

Guidance for Urban Retail Water Suppliers to complete Annual Urban Water Use Objective and Actual Water Use Reports Due to the State Water Resources Control Board

Table of Contents

1	Background	3
1.1	Urban Water Use Objective	4
1.2	CII Best Management Practices	4
2	Obtaining, Using, and Submitting the Reporting Form.....	5
2.1	Software requirements	5
2.2	Two versions of the reporting form available	5
2.2.1	VBA Enabled file (.xlsm extension file)	5
2.2.2	Static, VBA Disabled file (.xlsx extension file)	5
2.3	Downloading the form	5
2.4	Submitting the form and certification statement	6
2.4.1	Signing the certification statement	6
2.4.2	Accessing the supplier submission site	7
2.4.3	Creating a new account on the WUE Data Portal, if needed	8
2.4.4	Submitting the form and certification statement on the WUE Data Portal.....	8
2.5	Notifications when opening the workbook for the first time	12
2.5.1	Security Warning	12
2.5.2	Microsoft has blocked macros from running because the source of this file is untrusted.....	12
2.5.3	External Data Connections have been disabled	13
2.6	Hyperlinks and navigation	14
2.7	Reporting form data input categories.....	15
2.8	Conditional formatting and visual indicators.....	16
2.8.1	Red bordered green cells	16

2.8.2	Red bordered blue or grey cells	16
2.8.3	Green or gold cells with cross-hatch formatting	16
2.8.4	Cross-hatch formatting with white background.....	17
2.8.5	The “Supplier Notes” column	17
2.9	Pre-filled fields within the report.....	17
2.10	Updating external data tables in the workbook.....	19
2.10.1	Security settings on data connections	19
2.11	Variances and temporary provisions	21
2.12	Alternative data	21
2.13	New construction and special landscape areas (SLAs)	21
2.14	Missing data	21
2.14.1	Missing data for one or more water systems	22
2.14.2	Missing Landscape Area Measurement (LAM) and annual/seasonal weather data.....	22
3	Reporting Form Sections	23
3.1	Landing Page and Navigation	24
3.2	Required Items Checklist.....	24
3.3	Summary	25
3.4	Objective.....	26
3.5	Residential Indoor Budget.....	27
3.6	Residential Outdoor Budget	27
3.6.1	Recycled Water Network.....	27
3.7	CII with DIMs [not available for the report due January 1, 2026].....	28
3.8	Real Water Loss Budget	28
3.9	Bonus Incentive.....	28
3.9.1	Reporting subcategories for bonus incentive	29
3.9.2	Relevant Data for Bonus Incentive through Augmented Groundwater	29
3.9.3	Relevant Data for Bonus Incentive through Augmented Surface Water.....	29
3.10	Actual Water Use.....	30
3.10.1	Actual Water Use (Potable and Non-potable).....	30
3.10.2	90 th percentile water use	30
3.10.3	Cost-of-service analysis (optional)	30
3.10.4	Landscapes misclassified, not captured in initial LAM analysis, or not considered residential by supplier	30

3.11	Reported Real Water Loss.....	31
3.12	SBx7-7 Backstop	31
3.12.1	SBx7-7 Target Volume	31
3.12.2	Process Water and Recycled Water excluded from SBx7-7 Targets	31
3.13	Commercial, Institutional and Industrial (CII) Classification (972)	32
3.13.1	CII Classification of existing CII water users.....	32
3.13.2	CII service connections.....	32
3.14	DIMs or In-Lieu Tech (973).....	32
3.14.1	Reporting requirements associated with implementing section 973(a)	32
3.14.2	Reporting requirements associated with section 973(b)	33
3.15	BMPs (974)	33
3.15.1	Reporting requirements associated with implementing section 974(a) and (b)	33
3.15.2	5-year average CII % of total deliveries.....	33
3.15.3	Method used to identify which CII customers would be offered BMPs	34
3.16	974(c)(1).....	34
3.16.1	Number of water users and water savings.....	34
3.16.2	Best Management Practices.....	34
3.17	974(c)(2).....	34
3.17.1	Number of water users and water savings.....	35
3.17.2	Best Management Practices.....	35
3.18	974(c)(3).....	35
3.18.1	Number of water users and water savings.....	36
3.18.2	Best management practices	36
<u>3.19</u>	<u>974(c)(3)_PT.....</u>	<u>36</u>

1 Background

In 2024, the State Water Resources Control Board (State Water Board) approved a regulation to [Make Conservation a California Way of Life](#). The regulation establishes:

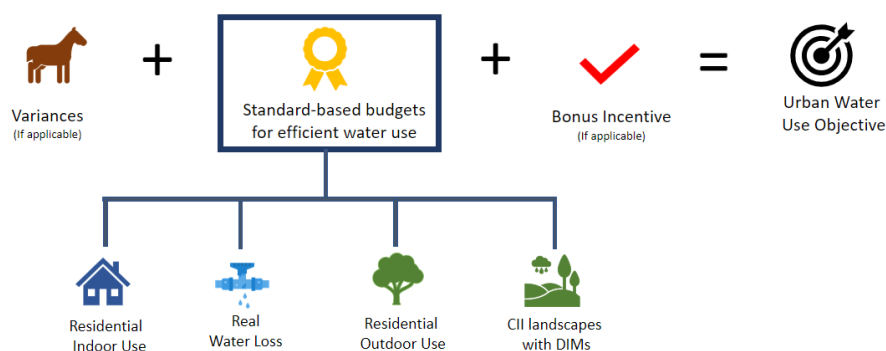
- Efficiency standards for urban water use
- Formulas to calculate standard-based budgets and urban water use objectives
- Performance measures for Commercial, Institutional, and Industrial (CII) water use
- Annual reporting requirements

The full regulatory text can be found [here](#). Additionally, a State Water Board [webinar recording](#) (and [the accompanying slide deck](#)) explaining the reporting form are available online. **Please note that these materials correspond to a previous version of the reporting form, and some information may no longer be applicable.** An updated recording and slide deck will be provided at a later date.

The State Water Board has prepared a machine-readable form, in Excel format, for urban retail water suppliers (suppliers) to use for reporting annual data required by the regulation by January 1 of every year, beginning in 2025.

This section provides a brief overview of the Urban Water Use Objective (UWUO or Objective) components and calculations. Subsequent sections describe the form and the process for filling out and submitting it.

1.1 Urban Water Use Objective



The components of suppliers' Objectives are summarized in the figure above; the Objectives include budgets for the efficient use of water for:

- Residential Indoor Use (see Section 3.5 of this document)
- Residential Outdoor Use (see Section 3.6 of this document)
- CII Landscapes with Dedicated Irrigation Meters (DIMs) (see Section 3.7 of this document)
- Real Water Loss (see Section 3.8 of this document)
- If applicable, Bonus Incentive (see Section 3.9 of this document)
- If applicable, variances and temporary provisions (see Section 2.11 of this document)

The budgets are calculated in individual tabs throughout the reporting form (described in Sections 3.5 to 3.9; variances and temporary provisions are located in the same tabs as their corresponding budgets) and then aggregated in the "Objective" tab (described in Section 3.4) to determine the final water use objective. See Section 3 in the [Supplemental Guidance document](#) or the equations used for calculations.

1.2 CII Best Management Practices

In addition to calculating the objective, suppliers are required to implement a suite of CII performance measures and report on implementation. The requirements are explained in greater detail in Sections 3.13 to 3.19 of this document.

2 Obtaining, Using, and Submitting the Reporting Form

2.1 Software requirements

This reporting form was developed in Microsoft Excel for Microsoft 365 on the Windows 11 operating system. While State Water Board staff have attempted to ensure that the report is compatible with other versions, it is possible that errors may arise from features not available in other versions that staff were unable to test. **Please pay attention to the version number and reporting period listed on the “Landing Page and Navigation” tab and ensure that you are using the correct version of the form.** Do not, for example, utilize the FY 2023-2024 reporting form for the FY 2024-2025, as State Water Board staff perform annual form updates to ensure compatibility with reporting requirements.

The desktop application and web versions of Excel for Microsoft 365 both provide the necessary tools to complete the report. If available, the desktop version is preferred (the web version will disable certain features, like the dropdown arrows).

Other spreadsheet software, such as Google Sheets, is not compatible with all of the functions that are necessary to run the workbook calculations.

If you have issues with opening and filling out the workbook, please contact State Water Board staff at orpp-waterconservation@waterboards.ca.gov.

2.2 Two versions of the reporting form available

2.2.1 VBA Enabled file (.xlsm extension file)

The version of the reporting form ending with the .xlsm extension (“ry[year1]-[year2]-uwuo-reporting-form-w-vba-v[#].xlsm”) includes Visual Basic for Applications (VBA) content. The VBA content enables certain rows and tabs to only appear if the supplier needs to provide the information. For example, if a supplier selects “973(a)(1)” in the “DIMs or In-Lieu Tech (973)” tab, rows 16-22 will be hidden as they are not relevant to the user’s selection.

NOTE: the VBA-enabled features might be temporarily blocked due to security settings; see Section 2.5.2 for the solution.

2.2.2 Static, VBA Disabled file (.xlsx extension file)

The version of the reporting form ending with the .xlsx extension (“ry[year1]-[year2]-uwuo-reporting-form-no-vba-v[#].xlsx”) does not include VBA content. This version of the reporting form does not include any show/hide features, but instead uses visual indicators, such as the hatched formatting on cells, to denote which cells should or should not be filled out.

2.3 Downloading the form

The reporting form to be used by all suppliers is available on the State Water Board’s [Making Conservation a California Way of Life Regulation](#) page, under the “Reporting Materials” section. This section also contains the certification statement that must be submitted along with the report.

If a supplier cannot find or download the form, it can be obtained by contacting State Water Board staff at orpp-waterconservation@waterboards.ca.gov.

2.4 Submitting the form and certification statement

The supplier must submit the form and certification statement through the [WUE Data Portal](#). An authorized representative of the supplier must digitally sign the certification that is on the Water Board website (download one of the two versions [here](#)) and submit that file, along with the reporting form, in the WUE Data Portal.

The following sections outline the certification and submission process.

2.4.1 Signing the certification statement

Once the reporting form has been completed and reviewed, an authorized representative of the urban retail water supplier must sign a statement certifying that the information provided in the reporting form is true and accurate.

Open the PDF in Adobe Acrobat (it will not work properly in the browser). In the “certification-statement.pdf” file, there is a signature field:

documentation through the WUE Data Portal by January 1, 2025.

Certification Statement by Urban Retail Water Supplier Authorized Representative

This report has been prepared to meet the requirements of California Code of Regulations, title 23, section 975. The signature below certifies that the signatory is authorized to complete this report for fiscal year 2023-2024 and has reviewed the information provided in the report, and that the information provided is true and accurate.



