

Reclamation Manual

Directives and Standards

Subject:	General Planning Activities
Purpose:	Sets forth responsibilities and basic requirements for general planning activities (GPA) such as interregional or non-project specific water resource studies, technical assistance to States and tribes, and other environmental and interagency coordination activities. The benefits of this Directive and Standard (D&S) are ensuring consistency in Bureau of Reclamation's general planning activities.
Authority:	Reclamation Act of June, 1902, (Stat. 388, 43 USC 391) and acts amendatory thereof and supplementary thereto
Approving Official:	Director, Policy and Administration (POLICY)
Contact:	Reclamation Law Administration Division (84-55000)

1. **Introduction.** The GPA program focuses on planning activities that cross regional boundaries, or are not funded by any other project or program. GPA includes Reclamation-wide planning tasks, unanticipated short-term studies, work related to interstate and international agreements, technical assistance to States and tribes, and other environmental and interagency coordination activities.
2. **Applicability.** This D&S applies to Reclamation personnel involved in the activities covered by this D&S.
3. **Definitions.**
 - A. **Indian Tribe or Tribe** The terms "Indian tribe or tribe" mean an Indian or Alaska Native tribe, band, nation, pueblo, village or community that the Secretary of the Department of the Interior acknowledges to exist as an Indian tribe pursuant to the Federally Recognized Indian Tribe List Act of 1994, 25 USC 479a. The terms also mean any Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (85 Stat. 688, 43 USC 1601 et seq.), which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians (25 USC 450b(e)).
 - B. **Project.** Unless otherwise stated, for the purposes of this D&S, a statutorily authorized project consisting of an assembly of chief features and supporting assets required to provide the benefit(s) authorized into law by Congress.
 - C. **States.** The 17 Western United States. For the purposes of this D&S, "states" also includes statutory or state-chartered entities and legislatively authorized political subdivisions of a State.

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4. **Responsibilities.**
 - A. **Regional Director.** Regional directors are responsible for
 - (1) overseeing the GPA program;
 - (2) responding to requests for technical assistance;
 - (3) ensuring GPA conform to Federal law, and comply with all applicable Reclamation Manual (RM) and Departmental Manual releases; and
 - (4) budgeting for the GPA program.
 - B. **Regional Planning Officer.** Regional planning officers are responsible for
 - (1) responding to requests for technical assistance;
 - (2) managing regional GPA program funds and work efforts; and
 - (3) documenting annual GPA program efforts.
 - C. **Area Office Manager.** Area office managers are responsible for responding to requests for technical assistance.
 - D. **Native American Affairs Program Manager.** Native American Affairs Program managers are responsible for responding to requests for technical assistance.
5. **GPA.** The following activities are permitted under the GPA program:
 - A. Address unscheduled short-term water and related resource issues and problems not funded by other projects or programs.
 - B. Preparatory work, such as work plans, preliminary investigations, and cost-sharing agreements, prior to the initiation of cost-shared, multi-year planning studies.
 - C. Accomplish various short-term administrative initiatives and respond to new legislation and Executive Orders concerning water and related resources. Development of responses to Administration, Congress, and public inquiries regarding planning studies which are not included in the current year program budget.
 - D. Review of data and reports from other entities, and analysis of actions by other entities that may affect Reclamation interests.
 - E. Participation in multi-agency activities to solve mutual problems.
 - F. Development of analytical tools, training materials, and conducting staff training relevant to planning procedures and requirements.

