Frequently Asked Questions
Basin Management Action Plan (BMAP) Project Portal
Florida Department of Environmental Protection (DEP)

BMAP Coordinator Contacts

To find a list of BMAP coordinators and email links go to https://floridadep.gov/dear/water-quality-restoration/content/basin-management-action-plans-bmaps.

Access

Q: What browsers are supported to access the portal?
A: The supported browsers are Firefox, Microsoft Edge, and Google Chrome.

Q: How do I access the DEP BMAP Project Portal?
A: There currently is a practice version of the DEP BMAP Project Portal here https://betaenv.dep.state.fl.us/DearRpdp. Please note that project information may not be accurate, and any changes made will not appear in the true database. This dataset is only used for practice. For the production version of the DEP BMAP Project Portal, go to https://prodenv.dep.state.fl.us/DearRpdp. The portal will open mid-November and close mid-January. A DEP Business Portal account is required to access the DEP BMAP Project Portal. If you do not have an account, you will need to create one using the “Register” button at the top right of the Sign In page. Please inform your DEP BMAP Coordinator once you are registered to get access to the BMAP Project Portal.

Q: How can I be designated as someone who has access to view and edit my BMAP projects and/or how can I remove access to a past employee?
A: Contact your DEP BMAP Coordinator.

Q: Can a person be associated with more than one BMAP?
A: Yes. You only have to log in once to see all the BMAPs and projects for your entity.

Q: Can a person be associated with more than one entity in the portal?
A: Yes. Some people, like consultants, work on project information for more than one entity. Lead entities need to contact the BMAP Coordinator if an employee’s or consultant’s access to projects should be added or removed.

Notify Coordinator for MS4/BMAP Compliance

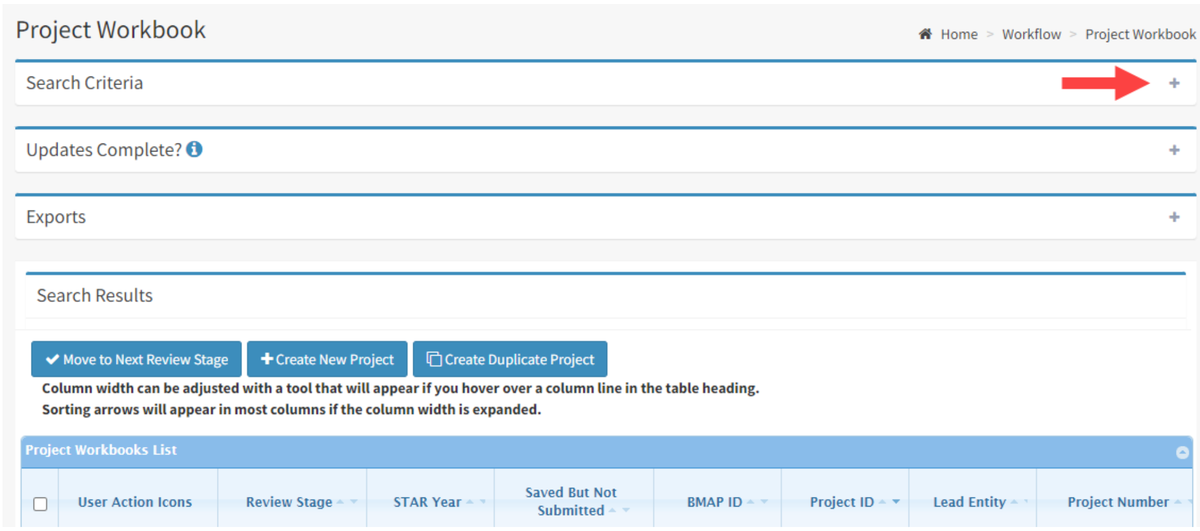
Q: What do I do once all my updates are complete for this reporting period?
A: On the Project Workbook screen, expand Updates Complete, select the entity and BMAP, and click the “Notify Coordinator” button. This will notify your coordinator that all project updates are complete and submitted for coordinator review. Projects not moved to the "Coordinator Review" review stage prior to clicking this button will not be reviewed for the current reporting period.

