

**Basin Management Action Plan (BMAP) Project Portal Training
Webinar Summary**

Friday, October 21, 2022

9:00 am – 10:52 am

Participants

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Alys Brockway, Hernando County
Robert Brooks, DEP
Scott Browning, Manatee County
Brent Burford, Johnson Engineering
Tiffany Busby, Wildwood Consulting
Lauren Campbell, DEP
Timothy Carlisle, Cape Canaveral
Andrew Carswell, Levy County
Morgan Cates, Howey-In-The-Hills
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James Condon, AECOM
James Cook, Pensacola
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Jane Dai, Casselberry
Rett Daniels, Jackson County
Joseph DeBono, Johnson Engineering
Jian Di, SJRWMD
Cory Dilmore, Inverness
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Jon Dowler, Brooksville
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Carole Estes, SWFWMD
Robert Falk, Volusia County
Jessica Fetgatter, DEP
Sommer Foster, Jackson Prewitt
Mandy Frederickson, Suwannee County
Jim French, Neptune Beach
Marcy Frick, Tetra Tech
Alan Garri, Kimley-Horn
Bruce Gilligham, High Springs
Lisa Good, Melbourne
Tina Gordon, Wildwood Consulting
Susan Gosselin, Osceola County
Justin Gostnell, Seminole Electric
Nicole Gough, Dewberry
Alexa Graf, ETM
Kyle Grandusky, GMA Water
Troy Green, Hillsborough County
William Griffin, Stuart
Rebecca Grohall, MBV Engineering
Sam Hankinson, DEP
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Joe Heilman, Volusia County
Jorge Hernandez, Hendry County
Scott Hersey, Ocala
Jeffrey Hilton, Tampa
Tyna Hilton, Edgewater
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Robert Holland, Minneola
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Alyse Howell, Volusia County
Rachel Howard, FRWA
Bobby Hughes, Neptune Beach
Julie Hughes, Deltona
Austin Hunter, Jackson County
Phil Hursh, Winter Springs
Antonio Jefferson, Gretna
William Karlavige, Jacksonville
VJ Karycki, Rockledge
Mitchell Katz, Orange County
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Richard Kirby, Hernando County
Kevin Koehler, Dewberry
Danielle Koury, Lake Mary
Matt Krug, Atlantic Beach
John Lamberti, Jacksonville Beach
Natalia Larsen, GRU
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Milton Leggett, Stuart
Ivette Leiva, FDOT
Timea Lewis, Hernando
Paul Linton, Palm Beach County
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Heather Maggio, Tampa
Justin Mahon, Fort Myers
Sean Maroney, Volusia County
Stefan Matthes, Culpepper & Terpening
Bach McClure, Brevard County
Patrick McCord, FWC
Jerrone McLaren, Clermont
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Chris Mickler, GRU
Krystal Miller, Ocala
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Sean Morrisson, West Melbourne
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Laura Savage, GAPAC
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The full webinar recording and supporting materials are posted to the Florida Department of Environmental Protection (DEP) file transfer protocol (FTP) site at:
<http://publicfiles.dep.state.fl.us/DEAR/BMAP/BMAP%20Project%20Collection%20Portal/Portal%20Trainings/10212022/>.

Questions and Answers

Question: When it comes to project numbers, if I am working with a couple of projects with the Florida Department of Agriculture and Consumer Services (FDACS), can I find my project using that project number or I am supposed to have a DEP project for me to be able to enter any details?

Answer: It would be the DEP project number, not the FDACS project number. If you are the lead entity, it will be in your project list if you entered it or you can enter into your project list. If FDACS is the lead entity, then they will have to do that entry.

Question: How do we confirm that our email is associated with the correct number of BMAPs?

Answer: We have made all those associations for you but, when you log in, if you click on the BMAP ID dropdown, you should be able to see all the BMAPs listed there that your lead entity is associated with.

Question: As a new employee how do I know who my BMAP coordinator is to get a log in and ensure I have access to all my BMAP areas?

Answer: Very good question and we are going to show a slide at the end that will show you by region who the coordinators are. If you have any questions, feel free to email me [Tiffany Busby] and I will send you to the right place. The BMAP managers are Diana.M.Turner@FloridaDEP.gov and Moira.Homann@FloridaDEP.gov. We will show contact information for all the BMAP coordinators after Tina's overview. Feel free to contact me at TLBusby@wildwodoconsulting.net if you need help.

