



# **SAFE CLEAN WATER PROGRAM**

## **Regional Program Funding Process Handbook**



# Safe, Clean Water Program Regional Program Funding Process Handbook

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### 1 Introduction

The Safe, Clean Water Program (SCW Program) provides local, dedicated funding to increase regional water supply, improve water quality, and enhance communities throughout Los Angeles County. The SCW Program is organized into three sub-programs: the Regional Program, the Municipal Program and the District Program. This Handbook is a resource for potential applicants for Regional Program funds, current project proponents funded by the Regional Program, Regional Program governance committees, and Watershed Coordinators.

The Regional Program annually receives fifty percent (50%) of the funding from the SCW Program for the implementation of multi-benefit projects and programs that will increase water supply, improve water quality, and provide community enhancements. Within the Regional Program, there is an infrastructure Program (receives not less than 85% of the Regional Program funds), a Technical Resources Program (not more than 10% of the Regional Program funds), and a Scientific Studies Program (not more than 5% of the Regional Program funds). Watershed Coordinators are funded through the Technical Resources Program and are available to connect Regional Program applicants with technical resources and build inclusion and meaningful engagement in pursuit of SCW Program Goals.

This 2022 Regional Program Funding Process Handbook provides consolidated information on existing Regional Program requirements and guidance, including:

- Eligible Projects and Expenditures
- Funding Application Requirements
- Project Selection & Stormwater Investment Plans
- Transfer Agreements
- Reporting Requirements
- Frequently Asked Questions (FAQ)
- Other ongoing and related efforts that may be useful for Regional Program implementation

Note that for any information or questions that are not answered in this resource, the following SCW Program contact information can be used.

- Email: [SafeCleanWaterLA@pw.lacounty.gov](mailto:SafeCleanWaterLA@pw.lacounty.gov)
- Hotline: 1-833-ASK-SCWP or 1-833-275-7297

The Watershed Coordinators for each watershed area are also a resource and have their contact information and important dates related to watershed coordination and Regional Program activities on the SCW Program [Watershed Coordinators webpage](#).

This Handbook may be updated through adaptive management of the SCW Program. Handbook updates and up-to-date information about other SCW Program elements will be available on the SCW Program Website. Specific links for information are noted throughout the Handbook and can be accessed through the main [SCW Program Website](#).

### 2 Eligible Projects and Expenditures

The Safe, Clean Water (SCW) Regional Program annually receives 50 percent of the revenue for the implementation of projects and programs that will increase water supply, improve water quality, and provide community enhancements. The Regional Program has an annual call for projects that solicits applications in three categories:

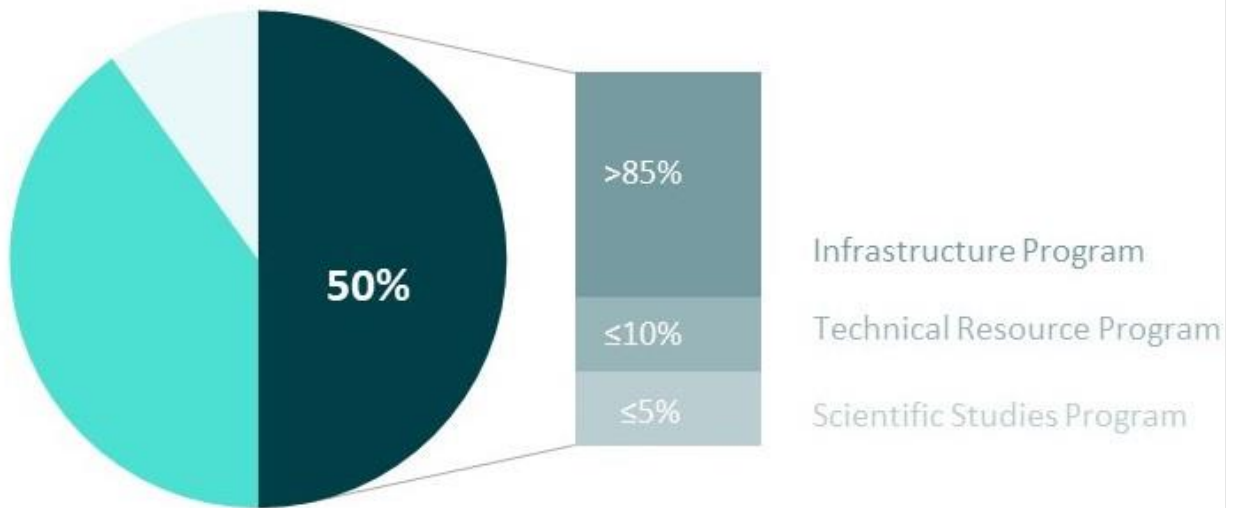


Figure 1: Allocation of SCW funding for Infrastructure Program, Technical Resources Program, and Scientific Studies Program

#### 2.1 Infrastructure Program

Applications to fund a Multi-Benefit Infrastructure Project that has a completed Feasibility Study.

A Project Applicant can be any entity with a completed Feasibility Study including Individual, group, business or governmental entity, including but not limited to, the district, municipality, watershed management group, joint powers authority, public utility, special districts, schools, Community-Based Organization, nonprofit, non-governmental organizations.

To be eligible, projects must first be included in an approved water management plan either one of the watershed or stormwater compliance plans as described by the MS4 permits, or in the integrated regional water management plan (either Greater Los Angeles County or Upper Santa Clara River, as appropriate.)

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Proponents are strongly encouraged to engage with their Watershed Coordinator to promote regional collaboration, explore leveraged funding opportunities, promote efficiency, achieve economies of scale, and advance local hire and job training goals. Multi-Benefit Projects that prioritize nature-based solutions and provide Disadvantaged Community (DAC) Benefits are highly encouraged.

Funding can be pursued for any eligible activities performed after the feasibility stage, including design, planning, outreach and engagement, obtaining permits, California Environmental Quality Act (CEQA) compliance, grant-writing, right-of-way and land acquisition, construction, as well as the long-term operations and maintenance of Projects.

Not less than 85% of the Regional Program funds will be allocated in the Stormwater Investment Plan (SIP) for each Watershed Area Steering Committee (WASC) for implementation of Infrastructure Program Projects. See the [Feasibility Study Guidelines](#) for requirements of a complete Feasibility Study.

