

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



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. The Denali Commission [Strategic Plan FY2018-2022](#) outlines the Commissioners' vision for agency investments over the next five years.

Interactive Project Database

You can use this tool to track the progress of projects in your community and throughout the state. For each project, you can get detailed information on project cost, schedule and scope of work.

[Denali Commission Project Database](#)



Step 2

Click on the link to the **Denali Commission Project Database**



The banner features the Denali Commission logo on the left, which includes a mountain, trees, and water. To the right of the logo, the text reads "Building Alaska" in large blue letters, followed by "Partnering to Develop Alaska's Basic Infrastructure." in a smaller, italicized font. Below the text is a photograph of a small town with colorful houses in a rural landscape.

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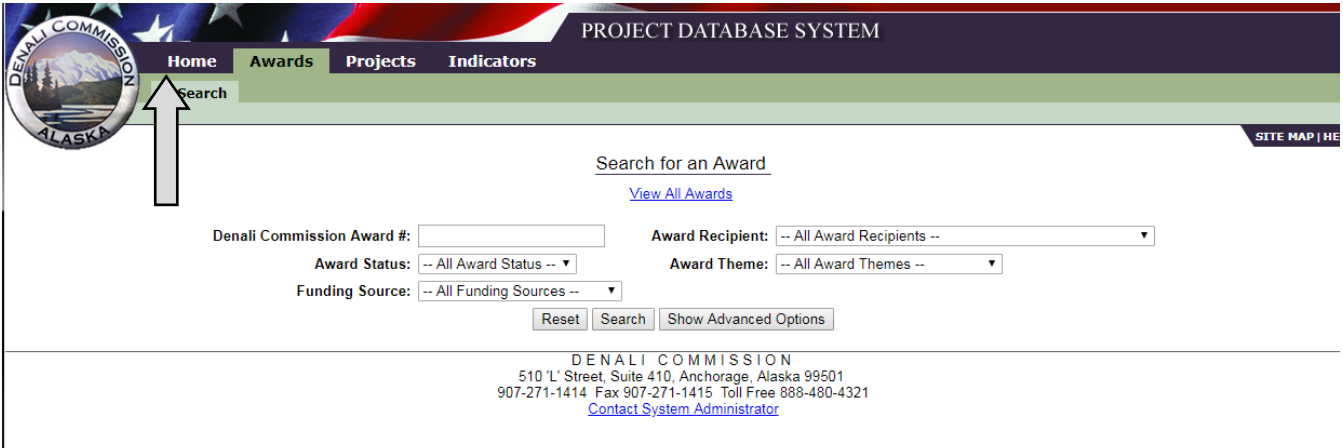
[Denali Commission Project Database](#)



A map of Alaska with numerous blue dots indicating the locations of various projects across the state.

Step 3

Click on the **Home Tab**



The interface shows the Denali Commission logo on the left. A navigation bar at the top contains the following tabs: Home, Awards, Projects, and Indicators. The "Home" tab is highlighted. Below the navigation bar is a search section titled "Search for an Award" with a link to "View All Awards". The search form includes the following fields:

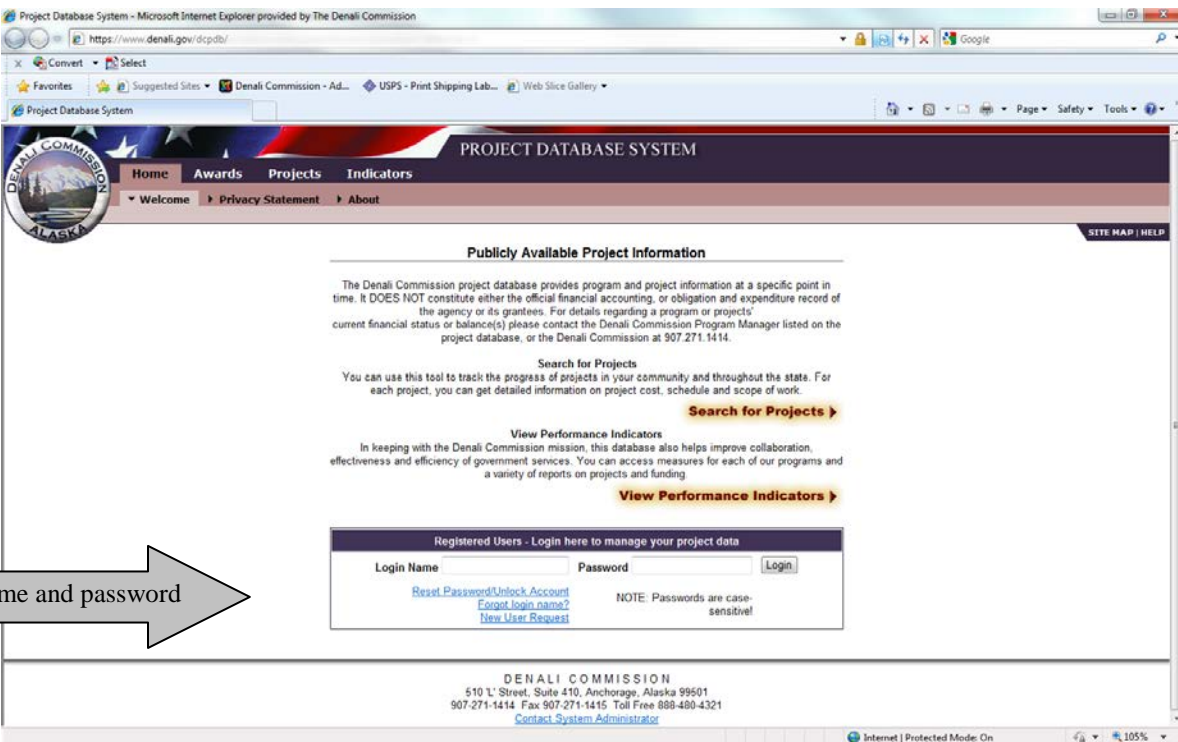
- Denali Commission Award #:
- Award Recipient:
- Award Status:
- Award Theme:
- Funding Source:

