

PAVERS - CONTRACTOR QUICKBASE APPLICATION GUIDE

IMPORTANT!

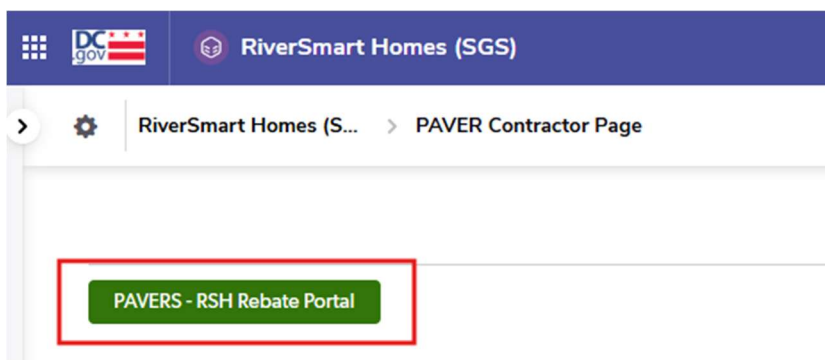
You will be uploading before and after photos of your project. If you use an Apple iPad or iPhone to take before and after photos, you must make these changes to your iPhone settings. Apple defaults a photo/image file format that QuickBase does not recognize and will not display.

You will have to make these Settings changes on your Apple device that you are using to take the photos:

- Go To [Settings]
- Click [Camera]
- Click [Formats]
- UNCHECK [High Efficiency]
- CHECK [Most Compatible]

SUBMITTING AN APPLICATION

When you login to RiverSmart Homes app in QuickBase, you are directed to your dashboard.



Click the **[PAVERS – RSH Rebate Portal]** button.

The first section of the portal provides links to guides, worksheets, etc.. You will need some (not all) to upload to your application.

TIP! We suggest that you download them all now and store them on your desktop.

Welcome to the Permeable Surface Rebate Portal!

Here you will find instructions and fillable .pdf documents to download, review, and complete before submitting your application. You will be asked in the Rebate Application to upload required documents and photos. [Hi-lited text](#) is a link to download the document.

Rebate Process

Before Construction Begins:

1. Determine project type (permeable pavers, and/or impervious surface removal) and location.
2. Review the [Permeable Surface Rebate Program Applicant Guide](#).
3. Perform a percolation test. [The Perc Test Worksheet](#) is part of the Rebate Application.
4. Select a contractor from our [Contractor List](#) or determine the equipment you will need if you will be performing the work yourself.
5. Complete the [Maintenance Agreement](#).
6. Complete the [Estimated Invoice](#)
7. Complete the Site Design
8. Upload at least (2) "Before" Photos
9. Complete the [Large Project Supplement](#)
(Only for permeable paver project measuring more than 1,200 square feet (sf))
10. Sign-Up for [RiverSmart Rewards](#) and receive discounts on your DC Water bill.
11. Download the [Project Completion Form](#) (you won't need this until Construction is complete).

The second section of the portal provides a checklist of required items to submit your application:

Once an application is submitted, the Alliance for the Chesapeake Bay will reach out with next steps.

Please wait to start construction until after approval is granted.

The project must be completed within one year of the notification that pre-construction approval has been granted.

Here is your checklist of required items to SUBMIT your application:

- ✓ Determined the Project Type and Location
- ✓ PERC Test Worksheet
- ✓ Maintenance Agreement
- ✓ Estimated Invoice
- ✓ Site Design
- ✓ (2) "Before" Photos
- ✓ Large Project Supplement
(Only for permeable paver projects measuring more than 1,200 sf)
- ✓ RiverSmart Rewards Sign-Up

If you have everything in the checklist ready, then click [HERE](#) to start and complete the **Permeable Surface Rebate Application**.

When all required documents are gathered, click the [HERE](#) link to start the application process.