Question: Last year we did an update for our facility and a lot of the updates we had didn't match to a recognized project. In that case, do we just follow the example and do select all and notify our coordinator? To give you an example, we probably had to clean out our drying beds and had maintenance costs for our facility but it didn't meet one of the BMAP projects. We have activities going on but they don't meet the criteria of a project.

Answer: That happens often. In that case, that would be considered as not having updates to the BMAP project list. You would just review any ongoing projects that you have, if you do have any, and hit the notify coordinator button.

Question: In terms of the export functionality and working with multiple partners through a reasonable assurance plan, are there ideas about unifying some of the reporting to potentially use that export feature for other management plans like the reasonable assurance plans that might be inclusive of many jurisdictions or is there a way to do that in the portal?

Answer: There is not currently. The portal is strictly for BMAP projects. Reasonable assurance plans

are not part of the portal at this time. In recent years, we have standardized the reasonable assurance plans to be in line with what the BMAPs are, but if you look at historic reasonable assurance plans, 4b or 4e plans, there was not that standardization so then getting all that previous data that is currently still being used in reasonable assurance plans up to par with the BMAPs would be a multi-year, very large effort. At this time, we have not had conversations about including those alternative restoration plans into the portal. However, as we develop and work with stakeholders to develop alternative restoration plans, particularly 4b plans, in the future that we set up those projects in a very similar way to how we have our BMAP projects set up to help standardize that and help the process for folks that have multiple types of restoration plans in their jurisdictions. Currently, this is strictly for BMAP projects but that is a great question.

Question: As an entity, the Estuary Program here in Tampa Bay, we try to coordinate with each of the partners on a similar sort of action plan database, is what we call it. Is there a way we can work with DEP to get at least an export of all the information contained in these BMAP portals on our five-year reporting time sets to include into our reasonable assurance plans.

Answer: I think what you're asking for is a complete list of all the BMAP projects. You cannot get it from the portal for other entities but that is partly because we do not want to get data that are not verified or finalized out to entities other than the ones we are working with to tighten up that data. What you can do is go to any STAR year for the Statewide Annual Report online and there is a download for that year's dataset. That will include all the projects statewide for every BMAP. That comes out in Excel so you can easily filter that data and get down to the level that you need. That will contain all fields and that is the finalized dataset that we publish annually with the annual report. If you need help from DEP to identify how to filter that and what is there and what is not, they would be happy to talk with you so you can use that dataset effectively for your reasonable assurance needs.

Comment: That would be great. I'm trying to avoid having partners entering data in multiple locations.

Question: Does the Excel indicate Export All Project or Export Selected Projects note in the spreadsheet?

Answer: Kind of. If you look at how the export is titled, you can see this one is titled Export_ProjectWorkbookAndArchive. This other one is Export_AllProjectWorkbook. The default title and if you look at the tabs, as well, the way the tabs are titled when they are exported gives you some indication if that is enough of an indicator for you.

Question: Can you remind us of how the session time out clock works?

Answer: Every time you change the page, this will be reset to 60 minutes. That is important because it will time out. That is a safety feature. We tried to get it expanded but it was a no. It is an online compliance thing. If you see this is ticking down, you might want to go down and hit save on it. If you're in the middle of working on a project and you need to step away, I would just hit save and come back to it later. You can save something without having to submit it yet because, if not and this times out, you're going to lose your progress on that.

Question: Where is the wish list again?

Answer: The wish list is under project status. We have all of our standard project statuses and then we have wish list as an option.

Question: Do wish list projects get project numbers?

Answer: They do but they won't be the consecutive project numbers that you're thinking of. They will get a special project number until they are moved to a planned or underway status. I think they will get a WL project number.

Question: If we do put a project in and we get that voided or rejected notice, do they tell us why?

Answer: Yes.

Question: If we put the wrong coordinates in or did a scrivener's error.

Answer: If the latitude/longitude (lat/long) is wrong and it is a new project, it is not going to let you submit it. When you go to edit an old project, if the lat/long is wrong and it is in the wrong BMAP, it is going to pop up an error and say you cannot submit these changes because your lat/long is not compliant with the BMAP. If you submit a new project and we look at and go OK this is removing vegetation from a stormwater retention pond, which is part of your permit requirements for maintenance and that is not something we credit in the BMAP. We would reject that new project and it would open up a template for the coordinator to type in a reason. The coordinator would say this is part of your permit requirements for BMP maintenance; therefore, it is not eligible to be listed for the BMAP and they would hit send when they reject it. It would change it to rejected but you would get an email telling you why we have rejected it.