Buttons for "Reset", "Search", and "Show Advanced Options" are located below the search fields.

DENALI COMMISSION
510 'L' Street, Suite 410, Anchorage, Alaska 99501
907-271-1414 Fax 907-271-1415 Toll Free 888-480-4321
[Contact System Administrator](#)

Step 4

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



Project Database System - Microsoft Internet Explorer provided by The Denali Commission

https://www.denali.gov/dcpdb/

Project Database System

Home Awards Projects Indicators

Welcome Privacy Statement About

Publicly Available Project Information

The Denali Commission project database provides program and project information at a specific point in time. It DOES NOT constitute either the official financial accounting, or obligation and expenditure record of the agency or its grantees. For details regarding a program or projects' current financial status or balance(s) please contact the Denali Commission Program Manager listed on the project database, or the Denali Commission at 907.271.1414.

Search for Projects

You can use this tool to track the progress of projects in your community and throughout the state. For each project, you can get detailed information on project cost, schedule and scope of work.

[Search for Projects >](#)

View Performance Indicators

In keeping with the Denali Commission mission, this database also helps improve collaboration, effectiveness and efficiency of government services. You can access measures for each of our programs and a variety of reports on projects and funding.

[View Performance Indicators >](#)

Registered Users - Login here to manage your project data

Login Name Password [Login](#)

[Reset Password/Unlock Account](#)
[Forgot login name?](#)
[New User Request](#)

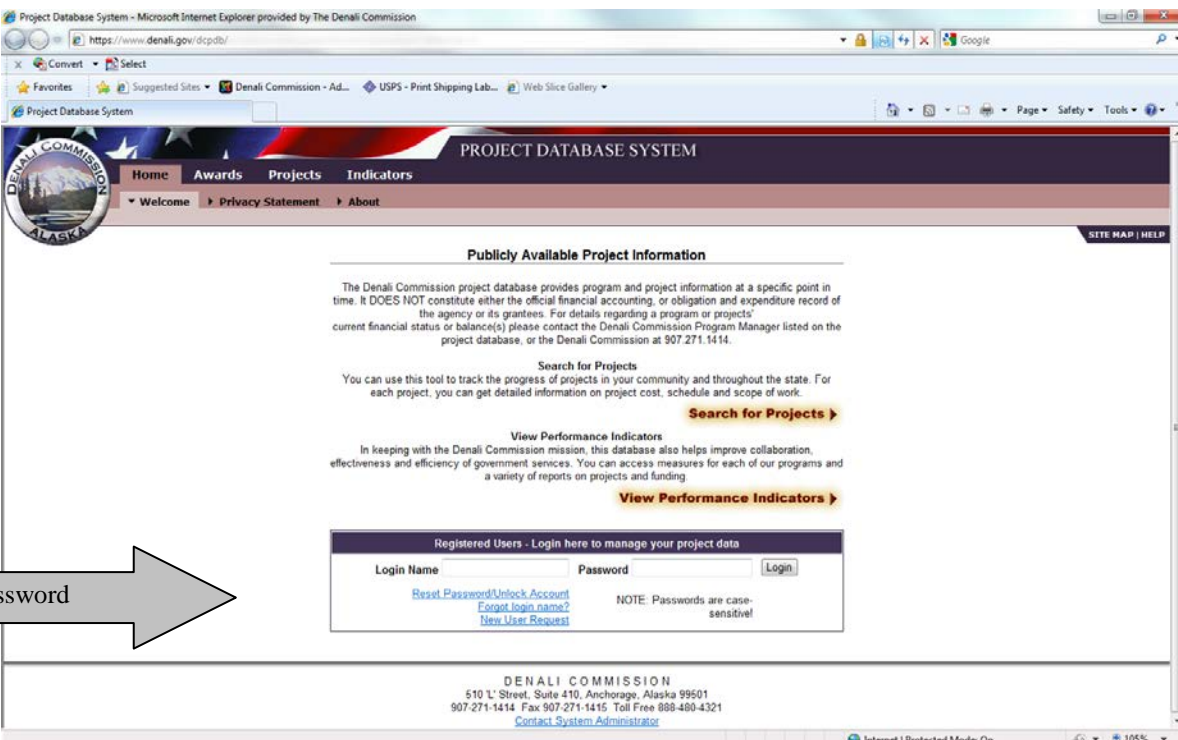
NOTE: Passwords are case-sensitive!

