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Appendix A: DWR UWMP Checklist

| Retail | Wholesale | 2020 Guidebook Location | Water Code Section | Summary as Applies to UWMP | Subject | 2020 UWMP Location (Optional Column for Agency Review Use) |
|--------|-----------|----------------------------|--------------------|--|--|--|
| x | x | Chapter 1 | 10615 | A plan shall describe and evaluate sources of supply, reasonable and practical efficient uses, reclamation and demand management activities. | Introduction and Overview | Section 1.1 |
| x | x | Chapter 1 | 10630.5 | Each plan shall include a simple description of the supplier's plan including water availability, future requirements, a strategy for meeting needs, and other pertinent information. Additionally, a supplier may also choose to include a simple description at the beginning of each chapter. | Summary | Lay Description |
| x | x | Section 2.2 | 10620(b) | Every person that becomes an urban water supplier shall adopt an urban water management plan within one year after it has become an urban water supplier. | Plan Preparation | Section 2.1 |
| x | x | Section 2.6 | 10620(d)(2) | Coordinate the preparation of its plan with other appropriate agencies in the area, including other water suppliers that share a common source, water management agencies, and relevant public agencies, to the extent practicable. | Plan Preparation | Section 2.3 |
| x | x | Section 2.6.2 | 10642 | Provide supporting documentation that the water supplier has encouraged active involvement of diverse social, cultural, and economic elements of the population within the service area prior to and during the preparation of the plan and contingency plan. | Plan Preparation | Section 2.3 |
| x | | Section 2.6, Section 6.1 | 10631(h) | Retail suppliers will include documentation that they have provided their wholesale supplier(s) - if any - with water use projections from that source. | System Supplies | Section 2.3.1 |
| | x | Section 2.6 | 10631(h) | Wholesale suppliers will include documentation that they have provided their urban water suppliers with identification and quantification of the existing and planned sources of water available from the wholesale to the urban supplier during various water year types. | System Supplies | Section 2.3.1 |
| x | x | Section 3.1 | 10631(a) | Describe the water supplier service area. | System Description | Section 3.1 |
| x | x | Section 3.3 | 10631(a) | Describe the climate of the service area of the supplier. | System Description | Section 3.3 |
| x | x | Section 3.4 | 10631(a) | Provide population projections for 2025, 2030, 2035, 2040 and optionally 2045. | System Description | Section 3.4.1 |
| x | x | Section 3.4.2 | 10631(a) | Describe other social, economic, and demographic factors affecting the supplier's water management planning. | System Description | Section 3.4.2 |
| x | x | Sections 3.4 and 5.4 | 10631(a) | Indicate the current population of the service area. | System Description and Baselines and Targets | Section 3.4.1 |
| x | x | Section 3.5 | 10631(a) | Describe the land uses within the service area. | System Description | Section 3.5 |
| x | x | Section 4.2 | 10631(d)(1) | Quantify past, current, and projected water use, identifying the uses among water use sectors. | System Water Use | Section 4.1 |
| x | x | Section 4.2.4 | 10631(d)(3)(C) | Retail suppliers shall provide data to show the distribution loss standards were met. | System Water Use | Section 4.2 |
| x | x | Section 4.2.6 | 10631(d)(4)(A) | In projected water use, include estimates of water savings from adopted codes, plans and other policies or laws. | System Water Use | Section 4.1.1 |
| x | x | Section 4.2.6 | 10631(d)(4)(B) | Provide citations of codes, standards, ordinances, or plans used to make water use projections. | System Water Use | Section 4.1.1 |
| x | optional | Section 4.3.2.4 | 10631(d)(3)(A) | Report the distribution system water loss for each of the 5 years preceding the plan update. | System Water Use | Section 4.2 |
| x | optional | Section 4.4 | 10631.1(a) | Include projected water use needed for lower income housing projected in the service area of the supplier. | System Water Use | Section 4.3 |
| x | x | Section 4.5 | 10635(b) | Demands under climate change considerations must be included as part of the drought risk assessment. | System Water Use | Section 4.4 |
| x | | Chapter 5 | 10608.20(e) | Retail suppliers shall provide baseline daily per capita water use, urban water use target, interim urban water use target, and compliance daily per capita water use, along with the bases for determining those estimates, including references to supporting data. | Baselines and Targets | Section 5.1 |
