

## Appendix A Guidance Document Worksheets

This appendix provides a series of worksheets in support of the development of water efficiency plans. This worksheet collection is essentially a toolkit intended to assist providers with generating ideas, organizing information, and formatting data for direct incorporation into the plan. If appropriate, portions of the worksheet tables or tables in their entirety can be inserted directly into the water efficiency plan or appendices. All of the items in the worksheets and worksheets themselves may not be applicable to every provider and should be used at the provider's own discretion. Each worksheet includes a set of instructions in blue font. The following worksheets are provided:

- Worksheet A – Water Supply Limitations and Future Needs
- Worksheet B – Historical and Current Water Efficiency Activities
- Worksheet C – Modifications to Capital Improvement Projects and Water Acquisitions
- Worksheet D – Identification and Screening of Foundational Activities
- Worksheet E – Identification and Screening of Targeted Technical Assistance and Incentives
- Worksheet F – Identification and Screening of Ordinances and Regulations
- Worksheet G – Identification and Screening of Education Activities
- Worksheet H – Evaluation and Selection of Water Efficiency Activities
- Worksheet I – Selected Water Efficiency Activities and Estimated Water Savings
- Worksheet J – Implementation Plan
- Worksheet K – Selection of Monitoring Demand Data for Monitoring Plan
- Worksheet L – Monitoring Plan
- Worksheet M – Annual Demand Tracking Sheet
- Worksheet N – Annual Monitoring Tracking Sheet

## WORKSHEET A - WATER SUPPLY LIMITATIONS AND FUTURE NEEDS

Limitation and/or Future Need [1]	[2]		Comments on Limitation or Future Need [3]	How is Limitation or Future Need Being Addressed [4]
	Yes	No		
System is in a designated critical water supply shortage area				
System experiences frequent water supply shortages and/or emergencies				
System has substantial non-revenue water				
Experiencing high rates of population and demand growth				
Planning substantial improvements or additions				
Increases to wastewater system capacity anticipated				
Need additional drought reserves				
Drinking water quality issues				
Aging infrastructure in need of repair				
Issues with water pressure in portions of distribution system				
<i>Add additional supply limitations and/or future needs</i>				

**Instructions:**

[1] This column provides a list of limitations/future needs related to planning and operating the water supply system.

[2] Enter an "X" to show whether or not the system exhibits the limitations/future needs.

[3] Include any comments regarding the limitations/future needs that may be useful to consider in the planning process.

[4] If applicable, include how the limitation/future need is being addressed.

## WORKSHEET B - HISTORICAL AND CURRENT WATER EFFICIENCY ACTIVITIES

Historical and Current Water Efficiency Activities [1]	Period of Implementation [2]	Annual Water Savings for Past Five Years (AF or %) [3]					Total Five-Year Water Savings [4]	Average Annual Savings [5]
		<i>Enter Year</i> (e.g. 2007)	<i>Enter Year</i> (e.g. 2008)	<i>Enter Year</i> (e.g. 2009)	<i>Enter Year</i> (e.g. 2010)	<i>Enter Year</i> (e.g. 2011)		
<b>Foundational Activities</b>								
<i>List Foundational Activities</i>								
<i>List Foundational Activities</i>								
<i>List Foundational Activities</i>								
Subtotal								
<b>Targeted Technical Assistance and Incentives</b>								
<i>List Targeted Technical Assistance and Incentives</i>								
<i>List Targeted Technical Assistance and Incentives</i>								
<i>List Targeted Technical Assistance and Incentives</i>								
Subtotal								
<b>Ordinances and Regulations</b>								
<i>List Ordinances and Regulations</i>								
<i>List Ordinances and Regulations</i>								
<i>List Ordinances and Regulations</i>								
Subtotal								
<b>Education Activities</b>								
<i>List Education Activities</i>								
<i>List Education Activities</i>								
<i>List Education Activities</i>								
Subtotal								
<b>Total Savings</b>								

**Instructions:**

- [1] List the current/historical water efficiency activities previously implement according to the SWSI Levels Framework.
- [2] Enter the dates/years the activities have been/were implemented.
- [3] Enter annual estimated savings for each activity. If water savings are not measureable enter n/a.
- [4] Include total water savings since the activities have been implemented.
- [5] Include average annual savings.

