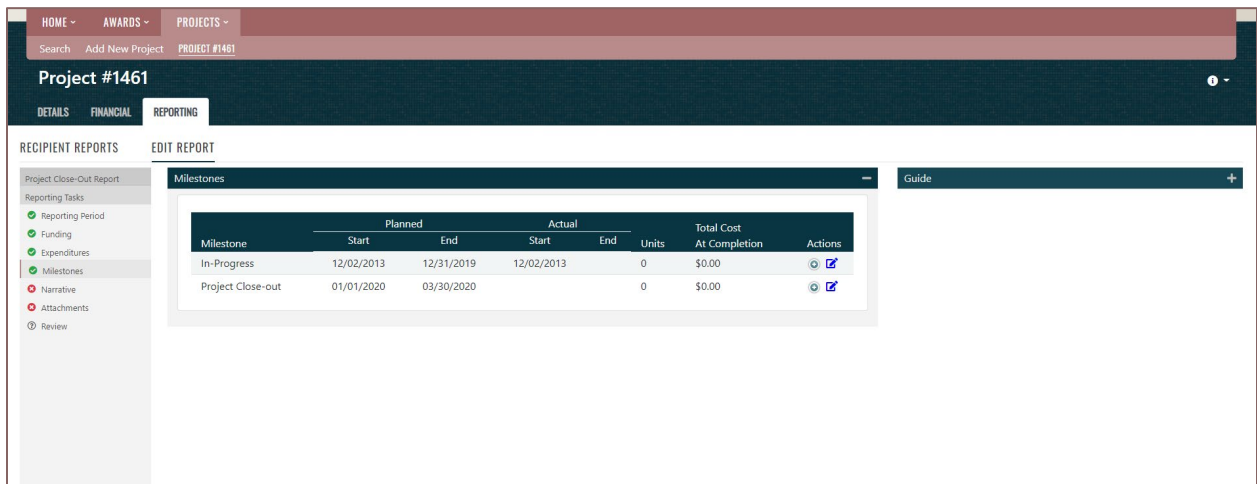


Expenditures for a funding source cannot be LESS than the Last Reported amount or ABOVE the Total Funding.

Project Expenditure Summary:

- Must have a value of “0” or more
- The Project Expenditure Summary “Total Expenditures” cannot EXCEED or BE LESS THAN the Expenditures “To Date” Total

Step 8: On the Reporting Tasks bar, click on the Milestones tab. To edit a Milestone, click on the  icon in the Actions column. Make the necessary changes and click **[SAVE]**.

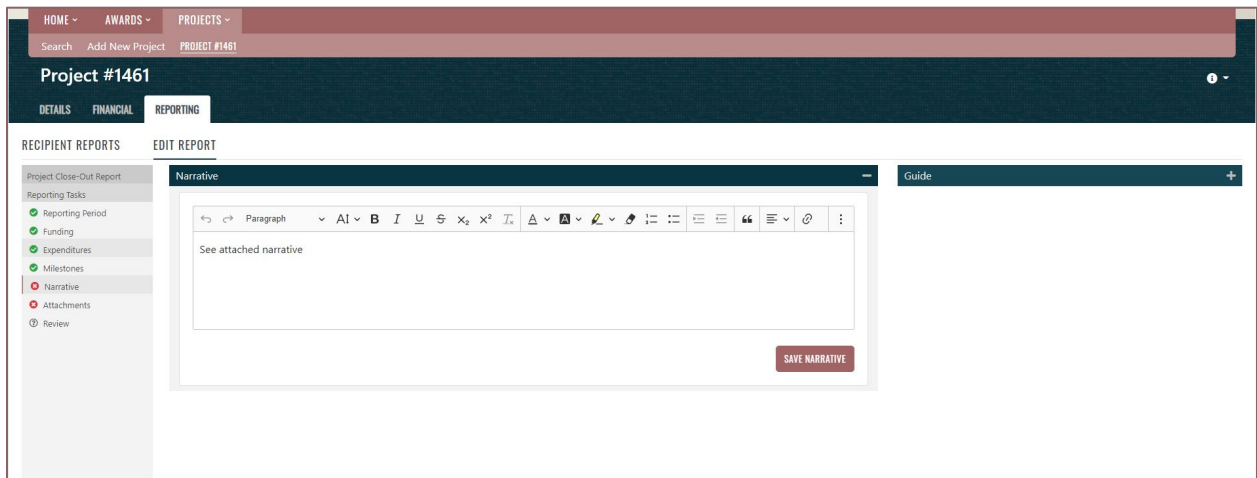


The screenshot shows the 'Project #1461' interface with the 'REPORTING' tab selected. The 'Milestones' section is active, displaying a table with columns for Milestone, Planned (Start, End), Actual (Start, End), Units, Total Cost At Completion, and Actions. The table contains two rows: 'In-Progress' and 'Project Close-out'.