Signature of authorized representative

Click on the signature field to bring up the following window (personal details edited out):

Sign with a Digital ID [X]

Choose the Digital ID that you want to use for signing: [Refresh]

☒  Issued by [Redacted] [View Details]

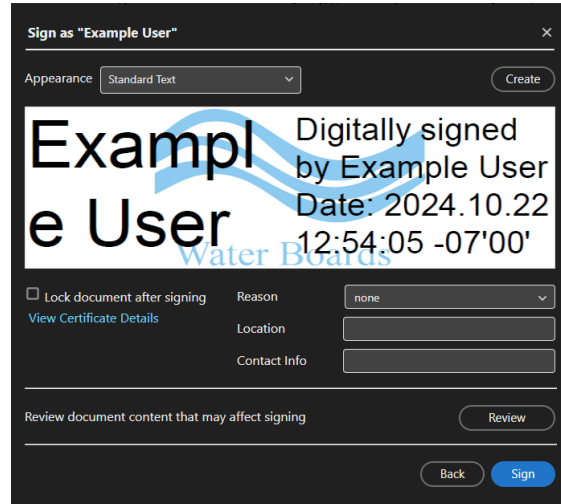
☐  Issued by [Redacted] [View Details]

[?] [Configure New Digital ID] [Cancel] [Continue]

State Water Resources Control Board

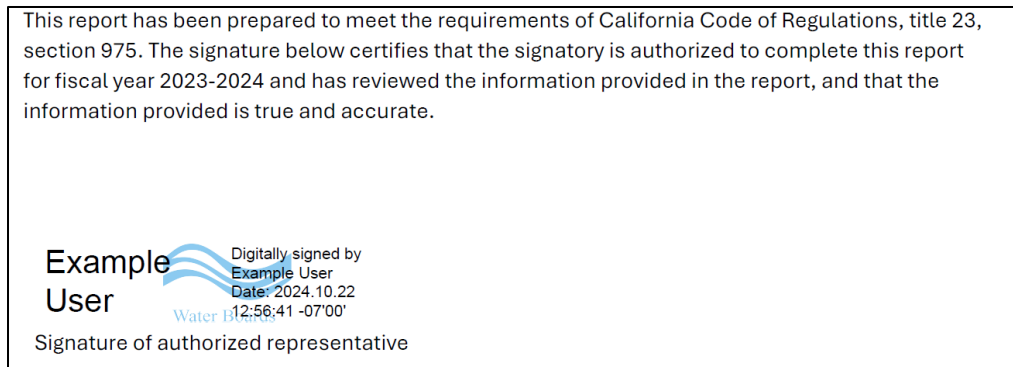
If no digital IDs exist, click on “Configure New Digital ID” and follow the prompts to create a new Digital ID.

Once a digital ID has been chosen to sign the document, the following window will show up (appearance will vary based on personal settings):



Once the “Sign” button has been clicked, a new window will prompt the user to save the PDF. Save with the desired filename in the desired folder and click “Save”.

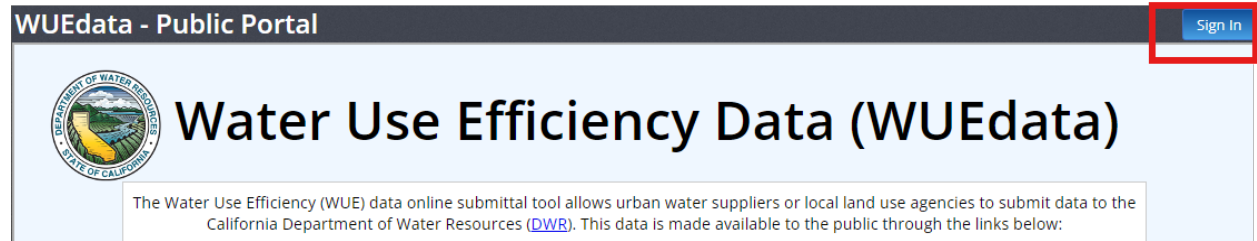
The statement will be digitally signed with a time stamp.



If a digital signature cannot be successfully configured for submittal, sign the “certification-statement-no-digital-certificate.pdf” file instead. This file contains two fillable fields for the signature and date.

2.4.2 Accessing the supplier submission site

At the top right corner of the public-facing WUE Data Portal page, there is a “Sign In” button. Click it to access the login portal for suppliers.



Suppliers must have one or more associated users verified on the WUE Data Portal to submit the reporting form.

2.4.3 Creating a new account on the WUE Data Portal, if needed

If no verified accounts exist for the supplier, the supplier staff or contractor that is responsible for completing and/or submitting the report should go to the login page and create a new account by clicking on the circled link and following the subsequent instructions.



DWR staff will verify the account information before it is ready to be used. **Please note:** the verification process may take several days, so do not wait until the January 1 reporting deadline to create a new account.

2.4.4 Submitting the form and certification statement on the WUE Data Portal

Scroll down to the “Urban Water Use Objective Reporting Tool” and click the “Launch UWUO Reporting Tool” button.

The following page will display a list of one or more suppliers.

Launch the UWUO Reporting Tool using the Supplier Below:		Add Water Supplier
Water Supplier		
Test Agency 1	Launch UWUO Tool	+
Test Agency 5	Launch UWUO Tool	+
Test Agency 9	Launch UWUO Tool	+

If a supplier is not in the list (or if there are no suppliers in the table shown above), click the “Add Water Supplier” button in the top right and search for the supplier.

Water Supplier Search:

[\[Close Window\]](#)

Begin searching by entering a partial name - for example "Los Angeles". Enter more terms to narrow your search. Click the correct water supplier in the search results.

If you are unable to find your Water Supplier, please contact the [WUEdata Help Desk](#).

Search

Test Agency 2

Test Agency 3

Test Agency 4

Select the agency; in the subsequent window, check the box verifying that you are authorized to enter data on behalf of the supplier, and click the “Request Access” button. (Note: access will not immediately be granted. Requests are verified by DWR staff prior to approval; users will be notified by email when the request is approved.)

Verify that you should have access for the following water supplier:

Test Agency 3

☒ I verify that I am authorized to enter data into WUEdata on behalf of this water supplier.

Request Access

Cancel

Once all requested suppliers have been added to the list, click the “Launch UWUO Tool” button for the desired supplier.

WUEdata - UWUO Reporting Tool

[Home](#)
[Sign Out](#)

Launch the UWUO Reporting Tool using the Supplier Below:

[Add Water Supplier](#)

Water Supplier		
Test Agency 1	Launch UWUO Tool	-
Test Agency 5	Launch UWUO Tool	-
Test Agency 9	Launch UWUO Tool	-

In the following window, the current Reporting Year (2024-2025) will be selected by default. Click “Continue”.

Select Reporting Year for UWUO:

RY2024-2025 ▼

Continue

Cancel

Fill out the contact information as provided in the “Landing Page and Navigation” section of the reporting form and hit “Next”. The page to submit the relevant documents will appear.

WUEdata - Test Agency 1 Sign Out

Documents

[Back](#)

List of Uploaded Documents			
Document Type	Description	Filename	File Size
<i>No documents have been uploaded to this Urban Water Use Objective.</i>			

Please upload your reporting file and any supporting documentation. The reporting file will be renamed upon file upload.

Upload Documents

FILE DESCRIPTION:

DOCUMENT TYPE: -- Select --

FILE PATH: Choose File No file chosen

Upload Document

Submitting the reporting form: Click “Choose File” and upload the reporting form (either version will be accepted). Choose “Reporting Form” as the document type and enter a file description in the box above the file selection button (a description is required to submit the form). Click “Upload Document”.

Please note that regardless of the original reporting form file name, it will be renamed to “RY24-25_UWUO_REPORT_[Agency Name]_[Date of submission][Time of submission].xls[x or m]”.

Submitting the certification statement: Click “Choose File” and upload the signed certification statement. Choose “Certification Statement” as the document type and enter a description. Click “Upload Document.” (This file and other uploaded documents will not be renamed.)

WUEdata Portal - Test Agency 1 Sign Out

Documents

[Back](#)

List of Uploaded Documents			
Document Type	Description	Filename	File Size
Reporting Form	Reporting form for FY 24-25	RY24-25_UWUO_REPORT_TestAgency1_202509231701.xlsx	4798 KB
Certification Statement	Certification Statement	certification_statement_noDigitalCertificate.pdf	43 KB

Please upload your reporting file and any supporting documentation. The reporting file will be renamed upon file upload.

Upload Documents

FILE DESCRIPTION:

