



Stage 1 Business Analysis

California Department of Technology, SIMM 19A.3 (Ver. 3.0.9, 02/01/2022)

1.1 General Information

1. Agency or State entity Name: **3940 - Water Resources Control Board, State**

If Agency/State entity is not in the list, enter here with the [organization code](#).

[Click or tap here to enter text.](#)

2. Proposal Name and Acronym: **Water Use Objective Report (WUOR)**

3. Proposal Description: (Provide a brief description of your proposal in 500 characters or less.)

To implement the urban sector water use element of the Water Supply Strategy, and to implement 2018 water conservation legislation (AB 1668 and SB 606), the Water Resources Control Board (through the Office of Research, Planning, and Performance; the Division of Drinking Water; and the Division of Information Technology) proposes to develop a new reporting form within the existing Water Board system (the "SAFER Clearinghouse"). The new form would facilitate the reporting requirements associated with the proposed regulation to "Make Conservation a California Way of Life" (MCCWL). (Note: this proposal is different from another proposal to implement a different part of the Water Supply Strategy. This proposal is to add a module to the SAFER Clearinghouse and to interact with distinct data systems.)

MCCWL calls for urban retail water suppliers (water agencies that deliver 3,000+ acre-feet of water to customers on an annual basis) to calculate "urban water use objectives" (objectives). An objective is the sum of data-driven and standard-based budgets for a subset of urban uses (e.g., residential indoor water use). Successful implementation of MCCWL will depend on a robust data collection form with built-in data validation and an intuitive interface. Furthermore, the data collection protocol shall adhere to Water Code section 10609.15, which calls for minimizing duplicative data reporting and adhering to the Open and Transparent Water Data Act. The proposed reporting form will utilize information gathered from other Water Board datasets to pre-fill many corresponding fields within the new report. Because the proposed reporting form will integrate existing data, it would enable agencies to submit the required information in a low-cost, streamlined manner.

4. Proposed Project Execution Start Date: **9/2/2024**

1.2 Submittal Information

1. Contact Information

Contact Name: [Cheryl Holden](#)

Contact Email: Cheryl.Holden@Waterboards.ca.gov

Contact Phone: [916-327-0003](#)

2. Submission Type: **New Submission**

If Withdraw, select Reason: [Choose an item.](#)

If Other, specify reason here: [Click or tap here to enter text.](#)

Sections Changed, if this is a Submission Update: (List all sections changed.)

[Click or tap here to enter text.](#)

Summary of Changes: (Summarize updates made.)

[Click or tap here to enter text.](#)

3. Attach [Project Approval Executive Transmittal](#) to your email submission.

4. Attach [Stage 1 Project Reportability Assessment](#) to your email submission.

1.3 Business Sponsorship

1. Executive Champion (Sponsor)

Title: [Director](#)

Name: [James Nachbaur](#)

Business Program Area: [Office of Research, Planning, and Performance](#)

2. Business Owner

Title: [Senior Environmental Scientist](#)

Name: [TBD](#)

Business Program Area: [Office of Research, Planning, and Performance](#)

3. Product Owner

Title: [Research Data Specialist II](#)

Name: [Marielle Rhodeiro](#)

TIP: Copy and paste or click the + button in the lower right corner on any section to add additional Executive Champions, Business Owners, or Product Owners with their related Business Program Areas as needed.

1.4 Stakeholder Assessment

The Stakeholder Assessment is designed to give the project team an overview of communication channels that the state entity needs to manage throughout the project. More stakeholders may result in increased complexity to a project.

1. Indicate which of the following are interested in this proposal and/or the outcome of the project. (Select 'Yes' or 'No' for each.)

State Entity Only: No

Other Departments/State Entities: Yes

Public: No

Federal Entities: No

Governor's Office: No

Legislature: No

Media: No

Local Entities: Yes

Special Interest Groups: No

Other: Yes

2. Describe how each group marked 'Yes' will be involved in the planning process.

State project team staff will participate in all stages of the PAL process including but not limited to developing high and mid-level requirements, conducting market research, preparing roadmaps and schedules, determining viable solutions and cost estimates, participation in procurement and project readiness activities. "Other Departments" include the Department of Water Resources, with whom we will consult and coordinate to develop the new reporting form, including by, for example, integrating relevant data the Department generates or already collects from urban retail water suppliers. "Local entities" and "Other" include regulated public and privately-owned urban retail water supply agencies, with whom we will work to ensure the form works and is consistent with possible data streamlining.

