



RiverSmart Rewards Standard Application Information and Instructions

The District Department of the Environment (DDOE) administers the application and verification process for both RiverSmart Rewards (DDOE's Stormwater Fee Discount Program) and DC Water's Clean Rivers Impervious Surface Area Charge (IAC) Incentive Program. A person who submits a RiverSmart Rewards Standard Application is requesting a discount under both programs.

While the discount verification process is the same for the two programs, there are several differences between the two programs with respect to maximum discount rates, retroactivity, and program expiration. To learn about the differences between the two programs, please visit <http://ddoe.dc.gov/riversmartrewards>.

REQUIRED DOCUMENTATION

In order for stormwater retention Best Management Practices (BMPs) to be considered for a discount, the applicant must provide design and technical details for each of the BMPs listed on the application. BMPs must be installed, fully functional, and maintained in order to be eligible for a discount.

If the BMPs were installed through DDOE's RiverSmart Homes or RiverSmart Communities, submit requirements 1 and 2 only.

Required documentation includes:

1. **Standard Application Form (starts on page 6 of this document)**
2. **Copy of recent DC Water bill**
3. **Submit one - either (a) or (b):**
 - (a) If the site has a DDOE-approved Stormwater Management Plan (SWMP) that was submitted through the building permit process, submit **Stormwater Management Plan Final Approval Notice**, issued by DDOE.

OR

- (b) If the BMPs were installed voluntarily, not as a requirement of the District's Stormwater Management Regulations, submit **design and technical specifications**, as described below (see an Example Site Plan at ddoe.dc.gov/RiverSmart-Rewards-Documents).

A site plan that includes the following information:

- Grading of the site (i.e. contour lines)
- Location of each BMP (i.e. geographic coordinates)
- Identification of each BMP (e.g. "standard green roof" or "enhanced bioretention")

- Contributing drainage area into each BMP
 - Size (i.e. dimensions) of each BMP
 - Cross-sectional details of each BMP
 - On-site retention volumes of each BMP
 - Conveyance system (i.e. utilities)
 - North arrow
 - Street names and site address
4. **Standard Application BMP Spreadsheet**, found at <http://ddoe.dc.gov/RiverSmart-Rewards-Documents>.
 5. **2013 Rainwater Harvesting Retention Calculator, if seeking a discount for rain barrels, tanks, or cisterns**, found at <http://ddoe.dc.gov/RiverSmart-Rewards-Documents>.
 6. **Maintenance plan and schedule** for each BMP.
 7. **Monitoring plan** for each BMP that captures stormwater for use (i.e., rainwater harvesting)
 8. **In the case of proprietary practices, include the specification sheet(s)** for each proprietary BMP.

CALCULATING THE DISCOUNT

DDOE calculates discounts based on the total volume of stormwater that an eligible BMP, or combination of BMPs, retain or capture on site. The calculation assumes that 710.75 gallons of rainfall are produced by a 1.2-inch storm event on a 1,000 square foot area. Therefore, a property managing a 1.2-inch storm event will be awarded the maximum allowable discount under both RiverSmart Rewards and the Clean Rivers IAC Incentive Program (i.e. a 4% Clean Rivers IAC discount and a 55% RiverSmart Rewards discount). Please visit <http://ddoe.dc.gov/calculating-a-riversmart-rewards-discount> to learn more about how DDOE calculates discounts.

For RiverSmart Rewards, the Stormwater Fee discount will begin to accrue on the date a complete application is submitted to DDOE. This accrual is calculated and managed in the same method as a Retroactive Discount. See below. For the Clean Rivers IAC Incentive Program, the IAC discount will begin on the date the discount is posted to the DC Water account.

NOTIFICATION BY DDOE

DDOE will notify the applicant of its decision, or if DDOE has any questions regarding the information on the application.

RETROACTIVE DISCOUNTS

A Retroactive Discount is available under the RiverSmart Rewards program only. The Clean Rivers IAC Incentive Program does not offer any retroactive discounts.

DDOE will award a Retroactive Discount to applicants who have previously installed BMPs that currently meet the RiverSmart Reward eligibility requirements. DDOE will calculate a Retroactive Discount to the date of installation or May 1, 2009, whichever is later. The ratepayer will receive the value of the Retroactive Discount over time as a credit against the balance of the Stormwater Fee after DDOE applies the regular monthly Stormwater Fee discount. Therefore, for the period of time that DDOE is “paying back” the Retroactive Discount, the Stormwater Fee will be \$0.00.

To receive a Retroactive Discount, submit a Standard Application by July 31, 2014 and include the one or more of the following documentation:

- Documentation verifying date of installation
- Maintenance records (if applicable)
- Recent photos of fully installed BMPs

For more details on Retroactive Discounts, please visit <http://ddoe.dc.gov/riversmart-rewards-retroactive-discounts>.