# WORKSHEET C - MODIFICATIONS TO CAPITAL IMPROVEMENT PROJECTS AND WATER ACQUISITIONS

Capital Improvement Projects and Water Acquisitions [1]	Estimated Cost [2]	Action as a Result of Reduced Demands			Comments [4]	Potential Cost Savings [5]
		[3]				
		Eliminated	Postponed	Downsized		

**Instructions:**

- [1] List capital improvement projects and water acquisitions being implemented or considered.
- [2] Include estimated cost for the projects/water acquisitions.
- [3] Specify with an "X" whether the project/water acquisition may be eliminated, postponed, or downsized as a result of water efficiency improvements.
- [4] Provide additional comments (e.g. extent of postponement and/or anticipated downsizing).
- [5] Include potential cost savings as a result of the elimination, postponement and/or downsizing.

# WORKSHEET D - IDENTIFICATION AND SCREENING OF FOUNDATIONAL ACTIVITIES

Water Efficiency Activities for Screening [1]	State Statute Requirement [2]	Identification		Qualitative Screening [5]					Carry to Evaluation [6]	Reason for Elimination [7]
		Existing/ Potential Activity [3]	Targeted Customer Category [4]	Enter screening criteria	Enter screening criteria	Enter screening criteria	Add additional screening criteria	Notes on Additional Pros/Cons to Consider		
<b>Metering (BP1)</b>		V, VII								
Automatic Meter Reading Installation and Operations										
Submetering for Large Users (Indoor and Outdoor)										
Meter Testing and Replacement										
Meter Upgrades										
Identify Unmetered/Unbilled Treated Water Uses										
<i>Add additional activities</i>										
<b>Data Collection - Monitoring and Verification (BP2)</b>										
Frequency of Meter Reading										
Tracking Water Use by Customer Type										
Upgrade Billing System to Track Use by Sufficient Customer Types										
Tracking Water Use for Large Customers										
Area of Irrigated Lands in Service Area (e.g. acres)										
<i>Add additional activities</i>										
<b>Water Use Efficiency Oriented Rates and Tap Fees (BP1)</b>		VII, VIII								
Volumetric Billing										
Water Rate Adjustments										
Frequency of Billing										
Inclining/Tiered Rates										
Water Budgets										
Tap Fees with Water Use Efficiency Incentives										
<i>Add additional activities</i>										
<b>System Water Loss Management and Control (BP3)</b>		V								
System Wide Water Audits										
Control of Apparent Losses (with Metering)										
Leak Detection and Repair										
Water Line Replacement Program										
<i>Add additional activities</i>										
<b>Planning (BP2)</b>										
Integrated Water Resources Plans										
Master Plans/Water Supply Plans										
Capital Improvement Plans										
Feasibility Studies										
<i>Add additional activities</i>										
<b>Staff (BP4)</b>										
Water Conservation Coordinator										
<i>Add additional activities</i>										

**Instructions:**

- [1] This column provides a list of possible activities & identifies the Best Practice activity as defined in the Colorado WaterWise Guidebook of Best Practices (BP) for Municipal Water Conservation in Colorado. List additional activities identified through the planning process.
- [2] This column identifies, by roman numeral, the elements that correspond with the best practices and that shall be fully considered in the planning process per Colorado State Statute 37-60-126.
- [3] Specify whether the activity is "Existing" or a "Potential" activity to carry through screening by entering an "E" or "P", respectively.
- [4] As applicable, specify which customer category (residential, commercial, etc.) is/would be impacted by the activity.
- [5] Enter screening criteria based on qualitative goals developed in Step 3 and insert an "X" for activities that meet the listed screening criteria.
- [6] Based on the screening process, indicate which activities will be carried onto the evaluation phase with an "X".
- [7] If eliminated via screening, comment on why.

