

Regional Water Supply Planning Preparation and Submission of a Program (9 VAC 25-780-50)

Checklist

*This form may be used as a checklist by the regional planning unit (RPU) to track regional water supply plan (Plan) progress and ensure all required Plan elements are included pursuant to 9VAC25-780-50 before submission to the Department of Environmental Quality (Department). For additional guidance, reference the Local and Regional Water Supply Planning Regulation Guidance. Plans are due by **October 9, 2029**.*

Regional Planning Area:

Local Governments within the Regional Planning Area:

Preparation of Local Information (9VAC25-780-50 A)

Each local government (LG) within the regional planning area (RPA) is responsible for providing to the RPU local information derived from existing, readily available information.

- ☐ 1. Each LG made reasonable efforts to consult and coordinate with all community water systems and self-supplied users that utilize more than 300,000 gallons of water in any month, including agricultural, industrial, and power generation users within its jurisdiction. (9VAC25-780-50 B4)
- ☐ 2. Each LG provided documentation of known information gaps to the RPU. (9VAC25-780-50 C)
- ☐ 3. Water source (9VAC25-780-70) and water use (9VAC25-780-80) information for each LG was provided to the RPU.
- ☐ 4. Existing water resource information (9VAC25-780-90) for each LG was provided to the RPU.
- ☐ 5. Water demand projection information (9VAC25-780-100) for each LG was provided to the RPU.
- ☐ 6. A statement of need determining the adequacy of existing water sources to meet current and projected demand for each LG was prepared and provided to the RPU (9VAC25-780-100 H).
- ☐ 7. For each LG that is projected to have a water demand deficit within the thirty-year planning period, a range of alternatives sources of supply to address the deficit was prepared and provided to the RPU (9VAC25-780-100 H & I).
- ☐ 8. Water demand management information (9VAC25-780-110) for each LG was prepared and provided to the RPU.
- ☐ 9. For any LG not included as part of a regional drought response and contingency plan, a minimum three-stage drought response and contingency plan consistent with local sources of supply and water use patterns (9VAC25-780-120) was prepared and provided to the RPU.
- ☐ 10. Any water supply risk (9VAC25-780-125) identified by a LG was provided to the RPU.

Development of the Regional Water Supply Plan

All RPUs shall develop and submit a Plan using the following process:

(1, 2, and 3 not required if a Planning District Commission coordinating the LG participation)

- ☐ 1. Each LG and water authority within the RPU has designated a representative and one or more alternates to the RPU.
- ☐ 2. The RPU has submitted the names and contact information of representatives and alternates to the Department.
- ☐ 3. A "kick-off meeting" was held on:

If applicable, subsequent meetings of the RPU were held as follows (insert meeting dates or meeting frequency):

- ☐ 4. A process for inviting and allowing participation of other stakeholders within the RPA was developed and implemented by the RPU. A summary of the process and required documentation is included in the Plan.
- ☐ 5. A process for cross-jurisdictional coordination was developed and implemented by the RPU. A summary of the process and required documentation, as listed in 9VAC-780-50 H 5 is included in the Plan.

Regional Water Supply Plan Elements

Regional programs shall contain the elements listed below. RPUs should confirm the inclusion of all elements in the final Plan.

