

BMS WORKSHOP AGENDA

- BMS Application Dates
- BMS Account Setup and Requirements
- How to fill out the BMS Online Application
- Known BMS Challenges
- Who to Contact with BMS Questions

BMS APPLICATION DATES

- Stormwater Flood Management grant on-line application is available:

Went Live on January 20, 2011

- BMS on-line application submittal deadline:

April 15, 2011 by 5pm

BMS ACCOUNT SETUP AND REQUIREMENTS

- Web address:
<https://www.bms.water.ca.gov/BMS/Login/Log-in.aspx>
- Designed for use with internet explorer 7 or above
- Turn off your pop-up blocker
- Your account may already be setup if you were previously awarded or applied for a planning or implementation grant
- User name is your email address
- New account holders will need to contact their BMS Organization Administrator to authorize their account.

BMS ACCOUNT SETUP AND REQUIREMENTS

- Consultants will need to provide their clients BMS Organization Administrator with their email to be added to the clients authorized user list.
- Access for public users will be limited to filling out applications at this time

CA.GOV | Department of Water Resources Bond Management System



LOG ONTO BMS

User Name:	<input type="text" value="wadewylie@hotmail.com"/>
Password:	<input type="password" value="....."/>
<input type="button" value="Log In"/>	
Forgot Password	
Registration	

For information regarding the BMS please call (888) 907-4267 or email bmsadmin@water.ca.gov.

Log in OR Register

BMS ONLINE APPLICATION

- Proposal Name should include name of region and Stormwater Flood Management Grant Application (must be unique)
- Use short and concise answers to application questions
 - Be aware of maximum character limits in application text boxes
- Remember to save before leaving each tab
- Create as many projects as necessary
 - (fill out data completely for each project)
- Benefit Type: Select those that apply
 - A list is available on the IRWM website ([Resources & Links](#))

Department of Water Resources Bond Management System

Fill out required information on all Tabs

Home PSPs Projects Contracts Organization Admin

Home My Profile

Applicant Info Projects Applicant Information and Question's Tab Application Attachments Tab Application Attachments Tab (cont)

Full View

Applicant Information

APPLICANT INFORMATION

Organization Name	Testing Organization *
Tax ID	112658987
Proposal Name	Testing Organizations Implementation PSP * Maximum Character Limit: 150
Proposal Objective	<input type="text"/> * Maximum Character Limit: 2000 Please enter a Proposal Objective.

BUDGET

Other Contribution	\$0.00
Local Contribution	\$0.00
Federal Contribution	\$0.00
Inkind Contribution	\$0.00
Amount Requested	<input type="text"/> * Please enter the Amt Requested.
Total Project Cost	<input type="text"/> * Please enter the Total Project Cost.

Fill out all information
Be brief and concise

Notice Required Fields

GEOGRAPHIC INFORMATION

Latitude *	DD(+/-) -15 MM 22 SS 36
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BMS ONLINE APPLICATION

- You may edit the application after it is submitted until the deadline
- After edits remember to save and re-submit
- Print out final application and submit with hard copies on or before the deadline
- Communication tab is under development (don't use) at this time

KNOWN CHALLENGES WITH BMS

1. Most error messages are a result of exceeding the character limit in a text box
2. Most save errors are a result of not having all required fields filled out on the tab.
3. Most upload errors are a result of exceeding file size limit or name/character limits - refresh the page after upload
4. Look for the error message near the save button
5. Start your application early
6. Contact the BMS Administrator early if there is a problem, don't wait till the deadline!
7. A User Feedback Questionnaire will be circulated to allow users to comment on the BMS system.

Who to Contact with BMS Questions

- Difficulty with the BMS System:

- System won't save
- Getting an error message
- Can't upload a document
- Don't have access to my clients application

- Contact:

- BMS Administrator:
 - bmsadmin@water.ca.gov
 - 888-907-4267

- BMS application questions

- What is this question asking?
- How descriptive should my answer be?

- Contact:

- Wade Wylie
 - gwylie@water.ca.gov
 - 916-651-9250