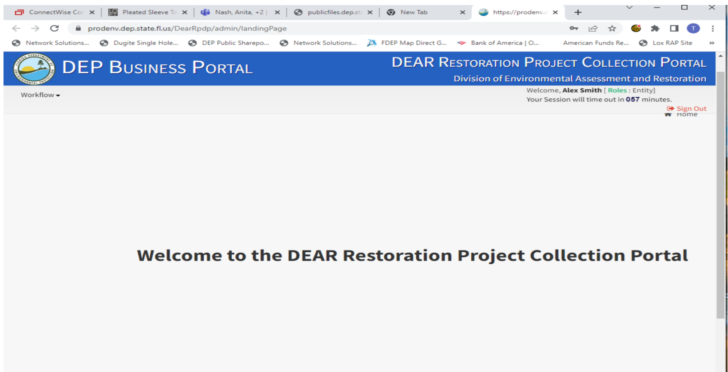
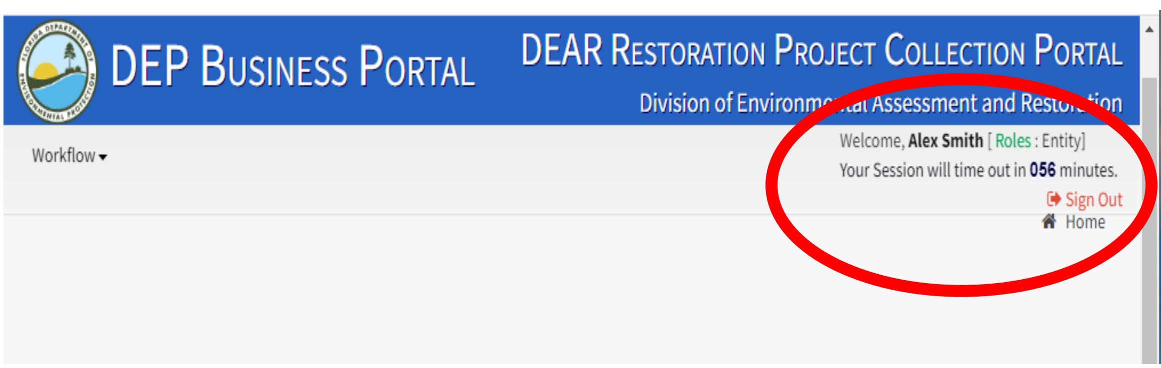
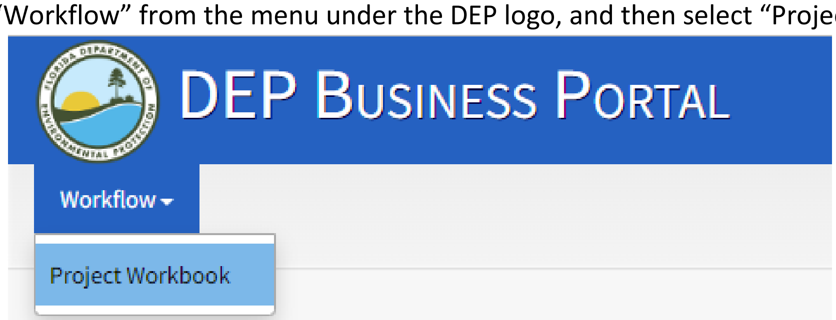
DEP Basin Management Action Plan (BMAP) Project Portal
Proposed Workflow for Lead Entity Users

