

# DGMS Community Assistance Program (CAP) Application Process



**DCRA Grants and Funding**

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

2/11/2025

Please note, the simulated test data contained in this presentation is for demonstration purposes only and not representative of actual data. It is intended solely to illustrate system functionalities to aid new users in submitting CAP Applications in DCRA's new DGMS.



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# Log into DGMS using your DGMS Log in

You will automatically be directed to Home. Please click on Opportunities.

Home **Opportunities** Applications Grants Monitoring Closeout

Published Opportunities

Showing 1 to 10 of 13 records

⚡	EGMS ID	Opportunity Name	Funding Organization	Pre-Application Required?	Opportunity Release Date	Application Due Date ↓	Status
▼	AN-26CAP-001	FY26 Community Assistance Program	Alaska Department of Commerce, Com...	No	01/15/2025	06/02/2025	Published

Ensure that your organization is associated with the Title 29 Classification before beginning application. (1<sup>st</sup> Class City, 2<sup>nd</sup> Class City etc.)

Click the arrow, then click View, to view the opportunity

Home Opportunities Applications Grants Monitoring Closeout

Tasks  
▼ Tasks  
Pending Tasks  
Completed Tasks

Activities  
▼ Opportunities

Published Opportunities

Showing 1 to 10 of 13 records

⚡	EGMS ID	Opportunity Name	Funding Organization	Pre-Application Required?	Opportunity Release Date	Application Due Date ↓	Status
▼	AN-26CAP-001	FY26 Community Assistance Program	Alaska Department of Commerce, Com...	No	01/15/2025	06/02/2025	Published
	N-DCCED-023	KPI Announcement Test	Alaska Department of Commerce, Com...	No	11/22/2024	04/30/2025	Published



If your organization is eligible to apply, click the Qualify button.

Home Opportunities Applications Grants Monitoring Closeout

Opportunity **Qualify** ▼  
FY26 Community Assistance Program

EGMS ID	Status	Application Due Date
AN-26CAP-001	Published	6/2/2025

\* Required to Save | \* Required to Submit

Overview Files History Messages

#### ▲ Opportunity Information

* Opportunity Name FY26 Community Assistance Program	* Type ⓘ Directed	Program PG-26CAP-0001
* Funding Organization Alaska Department of Commerce, Community, and Economic Development (DCCED)	Funding Organization Division/Office ⓘ	* Maximum # Applications Allowed ⓘ 1
Program Type Other	* Fiscal Year 2026	



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Once the status shows “Qualified”, select Create Application.

The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'Opportunities', 'Applications', 'Grants', 'Monitoring', and 'Closeout'. The 'Applications' tab is active, and a blue arrow points to it. Below the navigation bar, the opportunity name 'FY26 Community Assistance Program' is displayed. A blue button labeled 'Qualified' is highlighted with a red box, and a blue arrow points to it. To the right of this button is a grey button labeled 'Converted to Application'. Further right, a blue button labeled 'Create Application' is highlighted with a red box, and a blue arrow points to it. Below the opportunity name, the 'EGMS ID' is listed as 'AN-26CAP-001', with a red box around it and a blue arrow pointing to it. The 'Status' is 'Qualified' and the 'Application Due Date' is '6/2/2025'. At the bottom right of the interface, there are status indicators: 'Required to Save' (with a red dot) and 'Required to Submit' (with a yellow triangle). Below the main content area, there are tabs for 'Overview', 'Files', 'History', and 'Messages'. The 'Overview' tab is selected. Below the tabs, there is a section titled 'Opportunity Information' with the following details:

Opportunity Name	Type	Program ID
FY26 Community Assistance Program	Directed	PG-26CAP-0001
Funding Organization	Funding Organization Unit	Maximum # Applications Allowed
Alaska Department of Commerce, Community, and Economic Development (DCCED)		1
Program Type	Fiscal Year	
Other	2026	

You may save and exit the application. Make a note of the **EGMS ID** before saving and exiting.



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The “Create Application” pop-up window will automatically populate the announcement in the Application Title field. Add your Organization name as shown below.

Create Application

Required to Save | Required to Submit

Overview

Application Information

Application Title

FY26 Community Assistance Program - Organization Name

Save and Continue Close

Save and Continue  
to next step



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# Overview Section

Any section with a yellow triangle or a red asterisk indicates information is required

An orange dot indicates information needs to be entered in that section.