DOCUMENT TYPE: -- Select --

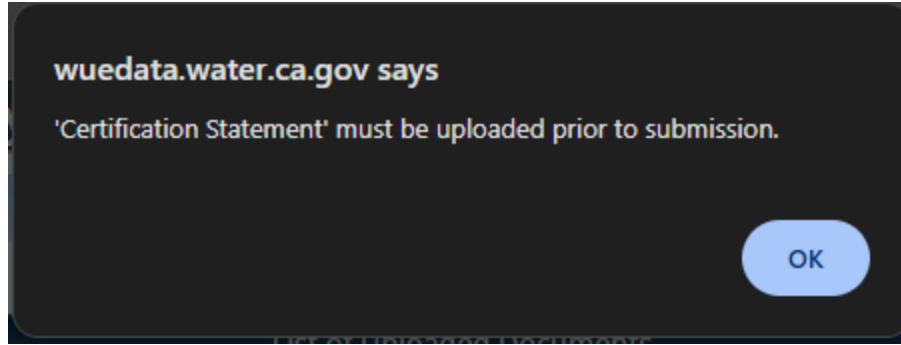
FILE PATH: Choose File No file chosen

Upload Document

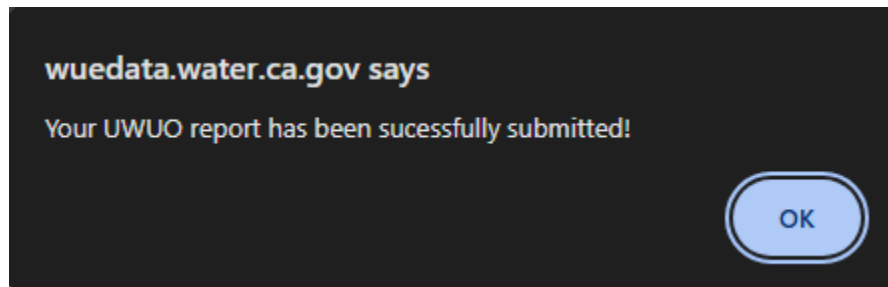
Submit UWUO

Last Submitted on 9/23/2025 11:37:13 AM

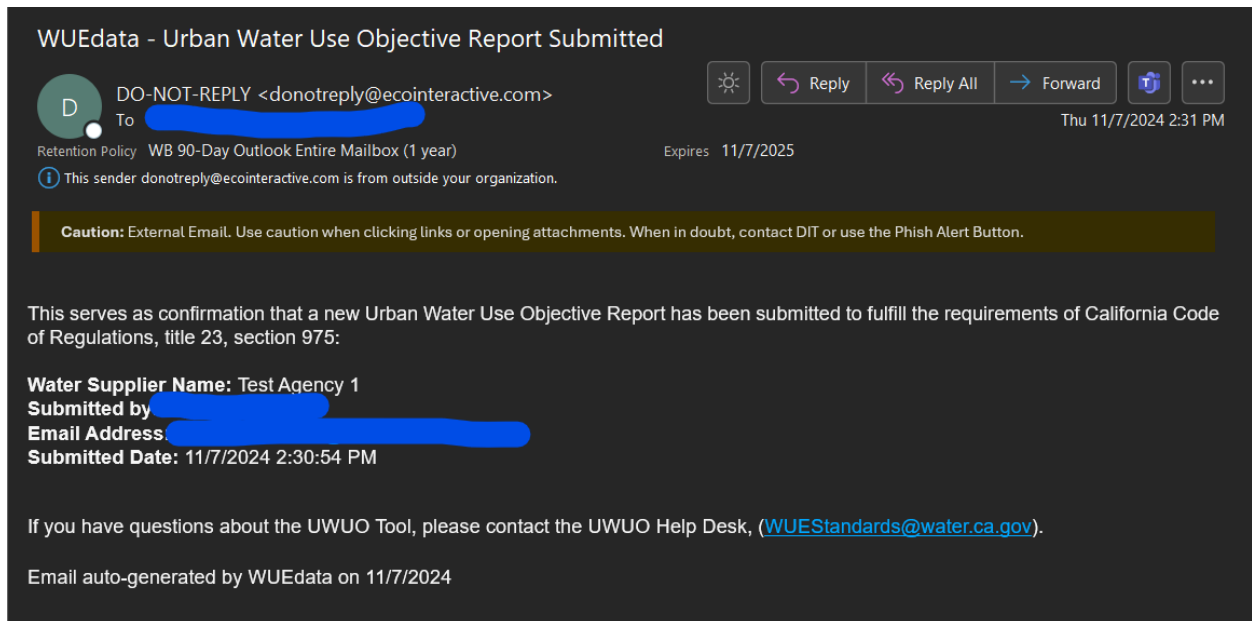
Note: If you do not upload both required documents, you will be unable to submit your UWUO report. The warning message will inform you which document is missing.



When finished: Click the “Submit UWUO” button. A message will pop up in the browser upon submission.



Additionally, the user will receive a confirmation email from donotreply@ecointeractive.com. If you do not receive a confirmation email, please check firewall settings and/or the spam folder.



Resubmitting the report: To submit corrections, updates, or additional documents, add or delete (users can delete files by clicking the red circle next to the file name in the list of uploaded documents) files as necessary, and then click the “Submit UWUO” button. You will receive confirmation as before.

If resubmitting, please do so before the January 1 deadline.

2.5 Notifications when opening the workbook for the first time

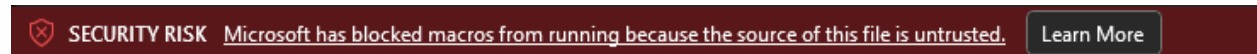
2.5.1 *Security Warning*

For the version of the reporting form that includes VBA content (the form that ends in .xlsm), the content needs to be fully enabled for the form to properly function. Upon first opening the form, a message like the following may be displayed: “Security warning: Some active content has been disabled.”



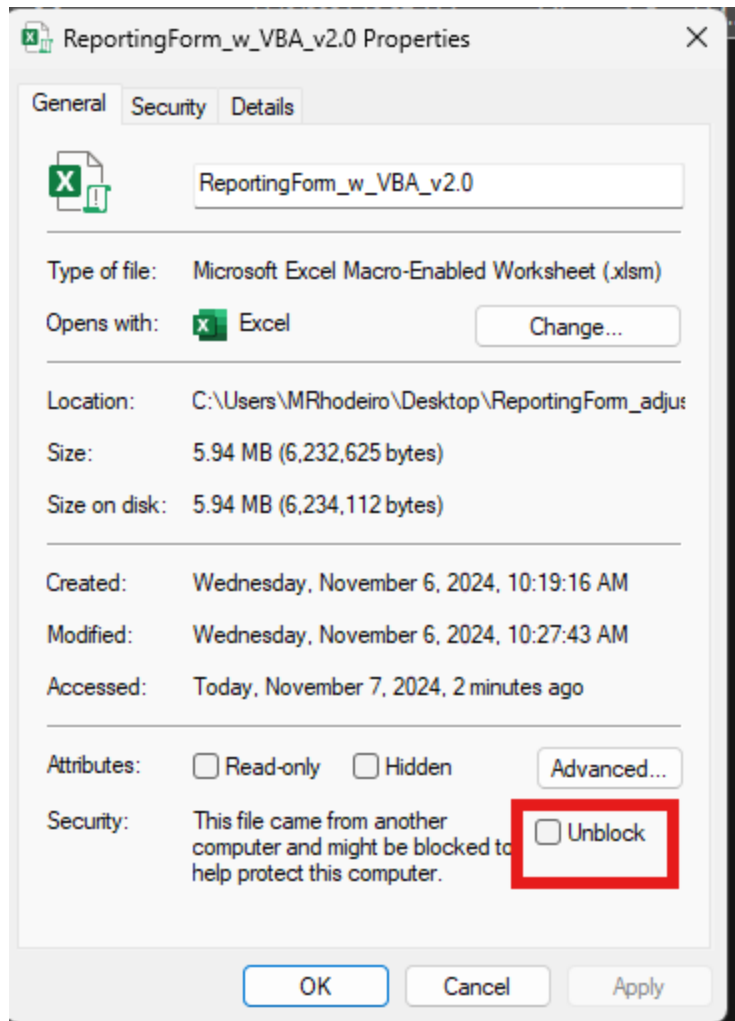
Click the “Enable Content” button to activate the full workbook features. If you are unable to activate the VBA content, please use the non-VBA version (the form that ends in .xlsx). Otherwise, mandatory fields may remain hidden.

2.5.2 *Microsoft has blocked macros from running because the source of this file is untrusted*



If you receive this message once content has been enabled, [Microsoft has information on the message and solutions here](#). Navigate to where the file is stored on the computer, right-click on the file and select “Properties”.

In the “General” tab, click the “Unblock” checkbox, as shown below, and click “OK”.



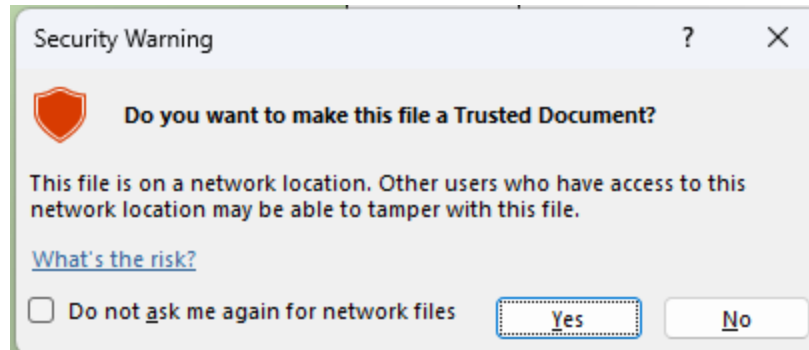
2.5.3 External Data Connections have been disabled

You may also receive a message like the following when first opening the workbook: “Security Warning: External Data Connections have been disabled.”



To ensure that the source data tables that populate the report are kept up to date, click the “Enable Content” button.

The next security warning will ask if you want to make the file a Trusted Document; select “Yes.”



2.6 Hyperlinks and navigation

The workbook makes use of hyperlinks to facilitate navigation of the reporting form. For example, the “Landing Page and Navigation” tab contains a list of internal hyperlinks to all the tabs that require input or review, a portion of which is shown below:

Navigation:
Summary of Actual Water Use Vs. Objective
Sum of Individual Objective Components (966)
Individual Budgets:
Residential Indoor Budget (967)
Residential Outdoor Budget (968)

Other tabs also have hyperlinks that reference other locations throughout the workbook, such as the “Objective” tab, which contains links to each of the individual budgets:

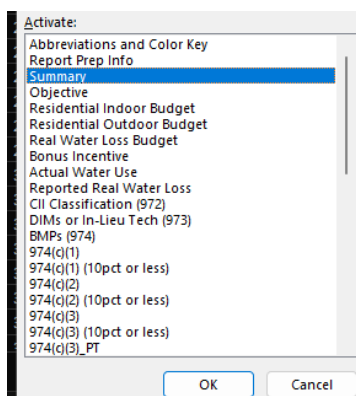
Urban Water Use Objective	Value	Units	Calculation Instructions and Notes	Reference(s)
Residential Indoor Budget (no provisions or variances)	6,941,931,150	Gallons/year	Calculated in "Residential Indoor Budget" tab	966(c)(1)
Residential Indoor Variances and Provisions	0	Gallons/year	Calculated in "Residential Indoor Budget" tab	966(c)(1), 966(c)(5)
Residential Outdoor Budget (no provisions or variances)	0	Gallons/year	Calculated in "Residential Outdoor Budget" tab	966(c)(2)
Residential Outdoor Variances and Provisions	0	Gallons/year	Calculated in "Residential Outdoor Budget" tab	966(c)(2), 966(c)(5)
CII Landscapes with DIMs Budget (no provisions or variances)	874,690,000	Gallons/year	Until June 30th, 2028, the CII with DIMs budget shall be equivalent to water deliveries to CII landscapes with DIMs.	966(c)(3)
CII Landscapes with DIMs Variances and Provisions	0	Gallons/year	Until CII with DIMs budgets are calculated with measured landscapes, associated variances and provisions will not be included in the objective.	966(c)(5)
Real Water Loss Budget	829,103,340	Gallons/year	Calculated in "Real Water Loss Budget" tab	966(c)(4)
Bonus Incentive for Potable Recycled Water	0	Gallons/year	Calculated in "Bonus Incentive" tab	966(c)(6)

There are also hyperlinks to the external Open Data tables that provide the pre-filled data throughout the workbook.

Additionally (in the desktop version of Excel), you may right-click on the tab navigation arrows:



to bring up a list of tabs:



2.7 Reporting form data input categories

The following table summarizes the types of cells that are present in the form. Only green, gold, and green/yellow with cross-hatched patterned cells are editable within the reporting form.

Cell Color	Type of Data Input Field	Examples
Blue Grey	Pre-filled value based on aggregated data corresponding to supplier ORG ID and/or PWSID(s)	Residential population, production and deliveries, landscape area
Blue	Parameter defined in statute or regulation	Res-Indoor standard, Res-Outdoor standard
Grey	Calculated total within budget	Net ET ₀ calculation, total potable residential water use
Dark Grey, White Text	Sum of budget components or all variances for the associated budget category	Residential indoor water budget, annual aggregate real water loss
Green	Supplier-provided values specific to regulation; mandatory	SLA square footage, number of CII classified accounts, variance information
	Supplier-provided values specific to regulation; conditionally mandatory, pending prior responses	Follow up responses to Yes/No questions or methodology selections in the various CII BMP sections
Gold	Supplier-provided values for optional fields	Reporting of additional CII BMPs beyond those required
	Supplier-provided values for optional fields; fillable pending prior responses	Reporting of additional in-lieu technologies beyond those required
	Reporting requirement does not apply, based on other responses	The “974(c)” tabs that do not correspond to the method the supplier selected in the “BMPs (974)” tab

2.8 Conditional formatting and visual indicators

This section explains how to interpret the conditional formatting within the reporting form. If you are utilizing the VBA-enabled (.xlsm) version of the form, some of these examples may not be applicable as certain rows will be hidden rather than greyed out.