Logging Onto the Business Portal

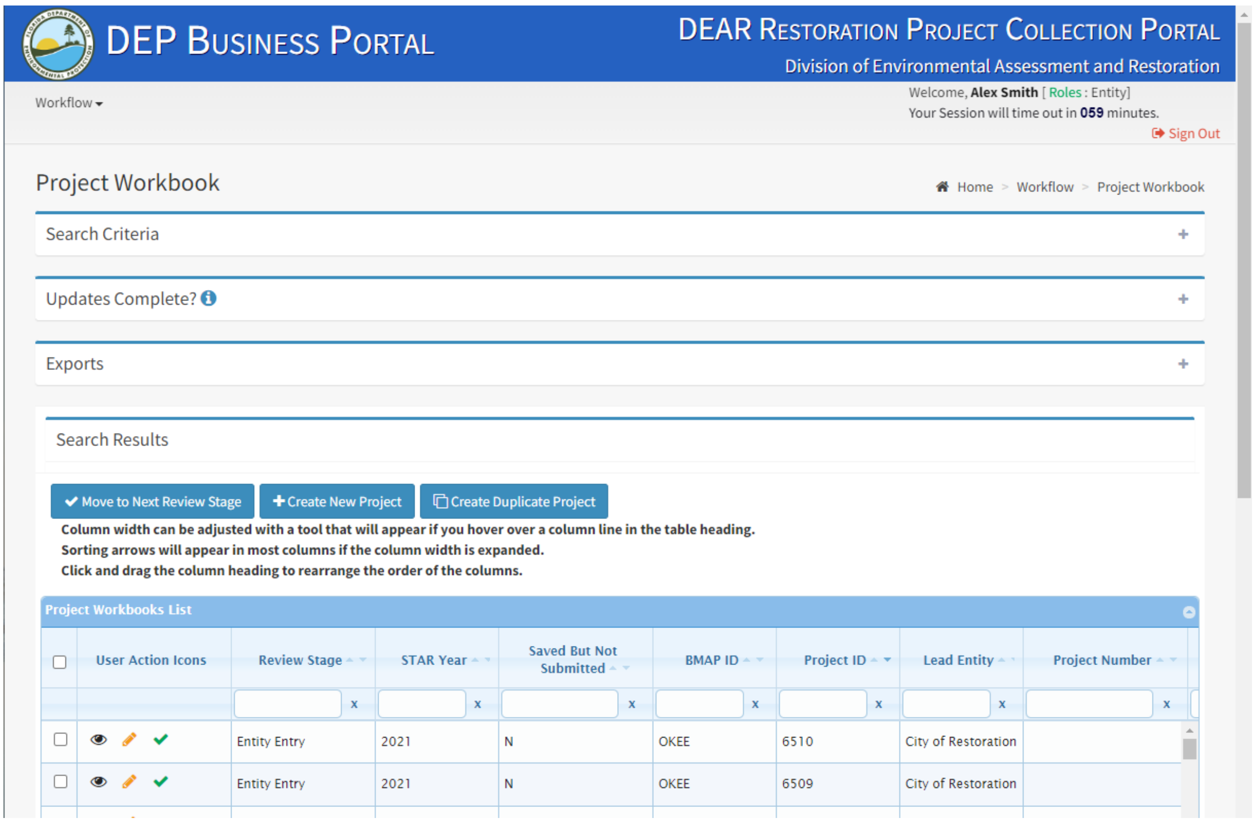
1. Navigate to the Business Portal and Login: https://prodenv.dep.state.fl.us/DearRpdp.
    a. 

2. Like all DEP Business Portal applications, the Project Portal has a timer for security purposes. If you need to step away during your portal session, this timer assures that you will log out securely. However, as long as you continue to work in the portal window, you will refresh the timer when you change views.
    a. See the session timer section below inside the red circle.
    b. Above the timer, you should see your log in name and the role you play in the portal as well as a way to sign out when you are finished.
    c. 

Reviewing Existing Project Details

3. Select “Workflow” from the menu under the DEP logo, and then select “Project Workbook.”
    a. 

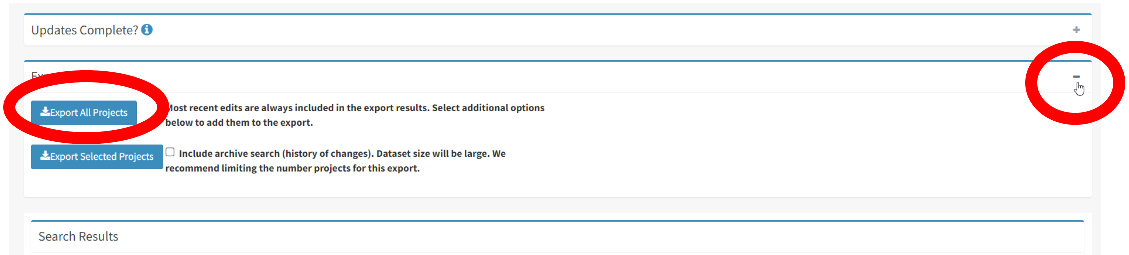
4. In the Project Workbook Page you have a lot of options:
    a. Search for projects.
    b. Indicate that project updates are complete or not necessary at this time.
    c. Export information.
    d. Make changes to existing projects.
    e. Add new projects.
    f. Add a new project using an existing project as a template (create a duplicate project).