| x | | Chapter 5 | 10608.24(a) | Retail suppliers shall meet their water use target by December 31, 2020. | Baselines and Targets | Section 5.3 |
| | x | Section 5.1 | 10608.36 | Wholesale suppliers shall include an assessment of present and proposed future measures, programs, and policies to help their retail water suppliers achieve targeted water use reductions. | Baselines and Targets | Section 5 |
| x | | Section 5.2 | 10608.24(d)(2) | If the retail supplier adjusts its compliance GPCD using weather normalization, economic adjustment, or extraordinary events, it shall provide the basis for, and data supporting the adjustment. | Baselines and Targets | Section 5.3.1 |
| x | | Section 5.5 | 10608.22 | Retail suppliers' per capita daily water use reduction shall be no less than 5 percent of base daily per capita water use of the 5 year baseline. This does not apply if the suppliers base GPCD is at or below 100. | Baselines and Targets | Section 5.1 |
| x | | Section 5.5 and Appendix E | 10608.4 | Retail suppliers shall report on their compliance in meeting their water use targets. The data shall be reported using a standardized form in the SBX7-7 2020 Compliance Form. | Baselines and Targets | Section 5.1 |
| x | x | Sections 6.1 and 6.2 | 10631(b)(1) | Provide a discussion of anticipated supply availability under a normal, single dry year, and a drought lasting five years, as well as more frequent and severe periods of drought. | System Supplies | Section 7.1 |
| x | x | Sections 6.1 | 10631(b)(1) | Provide a discussion of anticipated supply availability under a normal, single dry year, and a drought lasting five years, as well as more frequent and severe periods of drought, <i>including changes in supply due to climate change.</i> | System Supplies | Section 7.1 |
| x | x | Section 6.1 | 10631(b)(2) | When multiple sources of water supply are identified, describe the management of each supply in relationship to other identified supplies. | System Supplies | Section 6.1 |

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| x | x | Section 6.1.1 | 10631(b)(3) | Describe measures taken to acquire and develop planned sources of water. | System Supplies | Section 6.2.8 |
| x | x | Section 6.2.8 | 10631(b) | Identify and quantify the existing and planned sources of water available for 2020, 2025, 2030, 2035, 2040 and optionally 2045. | System Supplies | Section 6.2.9 |
| x | x | Section 6.2 | 10631(b) | Indicate whether groundwater is an existing or planned source of water available to the supplier. | System Supplies | Section 6.2.2 |
| x | x | Section 6.2.2 | 10631(b)(4)(A) | Indicate whether a groundwater sustainability plan or groundwater management plan has been adopted by the water supplier or if there is any other specific authorization for groundwater management. Include a copy of the plan or authorization. | System Supplies | Section 6.2.2 |
| x | x | Section 6.2.2 | 10631(b)(4)(B) | Describe the groundwater basin. | System Supplies | Section 6.2.2 |
| x | x | Section 6.2.2 | 10631(b)(4)(B) | Indicate if the basin has been adjudicated and include a copy of the court order or decree and a description of the amount of water the supplier has the legal right to pump. | System Supplies | Section 6.2.2 |
| x | x | Section 6.2.2.1 | 10631(b)(4)(B) | For unadjudicated basins, indicate whether or not the department has identified the basin as a high or medium priority. Describe efforts by the supplier to coordinate with sustainability or groundwater agencies to achieve sustainable groundwater conditions. | System Supplies | Section 6.2.2 |
| x | x | Section 6.2.2.4 | 10631(b)(4)(C) | Provide a detailed description and analysis of the location, amount, and sufficiency of groundwater pumped by the urban water supplier for the past five years | System Supplies | Section 6.2.2 |
| x | x | Section 6.2.2 | 10631(b)(4)(D) | Provide a detailed description and analysis of the amount and location of groundwater that is projected to be pumped. | System Supplies | Section 6.2.9 |
| x | x | Section 6.2.7 | 10631(c) | Describe the opportunities for exchanges or transfers of water on a short-term or long-term basis. | System Supplies | Section 6.2.7 |
| x | x | Section 6.2.5 | 10633(b) | Describe the quantity of treated wastewater that meets recycled water standards, is being discharged, and is otherwise available for use in a recycled water project. | System Supplies (Recycled Water) | Section 6.2.5 |
| x | x | Section 6.2.5 | 10633(c) | Describe the recycled water currently being used in the supplier's service area. | System Supplies (Recycled Water) | Section 6.2.5 |
| x | x | Section 6.2.5 | 10633(d) | Describe and quantify the potential uses of recycled water and provide a determination of the technical and economic feasibility of those uses. | System Supplies (Recycled Water) | Section 6.2.5 |