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- G. Resolution of general planning-related issues within Reclamation.
- H. Provide technical assistance to States and Indian tribes.
 - (1) Technical assistance must not be funded by other ongoing planning studies, projects, or programs.
 - (2) Technical assistance activities will involve providing data, technical knowledge, and expertise to aid in conservation and allocation of natural resources.
 - (3) Assistance may be provided in the technical, evaluation, and management phases of non-Federal water resource projects and program efforts.
 - (4) Areas of technical assistance typically include, but are not limited to, environmental, economics, engineering, sedimentation, planning, recreation and public land use, and social analysis.
- I. Environmental and interagency coordination, cooperation, and communication within Reclamation, with other agencies, and public groups. Typical activities include the following:
 - (1) Communication and coordination of activities with other Federal and non-Federal entities.
 - (2) Participate on other Federal agency, State, Indian tribe, and locally sponsored study teams and provide information to public groups.
 - (3) Participate with other Federal agencies, States, Indian tribes, and local interests in meetings and discussions to identify and define environmental and water resource problems and needs of an interstate and interagency nature.
 - (4) Work with other Federal agencies, States, Indian tribes, and local interests to collect and analyze basic data and information necessary to resolve interstate and interagency issues. Typically included in this group of activities are participation in stream gauging programs, groundwater studies, surface and groundwater quality monitoring activities, public hearings, meteorological data collection and analysis programs, etc.
 - (5) Review other Federal agencies environmental impact statements; States, Indian tribes, and local agencies resource management plans and environmental compliance documents; endangered species recovery plans; Federal, State, tribal, and public and private utility water and energy operating plans; Federal Energy Regulatory Commission administered power planning and licensing application and other water-related programs and plans that could affect current and future Reclamation activities.

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- (6) Meet, discuss, and resolve water-related issues associated with international borders. International-related activities must comply with RM Policy, *Reclamation Policy on International Affairs* (NIA P01), and RM D&S, *Reclamation's International Affairs Program* (NIA 01-01).
6. **Time Limit.** Specific activities under the GPA program will be completed within 12 months unless a written exception is approved by the regional director.
7. **Additional Requirements for Technical Assistance.**
 - A. Technical assistance will be provided only when officially requested by a State or Indian tribe. All technical-assistance activities require an authorizing memorandum.
 - (1) The State or Indian tribe must request assistance in writing to the appropriate official, either regional director, regional planning officer, area office manager, or Native American Affairs Program manager. The request must fully describe the assistance being requested, and the expected cost and timeframe to complete the work.
 - (2) When the appropriate official receives an assistance request, the official may approve or deny the request, or request to negotiate terms of the request. The appropriate official must respond to the request through official memorandum within 60 calendar days of receiving the request. Negotiation of terms and questions and uncertainties concerning the appropriateness of providing requested technical assistance activities must be resolved by the regional director.
 - B. Technical assistance work will be provided only by Reclamation personnel and not be contracted to outside consultants.
 - C. GPA program funds will not be transferred through grants or agreements to States and Indian tribes, including Public Law 93-638 agreements.
 - D. The intent of requested technical assistance or analysis must be to provide input into a larger State or Indian tribe study or activity.
 - E. Technical assistance within a State or Indian reservation may only be extended outside the State(s) or Indian reservation(s) when all of the involved State(s) and/or Indian tribe(s) agree through a memorandum of understanding.
 - F. Documentation of all technical assistance will be provided to the requesting partner(s) and other involved entities at the conclusion of the technical assistance activity. Documentation and deliverable products are typically in the form of reports, letters, models, and data summations, as appropriate.
 - G. Technical assistance to tribes must comply with RM Policy, *Indian Policy of the Bureau of Reclamation* (NIA P10).

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8. **Funding Source and Cost Sharing.** The GPA program will be funded through the GPA budget line item. Activities that can be attributed to an existing funded project or program will be charged to that project or program and not conducted under the GPA program. Cost sharing is not required for GPA; however, this does not preclude managers from attempting to obtain cost sharing whenever possible. Activities conducted in the GPA program are not considered reimbursable, consistent with the criteria presented in RM D&S, *Reclamation-wide Program Funding Criteria* (BGT 04-02).
9. **Excluded Activities.** The GPA program will not be used to supplement efforts under other ongoing or pending Reclamation projects or programs. GPA program funds will not be used for ongoing Congressionally authorized planning studies or projects, nor for any other project or program where a report from Reclamation to Congress is being prepared. GPA program funds will not be used for final design (unless Federal liability concerns are relieved), construction, or for purchase of capitalized equipment.
10. **Performance Documentation.** Each regional planning officer shall prepare and maintain an annual list of accomplishments of the region's GPA program. The list will be prepared within 90 days following the end of each fiscal year. The list will include a summary of the ongoing and completed GPA program efforts, document the amount of funds expended for those activities, and document any cost-shared activities. Products completed during the fiscal year will be identified in the document. Annual performance documents will be kept on file by the regional planning officer.

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: _____