

OWRB OASIS Quick Reference Guide

Welcome to OASIS, the OWRB's wastewater infrastructure investment tool. This guide will help you enter your project into OASIS so that you may be placed on the Project Priority List for a CWSRF loan to finance your project.

If you have questions or concerns that are not addressed in this guide, please contact Lindy Clay, Environmental Programs Manager at (405) 530-8858 or email the [Financial Assistance Division](#).

STEP ONE – Create a user name and password.

theoklahomawaterresourcesboard O.A.S.I.S. the water agency

OASIS Login

Welcome to the Oklahoma Advantages Assessment and Scoring for Infrastructure Solutions (OASIS) Log-In page. The intent of this program is to help communities quantify the environmental, social, and economic benefits of their wastewater infrastructure investment. The information included in the resulting output statements can help community leaders make well-informed decisions regarding the types of projects that will best meet their community's short- and long-term goals.

The OASIS project was developed as part of the Oklahoma Comprehensive Water Plan and funded through the Environmental Protection Agency and the Oklahoma Water Resources Board.

Please log in to access OASIS application.

Email:

Password:

(password is case sensitive) [Forgot password?](#)

Help for Existing Users

If you already have access to OASIS application, you should be able to automatically gain access through this login system using:

- 1) your current email address, and
- 2) the password of the program you use the most (case sensitive).

Click "Forgot password?" if you know you are an existing user and are unable to log in.

[Not an Existing User?](#)

[Create an Account](#)

For help, [email](#) your questions.

On the Create an Account screen when selecting the user type, check the drop down to see if your System/Applicant Name is on the list. If so, please select your System/Applicant Name; if not, please check the new Applicant Box and key in the name.

Consultants: Select "Applicant" as the user type and list all systems you represent, each separated by a comma, in New Applicant Name. OWRB staff will link you to all of the systems you've listed when your registration is complete.

Create an Account

Enter the following information:

Email Address: *

First Name: *

Last Name: *

Title:

Agency:

Office/Primary Phone Number: Ext. (***-***-****)

Cell/Secondary Phone Number: Ext. (***-***-****)

Fax Number:

Access Type: *

Type of User: * Applicant OWRB

Select Applicant:

or

New Applicant?

New Applicant Name:

(*Required fields)

Once your account is complete, create a password. Please follow the instructions below, Create Password, to ensure that your password addresses all requirements and works properly.

Create Password

Select a Password using the following requirements:

- Must be between eight (8) and sixteen (16) characters long
- Must include at least one number
- Must include at least one upper case letter
- Must include at least one lower case letter
- Can include a special character, but not a single or double quote
- Cannot contain your first or last name
- Cannot contain more than 3 consecutive characters from your email address
- Cannot contain more than 3 consecutive characters that are the same (i.e. Ab111111)
- Cannot be the same as the 5 previous passwords you have chosen (if applicable)

Examples: Drwater4, 7aPple!?

Chosen Password:

Confirm Password:

You will then be directed to create a security question and an answer to be used for verification purposes should you need to retrieve your password or change your personal information in the future.

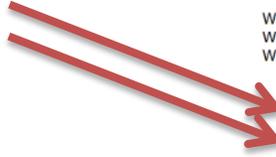
Create Security Question

Create a Security Question and Answer

This information will be used to verify you in the event that you need to retrieve your password or change your personal information.

Examples:

What is my mother's maiden name?
What is my father's middle name?
What was my first pet's name?



Create a Security Question:

Answer to Security Question:

Re-enter Answer to Security Question:

For help, [email](#) your questions.

Once you select the submit button you will get a confirmation window. Please verify that your information is correct and press confirm.