| x | x | Section 6.2.5 | 10633(e) | Describe the projected use of recycled water within the supplier's service area at the end of 5, 10, 15, and 20 years, and a description of the actual use of recycled water in comparison to uses previously projected. | System Supplies (Recycled Water) | Section 6.2.5 |
| x | x | Section 6.2.5 | 10633(f) | Describe the actions which may be taken to encourage the use of recycled water and the projected results of these actions in terms of acre-feet of recycled water used per year. | System Supplies (Recycled Water) | Section 6.2.5 |
| x | x | Section 6.2.5 | 10633(g) | Provide a plan for optimizing the use of recycled water in the supplier's service area. | System Supplies (Recycled Water) | Section 6.2.5 |
| x | x | Section 6.2.6 | 10631(g) | Describe desalinated water project opportunities for long-term supply. | System Supplies | Section 6.2.6 |
| x | x | Section 6.2.5 | 10633(a) | Describe the wastewater collection and treatment systems in the supplier's service area with quantified amount of collection and treatment and the disposal methods. | System Supplies (Recycled Water) | Section 6.2.5 |
| x | x | Section 6.2.8, Section 6.3.7 | 10631(f) | Describe the expected future water supply projects and programs that may be undertaken by the water supplier to address water supply reliability in average, single-dry, and for a period of drought lasting 5 consecutive water years. | System Supplies | Section 6.2.8 |
| x | x | Section 6.4 and Appendix O | 10631.2(a) | The UWMP must include energy information, as stated in the code, that a supplier can readily obtain. | System Supplies, Energy Intensity | Section 6.3 |
| x | x | Section 7.2 | 10634 | Provide information on the quality of existing sources of water available to the supplier and the manner in which water quality affects water management strategies and supply reliability | Water Supply Reliability Assessment | Section 7.1.4 |
| x | x | Section 7.2.4 | 10620(f) | Describe water management tools and options to maximize resources and minimize the need to import water from other regions. | Water Supply Reliability Assessment | Section 7.1 |
| x | x | Section 7.3 | 10635(a) | Service Reliability Assessment: Assess the water supply reliability during normal, dry, and a drought lasting five consecutive water years by comparing the total water supply sources available to the water supplier with the total projected water use over the next 20 years. | Water Supply Reliability Assessment | Section 7.1 |
| x | x | Section 7.3 | 10635(b) | Provide a drought risk assessment as part of information considered in developing the demand management measures and water supply projects. | Water Supply Reliability Assessment | Section 7.2 |
| x | x | Section 7.3 | 10635(b)(1) | Include a description of the data, methodology, and basis for one or more supply shortage conditions that are necessary to conduct a drought risk assessment for a drought period that lasts 5 consecutive years. | Water Supply Reliability Assessment | Section 7.2 |
| x | x | Section 7.3 | 10635(b)(2) | Include a determination of the reliability of each source of supply under a variety of water shortage conditions. | Water Supply Reliability Assessment | Section 7.1 |
| x | x | Section 7.3 | 10635(b)(3) | Include a comparison of the total water supply sources available to the water supplier with the total projected water use for the drought period. | Water Supply Reliability Assessment | Section 7.2 |

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| x | x | Section 7.3 | 10635(b)(4) | Include considerations of the historical drought hydrology, plausible changes on projected supplies and demands under climate change conditions, anticipated regulatory changes, and other locally applicable criteria. | Water Supply Reliability Assessment | Section 7.2 |
| x | x | Chapter 8 | 10632(a) | Provide a water shortage contingency plan (WSCP) with specified elements below. | Water Shortage Contingency Planning | WSCP |
| x | x | Chapter 8 | 10632(a)(1) | Provide the analysis of water supply reliability (from Chapter 7 of Guidebook) in the WSCP | Water Shortage Contingency Planning | WSCP, Section 1 |
| x | x | Section 8.10 | 10632(a)(10) | Describe reevaluation and improvement procedures for monitoring and evaluation the water shortage contingency plan to ensure risk tolerance is adequate and appropriate water shortage mitigation strategies are implemented. | Water Shortage Contingency Planning | WSCP, Section 2 |
| x | x | Section 8.2 | 10632(a)(2)(A) | Provide the written decision-making process and other methods that the supplier will use each year to determine its water reliability. | Water Shortage Contingency Planning | WSCP, Section 2 |
