

Instructions for accessing the Denali Commission's Online Project Database and Reporting Wizard

The Denali Commission's Project Database is an integrated, online management reporting and tracking tool for funded projects. Available to the general public, the database is used to manage the status of projects, timely reporting from the recipient, and detailed information about all awards funded by the Commission.

All award recipients must adhere to the Commission's terms and conditions outlined in their award agreement for reporting.

The Commission has created the following step by step instructions for grantees:

Step 1

Log in to the Denali Commission's website at www.denali.gov

The screenshot shows the Denali Commission website homepage. At the top is a navigation menu with links for ABOUT US, PROGRAMS, GRANTS, FINANCE, PUBLICATIONS, and INSPECTOR GENERAL. Below the menu is a large banner image featuring a wind turbine in a snowy landscape. On the left of the banner is the Denali Commission logo, which is a circular seal with a mountain and trees, and the text "DENALI COMMISSION ALASKA". To the right of the logo, the text reads "BUILDING ALASKA Partnering to develop Alaska's basic infrastructure." Below the banner are three main content sections: "DENALI COMMISSION STORY" with a brief history of the agency, "DENALI COMMISSION PROJECTS" with a map of Alaska made of blue dots, "NEWS" with a recent update about community criteria, "EVENTS" with a meeting on October 15th, and a calendar for October 2012.

ABOUT US ▾ PROGRAMS ▾ GRANTS ▾ FINANCE ▾ PUBLICATIONS INSPECTOR GENERAL

DENALI COMMISSION STORY

Introduced by Congress in 1998, the Denali Commission is an independent federal agency designed to provide critical utilities, infrastructure, and economic support throughout Alaska. With the creation of the Denali Commission, Congress acknowledged the need for increased inter-agency cooperation and focus on Alaska's remote communities.

DENALI COMMISSION PROJECTS

NEWS

The 2012 "Distressed" Community Criteria prepared by the AK Department of Labor for the Denali Commission is now available online. Please contact Ms. Adison Wetzel , 907.271.1640 or awetzel@denali.gov, with any questions.

EVENTS

Mon Oct 15 @10:00 - -
Sustainable Rural Communities Regional Approach Work Group Meeting

> MORE INFO

« < OCTOBER 2012 > »

30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

Step 2

Click on the **Grants Tab**



Step 3

Click on the **Project Database link**

GRANTS

REPORTING AND TRACKING

The Denali Commission has two electronic, online systems for Grant Management; [GrantSolutions](#) for processing proposed awards and post award amendments, and the [Commission's Project Database](#) for reporting progress on funded awards.

The Commission utilizes [GrantSolutions](#) to manage the electronic processing of every award from start to finish. Access to GrantSolutions is limited to individuals from grantee organizations identified in the award agreement. The public does have access to awards funded by the Commission via the Project Database System.

The Commission's [Project Database](#) is an integrated, online management reporting and tracking tool for Commission projects. The Project Database is used to manage the electronic reporting of award data by recipients, and is also available to the general public to view every award and project funded by the Commission. This database provides all project information, and encourages public viewing and sharing of information particularly through the reports module function. The Project Database also enables Commission staff to manage projects through the use of milestones and retrieve "at-a-glance data" of major project criteria including: the scope, award, theme, schedule, budget and reporting.

All award recipients must adhere to the Commission's terms and conditions outlined in their award agreement for reporting. The Commission's online Project Database is the tool used for submitting all progress and closeout reports.