### 2.2 Technical Resources Program

*Applications to fund the development of a Multi-Benefit Project concept into a Feasibility Study.*

The Technical Resources Program, or TRP, provides resources to community groups, municipalities, and individuals who need technical assistance to develop their project concepts. Project proponents who are not technically suited to develop a Feasibility Study for their project may receive support from District Technical Assistance Teams if their project concept is selected for further development.

Technical Assistance Teams aid in meeting the technical requirements of the Infrastructure Program including the amendment of eligible water-quality plans to include a Project and assisting non-Municipal applicants in obtaining a letter of non-objection from municipalities in which the Project concept is being proposed.

Technical Assistance Teams (TAT) are comprised of District staff with support from as-needed consultants as appropriate. Additional guidelines include:

- The District has committed to complete feasibility studies for a flat rate to be approved and budgeted in the SIP (up to \$300k). If less is needed, excess returns to the WASC. If more, District may use District Program SCW Funds to cover the excess cost.
- Resulting Feasibility Studies will, at minimum, address the 19 requirements outlined in the Feasibility Study Guidelines. Additional analysis will be included at District discretion.
- TATs will invite applicant to be involved/inform the feasibility study, as appropriate, at the applicant's cost.
- There is currently no mechanism for the District to provide funding to applicants to participate in the work of the TAT.
- There is currently no mechanism for the District to select specific/requested consultant to act as the TAT.

See the [Technical Resources](#) webpage to learn more.

Not more than 10% of Regional Program funds will be allocated in the SIP for each WASC for implementation of Technical Resource Program.

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### 2.2.1 Watershed Coordinators

The Technical Resources Program provides Watershed Coordinators to educate and build capacity in communities and to facilitate community and stakeholder engagement with the Safe, Clean Water Program. Each Watershed Area will have one Watershed Coordinator with exceptions for North Santa Monica Bay with one part-time position, Central Santa Monica Bay with two positions, and Upper Los Angeles River with three positions. Applicants are strongly encouraged to engage with their Watershed Coordinators prior to submittal.

See the [Watershed Coordinators](#) webpage and roster to learn more.

### 2.3 Scientific Studies Program

*Applications to fund scientific and technical activities related to increasing Stormwater or Urban Runoff capture and/or reducing Stormwater or Urban Runoff Pollution.*

Watershed Area Steering Committees (WASC) will determine how to appropriate funds for the Scientific Studies Program. Regional Scientific Studies that encompass more than one watershed area should be submitted as a single application but will be evaluated and funded separately by each WASC. The District will administer the Scientific Studies Program and will seek to use independent research institutions or academic institutions to carry out, help design, or peer review eligible activities. All activities to be funded by the Scientific Studies Program will be conducted in accordance with accepted scientific protocols.

Not more than 5% of the Regional Program funds will be allocated in the SIP for each WASC for implementation of Scientific Studies Program activities.

### 2.4 Eligible Expenditures

SCW Program eligible and ineligible expenditures are described in the LACFCD Code, Sections 16.05.A.2 and 16.05.A.3., respectively. Only projects meeting these requirements will be considered for Regional Program funds.

[LACFCD Code, Section 16.05.A.2](#)

[Expenditures eligible](#) for SCW Program funds include, but are not limited to, the following:

- a) Infrastructure development tasks including design and planning, preparation of grant applications, preparation of environmental documents, obtaining permits, construction, operations and maintenance, and inspection;
- b) Real property acquisition, including fee title, leases, easements and right of entry permits, necessary to implement Projects selected for funding under the SCW Program;
- c) Scientific and technical studies, and Stormwater or Urban Runoff modeling and monitoring;
- d) Water quality or regional water resilience planning;
- e) Stormwater or Urban Runoff residential and/or commercial retrofits;
- f) Projects or studies to pilot or investigate new technologies or methodologies to increase or improve Stormwater or Urban Runoff capture or reduce Stormwater or Urban Runoff pollution for improving water quality, increasing local water supplies, or improving the quality of life for communities;
- g) The development of Feasibility Studies to enable Infrastructure Program Project Applicants to submit Projects for consideration for SCW Program funds;

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- h) The modification, upgrade, retrofit, or expansion of an existing Project to incorporate new elements to increase Stormwater or Urban Runoff capture and reduce Stormwater or Urban Runoff pollution to provide an additional Water Quality Benefit, Water Supply Benefit, or Community Investment Benefit;
- i) Debt financing, should the District or a Municipality determine that bonds or loans are prudent and necessary to implement Projects or Programs;
- j) Stormwater or Urban Runoff Programs such as, but not limited to, school education and curriculum, public education, watershed coordination efforts, regional water quality planning and coordination, and local workforce job training;
- k) Administration and implementation of the SCW Program; and
- l) Payments pursuant to an incentive program, as may be established by the Board.

### *LACFCD Code, Section 16.05.A.3*

Ineligible expenditures for SCW Program funds include, but are not limited to, the following:

- a) Payment of fines imposed by any State, federal, or local regulatory agency;
- b) Expenditures related to the investigation, defense, litigation, or judgment associated with any regulatory permit violations, notices of violation, or allegations of noncompliance with regulations brought forth by any State, federal, or local regulatory agency, or a third party unrelated to Projects and Programs selected for funding under the SCW Program;
- c) Expenditures for the investigation or litigation of any claim or action against the District, County, or their officers, employees or agents alleging improper allocation, withholding or reassignment of SCW Program funds;
- d) Costs associated with any litigation, including investigation, defense, or attorneys' fees, related to the design and implementation of Projects or Programs selected for funding under the SCW Program;
- e) Payment of any settlement or judgment related to any claim or lawsuit arising from the negligence or wrongdoing of a Municipality or Infrastructure Program Project Developer or their respective agents in connection with any Project or Program funded under the SCW Program; and
- f) Costs and expenses incurred prior to November 6, 2018.

### 3 Funding Application Requirements

Applicants requesting funding to implement a Multi-Benefit Infrastructure Project, develop a Feasibility Study, or conduct a scientific or technical study are invited to apply through the Regional Program Projects Module Web Application (Module). The Call for Projects is open year-round and the deadline to apply for the current cycle is typically July 31<sup>st</sup> each year.