INSPECTIONS


A DDOE inspector may contact the applicant to schedule an inspection. The purpose of the inspection is to verify the BMPs seeking a discount are accurately described, maintained, and functioning as intended. If DDOE has recent inspection records for the property, an additional inspection may not be required.

Please note:

- If the inspector is unable to conduct an inspection because he or she is not allowed access to the property, DDOE will cancel the application for a discount.
- If the inspection reveals any installation or maintenance issues, the inspector will provide the applicant with a written notice that describes corrective action requirements. The applicant will be required to make these corrections and contact DDOE for a follow-up inspection before a discount is awarded.
- If the inspector discovers inconsistencies with the information on this application and the actual practices installed, the inspector will report this information to the discount program manager, who has the right to cancel the application. The applicant may submit a corrected application or new application.

Government of the District of Columbia
 District Department of the Environment
 Stormwater Management Division

Sample DC Water Bill



Service Address
 WASHINGTON, DC 20032

Account and Property Information
 Account Number
 Square/Suffix/Lot
 Impervious Surface Square Footage 800

Bill Summary

Billing Date	11/01/13
Previous Balance	\$32.40
Payments as of 10/31/13	\$0.00
Late Fees From Prior Balance	\$0.00
Outstanding Amount Due	\$32.40
Total Current Bill	\$45.24
Total Amount Due - Please Pay by 11/26/13	\$77.64

Customer Service / Servicio Al Cliente: (202) 354-3600
 Emergencies / Emergencia: (202) 612-3400

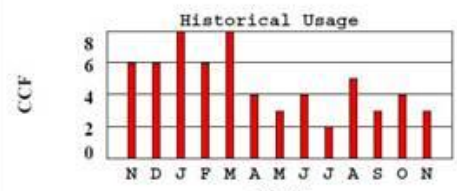
Meter Number	Prior Read Date	Current Read Date	Number Of Days	Prior Read	Current	Square feet of impervious area (square feet)	Change (square feet)	Read Type
12060059	09/27/13	10/30/13	33	581	584	3	2,244	ACTUAL

DC Water Impervious Area Charge

Category	Amount
CURRENT WATER AND SEWER CHARGES - RESIDENTIAL	
Metering Fee	\$0.41
Metering Fee	\$4.15
Water Services 3 CCF x \$ 3.61	\$10.83
Sewer Services 3 CCF x \$ 4.41	\$13.23
Clean Rivers IAC 1 ERU x \$ 11.85	\$11.85
CURRENT CHARGES AND CREDITS	
DC Government PILOT Fee 3 CCF x \$.53	\$1.59
DC Government Right of Way Fee 3 CCF x \$.17	\$0.51
DC Govt Stormwater Fee 1 ERU x \$ 2.67	\$2.67
TOTAL CURRENT CHARGES	\$45.24
TOTAL CURRENT BILL	\$45.24

IMPORTANT MESSAGES
 Please note that a rate change has been applied to your account effective October 1.

Historical Usage



1 ERU = 1,000 Square feet of Impervious Area

DDOE Stormwater Fee

Please return the portion below with your payment to ensure proper credit to your account. For payment options, see reverse.

"WATER IS LIFE"

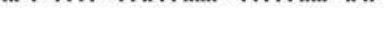
Take the opportunity to help your neighbor. Make a **SPLASH** by signing up for bill roundup. We will automatically roundup your bill each month to the next highest dollar. Your pennies will help those in need to pay their water bills. This program is administered by the **Greater Washington Urban League** for DC Water. See reverse for more details.

- Roundup Roundup plus \$1.00 Roundup plus \$2.00

Account Number
Please Pay By 11/26/13
 Amount Due after 12/02/13
 1-Time SPLASH Donation
 Amount Enclosed

Pay online at www.dewater.com
 Pay By Telephone (202)354-3600

000002470 01 AV 0.357 1/1 18 00008 11012013/UFLDCWA 1PG 5 0



WASHINGTON DC 20032-2210

DC Water and Sewer Authority
 Customer Service Department
 P.O. Box 97200
 Washington, D.C. 20090

Standard Application Checklist

Required documentation:

Standard Application Form

Copy of recent DC Water bill

Either:

(a) Stormwater Management Plan Final Approval Notice

or

(b) Design and technical specifications, including Site Plan, as described on pgs 1-2

Standard Application BMP Spreadsheet

2013 Rainwater Harvesting Retention Calculator, if seeking a discount for rain barrels, tanks, or cisterns

Maintenance plan and schedule for each BMP

Monitoring plan for each BMP that captures stormwater for use

Technical specifications sheets for proprietary practices, if applicable

Additional documentation if seeking a Retroactive Discount:

Documentation verifying date of installation

Maintenance records

Recent photos of fully installed BMPs

Contact Information

Address: District Department of the Environment
Attn: RiverSmart Rewards
1200 First Street NE, 5th Floor
Washington DC, 20002
Phone: 202-535-2679
Email: riversmart.rewards@dc.gov
Website: <http://ddoe.dc.gov/riversmartrewards>