Q: What if I have no project updates this reporting period?
A: You will need to click the “Notify Coordinator” button under the Updates Complete section to confirm there are no further updates.

Getting To or Exporting My BMAP Project Information

Q: How do we get to our project list from the "Welcome Page"?
A: When you go to the Welcome Page, you can hover over "Workflow" in the top left corner of the screen and then select "Project Workbook" from the menu to access your list of BMAP projects.

Q: How do I select the BMAP I want?
A: A Search Criteria box is available at the top of the page. Click the plus sign (+) on the right side to open a search. There will be a dropdown for BMAP ID. Any BMAPs to which you are assigned will show as a four-letter code and you can select the BMAP(s) you need. BMAP codes are listed in the table at the bottom of the FAQ. If the BMAP you need is not listed, please contact your DEP BMAP Coordinator.



Q: How do I search for my projects?
A: Using the Search Criteria box you can search for projects based on BMAP ID, entity, project status, project type, review stage, and other criteria. After clicking Search, a list of projects will appear in the Search Result box. You can view an individual project by clicking the View button (eye icon) and edit a project by clicking the Edit button (pencil icon) in the User Action Icons column.

Q: Is there a way to track my edits made to projects?
A: Yes. An archive (history of changes) list will simultaneously appear below the search results under Archive Search Results. Individual changes are highlighted in blue for each project. These data can also be included in an export.

Q: How do I export my data?
A: Exports are based on the results of the search criteria. The Export All Projects button exports all of your search results. You can also check the boxes of individual projects from the search results list and click the Export Selected Projects button. The Include Archive Search check box will add the archive search lines to the export. When using this function, it is important to narrow results as much as possible because the Archive Search can make the file size very large. Files are automatically downloaded as Excel spreadsheets.

Q: Is my previous project information in the portal already or do I have to enter everything again?
A: All your data will be there for your existing projects. You can make updates to the prior data and enter any new projects you would like to submit. Please add any missing information to your current projects.

Q: Can other users in my organization see my new entry?
A: Yes, if you have other users designated, they will be able to see your entries once they are saved.

Reviewing Changes and Entries Before Submitting to DEP

Q: What are Verified, Not Verified, Historic, and None and why can't I edit them?
A: The verification status is a new feature and is used by DEP staff. Since the feature is new, all projects have a default status of None. As projects are submitted after the implementation, DEP staff will notate the verification status. Definitions of each status can be found in the BMAP Project Portal Reference Guide document.

Q: What does it mean to move a project to the next "Review Stage"?
A: For the purpose of project collection updates, data entered into the portal is moved through various stages of review and acceptance. These are called "Review Stages" (e.g., Entity Entry, Coordinator Review, Coordinator Verification/Validation Approved). In the portal, this term is not related to BMAP milestones for meeting reduction targets or allocations. Clicking the green check mark under "User Action Items" means that you are done editing your project and it moves your project to the "Coordinator Review" phase. DEP will check the information submitted and the supplemental information provided. This can also be done by selecting multiple projects from the Project Workbook List and clicking the Move to Next Review Stage button or clicking Save and Submit at the at the bottom of each Project Information form. New or updated total nitrogen (TN) or total phosphorus (TP) credits will trigger a DEP review based on the supporting information provided.

Q: Will we have the ability to route the updates for review within our organization before submitting it to DEP?
A: Yes, all reviewers should log into the portal to review data. There are two options once you update your information – "Save" or "Save and Submit." The "Save" option will keep your changes in the Entity Entry status and allow others to check the information without triggering the DEP coordinator review process. Once any user selects the "Save and Submit" or "Move to Next Review Stage" option, the project will go to the Coordinator Review phase and will be "view only" for the entity. When you enter your changes, you are able to save them without moving the changes to the next review stage. If you have multiple users within your organization, everyone can look at and review the information you have saved before you submit it to your DEP coordinator review ("Move to Next Review Stage" feature).