Milestone	Planned		Actual		Units	Total Cost At Completion	Actions
	Start	End	Start	End			
In-Progress	12/02/2013	12/31/2019	12/02/2013		0	\$0.00	
Project Close-out	01/01/2020	03/30/2020			0	\$0.00	

Figure 91: Project Closeout Report > Milestones Section

Step 9: On the Reporting Tasks bar, click on the Narrative tab. This section is required; therefore, it must be completed. Enter text into the rich text editor and click **[SAVE NARRATIVE]**.



The screenshot shows the 'Project #1461' interface with the 'REPORTING' tab selected. The 'Narrative' section is active, displaying a rich text editor with a toolbar and a text area containing the placeholder text 'See attached narrative'. A 'SAVE NARRATIVE' button is visible at the bottom right of the text area.

Figure 92: Project Closeout Report > Narrative Section

Step 10: On the Reporting Tasks bar, click on the Attachments tab. This section is optional.

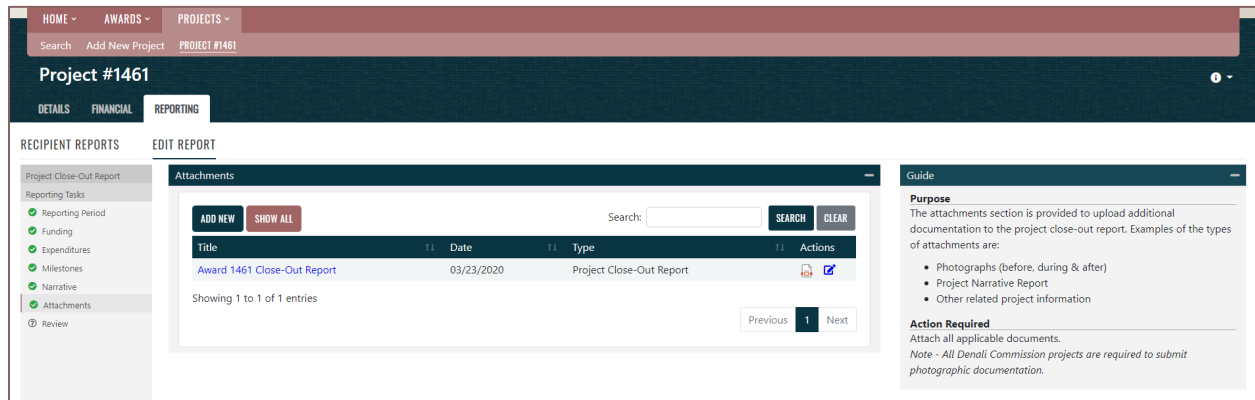


Figure 93: Project Closeout Report > Attachments Section

- i. To add an attachment, click **[Add New]**.
- ii. Upload a file using the drag and drop file zone feature.

