



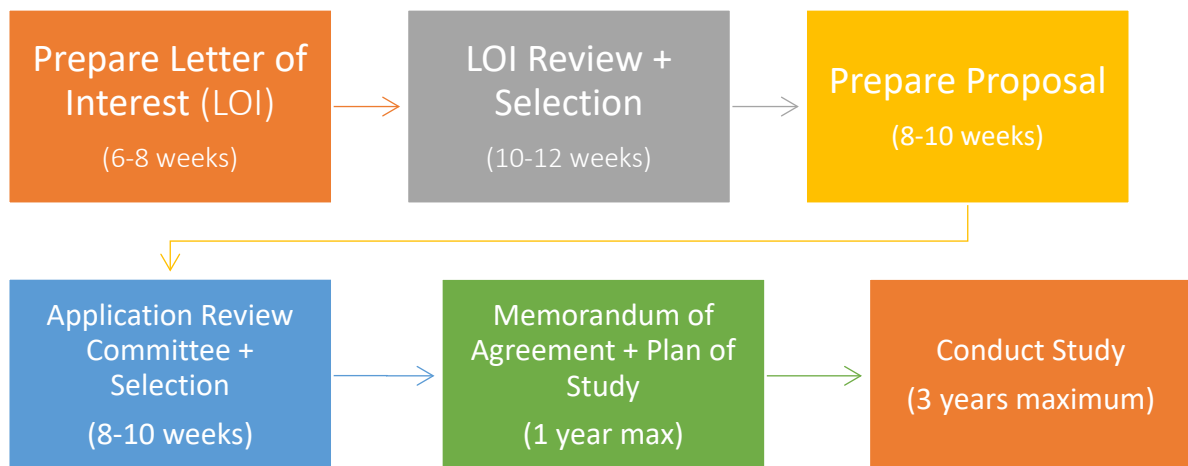
## Basin Study Program – What to Expect

This document provides an overview of the WaterSMART Basin Study process in the Columbia–Pacific Northwest Region.

### Four basic elements of basin studies

- Projections of future supply and demand including impacts of climate change, population growth, and any other stressors in the basin
- Analysis of how existing operations and infrastructure will perform under those projected future conditions
- Development of strategies to supply adequate water in the future
- Trade-off analysis of the options identified in the findings.

### Schedule for selection



### Letter of interest

Reclamation will send a request for LOIs to all interested parties, indicating the LOI due date. We can work with you to develop your letter of interest (three pages maximum). Requirements include:

- Description of the proposed study area
- List of eligible applicants and non-federal cost-share partners
- Estimate of the total cost and the federal cost-share
- Basic description of water supply challenges, including climate change impacts
- General scope of study

Reclamation will announce which LOIs will be selected to move on to the proposal development stage and indicate the due date for the proposals. Reclamation will assign study managers to those selected for proposal development.

## Proposal

Reclamation will provide a template for the proposal and hold proposal development workshops. The study manager will coordinate the Reclamation resources that are being outlined in the proposal, answer any questions throughout the process, and ensure appropriate internal reviews occur as necessary. If the proposal is selected for a basin study, the study manager will remain on the team through the completion of the basin study.

## Application Review Committee

Reclamation will hold an Application Review Committee session to evaluate proposals based on the following evaluation criteria listed in the [Reclamation Directive and Standard Basin Study Proposal Selection Criteria, WTR 13-01, Appendix A](#)). Proposals selected by the Application Review Committee and the Reclamation Water Resources and Planning Office will be approved for a basin study as previously described in the proposal. Reclamation and study partners will develop a plan of study and sign a Memorandum of Agreement before initiating the full basin study.

## Reclamation resources

Along with management of the study, Reclamation has technical experts who will provide support to ensure the study addresses all required elements. Aside from any additional tasks that are agreed upon and outlined in the proposal, Reclamation can:

- Assist and/or lead development of supply projections and RiverWare modeling
- Review and provide input on demand projections
- Provide support for the future horizon analysis, development of water management strategies, and conduct the trade-off analysis for the water management strategies

## Planning documents

Once a proposal is selected, the study manager will develop a planning team to complete the required planning documents for the program. These documents are described below and are required to be completed within a year of the proposal selection. Requirements for each of the documents are outlined in [number 8, Initiating a Basin Study Section on page 9, WTR 13-01](#).

## Memorandum of Agreement

The study manager is responsible for completing and processing the Memorandum of Agreement through appropriate reviews. The MOA is required to be signed by Reclamation's regional director and includes representation of all study cost-share partners that were selected to participate in the basin study. The purpose of the MOA is to outline the terms of the relationship between Reclamation, the non-federal study lead, and cost-share partners. It includes three attachments: the plan of study, the communication and outreach plan, and technical sufficiency review plan. The program coordinator for the Basin Study Program will review the MOA and its attachments before the regional director signs.

## **Plan of study**

The plan of study is a more-detailed plan that builds on existing information from the proposal and the MOA. There is an option under the Basin Study Program to apply for funding for the plan of study, and then submit the completed plan to request funding for a full study. The plan of study serves as the project management plan for the study and is reviewed by Technical Service Center staff to ensure technical accuracy and viability of the work outlined.

## **Communication and outreach plan**

The purpose of the communication and outreach plan is to outline effective communication with interested basin study stakeholders and the public. Information on a study-specific website, news releases, social media, and public meetings will be addressed in this plan.

## **Technical sufficiency review plan**

Based on the technical nature of the supply and demand projections and the modeling for the study, the technical sufficiency review plan outlines what information produced during the study's execution will go through a formal technical review. This plan outlines when reviews will occur, how they will be reviewed, the minimum number of reviewers, and how those reviewers will be selected. It is advised that reviewers do not participate in the production of the data, that a reviewer is selected from each party in the study, and that reviews are conducted based on the data produced for each basin study element.