2.8.1 Red bordered green cells

All red bordered green cells (with an accompanying warning message at the end of the row) indicate mandatory fields that need to be completed to satisfy all regulatory requirements within the reporting form. See the following example from the “CII Classification (972)” tab:

Number of water users in banking/financial services category		0		975(d)(1)(C)		Requires response
Number of water users in education category		0		975(d)(1)(C)		Requires response
Number of water users in entertainment/public assembly category		0		975(d)(1)(C)		Requires response
Number of water users in food sales and service category		0		975(d)(1)(C)		Requires response
Number of water users in health care category		0		975(d)(1)(C)		Requires response
Number of water users in lodging/residential category		0		975(d)(1)(C)		Requires response

Once a field has been completed, the formatting and warning message will disappear.

2.8.2 Red bordered blue or grey cells

Blue cells are pre-filled values that cannot be edited by the user within the form. Grey cells are calculations that also cannot be edited. However, there are circumstances where the required data is missing from the source table. See the following example from the Method 1 table in the “Reported Real Water Loss” tab:

Total Annual Volume of Real Losses (AF/year)	Reporting Period Start Date	Reporting Period End Date	Calendar Type	Total Annual Volume of Real Losses (Gallon/year)	Supplier Notes
					No data available from Open Data Table
					No data available from Open Data Table
					No data available from Open Data Table
					No data available from Open Data Table
					No data available from Open Data Table
					No data available from Open Data Table

In this example, the supplier either needs to submit the appropriate water loss audits and ensure that the source table on Open Data is updated with the appropriate information, or change the “Water Loss data source” in cell B8 from “Open Data values” to one of the other two options (“Water Loss Audit due Jan 1 2026” or “Own estimate”) and complete the required information in the Method 2 table below.

Generally, in a scenario like this one, the supplier should complete the following steps:

- 1) Determine whether the missing information is present in the original dataset.
- 2) If it is not present in the original dataset that informs the source table, submit that information to the appropriate agency, if possible. If it is not possible to submit the requisite information and the form does not have an alternative method for providing that information, please contact orpp-waterconservation@waterboards.ca.gov.
- 3) If it is present in the original dataset but missing from the source table, please contact orpp-waterconservation@waterboards.ca.gov to inform Water Board staff of the error.

2.8.3 Green or gold cells with cross-hatch formatting

Green or gold cells with cross-hatch formatting will be determined as mandatory or not applicable, based on the response to a preceding question. See the following example from the “DIMs or In-Lieu Tech (973)” tab:

State Water Resources Control Board

Did your agency employ in-lieu technologies and offer BMPs during the 2024-2025 fiscal year for the landscapes identified pursuant to 973(a)?	Yes/No	Please select "yes" or "no" from the drop-down	975(d)(2)(D)	Requires response
The number of water users associated with large landscapes for which the supplier has employed in-lieu technologies and offered BMPs during the 2024-2025 fiscal year		For this reporting year: if unable to quantify, enter "Unknown" in the box.	975(d)(2)(D)(i)	
The aggregate square footage of those large landscapes for which in-lieu technologies and BMPs were employed during the 2024-2025 fiscal year	Square Feet	For this reporting year: if unable to quantify, enter "Unknown" in the box.	975(d)(2)(D)(ii)	
In-lieu technology employed	N/A	Select in-lieu technology from the drop-down. If "Other" is selected, click here to describe the technology employed.	975(d)(2)(D)(iii)	
In-lieu technology employed	N/A			

If you respond “Yes” to employing in-lieu technology, then the cross-hatch formatting goes away, and the follow-up questions become mandatory:

Did your agency employ in-lieu technologies and offer BMPs during the 2024-2025 fiscal year for the landscapes identified pursuant to 975(a)?	Yes	Yes/No =	Please select "yes" or "no" from the drop-down	975(d)(2)(D)	
The number of water users associated with large landscapes for which the supplier has employed in-lieu technologies and offered BMPs during the 2024-2025 fiscal year		0	For this reporting year: if unable to quantify, enter "Unknown" in the box.	975(d)(2)(D)(i)	Requires response
The aggregate square footage of those large landscapes for which in-lieu technologies and BMPs were employed during the 2024-2025 fiscal year		Square Feet	For this reporting year: if unable to quantify, enter "Unknown" in the box.	975(d)(2)(D)(ii)	Requires response
In-lieu technology employed		N/A	Select in-lieu technology from the drop-down. If "Other" is selected, click here to describe the technology employed.	975(d)(2)(D)(iii)	Requires response
In-lieu technology employed		N/A			
In-lieu technology employed		N/A			

If you respond “No” to employing in-lieu technology, then the remaining questions are hidden:

Did your agency employ in-lieu technologies and offer BMPs during the 2024-2025 fiscal year for the landscapes identified pursuant to 973(a)?	No	Yes/No ▼	Please select "yes" or "no" from the drop-down	975(d)(2)(D)	

2.8.4 Cross-hatch formatting with white background

Cells with cross-hatch formatting and a white background do not need to be completed, this is determined by previous responses. See the following example from the Method 2 table of the “Reported Real Water Loss” tab; if “Open Data values” is selected in cell B8, the reporter does not need to enter self-reported water loss data:

[illegible]

2.8.5 The “Supplier Notes” column

The “Supplier Notes” column is present in each tab. This column is for supplier staff internal use and will not be reviewed by State Water Board staff. Please ensure that any important communications or notes are written in the appropriate comment boxes if you wish them to appear in the compiled dataset.

2.9 Pre-filled fields within the report

The “Landing Page and Navigation” tab contains a drop-down box in cell B11 (circled in the screenshot below), with which to select the supplier corresponding to the report. This field can also be filled in by typing part of the supplier name in that box and then selecting the appropriate name

from the drop-down. By default, when the form is opened for the first time, the supplier name field is blank:

Annual Urban Water Use Objective and Water Use Report (2024-2025 FY)	
Reporting Year Cycle	State Fiscal Year
Start Date	7/1/2024
End Date	6/30/2025
Number of Days in Reporting Year	365
NOTE: No available residential landscape area or weather data from DWR. UWUO cannot be calculated. Please see Section 2.11 of the guidance doc for instructions. In the table below, provide the contact information of the employee who prepared this report in cells B14-B19 If more than one employee was involved in report preparation, please select a main point of contact that will be able to respond to any follow up questions by State Water Board staff. If a third party prepared the report, please provide a supplier point of contact in cells B14-B19 and answer "No" in cell B25. Then fill out cells B28-32.	
Urban Retail Water Supplier Contact Information (Required)	
Name of Urban Retail Water Supplier (select from dropdown list in B11)	
Urban Retail Water Supplier Organization Identifier (ORG ID)	
Number of Public Water Systems	0
Supplier Contact Person Name	
Supplier Contact Person Title	
Supplier Contact Person Phone Number	
Supplier Contact Person Email Address	
Supplier Street Address	

Until you select the supplier name, that cell being blank will cause error messages to be shown throughout the rest of the reporting form:

Urban Water Use Objective	Water Use Category	Value	Units	Calculation Instructions and Notes	Reference(s)
Residential Indoor Budget (no provisions or variances)	Efficient Residential Indoor Water Use (Before Variances or Provisions)	#CALC!	gallons/year	Calculated in "Residential Indoor Budget" tab	966(c)(1)
Residential Indoor Variances and Provisions	Efficient Residential Indoor Variances and Provisions	#CALC!	gallons/year	Calculated in "Residential Indoor Budget" tab	966(c)(1), 966(c)(5)
Residential Outdoor Budget (no provisions or variances)	Efficient Residential Outdoor Water Use (Before Variances or Provisions)	#CALC!	gallons/year	Calculated in "Residential Outdoor Budget" tab	966(c)(2)
Residential Outdoor Variances and Provisions	Efficient Residential Outdoor Variances and Provisions	#CALC!	gallons/year	Calculated in "Residential Outdoor Budget" tab	966(c)(2), 966(c)(5)
CII Landscapes with DIMs Budget (no provisions or variances)	Efficient CII with DIMs Water Use (Before Variances or Provisions)	0	gallons/year	Until June 30th, 2028, the CII with DIMs budget shall be equivalent to water deliveries to CII landscapes with DIMs.	966(c)(3)
CII Landscapes with DIMs Variances and Provisions	Efficient CII with DIMs Variances and Provisions	0	gallons/year	Until CII with DIMs budgets are calculated with measured landscapes, associated variances and provisions will not be included in the objective.	966(c)(5)
Real Water Loss Budget	Efficient Real Water Loss	0	gallons/year	Calculated in "Real Water Loss Budget" tab	966(c)(4)
Bonus Incentive for Potable Recycled Water	Bonus Incentive	0	gallons/year	Calculated in "Bonus Incentive" tab	966(c)(6)

After selecting the supplier name in the "Landing Page and Navigation" tab, the report will be populated with the appropriate values.

Urban Water Use Objective	Water Use Category	Value	Units	Calculation Instructions and Notes	Reference(s)
Residential Indoor Budget (no provisions or variances)	Efficient Residential Indoor Water Use (Before Variances or Provisions)	6,941,931,150	gallons/year	Calculated in "Residential Indoor Budget" tab	966(c)(1)
Residential Indoor Variances and Provisions	Efficient Residential Indoor Variances and Provisions	0	gallons/year	Calculated in "Residential Indoor Budget" tab	966(c)(1), 966(c)(5)
Residential Outdoor Budget (no provisions or variances)	Efficient Residential Outdoor Water Use (Before Variances or Provisions)	3,014,294,394	gallons/year	Calculated in "Residential Outdoor Budget" tab	966(c)(2)
Residential Outdoor Variances and Provisions	Efficient Residential Outdoor Variances and Provisions	27,497,954	gallons/year	Calculated in "Residential Outdoor Budget" tab	966(c)(2), 966(c)(5)
CII Landscapes with DIMs Budget (no provisions or variances)	Efficient CII with DIMs Water Use (Before Variances or Provisions)	874,690,000	gallons/year	Until June 30th, 2028, the CII with DIMs budget shall be equivalent to water deliveries to CII landscapes with DIMs.	966(c)(3)
CII Landscapes with DIMs Variances and Provisions	Efficient CII with DIMs Variances and Provisions	0	gallons/year	Until CII with DIMs budgets are calculated with measured landscapes, associated variances and provisions will not be included in the objective.	966(c)(5)
Real Water Loss Budget	Efficient Real Water Loss	829,103,340	gallons/year	Calculated in "Real Water Loss Budget" tab	966(c)(4)
Bonus Incentive for Potable Recycled Water	Bonus Incentive	0	gallons/year	Calculated in "Bonus Incentive" tab	966(c)(6)

The supplier name and supplier ID (ORG ID), along with the corresponding Public Water System Identifiers (PWSIDs), are the values informing the Excel lookups that prefill certain fields in the report.