- ☐ 1. Documentation of any known information gaps (9VAC25-780-50 C).
- ☐ 2. A description of existing water sources for each LG within the regional planning area including:
 - ☐ a) Existing groundwater and surface water sources (streams and reservoirs) used by community water systems. (9VAC25-780-70 B-D)
 - ☐ b) Existing groundwater and surface water sources (streams and reservoirs) used by self-supplied users of more than 300,000 gallons in any month. (9VAC25-780-70 E-F)
 - ☐ c) Existing contractual agreements for a CWS to receive raw or finished water deliveries from another party. (9VAC25-780-70 G)
 - ☐ d) An estimate of the amount of water available to be purchased outside the planning area from any source with the capacity to withdraw more than 300,000 gallons in any month of surface or ground water (not including any existing contractual agreements) (9VAC25-780-70 H)
 - ☐ e) Self-supplied agricultural users who utilize more than 300,000 gallons in any month. (9VAC25-780-70 I)
 - ☐ f) An estimate of the number of residences and businesses that are self-supplied by individual wells withdrawing less than 300,000 gallons in any month and an estimate of the population served by individual wells. (9VAC25-780-70 J)
- ☐ 3. A description of existing water use for each LG within the regional planning area including:
 - ☐ a) Existing water uses. (9VAC25-780-80 A)
 - ☐ b) All water use information listed in 9VAC25-780-80 B1 – B10 for each water use summarized. (9VAC25-780-80 B)
 - ☐ c) An estimate of the amount of water used on an average annual basis by self-supplied nonagricultural users of more than 300,000 gallons in any month of surface and ground water outside the service area of community water systems. (9VAC25-780-80 C)
 - ☐ d) An estimate of the amount of water used on an average annual basis by self-supplied agricultural users of more than 300,000 gallons per month of surface and ground water outside the service areas of community water systems. (9VAC25-780-80 D)
 - ☐ e) An estimate of the number of self-supplied users of less than 300,000 gallons per month of ground water and an estimate of the total amount of water used by them on an annual average basis outside the service areas of community water systems. (9VAC25-780-80 E)
- ☐ 4. A description of existing resource conditions for each LG within the regional planning area including:
 - ☐ a) A description of the water resources within the planning area, and in proximity to the point of withdrawal if outside of the planning area. (9VAC25-780-90 A)
 - ☐ b) A description of existing environmental conditions that pertain to, or may affect, water resources, which shall include items listed in 9VAC25-780-90 B1-B11. (9VAC25-780-90 B)
- ☐ 5. An assessment of projected water demand for each LG within the regional planning area including:
 - ☐ a) A summary of future water demand projections in accordance with 9VAC25-780-100, and description of methodologies used as outlined in 9VAC25-780-60. (9VAC25-780-100 A)
 - ☐ b) An estimate of water demand within the planning area for 30 years into the future. (9VAC25-780-100 B)
 - ☐ c) An estimate of water use for each decade within the planning period (ex. 2040, 2050, 2060). (9VAC25-780-100 C)
 - ☐ d) A summary of the projection types listed in 9VAC25-780-100 D1-D5 for community water systems within the regional planning area. (9VAC25-780-100 D)
 - ☐ e) An annual average water demand projection for existing and proposed self-supplied nonagricultural users of more than 300,000 gallons in any month of surface or ground water within the regional planning area. (9VAC25-780-100 E)
 - ☐ f) A projection of the amount of water use on an annual average basis for each existing and any projected self-supplied agricultural user of more than 300,000 gallons per month of surface and ground water located outside the service areas of community water systems. (9VAC25-780-100 F)

- ☐ g) A projection of the number of self-supplied users of less than 300,000 gallons per month of ground water and a projection of the amount of water used on an annual average basis outside the service areas of community water systems. (9VAC25-780-100 G)
- ☐ h) A summary of any cumulative demand, use conflict, or in-stream flow information developed pursuant to 9 VAC 25-780-140 G. (9VAC25-780-100 J)
- ☐ i) A summary of how projected needs of domestic consumption, in-stream uses, and economic development have been accounted for in the demand projection for the planning period. (9VAC25-780-100 K)
- ☐ 6. A statement of need and alternatives analysis to address projected deficits in water supplies in accordance with the requirements of 9 VAC 25-780-100 H&I;
 - ☐ a) Determine the adequacy of existing water sources to meet current and projected demand by preparing a clear statement of need that is derived from an evaluation of the information required by 9 VAC 25-780-70 through 9 VAC 25-780-110. The statement of need shall contain, at a minimum, a determination of whether the existing source(s) is adequate to meet current and projected demands.
 - ☐ b) An alternative analysis is provided if a determination is made that the existing source(s) is inadequate to meet projected demands during the planning period and includes the following information:
 - ☐ i) A description of potential water savings from water demand management actions including an estimated volume for each action. (9VAC25-780-100 H 1)
 - ☐ ii) A description of potential sources for new supplies including an estimated volume from each source (9VAC25-780-100 H 2).
 - ☐ iii) The location, magnitude, and timing of the projected shortfall in demand within the regional planning area addressed in the statement of need (9VAC25-780-100 I 1)
 - ☐ c) Potential alternatives considered may include water demand management alternatives, as well as more traditional means of increasing supply, such as wells, reservoirs, impoundments, stream intakes, or aquifers. Where appropriate, the program shall consider nontraditional means of increasing supplies, such as interconnection, desalination, recycling and reuse. The analysis of potential alternatives may include a combination of short-term and long-term alternatives.
- ☐ 8. A map or maps identifying important elements of the program (9VAC25-780-50 D 9)
- ☐ 9. A description of water demand management actions for each LG within the regional planning area including:
 - ☐ a) A summary of existing water demand management plans or practices. (9VAC25-780-110 A)
 - ☐ b) A description of water conservation within the regional planning area in accordance with requirements listed in 9VAC25-780-110 B1-B3. (9VAC25-780-110 B)
 - ☐ c) Consideration of water conservation, techniques, and technologies in projecting water demand pursuant to 9VAC25-780-100 D. (9VAC25-780-110 C)
- ☐ 10. A description of drought response and contingency plans for each LG in the regional planning area containing users that withdraw more than 300,000 gallons in any month of surface water and groundwater including:
 - ☐ a) A summary of existing drought response and management plans in accordance with 9VAC25-780-120 A1-A3 (9VAC25-780-120 A)
 - ☐ b) A summary of any conflicts between subsection 9VAC25-780-120 A and any condition of a permit issued by the Department. (9VAC25-780-120 B)
 - ☐ c) A regional drought contingency and response plan, if developed. (9VAC25-780-120 C)
 - ☐ d) If regional drought contingency and response plan deemed infeasible (9VAC25-780-120 C), a summary description of any cross-jurisdictional coordination efforts on drought response. (9VAC25-780-120 D)
- ☐ 11. An identification of regional water supply risks and regional strategies to address identified risks in accordance with the requirements of 9 VAC 25-780-125:
 - ☐ a) The likelihood and severity of the impact on water supply was evaluated for each water supply risk identified in the Plan
 - ☐ b) RPU considered risks in 9VAC25-125 B 1-8
 - ☐ c) Plans identify and evaluate a reasonable range of potential regional strategies or projects to address each identified water supply risk as in 9VAC25-125 C-D
 - ☐ i) Estimate of how the strategy would impact available water supply provided
 - ☐ ii) Cross-jurisdictional strategies or projects considered to the extent practicable

