Safe, Clean Water Program

Municipal Program Annual Reporting Module FAQ

Prepared on: November 29, 2021

The Safe, Clean Water Program (SCWP) hosted informational sessions on November 15 & 18, 2021 demonstrating the reporting Module developed for the Municipal Program in order for Municipalities to submit their Annual Reports. This document is a summary of frequently asked questions for the Municipal Program's Annual Reporting Module (Reporting Module). PLEASE NOTE: The responses provided in this FAQ is based on the most recent and current information available and may be subject to change.

General

Q: When is the FY 20-21 Municipal Program's Annual Report due?

A: Per Section 18.06.D.1 of the Ordinance and B-26 of the Municipal Transfer Agreement, the FY 20-21 Municipal Program's Annual Report is due on December 31st, 2021, and subsequent Annual Reports will be due at the end of each December.

Q: Will there be follow up informational sessions or a manual developed to assist in preparation of the Municipal Program's Annual Report?

A: No, this FAQ is acting as a follow up to the informational sessions. The session recording will also be posted on the SCWP website and tooltips will be added in response to FAQs to provide clarification within the Reporting Module.

Q: Who can we contact if we need access to the Municipality's Annual Report? Can multiple users have access to the same Annual Report?

A: Yes, multiple users can be granted access the same Annual Report. For access, please contact both the District (scwpMunicipal@dpw.lacounty.gov) and Paradigm technical support (app@paradigmh2o.com). For future correspondences related to general questions about the SCW Program or reporting requirements please contact the District. For issues or questions about the Reporting Module website and technical issues, please contact technical support (app@paradigmh2o.com).

Q: I'm a consultant and will need access to Annual Reports for multiple Municipalities. What would be the best method for me to do this?

A: Please email the District with the list of Municipalities that have retained you to help prepared their Annual Reports along with your username for the Reporting Module. Please note, Municipalities can utilize an outside consultant to prepare the Annual Report using the Reporting Module, but should someone on the Municipality's staff should submit the Annual Report, rather than the consultant. This will confirm for the District that the Municipality has reviewed and approved the Annual Report before submission.

Q: If an activity in the FY 20-21 annual plan was performed during the reporting year but invoices for the activity were not paid until the next reporting year, what would be the best way to reflect this?

A: The report should still reflect that the funds were expensed and recognized in the same reporting year in which the activities were performed. For auditing purposes, even though the invoices from contractors are received in the subsequent year, the Municipality shall still accrue and recognize the expenses in FY 20-21. Municipalities shall maintain documentation that indicates Municipal Program funds received for FY20-21 were expensed and recognized for Activities in their FY 20-21 Annual Plan.

Q: Will the Municipalities be able to submit the previously submitted FY20-21 Annual Plan through the Reporting Module? Will the Reporting Module be able to automatically pull the Activities from the FY20-21 Annual Plan? Will future reporting elements build upon one another to streamline the reporting process?

A: The "Annual Plan Tile (different from the Annual Reports Tile) is currently in development. The Activities for FY20-21 will need to be entered manually through the browser. Once the Annual Plan Tile is developed, the Activities Tile will be used to generate the Annual Plans. This first year may be more labor intensive, but future submittals are expected to build upon previous entries to streamline the reporting process.

Q: After submittal, what is the District review process and will the reports be shared publicly?

A: Municipalities are responsible for certifying that projects and programs implemented with Municipality's SCW Program Payment were conducted in accordance with Chapters 16 and 18 of the Flood Control District Code. Currently, the District will confirm administrative requirements have been met and review the Annual Reports for completeness. If the District generates comments regarding a Municipality's Annual Report, the District will contact users associated with that Municipality via email. Revisions to address District comments should be applied to the current Annual Report in the Reporting Module and all future submittals, as applicable. All Annual Reports will be made publicly available on the SCWP website.

Q: Whom from the Municipality has the authority to submit the Annual Report? Does it have to be the same contact person that is listed in the Municipal Fund Transfer Agreement?

A: Anyone with access to the Reporting Module for the Municipality can click submit. It is up to the Municipality to decide who from their organization will certify and submit the final Annual Report.

Activities Module

Q: If there is a reimbursable expense from FY 19-20 that was included in the FY 20-21 Annual plan, should we enter this activity as a completed project?

A: If it is related to an eligible expense related to a Project and Program implemented on or after November 6, 2018 and the project is complete, it should be entered as a completed project. Otherwise, it may be categorized as an expense under continuing project. Please refer to Section 18.06.C or tool tips for clarification regarding use of Municipal Program funds for continuing projects/programs.