1.5 Business Program

1. Business Program Name: Office of Research, Planning, and Performance

- 2. Program Background and Context:** (Provide a brief overview of the entity's business program(s) current operations.)

The Office of Research, Planning, and Performance runs the statewide effort to make water conservation a way of life for parties served by regulated urban retail water supply agencies. The Office is currently developing the regulation to implement statute.

- 3. How will this proposed project impact the product or services supported by the state entity?**

This form will allow the State Water Board to implement its regulation and use data on water use in enforcement, funding, and other policy decisions.

TIP: Copy and paste or click the + button in the lower right corner to add Business Programs, with background and context and impact descriptions as needed.

1.6 Project Justification

1. Strategic Business Alignment

Enterprise Architect

Title: Information Technology Specialist III

Name: TBD

Strategic Plan Last Updated? 2023

Strategic Business Goal: Strategic Work Plan Goal 3. Increase statewide water resiliency in the face of climate change and other threats by expanding and integrating California's water supply portfolio. Strategic Work Plan Action 3.2.3: Adopt urban efficiency regulation applying to urban retail water suppliers to implement the Making Water Conservation a California Way of Life laws (Senate Bill 606 and Assembly Bill 1668, 2018).

Alignment: Yes. This is a priority effort.

TIP: Copy and paste or click the + button in the lower right corner to add Strategic Business Goals and Alignments as needed.

Mandate(s): State

Bill Number/Code, if applicable: AB 1668 and SB 606 of 2018

Add the Bill language that includes system-relevant requirements:

The form shall adhere to Water Code section 10609.15, which calls for minimizing duplicative data reporting and adhering to the Open and Transparent Water Data Act.

More generally, the Water Board regulation to implement AB 1668 and SB 606 will dictate elements of what data regulated parties may or must report, and therefore will impose system-relevant requirements.

TIP: Copy and paste or click the + button in the lower right corner to add Bill Numbers/Codes and relevant language as needed.

2. Business Driver(s)

Financial Benefit: No

Increased Revenue: No

Cost Savings: Yes

Cost Avoidance: No

Cost Recovery: No

Will the state incur a financial penalty or sanction if this proposal is not implemented? No

If the answer to the above question is "Yes," please explain:

Improvement

Better Services to the People of California: Yes

Efficiencies to Program Operations: Yes

Improved Equity, Diversity, and/or Inclusivity: Yes

Improved Health and/or Human Safety: Yes

Improved Information Security: No

Improved Business Continuity: No

Improved Technology Recovery: No

Technology Refresh: No

Technology End of Life: No

1.7 Business Outcomes Desired

Executive Summary of the Business Problem or Opportunity:

The State Water Board MCCWL regulation will set water efficiency standards for urban retail water suppliers, water agencies that serve approximately 95% of California's population. These standards and key parameters -- many of which are already reported to the Board or to the Department (e.g., service area population and number of connections are already reported to the Board via its electronic Annual Report; the length a water distribution system is already reported to the Department via the water loss audits) or generated by the Department (e.g., residential landscape area) -- will be

used to calculate urban water use objectives. However, the State Water Board lacks resources to establish and maintain an online system for reporting and to evaluate compliance, which is required by statute. Without the new reporting form, reporters will be required to provide duplicative information that has already been reported in other avenues such as the Board's Electronic Annual Report. Additionally, without the new reporting form, the State Water Board would be very limited in its ability to conduct analyses, provide compliance assistance, and enforce the regulation; staff would, for example, have to be redirected to manually process complex files submitted annually through email, FTP site, or simple web form. That processing would likely include extensive efforts to address data quality issues, since none of the alternative data collection methods will contain necessary functionality related to data quality assurance.

Objective ID: 1

Objective: By 9/2/2026, reporting form minimizes duplicative reporting of water use related data

Metric: Portion of data fields users can use in reporting that collect data already available in an existing Water Board dataset.

Baseline: None

Target Result: 0% duplicative reporting, 0% error rate. Reporting form correctly prefills corresponding fields with previously reported data from other relevant Water Board reports.

Objective ID: 2

Objective: By 9/2/2026, Reporting form collects all data in a machine-readable format.

Metric: Hours of data entry or processing staff need to do to collate information from submissions, such as PDFs.

Baseline: None. Prior datasets, such as the Electronic Annual Report, required many hours.

Target Result: 0 hours per cycle required for manual staff data processing. Reported values are collected automatically from the reporting form and stored in data tables that are accessible to staff for analytical and compliance purposes.

