Safe, Clean Water Program

Municipal Program Annual Reporting Module FAQ

Prepared on: March 17, 2022

Q: When is the FY 22-23 Municipal Program's Annual Plan due?

A: Per Section 18.06.B.2 and Section 18.09.B.5 of the Flood Control District Ordinance and IV-A of the Municipal Program Transfer Agreement, the FY 22-23 Municipal Program's Annual Plan is due on April 1st, 2022, and subsequent Annual Plans will be due on April 1st of each year.

Q: Will there be follow up informational sessions or a manual developed to assist with using the Municipal Program Reporting Module and the Annual Plan functionality?

A: No, this FAQ is acting as a follow up to the informational session. The recording will be posted on the SCWP website and tooltips were added in response to questions from the information session.

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

A: Yes, multiple users can be granted access the same Annual Plan. For access, please contact both the District (scwpMunicipal@pw.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 technical issues or questions regarding the Reporting Module website, please contact technical support (app@paradigmh2o.com).

Q: I'm a consultant and will need access to Annual Plans 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 prepare their Annual Plans along with your username for the Reporting Module. Please note, municipalities can utilize an outside consultant to prepare the Annual Plan, however, staff from those municipalities shall review and submit the Annual Plan through the Reporting Module. This will confirm to the District that the municipality has reviewed and approved the Annual Plan before submission.

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

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

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

A: Municipalities are responsible for certifying that projects and programs included in their Annual Plan fall 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 Plans for completeness. If the District generates comments regarding a Municipality's Annual Plan, the District will contact users associated with that Municipality via email. Revisions to address District comments should be applied to the current Annual Plan in the Reporting Module and all future submittals, as applicable, prior to disbursement. All Annual Plans will be made publicly available on the SCWP website.

Q: If projects and programs change from the previous years, how do municipalities account for that? Is it possible to revise an approved Annual Plan?

A: Once an Annual Plan is submitted and reviewed, the document will be kept static with no changes. Any changes in activities can be reported in the Annual Report, which will be due at the end of the calendar year. Municipalities shall notify the District prior to spending any funds towards activities the not shown on the approved Annual Plan per the Municipal Transfer Agreement Exhibit B, B-24, 3.

Q: How will municipalities be able to differentiate activities related to continuation of programs or O&M of projects implemented prior to November 6, 2018 and what is the maximum they can use for past efforts?

A: In Activities tile of the Municipal Program Reporting Module, specify "Existing" for activities related to continuation of programs or Operation and Maintenance of projects implemented. Refer to Section 18.06.C or tool tips for clarification regarding use of Municipal Program funds towards new or existing continuing projects/programs. Operations & Maintenance shall be included as different activities to facilitate the architecture of the Annual Plan submission.

Q: I'm preparing the FY 22-23 Annual Plan, however, the District has not posted the Municipal Program Fund Estimate for FY 22-23 on the website. What is the anticipated SCW municipal Program Payments for the coming Fiscal year?

A: For the FY 22- 23 Annual Plan, municipalities shall use the FY 21-22 Local Tax Return Estimates, which is posted on District website here. Since the Annual Plans are forward-looking plans and the District will need to collect tax revenues before disbursement of any SCW Municipal Program Payments, the budget in the Annual Plan will always use the tax revenues collected in the prior year.

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Q: How should recurring annual expense, such as Operations and Maintenance, be reported?

A: Like any other activity, recurring annual expense shall be listed as a single activity (i.e. O&M for Project X) in the Activities tile of the Municipality Program Reporting Module. Once listed, the municipality can select and designate the annual plan expense each year under the "Plan Activities" section of the Annual Plan. Alternative method would be to list the same activity but for different years (i.e O&M for project X year 1, O&M for Project X year 2, O&M for Project X year 3, etc…) in the Activities tile of the Municipality Program Reporting Module and select the corresponding year under the "Plan Activities" Section of the Annual plan.

Q: How should municipality's staff time be included in the Annual Plan?

A: Staff time is an eligible expense and can be included in the total cost of the project or program.

Q: If a municipality has a project which will be completed on FY 21-22, will the project appear when it is time to submit Annual Report for FY 21-22?

A: Yes. Activities listed on the Annual Plan will need to be reported on the corresponding Annual Report. If the project was listed as an activity in the FY 21-22 Annual plan, the municipality shall report on that activity in the FY 21-22 Annual report. Municipality will need to select which activities to report on when creating the Annual Report.

Q: Are we able to alter the names of the Project/Programs for continuing projects?

A: Municipalities can edit an activity to change the name of the project/program and reference the old name within the title to track those changes. Municipalities should provide as much information as possible in the Annual Report to track these kinds of changes.

Q: How do I remove an activity from the Activities list?

A: An activity should only be removed if it was created in error or duplicated. To completely remove an activity so that it does not show on a Activities Module, change the activity status to "Removed" in the "Activity General Information" section. Also, completed or cancelled activities can be specified in "Select Activity Status" in the "Activity General Information" section .

In Annual Plan under the "Plan Activities" section, the user can toggle Yes or No from list to include activities in the Municipal Annual Plan.

Q: How do I edit an activity's goals or metrics in the Annual Plan?

A: The activity's goals and metrics are pulled from the Activities Module. If the goals or metric does not apply to the activity, please update in Activities Module prior to submittal of the Annual Plan.

Q: What should the rollover amount to be shown in the Annual Plan be?

A: The rollover amount is a cumulative amount of all previous years and an estimate for the current year. For the FY 22-23 Annual Plan, municipalities should include the sum of the estimated roll over/unused amount of the SCW Municipal Program Payments from FY 20-21 and FY 21-22.

Q: How much should municipalities budget of the estimated SCW Municipal Program Payments in their Annual Plan?

A: The District recommends caution on budgeting beyond what is estimated to be paid through the SCW Municipal Program Payments.

Q: Will the District convey to municipalities when expenditures do not meet SCW eligible criteria? How is eligibility of an expenditure correlated to the Audit mentioned in the Transfer Agreement?

A: The District will not convey that information to the municipalities. It is up to each municipality to ensure each expenditure is an eligible expense as described in Section 16.05 of the Flood Control District Code Each Municipality is responsible for obtaining an independent audit to determine compliance with the terms and conditions of this Agreement and all requirements applicable to the Municipality contained in chapters 16 and 18 of the Code. For more information, please refer to the Municipal Transfer Agreement Exhibit B, B-6.