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Project information is not needed for the CAP Application.



▲ Project Information

▲ Project Abstract

- Provide a description of the proposed project.

Salesforce Sans 12 B I U G [bulleted list] [numbered list] [indent] [outdent] [left align] [center align] [right align] [link] [image] [source]

Characters: 0, Characters Left: 10000



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# Contacts

Additional organizational contacts may be added here. However, all contacts will need to be registered with the organization for full user access.

▲ Contacts Associate

Showing 1 to 1 of 1 records

⚡	Project Role	Name ↑	Email	Is Key Contact	Is User
▼	Project Director/Manager	Reserve SPI	✉ coummatotemmei-3604@yopmail.com	✗	✓

Ensure one contact is the Key Contact. The Key Contact can be updated at any time.

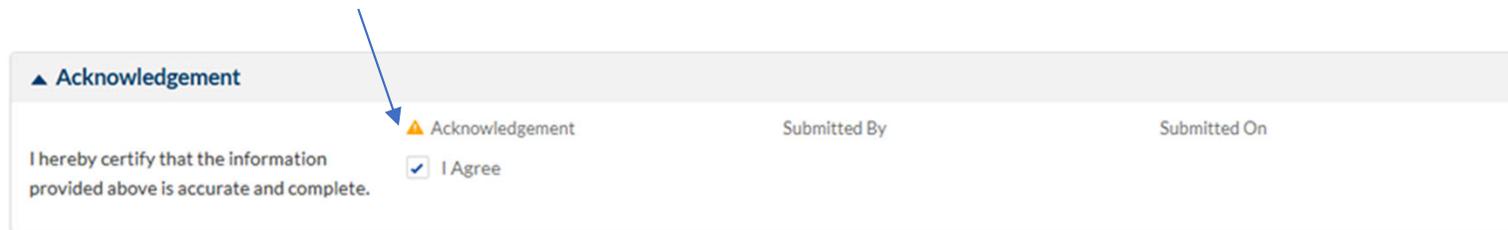
▲ Contacts Save Associate

Showing 1 to 1 of 1 records

⚡	Project Role	Name ↑	Email	Is Key Contact	Is User
▼	Project Director/Manager	Borough Testcase	✉ petersburg_manager@yopmail.com	<input checked="" type="checkbox"/>	✓



Once the Overview section is complete, review and check “I Agree” on the Acknowledgement.



▲ Acknowledgement

	▲ Acknowledgement	Submitted By	Submitted On
I hereby certify that the information provided above is accurate and complete.	<input checked="" type="checkbox"/> I Agree		



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# CAP Application Form

Select Forms and Files

Select the CAP Application Form  
(this will be specific to your  
organization type)

Overview Forms and Files History Messages

▲ All Forms

Showing 1 to 1 of 1 records

⚡	Form Name ↑	Mandatory	Is Form Validated?	Last Modified By	Last Modified Date
▼	CAP - Borough	✓	No	<a href="#">Borough Testcase</a>	01/16/2025, 01:51 AM

Total Records: 1



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Under Details you will see the electronic version of prior year paper applications.

LVO

Use the dropdowns to answer these questions.

Application  
FY26 Community Assistance Program - Organization Name

Current Fiscal Year Is	Previous Fiscal Year	2 Fiscal Years Prior
2026	2025	2024

**▲ Acknowledge the Requirements by Selecting Yes or No**

The community assistance payment will be used only for a public purpose as required under AS 29.60.850(a) and the borough agrees to make available a service or facility with the funds under AS 29.60.855 - 29.60.879 to every person in the community.

Yes

The borough will maintain, as required by 3 AAC 180.010 (4), all records relating to receipt and expenditure of a community assistance payment for at least three years, or longer if there is an unresolved audit finding, questioned costs, litigation or a grievance.

Yes

A statement of expenditures of the prior year's community assistance payment and a budget form for current year's application

Yes

**▲ Acknowledge the reports due prior to payment of Current Fiscal Year CAP**

Reports to CAA@Alaska.gov: Reports to StateAssessor@alaska.gov, forms for the most recently completed annual budget cycle as of July 1 Reports to LBC@alaska.gov, For all changes in Previous Fiscal Year

Current Fiscal Year Annual Budget

Yes

Previous Fiscal Year Tax assessment and tax levy figures

Yes

Maps and descriptions of all annexed or detached territory

Yes

2 Years Prior Fiscal Year Annual Audit

Yes

Summary of optional property tax exemptions and estimate of revenue lost to exemptions

Yes

Copy of taxpayer notice

Yes

Click Save when you complete each page before moving to the next page.



