

# York County Stormwater Consortium BMP Reporting Tool

---

## *User's Guide*

This tool is designed to help MS4-regulated municipalities in York County, Pennsylvania streamline their proposal and reporting process in regards to the Chesapeake Bay Pollution Reduction Plan.

Municipalities can:

- + Submit a new proposal to request funding for a BMP project under the CBPRP
- + Report on the progress of a project that was previously funded through the CBPRP

The steps within this process require no GIS experience. We will use the Tool to complete the forms required by the York County Planning Commission (YCPC), and submit the final proposal or report to the County. For New Proposals, we will walk through the process to estimate pollution reduction loads using another web tool called BayFAST.

These instructions have also been recorded in a webinar series. You can access the webinars by clicking on these links:

Webinar 1: [Introduction](#)

Webinar 2: [Task 1 Getting started, Task 2: Begin your new BMP proposal or report](#)

Webinar 3: [Task 3: Define your project's geography](#)

Webinar 4: [Task 4: Estimate Pollution Reductions Using BayFAST, Task 5: Record Reductions in the YCSWC BMP Reporting Tool](#)

Webinar 5: [Task 6: Review and Submit](#)

The York County Stormwater Consortium BMP Reporting Tool was made possible thanks to a partnership between:



## Task 1: Getting Started

---

1. Go to <http://york.cicapps.org>
2. If you can't see the menu along the left side of the page (see image below), click "Menu" in top left
3. Click Register in the top left

1. Enter a Username
2. Enter a Password  
*Your password must contain at least one capital letter, one lower case letter, and one number.*
3. Confirm Password  
*Type your password again*
4. E-mail Address
5. First Name
6. Last Name
7. Organization/Affiliation
8. Click the button at the bottom that says Register

The screenshot displays a web browser window with the following elements:

- Browser Tab:** Login : York County Stormw...
- Address Bar:** york.cicapps.org/get-started/?redirect\_to=http%3A%2F%2Fyork.cicapps.org
- Navigation Menu (Left):** Apps, Bookmarks, Resource Handout.d..., Stormwater-BMP-M..., PEC Bill Tracker - Pe..., baltimore, economicbenefits.pdf, ArcGIS - ClearWater, Other Bookmarks. The 'Register' link is highlighted with a red box.
- Account Section (Top Right):** Account
- YCPC Logo (Left):** YORK COUNTY PLANNING COMMISSION, YORK, PENNSYLVANIA
- Login Form (Center):**
  - Username or E-mail:
  - Password:
  - Keep me signed in
  - 
  - [Forgot your password?](#)

## Task 2: Begin your new BMP proposal or report

1. Click on My Projects
2. Click Add New Project

Tip: If your project contains multiple BMPs at the same site, you will need to “Add new project” and follow all of the instructions **for each BMP**. Use the same project name for each BMP and add “-01,” “-02,” “-03,” etc. to the end of the project name. For more information, see the User’s Guide Addendum.

Add new project

Do not use the browser “back” button or you will lose the information in your form. Instead, use the buttons provided below to move from one section to another.

Basic Information   Sponsor Information   Additional Information

### Basic Information Tab

1. Enter Project Name  
*For new proposals, enter a new name; for existing projects, use the name on Table 6 of the CBPRP*
2. Enter Project Status  
*Select New Proposal, or select the status that best describes your existing project; if needed, provide clarifying details in the description section.*
3. Project ID  
*This option is not available for New Proposals. For existing projects, list your Project ID number from Table 6 of the CBPRP*
4. Enter a Short Description
5. Enter a Project Type
6. Enter Start and End Dates
7. Click Next

### Sponsor Information Tab

1. Indicate Joint/Multi-municipality Project  
*This refers to partners for this specific project. Enter details of who you are working with in the notes section on the next page.*
2. Enter Sponsor Name
3. Enter Primary Sponsor Address  
*Enter street address, city, state, and zip code*
4. Enter Primary Contact Name
5. Enter Primary Contact Phone
6. Enter Primary Contact Email

Tip: The “Notes” section in the Additional Information page is your only opportunity in the YCSWC BMP Reporting Tool to add additional text to your proposal or report. Please use this space to provide any additional information or explanation you would like to share with the reviewers.