Q: Can we print the information we have saved?
A: You can print and export individual projects. You can also screen print the project information, which will print your entire page, by right clicking on the page and selecting "Print."

Q: Does the history of project changes include the annual updates prior to the development of this portal?
A: No, the history will track only the changes made within the portal starting with this STAR year. The changes made this year will be reflected next year and so forth.

Requests for Additional Information

Q: Will these projects be sent back to edit if there are entry issues, and if so, how will we receive a notification if there are additional corrections needed?
A: A request for additional information (RAI) email will be sent via the portal by the coordinator. The coordinator will notate what additional information or clarification is needed.

Latitude/Longitudes

Q: Are the same criteria for selecting a lat/long still being used this year (e.g., decimal degrees, centroid of the project area for non-structural projects)?
A: Yes, the lat/long guidance is the same. A tutorial video about entering lag/longs is available. If you

have a structural project, you should use the project location for your lat/long. If you have a nonstructural project, you can use a centroid of the project area clipped to the BMAP or subbasin/project zone or a site that you feel represents the project (e.g., an education center, your entity's administration building, your public works yard, as long as they are within the BMAP boundary and the right priority focus area, project zone, sub-basin, etc. as your project).

Q: Are all the lat/longs saved in the portal the same as those previously submitted?
A: The lat/longs are same unless the lat/long submitted was determined to be an incompatible point (such as one that was located outside the BMAP area). Any entries deemed not compatible have been changed to “NULL” and the entity should submit a new lat/long. Lat/longs in the portal have been truncated to six decimal places and new lat/longs should be submitted with six decimal places.

Session Time/Time Out

Q: There is a session time out counter near the top of the screen. How is this calculated?
A: This is a DEP database requirement. Anytime you move to another screen, it will reset the session time to 60 minutes. When you remain within one screen, the time will count down.

Q: If the session times out, what is saved?
A: You must click the "Save" button to save your work. You can click "Save" anytime you want. If the session times out, any non-saved work will be lost. Saving your work does not submit the information to DEP. Submitting your update to DEP is a separate step and can be done using “Save and Submit” or "Move to the Next Review Stage."

Project Details

Q: Is there a reference document that provides definitions and rules for entering project details?
A: Yes. The BMAP Project Portal Reference Guide is available to download.

Q: Is there a copy/paste feature to duplicate project inputs that are in more than one BMAP or crediting location?
A: Yes. Duplicate a project by selecting a project in the Project Workbooks list and clicking the Create Duplicate Project button. This can also be done by clicking the Create Duplicate Project button at the bottom of the Project Information form after selecting Edit to enter the project. A new Project Information form will open that will be prepopulated with all project information from the original project except the following: ProjID, BMAP ID, Project Number, Crediting Location, TN and TP Status and Reductions, Is Project Fully Funded, and Supplemental Questions (if applicable).

Q: Is there an "NA (not applicable)" option if credits do not apply to a project?
A: Yes, those NA and TBD options are available if you do not have the TN/TP Reduction information for the project because it is unavailable, the project type ineligible for credit, or you are in a fecal indicator bacteria BMAP. However, in nutrient BMAPs, if your project is a creditable project type and the status is "Completed," and you submit credits, you will be asked to provide the TN/TP supplemental information to verify the credits submitted. If you do not yet have the information needed to verify your credits, you should select TBD.

Q: Is it correct that the project status "Completed" refers to "Construction Completion"?
A: The project is considered "Completed" when it is fully functional and achieving the reduction. The time after construction when this occurs may differ between wastewater projects and stormwater projects, so list the year the reduction has or will be achieved.