| x | x | Section 8.2 | 10632(a)(2)(B) | Provide data and methodology to evaluate the supplier's water reliability for the current year and one dry year pursuant to factors in the code. | Water Shortage Contingency Planning | WSCP, Section 2 |
| x | x | Section 8.3 | 10632(a)(3)(A) | Define six standard water shortage levels of 10, 20, 30, 40, 50 percent shortage and greater than 50 percent shortage. These levels shall be based on supply conditions, including percent reductions in supply, changes in groundwater levels, changes in surface elevation, or other conditions. The shortage levels shall also apply to a catastrophic interruption of supply. | Water Shortage Contingency Planning | WSCP, Section 3 |
| x | x | Section 8.3 | 10632(a)(3)(B) | Suppliers with an existing water shortage contingency plan that uses different water shortage levels must cross reference their categories with the six standard categories. | Water Shortage Contingency Planning | WSCP, Section 3 |
| x | x | Section 8.4 | 10632(a)(4)(A) | Suppliers with water shortage contingency plans that align with the defined shortage levels must specify locally appropriate supply augmentation actions. | Water Shortage Contingency Planning | WSCP, Section 4 |
| x | x | Section 8.4 | 10632(a)(4)(B) | Specify locally appropriate demand reduction actions to adequately respond to shortages. | Water Shortage Contingency Planning | WSCP, Section 4 |
| x | x | Section 8.4 | 10632(a)(4)(C) | Specify locally appropriate operational changes. | Water Shortage Contingency Planning | WSCP, Section 4 |
| x | x | Section 8.4 | 10632(a)(4)(D) | Specify additional mandatory prohibitions against specific water use practices that are in addition to state-mandated prohibitions are appropriate to local conditions. | Water Shortage Contingency Planning | WSCP, Section 4 |
| x | x | Section 8.4 | 10632(a)(4)(E) | Estimate the extent to which the gap between supplies and demand will be reduced by implementation of the action. | Water Shortage Contingency Planning | WSCP, Section 4 |
| x | x | Section 8.4.6 | 10632.5 | The plan shall include a seismic risk assessment and mitigation plan. | Water Shortage Contingency Plan | WSCP, Section 4.6 |
| x | x | Section 8.5 | 10632(a)(5)(A) | Suppliers must describe that they will inform customers, the public and others regarding any current or predicted water shortages. | Water Shortage Contingency Planning | WSCP, Section 5 |
| x | x | Section 8.5 and 8.6 | 10632(a)(5)(B) 10632(a)(5)(C) | Suppliers must describe that they will inform customers, the public and others regarding any shortage response actions triggered or anticipated to be triggered and other relevant communications. | Water Shortage Contingency Planning | WSCP, Section 5 |
| x | | Section 8.6 | 10632(a)(6) | Retail supplier must describe how it will ensure compliance with and enforce provisions of the WSCP. | Water Shortage Contingency Planning | WSCP, Section 6 |
| x | | Section 8.7 | 10632(a)(7)(A) | Describe the legal authority that empowers the supplier to enforce shortage response actions. | Water Shortage Contingency Planning | WSCP, Section 7 |
| x | x | Section 8.7 | 10632(a)(7)(B) | Provide a statement that the supplier will declare a water shortage emergency Water Code Chapter 3. | Water Shortage Contingency Planning | WSCP, Section 7 |
| x | x | Section 8.7 | 10632(a)(7)(C) | Provide a statement that the supplier will coordinate with any city or county within which it provides water for the possible proclamation of a local emergency. | Water Shortage Contingency Planning | WSCP, Section 7 |
| x | x | Section 8.8 | 10632(a)(8)(A) | Describe the potential revenue reductions and expense increases associated with activated shortage response actions. | Water Shortage Contingency Planning | WSCP, Section 8 |
| x | x | Section 8.8 | 10632(a)(8)(B) | Provide a description of mitigation actions needed to address revenue reductions and expense increases associated with activated shortage response actions. | Water Shortage Contingency Planning | WSCP, Section 8 |
| x | | Section 8.8 | 10632(a)(8)(C) | Retail suppliers must describe the cost of compliance with Water Code Chapter 3.3: Excessive Residential Water Use During Drought | Water Shortage Contingency Planning | WSCP, Section 8 |
| x | | Section 8.9 | 10632(a)(9) | Retail suppliers must describe the monitoring and reporting requirements and procedures that ensure appropriate data is collected, tracked, and analyzed for purposes of monitoring customer compliance. | Water Shortage Contingency Planning | WSCP, Section 8 |