# WORKSHEET E - IDENTIFICATION AND SCREENING OF TARGETED TECHNICAL ASSISTANCE INCENTIVES

Water Efficiency Activities for Screening [1]	State Statute Requirement [2]	Existing/ Potential Activity [3]	Identification				Targeted Customer Category [5]	Qualitative Screening [6]					Carry to Evaluation [7]	Reason for Elimination [8]
			SWSI Framework Levels [4]			Enter screening criteria		Enter screening criteria	Enter screening criteria	Add additional screening criteria	Notes on Additional Pros/Cons to Consider			
			Level 1 Municipal Uses	Level 2 Customers with the Largest Water Use	Level 3 Customer Type(s) in Service Area									
<b>Installation of Water Efficient Fixtures and Appliances</b>														
Indoor Audits	I													
Toilet Retrofits														
Urinal Retrofits														
Showerhead Retrofits														
Faucet Retrofits (e.g. aerator installation)														
Water Efficient Washing Machines														
Water Efficient Dishwashers														
Efficient Swamp Cooler and Air Conditioning Use														
<i>Add additional activities</i>														
<b>Low Water Use Landscapes</b>														
Drought Resistant Vegetation	II													
Removal of Phreatophytes														
Irrigation Efficiency Evaluations/Outdoor Water Audits														
Outdoor Irrigation Controllers														
Irrigation Scheduling/Timing														
Rain Sensors														
Residential Outdoor Meter Installations														
Xeriscape														
Other Low Water Use Landscapes														
Irrigation Equipment Retrofits														
<i>Add additional activities</i>														
<b>Water- Efficient Industrial and Commercial Water-Using Processes</b>														
Specialized Nonresidential Surveys, Audits and Equipment Efficiency Improvements	III													
Commercial Indoor Fixture and Appliance Rebates/Retrofits														
Cooling Equipment Efficiency														
Restaurant equipment														
<i>Add additional activities</i>														
<b>Incentives</b>														
Toilet Rebates	X													
Urinal Rebates														
Showerhead Rebates														
Water Efficient Faucet or Aerator Rebates														
Water Efficient Washing Machine Rebates														
Water Efficient Dishwasher Rebates														
Efficient Irrigation Equipment Rebates														
Landscape Water Budgets Information and Customer Feedback														
Turf Replacement Programs/Xeriscape Incentives														
Give-aways														
<i>Add additional activities</i>														

**Instructions:**

- [1] This column provides a list of activities & if applicable, identifies the Best Practice activity as defined under *Colorado WaterWise Guidebook of Best Practices (BP) for Municipal Water Conservation in Colorado*. List additional activities identified through the planning process.
- [2] This column identifies, by roman numeral, the elements that correspond with the best practices and that shall be fully considered in the planning process per Colorado State Statute 37-60-126.
- [3] Specify whether the activity is an "Existing" or "Potential" activity to carry through screening by entering an "E" or "P", respectively.
- [4] Specify which level the historical/potential activities fall under by entering an "X" in the appropriate column.
- [5] As applicable, specify which customer category (residential, commercial, etc.) is/would be impacted by the activity.
- [6] Enter screening criteria based on qualitative goals developed in Step 3 and insert an "X" for activities that meet the listed screening criteria.
- [7] Based on the screening process, indicate which activities will be carried on the evaluation phase with an "X".
- [8] If eliminated via screening, comment on why.

# WORKSHEET F - IDENTIFICATION AND SCREENING OF ORDINANCES AND REGULATIONS

Water Efficiency Activities for Screening [1]	State Statute Requirement [2]	Identification					Targeted Customer Category [5]	Qualitative Screening [6]					Carry to Evaluation [7]	Reason for Elimination [8]
		Existing/ Potential Activity [3]	SWSI Framework Levels [4]			Enter screening criteria		Enter screening criteria	Enter screening criteria	Add additional screening criteria	Notes on Additional Pros/Cons to Consider			
			Level 1 Customer Type(s) with the Existing Service Area	Level 2 New Development	Level 3 Point of Sales on Existing Building Stock									
<b>General Water Use Regulations</b>	IX													
Water Waste Ordinance (BP 5)														
Time of Day Watering Restriction														
Day of Week Watering Restriction														
Water Overspray Limitations														
<i>Add additional activities</i>														
<b>Landscape Design/Installation Rules and Regulations</b>	IX													
Rules and Regulations for Landscape Design/Installation (BP 9)														
Landscape Training and Certification (BP 8)														
Irrigation System Installer Training and Certification (BP 8)														
Soil Amendment Requirements (BP 9)														
Turf Restrictions (BP 9)														
Irrigation Equipment Requirements														
Outdoor Water Audits/Irrigation Efficiency Regulations (BP 10)														
Outdoor Green Building Construction (BP 8,9)														
<i>Add additional activities</i>														
<b>Indoor and Commercial Regulations</b>	IX													
High Efficiency Fixture and Appliance Replacement (BP 12)														
Commercial Cooling and Process Water Requirements (BP 14)														
Green Building Construction (BP 12)														
Indoor Plumbing Requirements (BP 12)														
City Facility Requirements (BP 12)														
Required Indoor Residential Audits (BP 13)														
Required Indoor Commercial Audits (BP 14)														
Commercial Water Wise Use Regulations (Car Washes, Restaurants, etc.)														
<i>Add additional activities</i>														