Objective ID: 3

Objective: By 9/2/2026, the reporting form contains built-in data validation, such as defined parameters for realistic values and limitations on what types of values can be entered (for example, numerical values will not allow special characters such as commas or dollar signs)

Metric: Percent of values that require processing by staff to produce a clean, usable, and accurate dataset.

Baseline: None.

Target Result: 0% data validation errors. Reporting forms should reject invalid values.

Objective ID: 4

Objective: By 9/2/2026, Create an intuitive user experience.

Metric: Staff hours spent on technical support.

Baseline: None. Prior efforts have included significant time.

Target Result: 0 hours. After reporters have received initial training on how to complete the report, staff will not have to devote time to providing technical support.

Objective ID: 5

Objective: By 9/2/2026, form collects data consistent with regulation

Metric: Percent of values that suppliers can report or are required to report that can be entered into the form.

Baseline: None.

Target Result: 100% of required information collected.

TIP: Copy and paste or click the + button in the lower right corner to add Objectives as needed. Please number for reference.

TIP: Objectives should identify WHAT needs to be achieved or solved. Each objective should identify HOW the problem statement can be solved and must have a target result that is specific, measurable, attainable, realistic, and time-bound. Objective must cover the specific. Metric and Baseline must detail how the objective is measurable. Target Result needs to support the attainable, realistic, and time-bound requirements.

1.8 Project Management

1. Project Management Risk Score: 0.7

(Attach a completed [Statewide Information Management Manual \(SIMM\) Section 45 Appendix A Project Management Risk Assessment Template](#) to the email submission.)

2. Project Approval Lifecycle Completion and Project Execution Capacity Assessment

Does the proposal development or project execution anticipate sharing resources (state staff, vendors, consultants, or financial) with other priorities within the Agency/state entity (projects, PALs, or programmatic/technology workload)?

Answer: Yes

Does the Agency/state entity anticipate this proposal will result in the creation of new business processes or changes to existing business processes?

Answer (No, New, Existing, or Both): Both New and Existing Processes

1.9 Initial Complexity Assessment

1. Business Complexity Score: 2.4

(Attach a completed [SIMM Section 45 Appendix C](#) to the email submission.)

2. **Noncompliance Issues:** (Indicate if your current operations include noncompliance issues and provide a narrative explaining how the business process is noncompliant.)

Programmatic regulations: No

HIPAA/CIIS/FTI/PII/PCI: No

Security: No

ADA: No

Other: No

Not Applicable: Yes

Noncompliance Description:

Not applicable – there are no issues with compliance

3. Additional Assessment Criteria

If there is an existing Privacy Threshold Assessment/Privacy Information Assessment, include it as an attachment to your email submission.

How many locations and total users is the project anticipated to affect?

Number of locations: 406 (Sacramento Water Board office and local agencies)

Estimated Number of Transactions/Business Events (per cycle): 600 (initial reports + revisions and applications for variances)

Approximate number of internal end-users: 20 (staff in various offices)

Approximate number of external end-users: 405 (required agencies)

1.10 Funding

Planning

1. Does the Agency/state entity anticipate requesting additional resources through a budget action to **complete planning** through the project approval lifecycle framework? Yes

If Yes, when will a budget action be submitted to your Agency/DOF for planning dollars?

7/17/2023

2. Please provide the Funding Source(s) and dates funds for planning will be made available:

TBD

Project Implementation Funding

1. Has the funding source(s) been identified for **project implementation**? No

If known, please provide the Funding Source(s) and dates funds for implementation will be made available:

Depends on budget process.

Will a budget action be submitted to your Agency/DOF? Yes

If "Yes" is selected, specify when this BCP will be submitted: BCP cycle for fiscal year 2024-25

2. Please provide a rough order of magnitude (ROM) estimate as to the total cost of the project: Less than \$10 Million

End of agency/state entity document.

Please ensure ADA compliance before submitting this document to CDT.

When ready, submit Stage 1 and all attachments in an email to ProjectOversight@state.ca.gov.

Department of Technology Use Only

Original "New Submission" Date: [7/21/2023](#)

Form Received Date: [7/21/2023](#)

Form Accepted Date: [7/21/2023](#)

Form Status: [Completed](#)

Form Status Date: [7/21/2023](#)

Form Disposition: [Approved](#)

If Other, specify: [Click or tap here to enter text.](#)

Form Disposition Date: [7/21/2023](#)

Department of Technology Project Number (0000-000): [3940-109](#)