

# Reclamation Manual

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| <b>Subject:</b>            | Water and Related Resources Planning   |
| <b>Purpose:</b>            | To establish the framework for conducting water and related resources planning. The benefit of this Policy is a consistent, systematic, and efficient framework that describes how the Bureau of Reclamation accomplishes water and related resources planning.  |
| <b>Authority:</b>          | Reclamation Act of June 17, 1902 (ch. 1093, 32 Stat. 388; 43 USC 372, et seq.) and acts amendatory and supplementary thereto; Reclamation Project Act of August 4, 1939 (ch. 418, 53 Stat. 1187; 43 USC 485, et seq.); section 1 of the Flood Control Act of December 22, 1944 (ch. 665, 58 Stat. 887; 33 USC 701-1); Fish and Wildlife Coordination Act of August 14, 1946 (ch. 965, 60 Stat. 1080; 16 USC 661-667e) as amended; River and Harbor, Flood Control, and Water Supply Act of July 3, 1958, (Pub. L. 85-500, Title III; 72 Stat. 297; 43 USC 390b); Federal Water Project Recreation Act of July 9, 1965 (Pub. L. 89-72; 79 Stat. 213; 16 USC 460/-12); Water Resources Planning Act of July 22, 1965 (Pub. L. 89-80; 79 Stat. 244; 42 USC 1962); National Environmental Policy Act of 1969 (Pub. L. 91-190; 83 Stat. 852; 42 USC 4321 et seq.) as amended; Rivers and Harbors Act of December 31, 1970 (Pub. L. 91-611; 84 Stat. 1818); Certain Study Costs Nonreimbursable Act of October 29, 1971 (Pub. L. 92-149; 85 Stat. 416); Reclamation Wastewater and Groundwater Studies Feasibility Act of October 30, 1992 (Pub. L. 102-575; 106 Stat. 4600; 43 USC 390h et seq.); SECURE Water Act of March 30, 2009 (Pub. L. 111-11, Title IX, Subtitle F; 123 Stat. 1332; 42 U.S.C. § 10361, et seq.); Water Infrastructure Improvements for the Nation Act (Pub. L. 114-322, Sections 4007 and 4011; 130 Stat. 1628) and other associated laws and authorities; 707 Departmental Manual 1, <i>Agency Specific Procedures for Implementing the Council on Environmental Quality's Principles, Requirements, and Guidelines for Water and Land Related Resources Implementation Studies</i> (DOI ASP). |
| <b>Approving Official:</b> | Commissioner   |
| <b>Contact:</b>            | Director, Mission Assurance and Protection Organization (84-55000)   |

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1. **Introduction.** Planning that addresses problems and opportunities in water and related resources is a key element of Reclamation's mission.<sup>1</sup> The chief function of planning is to provide well-informed decisions or recommendations, which is primarily accomplished through planning studies authorized under Federal Reclamation law (Act of June 17, 1902, 32 Stat. 338, as amended and supplemented). This Policy establishes Reclamation's responsibilities for conducting planning activities affecting water and related resources,

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<sup>1</sup>Reclamation's mission is to manage, develop, and protect water and related resources in an environmentally and economically sound manner in the interest of the American public.

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including new structures or facilities, and the repairs, renovations, replacements, or re-operation of existing structural assets. Appendix A presents an overview of the water resources planning, design and construction and operation and maintenance (O&M) process.

### 2. **Applicability.**

A. This Policy applies to Reclamation personnel involved in identifying, preparing, reviewing, approving, and implementing water and related resources planning activities under the following scenarios:

- (1) When legislative authorization is required for a newly proposed project, significant modifications to an existing project's plan of development or operations, or if required under the Principles, Requirements, and Guidelines for Water and Land Related Resources Implementation Studies (PR&G).
- (2) Non-routine O&M activities that meet the definition of major rehabilitation and replacement activities under Reclamation Manual (RM) Directive and Standards (D&S), *Planning for Major Rehabilitation and Replacement of Existing Assets* (CMP 09-04).

B. This Policy does not apply to:

- (1) Non-water resources planning related activities, including, but not limited to, security and emergency management.
- (2) Analysis and planning for Safety of Dams modifications performed in accordance with RM Policy, *Decisions Related to Dam Safety Issues* (FAC P02); D&Ss, *Reclamation Dam Safety Program* (FAC 06-01), *Safety of Dams Modification Reports for Submission to the Congress* (FAC 06-03); Temporary Release, *Developing Additional Project Benefits in Conjunction with a Safety of Dams Modification Project* (FAC TRMR-95); and the Handbook for Economic Analysis of Dam Safety Modifications (Reclamation 2015).
- (3) Indian Water Rights Settlements, which are exempt from the requirements of the PR&G per the DOI ASP.<sup>2</sup>
- (4) Planning activities carried out under WaterSMART; those activities are subject to program-specific content and review requirements set forth in RM D&S *Drought Response Program* (WTR 10-01), RM D&S *Title XVI Water Reclamation and Reuse Program and Desalination Construction Program Feasibility Study Review Process* (WTR 11-01), RM D&S *Basin Studies* (WTR 13-01).