**Instructions:**

- [1] This column provides a list of possible activities & if applicable identifies the Best Practice activity as defined under Colorado WaterWise Guidebook of Best Practices (BP) for Municipal Water Conservation in Colorado. List additional activities identified through the planning process.
- [2] This column identifies, by roman numeral, the elements that correspond with the best practices and that shall be fully considered in the planning process per Colorado State Statute 37-60-126.
- [3] Specify whether the activity is an "Existing" or "Potential" activity to carry through screening by entering an "E" or "P", respectively.
- [4] For current/historical activities, specify which level the activities fall under by entering an "X" in the appropriate column.
- [5] As applicable, specify which customer category (residential, commercial, etc.) is/would be impacted by the activity.
- [6] Enter screening criteria based on qualitative goals developed in Step 3 and insert an "X" for activities that meet the listed screening criteria.
- [7] Based on the screening process, indicate which activities will be carried on the evaluation phase with an "X".
- [8] If eliminated via screening, comment on why.

# WORKSHEET G - IDENTIFICATION AND SCREENING OF EDUCATION ACTIVITIES

Water Efficiency Activities for Screening [1]	State Statute Requirement [2]	Identification				Targeted Customer Category [5]	Qualitative Screening [6]					Carry to Evaluation [7]	Reason for Elimination [8]
		Existing/ Potential Activity [3]	SWSI Framework Levels [4]				Enter screening criteria	Enter screening criteria	Enter screening criteria	Add additional screening criteria	Notes on Additional Pros/Cons to Consider		
			Level 1 One-Way	Level 2 One-Way with Feedback	Level 3 Two-way communication								
<b>Customer Education (BP6)</b>													
Bill Stuffers	VI												
Newsletter													
Newspaper Articles													
Mass Mailings													
Web Pages													
Water Fairs													
K-12 Teacher and Classroom Education Programs													
Message Development/Campaign													
Interactive Websites													
Social Networking (e.g. Facebook)													
Customer Surveys													
Focus Groups													
Citizen Advisory Boards													
<i>Add additional activities</i>													
<b>Technical Assistance</b>													
Customer Water Use Workshops	VI												
Landscape Design and Maintenance Workshops													
Xeriscape Demonstration Garden													
Water Conservation Expert Available													
<i>Add additional activities</i>													

**Instructions:**

- [1] This column provides a list of possible activities & if applicable identifies the Best Practice activity as defined under Colorado WaterWise Guidebook of Best Practices (BP) for Municipal Water Conservation in Colorado. List additional activities identified through the planning process.
- [2] This column identifies, by roman numeral, the elements that correspond with the best practices and that shall be fully considered in the planning process per Colorado State Statute 37-60-126.
- [3] Specify whether the activity is an "Existing" or "Potential" activity to carry through screening by entering an "E" or "P", respectively.
- [4] For current/historical activities, specify which level the activities fall under by entering an "X" in the appropriate column.
- [5] As applicable, specify which customer category (residential, commercial, etc.) is/would be impacted by the activity.
- [6] Enter screening criteria based on qualitative goals developed in Step 3 and insert an "X" for activities that meet the listed screening criteria.
- [7] Based on the screening process, indicate which activities will be carried on the evaluation phase with an "X".
- [8] If eliminated via screening, comment on why.