New Account Confirmation

Please confirm that the information below is correct:

Government-issued Email Address: jerri.hargis@owrb.ok.gov
First Name: Good
Last Name: Guidance
Title: O.A.S.I.S. Professor
Agency: OWRB
Office/Primary Phone Number: (405) 530-8824
Cell/Secondary Phone Number:
Fax Number: (405) 530-8898
Type of User: Applicant
New Applicant: Anytown Public Works Authority 0
Request access type: Read and Write
Chosen Password: LoveOasis1
Security Question: Who's the best lender in Oklahoma
Answer to Security Question: OWRB

Your request will then be sent to the OWRB to issue you a login. You can expect a confirmation email when your login is ready – and you're ready to go!

www.owrb.ok.gov says:

✕

Confirmation that your account has been authorized will be sent to the email address you provided upon verification of your account information

OK

STEP TWO – Once you have received your login and password proceed to the O.A.S.I.S. program and log in.

At the first screen you will be asked to Select Applicant. You can click on the drop down to find your system.

Log In to OASIS Application:

Select Applicant:

Log In

click Log In.

STEP THREE

**** REQUIRED AREAS ARE NOTED WITH YELLOW HIGHLIGHTER AND MUST BE COMPLETED for inclusion on the Project Priority List. Although you will be able to proceed through the Call for Projects process, your System will NOT be placed on the Project Priority List without providing REQUIRED INFORMATION.**

Should you have questions, please contact Lindy Clay, Environmental Programs Manager at (405) 530-8858 or OWRB's Financial Assistance Division by email at FAD@OWRB.ok.gov.

There are “Help” buttons  at each category to walk you through the steps necessary to fill out the form.

Enter Select Application detail for loan request. ***Not filling in ‘Select Application’ will result in an inability to add Project Types in a later step.***

System Info Tab:

Project Types/Categories	Number Selected	Add / Delete
Wastewater Treatment System	1	+ X
Collection System	0	+ X

Official Representative:

The Official Representative is the person with the authority to enter into contracts on behalf of the System. This individual may not be the same Contact Person for the project. (The Official Representative is added by selecting the “Edit System_Information” button and completing the information.) Those two individuals must be entered separately in the two categories.

*****Please note that the Zip code does require the additional four digits. If you don't know the additional four digits to your Zip code, please use 0000.***

Save Cancel

Your System information box will reappear with the information populated. Select Save.

System

Name of System: Goodville PWA

Population/Non-Pasture Taps: 2,500

County: Adair

Official Representative:

Prefix: Ms. First Name: Good Last Name: Guidance Suffix:

Email: Phone: (555) 555-5555

Add/Edit

Applicant Notes:

Save Cancel

Project Details Tab:

Project Name and Project Description: O.A.S.I.S. automatically pulls the Project Name from the information entered in the System Info tab. Click the Edit button at the top right corner of the page to change the Project Name and add a Project Description. Once a description for an individual project has been entered, click the Save button at the top right hand corner. The first project looks like this:

Click the buttons to change the project ◀ 1 of 2 ▶

Project Name: Hill Street Sewer Line Extension and Conn Project Type: WWT Project Category: General

Project Description: The Goodville PWA is building a WWRP on Hill Street. In order to serve the people of Goodville 3,200 feet of lines need to be run and connections installed to the the citizens on the WWTP system.

Septic to Sewer: # of Connections: 0

The second project screen looks like this:

Click the buttons to change the project ◀ 2 of 2 ▶

Project Name: Goodville PWA WWTP Hill Street Project Type: WWT Project Category: General

Project Description: The residents of Goodville are all on private sewer septic systems. The proposed project is to install a Wastewater Treatment Plant on Hill Street and connect to the citizens in Goodville replacing the individual septic systems.

Septic to Sewer: # of Connections 625

Please note several things about this screen. There is the ability to toggle between projects. To do so click the arrows at the top of this section left or right to pull up additional projects within the application request. Click the Edit button at the top right corner of the page to add a project description for each individual project. After each description has been added, click the Save button to save your data and click the arrow for additional projects:

Click the buttons to change the project ◀ 2 of 2 ▶

In this example the project is to take the Authority from a Septic system to a Sewer System. It is commonplace for sewer line projects to include some new connections that were previously using their own private septic system. For projects with septic to sewer conversions, check this box, then enter the number or newly converted septic connections.