The Module guides users to input information and submit potential Projects for consideration (aligning with the [Feasibility Study Guidelines \(FSG\)](#)) or to submit a Project concept or scientific study for consideration.

The Module is accessible at the below link (Note: Use Google Chrome or Firefox; Module does not work on Internet Explorer):

<https://portal.safecleanwaterla.org/projects-module/login>

Each year, the District will update the Module and host a Call for Projects Informational Session. Visit the website for more information and sign up for our email list to receive regular updates. Prospective applicants may start populating the Module at any time, but are strongly encouraged to attend the Informational Session, review [Program Guidance Documents](#), and engage with their [Watershed Coordinators](#) prior to submittal.

Non-municipal entities seeking funding must have a letter of support from the Municipality where the proposed Project is located (see Section 2.10 of FSG). Municipal entities include cities and Unincorporated Los Angeles County. Community Based Organizations (CBOs), Non-governmental Organizations (NGOs), and Watershed Management Groups are not considered a Municipal entity.

During the development of the Feasibility Study, it is important for applicants to inform representatives from the Municipality where the proposed project is located to make them aware of the project and to request a Letter of Support. The letter should confirm agreement with the overall project, including the proposed operation and maintenance plan, and the responsible party who will perform the maintenance and operations of the project.

Municipalities may have their own distinct procedures and timelines for reviewing projects and issuing Letters of Support to applicants. Therefore, effective communication at an early stage is crucial to avoid delays in the project schedule. Future applicants are advised to reach out to the appropriate Municipal representative several months before the SCW Infrastructure Program application deadline (Call for Projects deadline).

For Projects involving LA County Flood Control District (LACFCD) infrastructure, facilities, or right-of-way, the Project Applicants are required to provide a letter of conceptual approval from LACFCD (see Section 2.16 of FSG). Project Applicants shall contact the respective LACFCD Watershed Manager after a letter of support from the Municipality has been received, if applicable, and at least 3 months prior to the Call for Projects Deadline. See [map](#) for watershed area boundaries and the Watershed Manager's contact information.

Only proposed projects involving a connection to LACFCD infrastructure (ex. conveyance of stormwater from a storm drain to an underground reservoir or above ground surface enhancement) or projects that



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will be located within LACFCD right-of way or another managed facility (ex. open channel access road) will require confirmation of Conceptual Approval from LACFCD, and the confirmation should be included as part of the Feasibility Study when applying for funding. At a minimum, LACFCD representatives should be notified of the project 3 months before the application deadline and will require submission of relevant Feasibility Study documents that clearly identify the LACFCD infrastructure, facility, or right of way that will be affected by the proposed project. LACFCD will review submitted documents to ensure the proposed project will not interfere with their operations and maintenance. Not all projects will require Conceptual Approval, just those that effect infrastructure, facilities, and/or right of way that is owned, managed, or operated by LACFCD.

The [Municipality and LACFCD Contact List](#) contains contact information for Municipal and LACFCD representatives in LA County (refer to [Letter of Support and Conceptual Approval Requirements](#)). These representatives are recommended as the first point of contact for discussing the proposed project and potentially obtaining a Letter of Support and/or Conceptual Approval. The contact list will be updated periodically. If there are no contacts listed for a specific Municipality, it is advised to contact the Municipality's Public Works Department.

To encourage Regional coordination, Projects are also required to be included in a water management plan (refer to [Pathway to Inclusion in a Regional Water Management Plan Document](#)).

### 3.1 Project Scoring

A completed Feasibility Study is required for an Infrastructure Program Project to be eligible for consideration by the Watershed Area Steering Committee (WASC) and scored by the Scoring Committee. The WASC can recommend Projects that do not have a completed Feasibility Study or equivalent (as outlined in the [Feasibility Study Guidelines](#) Section 5.0) to consider developing a Feasibility Study through the Technical Resources Program in a Stormwater Investment Plan.

Infrastructure Program projects must receive a minimum threshold score of 60 points to be considered for funding by the WASC. The points are spread among five sections; Water Quality Benefits, Water Supply Benefits, Community Investment Benefits, Nature-Based Solutions, and Community Support & Leveraging funds.

The Projects Module will calculate a preliminary score for Infrastructure Program Projects based on user inputs and the scoring criteria described below.

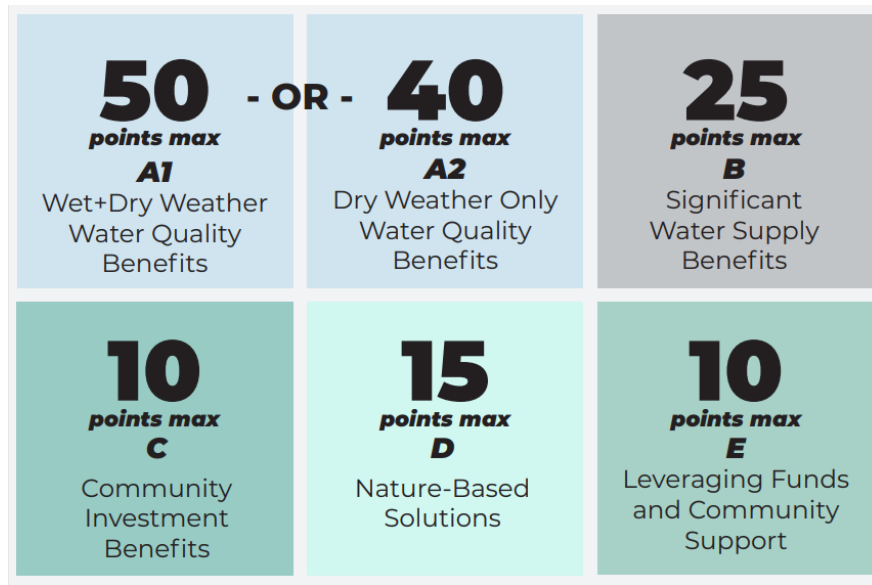


Figure 2: Overview of Infrastructure Program Scoring Criteria

Table 1 below shows the Infrastructure Program Project scoring criteria. Refer to [Feasibility Study Guidelines](#) Sections 3.0 – 3.5 for more details. Additional guidance for the subject areas of Strengthening Community Engagement and Support, Water Supply, Programming Nature Based Solutions, and Implementing Disadvantaged Community Policies in the Regional Program is included in the [2022 Interim Guidance](#).