# WORKSHEET H - EVALUATION AND SELECTION OF WATER EFFICIENCY ACTIVITIES

Water Efficiency Activities for Evaluation [1]	Existing/ Potential Activity [2]	Targeted Customer Category [3]	Review of Qualitative Screening				Evaluation					Final Selection [8]		
			Qualitative Goals [4]				Projected Water Savings [5]		Projected Implementation Costs [6]	Quantitative Goals [7]				
			Enter screening criteria	Enter screening criteria	Enter screening criteria	Add additional screening criteria	Total Water Savings	Average Annual Water Savings		Enter evaluation factors	Enter evaluation factors	Add additional screening criteria	Notes on Additional Pros/Cons to Consider	Selected for Implemen- tation
<b>Foundational Activities</b>														
<i>List Foundational Activities selected post screening</i>														
<i>List Foundational Activities selected post screening</i>														
<i>List Foundational Activities selected post screening</i>														
<b>Targeted Technical Assistance and Incentives</b>														
<i>List Targeted Technical Assistance and Incentives selected post screening</i>														
<i>List Targeted Technical Assistance and Incentives selected post screening</i>														
<i>List Targeted Technical Assistance and Incentives selected post screening</i>														
<b>Ordinances and Regulations</b>														
<i>List Ordinances and Regulations selected post screening</i>														
<i>List Ordinances and Regulations selected post screening</i>														
<i>List Ordinances and Regulations selected post screening</i>														
<b>Education Activities</b>														
<i>List Education Activities selected post screening</i>														
<i>List Education Activities selected post screening</i>														
<i>List Education Activities selected post screening</i>														

**Instructions:**

- [1] List of water efficiency activities that were carried to the evaluation process (based upon Worksheets D through G).
- [2] Specify whether the activity is "Existing" or "Potential" activity by entering an "E" or "P", respectively.
- [3] As applicable, specify which customer category (residential, commercial, etc.) is/would be impacted by the activity.
- [4] Enter the screening results from Worksheets D through G by entering the screening criteria and appropriate "X" designations.
- [5] As applicable, enter the estimated water savings to implement the activities within the planning horizon and the average annual water savings. Enter N/A if the water savings can not be estimated with reasonable accuracy.
- [6] As applicable, enter the estimated annual costs.
- [7] Enter evaluation criteria based on quantitative goals developed in Step 3 and insert an "X" for activities that meet the listed criteria.
- [8] Enter an "X" for activities selected for implementation and provide an explanation if an activity was not selected for implementation.

## WORKSHEET I - SELECTED WATER EFFICIENCY ACTIVITIES AND ESTIMATED WATER SAVINGS

Selected Water Efficiency Activities [1]	Implementation Period of Historical Activities [2]	Historical Total Water Savings [3]	Implementation Period of New Activities [4]	Projected Water Savings for Planning Period [5]
<b>Foundational Activities</b>				
<i>List selected Foundational Activities</i>				
<i>List selected Foundational Activities</i>				
<i>List selected Foundational Activities</i>				
<b>Targeted Technical Assistance and Incentives</b>				
<i>List selected Technical Assistance and Incentives Activities</i>				
<i>List selected Technical Assistance and Incentives Activities</i>				
<i>List selected Technical Assistance and Incentives Activities</i>				
<b>Ordinances and Regulations</b>				
<i>List selected Ordinances and Regulations</i>				
<i>List selected Ordinances and Regulations</i>				
<i>List selected Ordinances and Regulations</i>				
<b>Education Activities</b>				
<i>List selected Education Activities</i>				
<i>List selected Education Activities</i>				
<i>List selected Education Activities</i>				

**Instructions:**

- [1] Provide the list of water efficiency activities selected for implementation based on Worksheet H.
- [2] Include the period of time when historical activities were implemented. For potential activities, include "N/A".
- [3] Provide total water savings for historical activities (average annual or total cumulative savings). For potential activities, include "N/A".
- [4] Indicate when new activities will be implemented. For existing activities, include "N/A".
- [5] Specify potential future water savings for both historical/current and new activities (average annual or total cumulative savings).