Septic to Sewer: # of Connections 625

Estimated Project Costs and Needs: Please make sure you do an Estimated Project Costs and Needs for each of the projects you have created. This information will tie back to the Cost Estimate with the Engineering Report if you have one. If you do not yet have an Engineering Report and cost estimate, try to estimate the cost of engineering and contingencies when entering your estimated costs.

The Facility Name has a lookup feature. Use the Lookup feature and select your town. It will automatically populate the Facility Name and NPDES Permit Number:

Estimated Project Needs

Needs Categories	%	Total Cost	%	SRF Cost	Comments
	0.00	0.00	0.00	0.00	

Facility Name: NPDES Permit Number (if applicable):

Water Quality Information: When requesting Receiving Water(s) from the Project only select one (Nearest Downstream Lake OR Nearest Downstream River). The system will populate the Nearest Large Impacted Lake based on the data you select.

Water Quality Information [Go to EPA Enviromapper](#)

Project Benefit to Water Quality:

Receiving Water(s) from the Project:

Nearest Downstream Lake **OR** Nearest Downstream River Nearest Large Impacted Lake (if applicable)

[Find the nearest downstream lake or river](#)

If your system is under consent order for the proposed project, the information needed for this section can be found in the Consent Order:

Project Addresses an NPDES Enforcement Action or Violation:

Notice of Violation, Date of Action: Case or Docket Number:

Consent Order, Date of Action: Case or Docket Number:

Project Implements recommendation(s) from a resource management plan such as a Conservation plan, Site-Specific Water Quality Remediation Plan, TMDL or Modified 208 Water Quality Management Plan

If yes, Name of Plan: Date of the Plan:

Entity or Agency Publishing the Plan:

*When selecting a date for the Enforcement Action or Violation, be sure to select the year first, then the date. Otherwise, it auto-defaults to the current year.

Green Project Reserve Information: This information can be obtained from your engineer. If your project doesn't have any green components that you're aware of you can skip this category. If green components are later determined, this part of your application can be amended.

Assistance Request Tab:

Estimated Project Schedule Information: This information is a **REQUIRED ESTIMATION** of project timing.

The screenshot displays the O.A.S.I.S. web application interface for the Assistance Request tab. The page is titled "O.A.S.I.S. thewateragency" and includes navigation tabs for "System Info", "Project Details", "Assistance Request", "Background Questions", and "Programmatic App". The "Assistance Request" tab is active, showing a form for "Application Name" (CWSRF) and "Output Statements".

The "Planned Loan Financing" section includes a table for "Total Assigned to Projects" with the following data:

Category	Value
Total Cost of Project(s) to be Funded	0.00
Total Funding Requested from the SRF	0.00
Total Cost to be Financed from Other Source(s)	0.00
Total Cost to be Paid by Applicant	0.00
Unfunded Balance (should equal 0)	0.00

The "Total Project Costs" section includes a table for "Cost Categories" with the following data:

Cost Categories	Total Cost	SRF Cost
	0.00	0.00

The "Requested Terms for SRF Financing" section includes a table for "Planned Date" and "Actual Date" with the following data:

Activity	Planned Date	Actual Date	Is Complete
Submital of Loan Application			<input type="checkbox"/>
Submital of Engineering Planning Documents to ODEQ or OWRB			<input type="checkbox"/>
Submital of Environmental Documents			<input type="checkbox"/>
Completion of Engineering Design			<input type="checkbox"/>
Project Approval from ODEQ and OWRB, including Plans and Specifications			<input type="checkbox"/>
Board Approval			<input type="checkbox"/>
Loan Closing			<input type="checkbox"/>
Construction Start			<input type="checkbox"/>
Fiscal Sustainability Plan			<input type="checkbox"/>
Construction Completion			<input type="checkbox"/>

A red arrow points to the "Planned Date" column in the "Estimated Project Schedule" table.

Background Questions Tab:

This section asks several questions about the **expected** planning, design and construction activities for the **proposed** project(s). Click the **Edit** button at the top right corner of the page to select an answer for each question. After selecting an answer from the drop-down box, the user may provide more detail about the answer in the “Comments” box. Click the **Save** button at the top right corner of the page to save your selections. Entries in this section may be modified by the user if additional elements are added during the course of project planning.

