

Guidebook for 2015 Urban Water Management Plans

The Guidebook to Assist Urban Water Suppliers Prepare a 2015 Urban Water Management Plan has been developed by the California Department of Water Resources (DWR) to assist urban water suppliers prepare and adopt plans that meet the requirements of the water code and provide useful information to the public about the supplier and its current and future water management programs.

The Guidebook is meant to help suppliers better understand requirements of the Water Code, but water suppliers are solely responsible for ensuring they've complied with the Water Code requirements and all applicable laws.

Guidebook Organization

The Guidebook is organized into two parts:

Preparing a UWMP

This part provides specific guidance for addressing stated Urban Water Management Plan (UWMP) requirements identified in the California Water Code (CWC). The organization of the Guidebook is the same as the recommended organization of the UWMPs.

- Required elements are presented in text boxes.
- DWR guidance and recommendations are presented in plain text.
- When requirements differ for wholesale agencies versus retail agencies, guidance specific to each type of agency is clearly separated.
- Required tables are provided for each section.

Appendices

The appendices provide detailed and specific subjects or supporting documents related to preparing a UWMP.

Recommended UWMP Organization

DWR recommends, but does not require, that an urban water supplier use the organization outlined below to prepare its 2015 UWMP. (The Guidebook uses this same organization.)

This organization groups the requirements by topic and presents the topics in the order in which a water supplier may consider including them in a UWMP. This does not follow the order of the legislation.

Under each section title is the topic name, followed by the and item number(s) from the UWMP checklist (checklist can be found in Appendix G).

Section 1- Plan Preparation

- Coordination (*Checklist #4, #6, #54–#56*)
- Plan Adoption, Submittal, and Implementation (*Checklist #7, #57–#60*)

Section 2 - System Description

- Service Area Physical Description (*Checklist #8, #9*)
- Service Area Population (*Checklist #10–#12*)

Section 3 - System Demands

- Water Demands (*Checklist #25, #34*)
- Water Demand Projections (*Checklist #33*)
- Water Loss Reporting (*Checklist #xx*)

Section 4- Baselines and Targets

- Baselines and Targets (*Checklist #1*)
- 2015 Target Compliance (*Checklist #xx*)

Section 5 - System Supplies

- Water Sources (*Checklist #13*)
- Groundwater (*Checklist #4, #15–#21*)
- Transfer Opportunities (*Checklist #24*)
- Desalinated Water Opportunities (*Checklist #31*)
- Recycled Water Opportunities (*Checklist #44–#51*)
- Future Water Projects (*Checklist #30*)

Section 6— Water Supply Reliability

- Water Supply Reliability (*Checklist #5, #23*)

Section 7 – Water Shortage Contingency Planning

- Water Shortage Contingency Planning (*Checklist #37–#42, #52*)
- Drought Planning (*Checklist #22, #35, #36, #43, #53*)

Section 8 — Demand Management Measures

- DMMs (*Checklist #26–#29*)
- Water Use Reduction Plan (*Checklist #2*)

Section 9 — Climate Change (optional)

Section 10 — Water Energy (optional)

Grant or Loan Eligibility

A UWMP is required for an urban water supplier to be eligible for a water management grant or loan administered by DWR. A current UWMP must also be maintained by the water supplier throughout the term of any grant or loan administered by DWR.

Changes to California law require that, beginning in 2016, water suppliers comply with water conservation requirements established by the Water Conservation Bill of 2009 in order to be eligible for State water grants or loans.

Tips for UWMP Preparers

Include the completed UWMP checklist (Part II, Section I). The DWR Review Sheet is not to be included in the water supplier's UWMP presented to a board for adoption.

Ask for guidance or clarification. If there is a question about what to include in a UWMP prior to adoption, please contact a DWR regional team member. This could avoid the need to have additional information requested by DWR during the review process and the subsequent need to adopt an addendum or amendment.

Describe why a UWMP requirement does not apply. If an urban water supplier considers that a UWMP requirement does not apply to it, a useful approach is to identify the requirement and provide a brief description of why the requirement does not apply. If a required element is not discussed, it could result in the UWMP not being determined to be 'complete'.