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## Current Fiscal Year Proposed Budget for CAP Funding

Use dropdowns to select the budget category and enter dollar amount. If the Budget category needed is not listed, select Add Other.

Saved Successfully! X

Current Fiscal Year Proposed Community Assistance Program Budget Save Add Other ☰

Showing 1 to 13 of 13 records \* Records are sorted by Created Date ascending order

Category	Amount
Other - New Category	10,000.00
Education	25,000.00
Electricity	25,000.00
EMS	25,000.00
Fire	\$25,000.00
Fuel	\$25,000.00
General Administration	\$25,000.00
Harbors	\$25,000.00

When finished, click the Save box to continue.

**Reminder: the Current Fiscal Year Proposed Budget is for the CAP Application Fiscal Year.**



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Once saved, the system will calculate the **estimated** current FY total.

Saved Successfully!

Current Fiscal Year Proposed Community Assistance Program Budget

Showing 1 to 13 of 13 records

\* Records are sorted by Created Date ascending order

Category	Amount
Fuel	\$25,000.00
General Administration	\$25,000.00
Harbors	\$25,000.00
Health	\$25,000.00
Insurance	\$25,000.00
Other	\$0.00
Public Safety	\$25,000.00
Road Maintenance	\$25,000.00
Water/Sewer	\$25,000.00
<b>Current Fiscal Year Estimated Payment</b>	<b>\$300,000.00</b>

Total Records: 13



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Repeat the process for Previous Fiscal Year CAP Budget.

Previous Fiscal Year Community Assistance Program Statement of Expenditures for Prior ... Add Other

Showing 1 to 14 of 14 records \* Records are sorted by Created Date ascending order

Category	Amount
General Administration	\$25,000.00
Harbors	\$25,000.00
Health	\$25,000.00
Insurance	\$25,000.00
Other	\$0.00
Public Safety	\$25,000.00
Road Maintenance	\$25,000.00
Savings/Not Spent	\$25,000.00
Water/Sewer	\$25,000.00
<b>Previous Fiscal Year Estimated Payment</b>	<b>\$325,000.00</b>

Total Records: 14

Fill in the Statement of Expenditures Summary.

Statement of Expenditures Summary

Savings/Not Spent Explanation N/A	Current Fiscal Year Estimated Payment \$310,000.00	Previous Fiscal Year Estimated Payment \$325,000.00
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Review the Certification and check the Acknowledgement box.

▲ Certification

As the highest ranking official, I certify the PETERSBURG BOROUGH understands the requirements for receiving the community assistance payment and agrees to comply with all laws and regulations (AS 29.60.850 - 879; 3 AAC 180.010 - 900) governing the community assistance funds.

Acknowledgement

Acknowledged Date:  
1/16/2025, 2:23 AM

Acknowledged By:  
Borough Testcase

Title  
Borough Manager

Clicking Save on the top right-hand corner of your screen will digitally sign and timestamp the CAP Application.



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## Validate Application

Click the Validate button once you have completed the CAP application process.

The screenshot shows a web application interface with a navigation menu at the top: Home, Opportunities, Applications, Grants, Monitoring, and Closeout. A blue arrow points to the 'Closeout' menu item. Below the menu is a toolbar with buttons: Edit, Validate, Download Excel, Upload Excel, and Back. The 'Validate' button is highlighted with a red box. The main content area displays the following information:

Application EGMS ID	Form ID	Form Name	Is Form Validated?
AP-26CAP-002	FN-00114	CAP - Borough	No

The screenshot shows the same web application interface after validation. The 'Back' button in the toolbar is highlighted with a red box and a blue arrow. The 'Is Form Validated?' status in the table has changed to 'Yes'. A green success message is displayed at the bottom of the form:

Form validated successfully.

After Validation, click the Back button to see the CAP application timestamped and validated.