Q: Can a new project be deleted if needed?
A: No, once a project is saved in the portal, a record will remain in the database. The Project Status of projects that will not be implemented or are erroneous (e.g., not in the BMAP area) are classified as "Void or Rejected" in the Project Status field. These status options are only available to DEP staff. If you feel you have entered a project erroneously, please contact your coordinator. If a project was planned, but was not implemented, entities can change the Project Status to "Canceled." Once a project has been published in the Statewide Annual Report, it will continue to be published. Annual updates are unnecessary on canceled, rejected, and voided projects.

Q: Is there a field for comments or notes?
A: There is not a notes field at this time. The Project Description field is often used for additional details as long as the description does not exceed 255 characters.

Q: What happens if you have a document type that doesn't fit the document types listed?
A: Use the "Other" designation for your document. However, you must provide the document types that are required for that project type. The Verification Helper (an Excel file) can help you understand what document types are required for any project type.

Q: How do I know what documents are required to be uploaded for my new or updated project credits?
A: The multi-select drop down menu Required Data in the Documents tab shows each piece of required data as determined by the project type. Each must be selected at least once to allow for a project to be submitted for Coordinator Review if the project has associated credits or the credits have changed. Additionally, the Verification Helper (an Excel file) can help you understand what document types are required for any project type.

Q: Is there a file size limit to the supporting documents?
A: Yes, the file size limit is 200 MB. If your file is larger than 200 MB, use a compressed or zipped file. If you still cannot upload your document, contact your DEP BMAP Coordinator.

Q: Which permits do you want as supporting documentation? Will it ask for the kind of permit you need to submit?
A: The permit kind depends on a project type. For wastewater, we want the facility permit. For stormwater projects, it depends on the project type, and entities should submit the permit which contains the best supporting information for credit verification. The portal will not specify the kind of permit you should provide.

Q: What is the ProjID?
A: The ProjIDs are the primary key in the database. They are an important unique identifier and as such DEP must assign the ProjID; that field cannot be changed by local entities.

Q: Can multiple funding sources and amounts be entered into the Funding section?
A: Yes, you can add multiple funding sources by using the plus sign icon (+) in the bottom left corner of the Funding box/grid to add additional funding sources. You can also edit the entries using the pencil icon or delete a row using the trash can icon.

Q: How should stakeholder submit technical issues with the portal?
A: Email your BMAP Coordinator with the details of your problem or suggestion. Please include enough information that we can recreate the issue. Screenshots are helpful as well. The BMAP Coordinator will submit the problem reports to the portal contractor.

Table 1. BMAP ID Table

BMAP ID	BMAP Name
ALAF	Alafia River Basin
BACH	Bayou Chico
BIRL	Banana River Lagoon
CALO	Caloosahatchee River & Estuary
CHHO	Homosassa/Chassahowitzka
CIRL	Central Indian River Lagoon
DELE	DeLeon Springs
EWCO	Everglades West Coast
GEMI	Gemini Springs
HAMO	Lakes Harney, Monroe, MSJR and Smith Canal
HILL	Hillsborough River
JABL	Jackson Blue
JESU	Lake Jesup
KING	Crystal River/Kings Bay
LOBR	Long Branch
LSJM	Lower St. Johns River Main Stem
LSJT	Lower St. Johns Tributaries
MANA	Manatee River Basin
NIRL	North Indian River Lagoon
OKEE	Lake Okeechobee
OKLA	Upper Ocklawaha
ORCR	Orange Creek
RAIN	Rainbow Springs
SAFE	Santa Fe River
SILV	Silver Springs
STLU	St. Lucie River and Estuary
SUWA	Suwannee River Basin
VOBL	Volusia Blue
WACI	Wacissa
WAKU	Upper Wakulla River and Springs
WEEK	Weeki Wachee
WEKR	Wekiva River, Rock Springs Run, and Little Wekiva Canal
WEKS	Wekiwa and Rock Springs