As pre-filled values may not be edited in the form itself, please review the values as stored and shown on the Open Data Portal in the corresponding tables. If the tables in the workbook are out of date, that is, if they don't match what is shown on the Open Data Portal, follow the instructions in Section 2.10 to update all values to what is shown on the Open Data Portal.

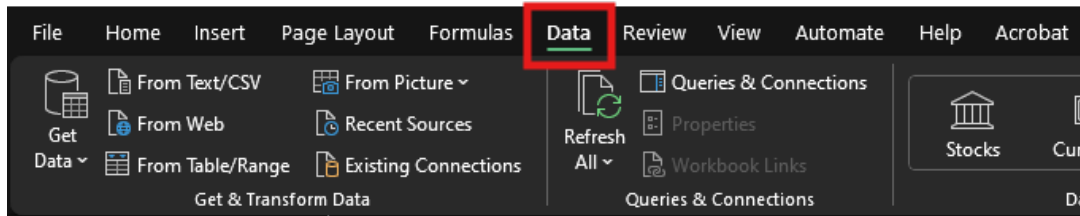
If any of the pre-filled data is incorrect, it must be corrected in the source dataset for your report to be accurate. Section 1 in the [Supplemental Guidance document](#), as well as the data descriptions on each of the individual Open Data Table pages, provide specific instructions for updating data in each dataset. The corrections will be reflected in updates to the Open Data Portal dataset.

If there is an error in one of the fields where there should instead be a pre-filled value after you have selected the supplier name, please contact orpp-waterconservation@waterboards.ca.gov.

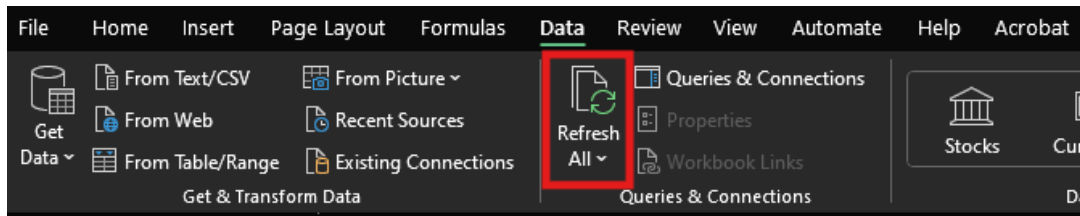
2.10 Updating external data tables in the workbook

To update the tables from the Open Data Portal:

1. Go to the “Data” menu.



2. Click “Refresh All”



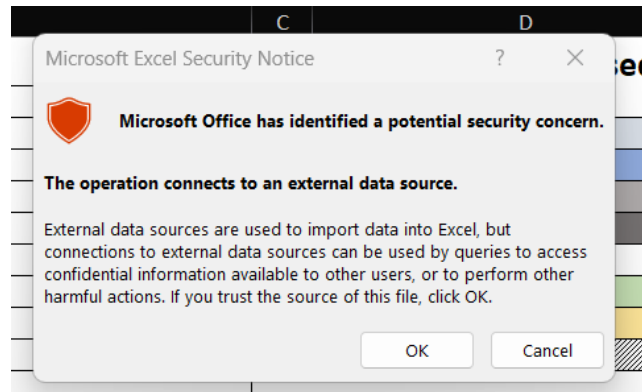
The above instructions will need to be completed prior to submission if any of your data has been updated since the form’s release (check cell A35 in the “Landing Page and Navigation” tab for the form release date).

If you are unable to enable/refresh the external data connections for any reason, this will not prevent you from completing the report. However, please carefully review the prefilled cell values (i.e., blue grey colored cells in the various sheets) prior to submitting the report to ensure that the most current and accurate values are being used.

If you are unable to refresh the external data connections and need a version of the form with the most current data, please contact the State Water Board staff at orpp-waterconservation@waterboards.ca.gov.

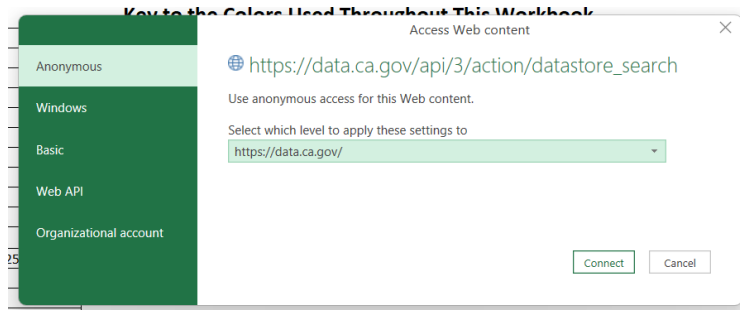
2.10.1 Security settings on data connections

When refreshing the data for the first time, you may receive the following warning message:

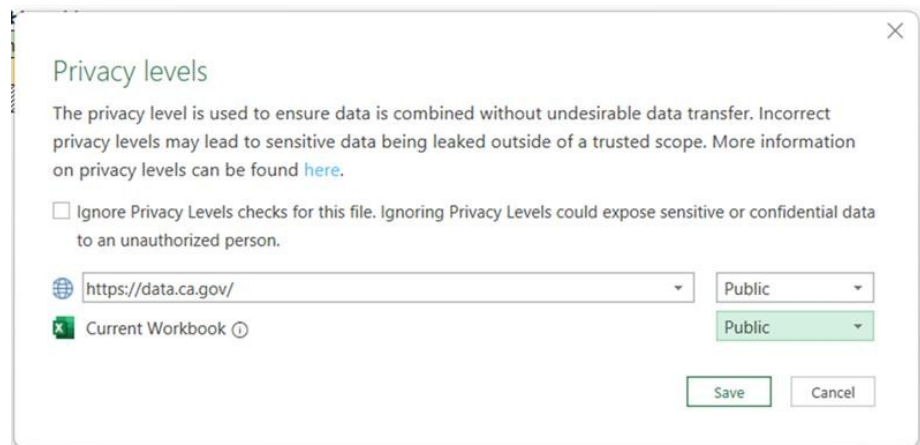


To clear the message and enable the external data connection, click “OK” in the box and follow these steps:

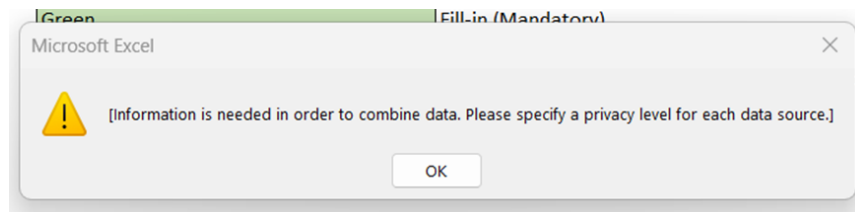
1. By default, this window will show up. Do not change any of the settings and click “Connect”.



2. In the next dialog box, set both the external data source and the current workbook to “Public” and click “Save”.



3. The following warning message pops up. Click “OK” and no other dialog box should appear.



If these steps do not make the message disappear and you cannot refresh the data tables, please contact orpp-waterconservation@waterboards.ca.gov.

2.11 Variances and temporary provisions

For the report due on January 1, 2026 and all subsequent reporting years, suppliers must receive approval from the State Water Board for all requested variances and temporary provisions. These requests must be received by October 1 of the year prior to the January 1 deadline in order to use the variance volumes in the objective. See the [Variances and Temporary Provisions FAQs](#) for more information about variances and temporary provisions.

2.12 Alternative data

Alternative data may be used in place of the reference evapotranspiration, effective precipitation, and residential landscape area values provided by the Department. Alternative data must be demonstrated to the Department, in coordination with the State Water Board, to be equivalent, or superior, in quality and accuracy to the data included in the Landscape Area Measurements Project. See [DWR's Process for Alternative Data or Methodology, and Special Landscape Areas Requests](#) for more information.

Suppliers should contact WUEStandards@water.ca.gov to submit alternative data.

2.13 New construction and special landscape areas (SLAs)

As of the report due on January 1, 2026, corresponding to the 2024-2025 fiscal year, suppliers must provide supporting documentation for new construction and SLAs. Approved values will be added to the Landscape Area Measurement table and prefilled into the appropriate cells. Information about the approval process can be found in [DWR's Process for Alternative Data or Methodology, and Special Landscape Areas Requests](#).

Suppliers should contact:

- WUEStandards@water.ca.gov to submit SLA data, and
- orpp-waterconservation@waterboards.ca.gov to submit new construction data.

2.14 Missing data

Section 966(e) states that “[i]f any system owned and operated by a supplier is lacking the data needed to calculate the budgets described in [section 966] subdivision (c)(1) through (4), that system shall be excluded from the overall objective calculation until the requisite data are obtained.” To calculate the urban water use objective, suppliers need to have, at minimum, all of

the following information (other information is additionally required for the bonus incentive and variance volumes):

For each supplier	For each water system
- Residential landscape area data; see Section 2.14.2 - Annual service area-averaged weather data corresponding to the reporting period	- Residential population - Water loss standards - Water loss audits submitted for the specified time period - Potable water deliveries that are non-zero for all applicable months of the reporting period

See Section 1 of the [Supplemental Guidance document](#) for more information about each of the data sources listed

The following sections explain some specific scenarios regarding missing data.

2.14.1 Missing data for one or more water systems

If any system owned and operated by a supplier is lacking the data needed to calculate the budgets for residential indoor and outdoor use, CII landscapes with DIMs, and/or water loss, the system will be excluded from calculating the overall water use objective until requisite data are obtained. This can be done in one of two ways; see Section 3.3 for instructions on how to exclude the water system within the reporting form, or to remove the water system from the Supplier-Water System Crosswalk. The requisite data must be obtained no later than July 1, 2028, for use in the report due by January 1, 2030, or no later than five years after the supplier has incorporated the system.

2.14.2 Missing Landscape Area Measurement (LAM) and annual/seasonal weather data

If the Department has not provided LAM data, or you have not provided your own LAM data, the following message will show up in the “Landing Page and Navigation” tab: “NOTE: No available residential landscape area or weather data from DWR. UWUO cannot be calculated. Please see Section 2.14 of the guidance doc for instructions.”

Annual Urban Water Use Objective and Water Use Report (2024-2025 FY)	
Reporting Year Cycle	State Fiscal Year
Start Date	7/1/2024
End Date	6/30/2025
Number of Days in Reporting Year	365

NOTE: No available residential landscape area or weather data from DWR. UWUO cannot be calculated. Please see Section 2.14 of the guidance doc for instructions.

The annual and seasonal weather data will also be missing, as the Department uses the supplier service area boundaries to generate the service area-averaged values. Due to these missing values, there will be calculation errors within the urban water use objective formulas for Residential Outdoor water use (and the associated variances). This error propagates to other parts of the final urban water use objective calculation.

Suppliers that have not yet received LAM data from the Department (or have not calculated it themselves) do **not** have to calculate an urban water use objective at this time.

- For any supplier meeting the definition of an urban retail water supplier (URWS) on January 1, 2025 (the date the regulation became in-effect), LAM data must be obtained **no later than July 1, 2028**, for use in the report due by January 1, 2030.

Some suppliers own and operate multiple water systems. If a supplier owns and operates a system that is not captured by the Department's LAM data (or the supplier's own LAM data), it may be excluded from the supplier's urban water use objective at this time.