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Internet | Protected Mode: On

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.



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Internet | Protected Mode: On

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 bar with links: 'Welcome', 'Change Password', 'Request Subscription', 'Privacy Statement', and 'About'. The 'My Project Database' link is highlighted. In the main content area, under the heading 'My Project Database', 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.

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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 bar with links: 'Welcome', 'Change Password', 'Request Subscription', 'Privacy Statement', and 'About'. The 'My Project Database' link is highlighted. In the main content area, under the heading 'My Project Database', 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 the 'PROJECT DATABASE SYSTEM' search page. At the top, there is a navigation bar with tabs: 'Awards', 'Projects', 'Indicators', and 'Admin'. The 'Projects' tab is highlighted. Below the navigation bar, 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 buttons for 'Reset', 'Search', and 'Show Advanced Options'. Annotations with arrows point to the 'Projects' tab and the 'Search' button. The footer of the page displays user information and contact details for the Denali Commission.

Click Projects

Search for your Project

PROJECT DATABASE SYSTEM

Search for a Project

Recipient Project #:

Project Title:

Community:

Recipient:

Themes:

Current Milestone:

Reset Search Show Advanced Options

User: awetzel (Data Entry) User Organization: Denali Commission

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[Contact System Administrator](#)

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

Project Database System - Microsoft Internet Explorer provided by The Denali Commission

https://www.denali.gov/dcpdb/index.cfm?fuseAction=Project.ProjectAtAGlance&project_id=6408

Project Database System

Home Awards Projects Indicators Admin

Search Details Financial Reporting Program Add New

At-A-Glance Overview Attachments Contacts Milestones

At-a-Glance for Western Federal Land Highway Division (WFLHD) Project #RA-509
Atka: Atka Roads Rehabilitation

Printer-Friendly Version

Project Number: RA-509 (1 Award)
Theme: Transportation: Road
Current Milestone: Project Close-out

Contact(s):
Adison (Smith) Wetzel (Denali Commission)
Andrew Rasmussen (Western Federal Land Highway Division (WFLHD))
Betty Sorensen (Denali Commission)
Genise L. Dance (Western Federal Land Highway Division (WFLHD))
Mike McKinnon (Denali Commission)
Monica Armstrong (Denali Commission)
Tessa DeLong (Denali Commission)
Thomas Loneragan (Western Federal Land Highway Division (WFLHD))

Reporting: Project Close-Out Report due 01/30/2012

Description: Rehabilitation along 3 roads (1.33 miles) in Atka, Alaska. The project includes the airport, Chavichax Lane and Chagix Road to new Atka. WFLHD # DTFH70-09-X-50006, Amd 1 increase funding

Progress Report Expenditures

	Funding	Expenditures*	%
Denali Commission:	\$1,652,461.89	\$1,113,932.14	67%
Other Funding:	\$1,825,000.00	\$1,825,000.00	100%

Communities:

Name	Distressed/Non-Distressed	Borough	ANCSA Region	House District	Senate District	OCED Profile
Atka	Non-Distressed	Unorganized	Aleut Corporation	37	S	Atka

Community Database Online

Additional community information from the State of Alaska, Department of Community and Economic Development

Attachments:

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.

Project Database System

Home Awards Projects Indicators Admin

Search Details Financial Reporting Program Add New

Recipient Reports Reporting Schedule

Recipient Reports for Alaska Village Electric Cooperative Project #22A
Koyuk Bulk Fuel Storage Project

2 Upcoming Reports Found

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

6 Past Reports Found

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



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 Next

Delete unsubmitted report

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.



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

Click HELP for further instruction