

**Expedited Process for Preparation and Submittal of
2010 Temporary Water Service Contracts for Non-CVP Contractors
Friant Division, Central Valley Project (CVP)**

INSTRUCTIONS

I. Contract Preparation

Please note that each contract is to be prepared and completed in **TRIPLICATE originals**.

- A. The Temporary Water Service Contract uses a template format that requires certain information to be inserted by the Non-CVP Contractor or by Reclamation. The pages requiring insertion of information are identified below:
1. Table of Contents
 - a. Reclamation will insert the Contract No. in the upper right hand corner of the first page of the Table of Contents after the contract is returned to Reclamation for execution.
 - b. The Contractor is to insert its proper organizational name in the blank line on the first page of the Table of Contents.
 2. Page 1
 - a. Reclamation will insert the Contract No. in the upper right hand corner of page one of the contract after the contract is returned to Reclamation for execution.
 - b. The Contractor is to insert its proper organizational name in the blank line in the title of the contract at the top of page one and in the blank line in the preamble on page one of the contract.
 - c. Do not insert the date in the first sentence on page one of the contract; the date will be inserted at the time the Contract is executed by Reclamation.
 3. Page 4 - The Contractor is to insert the intended purpose(s) of use of the temporary water in the blank line in Article 3(a). Please note that the identified purpose of use will determine which form of the Exhibit B water rate sheet is applicable to the contract.
 4. Notices Article - The Contractor is to insert its proper organizational name and current mailing address in the blank lines in Notices article. This article is located on the page immediately preceding the Signature page.
 5. Signature page - The Contractor is to insert its proper organization name in the space provided. The officials authorized to sign the contract on behalf of the Contractor should sign in the space provided. Please note that the titles of the officials should be modified as necessary to meet the signatory requirements of the Contractor.
 6. Exhibit A – This exhibit is a map that identifies the Contractor’s Service Area. The Contractor’s Service Area is the area to which the Contractor is permitted to provide the water made available under the Temporary Water Service Contract. In addition, a list identifying points of delivery for accepting the Project Water is necessary.
 - a. The Contractor is to insert a map of the Contractor’s Service Area immediately after the Signature page. Please ensure that the map or legal description is designated as Exhibit A.
 - b. Reclamation will review Exhibit A to ensure that the Contractor’s Service Area includes only those lands authorized to receive Temporary Water pursuant to Reclamation’s water rights associated with the Friant Division of the Central Valley Project. If corrections are required, Reclamation, at its discretion, will correct or replace Exhibit A.
 7. Exhibit B – Exhibit B identifies the per acre-foot water rates applicable to the contract based on the purpose(s) of use identified in Article 3(a) of the contract.

8. Board Resolution – An original Board Resolution, approving the contract as to form and authorizing the designated officials of the contracting entity to execute the contract, is to be inserted as the last page in each of the three original contracts.

II. Submission of Contract and Administrative Fee

- A. As noted above in Section II.A, the contract is to be prepared in **triplicate originals**. The three signed originals of the Temporary Water Service Contract (including the requisite Exhibits A and B, and the Board Resolution) are to be submitted to Reclamation at the following address, along with the \$500 administrative fee required pursuant to Article 5(a) of the contract:

U.S. Bureau of Reclamation
Attention: Ms. Valerie Curley (SCC-440)
1243 N Street
Fresno CA 93721

- B. Payments for Project Water delivered are transmitted through a separate and distinct process, which will be provided to each contractor along with a final executed contract under a formal cover letter.

Point of Contact Information: Questions regarding the Temporary Water Service Contract process and eligibility requirements may be directed to Valerie Curley, Supervisory Repayment Specialist, at (559)487-5041 or (559)487-5933 for the hearing impaired or by electronic mail at vcurley@usbr.gov.