- For any supplier meeting the definition of an urban retail water supplier (URWS) on January 1, 2025, LAM data must be obtained **July 1, 2028 -- for all systems they owned and operated on** January 1, 2025.

For a new URWS or an URWS that consolidates with another system:

- A system that becomes an URWS after January 1, 2025 must 1) comply with its objective within 5 years of becoming a supplier; 2) gather requisite data for the outdoor budget (e.g., LAM and weather data) in approximately 3 - 4 years; and 3) begin reporting (*see below*)
- If, after 2024, an URWS consolidates with a system lacking data requisite for the outdoor budget, that supplier must 1) gather the requisite data for that system in approximately 3 - 4 years; and 2) begin reporting (*see below*).

If a new supplier lacks LAM data for its entire service area (or for a newly consolidated system), the report should still be submitted. The following tabs must be completed and/or reviewed (see Sections 3.9.4 to 3.19 for descriptions of the listed tabs):

- "Actual Water Use" tab
- "Reported Real Water Loss" tab
- "CII Classification (972)" tab
- "DIMs or In-Lieu Tech (973)" tab
- "BMPs (974)" tab
- One of the following, depending on the selected method:
 - "974(c)(1)" tab [or "974(c)(1) (10pct or less)" tab if CII is 10 percent or less of total deliveries]
 - "974(c)(2)" tab [or "974(c)(2) (10pct or less)" tab if CII is 10 percent or less of total deliveries]
 - "974(c)(3)" tab [or "974(c)(3) (10pct or less)" tab if CII is 10 percent or less of total deliveries]
- If completing the "974(c)(3)" tab or the "974(c)(3) (10pct or less)" tab, the "974(c)(3)_PT" tab is also required

3 Reporting Form Sections

The following sections describe each of the tabs that the supplier must review and/or complete before submitting.

3.1 Landing Page and Navigation

The “Landing Page and Navigation” tab contains the field to specify the supplier whose budget is being calculated, as well as the fields to provide supplier contact information and, if applicable, the contact information of the third party that prepared the report.

Supplier contact information should be provided in the first table, shown in the screenshot below.

Urban Retail Water Supplier Contact Information (Required)	
Name of Urban Retail Water Supplier (select from dropdown list in B11)	
Urban Retail Water Supplier Organization Identifier (ORG ID)	
Number of Public Water Systems	0
Supplier Contact Person Name	
Supplier Contact Person Title	
Supplier Contact Person Phone Number	
Supplier Contact Person Email Address	
Supplier Street Address	
Supplier ZIP Code	
Additional Supplier Contact Person 1 Name	
Additional Supplier Contact Person 1 Email	
Additional Supplier Contact Person 2 Name	
Additional Supplier Contact Person 2 Email	

The green fields are mandatory (at least one supplier point of contact must be provided). The yellow fields below the green fields provide spots to optionally list other supplier points of contact.

More than three supplier points of contact: If you wish to list more than three supplier points of contact in the spaces provided, list the additional contacts in the “Additional Supplier Contact Person 2 Name” and “Additional Supplier Contact Person 2 Email” fields as semicolon-separated lists. For example, if you wish to provide information for five points of contact, fill out the green fields for the first person and the “Additional Supplier Contact Person 1” fields for the second person; for the other three, write the names as “[PERSON 1]; [PERSON 2]; [PERSON 3]” and the emails as “[EMAIL 1]; [EMAIL 2]; [EMAIL 3]”.

Third party preparer: If a third party was responsible for preparing the report, select “No” in cell B25. This will reveal additional spaces to provide the contact information of the third-party preparer.

Was this report prepared by the staff of the supplier named in cell B11?	No
If “No” in B25, provide the main point of contact for the third party that prepared the report.	
Report Preparer's Contact Information (Required, if different from the above information (cells B14-19).	
Preparer's Organization Name	
Preparer's Contact Name	
Preparer's Phone Number	
Preparer's Email Address	
If applicable, other contact Email Address	

If you wish to provide more than one preparer’s contact information, please follow the example provided above in “More than three supplier points of contact” and provide the information in the form of semicolon-separated lists.

Please ensure that there are no typos in the email addresses provided, or State Water Board staff will be unable to follow up with the listed points of contact.

3.2 Required Items Checklist

The “Required Items Checklist” tab is a high-level summary table of error flags or warnings throughout the workbook. The “Tab” column links to the relevant section of the workbook, the

“Data Subcategory” provides a brief description of the required data item, and the “Status” column provides a brief summary of the issue if applicable.

Tab	Data Subcategory	Status
Landing Page and Navigation	Supplier Contact information	Must provide required contact information
Summary	Number of months with non-zero potable deliveries in the Clearinghouse	One or more water systems has missing or zero deliveries data
Summary	Calculated R-GPCD for each water system	No issues detected
Residential Indoor Budget	Residential Population Value	All requirements satisfied
Residential Indoor Budget	Residential Indoor Variances and Provisions	Not applicable
Residential Outdoor Budget	Net ET _o Calculation	Weather data unavailable for selected supplier.

There are four types of status messages:

- Requirement is satisfied:** The supplier has completed all required tasks for this subcategory, or there are no issues with the underlying data. For example, in the screenshot above, the “Calculated R-GPCD for each water system” status reads “No issues detected” because the calculated R-GPCD value for each water system passed the data quality check. All cells containing messages of this type will have a green fill.
- Requirement is not applicable:** The supplier does not need to address the tasks for this subcategory. For example, in the screenshot above, the “Residential Indoor Variances and Provisions” status message reads “Not applicable” because the supplier is not utilizing any variances or provisions for the residential indoor budget. All cells containing messages of this type will have a grey fill.
- Requirement must be addressed and resolved prior to submission:** The supplier has not completed all required fields, is missing requisite data in the source tables that prefill the reporting form, or has data issues that may impact the accuracy of the objective calculations. For example, in the screenshot above, the “Supplier Contact information” status message reads “Must provide contact information” because those fields in the “Landing Page and Navigation” tab are blank. All cells containing messages of this type will have red bolded text.
- Warning message- report may be submitted without resolution:** The supplier has data issues that may be beyond their control. For example, in the screenshot above, the “Net ET_o Calculation” status message reads “Weather data unavailable for selected supplier” because the supplier’s weather data could not be provided by the Department due to lack of landscape area measurement data. All cells containing messages of this type will have orange bolded text.

3.3 Summary

The “Summary” tab provides a comparison of the calculated objective and actual water use, in both gallons (as required by the regulatory text) and acre-feet (for ease of comparison). All the values in the two tables are auto-calculated.

This tab also contains per-water-system summary information below the summary tables. Reporters should review this table as a preliminary check for possible errors. In particular, reporters should review:

1. The listed public water systems: Are there missing water systems? Are there water systems that should not be included in this report?
2. The residential population for each water system: Does the number approximately match what was reported in the latest Electronic Annual Report? (number may not exactly match if

the SDWIS residential population was updated after the Electronic Annual Report was submitted)

3. The number of months with non-zero potable deliveries in the Clearinghouse. If any water system's value is less than the total number of months the system was active (see #4 below), this implies missing or incomplete submissions; please address those issues within the Clearinghouse.
4. The number of months in the fiscal year that the water system was active, per the State Water Board's records. If a water system became inactive in the midst of the fiscal year and this has not been recorded, please contact State Water Board staff at orpp-waterconservation@waterboards.ca.gov.
5. The calculated R-GPCD (residential gallons per capita daily). If the calculated R-GPCD is less than 20 or higher than 500, it will be flagged.
6. Potable and non-potable deliveries for each water system: Do the volumes in acre-feet seem to be within the correct order of magnitude, or are they too high/low?

The screenshot below shows a supplier that has six water systems, but five of them became inactive in the middle of the fiscal year due to consolidation. Therefore, for those five water systems, the "Number of months in FY water system was active" is 6, since they were active from July to December. The sixth water system, which remained active for the entire fiscal year, only has 11 months of data available in the source table and therefore has incomplete deliveries data, as indicated by the pink formatting. Furthermore, all water loss audits corresponding to the current reporting period are missing in the source table.

Number of months with non-zero potable deliveries in Clearinghouse	Number of months in FY water system was active	Annual Potable Municipal Deliveries (Acre-Feet)	Annual Nonpotable Municipal Deliveries (Acre-Feet)	Calculated R-GPCD (Potable use only)	Reported Real Water Loss (per Open Data table) (Acre-Feet)	Water System Included in Objective Calculations?
6	6	15,826.44	0.00	142		Yes
6	6	3,057.92	0.00	185		Yes
11	12	37,044.13	503.17	73		Yes
6	6	1,124.99	0.00	132		Yes
6	6	1,239.03	0.00	102		Yes
6	6	854.65	0.00	111		Yes

If a water system is not subject to the Making Conservation a California Way of Life regulation, suppliers may either request that the water system be removed from the DWR-PWSID crosswalk by contacting orpp-waterconservation@waterboards.ca.gov; or manually exclude the water system from the report by changing the "Water System Included in Objective Calculations?" field to "No", as shown in the screenshot below.

Number of months with non-zero potable deliveries in Clearinghouse	Number of months in FY water system was active	Annual Potable Municipal Deliveries (Acre-Feet)	Annual Nonpotable Municipal Deliveries (Acre-Feet)	Calculated R-GPCD (Potable use only)	Reported Real Water Loss (per Open Data table) (Acre-Feet)	Water System Included in Objective Calculations?
12	12	70.80	0.00	93		No
9	12	0.00	0.00			No
12	12	56,725.41	120.21	42		Yes

3.4 Objective

The "Objective" tab auto-calculates the final urban water use objective, using the budgets calculated in the other tabs.

If actual water use exceeds the objective without the inclusion of Irrigable Not Irrigable area, a residential outdoor water use budget associated with 20% INI will automatically be added to the objective in cell B19.

If the objective-based total use exceeds the target-based total volume, the urban water use objective will be “capped” or set as the target-based total use minus excluded demands (see Section 6.4 in the [Supplemental Guidance document](#) for a mathematical example).

3.5 Residential Indoor Budget

The “Residential Indoor Budget” tab auto-calculates the residential indoor budget (cell B7) as described in California Code of Regulations, title 23, section 967, using the residential indoor standard defined in [Water Code section 10609.4\(a\)\(1\)](#), the service area population described in Section 1.2 of the [Supplemental Guidance document](#), and the number of days in the reporting year.

Variances and temporary provisions: See Section 2.11 and the [Variance and Temporary Provision FAQ](#) for more information on variances and temporary provisions.

3.6 Residential Outdoor Budget

The “Residential Outdoor Budget” tab auto-calculates the residential outdoor budget (cell B5) as described in California Code of Regulations, title 23, section 968, using the residential outdoor standards defined in code, net reference evapotranspiration, residential landscape area, and applicable variance and temporary provision data. Reference evapotranspiration and effective precipitation data is described in Section 1.4 of the [Supplemental Guidance document](#). Irrigable Irrigated Residential Landscape Area and Irrigable Not Irrigated Residential Landscape Area data is from the Landscape Area Measurement dataset described in Section 1.3 of the [Supplemental Guidance document](#).