The first step is to validate address:

- Enter the [Project Address] **TIP!** Spell out the Street type (Street, Road, Place, etc.) and use the two letter street suffix (NE,SE,NW,SW)
- Click the [Validate Address] button

✓ **Application Form**



1. VALIDATE ADDRESS

We need to first make sure your address is a valid DC Address.

Step 1. Enter the Project's Address Number, Street Name and Quadrant in the **[PROJECT ADDRESS]** below.

Step 2. Click the **Validate Address** button.

> "Working" means we are processing the Validation.

> If the **[Validated Address]** populates then continue on completing the form.

> If the validation does not return a Validated Address, correct the entry errors and try again.

A

Project Address

A validated address returns the validated address ([MAR Street Name] along with the [Sewer System] and [Ward]). This action also opens up the remaining sections of the application form.

Project Address

<input type="text" value="1618 Varnum Place NE"/>	<input type="button" value="Validate Address"/>
---	---

MAR Street Name

Sewer System

Ward

CONTACT INFORMATION

1. **[Applicant Name]** – Enter First and Last Name of the Site Owner.
2. **[DOEE Stormwater Audit Report #]** – If your customer has one, this is helpful (but not required).
3. **[Is the Primary Address the same as the [Project Address?]** – If you answer “YES”, the application defaults the value of the [Project Address] into [Primary Address] field. If you answer “NO”, then enter the address of the Site Owner. (This is rare and only occurs when the Site Owner owns other properties other than the one he lives in).
4. **[Primary Zip Code]** – The Zip code associated with the [Primary Address].
5. **[Phone]** – Site Owner’s phone number.
6. **[Email]** – Site Owner’s email address.

2. CONTACT INFORMATION

Applicant Name*

DOEE Stormwater Audit Report #:

Is the Primary Address the same as the Project Address?

*

Primary Address

Primary Zip Code

Phone*

Email*

PROJECT INFORMATION

3. PROJECT INFORMATION

Project Type*

Select up to 20 choices

Type of Building*

Contractor*

Project Size (square feet):

Current impervious area being replaced: square feet

[Project Type] – Select a [Project Type] from the dropdown.

3. PROJECT INFORMATION

Project Type*

Search choices

- REPLACEMENT OF IMPERMEABLE SURFACE WITH VEGETATION
- REPLACEMENT OF IMPERMEABLE SURFACE WITH PERMEABLE PAVERS

Contractor*

square feet

[Type of Building] – Select a [Type of Building] from the drop down. This action opens additional [Project Information] requirements.

3. PROJECT INFORMATION

Project Type*

Select up to 20 choices

Type of Building*

- Single Family Home (1-4 Units)
- Single Family Home (1-4 Units)
- Community Organization
- House of Worship
- Apartment
- Condominium
- Other

Contractor*

Current impervious area being replaced: square feet

Permeable pavers: square feet
(the Large Project Supplement)

Stormwater drainage area: square feet
(Ex: roof area redirected to project through downspout)

Perc Test Rate

(inches/hour)*

Downspout Filter Type*

Type of Edge Restraint*

[Contractor] – Always select “Hired Contractor”. This action opens the field called [Choose from our Pre-Approved Contractors List]. Select **your company** from the list.

3. PROJECT INFORMATION

Project Type*

Select up to 20 choices

Type of Building*

Contractor*

Choose from our Pre-Approved Contractors list:

13 matches found
Best Landscape Construction
Capitol Hardscapes
Concreto Plus Inc.
DC Green Solutions LLC
East Coast Landscape Design
First Impressions Hardscapes
G & D Construction
Green Future Construction

OR Other Contractor

square feet

*) square feet

*) square feet

Edge Restraint*

Project Size –

If your [Project Type] is “REPLACEMENT OF IMPERMEABLE SURFACE WITH PERMEABLE PAVERS], then the following additional information is required.