| x | | Section 8.11 | 10632(b) | Analyze and define water features that are artificially supplied with water, including ponds, lakes, waterfalls, and fountains, separately from swimming pools and spas. | Water Shortage Contingency Planning | WSCP, Section 11 |
| x | x | Sections 8.12 and 10.4 | 10635(c) | Provide supporting documentation that Water Shortage Contingency Plan has been, or will be, provided to any city or county within which it provides water, no later than 30 days after the submission of the plan to DWR. | Plan Adoption, Submittal, and Implementation | WSCP, Section 12 |
| x | x | Section 8.12 | 10632(c) | Make available the Water Shortage Contingency Plan to customers and any city or county where it provides water within 30 after adopted the plan. | Water Shortage Contingency Planning | WSCP, Section 12 |

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| | x | Sections 9.1 and 9.3 | 10631(e)(2) | Wholesale suppliers shall describe specific demand management measures listed in code, their distribution system asset management program, and supplier assistance program. | Demand Management Measures | Section 9.1 |
| x | | Sections 9.2 and 9.3 | 10631(e)(1) | Retail suppliers shall provide a description of the nature and extent of each demand management measure implemented over the past five years. The description will address specific measures listed in code. | Demand Management Measures | Section 9.2 and 9.3 |
| x | | Chapter 10 | 10608.26(a) | Retail suppliers shall conduct a public hearing to discuss adoption, implementation, and economic impact of water use targets (recommended to discuss compliance). | Plan Adoption, Submittal, and Implementation | Section 10.3 |
| x | x | Section 10.2.1 | 10621(b) | Notify, at least 60 days prior to the public hearing, any city or county within which the supplier provides water that the urban water supplier will be reviewing the plan and considering amendments or changes to the plan. Reported in Table 10-1. | Plan Adoption, Submittal, and Implementation | Section 10.2 |
| x | x | Section 10.4 | 10621(f) | Each urban water supplier shall update and submit its 2020 plan to the department by July 1, 2021. | Plan Adoption, Submittal, and Implementation | Section 10.3 |
| x | x | Sections 10.2.2, 10.3, and 10.5 | 10642 | Provide supporting documentation that the urban water supplier made the plan and contingency plan available for public inspection, published notice of the public hearing, and held a public hearing about the plan and contingency plan. | Plan Adoption, Submittal, and Implementation | Section 10.2 |
| x | x | Section 10.2.2 | 10642 | The water supplier is to provide the time and place of the hearing to any city or county within which the supplier provides water. | Plan Adoption, Submittal, and Implementation | Section 10.2 |
| x | x | Section 10.3.2 | 10642 | Provide supporting documentation that the plan and contingency plan has been adopted as prepared or modified. | Plan Adoption, Submittal, and Implementation | Section 10.3 |
| x | x | Section 10.4 | 10644(a) | Provide supporting documentation that the urban water supplier has submitted this UWMP to the California State Library. | Plan Adoption, Submittal, and Implementation | Section 10.4 |
| x | x | Section 10.4 | 10644(a)(1) | Provide supporting documentation that the urban water supplier has submitted this UWMP to any city or county within which the supplier provides water no later than 30 days after adoption. | Plan Adoption, Submittal, and Implementation | Section 10.4 |
| x | x | Sections 10.4.1 and 10.4.2 | 10644(a)(2) | The plan, or amendments to the plan, submitted to the department shall be submitted electronically. | Plan Adoption, Submittal, and Implementation | Section 10.4 |
| x | x | Section 10.5 | 10645(a) | Provide supporting documentation that, not later than 30 days after filing a copy of its plan with the department, the supplier has or will make the plan available for public review during normal business hours. | Plan Adoption, Submittal, and Implementation | Section 10.5 |
| x | x | Section 10.5 | 10645(b) | Provide supporting documentation that, not later than 30 days after filing a copy of its water shortage contingency plan with the department, the supplier has or will make the plan available for public review during normal business hours. | Plan Adoption, Submittal, and Implementation | Section 10.5 |
| x | x | Section 10.6 | 10621(c) | If supplier is regulated by the Public Utilities Commission, include its plan and contingency plan as part of its general rate case filings. | Plan Adoption, Submittal, and Implementation | Section 10.6 |
| x | x | Section 10.7.2 | 10644(b) | If revised, submit a copy of the water shortage contingency plan to DWR within 30 days of adoption. | Plan Adoption, Submittal, and Implementation | Section 10.7 |