Misclassified residential landscapes: If the supplier has reclassified any of the irrigable irrigated residential landscape area described in Section 1.3 of the [Supplemental Guidance document](#) as Commercial, Industrial, or Institutional, enter the square footage in cell B29 (if not applicable, enter 0).

Newly Constructed Residential Landscapes and Special Landscape Areas (SLAs): See information in Section 2.13.

Variances and temporary provisions: See Section 2.11 and the [Variance and Temporary Provision FAQ](#) for more information on variances and temporary provisions.

3.6.1 Recycled Water Network

The “Recycled Water Network” tab is for documenting the connections between recycled water producing facilities and distribution for residential landscape irrigation. The link to navigate to this tab appears if B42 and/or B44 of the “Residential Outdoor Budget” tab are greater than 0. You may skip this tab if no recycled water is used for **residential** landscape irrigation in your service area.

Select facility information in the green cells, according to the directions in rows 4-8. The blue cells will autofill. Column G is a “Yes/No” column that asks if the water system in Column F (the water system delivering recycled water to residential landscapes in the supplier’s service area) received

the recycled water **directly** from Column E (the water system receiving recycled water from the treatment plant or recycled water facility). If another water system served as an intermediary between those two water systems, please put “No” in Column G.

3.7 CII with DIMs [not available for the report due January 1, 2026]

The “CII with DIMs” tab will be added to the reporting form at a later date. In accordance with section 969(a)(1), “Through June 30, 2028, an urban retail water supplier’s budget for commercial, industrial, and institutional landscapes with dedicated irrigation meters (S_{DIM}) shall be the supplier’s actual deliveries associated with landscape irrigation reported to the [State Water] Board pursuant to Health and Safety Code section 116530.”

3.8 Real Water Loss Budget

The “Real Water Loss Budget” tab auto-calculates the real water loss budget (cell H27) as described in section 970, as either 1) reported real water losses or 2) the sum of the supplier’s water system budgets using the water loss standards.

Table 1: In cell B10, choose between “Reported Real Water Loss” and “Water Loss Standards.” If “Reported Real Water Loss” is selected in cell B10, Table 1 column H is auto-populated with each system’s reported real water loss values from the “Reported Real Water Loss” tab, described in Section 3.10. If “Water Loss Standards” is selected in cell B10, Table 1 column H is auto-calculated using each system’s water loss standard and depending on the water loss standard type, either number of service connections or length of mains. If column D says “Not Applicable” or “No Data,” meaning the system does not have a water loss standard, column H defaults to reported real loss values.

Table 2: If “Water Loss Standards” is selected in cell B10, continue to Table 2 to verify the appropriate number of service connections or length of mains that should be used to calculate each system’s water loss budget. In cell B33, choose between “Open Data values” or “Water Loss Audit due Jan 1 2026.” Select “Open Data Values” if all data are present for each water system in Table 2 and the values are current. Otherwise, select “Water Loss Audit due Jan 1 2026” and enter the data in Columns G through J.

3.9 Bonus Incentive

Suppliers that deliver water augmented by potable reuse water may include a bonus incentive in their UWUO. The “Bonus Incentive” tab auto-calculates the bonus incentive (cell B28) as described in section 971, as either no more than 15% of the URWS’s UWUO for potable recycled water produced at an existing facility or no more than 10% of the URWS’s UWUO for potable recycled water produced at a facility not meeting the criteria to be considered existing.

Planning to utilize bonus incentive: In cell B12, select “Yes” to reveal the tables if 1) the supplier’s water supply is augmented by potable reuse and 2) the supplier is planning to utilize the bonus incentive. If “No”, you may disregard the rest of this section.

Initial information: In cell B15, select “971(a)(1)” if the potable reuse water is produced at a qualifying existing facility or “971(a)(2)” if it is produced at all other qualifying facilities.

In cell B25, enter the annual total water placed into storage and not withdrawn for use. Water placed into storage and water exported outside the service area are subtracted from annual total potable water production (cell B23).

3.9.1 Reporting subcategories for bonus incentive

The volume of bonus incentive associated with qualifying facilities (V_{PR}) auto-calculates as the sum of the three pathways for potable reuse: Augmented Groundwater (B38), Augmented Surface Reservoir (B46), and Direct Potable Reuse (B51).

Augmented Groundwater. If the supplier is providing information on potable reuse relative to augmented groundwater, select “Yes” in cell B18.

For the volume of potable reuse water obtained from groundwater sources, enter the following: 1) loss factor for groundwater recharge according to the Department’s [Recommendations for Bonus Incentive Methods of Calculation and Supporting Data Requirements](#), 2) Name of augmented groundwater basin, 3) Name of augmented groundwater sub-basin, and 4) Total groundwater basin extractions to be obtained from the proper groundwater authority.

Complete the “Relevant Data_BI_GW” tab, described in Section 3.9.2.

Augmented Surface Reservoir. If the supplier is providing information on potable reuse relative to augmented surface reservoirs, select “Yes” in cell B19.

For the volume of potable reuse water obtained from augmented reservoir sources, enter the following: 1) loss factor for evaporation and seepage, 2) the name of the augmented surface reservoir, and 3) total volume of water produced from the augmented reservoir.

Complete the “Relevant Data_BI_SW” tab, described in Section 3.9.3.

Direct Potable Reuse. For the volume of direct potable reuse (DPR) water, enter the volume of finished water produced from the DPR project and the fraction of water the supplier derived from the facility producing the finished water.

3.9.2 Relevant Data for Bonus Incentive through Augmented Groundwater

If the supplier has facilities that produce recycled water used to recharge the groundwater basin, complete the “Relevant Data_BI_GW” tab:

- In Table 1 Column A, select the names of all relevant facilities that produce recycled water used to recharge the groundwater basin the supplier delivers water from.
- In Table 2 Column A, select all the water system PWSIDs and corresponding sources (Facility Name from Column B) that correspond to groundwater extraction from the augmented basin.

3.9.3 Relevant Data for Bonus Incentive through Augmented Surface Water

If the supplier has facilities that produce recycled water used to recharge the surface reservoir, complete the “Relevant Data_BI_SW” tab:

- In Table 1 Column A, select the names of all relevant facilities that produce recycled water used to recharge the surface reservoir the supplier delivers water from.

- In Table 2 Column A, select all the water system PWSIDs and corresponding sources (Facility Name from Column B) that correspond to surface reservoir extraction.

3.9.4 Actual Water Use

The “Actual Water Use” tab auto-calculates total demands relevant to the objective and total excluded demands.

3.9.5 Actual Water Use (Potable and Non-potable)

The first two tables are prefilled with values that have been reported in the SAFER Clearinghouse, aggregated to the supplier level (see Section 1.9 of the Supplemental Documentation). Please review all the prefilled fields to ensure that they are being populated with the correct values.

Non-potable commercial agriculture: Cell B24 is an optional field. If any non-potable water as reported in B21 (aggregate non-potable non-residential deliveries excluding non-potable deliveries to CII DIMs) is used for commercial agriculture purposes, provide the commercial agriculture-specific volume in gallons. This number will be subtracted from the total excluded demands.

3.9.6 90th percentile water use

In cells B27 and B28, enter information about the 90th percentile residential water use.

- In cell B27, enter the total volume of deliveries to single-family residential customers that are at or above the 90th percentile for single-family residential water use. If unable to quantify, enter “Unknown” in the box. You may provide context for why it is unknown in the comment box in cell A43.
- In cell B28, enter the total volume of deliveries to multi-family residential customers that are at or above the 90th percentile for multi-family water use. If unable to quantify, enter “Unknown” in the box. You may provide context for why it is unknown in the comment box in cell A43.

3.9.7 Cost-of-service analysis (optional)

Cells B31 and B32 are optional fields. In cell B31, enter the cost-of-service for the highest users incurred by the supplier. Highest water users are the top 10 percent of water, in terms of volume of water consumed. Alternatively, for a public entity that has allocation-based conservation water pricing pursuant to section 372, the public entity may define high water users as those customers whose water use is above the water budget assigned to them by that public entity, per [Water Code 390](#). In cell B32, provide a link to the cost-of-service analysis.

3.9.8 Landscapes misclassified, not captured in initial LAM analysis, or not considered residential by supplier

Residential landscapes not captured in residential outdoor budget: If any residential landscapes are not captured in the residential outdoor budget, select Yes for cell B35 and enter the corresponding volume of water in cell B36. If unable to quantify, enter “Unknown” in the box. This volume of water, if known, will be subtracted from the total potable residential water use in cell B10.

Residential landscapes with DIMs: If any residential landscapes included in the Department’s LAM analysis are on a DIM, select Yes for cell B37 and enter the corresponding volume of water in cell B38. If unable to quantify, enter “Unknown” in the box.

CII landscapes with DIMs classified as residential in LAM analysis: If any CII landscapes with DIMs were classified as residential in the Department’s LAM analysis and the supplier considers them to be CII, select Yes for cell B39 and enter the volume of water delivered to the CII landscapes with DIMs that were classified as residential in the LAM analysis in cell B40. If unable to quantify, enter “Unknown” in the box.

3.10 Reported Real Water Loss

The “Reported Real Water Loss” tab auto-calculates annual, aggregate real water loss. By default, Method 1 (“Open Data values”) is selected to calculate real water loss. See Section 1.7 in the [Supplemental Guidance document](#) for a description of this data.

If the Open Data values do not appropriately reflect the water loss conditions for the reporting period, in cell B8, choose one of the other two options and fill out the Method 2 table. If choosing:

- “Water Loss Audit due Jan 1 2026”: Enter the real water loss values that will be submitted to the Department in the water loss audit due January 1, 2026; or
- “Own estimate”: Provide values based on a method of the supplier’s choosing. Please describe the calculation procedure in the comment box below the table.

3.11 SBx7-7 Backstop

The SB X7-7 target based volume imposes a ceiling, or “backstop”, on the calculated objective volume; the calculations that go into the backstop can be found in Section 6 of the [Supplemental Guidance document](#).

3.11.1 SBx7-7 Target Volume

This table summarizes the three components of the backstop volume:

1. SBx7-7 Annual Volume: This volume is the GPCD volume (shown in B4), multiplied by the residential service area population and number of days in the year.
2. Process water excluded from the target: water used by industrial users for producing a product, or the water used for research and development
3. Recycled water excluded from the target: water produced by a wastewater treatment plant or water recycling treatment plant permitted to produce recycled water pursuant to California Code of Regulations, title 22.

The SBx7-7 volume is auto-calculated based on available data; the other two volumes are calculated in the subsequent table.

3.12.2 Process Water and Recycled Water excluded from SBx7-7 Targets

This table utilizes reported potable and non-potable CII deliveries, in conjunction with user-provided percentages, to calculate the volumes of process water and recycled water that will be added to the total backstop volume. Volumes from the SBx7-7 table in the 2020 Urban Water

Management Plan are provided for reference in cells B19 and B27, but are not used in the backstop calculation.