Public Participation Process (9VAC25-780-55)

- ☐ 1. The public participation process in 9VAC25-780-55 has been completed.

- ☐ a) Draft Plan publicly noticed in a newspaper of general circulation within each LG of the regional planning area.
- ☐ b) The Public notice included requirements listed in 9VAC25-78-55 A 1-5.
- ☐ c) Public informational meeting held after LG receiving 15 or more individual requests
 - ☐ i) Second public notice issued announcing informational meeting.
 - ☐ ii) Meeting held with 15 days of the public notice issued for the meeting.
 - ☐ iii) Presentation summarizing the draft Plan given during the meeting.
- ☐ c) Written comments received by any LG were circulated to the RPU for dissemination to designated representatives for each LG within the RPA.
- ☐ d) A joint document providing a summary and response to all comments received by each LG in the RPA was prepared.
- ☐ f) The RPU gave due consideration to public comments and revised the draft Plan if applicable.
- ☐ e) Copies of all written comments and a response to all written comments received are included the Plan. (9VAC25-780-50 H 4).

Local Plan Adoption and Consensus

- ☐ 1. Plan adoption by local governments
 - ☐ a) All LG's governing bodies within the RPA have adopted a resolution authorizing the RPU to submit the Plan (9VAC25-780-50 E), **or**
 - ☐ b) All LG's within the RPA have adopted a resolution authorizing the RPU to submit the Plan except specific LG(s) identified in the written notice provided to the Department (9VAC25-780-50 F).
- ☐ 2. LG consensus on the plan
 - ☐ a) The Plan reflects the consensus of all LG's within the RPA, **or**
 - ☐ b) The Plan reflects consensus of all LG's except specific disagreements documented in the Plan. The RPU attempted to resolve all disagreements.

This section describes the Board's initial compliance and review process and is for information purposes only.

Initial Program Compliance and Review

1. Regional Plans must be reviewed by the RPU's no later than 5 years after a compliance determination by the Board in accordance with 9 VAC 25-780-50 I.
2. Revised plans must be submitted when review indicates circumstances have changed or new information has become available that impacts one or more local governments resulting in substantial changes in current or proposed sources, demands, deficits, or water supply risks.

Revised Plans may be needed if the following circumstances have changed:

- demands,
- the availability of anticipated sources,
- cumulative impacts,
- instream beneficial uses, or
- other factors

3. If the review by the regional planning unit indicates that the circumstances have not changed sufficiently to warrant a revision of the Plan after 5 years, the locality shall notify the Department that the existing Plan is still in effect.

Program Review, Revision and Resubmittal

This section highlights required program review, revision and resubmittal and is for information purposes only.

Notwithstanding subsection D of this section, 9 VAC 25-780-50, regional water supply plans shall be reviewed, revised and resubmitted to the Department every 10 years after the date of last approval by the Board.