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## Additional Documentation

Types of additional documentation include:

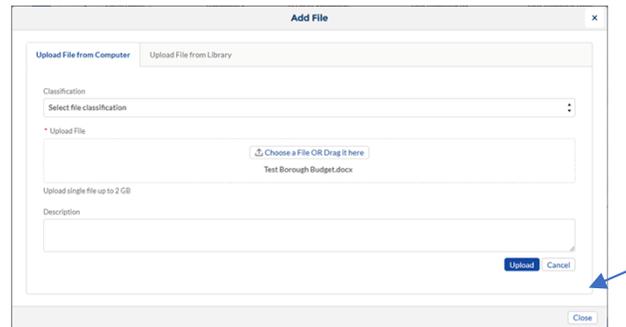
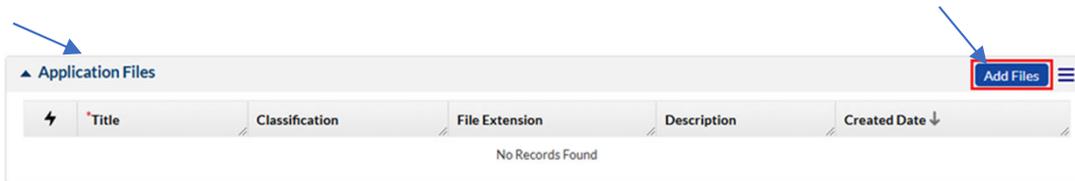
- CAP funding year budgets with non-code ordinance.
- Two years prior funding year Audit or Certified Financial Statement with Resolution.
- Resolutions for the application (as applicable).
- Additional information requested by the Department.
- Additional documents not submitted with the CAP application can be submitted through the DGMS at a later time using the Forms & Files upload feature, the Messages feature, or the Chatter feature.



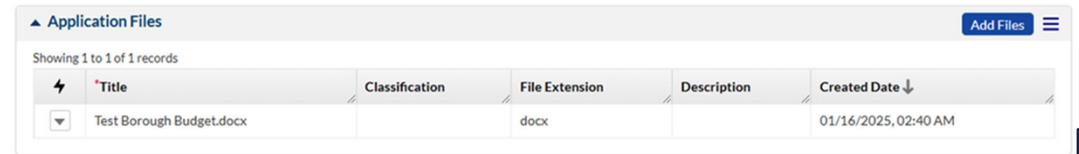
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Any additional Documents that are required for CAP Payments to be issued can be uploaded in the Application Files Section



- ✓ Click Add Files
- ✓ Upload or drag and drop files
- ✓ Fill in description if needed
- ✓ Select upload

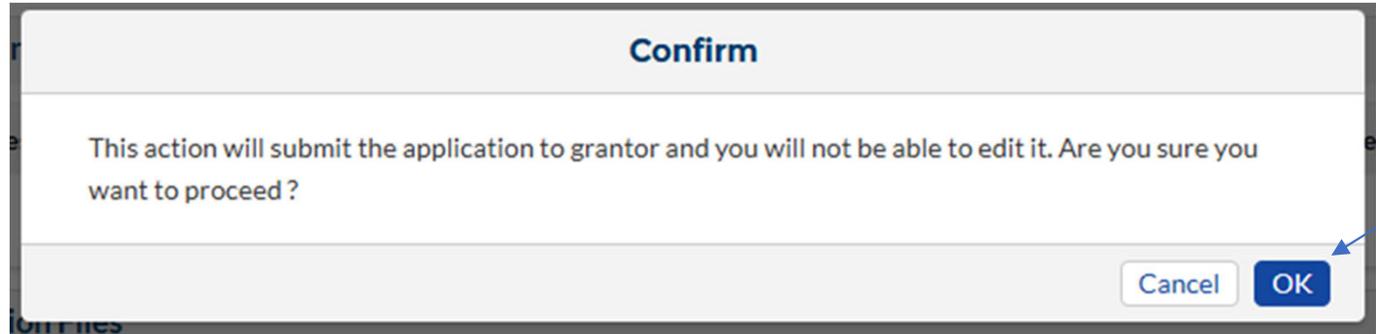


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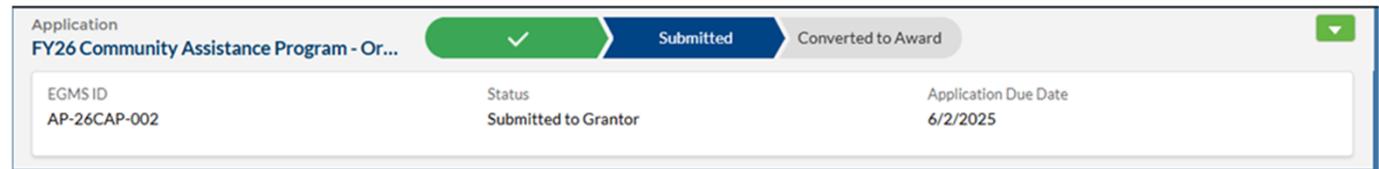
## Confirm and Submit