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Section	Score Range	Scoring Standards			
<b>A.1</b> Wet + Dry Weather Water Quality Benefits  - OR -	50 points max	The Project provides water quality benefits  A.1.1: For Wet Weather BMPs Only: Water Quality Cost Effectiveness (Cost Effectiveness) = (24-hour BMP Capacity) <sup>1</sup> / (Capital Cost in \$Millions) <ul style="list-style-type: none"> <li>• &lt;0.4 (acre feet capacity / \$-Million) = 0 points</li> <li>• 0.4-0.6 (acre feet capacity / \$-Million) = 7 points</li> <li>• 0.6-0.8 (acre feet capacity / \$-Million) = 11 points</li> <li>• 0.8-1.0 (acre feet capacity / \$-Million) = 14 points</li> <li>• &gt;1.0 (acre feet capacity / \$-Million) = 20 points</li> </ul> <sup>1</sup> . Management of the 24-hour event is considered the maximum capacity of a Project for a 24-hour period. For water quality focused Projects, this would typically be the 85 <sup>th</sup> percentile design storm capacity. Units are in acre-feet (AF).			
	20 points max	A.1.2: For Wet Weather BMPs Only: Water Quality Benefit - Quantify the pollutant reduction (i.e. concentration, load, exceedance day, etc.) for a class of pollutants using a similar analysis as the E/WMP which uses the Districts Watershed Management Modeling System (WMMS). The analysis should be an average percent reduction comparing influent and effluent for the class of pollutant over a ten-year period showing the impact of the Project. Modeling should include the latest performance data to reflect the efficiency of the BMP type. <table border="0" style="width: 100%;"> <tr> <td style="text-align: center; width: 50%;"><u>Primary Class of Pollutants</u></td> <td style="text-align: center; width: 50%;"><u>Second or More Classes of Pollutant</u></td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>• &gt;50% = 15 points</li> <li>• &gt;80% = 20 points</li> </ul>                     (20 Points Max)                 </td> <td> <ul style="list-style-type: none"> <li>• &gt;50% = 5 points</li> <li>• &gt;80% = 10 points</li> </ul>                     (10 Points Max)                 </td> </tr> </table>	<u>Primary Class of Pollutants</u>	<u>Second or More Classes of Pollutant</u>	<ul style="list-style-type: none"> <li>• &gt;50% = 15 points</li> <li>• &gt;80% = 20 points</li> </ul> (20 Points Max)
<u>Primary Class of Pollutants</u>	<u>Second or More Classes of Pollutant</u>				
<ul style="list-style-type: none"> <li>• &gt;50% = 15 points</li> <li>• &gt;80% = 20 points</li> </ul> (20 Points Max)	<ul style="list-style-type: none"> <li>• &gt;50% = 5 points</li> <li>• &gt;80% = 10 points</li> </ul> (10 Points Max)				
<b>A.2</b> Dry Weather Only Water Quality Benefits	20 points	A.2.1: For dry weather BMPs only, Projects must be designed to capture, infiltrate, treat and release, or divert 100% (unless infeasible or prohibited for habitat, etc) of all tributary dry weather flows.			
	20 points max	A.2.2: For Dry Weather BMPs Only. Tributary Size of the Dry Weather BMP <ul style="list-style-type: none"> <li>• &lt;200 Acres = 10 points</li> <li>• &gt;200 Acres = 20 points</li> </ul>			
<b>B.</b> Significant Water Supply Benefits	25 points max	The Project provides water re-use and/or water supply enhancement benefits  B1. Water Supply Cost Effectiveness. The Total Life-Cycle Cost <sup>2</sup> per unit of acre foot of Stormwater and/or Urban Runoff volume captured for water supply is: <ul style="list-style-type: none"> <li>• &gt;\$2500/ac-ft = 0 points</li> <li>• \$2,000–2,500/ac-ft = 3 points</li> <li>• \$1500-2,000/ac-ft = 6 points</li> <li>• \$1000–1500/ac-ft = 10 points</li> <li>• &lt;\$1000/ac-ft = 13 points</li> </ul> <sup>2</sup> . Total Life-Cycle Cost: The annualized value of all Capital, planning, design, land acquisition, construction, and total life O&M costs for the Project for the entire life span of the Project (e.g. 50-year design life span should account for 50-years of O&M). The annualized cost is used over the present value to provide a preference to Projects with longer life spans.			
	13 points max	B2. Water Supply Benefit Magnitude. The yearly additional water supply volume resulting from the Project is: <ul style="list-style-type: none"> <li>• &lt;25 ac-ft/year = 0 points</li> <li>• 25 - 100 ac-ft/year = 2 points</li> <li>• 100 - 200 ac-ft/year = 5 points</li> <li>• 200 - 300 ac-ft/year = 9 points</li> <li>• &gt;300 ac-ft/year = 12 points</li> </ul>			
	12 points max				

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Section	Score Range	Scoring Standards
<b>C. Community Investments Benefits</b>	10 points max	The Project provides Community Investment Benefits
	10 points	<p>C1. Project Includes:</p> <ul style="list-style-type: none"> <li>One of the Community Investment Benefits identified below = 2 points</li> <li>Three distinct Community Investment Benefits identified below = 5 points</li> <li>Six distinct Community Investment Benefits identified below = 10 points</li> </ul> <p>Community Investment Benefits include:</p> <ul style="list-style-type: none"> <li>Improved flood management, flood conveyance, or flood risk mitigation</li> <li>Creation, enhancement, or restoration of parks, habitat, or wetlands</li> <li>Improved public access to waterways</li> <li>Enhanced or new recreational opportunities</li> <li>Greening of schools</li> <li>Reducing local heat island effect and increasing shade</li> <li>Increasing the number of trees increase and/or other vegetation at the site location that will increase carbon reduction/sequestration and improve air quality.</li> </ul>
<b>D. Nature-Based Solutions</b>	15 points max	The Project implements Nature-Based Solutions
	15 points	<p>D1. Project:</p> <ul style="list-style-type: none"> <li>Implements natural processes or mimics natural processes to slow, detain, capture, and absorb/infiltrate water in a manner that protects, enhances and/or restores habitat, green space and/or usable open space = 5 points</li> <li>Utilizes natural materials such as soils and vegetation with a preference for native vegetation = 5 points</li> <li>Removes Impermeable Area from Project (1 point per 20% paved area removed) = 5 points</li> </ul>
<b>E. Leveraging Funds and Community Support</b>	10 points max	The Project achieves one or more of the following:
	6 points max	<p>E1. Cost-Share. Additional Funding has been awarded for the Project.</p> <ul style="list-style-type: none"> <li>&gt;25% Funding Matched = 3 points</li> <li>&gt;50% Funding Matched = 6 points</li> </ul>
	4 points	E2. The Project demonstrates strong local, community-based support and/or has been developed as part of a partnership with local NGOs/CBOs.
<b>Total</b>	<b>Total Points All Sections 110</b>	

