Apply for RiverSmart Rewards Online

Apply for RiverSmart Rewards to receive discounts on your DC Water bill. Discounts are calculated based on the installation of green infrastructure practices that retain stormwater. These are also called stormwater retention Best Management Practices, or BMPs.

1. Create and Manage Your Account

You must have a registered account to use the Stormwater Database.

1. The database is available at ddoe.dc.gov/swdb. Click *Log in or create an account* to open the database.

2. From the database home screen, click *New Account,* fill out the form, and click *Save* to request a database account. Within two business days, the District Department of the Environment (DDOE) will grant you access to the database and notify you via email with log in instructions. The email, and many other notifications, will be sent to you from notify@quickbase.com.

3. After you receive an email from DDOE, follow the instructions in the email to finish creating your account. Do not share your log in credentials with others.

2. Start a RiverSmart Rewards Application

1. Click *My RiverSmart Rewards Dashboard* and then click *New RSR Application*.

2. Identify if the site has a Stormwater Management Plan (SWMP) that has been approved by DDOE staff. A SWMP is a set of drawings and calculations prepared by an engineer and the SWMP includes information on construction, installation, operation, and maintenance. Most residential properties will not have a SWMP associated with the stormwater projects.

3. If there is a SWMP, click *Apply for RiverSmart Rewards* to begin a RiverSmart Rewards application with the SWMP information.

4. If there is no SWMP, click *Apply for RiverSmart Rewards* if you have already entered a site address, or click *New Site*. Enter the address and the *Site Owner/Manager.* Then click *Apply for RiverSmart Rewards.*

5. Identify whether you are submitting a Simple Application or a Standard Application:

   - **Simple Application***:* Green infrastructure manages 2,000 square feet of impervious surface or less. Most residential properties can use the Simple Application.

   - **Standard Application***:* Green infrastructure manages more than 2,000 square feet of impervious surface.

6. Identify yourself as the applicant and select whether you are the owner, tenant, or agent.

7. Click *Save.*

3. Add DC Water Accounts

1. Click *Add DC Water Accounts*. If you have already entered your DC Water account, click *Select Accounts.* Otherwise, click *New DC Water Account* and enter the account information. Be sure to attach a copy of the DC Water Bill. Then, click *Return to application.*

2. Enter all DC Water Accounts that will receive a discount with this application. For residential properties, there is usually just one DC Water Account. For condominium associations or homeowner associations where individual units are billed by DC Water separately, there may be many DC Water accounts.

3. Click *I'm done adding DC Water Accounts* to proceed to the next section.

4. Enter Green Infrastructure Information

Enter information for each green infrastructure (GI) practice (also called best management practices, or BMPs). If your RiverSmart Rewards application is for GI that is part of a SWMP, skip this section.

1. From the application, click Add *Green Infrastructure Practice* to add GI. On the form that appears, the Stormwater Database will use the term BMP instead of GI.

2. You must add each GI practice separately. For example, if you have two rain barrels, you must enter two separate rainwater harvesting practices.

3. Enter the installation date. For RiverSmart Homes practices, you may leave the installation date blank.

4. Identify the BMP group and BMP type. For assistance in determining the BMP group or type, you may contact DDOE at riversmart.rewards@dc.gov or (202) 715-7644 or consult the Stormwater Management Guidebook.

   ● **Green Roof**

   ● **Rainwater Harvesting**: Includes rain barrels, cisterns, and similar practices

   ● **Impervious Surface Disconnection:** Includes downspouts that drain into a landscaped or pervious area. If the application includes an impervious surface disconnection, please attach site diagram to the application.

   ● **Permeable Pavement**

   ● **Bioretention:** Includes rain gardens

   ● **Infiltration**

   ● **Open Channel Systems**

   ● **Ponds**

   ● **Wetlands**

   ● **Proprietary Practices**

   ● **Tree Planting:** Trees must be planted after May 1, 2009 to qualify. Enter the tree species as the *BMP Name.* Enter each tree species as a separate BMP, but multiple trees of the same

species can be entered as a single BMP. DDOE will verify that each tree species meets the minimum eligibility specifications.

5. Attach a photo of the green infrastructure practice. Photos can also be sent to riversmart.rewards@dc.gov.

6. For Standard Applications, enter the contributing drainage area (CDA) for BMP. This is the area that drains to the BMP. Complete the *BMP Retention and Treatment Achieved* section of the form. Use the BMP spreadsheet found at ddoe.dc.gov/riversmartrewards to determine BMP storage volumes, or contact DDOE at riversmart.rewards@dc.gov or (202) 715-7644 for assistance.

7. Click *I'm done adding BMPs* to proceed to the next section.

5. Add Attachments, Complete Application, and Submit

1. Attach any necessary documents to the application, including any additional photos of green infrastructure practices. Photos or documents may also be sent to riversmart.rewards@dc.gov. For GI funded through RiverSmart Homes, you do not need to attach any contracts or installation information.

2. Click *Review, Sign, and Submit*

3. Review the application information and make any changes if necessary. Then, click *Sign and Submit Application.* Type your name, enter the date, and click *Submit Application.*

4. If you receive an error message when you try to sign the application, make a change in your application to resolve the error, and then sign the application.