Once the application and required forms at Application are complete, click Submit at the top corner of screen



A dialog box titled "Confirm" with a light gray background. The text inside reads: "This action will submit the application to grantor and you will not be able to edit it. Are you sure you want to proceed?". At the bottom right, there are two buttons: "Cancel" (white with gray border) and "OK" (blue with white text). A blue arrow points to the "OK" button.

After selecting OK on the Confirm tab, the application status will change to Submitted.



A horizontal application status bar. At the top left, it says "Application FY26 Community Assistance Program - Or...". To the right is a progress indicator with three steps: a green arrow with a checkmark, a blue arrow labeled "Submitted", and a gray arrow labeled "Converted to Award". A green dropdown arrow is on the far right. Below this, a table shows application details:

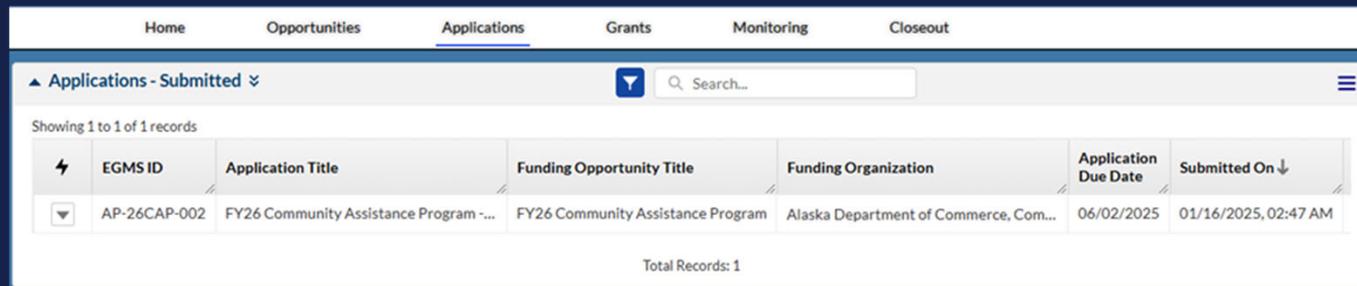
EGMS ID	Status	Application Due Date
AP-26CAP-002	Submitted to Grantor	6/2/2025



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Submitted applications are available to view on the Applications tab of the Grantee portal.  
Filter by “Applications Submitted”.



The screenshot shows a web interface with a navigation bar containing 'Home', 'Opportunities', 'Applications', 'Grants', 'Monitoring', and 'Closeout'. The 'Applications' tab is active, displaying a dropdown menu for 'Applications - Submitted' and a search bar. Below the search bar, it indicates 'Showing 1 to 1 of 1 records'. A table with the following columns is shown: EGMS ID, Application Title, Funding Opportunity Title, Funding Organization, Application Due Date, and Submitted On. One record is listed with the following details: EGMS ID: AP-26CAP-002, Application Title: FY26 Community Assistance Program ..., Funding Opportunity Title: FY26 Community Assistance Program, Funding Organization: Alaska Department of Commerce, Com..., Application Due Date: 06/02/2025, and Submitted On: 01/16/2025, 02:47 AM. At the bottom of the table area, it says 'Total Records: 1'.

⚡	EGMS ID	Application Title	Funding Opportunity Title	Funding Organization	Application Due Date	Submitted On ↓
▼	AP-26CAP-002	FY26 Community Assistance Program -...	FY26 Community Assistance Program	Alaska Department of Commerce, Com...	06/02/2025	01/16/2025, 02:47 AM



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## This concludes the Tutorial

For additional information and questions, please contact:  
Division of Community and Regional Affairs  
Grants and Funding Section  
Lindsay Reese, Grants Administrator 3  
[caa@alaska.gov](mailto:caa@alaska.gov)



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