Table 1: Infrastructure Program Project Scoring Criteria

### 4 Project Selection & Stormwater Investment Plans

After the Call for Projects deadline each year, District staff will support efforts to determine completeness of the Feasibility Studies in compliance with the [Feasibility Study Guidelines](#).

Nine Watershed Area Steering Committees (WASCs), each comprised of representatives from municipalities, agencies, and community stakeholders, will review proposed projects and determines which projects to transmit to the Scoring Committee for scoring.

The Scoring Committee, comprised of subject matter experts in Water Quality Benefits, Water Supply Benefits, Nature-Based Solutions, and Community Investment Benefits, will review the submitted Feasibility Study to provide a final score. The District, on behalf of the Scoring Committee, may request Applicants submit clarifying information on requested sections ONLY.

District staff will contact applicants to schedule a presentation of the Feasibility Study, Project concept, or scientific study at a future WASC meeting after receipt of score from the Scoring Committee. A standard presentation template will be provided. Applicants may also be asked to answer questions or provide clarifying information at future WASC meetings.

The WASC further discusses the scored projects to develop an annual Stormwater Investment Plan (SIP) for their Watershed Area that identifies recommendations for funding projects under the 3 Regional subprograms – the Infrastructure, Technical Resources, and Scientific Studies Programs.

During the SIP development and programming phase, the WASCs are authorized to recommend partial funding (for each current budget year or future projections) only if the Infrastructure Program Project Applicant or Scientific Study Applicant demonstrates, to the satisfaction of the WASC, a willingness and ability to complete the full project or study scope identified in the application and submitted Feasibility Study, if applicable, with Safe, Clean Water Program (SCWP) partial funding (refer to [Programming of Partial Funding](#)).

All SIPs, once approved by the WASCs, are reviewed by the Regional Oversight Committee for achievement of program goals. The ROC can elect to return a SIP with comments to a WASC for further deliberation, or the ROC can deliver the SIPs to the Board of Supervisors with a recommendation for action.

The review and recommendation process by the governing committees is described in LACFCD Code Section 18.07 and the [Operating Guidelines for the Watershed Area Steering Committees, Scoring Committee](#), and [Regional Oversight Committee](#).

Refer to Attachment A – Regional Program Structure and Flowchart for details.

Watershed Area boundaries, committee rosters, and revenue projections for each Watershed Area are available on each committee page of the [SCW webpage](#).

### 4.1 SIP Development Criteria

**Infrastructure Program** (at least 85%)

Funding for multi-benefit regional projects including: Design, permits, CEQA compliance, grant-writing, right-of-way and land acquisition, construction, as well as the long-term operations and maintenance of projects.

**Technical Resources Program** (up to 10%)

Funding for: Watershed Coordinators and feasibility studies to be developed by the District.

**Scientific Studies Program** (up to 5%)

Funding for: scientific studies, technical studies, monitoring, modeling, and other similar activities.

#### *LACFCD Code, Section 18.07.B.2*

SIPs shall be developed by the WASCs in accordance with the [following criteria](#):

- a) Not less than 85% of the budget shall be allocated to Infrastructure Program activities, not more than 10% of the budget shall be allocated to Technical Resource Program activities, and not more than 5% of the budget shall be allocated to Scientific Studies Program activities;
- b) Projects that assist in achieving compliance with a MS4 Permit shall be prioritized, to the extent feasible;
- c) Funding for Projects that provide DAC Benefits shall not be less than one hundred and ten percent (110%) of the ratio of the DAC population to the total population in each Watershed Area. To facilitate compliance with this requirement, the District will work with stakeholders and Watershed Coordinator(s) to utilize existing tools to identify high-priority geographies for water-quality improvement projects and other projects that create DAC Benefits within DACs, to help inform WASCs as they consider project recommendations;
- d) Each Municipality shall receive benefits in proportion to the funds generated within their jurisdiction, after accounting for allocation of the one hundred ten percent (110%) return to DACs, to the extent feasible, to be evaluated annually over a rolling five (5) year period;
- e) A spectrum of Project types and sizes shall be implemented throughout the region, to the extent feasible, to be evaluated annually over a rolling five (5) year period;
- f) Nature-Based Solutions shall be prioritized, to the extent feasible;
- g) Projects, Feasibility Studies, scientific and technical studies, and other activities selected for inclusion in a SIP should be recommended to receive funding for their total estimated costs, unless a lesser amount has been requested;
- h) Operation and maintenance costs for any Project may be included in the Infrastructure Program portion of a SIP, whether or not the design and construction of that Project was included in a SIP; and
- i) Only Projects that meet or exceed the Threshold Score shall be eligible for inclusion in the Infrastructure Program. Projects that receive a score below the Threshold Score may be referred to the Technical Resources Program at the discretion of the WASC.

### 5 Transfer Agreement

Special Parcel Tax revenues collected for the current fiscal year will be allocated following approval of each SIP by the Los Angeles County Board of Supervisors.

For the Technical Resources Program, funds are disbursed to District Technical Assistance Teams, which will work with the project proponent, if available, to begin developing a complete Feasibility Study.

A Regional Program Transfer Agreement must be executed for Infrastructure Program Project Developers (IPPD) and Scientific Study Applicants after the Los Angeles County Board of Supervisors has approved the Stormwater Investment Plans. To allocate funds for the Infrastructure Program and Scientific Studies Program, a Transfer Agreement between the approved applicant/developer and the District must be executed. Draft templates for Transfer Agreements are available on SCW Regional Program webpages.