### Additional Information Tab

1. Enter Total Project Cost  
*Do not enter dollar signs or commas. The system will not automatically reject these symbols now, but they will cause errors later.*
2. Indicate Secured Funding  
*If you have received additional funding for this project, select "Yes," and list the source(s) and amount(s) in the notes below.*
3. Indicate Design Completed
4. Indicate Secondary Benefits  
*Describe in the notes below. For example, list if the project is within a public park, indicate whether the project is in conjunction with other infrastructure improvements, etc.*
5. Specify Ownership
6. Specify Permits Required  
*Describe in the notes*
7. Indicate if Publicly Accessible
8. Enter notes  
*If you answered "yes" to Joint/Multi-municipality Project, Secured Funding, or Secondary Benefits, explain in this section.*
9. Click Create Draft

The screenshot shows the 'My Projects' interface. It is divided into two sections: 'Submitted' and 'Drafted'.  
In the 'Submitted' section, there is a card for 'My Project' with a 'Delete Project' button and a 'Details' button.  
In the 'Drafted' section, there is a 'Task status key' showing 'Complete' (green) and 'Incomplete' (red). Below it are two project cards:  
1. 'A new project at the waterfront' with a 'Delete Project' button and buttons for 'Details', 'Geography', 'Reductions', and 'Review/Submit'. The 'Details' button is green, while the others are red.  
2. 'New project' with a 'Delete Project' button and buttons for 'Details', 'Geography', 'Reductions', and 'Review/Submit'. The 'Details' button is green, while the others are red.  
At the bottom, there is a '+ Add New Project' button.

#### Navigation: My projects

To edit any of these sections, click the button, make your changes, and click update.  
To return to the My projects page, click My Projects on the menu on the left hand side.  
Tip: There are four steps to submitting a proposal or report. Once each step is complete, the buttons will change from red to green.

### Task 3: Define your project's Geography

#### 1. Click the Geography Tab

Tip: Click + and – to zoom in and out. If you search for an address, you can click the x at the top of the box to close the address box.

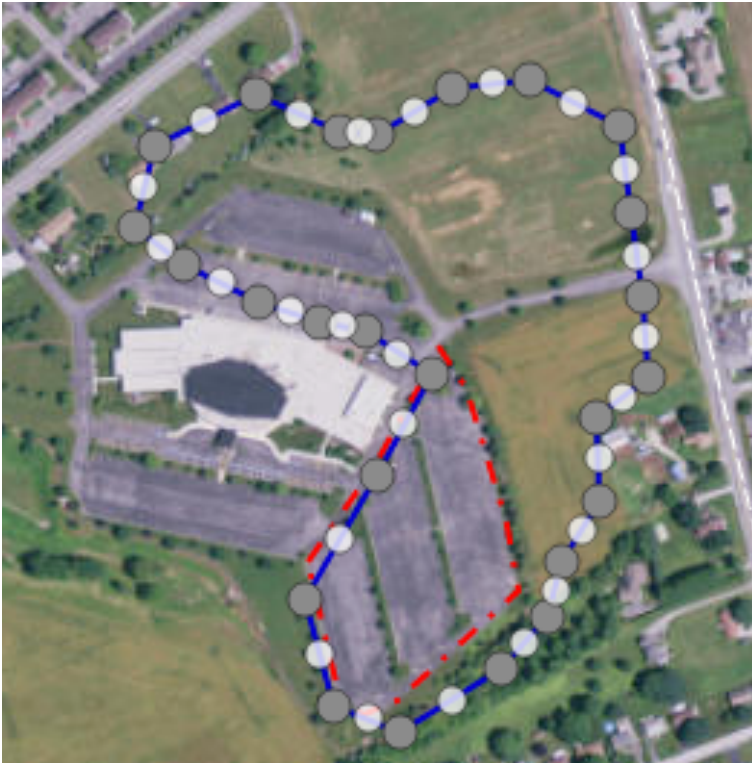


1. Verify Current Project  
*No action is required—this will default to the project you are working on.*
2. Search for the closest address  
*Find your project location by either using the address bar to search for an address or place name. You can also use your mouse to navigate the map window. The photo imagery you see may not be up-to-date; that's okay.*
3. Click Draw Project Area  
*Use your mouse pointer to draw the actual footprint of your project—this includes the land area where all of the BMPs for this project will be constructed. This does not have to be exact. If you make a mistake, click the “Draw Footprint” button again to start over. Single click to start your drawing; double-click to complete your drawing.*
4. Click Generate Treatment Area  
*This may take a few moments. The tool will identify all of the land area that drains through your project's footprint.. If it takes more than a few minutes, you may need to try drawing your project footprint again.*
5. Click Adjust Treatment Area (Optional)  
*This step is optional. If for some reason the treatment area that was generated by the tool doesn't look quite right to you, use your knowledge of the site to correct the treatment area boundaries. Examples might be when green infrastructure like an existing grass swale is intercepting runoff across a parking lot, or when stormwater drains or drainage ditches are redirecting runoff. Click and drag the gray and white dots to change the treatment area. To finish editing, click the button that says, “Click here to save.”*
6. Click Calculate Land Use / Land Cover Values  
*The tool will calculate the land use/land cover data for all of the area within the project area and within the treatment area. This information will be used to calculate pollution load reductions in the next step.*
7. Click Save Data

Tip: What is the treatment area? The treatment area is all of the land area where stormwater runoff drains through and is affected by your project area. Try to see how placing your project in a different location changes the size of the treatment area. This is modeled based on topography, and is not perfect, which is why you have the option to adjust the treatment area.