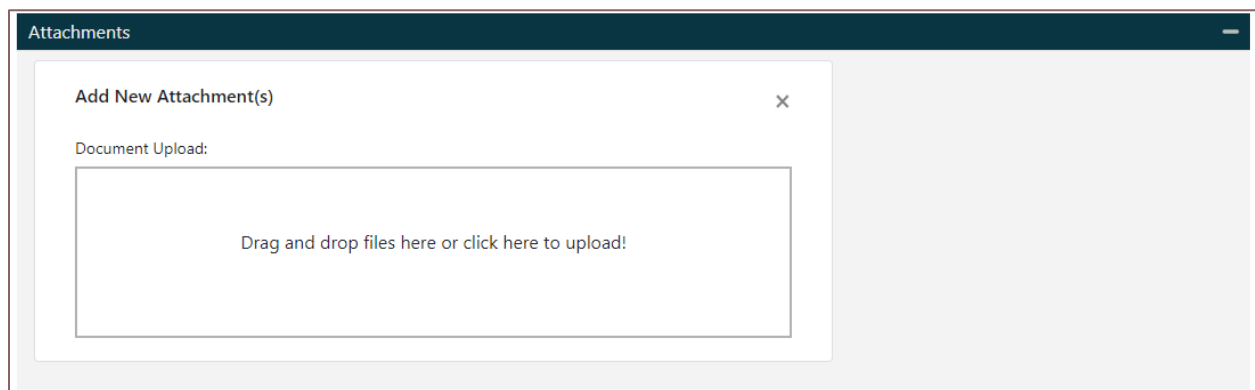


Figure 94: Add New Attachment > Drag and Drop File Zone

- iii. Upon a successful upload, a Successfully Uploaded message will display.
- iv. Close the window. The attachment record will be listed in the table.
- v. To preview, download or print an **uploaded file**, click on the file icon in the Actions column of the Table.
- vi. To edit an **attachment record**, click on the  icon located in the Actions column of the Table. You will be taken to the Edit Attachment page.

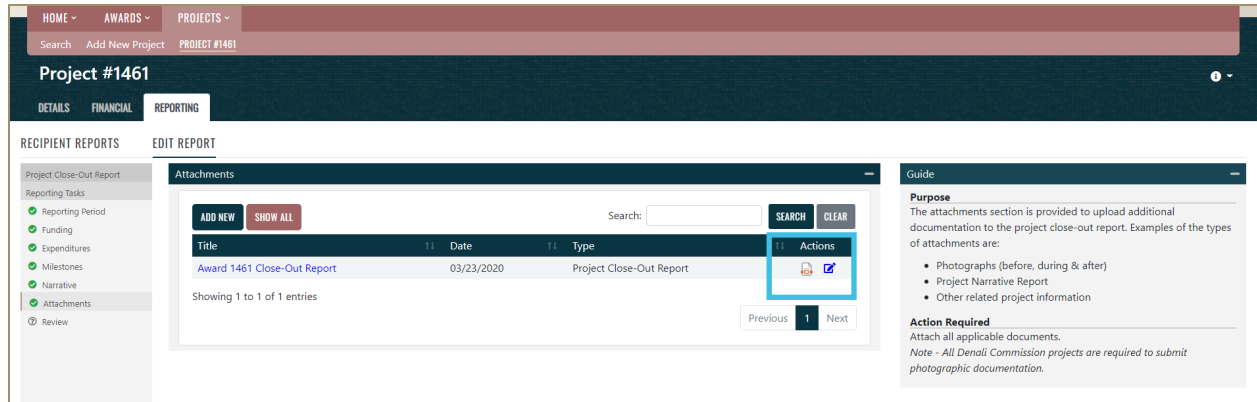


Figure 95: Attachments > View and Edit Actions

- vii. Make the necessary changes and click **[SAVE]**. Upon a successful save, an Attachment Saved success message will pop-up.
- viii. To delete an **attachment**, click **[DELETE]** on the Edit Attachment page.