Exporting Your Project Details for Internal Review (Optional, But Helpful)

5. If you are new to your position and/or the portal, it might be best to export your project workbook so you can get more familiar with your projects before you make edits or additions. During the project submission process in the portal, there are many stops in place to ensure you submit all the information necessary to include your projects. DEP recommends having all your project information at hand before you start inputting information into the portal.
    a. To export your project information to review it before making edits, expand the exports option by selecting the plus sign (+) on the right side of the Exports ribbon:

i. For this first task, we will select “Export All Projects.”



b. When you export your projects, an Excel file will open. You will need to click the “Enable Editing” button at the top of the window to make edits. The table exported should already have the cells filtered by row 1 and those headers frozen in place so that when you scroll up or down in the table, you won’t lose the header row.

c. The majority of stakeholders are limited to exporting their own projects. Consultants may see projects with multiple lead entities if they are assigned to more than one. In the Project Status field (column F), sort your projects from A to Z. Project statuses may be the following:

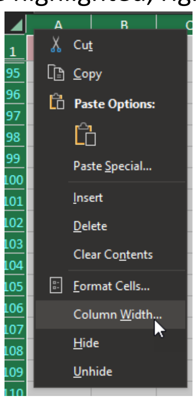
   i. Canceled – the project was canceled by the stakeholder and will not be completed or no longer achieves nutrient reductions.
   ii. Completed – the stakeholder has indicated that the project is structurally complete and is in operation to provide nutrient reduction treatment; these projects may be credited if reduction estimates are verified by DEP.
   iii. Ongoing – the stakeholder has indicated that an education or recurring project such as street sweeping is underway within a service area. Credits for these projects are generated by submission of MS4 tools, code enforcement information, or other means. Credits for ongoing projects do not typically change annually unless a significant change in effort or service area has taken place.
   iv. Planned – the stakeholder has submitted a project that is in the planning stages but has a strong chance to move to an underway stage within the next few years. The Wish List status should be used for more tenuous projects, which will be excluded from the STAR.
   v. Rejected – used by the BMAP coordinator to indicate an ineligible project.
   vi. Underway – the stakeholder has indicated that a project is in a phase past the planning stage and is going to be completed in the future.
   vii. Void – used by BMAP coordinator for projects that have been submitted to the portal but do not contribute to the BMAP, such as projects that fall outside the BMAP boundary.
   viii. Wish List -- optional projects that will be implemented as funding becomes available. Unlike the main project list, these future projects are not yet considered commitments by the lead entities and can be removed without providing a replacement project or replacement reduction at any

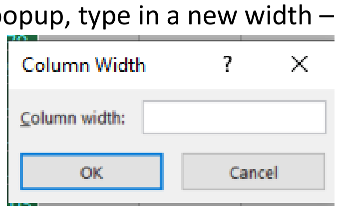
time. Wish List projects are not published in the STAR but are available to BMAP coordinators in the portal.

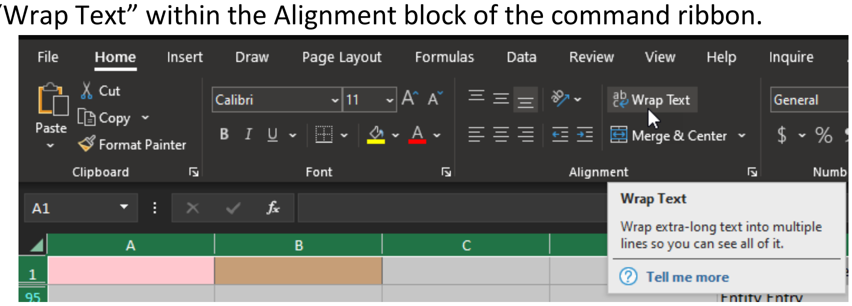
Information Necessary for Verifying Changes to TN or TP Reductions