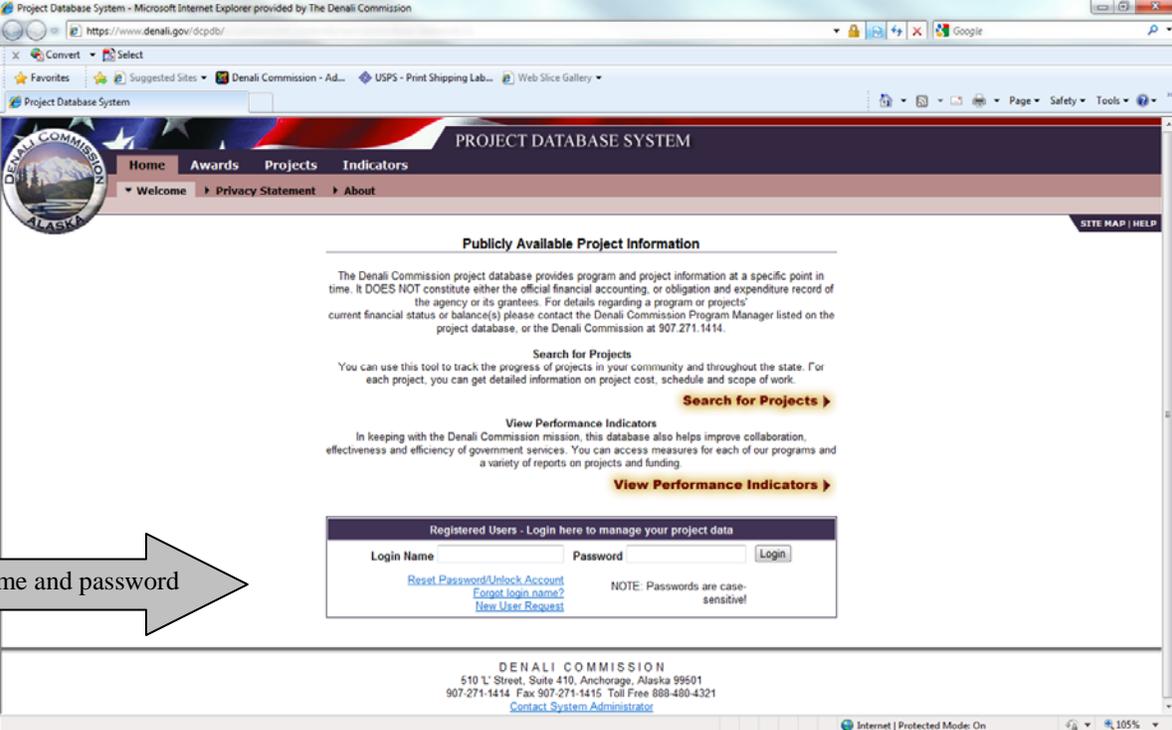
The Commission has created the following step-by-step instructions for grantees for both [GrantSolutions](#) and the [Project Database](#). If you need additional assistance please contact one of the program managers.

DENALI COMMISSION PROJECTS

OCTOBER 2012						
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Step 4

Enter username and password (provided to recipients via e-mail)

