"BMP Target Form" Instructions

(These tables can be found on your CD in the spreadsheet folder.)

In the supplied spreadsheet, enter data in the white cells. Shaded cells are locked and cannot be changed.

Start by entering the current year (last complete calendar year) in cell E1.

In the Connection and Water Use Data tables (rows 9 to 15) fill in the number of connections by customer type and the amount of water used by each customer type for the current year. Identify the number of metered and unmetered number of accounts by customer type. The Total AFY supplied in the current year should equal your water supply for the current year.

In the historic use table (rows 9-14, columns L & M) fill in the number of connections served in 1992 and 1998.

In the population table, enter the average number of residents per single-family home and per multi-family unit in the formulas in column D, rows 19 & 20. You can change the average number of residents in column E, rows 19 & 20 to inform the reader.

In cell E20 enter the average number of units per multi-family connection. For instance, if you serve the following 10 multi-family accounts the average number of accounts per connection is 13.

Multi-family account	Number of units
1	42
2	2
3	12
4	4
5	11
6	26
7	18
8	10
9	2
10	3
Total	130
Average	13

The BMP actual implementation table (rows 29-47) automatically calculates the target number of actions expected for each BMP. Column E (yr. target) has the annual number of BMP actions for your agency.

Enter the actual number of BMP actions taken for each BMP in column F.

For the future year tables, enter the number of projected / budgeted actions your agency plans to accomplish.

One of the future-year tables includes cells where budget information can be entered. This information could help you with the budgeting process.