# WORKSHEET J - IMPLEMENTATION PLAN

Selected Water Efficiency Activities [1]	Period of Implementation [2]	Implementation Actions [3]	Milestone Deadlines [4]	Annual Budget (\$1,000) [5]	Entity/Staff Responsible for Implementation [6]	Coordination and Public Involvement [7]	Additional Comments [8]
<b>Foundational Activities</b>							
<i>List selected Foundational Activities</i>							
<i>List selected Foundational Activities</i>							
<i>List selected Foundational Activities</i>							
<b>Targeted Technical Assistance and Incentives</b>							
<i>List selected Technical Assistance and Incentives Activities</i>							
<i>List selected Technical Assistance and Incentives Activities</i>							
<i>List selected Technical Assistance and Incentives Activities</i>							
<b>Ordinances and Regulations</b>							
<i>List selected Ordinances and Regulations</i>							
<i>List selected Ordinances and Regulations</i>							
<i>List selected Ordinances and Regulations</i>							
<b>Education Activities</b>							
<i>List selected Education Activities</i>							
<i>List selected Education Activities</i>							
<i>List selected Education Activities</i>							

**Instructions:**

- [1] Provide the list of water efficiency activities selected for implementation during Step 4.
- [2] Provide period in which activity is going to be implemented.
- [3] Include information on specific actions necessary to implement the activities (e.g. advertise rebates to public).
- [4] Indicate timing of when the action are scheduled to be implemented (e.g. when leaks will be repaired, when rebate program will start, etc.).
- [5] Insert anticipated annual costs.
- [6] Specify which entity/staff responsible for implementing the activities.
- [7] If applicable, comment on necessary coordination among staff/other entities and how the public will be involved. This includes educational campaigns, feedback, direct participation in certain actions, etc.
- [8] Add any additional comments.

# WORKSHEET K - SELECTION OF MONITORING DEMAND DATA FOR MONITORING PLAN

Monitoring Data [1]	HB 10-1051 Reporting Requirement [2]				Selection [3]				Entity/Staff Responsible for Data Collection and Evaluation [4]	Schedule/Timing of Monitoring [5]	Comments [6]
	Annual	Monthly	Bi-Monthly	Daily	Annual	Monthly	Bi-Monthly	Daily			
<b>Total Water Use</b>											
Total treated water produced (metered at WTP discharge)											
Total treated water delivered (sum of customer meters)	√										
Raw non-potable deliveries											
Reclaimed water produced (metered at WWTP discharge)											
Reclaimed water delivered (sum of customer meters)											
Per capita water use											e.g. method of calculation
Indoor and outdoor treated water deliveries											e.g. estimation method
Treated water peak day produced											
Reclaimed water peak day produced											
Raw water peak day produced/delivered											
Non-revenue water	√										
<i>Insert other demand data</i>											
<b>Water Use by Customer Type</b>											
Treated water delivered		√									
Raw non-potable deliveries											
Reclaimed water delivered											
Residential per capita water use											e.g. method of calculation
Unit water use (e.g. AF/account or AF/irrigated acre)											e.g. method of calculation
Indoor and outdoor treated water deliveries											e.g. estimation method
Large users											note: could either specify use of individual customers or show aggregate total
<i>Insert other demand data</i>											
<b>Other Demand Related Data</b>											
Irrigated landscape (e.g. AF/acre or number of irrigated acres)											specify whether total irrigated lands in service area and/or per customer types (e.g. parks)
Precipitation											
Temperature											
Evapotranspiration											
Drought index information											
Economic conditions											
Population											
New taps											
<i>Insert other demand related data</i>											

**Instructions:**

- [1] This worksheets provides a list of possible demand data. Add additional demand data provider would like to monitor.
- [2] Specifies annual reporting requirements per HB 10-1051.
- [3] Select demand data provider plans to use to monitor effectiveness of water efficiency activities by inserting an "X" in appropriate boxes.
- [4] Specify staff/entity responsible for data collection and evaluation.
- [5] Specify the timing and/or set schedule in which data will be collected and evaluated.
- [6] Add any additional comments.

# WORKSHEET L - MONITORING PLAN

Selected Water Efficiency Activities [1]	Customer Category Impacted [2]	Demand Monitoring Data [3]					Other Monitoring Data [5]							Entity/Staff Responsible for Data Collection and Evaluation [6]	Schedule/Timing of Monitoring [7]	Comments [8]
		Enter type of demand data	Enter type of demand data	Enter type of demand data	Enter type of demand data	Enter type of demand data	Description of Parameter(s) to Record [4]	Annual costs	Lessons learned	Water saving estimates	Administration data	Relevant public feedback	Records of significant changes			
<b>Foundational Activities</b>																
<i>List foundational activities</i>																
<i>List foundational activities</i>																
<i>List foundational activities</i>																
<b>Targeted Technical Assistance and Incentives</b>																
<i>List technical assistance and incentives activities</i>																
<i>List technical assistance and incentives activities</i>																
<i>List technical assistance and incentives activities</i>																
<b>Ordinances and Regulations</b>																
<i>List ordinances and regulations</i>																
<i>List ordinances and regulations</i>																
<i>List ordinances and regulations</i>																
<b>Education Activities</b>																
<i>List education activities</i>																
<i>List education activities</i>																
<i>List education activities</i>																