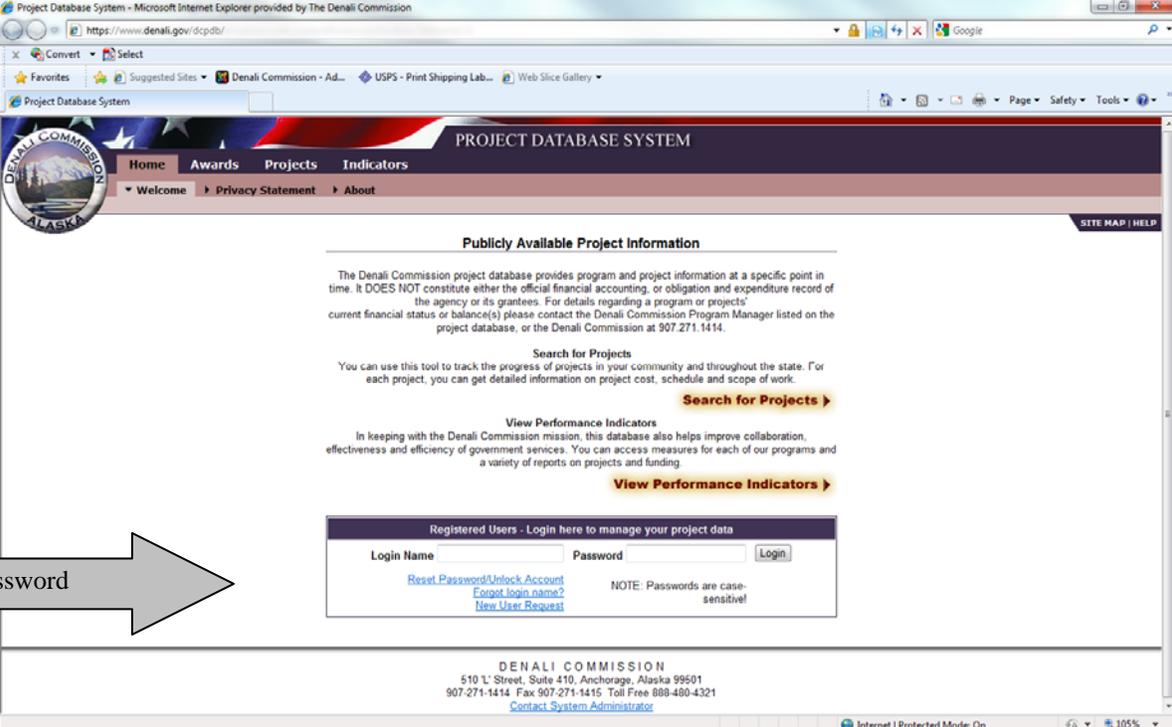


The screenshot shows the Project Database System homepage. At the top, there is a navigation menu with 'Home', 'Awards', 'Projects', and 'Indicators'. Below this is a sub-menu with 'Welcome', 'Privacy Statement', and 'About'. The main content area features a 'Publicly Available Project Information' section, followed by 'Search for Projects' and 'View Performance Indicators' sections, each with a corresponding button. At the bottom of the main content area is a 'Registered Users - Login here to manage your project data' section. This section contains a login form with fields for 'Login Name' and 'Password', and a 'Login' button. Below the login form are links for 'Reset Password/Unlock Account', 'Forgot login name?', and 'New User Request'. A note states 'NOTE: Passwords are case-sensitive!'. An arrow from the left points to the login form.

Enter username and password

Step 5

If you are a new user, click on **New User Request** . If you have locked your account or have forgotten your password, click on **Reset Password/Unlock Account** . Please note; passwords are case sensitive.



This screenshot is identical to the one in Step 4, showing the Project Database System homepage. However, an arrow from the left points to the 'Reset Password/Unlock Account' link in the 'Registered Users' section.

Reset your password

Step 6

Search for your organization's awards and projects.

Option 1 - Use the **My Project Database** screen to quickly view the following:

My Tasks – These are reports that your organization has due. You can click on the link to go to the reports. You will add your progress report by accessing the **My Tasks** option. A link to access the progress or close out report will be under the My Tasks option. Click the link to access the report.

The screenshot shows the 'PROJECT DATABASE SYSTEM' interface. The top navigation bar includes 'Home', 'Awards', 'Projects', 'Indicators', and 'Admin'. Below this is a secondary navigation bar with 'Welcome', 'Change Password', 'Request Subscription', 'Privacy Statement', and 'About'. The 'My Project Database' section is active. Underneath, there are three radio buttons: 'My Tasks' (selected), 'My Projects', and 'My Awards'. Below the radio buttons, it says '1 Task Found'. A table with the following headers is displayed: 'Due', 'Task', 'Number', 'Community', and 'Description'.

My Projects – These are the projects/sub-projects that your organization is working on. You can click on the project number to go to the project.

The screenshot shows the 'PROJECT DATABASE SYSTEM' interface. The top navigation bar includes 'Home', 'Awards', 'Projects', 'Indicators', and 'Admin'. Below this is a secondary navigation bar with 'Welcome', 'Change Password', 'Request Subscription', 'Privacy Statement', and 'About'. The 'My Project Database' section is active. Underneath, there are three radio buttons: 'My Tasks', 'My Projects' (selected), and 'My Awards'. Below the radio buttons, it says '1 Award Found'. A table with the following headers is displayed: 'Award Number', 'Award Recipient', 'No. of Projects', and 'Award Status'.

My Awards – These are the awards you have received from the Commission. You can click on the link to go to the award.

The screenshot shows the 'PROJECT DATABASE SYSTEM' interface. The top navigation bar includes 'Home', 'Awards', 'Projects', 'Indicators', and 'Admin'. Below this is a secondary navigation bar with 'Welcome', 'Change Password', 'Request Subscription', 'Privacy Statement', and 'About'. The 'My Project Database' section is active. Underneath, there are three radio buttons: 'My Tasks', 'My Projects', and 'My Awards' (selected). Below the radio buttons, it says '1 Award Found'. A table with the following headers is displayed: 'Award Number', 'Award Recipient', 'No. of Projects', and 'Award Status'.

Note: If all of your Tasks, Projects, and Awards are empty, or if you see something on your list that is incorrect, please contact us.