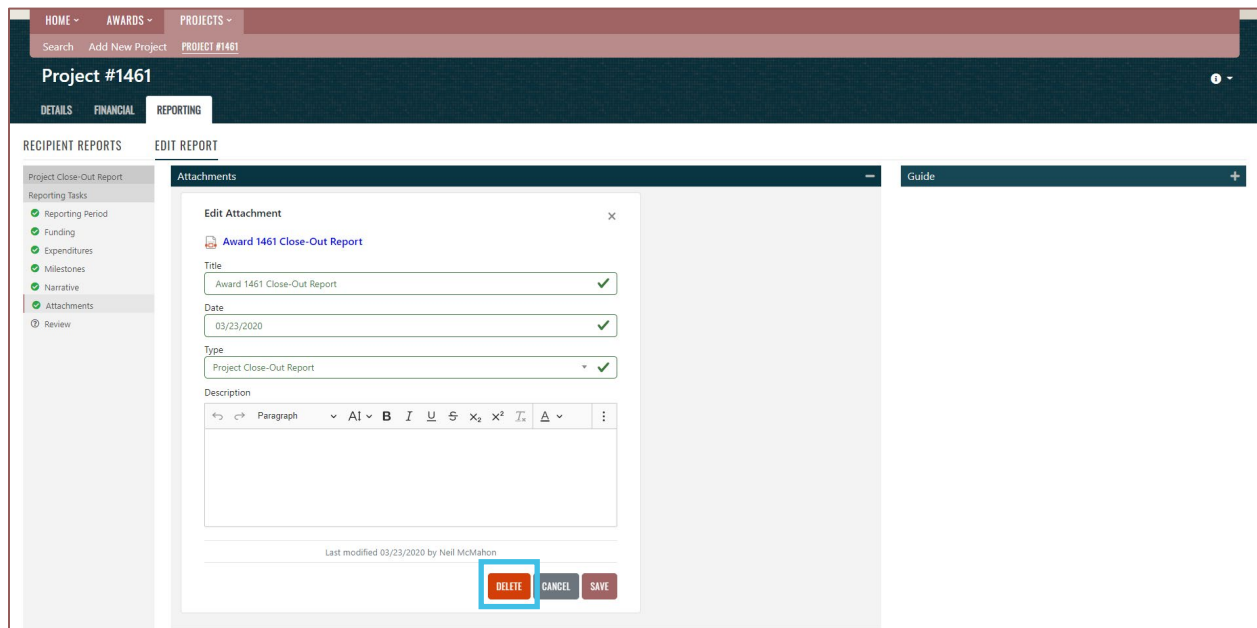


Figure 96: Attachments > Delete an Attachment

- ix. On the confirmation pop-up, check the box next to “I want to remove this Attachment” and then select **[DELETE]**. An Attachment Deleted success message will pop-up.

Step 11: On the Reporting Tasks bar, click on the Review tab.

The Review tab contains all the sections of the report on one page. Changes to each individual report section can be made directly on this page. Clicking **[SAVE]** will mark the section/corresponding Reporting Task tab as complete.

The Actions Table on the Review Reporting Tasks tab allows you to submit, delete or print a report.



HOME - AWARDS - PROJECTS -

Search Add New Project PROJECT #1461

Project #1461

DETAILS FINANCIAL REPORTING

RECIPIENT REPORTS EDIT REPORT

Project Close-Out Report

Reporting Tasks

Reporting Period

Funding

Expenditures

Milestones

Narrative

Attachments

Review

Reporting Period

From
Other (Specify Date) ✓

Other From Date
01/02/2014 ✓

To
Other (Specify Date) ✓

Other To Date
03/18/2020 ✓

SAVE REPORTING PERIOD

Report Information

Report Type
Project Close-Out Report

Project #
1461

Title
Emerging Energy Technology Fund Data

Recipient
Alaska Energy Authority

Communities
Statewide

Actions

SUBMIT PRINT DELETE

Award Funding

Award	Amount
1461	\$345,000.00
Total Award Funding	\$345,000.00

Other Funding

SHOW ALL

Search: SEARCH CLEAR

Other Funds	Amount
No data available in table	
Total Other Funding	-
Total Award Funding	-
Total Project Funding	-

Showing 0 to 0 of 0 entries

Previous Next

Expenditures

Expenditures

Source	Last Reported	To Date	Total Funding	Expended
Denali Commission Expenditures For Award #1461	\$214,482.36	250000 ✓	\$345,000.00	72%
Other Project Funding Expenditures	\$0.00	0 ✓	\$0.00	-
Total Expenditures	\$214,482.36	\$250,000.00	\$345,000.00	72%

Project Expenditure Summary

Area	To Date	Expended
Project Administration/Overhead	0.00 ✓	0%
Planning & Design	0.00 ✓	0%
Labor	0 ✓	0%
Materials	0 ✓	0%
Other	250000 ✓	100%
Freight	0 ✓	0%
Total Expenditures	\$250,000.00	100%

SAVE EXPENDITURES & SUMMARY

Milestones

Milestone	Planned		Actual		Units	Total Cost At Completion	Actions
	Start	End	Start	End			
In-Progress	12/02/2013	12/31/2019	12/02/2013		0	\$0.00	
Project Close-out	01/01/2020	03/30/2020			0	\$0.00	



Title	Date	Type	Actions
Award 1461 Close-Out Report	03/23/2020	Project Close-Out Report	

Figure 97: Progress Report > Review Page

- Step 12:** To submit a report, click **[SUBMIT]** in the Actions Table. On the confirmation pop-up, check the box next to “I want to submit this report” and then select **[SUBMIT]**. A Report Submitted success message will pop-up. The report will be listed in the Unsubmitted Reports table with the status “Submitted”.
- Step 13:** To print a report, click **[PRINT]** in the Actions Table.
- Step 14:** To delete a report, click **[DELETE]**.
- Step 15:** On the confirmation pop-up, check the box next to “I want to remove this report” and then select **[DELETE]**. A Report Removed success message will pop-up.

Note, only an **unsubmitted** report can be deleted.