## A Closer Look: Task 3, Step 5: Adjust Treatment Area

When do you adjust the treatment area? In this example, based on my personal experience and knowledge, I know a drainage ditch along the road redirects runoff away from my project area. So, I can adjust the watershed shape to exclude that area from my calculations.



### Before Adjusting Treatment Area

This image is what I see on my screen after I click Adjust Treatment Area. The Generate Treatment Area tool ran an analysis of topography surrounding my project area, and identifies all of the land area where runoff potentially drains through and is affected by my project. However, based on my personal knowledge and experience, I know that a drainage ditch on the right side of the image is redirecting flow away from my project area.



### After Adjusting Treatment Area

Using my mouse, I click and drag the gray dots to change the border of my treatment area. Now, the treatment area does not include the drainage ditch along the road. When I'm satisfied with the new shape, I click the button that says "Click Here to Save." If I need to start over, I click save, then I repeat steps 4 and 5.



#### Task 4: Estimate pollution reductions using BayFAST

---

If this is a New Proposal, you will now need to estimate pollution reductions using another web-based tool called BayFAST. Please refer to the BayFAST User's Guide that accompanies this document. To report on existing projects, skip Task 4 and begin Task 5.

#### Task 5: Record Reductions in the YCSWC BMP Reporting Tool

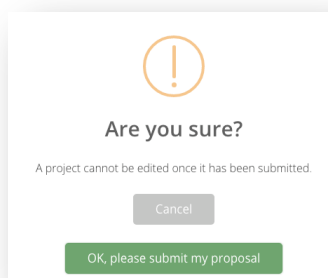
---

1. Return to the window in your browser with the YCSWC BMP Reporting Tool
2. Click on the Reductions button
3. Enter Total Nitrogen Reduction  
*For New Proposals: This is based on your calculation from the previous step.  
For reports on existing projects: Enter the reduction loads you reported to YCPC most recently (you may need to refer to your original CBPRP Proposal).*
4. Enter Total Phosphorus Reduction  
*For New Proposals: This is based on your calculation from the previous step.  
For reports on existing projects: Enter the reduction loads you reported to YCPC most recently (you may need to refer to your original CBPRP Proposal).*
5. Enter Total Sediment Reduction  
*For New Proposals: This is based on your calculation from the previous step.  
For reports on existing projects: Enter the reduction loads you reported to YCPC most recently (you may need to refer to your original CBPRP Proposal).*
6. Click Save results

#### Task 6: Review and Submit

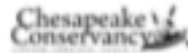
---

1. Click the Review and Submit button  
*Need to correct any of this information? Click on the My Projects tab on the left, and click the Details, Geography, or Reductions buttons to make changes to your project information.*
2. Click Generate Report (Optional)  
*This will open a page in a second window containing a 1-page .pdf summary of your project that you can save or print. To return to the Web Tool, click back on the first window.*
3. Click Submit Project  
*This is the final step, and will submit your proposal or report to the York County Planning Commission for review. You cannot make any edits once you submit click submit.*
4. Click Okay, please submit my proposal



New Proposal

# York Bioswale Project



Bioswale

York Twp



### General

Ownership:	Private
Secured funding:	Yes
Secondary benefits:	Yes
Designs:	Yes
Area (acres):	0.09
Length (ft):	N/A
Cost (\$):	8600



### Location

Longitude:	-76.63183
Latitude:	39.91501
Publicly accessible:	Yes
Impaired:	Yes
NPDES permit req:	No
HUC 12:	020503060706

### Description

The York Bioswale Project is designed to intercept stormwater runoff from the shopping center parking lot.

### Pollutant Reduction Information

Nitrogen reduction (lbs/yr):	21
Phosphorus reduction (lbs/yr):	1
Sediment reduction (lbs/yr):	514
Total pollutant reduction (lbs/yr):	536
Cost (\$) / lb:	16.04

### Notes

This is a joint municipality project with York Municipality 2; \$2000 was received by York County Community Foundation to support this project, and the remaining \$4600 was supplied by the CBPRP. Secondary benefits include complementing newly installed porous pavement.