6. **Note:** Only completed and ongoing projects that are verified by DEP staff and contractors to reduce nutrients (TN or TP) are considered in the annual reporting towards meeting allocations or other nutrient management goals.
    a. More information than what is in the Excel sheet may be needed to verify projects.
        i. Each project type has different verification requirements.
            1. You may look that information up in the posted verification helper on the DEP website: [https://floridadep.gov/dear/water-quality-restoration/documents/bmp-verification-helper.](https://floridadep.gov/dear/water-quality-restoration/documents/bmp-verification-helper)

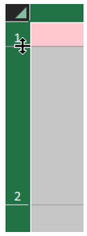
Tips on Formatting and Color Coding Your Excel Project List Export

7. Notes on Excel ease of use:
    a. If the cells are unmanageably long to scroll past, go to column A. To the left of column A is a triangle that will allow you to highlight all the cells when you click it. Once all the cells are highlighted, right click column A and select "Column Width."
        i. 

        ii. In the popup, type in a new width – try 20.
            1. 

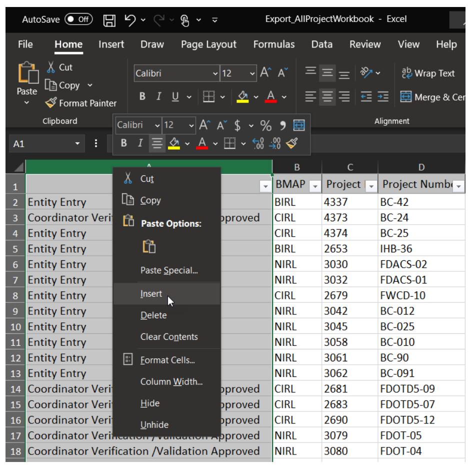
        iii. Since you may still want to read text within cells, highlight them all again then go to "Wrap Text" within the Alignment block of the command ribbon.
            1. 

iv. With all the cells still selected, go back and double click the line between row 1 and column 2 to auto-resize the width of the cells.

1. 

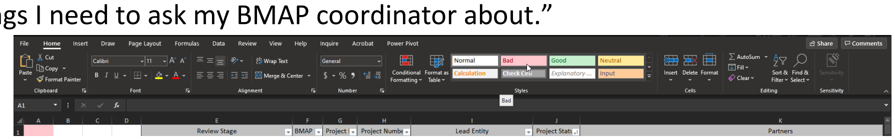
b. Now to add some color-coding helper cells – you could also do this in another place if you prefer, choose your own adventure.

   i. Right click on column A and select “Insert” four times.

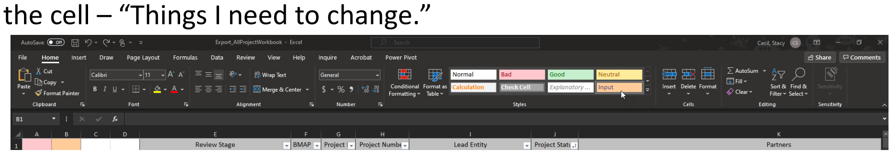
      1. You can select columns A, B, C, and D then right click to insert four new columns to the left of column A.
      2. 

   ii. Click inside the new column A, row 1, so that it is highlighted but the cursor is not ready to type.

   iii. Then go to “Styles” in the home ribbon. This may also appear as a button called “Cell Styles.” Select the red fill with red text labeled “Bad.” Then type in the cell – “Things I need to ask my BMAP coordinator about.”

      1. 

   iv. For column B, row 1, select the orange fill with purple text labeled “Input.” Then type in the cell – “Things I need to change.”