Q: Does the 70%/30% split mentioned in Section 18.06.C regarding maintenance of effort only apply to projects and programs?

A: The 70%/30% split pertains to a Municipality's expenditure of its allocation of SCW Municipal Program funds, not the number of projects and programs. Up to 30% of a Municipality's Municipal Program funds may **be used to pay for costs and expenses related to continuation Programs** or the maintenance of Projects implemented prior to November 6, 2018. Municipalities can elect to utilize all their Municipal Program funds to pay for eligible expenses related to Projects or Programs implemented on or after November 6, 2018.

Q: If there are changes to the metrics in the future, are the metrics field editable?

A: Yes, metrics can be edited on the metrics section.

Q: Can Municipalities input Activities into the Reporting Module via an excel bulk upload feature?

A: A bulk upload of Activities is not supported at this time. Activities can be entered one-by-one through the browser.

Q: What metrics should Municipalities include for Projects that include O&M only?

A: Based on the SCW goals selected, the Reporting Module provides a list of metrics that will be requested for the activity during Annual Reporting. If you believe a metric is not applicable to your Project, please include a discussion explaining why the metric is not applicable. The District will provide additional guidance for O&M projects once the Metrics and Monitoring Study is complete.

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Annual Report Module

Q: Does "Total SCW Municipal Money Received" mean Municipal funding received through the end of the reporting year?

A: Yes. Since this Annual Report is for FY 20-21, the "Municipal Money Received" should reflect the annual allocation received by the Municipality for FY 20-21.

Q: Are there circumstances in which a Municipality may want to report ineligible expenses?

A: If it would help demonstrate how Project or Program costs are being used, a Municipality can report ineligible expenditures. However, it's not required. The Annual Report has a toggle to certify that the listed Activity is an eligible expense.

Q: Can Municipalities review and make changes before submission?

A: Yes. Under the "Compile" section, Municipalities can generate a draft report in pdf, review the compiled draft report, and make edits prior to final submission. No further edits can be made after final submission of the Annual Report to the District.

Q: What would be the best way for Municipalities to report on Activities that were included in the FY 20-21 Annual Plan, but are not ultimately implemented during the reporting year? How should Municipalities report partially completed activities?

A: The activity details should still be included in the 'Activities' tile, consistent with the submitted Annual Plan. But the activity status would need to be set accordingly, and the Annual Report would show no expenditures associated with that activity for the reporting year. Under 'Activity Information', please also indicate that there was no progress during the reporting year and that there was a delay compared to the schedule in the Annual Plan, if applicable. Partially completed Activities should be noted as "in progress" and should be explained in the Reporting Module. Outstanding Activities and expenses should be carried over to the subsequent year's Annual Plan and Annual Report.

Q: Some of the Activities listed in the Annual Plan were paid using City's general funds instead of SCW funding, how should these Activities and expenditures be reported in the Annual Report?

A: Municipalities can carry over unused funds for up to five years and may choose to rollover unused funds. If so, Activities should be denoted as complete, any SCWP funding allocated to those Activities could be rolled over to the next year. The subsequent year's Annual Plan should indicate the amount of roll-over funds and the anticipated Activities that those funds will be used. Alternatively, Municipalities

have the option to reimburse themselves for Activities included in the Annual Plan. If so, expenditures should be denoted as eligible, and Activities reported on as normal.

Q: Do Municipalities need to submit or upload documentation for expenses incurred? If so, what type of documentation is required?

A: Municipalities do not need to upload documentation to support expenditures but will be subject to independent audits and should keep accurate records. Refer to B-6 of the Transfer Agreement for more information.

Q: For active projects reported in the Regional Program Quarterly Reports, if a Municipality adds their share of a match to the Regional Project, does the Municipality need to include duplicate information in the Municipal Annual Report?

A: Yes. Municipalities are strongly encouraged to leverage their SCW Program Municipal Payment (Municipality's annual allocation of SCW Program funds) towards Regional Program Projects. Please indicate use of leverage funds on both the Regional Program quarterly and Municipal Program Annual Reports.

Q: In the "Annual Metrics" section, how should Municipalities input values for the "Annual" and "Since Inception" fields?

A: The "Annual" fields should capture the annual quantity of benefits, while the "Since Inception" field would capture the cumulative (starting from the reporting year) quantity of benefits. For the FY 20-21 report, the "annual" and the "Since inception" field would be the same.

Q: Would certain metrics only be applicable once the project is complete?

A: Yes, if the project is not constructed and a metric is not applicable, users should enter a value of zero in the value fields and provide an explanation of why the metrics are not applicable.