Funds will be transferred in annual increments subject to the Project meeting the schedule, budget, and scope of work terms outlined in the Transfer Agreement and SIP.

#### [Regional Program Transfer Agreement Template](#)

Applicants should review ALL conditions of the Transfer Agreement including:

- Exhibit A – Scope of Work
- Exhibit B – General Terms and Conditions
- Exhibit C – Special Conditions
- Exhibit D – Addendum to Agreement
- Exhibit E – Nature-Based Solutions (Best Management Practices)
- Exhibit F – Operations and Maintenance Guidance Document

Once a SIP is approved by the Los Angeles County Board of Supervisors, Project Applicants will be asked to complete the following items:

#### *Designation of Project Developer*

According to the Safe, Clean Water Program Implementation Ordinance (Chapter 18.07), prior to the disbursement of any funds for an Infrastructure Project or a Scientific Study that has been included in an adopted SIPs, the Project Applicant must designate an Infrastructure Program Project Developer (IPPD) or Scientific Study project developer, herein referred to as Project Developer. The District will solicit Project Developer information once the SIP is approved by the Los Angeles County Board of Supervisors. The information provided will enable the District to prepare the Transfer Agreement specific to the Infrastructure Project or Scientific Study.

#### *Exhibit A: Scope of Work Submission*

Each recipient for the Infrastructure Projects and Scientific Studies included in the SIPs is required to submit their Exhibit A: Scope of Work within forty five (45) days of approval of the SIP as a condition in the fund Transfer Agreement (TA). The Scope of Work should be consistent with the submitted Feasibility Study or the Project information submitted in the Quarterly Reports reviewed by the WASC and approved

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by the Board of Supervisors. To learn more about the contents of Exhibit A, please see the [Regional Program Transfer Agreement Template](#). Exhibit A should be e-mailed to [SafeCleanWaterLA@pw.lacounty.gov](mailto:SafeCleanWaterLA@pw.lacounty.gov) and submitted via the Reporting Module at the following link: <https://portal.safecleanwaterla.org/reporting>. Once the IPPD has been designated, the user accounts will be given reporting permissions.

### *CEQA Information Request Form*

According to the Safe, Clean Water Program TA Exhibit C: Special Conditions, Infrastructure Projects or a Scientific Studies that have been selected for inclusion in the SIPs are required to submit CEQA determination to the District under CEQA. The Project Developer acting as or with the CEQA Lead Agency, shall comply with the current CEQA guidelines (<https://opr.ca.gov/ceqa/>).

The District will not disburse the Safe, Clean Water (SCW) Program funds for any activities that meet the definition of a Project under CEQA [[Section 15378\(a\)](#)] until the Recipient has provided such documentation, analysis, and other work to the District and the District has complied with its obligations as a Responsible Agency under CEQA.

For Infrastructure Projects or Scientific Studies that meet the definition of a Project under CEQA during the upcoming Fiscal Year, a CEQA determination by the District is required prior to disbursement of funds. Activities that require a CEQA determination by the District includes but is not limited to projects entering the construction phase, operations and maintenance activities, and scientific studies that make changes to the environment.

Please complete the [CEQA Information Request Form](#) and email the information via email to [SafeCleanWaterLA@pw.lacounty.gov](mailto:SafeCleanWaterLA@pw.lacounty.gov). Please indicate in the subject line, “*Project Name – CEQA Information Request Form and Documents*” and specify the watershed area in the text. Note there is a 10 MB data limit. Please provide a website link to any large files. Once the District has complied with its obligations as a Responsible Agency under CEQA, resubmittal of the CEQA Information Request Form is not required for subsequent addendums unless there are modifications to the Project that require a new CEQA determination.

### *Authorization to Sign Transfer Agreement (TA)*

The District requires that each Project Developer include a pdf copy of the resolution or other authorization to execute the TA from their City Councils or other authorized party as appropriate, along with the signed TA. For projects that receive multiple years of SCW funding, proof of authorization to execute yearly addendums will also be needed. To expedite the preparation of your finalized TA, you may submit a pdf copy of the resolution or authorization via e-mail to [SafeCleanWaterLA@pw.lacounty.gov](mailto:SafeCleanWaterLA@pw.lacounty.gov). Please indicate in the subject line, “*Project Name – Authorization to Sign Transfer Agreement*” and specify the watershed area in the text.

### *Vendor ID and Preferred Address Information Request*

In order to disburse the Regional Program funds, each Project Developer must be a registered vendor with LA County. The District encourages each Project Developer to sign up for [Direct Deposit](#). Vendor



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registration is handled by Internal Services Department (ISD). You can contact ISD's vendor relations at 323-267-2725 Monday through Thursday during business hours (8:00AM to 5:00PM PST) for further assistance. The District will send out an online form to confirm your preferred vendor code and vendor address at a later date.

- Please visit the Vendor Self-Service Website, to manage your account Information, view financial transactions and more here: [LA Vendor Self Service website](#).
- If the Project Developer is already a registered vendor through LA County, you can search your vendor ID and update your account here:  
<https://camisvr.co.la.ca.us/Webven/Lookup/VendorSearch>

### *Executed Transfer Agreement (TA) or Addendum*

The District will send the Regional Program TA to the corresponding Project Developer with the agreement number and names associated with the approved project to sign and execute. **Do NOT send the sample agreement with signatures.**

To expedite the execution of the agreement, the District will accept an electronic, digitally applied signature on the agreement; the District will sign electronically as well and return the completed agreement via pdf; a hardcopy of the executed agreement will also be mailed. If the Project Developer would like to wet sign the agreement, the District will require two copies of the agreement to be mailed to the address below to be wet signed by the District and one copy will be mailed back to the Project Developer. Please follow up with District staff via phone or email to ensure mailed packages have been received timely. If the Project Developer sends a scanned pdf of a wet signature, the District will still require two mailed copies and it will be executed when received via mail; one signed copy will be mailed back.

#### Mailing Address:

Safe Clean Water Program, 11th Floor  
P.O. Box 1460  
Alhambra, CA 91802-1460

## 5.1 Release of Disbursements

Upon receipt and review of all the documents, the District will fully execute the TA and disburse funds within 45-days. The District will use the vendor ID and the preferred address on file. If there are any changes to your vendor ID or preferred address, please email the SCW team at our dedicated email address.