RiverSmart Rewards Standard Application

SECTION 1: DC WATER ACCOUNT INFORMATION

From DC Water bill

1. Account Number:

2. Service Address*:

Washington, DC

Street # Street Quadrant Unit Zip
***This is the address where the stormwater Best Management Practices (BMPs) are located.**

3. Impervious Area: square feet

4. Billed ERUs:

5. Name on Account: Owner Tenant Other
Other Names on Account:

6. Billing Address, if different from Service Address:
Street # Street Quadrant Unit City State Zip

7. Email Address: Telephone Number:

SECTION 2: APPLICANT INFORMATION

8. Applicant Name: Owner Tenant Other

9. Address:
Street # Street Quadrant Unit City State Zip

10. Email Address: Telephone Number:

11. What is the best way for DDOE to contact the applicant regarding this application?
Check one below and fill in the appropriate information.
Email:
Mail, use (choose one): Service (#2) Billing (#6) Applicant (#9)

SECTION 3: SITE INFORMATION

Input site address into the [Locate Your Watershed](#) tool to find ward and storm sewer system information.

- 12. Ward number:
- 13. Storm sewer system:
- 14. Watershed:

Use the [Master Address Repository](#) to find square, suffix, lot (SSL), latitude, and longitude.

- 15. Square number: Suffix number: Lot number:
- 16. X coordinate: Y coordinate:
- 17. Is the site in the Anacostia Watershed Development Zone?
- 18. Property class: Other (specify):

- 19. Total Area: square feet
- 20. Disturbed area: square feet

21.	Pre-construction	Post-construction
Total Impervious Area:	square feet	square feet
Roof Area:	square feet	square feet
Patio/Deck Area:	square feet	square feet
Parking Area:	square feet	square feet
Sidewalks/Driveway Area:	square feet	square feet

22. Compacted Cover (graded and/or disturbed turf and landscaped area):		
	Pre-construction	Post-construction
	square feet	square feet

23. Natural Cover (undisturbed meadow/forest area):		
	Pre-construction	Post-construction
	square feet	square feet

SECTION 4: STORMWATER MANAGEMENT PLAN (SWMP) INFORMATION

Complete this section if the property has a DDOE-approved SWMP.

- 24. SWMP number:
- 25. Date as-built SWMP submitted to DDOE:
- 26. Project type:

SECTION 5: COMPLETE TABLE BELOW

Complete the table for all stormwater retention Best Management Practices (BMPs).

27.

Stormwater BMPs	Land cover that comprises the CDA (sq. ft.)			BMP Size (sq. ft. or gallons)	Retention Volume (gallons)**	Date Installed	Date of last inspection
	IA	CC	NC*				

*CDA: Contributing Drainage Area, area draining to the stormwater BMPs

IA: Impervious Area (ex. Roof, driveway, patio)

CC: Compacted Cover (ex. Grass, landscaping)

NC: Natural Cover (ex. forest or meadow)

**Determine retention volume by using the “Standard Application BMP Spreadsheet” found at <http://ddoe.dc.gov/RiverSmart-Rewards-Documents>.

Eligible stormwater retention BMPs include:

- Green roofs
- Rainwater harvesting
- Impervious surface disconnection to compacted cover, natural cover, or another BMP
- Permeable pavement systems
- Bioretention
- Infiltration trenches
- Infiltration basins
- Grass channels with and without amended soils
- Dry and wet swales
- Stormwater ponds
- Stormwater wetland



28. Trees

Number

Date Planted

New trees planted:

Trees preserved during construction:

29. For rainwater harvesting practices, how is the water being reused? For irrigation, provide the area (square feet) of the space being watered.

30. Proprietary Practices: Provide the brand name and attach technical specification sheet with application.

31. Was impervious surface removed? Yes No
If yes, contact DC Water for Impervious Surface Revision Request.

SECTION 6: (OPTIONAL) RETROACTIVE DISCOUNT INFORMATION

In order to receive a Retroactive Discount for the BMPs on this application, you must provide proof of the date of installation. This may include one of the following:

- Detailed contract or invoice from contractor or individual who installed the BMPs
- Invoices from purchase of plants, materials, equipment used during installation
- Maintenance records
- Date-stamped photos

The deadline to apply for a Retroactive Discount is July 31, 2014.

SECTION 7: CERTIFICATIONS

With my signature below, I certify that (1) I have read and understand the program requirements (details may be found at <http://ddoe.dc.gov/riversmartrewards>); (2) the information I have provided on this application is true, complete, and accurate; (3) I grant DDOE permission to conduct inspections of the above-mentioned stormwater retention Best Management Practices (BMPs); (4) I promise to maintain the BMPs so that they function to retain stormwater runoff; (5) I will inform DDOE if I remove, alter, or stop maintaining any BMPs that I have described on this application; and (6) I grant DC Water permission to share with DDOE information about my account.

Print Name: _____ Signature: _____ Date: _____