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<sup>2</sup>Indian Water Rights Settlements are governed by an equivalent pathway, the *Criteria and Procedures for the Participation of the Federal Government in Negotiations for the Settlement of Indian Water Rights Claims* (C&P).

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3. **Policy.** Reclamation will conduct water and related resources planning in accordance with applicable Federal law, Executive Orders, Departmental Policy, State law, and the requirements outlined in this Policy and related RM releases.<sup>3</sup>
4. **Stakeholder Involvement.** Reclamation will coordinate, collaborate, and consult, as applicable with interested and affected federal, state, tribal, and local entities, and other stakeholders throughout the planning process using the process described in RM Policies, *Communication and Collaboration with Customers and Stakeholders Related to the Bureau of Reclamation's Mission* (CMP P08), and *Public Involvement in Bureau of Reclamation Activities* (CMP P03), and other relevant laws, regulations, and Departmental policies.
5. **Cost Sharing.** Reclamation will enter into cost-sharing agreements with non-Federal cost-sharing partners prior to any expenditure of Federal funds for planning studies, as applicable.<sup>4</sup> All Federal costs for planning potential projects, divisions, units of projects, or operational plans that have not yet been authorized for implementation are non-reimbursable in accordance with the Certain Study Costs Non-Reimbursable Act, October 29, 1971, (Pub. L. 92-149, 85 Stat. 416), unless specified otherwise by project-specific statutes.
6. **Reclamation Planning Group (RPG).** The MAPO Director will serve as the executive sponsor of the RPG. Members of the RPG are selected by the appropriate directors, and include a representative from each region, the Technical Service Center, the Water Resources and Planning Office, and MAPO. The RPG charter defines the mission, structure, and membership of the group.
7. **Regional Planning Officer (RPO).** Each regional director will designate an RPO to ensure all planning-related activities within their respective regions are conducted consistently with this Policy and applicable D&S, as well as relevant laws and DM releases. The RPOs will advise and inform regional directors about planning-related activities and issues.
8. **Planning Studies.** All planning studies will be overseen and approved by the regional director. These studies will be conducted by a study manager and guided by the RPO and will record findings, conclusions, and recommendations in a planning report. Reports documenting the planning effort for specific activities will provide the rationales to support sound decision making and recommendations. Planning reports will identify and report significant risks and uncertainties so that the degree of reliability of study findings and outcomes is evident. The reporting requirements for the various studies are addressed in the respective D&S located within the RM (see Appendix A).
9. **Recordkeeping.** All records generated and maintained as part of the processes described in this Policy will conform with RM D&S, *Information Management* (RCD 05-01).

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<sup>3</sup>The overarching Federal water resources planning policy is contained in the PR&G. Departmental planning requirements are contained in the DOI ASP.

<sup>4</sup>Specific requirements for cost-sharing agreements are provided in the D&S applicable to each specific type of project.

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### 10. Definitions.

- A. **Planning.** The process of investigating solutions to a broad range of water resource-related problems. The planning process involves acquiring and analyzing data, and formulating, evaluating, and recommending alternatives for the management and development of water and related resources.
- B. **Planning Report.** A report describing the results and findings of a planning study.
- C. **Planning Study.** A decision-support process that involves the collection of data and subsequent analyses for the purpose of developing alternative solutions and recommending a course of action. Planning studies involve the consideration of both structural and nonstructural solutions; such as, institutional and legal alternatives, assessing imbalances of water supply and demand, hydropower development, and numerous other authorized water-related purposes, such as environmental enhancement and recreation. Examples of planning studies include preliminary investigations, appraisal studies, feasibility studies, special studies, and other studies with specific requirements as specified in law.
- D. **Reclamation Planning Group or RPG.** A committee of planning representatives acting in an advisory and collaborative role, sharing planning expertise and best practices for Reclamation planning, related policy development, and other water and related resources planning activities.

- 11. **Review Period.** The originating office will review this release every 4 years.

## RECLAMATION MANUAL TRANSMITTAL SHEET

Effective Date: \_\_\_\_\_

Release No. \_\_\_\_\_

Ensure all employees needing this information are provided a copy of this release.

### Reclamation Manual Release Number and Subject

### Summary of Changes

NOTE: This Reclamation Manual release applies to all Reclamation employees. When an exclusive bargaining unit exists, changes to this release may be subject to the provisions of collective bargaining agreements.

### Filing instructions

Remove Sheets

Insert Sheets

All Reclamation Manual releases are available at <http://www.usbr.gov/recman/>

Filed by: \_\_\_\_\_

Date: \_\_\_\_\_