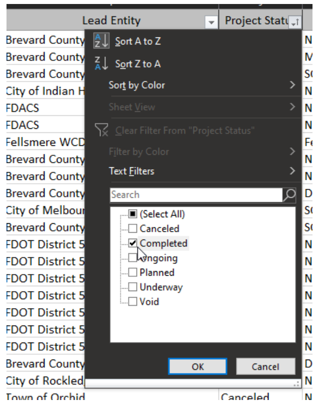
      1. 

   v. Okay, what about columns C and B? These two columns (or more) are for you. You can make as many or as few color formatting notes as you please to assist you with understanding your project workbook.

Consider Reviewing Projects Based on Project Status or Your Own Color Codes

8. For the sake of time, let us focus only on these project statuses: Completed, Ongoing, Underway, and Planned.

a. Go back to your Project Status field--now column J if you added the helper columns, still column F if not. Filter by using the down arrow button inside the cell for completed projects.



b. Go through each of your completed projects to see if there are any discrepancies with your records. If there are, or there is information missing with a "TBD" or "Not provided" highlight the Project ID and the cell in question with either the "Bad" style formatting or the "Input" style formatting depending on whether you have a question about the project or if you need to find the information to submit.

c. Now do the same process for your Ongoing Projects.

9. Most changes/updates should occur in your Underway and Planned projects.
   a. Filter these just like the ongoing and completed projects above, but you may want to add more notes such as "talk to X" within your own organization or go find "Y" information before going back to the portal interface.
10. You can add new projects here just to organize your thoughts if you like. However, it is recommended that you color code them so you can easily find them again when you go back to the portal interface, especially if you have a long list of projects.

Entering, Saving, and Submitting Data to DEP In the Portal

11. Once you have all your information in your workbook and any verification details for any changes to TN or TP reductions, go back to the portal and make the changes you want and add your new projects. For TN or TP changes, you will be prompted to upload the verification details.
12. After you make changes within the portal, you will have the option to "Save" your edits or "Save and Submit" your changes. Use the "Save" feature to keep the changes you made. If you do not select "Save" or "Save and Submit," your changes will be discarded. "Save" is so you can save your work *without* submitting the project changes to your BMAP Coordinator. If you want to share your updates with your manager or own internal team before submittal to DEP, this is the right option to use.
13. Once you are completely finished with your project changes, select "Save and Submit" which will notify your BMAP Coordinator that the project submitted is ready for DEP review. Once you select "Save and Submit," you will <u>not</u> be able to make additional edits to those selected projects without assistance from your coordinator, as your submitted entries will be held static pending their review. If you need to make corrections to projects that have been submitted already via "Save and Submit," you should contact your BMAP Coordinator.

14. To finish your annual reporting, you must use the “Updates Complete” section (see screenshot below) on the Project Workbook page for any BMAP in which you are listed as a Lead Entity. The Updates Complete section is the second window down that can be expanded using the plus (+) sign on the right side of the screen. Note that by selecting the “Notify Coordinator” button, you are verifying the “Ongoing” projects continued during the reporting period, so make sure you have reviewed your “Ongoing” entries. Once all of your updates are submitted, expand the “Updates Complete?” section and select your Lead Entity name and BMAP ID from the drop downs. If you are in multiple BMAPs, you can notify your BMAP coordinator one BMAP at a time or for more than one. Click the “Notify Coordinator” button to generate an email to your BMAP coordinator that you are finished with your updates. This action will also generate an entry in a DEP report used for BMAP and MS4 compliance that you have participated in BMAP reporting for the year.

Notifying DEP that You Have No Updates for This Reporting Period

15. Even if you have no additions or project changes, you should review any projects that have a Project Status of “Ongoing” to confirm they are still occurring. To finish your annual reporting—even if you have no changes--you must use the “Updates Complete” section (see screenshot below) on the Project Workbook page for any BMAP in which you are listed as a Lead Entity. The Updates Complete section is the second window down that can be expanded using the plus (+) sign on the right side of the screen. Expand the “Updates Complete?” section and select your Lead Entity name and BMAP ID from the drop downs. If you are in multiple BMAPs, you can notify your BMAP coordinator one BMAP at a time or for more than one. By selecting the “Notify Coordinator” button, you are verifying the “Ongoing” projects continued during the reporting period. This action will also generate an entry in a DEP report used for BMAP and MS4 compliance that you have participated in BMAP reporting for the year.