Category	Question	Response	Comments
Planning Methodology	Project is part of a comprehensive cross-sector planning effort that includes cooperative efforts with other public and/or private sector organizations	<input type="text"/>	
Planning Methodology	Project alternatives analysis explores the most cost-effective solution at a regional level	<input type="text"/>	
Planning Methodology	Project incorporates one or several of the following planning methodologies: Comprehensive Land Use Plan, Fix-it First Methodology, Asset Management Plan, Watershed Management Plan, Nutrient Management Plan, and/or Open Space Preservation Plan	<input type="text"/>	
Planning Methodology	Project is included in a Comprehensive Sewer and Stormwater Capital Improvement Plan	<input type="text"/>	

Programmatic App Tab:

This page will display the priority list application details that will be submitted for approval. The “Submit” button will be enabled if the application is ‘Complete’ and disabled otherwise. At this point, your priority list application is complete. If you would like to save or print a copy for your records, please proceed to the *Output Statements* tab.

Project Category	Yes	% of Project
CWT - Secondary Treatment	<input type="checkbox"/>	0.00
CWT - Advanced Treatment	<input checked="" type="checkbox"/>	0.00
CWT - Infiltration/Inflow	<input type="checkbox"/>	0.00
CWT - Sewer System Rehabilitation	<input type="checkbox"/>	0.00
CWT - New Collector Sewers	<input type="checkbox"/>	0.00
CWT - New Interceptors	<input type="checkbox"/>	0.00
CWT - CSO Correction	<input type="checkbox"/>	0.00
Stormwater - Gray Infrastructure	<input type="checkbox"/>	0.00
Stormwater - Green Infrastructure	<input type="checkbox"/>	0.00

Output Statements Tab:

This page generates a list of social, economic and environmental benefits expected to result for each individual project under the funding request that has been entered into O.A.S.I.S. Select one benefit using the Project Level Outputs, or Loan Level Reports and press the magnifying glass icon. You may show all benefits for a project by pressing the Combined Reports for Selected Project magnifying glass icon.

The Output Statement narrative will generate at the bottom of the screen. Click the blue arrows at the top of the screen to view the pages of the Output Statement. To save or print the Output Statement, click the purple disk icon and select a file format to save the narrative in (typically PDF or Word).

Note: These are potential social, economic and environmental benefits based on Oklahoma specific data and research. This is a tool based on user assumptions and is not to be construed in any way as a promise or contract with OWRB. OWRB does not claim to provide any legal, financial or other advice.

The screenshot shows the 'Output Statements' tab in the O.A.S.I.S. application. The navigation bar includes 'Home Page', 'Assistance Request', 'Project Details', 'Background Questions', 'Output Statements', and 'Logout'. The main content area displays the following steps:

1. Select a Project: South WWTP
2. Combined Reports for Selected Project: **Click to run report** (with a magnifying glass icon)
3. Project Level Reports:
4. Loan Level Reports:
5. Compare Financing Options:

Annotations with red boxes and arrows point to the left and right navigation arrows and the purple disk icon. The disk icon annotation reads: 'Click the disk icon to convert the Output Statement to PDF, Word or other format for saving and printing'. The navigation arrows annotation reads: 'Click the left or right arrows to view additional pages'.

The main content area displays the following text:

Impact of Infrastructure Investment on Economic Growth

This project will enhance economic growth by creating jobs, increasing household earnings, and contributing to economic productivity in Oklahoma County.

Jobs: Based on regional multipliers established by the Bureau of Economic Analysis (BEA), this project will create an estimated 198 jobs in the region. Of this total, 95 construction jobs are estimated. For each initial construction job created by the project, two jobs are created in all industries in Oklahoma including manufacturing; professional; scientific and technical services; retail; finance and insurance; and transportation and warehousing, among others.

Household Earnings: Based on BEA data, this project will increase the total household earnings in Oklahoma communities by \$6,078,472.

Economic Productivity: Based on BEA data, this project will increase economic output in Oklahoma communities by \$19,007,756.