Question: What lat/longs should be used for wide area "projects" like street sweeping and outreach?

Answer: We were just about to get to that, and I will show that in a second. [Note: You can pick a central location within your jurisdiction and the applicable BMAP. If you pick the centroid of your entity, that may be outside the BMAP.]

Question: What datum is DEP using for lats/longs?

Answer: North American Datum of 1983 (NAD83).

Question: Do we have a field for grant identification numbers?

Answer: Yes. There is a field for DEP contract number and a separate field for Water Management District (WMD) contract number.

Question: Do we have a summary of all the new required fields/information to be added for this year's update?

Answer: It will be in the updated instructions so that will be provided on the website. Most of these are not newly added fields necessarily. There is just a couple of features and a few fields. We are going to go over a couple of new fields, as well that are going to show up for certain project types. They have always all been required, the fields at least. We do not always get them but now the portal is going to require you to put that information in.

Question: For Project Type, you mentioned the Best Management Practice (BMP) Verification Helper. Can you review if/how we should be using that? I see a 2021 version.

Answer: We will be uploading an updated one. From the portal, you can get to a lot of resources. It says, "Project Eligibility, Reduction Amount & Supporting Documents." If you click that, it is going to take you to the BMPs Efficiencies page where you can get some information like the BMP Verification Helper. The portal is going to give you a lot of this same information so you may not need it but, if you want it, you can open it and still do what you used to do or still look at the project type lists and what those categories are, especially things like load tracking or in waterbody you may not know where

project type is. Looking at all the project types in this structure might be easier for you. You can use that or you can continue to use the portal.

Question: Since "Annual O&M [Operations and Maintenance] Cost" is listed separately, is it correct that "Cost Estimate" field also includes O&M costs, if known?

Answer: I believe that cost estimate is defined as excluding O&M costs because there is a separate field for that. Early on, we had a request from stakeholders to separate those because some folks really wanted to show their O&M costs independently of the initial construction, purchase, installation costs of a project.

Question: Does onsite treatment and disposal system (OSTDS) remediation include septic-to-sewer conversions? OSTDS replacements with advanced treatment systems?

Answer: OSTDS remediation does include septic-to-sewer conversions. It also includes OSTDS replacements with advanced systems. Those are two different project types. One is OSTDS phase out and the other is one is OSTDS enhancement

Question: If a project boundary has been modified, do we need to upload the revised shapefiles via the portal?

Answer: Yes.

Question: Are there quick guides to download for use on the most common activities?

Answer: Yes, there will be some quick guides, some shorter guides and then, of course, the big book, which is a larger document that goes through every single field and defines it.

Question: Is there a data validation function prior to the final submittal just to hash out potential errors?

Answer: No. You can hit save to check for initial errors but some fields it only checks when you hit save and submit so that is when you will have to clear the errors out.

Question: Are there any file size restrictions for upload?

Answer: Yes, there is a limit of 200 megabytes. You can upload zip files so that is great for your geographic information system (GIS) files to make them more compact. If there is a situation where the file size is exceeding and you need to be compliant, just contact your coordinator and we can help you with that. We can upload a note to the system as part of your uploads that says this was provided offline. We will have that note and we will have a file with what was provided offline and that will get you to compliance.

Question: Can we upload geodatabase GIS files?

Answer: Yes, you can upload a geodatabase GIS file. It just needs to be zipped so that it will meet the file size requirements and upload better and download better.

Question: Earlier you referenced municipal separate storm sewer systems (MS4s). National Pollutant Discharge and Elimination System (NPDES) reporting requirements this year include listing total maximum daily load (TMDL)/BMAP related projects. Will portal information be shared inter-divisionally, or will we continue to provide this information in separate reports?

Answer: This project portal is just for your BMAP projects. When we referenced the MS4s, all we are saying is that reporting in the BMAPs is part of your MS4 requirements, it is part of your compliance.

Occasionally, the MS4 team may reach out to us and say can you tell us if City of Restoration has been participating in their BMAPs as required. We have a table now to export to them to say here is all the last times we heard from them and will list it by STAR year and who did the check in to notify the coordinator so that we have a really succinct way of saying yes, they participated this past year and the previous four years, or the last time we heard from them was three years ago, or we do not have any record of hearing from them.

