

# Reclamation Manual

Directives and Standards

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APPRAISAL REPORT FORMAT

**Project Name**

**Appraisal Report  
Project Location**

[Insert picture, if available]



U.S. Department of the Interior  
Bureau of Reclamation  
[Region]  
[Area Office]  
[Location]

[Date]

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### **Appraisal Report Format – Instructions**

About the Appraisal Report: Appraisal Reports are created to document the results and findings of an appraisal study and recommend that Reclamation either conduct a feasibility study or conclude the investigation.

Page Limit: There is no page limit for the Appraisal Report.

Assistance with Report: For questions of assistance regarding the preparation of the Appraisal Report, please contact the Regional Planning Officer.

Report Format and Requirements: While formatting may be different, at a minimum the report must address the topics in the chapters included in this template.

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### **Mission Statements**

The mission of the Department of the Interior is to protect and provide access to our Nation's natural and cultural heritage and honor our trust responsibilities to Indian Tribes and our commitments to island communities.

The mission of the Bureau of Reclamation 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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### Appendix 1: Appraisal Design Report

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### Acronyms

Include any appropriate acronyms.

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### **Executive Summary**

Include an executive summary of the report.

### **Introduction and Background**

An overview of the study including its location and description, study authority, study objective, cost-share partner(s), statement of needs, viable solution(s), and a recommendation on whether to proceed with a feasibility study. The report must also identify any efforts taken to engage with public stakeholders such as public outreach meetings and feedback on acceptability of alternatives.

### **Statement of Problems, Needs, and Opportunities**

The report will identify the appraisal study area, project participants, and other stakeholders. A clear statement will be prepared regarding the present and future water supply problems, needs, and opportunities to be addressed.

#### **Problems**

A clear statement will be prepared regarding the present and future water resources-related problems. This section will also address the without plan scenario.

#### **Needs**

The report will include a description of what measures or additional resources will potentially address or solve the stated problem. This section must address estimated future water demands using appropriate population and demand calculations.

#### **Opportunities**

The report will describe possible solutions to address identified needs, as well as potential beneficiaries. The opportunities section must include a variety of approaches that will potentially solve the stated problem and need.

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### **Existing Resources**

The report will contain a survey of existing resources, including current system components, water source opportunities, and existing environmental, cultural, historical, and economic resources. This section shall also describe system capabilities, annual deliveries by use, water quality, and when applicable, water rights.

### **Alternative Formulation**

This section will describe each of the alternatives formulated to address the problems and needs. It must also include a description of how the cost-share partner(s) might address the water resources problem without Federal assistance.

### **Alternative Evaluation and Comparison**

For each alternative proposed, the analysis must address:

#### **Applicability**

An analysis of how the alternatives align with Reclamation's interests, geographic jurisdiction, and authorized mission areas.

#### **Effectiveness**

The extent to which the alternatives address the stated needs and objectives of the study, project partner(s) and stakeholders.

#### **Costs and Benefits**

An appraisal-level analysis of the costs and benefits of each alternative.

#### **Environmental Impacts**

Potential environmental impacts of the alternative, including effects on endangered species habitat

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### **Cultural Resource Impacts**

A listing and description of cultural or archeological sites that may be impacted by the alternative

### **Risk and Uncertainty**

A qualitative description of known sources of risks and uncertainties must be documented for the following subject areas (if applicable): obstacles to technical viability such as geology, hydrology, water quantity, water quality, existing infrastructure capacity, as well as non-technical obstacles such as existing operations agreements, permit requirements, cost-estimating, financial capability, cultural and natural resource impacts, economic viability, climate variability, population growth, and land use. The report must document any assumptions that increase or introduce uncertainty into the analysis.

Additionally, the appraisal report must contain the following caveat: “Information presented in this report is intended to inform and support planning by identifying potential future scenarios. These scenarios of future conditions should not be interpreted as a prediction of the future. The analysis provided in this report reflects the use of best available datasets and methods at the time of the study.”

### **Findings and Recommendation**

The report will include a summary of the alternative(s) that are deemed viable and include a recommendation of whether the appraisal study should progress to a feasibility study. Otherwise, a concluding statement will be included to document study activities completed to date and explain why the study is concluding.

### **Items to Address at the Feasibility Level**

If recommending a feasibility study, the report shall identify information necessary to further analyze viable alternatives at the feasibility level, including documented obstacles, necessary data collection, and/or other critical points of risk and uncertainty that must be addressed. A draft plan of study will also be developed for the feasibility study.

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## References