### 5.1.1 Lapsed Funds

In accordance with LACFCD Code Section 16.11, Project Developers are able to carry over uncommitted Special Parcel Tax funds for a maximum of five (5) years from the end of the fiscal year in which the funds are transferred from the District to the Project Developer. Additional requirements may be included in the TA.

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Funds that Project Developers are unable to expend within the five (5) year timeframe are considered lapsed funds and are subject to lapsed funding procedures. Lapsed funds are funds that were transferred to the Project Developer, but were not committed to eligible expenditures by the end of the fifth (5<sup>th</sup>) fiscal year after the fiscal year in which those funds were transferred from the District.

In the event that funds are to lapse, due to circumstances beyond the Project Developer's control, then the Project Developer may request an extension of up to twelve (12) months in which to commit the funds to eligible expenditures. Extension Requests must contain sufficient justification and be submitted to the District in writing no later than three (3) months before the funds are to lapse. If extension is approved, funds still uncommitted to eligible expenditures after an extension is granted will be subject to lapsed funding procedures without exception.

Lapsed funds shall be allocated by the WASC of the respective Watershed Area to a new Project or Program recommendation with benefit to that Municipality or Watershed Area.

### 6 Reporting Requirements

Each Project Developer must prepare progress/expenditure reports describing its use of Regional Program Funds. Reports are required on a quarterly and annual basis and are submitted to their respective WASC to be evaluated on whether the schedules, budgets, scopes and expected benefits have significantly changed and remain consistent with the SCW Program Goals. Programs and projects that are over budget or behind schedule, or that demonstrate reduced or revised scope or benefits, may be adjusted or removed from future SIPs.

Failure to comply with reporting requirement may result in fund disbursement delays or defaulting on TA terms. For a detailed timeline including deadlines, refer to [Reporting and Audits](#) webpage.

#### 6.1 Quarterly Reports

Each Project Developer will be required to prepare quarterly progress/expenditure reports describing its use of the Regional Program funds in accordance with the provisions of Section 18.07.F of the LACFCD Code. Applicants that denote a project modification in their quarterly report may be asked to answer questions or provide clarifying information at future WASC meetings. The Project’s respective WASC may adjust their future SIPs to exclude Projects that do not remain consistent with SCW Program Goals. The WASC will forward the report to the Regional Oversight Committee along with their own evaluation.

Quarterly reports must include the information outlined in Section 18.07.F.3 of the LACFCD Code and shall be submitted through the SCW Program’s [Reporting Module](#). Quarterly reports are due forty five (45) days following the end of the Fiscal Year quarter. Refer to the following table for quarterly progress report due dates:

Quarter	End of Quarter	Report Due
First Quarter	September	15 November
Second Quarter	December	15 February
Third Quarter	March	15 May
Fourth Quarter	June	15 August

*Table 2: Regional Program quarterly progress report due dates*

#### 6.2 Annual Reports

Project Developers shall prepare an annual summary of the quarterly progress and expenditure reports for their respective Programs and Projects including all items listed in Section 18.07.F.3 of the LACFCD Code and shall be submitted through the SCW Program’s [Reporting Module](#).

Infrastructure Program annual reports are due December 31, six (6) months following the closure of Q4. For a detailed timeline including deadlines, refer to [Reporting and Audits](#) webpage.

#### 6.3 Audit

The Project Developer is responsible for obtaining an independent audit to determine Funded Activity compliance with the terms and conditions of the TA and all requirements applicable to the Recipient contained in Chapters 16 and 18 of the LACFCD Code promptly upon SCW funded Project Completion. For a SCW funded Project that will be performed over the course of a period exceeding three (3) years, the

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District may also perform an interim independent audit every three (3) years until Project Completion. Audits shall be funded with Regional Program funds.

Project Developer shall file a copy of the SCW Activity Completion audit report with the District by the end of the ninth (9th) month from Activity Completion. Activity Completion refers to the completion of the funded activities as described in the submitted SOW. Audit reports, including any interim audit reports prepared by the District shall be posted on the District's publicly accessible website. The schedule of audits is outlined in the [Reporting and Audits](#) webpage.

For a period of 7 years after Project completion, Project Developers shall retain all records necessary in accordance with Generally Accepted Accounting Principles to determine amounts expended and eligibility of Projects and Programs implemented using SCW Program funds.

Upon demand, Project Developers shall make such records available for examination and review or audit by the District or its authorized representatives. Per Section 16.13.B of the LACFCD Code, records shall include: accounting records, written policies and procedures, contract files, original estimates, correspondence, change order files, including documentation covering negotiated settlements, invoices, and any other supporting evidence deemed necessary to substantiate charges related to SCW Program funds and expenditures.

Project Developers shall permit the Chief Engineer to examine all Projects and Programs that used SCW Program funds. In addition, the Project Developer shall permit the authorized District Representative, including the Auditor-Controller, to examine, review, audit, and transcribe records as outlined in Section 16.13.C that relate to Projects or Programs funded, in whole or part, by the SCW Program.

### 7 Frequently Asked Questions

*How will the District address Infrastructure Program (IP) projects already in the Stormwater Investment Plans (SIP) that have cost increases?*

Per Ordinance section 18.07.F.5 it states, "The Watershed Area Steering Committees shall review the Infrastructure Program Project Developers' quarterly progress and expenditure reports and the annual summary reports to evaluate whether the schedules, budgets, scopes and expected benefits have significantly changed and remain consistent with the SCW Program Goals. Programs and Projects that are over budget or behind schedule, or that demonstrate reduced or revised scope or benefits, may be adjusted or removed from future SIPs." If more funding is requested through Safe, Clean Water (SCW), the project may need to be re-scored and approved by the Watershed Area Steering Committee (WASC). Otherwise, the project developer would need to provide leveraged funds to address the funding gap.

*If a project abuts two different Watershed Areas, which Watershed Coordinator should the project applicant contact?*

The project applicant should contact all watershed coordinator(s) assigned to the respective watershed areas.

*For "Vector Minimization," are project applicants required to consult with the local vector control district regardless of project type?*

The IP and Technical Resources Program projects are subject to a Vector Minimization Plan. Consultation with the local vector control district is encouraged. However, the Scientific Studies Program projects are likely not subject to a Vector Minimization Plan.