The percentage in Cell B21 is required, but you may optionally provide percentages in the yellow cells below (values between 0% and 100%). Cells B20-B25 are used to calculate the volume of process water, shown in cell B26; Cells B28-B37 are used to calculate the volume of recycled water, shown in cell B38.

3.13 Commercial, Institutional and Industrial (CII) Classification (972)

The “Commercial, Institutional, and Industrial (CII) Classification (972)” tab allows suppliers to report all existing CII water users and their corresponding water use categories. There are 22 CII categories (cells B14-B38); eighteen are from the [EnergyStar Portfolio Manager](#) and the remaining four categories are listed in section 972(b).

Existing CII water users should be classified by June 30, 2027. Suppliers shall maintain at least a 95% classification rate by June 30, 2028 and for every year afterward.

3.13.1 CII Classification of existing CII water users

This entire table must be completed to meet reporting requirements, even if no water users have been classified. **Suppliers are still required to report on progress towards classification, regardless of the 2027 deadline.**

Reporting unit for CII water users: The number of classified CII water users may be defined in terms of connections, accounts, or other. Specify the water user definition in cell C11.

Number of classified CII water users: Reporters should respond with “0”s in all categories for which no users have been classified, or the current number of classified water users, and may optionally provide further context in the comment box at the bottom of the page.

3.11.2 CII service connections

Cell B10 shows the total number of CII connections as described in section 972, using either pre-existing values from the latest Electronic Annual Report (EAR) or the inputs by the supplier; the supplier may select which source to use in cell B9. In cells B48-53, supplier may add updated unmetered and metered connection information if different from reported in EAR.

3.14 DIMs or In-Lieu Tech (973)

The “DIMs or In-Lieu Tech (973)” tab allows suppliers to report all identified water users associated with “large landscapes,” which are CII landscapes that are ½ acre in size or larger with mixed-used meters.

3.14.1 Reporting requirements associated with implementing section 973(a)

In cell B12, select one of two options:

- **973(a)(1)** “By June 30, 2027, identify all existing commercial, industrial, and institutional (CII) water users associated with large landscapes” OR

- **973(a)(2)** “By June 30, 2029, identify all existing CII water users associated with a large landscape and for which estimated outdoor water use exceeds the water budget calculated pursuant to subdivision (c)(1).”

The units for cell B13 and B16 are determined by the selection in C11 of the “CII Classification” tab. Continue to fill green cells in column B. **NOTE: suppliers are still required to report on progress towards large landscape identification, regardless of the 2027 and 2029 deadlines.** Reporters must complete this table, even if no large landscapes have yet been identified. Reporters may respond with “Unknown” if no large landscapes have been identified, or the most current number of identified large landscapes, and may optionally provide further context in the comment box at the bottom of the page.

3.14.2 Reporting requirements associated with section 973(b)

The second table collects information on whether a supplier installed dedicated irrigation meters (DIMs) or utilized in-lieu technologies. If yes to either of the two questions, the supplier will fill out the required cells in the rest of the table as appropriate (see Sections 2.7 and 2.8 for descriptions of the cell formatting if needed). You may respond with “Unknown” if unable to quantify the number of water users, or aggregate square footage of large landscapes.

3.15 BMPs (974)

The “BMPs (974)” tab includes the reporting requirements for sections 974(a) and (b). This tab allows a supplier to report on the disclosable buildings within the supplier’s service area and to indicate how a supplier is choosing to identify CII water users exceeding certain thresholds.

The requirements for section 974(c) depend upon the method chosen; see the following sections for guidance on which “974(c)” tab to complete.

3.15.1 Reporting requirements associated with implementing section 974(a) and (b)

The first table collects information on the requirements for disclosable buildings. In cell B9, provide the number of disclosable buildings. In cell B10, you may optionally provide the number of customers who requested information required pursuant to section 974(b). In cell B11, enter the total number of CII customers who were provided with the information required by section 974 (b) by the supplier.

To find disclosable buildings on the [California Energy Commission’s](#) website, under the section titled “Public Disclosure Dashboard” navigate to the downloadable links titled "Download submitted benchmarking information" for the applicable reporting year.

3.15.2 5-year average CII % of total deliveries

Pursuant to section 974(g)(1), a supplier for which annual CII water deliveries are 10 percent or less of total deliveries (determined by a 5-year average) may design and implement a conservation program that includes two BMPs from subdivision (f)(1) instead of the BMPs outlined in sections 974(d) and (e). If a supplier wants to utilize this alternate BMP route, they should complete cell B19 with the percentage value (a number in between 0 and 100). If the provided number is 10% or lower, the user will be directed to complete the “10pct or less” version of 974(c)(1), 974(c)(2), or 974(c)(3).

3.15.3 *Method used to identify which CII customers would be offered BMPs*

In cell B23, select which threshold was used to identify CII customers who were offered BMPs. Then proceed to complete the relevant BMP tab(s), described in Sections 3.16 through 3.19.

3.16 974(c)(1)

The “974(c)(1)” tab allows suppliers to report CII water users meeting the thresholds described in section 974(c)(1) of the regulatory text. This is one of three methods the supplier may pursue for identifying top CII water users.

3.16.1 *Number of water users and water savings*

In the first table, report the number of existing CII water users at or above the 97.5th percentile for CII water use (cell B8) and the estimated annual water savings associated with BMPs offered to them (cell B10); and the number of existing CII water users at or above the 80th percentile for CII water use (cell B11) and the estimated annual water savings associated with BMPs offered to them (cell B13). An example of how to calculate the number of existing CII water users at or above the 97.5th and 80th percentiles for CII water use can be found [here](#). As the deadline for identifying CII customers using this method has passed, answering “Unknown” is no longer an option for these fields.

3.16.2 *Best Management Practices*

The regulation specifies that CII water users at or above the 97.5th percentile must be offered at least **two** required BMPs from each BMP category, and CII water users at or above the 80th percentile must be offered at least **one** required BMP from each BMP category. Fill in the required fields using the drop-down menus; there are optional spaces for additional BMPs offered.

If “other” BMPs were offered that are not included in the drop-down menus, a supplier can describe them on the text box starting on cell A66. The use of “other” BMPs to meet compliance obligations is subject to State Water Board approval. If a supplier has not yet implemented BMPs for a particular category, respond with “N/A (in progress)”.

CII water use is 10% or less of total water use

If CII water use, based on a 5-year average, represents 10% or less of total water use, a supplier is only required to offer **two** BMPs from the Outreach, Technical Assistance, and Education category to the CII water users exceeding the thresholds described in section 974(c)(1).

Instead, complete the “974(c)(1) (10pct or less)” tab. Identify the number of CII water users exceeding the relevant thresholds and the associated annual water savings as described above and provide the required BMP information.

3.17 974(c)(2)

The “974(c)(2)” tab is one of three methods the supplier may pursue for identifying top CII water users. The “974(c)(2)” tab contains the same reporting requirements as the “974(c)(1)” tab for users at or above the 97.5th percentile, but users at or above the 80th percentile for water use are determined per the ENERGYSTAR Portfolio Manager’s broad categories and the additional four

categories listed in the regulation: CII laundries, Landscapes with Dedicated Irrigation Meters, Water Recreation, and Car Washes.

3.17.1 Number of water users and water savings

In the first table, report existing CII water users at or above the 97.5th percentile (cell B8) for CII water use and the annual water savings associated with BMPs offered to CII water users in the 97.5th (Cell B10) and 80th (Cell B12) percentiles. The supplier may answer “Unknown” in any of these cells until the June 30th, 2027 deadline to identify customers has passed.

In the second table, cells B18 through B39, identify the number of existing CII water users at or above the 80th percentile for water use in each CII classification category. The supplier may answer “Unknown” in any of these cells until the June 30th, 2027 deadline to identify customers has passed.

An example of how to calculate the number of existing CII water users at or above the 97.5th and 80th percentiles for CII water use can be found [here](#).

3.17.2 Best Management Practices

The regulation specifies that CII water users at or above the 97.5th percentile must be offered at least **two** required BMPs from each BMP category, and CII water users at or above the 80th percentile in each classification category must be offered at least **one** required BMP from each BMP category. Fill in the required fields using the drop-down menus; there are optional spaces for additional BMPs offered.

Note that BMP tables corresponding to classification categories where the number of users were either 0 or “Unknown” will be hidden or greyed out, depending on the form version.

If “other” BMPs were offered, and not included in the drop-down menus, a supplier can describe them on the text box starting on cell A492. The use of “other” BMPs to meet compliance obligations is subject to State Water Board approval. If a supplier has not yet implemented BMPs for a particular category, respond with “N/A (in progress)”.

CII water use is 10% or less of total water use

If CII water use, based on a 5-year average, represents 10% or less of total water use, a supplier is only required to offer **two** BMPs from the Outreach, Technical Assistance, and Education category to the CII water users exceeding the thresholds described in section 974(c)(2).

Instead, complete the “974(c)(2) (10pct or less)” tab. Identify the number of CII water users exceeding the relevant thresholds and the associated annual water savings as described above and provide the required BMP information.

3.18 974(c)(3)

The “974(c)(3)” tab allows suppliers to report CII water users that appear to be inefficient according to the key business activity indicators (KBAs) developed by the supplier. This tab is one of three methods the supplier may pursue for identifying top CII water users. Unlike the other two methods, there are no required percentile calculations; inefficient users are instead identified per the KBAI definitions.

3.18.1 *Number of water users and water savings*

In the first table, define the key business activity indicators (or variables) for each broad CII classification category. You can find examples described in rows 8 and 9. In Column F on the first table, indicate the number of CII water users that appear to be inefficient according to the KBAIs specified in columns B-D.

In the second table, enter the estimated annual water savings associated with the best management practices (BMPs) that were offered to the previously identified inefficient CII water users.

The supplier may answer “Unknown” in any of these cells until the June 30th, 2029 deadline to identify customers has passed.

3.18.2 *Best management practices*

The subsequent tables allow the supplier to select the BMPs that were implemented for the identified CII users. Note that BMP tables corresponding to classification categories where the number of users were either 0 or “Unknown” will be hidden or greyed out, depending on the form version.

If “other” BMPs were offered that are not included in the drop-down menus, a supplier can describe them on the text box starting on cell A462. The use of “other” BMPs to meet compliance obligations is subject to State Water Board approval. If a supplier has not yet implemented BMPs for a particular category, respond with “N/A (in progress)”.

CII water use is 10% or less of total water use

If CII water use, based on a 5-year average, represents 10% or less of total water use, a supplier is only required to offer **two** BMPs from the Outreach, Technical Assistance, and Education category to the CII water users meeting the KBAI criteria.

Instead, complete the “974(c)(3) (10pct or less)” tab. Identify the number of CII water users exceeding the relevant thresholds and the associated annual water savings as described above and provide the required BMP information.

3.19 974(c)(3)_PT

The “974(c)(3)_PT” tab allows suppliers to report any key business activity indicators (KBAIs) developed for ENERGYSTAR Portfolio Manager Property Types. The supplier may optionally define KBAIs on a finer scale than the 22 categories (i.e. at the property type level).

Select the Category from Column A and the Property Type from Column B, and the relevant KBAI values in columns C through E.