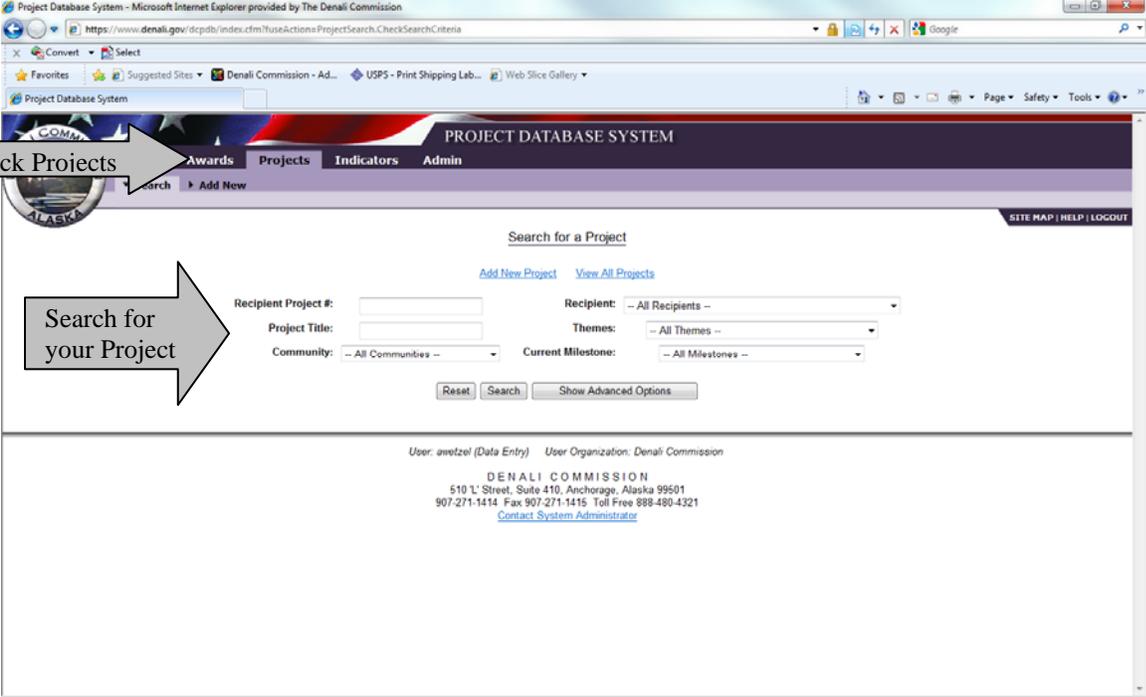
Project Level Reporting

The progress report can also be accessed by searching for the project under the **Projects Tab** and clicking on **Reporting**.

The **Reporting** section will show the types of reports due and the next due dates. It will also show you the history of reports that have been submitted (to view those, simply click on the pencil icon next to them). Click on **Add New Report** or **Continue Existing Report** for the report you would like to work on.

1. Click on the tab **Projects** at the top of your screen (notice the **Purple** banner at the top).
2. You should then see a screen similar to the one shown below.
3. Locate your project(s) using the search screen. Type one project number in (if you know it) and then click the **search** link. If you do not know your project number(s), then choose your organization or community from their respective dropdown menus and click **search**.

Step 1



The screenshot shows a web browser window displaying the 'Project Database System' search page. The browser's address bar shows the URL: <https://www.denali.gov/dcpdb/index.cfm?useActionsProjectSearch.CheckSearchCriteria>. The page features a navigation menu with tabs for 'Awards', 'Projects', 'Indicators', and 'Admin'. The 'Projects' tab is highlighted with a purple banner. Below the navigation menu, there is a search form titled 'Search for a Project'. The form includes fields for 'Recipient Project #', 'Project Title', 'Community', 'Recipient', 'Themes', and 'Current Milestone'. There are also 'Reset', 'Search', and 'Show Advanced Options' buttons. Two grey arrows with text annotations are overlaid on the image: one pointing to the 'Projects' tab with the text 'Click Projects', and another pointing to the search form with the text 'Search for your Project'. At the bottom of the page, there is contact information for the Denali Commission, including the address '510 L Street, Suite 410, Anchorage, Alaska 99501' and phone/fax numbers.

On the Project Screen, you can report on your projects. To do so, click **Reporting** on the main menu, or the reporting hot link(s).

Project View: (notice the Purple banner at the top of the screen)
Step 2

The screenshot shows the 'PROJECT DATABASE SYSTEM' interface. At the top, a purple banner contains navigation tabs: Home, Awards, Projects, Indicators, and Admin. Below this, a secondary menu includes Search, Details, Financial, Reporting, and Add New. A callout box points to the 'Reporting' link with the text 'Click Reporting'. The main content area displays 'At-a-Glance for Western Federal Land Highway Division (WFLHD) Project #RA-509 Atka: Atka Roads Rehabilitation'. It includes a 'Printer-Friendly Version' link, project details (Project Number: RA-509, Theme: Transportation: Road), contact information, and a 'Reporting' section with a 'Project Close-Out Report due 01/30/2012' link. A callout box points to this link with the text 'Reporting Hot Links'. Below the reporting section is a table for 'Communities' with columns for Name, Distressed/Non-Distressed, Borough, ANCSA Region, House District, Senate District, and OCED Profile. The table lists 'Atka' as a Non-Distressed community in the Unorganized Aleut Corporation, House District 37, and Senate District S. A 'Progress Report Expenditures' table is also visible, showing Denali Commission funding of \$1,113,932.14 (67%) and Other Funding of \$1,825,000.00 (100%).