*What is an example of the kind of monitoring required for IP projects?*

As one of the 19 Feasibility Study requirements, the project's Monitoring Plan should include details which will demonstrate how the Stormwater/Urban Runoff improvements have met the intended goals (i.e., improved water quality, no impacts to the local groundwater).

*Is there a plan for the Regional funds to be distributed proportionately to municipalities?*

The ordinance states that Fifty percent (50%) of the collected SCW funds are allocated to the Regional Program. Each of the nine Watershed Area Steering Committees (WASC) have discretion on which projects are recommended for SIP inclusion. Please note that project applicants can include individuals, municipalities, joint power authorities, special districts, etc.

LACFCD Code Section 18.07.B.2.d (and 18.05.K, where same thing is stated as a "goal") states that "Each Municipality shall receive benefits in proportion to the funds generated within their jurisdiction, after

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accounting for allocation of the one hundred ten percent (110%) return to DACs, to the extent feasible, to be evaluated annually over a rolling five (5) year period.”

As such, the WASCs are asked to target a proportional distribution (as feasible) of benefits, not the amount of money allocated. While funding is one way to measure distribution, because the ordinance encourages watershed planning and projects, and this policy refers to distribution of benefits, funding alone is an inaccurate measurement for this policy. The District intends to develop some additional guidance that will help track and report the distribution of benefits to the municipalities.

### *Is there an automated email for Program updates?*

Yes. There are two formal ways to sign up for overall Program updates or Watershed-specific updates, respectively: 1) by visiting the main [SCW webpage](#) and submitting your email address at the bottom of the webpage; and 2) by visiting a specific Committee page (e.g., the ULAR Watershed Area Steering Committee page <https://safecleanwaterla.org/upper-los-angeles-river-watershed-area/>), and submitting your email address in the middle of the Committee’s webpage.

### *Can an IP project apply for construction and O&M? Or just one or the other?*

A project can apply for both construction and O&M funding, together or separately. However, projects should consider that each WA has limited funding, and that SCW program encourages (and awards points for) use of leveraged funds.

### *Are the 19 Feasibility Study requirements included in the SCW Projects Module, i.e., if we fill out the SCW Projects Module, we will cover all necessary elements?*

Yes, all 19 Feasibility Study requirements are addressed and answered through the fields in the SCW Projects Module application. Depending on the scope of the project, additional items may be necessary to support all benefits claimed.

### *If an IP application is for funding only the design of a project, should the schedule as required in #3 of the Feasibility Study guidelines only include the design phase (not construction)?*

If known, the project applicant is encouraged to include the schedule for all phases of the project.

### *If a project extends more than 1 year, does the project developer need to submit an agreement every year to the SCW Program?*

The application must include the project schedule and show the requested funding within each fiscal year. For multi-year projects, the project developer and the District will need to execute the Regional Program Fund Transfer Agreement to receive the 1st year disbursement. For the subsequent year, an addendum will need to be executed to receive the next disbursement. Please refer to the [Regional Program Fund Transfer Agreement Template](#).

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*Can you please clarify if the SCW Program is now limiting O&M funding requests to 5-year increments? How will this impact entities that do not receive municipal funds or other funding sources for O&M?*

Since each approved SIP covers a 5-year period, O&M funding requests are currently limited to 5-year incremental requests. However, there are no limits on a project applying for additional 5-year incremental O&M requests and WASCs are instructed to consider long term O&M needs when programming and planning for Stormwater Investment Plans.

*Does the website provide the same results as would be obtained using the full WMMS model program?*

This is correct. It is advised to upload all the supporting documents to support your own generated values.

*For project activities included in an approved SIP for a subsequent fiscal year that have changes to the Scope of Work, Budget Plan or any other portions during that fiscal year, will a revised addendum or application need to be re-submitted as part of the addendum to this Agreement for that fiscal year?*

For each funded project, no significant unauthorized changes can be made to the scope of work, the project budget, or the intended schedule, etc. The SCW Program understands that unforeseen project delays occur and a project may need a portion of the funds in a following fiscal year instead of the originally intended year. Ultimately, the project must fulfill its activities with the associated approved funding, unless additional funding were to be approved in subsequent SIPs. As the applicant, you are required to submit Quarterly Reports on your project schedule, budget, scope, and benefits provided. The WASC will review those reports annually to make sure it is consistent to your original proposal. Projects that have major inconsistencies (such as being over budget, behind schedule, or provide a reduced scope or benefits) may be subject to loss of funding.

*Is it appropriate to reach out to the respective WASC about a project now to make them aware and discuss?*

Coordination with the watershed coordinator (not the WASC) is encouraged early in the project's development. When the WASC is considering the project for SIP inclusion, the project proponent can and should relay any coordination that has progressed with the watershed coordinator as well as applicable community engagement to date.

*Are there plans to revise the Feasibility Study Guidelines and Scoring Criteria?*

Updates to the Feasibility Study Guidelines and Scoring Criteria will be considered following the completion of the District Metrics and Monitoring Study (MMS), anticipated to be complete in 2023, and in coordination with the biennial review anticipated at the end of 2023.

# SCW Program



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*What are the expectations and best practices for strengthening community engagement and Project support?*

Refer to the SCW Program [2022 Interim Guidance](#) for details.



### 8 Other Ongoing and Related Efforts

A number of ongoing and anticipated efforts may provide additional resources and guidance to Regional Program project proponents and governance committees related to implementation of the Regional Program, including:

- Updates to the SCW Portal will be completed periodically.
- The District has initiated a Metrics and Monitoring Study (MMS) that will use a robust stakeholder and consensus-based approach to assess and develop metrics that can be used across the SCW Program to support Program Goals. The MMS is anticipated to be complete in 2023.
  - The District commissioned a white paper as part of the MMS by UCLA and Stantec (Equity in Stormwater Investments: Measuring Community Engagement and Disadvantaged Community Benefits for Equitable Impact in the Safe Clean Water Program) which is published on the UCLA Luskin Center website: <https://innovation.luskin.ucla.edu/wp-content/uploads/2022/08/Equity-in-Stormwater-Investments.pdf>.

# SCW Program



## Attachment A – Regional Program Structure and Flow Chart