Project Size (square feet):

Current impervious area being replaced: square feet

Rebate area replaced with permeable pavers:
(Projects > 1,200 sf must fill out the *Large Project Supplement*) square feet

Stormwater drainage area:
(Ex: roof area redirected to project through downspout) square feet

Perc Test Rate

(Inches/hour)*

Downspout Filter Type*

Type of Edge Restraint*

If your [Project Type] is “REPLACEMENT OF IMPERMEABLE SURFACE WITH VEGETATION], then the following additional information is required:

Project Size (square feet):

Current impervious area being replaced: square feet

Rebate area replaced with vegetation: square feet

PROJECT COST

1. **[Excavation Depth]** – Enter the value in inches.
2. **[Basement within 10ft of project?]** – Select either “YES”, “NO” or “Unsure”
3. **[Total Project Cost]** – The maximum value allowed is determined in the [Rebate Amount] field. Enter a value in this field that is less than or equal to this value.

4. PROJECT COST

Excavation Depth (inches):

Basement within 10ft of project?:

Total Project Cost:
(Rebate eligible portion only)

Rebate Amount:
(Project area x \$8 for vegetation and x \$15 for pavers)
Maximum rebate: \$6,000 for MS4 and Historic Anacostia

UPLOAD DOCUMENTS

Upload the following documents:

- Perc Test Worksheet
- Site Design
- Estimated Invoice
- Maintenance Agreement
- RiverSmart Rewards Sign-up sheet
- Large Project Supplement – (this document is required for projects > 1,200 square feet only)
- Before Photo 1
- Before Photo 2
- Before Photo 3 and Before Photo 4 are optional

5. UPLOAD DOCUMENTS

Perc Test Worksheet*

No file chosen

Site Design*

No file chosen

Estimated Invoice*

No file chosen

Maintenance Agreement*

No file chosen

RiverSmart Rewards Sign-up Sheet*

No file chosen

Large Project Supplement

No file chosen

Before Photo 1*

No file chosen

Before Photo 2*

No file chosen

Before Photo 3 (optional)

No file chosen

Before Photo 4 (optional)

No file chosen

PARTICIPANT FEEDBACK AND SUBMITTING THE APPLICATION

Enter any participant feedback in the fields below. Click the **[SUBMIT Your Application]** button.

6. PARTICIPANT FEEDBACK

How did you hear about the RiverSmart Permeable Surface Rebate Program?

Why did you choose to participate?

Comments:

SUBMIT Your Application



Success

We have received your RiverSmart Homes Rebate Application.
We are now reviewing your application and will reply shortly via email.

When the application is submitted, you will get an email from the Alliance Team that indicates the Progress Status of the Application.

1618 Varnum Place NE Status has changed

RD riversmarthomes @ dc.gov (via Quickbase) <notify@quickbase.com>
To: Cameron, Brian (DOEE-Contractor)

The Process Status for your project at 1618 Varnum Place NE has changed to:

REBATE SUBMITTED

Return to your dashboard and you will see the application listed.

PAVERS - RSH Rebate Portal

CONTRACTOR - DASHBOARD

	Application Date	Applicant Name	Project Address	Email	Phone	Sewer System	Ward	Subcontractor - Company Name	Project Type	Progress Status
1. REBATE SUBMITTED (1 PAVERS BMP)										
	04-28-2026	Buzz Lightyear	1618 Varnum Place NE	buzz@gmail.com	(202) 555-9999	MS4	Ward 5	Lario General Contractor	REPLACEMENT OF IMPERMEABLE SURFACE WITH PERMEABLE PAVERS	REBATE SUBMITTED

MANAGING YOUR PROJECTS

Your Project passes through many [Process Status] changes as the project progresses:

- REBATE SUBMITTED** – This is the initial status when you Submit the Application. The alliance Team is alerted to a new application submitted.
- REBATE UNDER REVIEW** – The Alliance Team is reviewing the application and documents submitted.
- REBATE PRE-CONSTRUCTION APPROVED** – The Alliance Team has approved the Design requirements. You may now begin construction of the project. When your project is complete, you are required too upload Post Construction Photos.
- POST CONSTRUCTION INSPECTION IN PROGRESS** – The Alliance Team will visit the Site and perform a Post Construction Inspection.
- REBATE POST – CONSTRUCTION APPROVED** - The Alliance Team has approved the Post Construction Inspection.
- REBATE REQUESTED** - The Alliance Team has marked the project ready to submit a Rebate Payment
- REBATE PAID** - The Alliance Team has sent the Rebate Check to the Site Owner.

