

Detailed Instructions for Completing Fields in the Unified Water Infrastructure Plan Project Data Entry Form

Data Field: Lead Entity

Instructions: Please enter the full name (no acronyms) of the organization leading the projects on this form. If your organization is leading multi-entity projects, list any other project proponents in the narrative description of the project.

Data Field: Contact Name

Instructions: Enter the name of the person to contact with questions about the projects in this form.

Data Field: Contact email

Instructions: Enter the email address of the person to contact with questions about the projects in this form.

Data Field: Contact phone number

Instructions: Enter the phone number of the person to contact with questions about the projects in this form.

Data Field: Infrastructure Type

Instructions: Choose the type of infrastructure to be described in this table from the list provided in the field to the right. If your project(s) cover multiple infrastructure categories besides the one selected, list other categories in the narrative description of the project. If dams are a part of the project (whether for stormwater/flood control or water supply), note this in the narrative description. If your project(s) do not fit the selected infrastructure category, provide more explanation of this issue and your project in the narrative description.

Data Field: Entity total annual revenue

Instructions: Enter the total annual revenue collected for fiscal year ending 2024 by your organization from customers, shareholders, etc. for the respective water infrastructure type for which the form is being submitted. Revenue sources could include usage fees (culinary water, secondary water, wastewater, etc.), tap fees, impact fees, taxes, shareholder assessments, etc. Enter the total combined amount of annual revenue provided for the appropriate water infrastructure type (agricultural off-farm, culinary, secondary, wastewater etc.) via various sources. The information is being collected to estimate the annual per customer cost of service for organizations.



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Data Field: Entity total number of connections or shareholders

Instructions: Enter the total number of connections or shareholders over which revenue from various sources is obtained. For municipal providers, please report in terms of equivalent residential units (ERUs) if available. Where a specific number of connections is unknown, please report the approximate number of households served. The information is being collected to estimate the annual per customer cost of service for organizations.

Data Field: Reporting units for connections or shareholders

Instructions: Select the type of data or units associated with the number listed above (i.e. number of connections, shareholders, equivalent residential units, or households). For example, if the total number of connections was listed above (as opposed to shareholders or households), then select “Connections” in this field.

Data Field: Project Name

Instructions: Enter project name only. Keep the name brief but descriptive (include a noun and a verb, e.g. Silt Pump Canal Pipe Installation, Hughes Reservoir Rehabilitation, Blue River Aquatic Habitat Study, McCullough Gulch Reservoir Enlargement, etc.).

Data Field: Brief narrative description of project

Instructions: Please provide brief description (a few sentences) generally describing the need for this project, its components, and important features. For multi-entity projects, please list any other project proponents. Please note if a dam is component of the project.

Data Field: City, town, or place nearest to the project

Instructions: Select nearest Utah city/town/place from the dropdown list. If the project spans multiple cities, pick one close to the centroid of the project.

Data Field: Is the project new infrastructure or a repair, replacement, or improvement

Instructions: Please identify whether this project involves construction of new infrastructure or the replacement of existing infrastructure. If the project does not involve water infrastructure, do not include it in the table.

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Data Field: Self-ranked priority among the projects in this table

Instructions: Sequentially rank the priorities of the projects in this table starting with “1” (i.e. highest priority) and ending with the project having the lowest priority. Low numbers are higher priorities. Do not duplicate rankings (i.e. do not include more than one “1”, “2”, “3”, etc. ranking).

Data Field: Estimated project cost

Instructions: Enter the total cost to implement the project including permitting, land acquisition, design, construction, operations, and maintenance, etc. Enter a singular value and not a range.

Data Field: Cost estimate accuracy

Instructions: Enter the level of cost estimate accuracy based on the degree of project definition or development.

Data Field: Cost estimate year

Instructions: year the cost estimate was prepared. Cost estimates in 2025 dollars are preferred, but organizations can enter earlier years if your organization does not have sufficient time or capacity to adjust older cost estimates for inflation and current construction costs.

Data Field: Construction timeline

Instructions: Enter the expected construction timeline for the project.

Data Field: Anticipated federal funding percentage

Instructions: Enter the percentage of the project cost expected to be paid through a federal source.

Data Field: Anticipated state funding percentage

Instructions: Enter the percentage of the project cost expected to be paid through a State of Utah source.



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Data Field: Anticipated self-funded percentage

Instructions: Enter the percentage of the project cost expected to be paid through your organization.

Data Field: Total of funding percentages from all sources

Instructions: This column checks the funding percentages. The funding percentages from various sources should sum to 100% (cells highlighted in red indicate that the sum is not equal to 100%).

Data Field: Describe funding sources

Instructions: Provide a general description of federal, state, or other funding sources (i.e. name of federal/state grant and loan programs, etc.).

Data Field: Will this project result in more efficient use or conservation of water?

Instructions: Enter “Yes” if a primary objective or result of your project will be more efficient use or conservation of water supplies.

Data Field: If yes, provide a description of the water savings

Instructions: If your project will save or conserve water, please describe the anticipated amount of water saved (either quantitatively or qualitatively).

Data Field: Does the project involve an urgent public health, safety, or regulatory issue?

Instructions: Enter “Yes” if your project is the result of or involves an urgent public health, safety, or regulatory issue.

Data Field: If yes, provide a description of the issue(s)

Instructions: If your project is the result of or involves an urgent public health, safety, or regulatory issue, please describe the issue.



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Data field: **Will the project result in economic benefits to the population served?**

Instructions: Enter “Yes” if your project is anticipated to provide an economic benefit to the population served by the project.

Data Field: **If yes, describe the project’s economic benefit**

Instructions: If your project will provide an economic benefit to the population served, please describe the benefit(s).

Data Field: **How was the need for the project identified?**

Instructions: Identify how the need for the project was identified, whether through a planning study, from staff knowledge, or other source of information.

Data Field: **If "Other", describe source**

Instructions: If a needed project was identified from a source other than a planning study/report or staff knowledge, please describe the source.

Data Field: **Number of people benefitting from this project**

Instructions: Select the range of population that will benefit from the project.

Data Field: **Pipe/canal length (feet)**

Instructions: For applicable projects, quantify the approximate length of pipelines, canal, stream channel improvement, etc. constructed or impacted by this project. The information will be used to capture information on the relative size of the project.

Data Field: **Supply yield estimated (AFY)**

Instructions: For applicable projects, quantify the approximate water supply yield provided by the project. The information will be used to capture information on the relative size of the project.

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Data Field: Treatment capacity estimated (mgd)

Instructions: For applicable projects, quantify the water or wastewater treatment capacity of the project. The information will be used to capture information on the relative size of the project.

Data Field: Storage volume (MG)

Instructions: For applicable projects, quantify the approximate storage capacity of the project. To convert capacity in acre-feet to millions of gallons, multiply by 0.3259. The information will be used to capture information on the relative size of the project.

Data Field: Pump/flow capacity (mgd)

Instructions: For applicable projects, quantify the approximate capacity of pumping systems in million gallons per day. The information will be used to capture information on the relative size of the project.