Actions
SUBMIT
PRINT
DELETE

Figure 98: Actions Table



6 Getting Help

6.1 Solutions to Common Problems

Problems with the Denali Project Database System fall into three categories: internet issues, browser issues, and Denali Project Database System issues. Please follow the steps below to resolve each issue.

6.1.1 Internet and Browser Issues

The Primary characteristic of this issue is a delay when loading a page. At the conclusion of this long delay, a message may display indicating there is a problem with internet access. Alternatively, pages may seem to load but appear blank. If a page has not loaded or displayed after 30 seconds, please follow the steps below.

Note: Not all steps have to be completed; start with Step 1 and keep working until the issue is resolved. Once the issue is resolved, skip all remaining steps and return to your training session.

- Step 1:** Refresh the page using the browser's **[REFRESH]** button.
- Step 2:** If the issue still exists, close all browser windows, wait 10 seconds, then open a new browser window and return to SMART.
- Step 3:** Check your internet connectivity – do other sites display without issue? If so, proceed to Step 2. Otherwise, the issue may be that the browser is unable to connect to the internet. Check all connections and try again. If the problem persists, contact your network administrator or your Internet Service Provider.
- Step 4:** Send email to denali_support@acistek.com. Include your email address, your contact information, and a description of what happened leading up to and following the issue.

6.1.2 Denali Project Database System Issues

SMART issues may be errors which display on-screen or situations where data may not be saved properly. If you experience either of these problems, please contact Support via email.

- Step 1:** Use **[PRTSC]** on the keyboard to capture an image of the screen.
- Step 2:** Compose a new email message and paste (**[CTRL+V]** on the keyboard) the screen image into the message. Be sure to include your Username, your contact information, a description of what module or page you were viewing, and what you were doing (or trying to do) at the time the error occurred.
- Step 3:** Send the email to denali_support@acistek.com.

6.2 Getting More Help

If you are experiencing technical difficulties, please contact the Denali Support team via email at denali_support@acistek.com.

When emailing, please include as much information as possible relating to the problem, including print screen(s) of the error.

Appendix A – User Access Rights Matrix

	* – Public				I – Other, Recipient, Recipient Staff				II – Staff				III – Program Manager				IV – Data Entry				V – Administrator				VI – Developer			
	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D
Admin																												
Archives																												
Bulk Operations																												
General																												
Logins																												
Requests																												
System																												
Announcements	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D
Announcement																												
Announcement Attachments																												
Application																												
NoA																												
Obligations																												
Pre-Award Attachments																												
Routing Slip																												
Routing Slip Users																												
Search																												

	* – Public				I – Other, Recipient, Recipient Staff				II – Staff				III – Program Manager				IV – Data Entry				V – Administrator				VI – Developer			
	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D
Awards																												
Add New Award																												
Add New Drawdowns																												
Details																												
Financial																												
Projects																												
Reporting																												
Search for An Award																												

Awards Details	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D
At-A-Glance																												
Attachments																												
Build Project																												
Contacts																												
Notes																												
Overview																												
Status																												

	* – Public				I – Other, Recipient, Recipient Staff				II – Staff				III – Program Manager				IV – Data Entry				V – Administrator				VI – Developer			
Awards Financial	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D
Drawdowns																												
Funding																												
Awards Projects	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D
Project List																												
Awards Reporting	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D
Approve Report																												
Rescind Report																												
Schedule																												
Start Report																												
View Submitted Report																												
View Unsubmitted Report																												
Home	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D
Change Password																												
Dashboard																												
General																												
PM Tasks																												
Indicators	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D
General																												

	* – Public				I – Other, Recipient, Recipient Staff				II – Staff				III – Program Manager				IV – Data Entry				V – Administrator				VI – Developer			
	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D
Projects																												
Add New Project																												
Details																												
Financial																												
Program																												
Reporting																												
Search for An Project																												
Projects Details	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D
At-A-Glance																												
Attachments																												
Contacts																												
Milestones																												
Notes																												
Overview																												
Projects Financial	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D
Award Funding																												
Expenditures																												
Other Funding																												
Projects Program	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D
Checklist																												
Costs																												

	* – Public				I – Other, Recipient, Recipient Staff				II – Staff				III – Program Manager				IV – Data Entry				V – Administrator				VI – Developer			
Projects Reporting	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D
Approve Report																												
Rescind Report																												
Schedule																												
Start Report																												
View Submitted Report																												
View Unsubmitted Report																												

Legend	
	Not Applicable
	Not Permissible
	Permissible if Associated
	Permissible

C	Create
R	Read
U	Update
D	Delete