Note: The reporting link shows the type of report and the next due date. Current reports are shown in blue, overdue reports are highlighted in yellow.

The **Reporting** section will show the types of reports due and the next due dates. It will also show you the history of reports that have been submitted (to view those, simply click on the pencil icon next to them). Click on **Add New Report** or **Continue Existing Report** for the report you would like to work on.

The screenshot shows the 'Reporting' section for the 'Koyuk Bulk Fuel Storage Project'. It displays '2 Upcoming Reports Found' and '6 Past Reports Found'. The upcoming reports table has columns for Report Type, Reporting Period, Due Date, and a link to either 'Add New Report' or 'Continue Existing Report'. The past reports table has columns for Report Type, Current Status, Report Period, Due Date, Submitted, and Attachments. Each past report entry includes a pencil icon for editing.

Report Type	Reporting Period	Due Date	
Progress Report	07/01/2005-09/30/2005	10/30/2005	Add New Report
Project Close-Out Report	03/06/2001-12/31/2005	03/31/2006	Continue Existing Report

Report Type	Current Status	Report Period	Due Date	Submitted	Attachments
Progress Report	Accepted	07/01/2005 - 09/30/2005	12/05/2005	12/05/2005	2 Attachments
Progress Report	Accepted	04/01/2005 - 06/30/2005	07/30/2005	07/30/2005	None
Progress Report	Accepted	01/01/2005 - 03/31/2005	05/02/2005	05/02/2005	3 Attachments
Progress Report	Accepted	10/01/2004 - 12/31/2004	03/22/2005	03/22/2005	2 Attachments

Step 3

A multi-step process will guide you through submitting your on-line report.

Multi-Step Process

Denali Commission PROJECT DATABASE SYSTEM

Home Awards **Projects** Indicators Admin

Search Details Financial **Reporting**

Recipient Reports | Reporting Schedule

SITE MAP | HELP | LOGOUT

Progress Report Submission for Northwest Arctic Borough School District Project #301-07
Noatak: School Access Road Design

Reporting Period Funding Expenditures Milestones Narrative Attachments Review

- Use the **Next** and **Back** buttons or the menu bar to step through the screens. Any information added will automatically be saved upon clicking **Next**, **Back** or using the navigation panel.
- The report will automatically save each step, which allows the user to exit and return later to complete the report without losing any data previously entered
- The report is not officially submitted until the final **Submit To Denali Commission** button has been clicked
- Look for the buttons. These provide additional instructions and definitions of terms

Action Required: Select the Reporting Period

Reporting Period

From: 07/01/2007 (Start of Q4 2007)
To: 09/30/2007 (End of Q4 2007)

Note - clicking next or using the above navigation panel will save this data.

Step 1 of 7

Access the on-line HELP tutorial

Follow steps 1-4 of this guide, and then click on HELP. The HELP menu appears on each database screen.

Denali Commission PROJECT DATABASE SYSTEM

Home Awards **Projects** Indicators Admin

Search Details Financial Reporting

At-A-Glance | Overview | Attachments | Contacts | Milestones

SITE MAP | HELP | LOGOUT

At-a-Glance for Bethel, City of Project #280-07
Bethel: Brown's Slough Bank Stabilization

[Printer-Friendly Version](#)

Project Number: 280-07 ([1 Award](#))

Theme: : Transportation

Current Milestone: [Construction Phase](#)

Contact(s): [Betty Sorensen \(Denali Commission\)](#)
[Brad Pierce \(Denali Commission\)](#)
[Laurie Walters \(Bethel, City of\)](#)
[Mike McKinnon \(Denali Commission\)](#)
[Wally Baird \(Bethel, City of\)](#)

Reporting: [Progress Report due 04/30/2007](#)
[Project Close-Out Report due 07/30/2007](#)

Description: The project consists of construction of a dock face and associated uplands on the Kuskokwim River to complete the Bethel Waterfront system. The project fills in a gap in the Bethel waterfront that limits shipping operations and creates an area where river currents are able to erode both the unimproved and the downriver sheet pile all in the waterfront system.

Communities:

Name	Distressed/Non-Distressed	Borough	ANCSA Region	House District	Senate District
Bethel	Non-Distressed	Unorganized	Calista Corporation	38	S

Funding

	Funding	%
Denali Commission:	\$570,000.00	0%
Other Funding:	\$4,200,000.00	0%

Click HELP for further instructions