Question: The portal closes January 13, 2023. Any estimated date when it will reopen in 2023?

Answer: That is a great question. Yes, we are closing it on January 13 and I will say that there is a plan to always have the portal closed for a certain amount of time. We need to get that snapshot in time, verify projects, and get a final dataset for that year's STAR before we start getting additional changes. If it stays open and it keeps rolling, because we also have things to do in the portal, it makes it really hard to keep up with changes. There will be a portion of time in which the portal is closed. It is my understanding that the hope is once we get this off the ground, we will be able to give stakeholders more time to work in the portal by opening it earlier. I would not anticipate that happening ever before STAR is published but potentially in the summertime. We hope to do that but we do not have a solid plan or date yet. We need to see how it goes with the full rollout.

Comment: As a reference, it may take Orange County, four to six months to collect the required information from our county partners.

Answer: We realize that and that is why the current schedule is the same schedule that has been used since 2017 when we started doing all the reports at the same time statewide. Sending out the request in November for the updates and having it due mid-January and then having the report ready no later than July 1, that has been the schedule since 2017. We are keeping that same schedule now but our hope is that by having the portal we can increase the amount of time that the portal is available to you to make changes. The STAR project list, your project list, is always available to you. The last published STAR list is always available online in the last published STAR for download. You can use that list to grab your projects and start collecting your updates via Excel if you like, especially if they are partners that are not going to be entering those themselves in the portal.

Comment: Now users are dealing with new software.

Answer: We are hoping that, overall, this makes it easier and particularly by adding the export function so that you can circulate a saved spreadsheet that has not been submitted amongst the people you need to confer with before you actually submit it will help everybody be more efficient with the reporting. There will be a learning curve and there will be a learning curve on our side, too, since it is an electronic system so there will probably be some things we find out need adjustment as we all use them a lot and try to do special things and particular combinations. The pilot run last year really helped and we made a lot of improvements to it since last year so hopefully it will be much easier to use and will have more features that will help you with your own review before you provide the information back to DEP. When you get in here and start entering stuff, if there is an issue, we will make sure there are people here to assist you so you can call us and we can assist. You can contact your coordinator. We are not going to send you off and running and then not be there to give you support as a new user as you move through this. All the coordinators have had extensive training, they have used the system, they have been in the system entering test data to understand how it works. We are here to support you and we know it is going to be a little bit of a learning curve. It will be super important that as soon as the portal opens for you to go in there and start inputting your projects, even if you do not have all the information ready to go, just starting to get familiar with it as soon as possible so that you are able to gather your information, get familiar with the portal, and get back to us with questions early on in the process and not towards the

deadline where everyone will be scrambling around to get everything in.

Comment: This looks like it may be a great source of metrics for local programs to evaluate BMP reductions, cost per pound removals, etc.

Answer: We have over 400 entities in the database. We have over 6,000 projects and might have climbed to almost 7,000 now so other programs are looking and using this database for information about projects. It is being used and it is useful that it is being standardized and we have all the BMAPs in one place.

Question: But the portal will not be available to mid-November, correct?

Answer: That is correct. If you need your project list now, though, you can go to the link for the STAR (<https://floridadep.gov/dear/water-quality-restoration/content/statewide-annual-report>) and go to the contacts and data tab and you can download the Excel spreadsheet, which is complete for the whole state. If you turn on your filters in Excel, you can filter for your dataset and use that if you feel like you really need to get started sooner rather than later.

Question: Does DEP have a sandbox we can get into and test drive the software before November?

Answer: We are hoping to make that happen. We are working on that and if you will reach out to your coordinator, we will set a time to try and get an opportunity for you and some others in your entity, if there is more than one of you making updates, to work within the test portal to try it out and get familiar with it. If you do that before the November open date, we should be able to help you.

Question: Just to confirm, updates include all BMAP project activity up to December 31, 2022, and the report is due in STAR by January 13?

Answer: Yes, that is the same timeline we always have been working on. Just to clarify, the report itself, the STAR, is not due from DEP to the Legislature and Governor until July 1; however, your BMAP updates are due by January 13. If that seems like a long time, it really is not. You all provide the raw data and then much happens with that information (charts, graphs, Story Maps, project credit verification). It is actually a fast paced schedule to get the report ready each year by that deadline.