**Instructions:**

- [1] Provide the list of water efficiency activities selected for implementation during Step 4.
- [2] As applicable, specify which customer category (Residential, Commercial, etc.) is/would be impacted by the activity.
- [3] Enter type of demand data selected in Worksheet K (e.g. total annual treated water delivered or monthly treated water delivered by customer type). Enter an "X" for each activity that will be monitored by the respective demand data type.
- [4] If applicable, enter description of parameters to record for each activity (e.g. number of workshops, fixture/meter replacements, rebates and audits; acres of xeriscape; and length of pipeline replaced).
- [5] Select other data to be collected for monitoring of each activity by inserting an "X" in appropriate boxes.
- [6] Specify staff/entity responsible for data collection and evaluation.
- [7] Specify the timing and/or schedule in which data will be collected and evaluated.
- [8] Add any additional comments.

# WORKSHEET M - ANNUAL DEMAND TRACKING SHEET

Demand Tracking Data [1]	Month [2]												Annual [3]
	January	February	March	April	May	June	July	August	September	October	November	December	
<b>Total Water Use</b>													
<i>Enter demand monitoring data</i>													
<i>Enter demand monitoring data</i>													
<i>Enter demand monitoring data</i>													
<b>Water Use by Customer Category</b>													
<i>Enter demand monitoring data</i>													
<i>Enter demand monitoring data</i>													
<i>Enter demand monitoring data</i>													
<b>Other Demand Related Data</b>													
<i>Enter demand monitoring data</i>													
<i>Enter demand monitoring data</i>													
<i>Enter demand monitoring data</i>													

Instructions:  
 This worksheet may be used on an annual basis to record demand data used to monitor the effectiveness of individual water efficiency activities.  
 [1] Enter demand data used to monitor the effectiveness of the water efficiency plan.  
 [2] Enter monthly demands.  
 [3] Insert total annual demands.

# WORKSHEET N - ANNUAL MONITORING TRACKING SHEET

Selected Water Efficiency Activities [1]	Customer Category Impacted [2]	Monitoring Data [3]								Entity/Staff Responsible for Data Collection and Evaluation [6]	Date Data Recorded [7]	Comments [8]
		Parameters [5]			Insert selected monitoring data	Insert selected monitoring data	Insert selected monitoring data	Insert selected monitoring data	Insert selected monitoring data			
		Description of Parameter(s) to Record [4]	Parameter Data	Parameter Data								
<b>Foundational Activities</b>												
List Foundational Activities												
List Foundational Activities												
List Foundational Activities												
<b>Targeted Technical Assistance and Incentives</b>												
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List Targeted Technical Assistance and Incentives												
<b>Ordinances and Regulations</b>												
List Ordinances and Regulations												
List Ordinances and Regulations												
List Ordinances and Regulations												
<b>Education Activities</b>												
List Education Activities												
List Education Activities												
List Education Activities												

**Instructions:**

This worksheet may be used on an annual basis to record monitoring data to assess the effectiveness of individual water efficiency activities.

[1] Provide the list of water efficiency activities selected for implementation during Step 4.

[2] As applicable, specify which customer category (residential, commercial, etc.) is/would be impacted by the activity.

[3] Enter monitoring data used to evaluate effectiveness of individual activities. These data are selected in Worksheet L.

[4] If applicable, enter description of parameters recorded for each activity (e.g. number of workshops, fixture/meter replacements, rebates and audits; acres of xeriscape; and length of pipeline replaced).

[5] Enter actual parameter data (e.g. three rebates).

[6] Specify staff/entity responsible for data collection and evaluation.

[7] Specify the date the data was recorded.

[8] Add any additional comments.