Each time the [Process Status] changes, you will get an email indicating the change, and the [Progress Status] will change on the project(s) on your dashboard.

CONTRACTOR - DASHBOARD

	Application Date	Applicant Name	Project Address	Email	Phone	Sewer System	Ward	Subcontractor - Company Name	Project Type	Progress Status
2. UNDER REVIEW (1 PAVERS BMP)										
	04-28-2026	Buzz Lightyear	1618 Varnum Place NE	buzz@gmail.com	(202) 555-9999	MS4	Ward 5	Lario General Contractor	REPLACEMENT OF IMPERMEABLE SURFACE WITH PERMEABLE PAVERS	REBATE UNDER REVIEW

CONTRACTOR - DASHBOARD

	Application Date	Applicant Name	Project Address	Email	Phone	Sewer System	Ward	Subcontractor - Company Name	Project Type	Progress Status
3. PRE-CONSTRUCTION APPROVED (1 PAVERS BMP)										
	04-28-2026	Buzz Lightyear	1618 Varnum Place NE	buzz@gmail.com	(202) 555-9999	MS4	Ward 5	Lario General Contractor	REPLACEMENT OF IMPERMEABLE SURFACE WITH PERMEABLE PAVERS	REBATE PRE-CONSTRUCTION APPROVED

CONTRACTOR - DASHBOARD

	Application Date	Applicant Name	Project Address	Email	Phone	Sewer System	Ward	Subcontractor - Company Name	Project Type	Progress Status
4. POST-CONSTRUCTION INSPECTION IN PROGRESS (1 PAVERS BMP)										
	04-28-2026	Buzz Lightyear	1618 Varnum Place NE	buzz@gmail.com	(202) 555-9999	MS4	Ward 5	Lario General Contractor	REPLACEMENT OF IMPERMEABLE SURFACE WITH PERMEABLE PAVERS	POST-CONSTRUCTION INSPECTION IN PROGRESS

CONTRACTOR - DASHBOARD

	Application Date	Applicant Name	Project Address	Email	Phone	Sewer System	Ward	Subcontractor - Company Name	Project Type	Progress Status
5. POST-CONSTRUCTION APPROVED (1 PAVERS BMP)										
	04-28-2026	Buzz Lightyear	1618 Varnum Place NE	buzz@gmail.com	(202) 555-9999	MS4	Ward 5	Lario General Contractor	REPLACEMENT OF IMPERMEABLE SURFACE WITH PERMEABLE PAVERS	REBATE POST-CONSTRUCTION APPROVED

CONTRACTOR - DASHBOARD

	Application Date	Applicant Name	Project Address	Email	Phone	Sewer System	Ward	Subcontractor - Company Name	Project Type	Progress Status
8. REBATE REQUESTED (1 PAVERS BMP)										
	04-28-2026	Buzz Lightyear	1618 Varnum Place NE	buzz@gmail.com	(202) 555-9999	MS4	Ward 5	Lario General Contractor	REPLACEMENT OF IMPERMEABLE SURFACE WITH PERMEABLE PAVERS	REBATE REQUESTED

CONTRACTOR - DASHBOARD

	Application Date	Applicant Name	Project Address	Email	Phone	Sewer System	Ward	Subcontractor - Company Name	Project Type	Progress Status
6. PAID (1 PAVERS BMP)										
	04-28-2026	Buzz Lightyear	1618 Varnum Place NE	buzz@gmail.com	(202) 555-9999	MS4	Ward 5	Lario General Contractor	REPLACEMENT OF IMPERMEABLE SURFACE WITH PERMEABLE PAVERS	REBATE PAID