

Safe, Clean Water Program

Regional Program Quarterly Reporting Module FAQ

May 2021



The Safe, Clean Water Program (SCWP) hosted informational sessions on April 28 & 29, 2021 demonstrating the reporting module developed for Regional Program funding recipients to submit their quarterly reports. This document is a summary of frequently asked questions for the quarterly reporting module.

General

Q: Will there be follow up informational sessions or a manual developed to assist in preparation of the Quarterly 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 have future questions?

A: For questions about the SCW Program or reporting requirements please contact the District (SafeCleanWaterLA@dpw.lacounty.gov). For issues or questions about the Reporting Module website, please contact technical support (app@paradigmh2o.com).

Q: For projects with Transfer Agreements that have not been executed, and SOWs not yet approved, how do we fill in the reporting module?

A: The District encourages Project Developers to compile a draft quarterly report to the extent feasible. At a minimum, the District recommends the draft quarterly report include tentative schedule and eligible expenditures during the reporting period*, if applicable.

Q: What is the capacity of the PDF upload?

A: File size capacity is 20MB. Saving reduced files can be helpful, if needed.

Q: Can you clarify the terms, "Funding Requested", "Funding Received", "% Spent", etc.?

A: The terms and tooltips have been updated to clarify the represented values. Refer to the Reporting Module for more information.

* The reporting period for the report due on May 15, 2021 should include all activities funded by SCWP between November 6, 2018 and March 31, 2021.

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Scope of Work

Metrics & Targets

Q: Are there any required metrics to include?

A: No, the District is actively evaluating approaches for reporting on quantitative targets and corresponding metrics. In the interim, please input user-defined quantitative targets and corresponding metrics related achievement of Safe Clean Water Program goals and project benefits (Section 18.04 FCD Code).

Q: How is the target value determined?

A: The target value is determined by the Project Developer in the approved scope.

Schedule

Q: What activities should be included in the schedule?

A: The schedule should include all activities, including major subtasks and milestones, funded **by** the SCWP as approved in the Stormwater Investment Plan (SIP) and Scope of Work. If the project will be phased, the schedule should also include any future activities anticipated to be funded by the SCWP.

Q: What if the current project schedule has deviated from the schedule in the submitted Scope of Work?

A: The Project Developer should initially input the project baseline schedule, consistent with the approved Scope of Work, and save the schedule. Then the Project Developer should update the project schedule to provide the most current information available and save the schedule again. This will ensure that changes are captured in the change log. In the Quarterly Report - Activities for Reporting Period Section, the Project Developer should then describe the scheduling concerns or issues encountered that delayed the schedule identified in the submitted Scope of Work. Any changes from the previously submitted schedule should also be noted in the Modifications section of the Quarterly Report.

Q: Can relationships be assigned to tasks? (i.e. if one task is delayed, all linked tasks are modified.)

A: This feature is not currently available. However, the Gantt Schedule can be easily modified by dragging tasks from left to right.

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Quarterly Reports

Quarterly Report Overview

Q: Can you clarify project completion versus funding used?

A: Estimated Progress, Estimated Spent, and Estimated Variance requests have been removed and SCWP will defer to the qualitative responses in the Modifications sections.

Q: Will the contents of the quarterly and annual reports be released as public information?

A: Yes, quarterly and annual reports will be provided to the Watershed Area Steering Committees (WASCs) and posted on the SCW program website.

Quarterly Expenditures

Q: What expenditures should be included in the quarterly report?

A: Expenditures reported here should reflect the spending of SCWP funds during the reporting period* and should only include eligible SCWP expenses (The toggle acts as a check that the funding recipient has considered eligibility when providing each expense.)

For example: If SCWP funds are budgeted for construction, but only design expenditures have been made for the quarter, no expenditures will be reported.

Q: Do we need to upload documentation to support expenditures?

A: Project Developers 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: Do we need to report on expenditures of leveraged funds for this quarter?

A: Expenditures of leveraged funds are not currently included in quarterly reports but high-level summaries are expected to be a part of future reporting to help demonstrate progress towards full project completion and ensure this scored parameter and its corresponding benefits are carried out as intended.

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Additional Info

Q: Is there a template for the Certification of Registered Professional?

A: There is currently no template available. The District will consider developing a template for future quarterly reports. Refer to B-16 of the Transfer Agreement for more information.

Q: What type of insurance do we need to submit?

A: The recipient shall follow the Insurance Manual prepared by the Risk Management Office of the Los Angeles County Chief Executive Office (<https://riskmanagement.lacounty.gov/wp-content/uploads/2019/06/Insurance-Manual-revised-May-2019.pdf>). To ensure the Project Developer will be able to fulfill their promise of indemnification, the District requests one or some combination of the following depending on the scope of the Funded Activity:

- Certificate of self-insurance (for municipalities);
- Insurance policies procured by the Recipient (see Insurance Manual p. 16, Section 5.A.4); or
- Insurance policies procured by the Recipient's contractors, provided the District is named as an additional insured on those policies (see Insurance Manual p. 11, Section 4.C).

Refer to B-34.6 of the Transfer Agreement for more information.

Q: Do we need to provide the certification and insurance for each of the Quarterly Reports?

A: Yes, as applicable. Refer to B-16 and B-34.6 of the Transfer Agreement for more information.

Q: Would the certification and insurance be required of a Scientific Study?

A: Yes.