

DRAFT RECLAMATION MANUAL RELEASE

**Comments on this draft release must be submitted to the Nicole Carson
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Title Transfer for Reclamation Project Facilities, CMP 11-01

The Bureau of Reclamation (Reclamation) is updating its Directives and Standards CMP 11-01 Title Transfer for Reclamation Facilities to reflect lessons learned over the past seven years of implementing title transfers under Public Law (P.L.) 116-9, Title VIII, Subtitle A (P.L. 116-9, 43 U.S.C. 2902, et seq.).

The revised guidance has been reorganized to more clearly outline the steps, responsibilities, and coordination needed throughout the title transfer process. Key revisions include: enhanced clarity regarding the coordination required for the transfer of dams and/or hydropower facilities, including engagement with appropriate dam safety and power authorities; clarification of roles and responsibilities in coordination with power marketing agencies; refinement of the process and applicability of the D&S to title transfers not authorized by P.L. 116-9, 43 U.S.C. 2902, et seq.; and clearer delineation of post-title transfer responsibilities and liabilities.

This update was developed with input from technical experts across Reclamation to ensure accuracy, consistency, and practical application. Reclamation is now initiating a 30-day external review to gather feedback from partners, stakeholders, and the public. During this period, Reclamation's Asset Management Office will host one public webinar to provide an overview of the proposed revisions and answer clarifying questions.

See the following pages for the draft D&S and appendices.

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Subject:	Title Transfer for Reclamation Project Facilities
Purpose:	The purpose of this Directives and Standards (D&S) is to define requirements and responsibilities in executing title transfers. The benefit of this D&S is to establish uniform requirements and consistent implementation of Public Law 116-9, Title VIII, Subtitle A (43 U.S.C. 2902) and other authorized title transfers, across the Bureau of Reclamation's (Reclamation) regions.
Authority:	John D. Dingell, Jr. Conservation, Management, and Recreation Act of 2019, (Pub. L. 116-9, Title VIII, Subtitle A; 133 Stat. 804; the Dingell Act); Reclamation Act of June 17, 1902 (Ch. 1093, 32 Stat. 388) and acts amendatory thereof and supplementary thereto.
Approving Official:	Director, National Programs Directorate
Contact:	Asset Management Office (86-67200)

1. Introduction.

Public Law 116-9, Title VIII, Subtitle A (the Dingell Act), authorizes Reclamation to transfer title of certain Federal facilities (see definition below) to non-Federal entities upon full repayment of all capital costs. Facilities not eligible for title transfer under the Dingell Act may only be transferred following specific Congressional authorization. This D&S establishes Reclamation's responsibilities and procedures for implementing title transfers. Title transfer divests Reclamation of ownership and all associated responsibilities including operation, maintenance, replacement, management, regulation of, and liability for Federal interests in project¹ lands and facilities. Transfers involving dams or hydropower facilities (either existing or in development) may result in a change in regulatory oversight and associated requirements. Ownership of facilities may provide non-Federal entities with greater autonomy and flexibility to manage the facilities. This D&S defines the title transfer process and ensures consistent implementation of Reclamation's statutory authority and specific Congressional authorizations.

2. Applicability.

This D&S applies to all Reclamation staff involved in the transfer of title of Reclamation project facilities under the Dingell Act and other specific Congressional authorizations, to the extent they apply. For title transfers not eligible under the Dingell Act, Congress must enact specific legislation to authorize the transfer. In such cases, Reclamation will follow the process outlined in this D&S to the extent it is consistent with the enacted legislation.

3. Initiating All Title Transfers.

¹ A statutorily defined assembly of features and supporting assets necessary for the delivery of benefits authorized by Congress.

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- A. An area manager or regional director will initiate the title transfer process after receiving a written request from an authorized official representing the requestor. The written request must identify the facilities to which title is being requested, although the scope of this request may change over time.
- B. The area manager or regional director will respond to the requestor's written request within 15 business days of the date received to acknowledge its receipt. The response will inform the requestor of the eligibility requirements found in Sections 5 through 9 of this D&S that Reclamation will use to evaluate the request and will outline each party's responsibilities during the initial stages of the title transfer process. This includes activities leading up to the development of a Memorandum of Agreement (MOA) and Contributed Funds Act, 43 U.S.C. 395 Agreement (CFA). If required, the response will also inform the requestor of the requirement for payment, in advance, of the transaction and administrative costs for processing the title transfer request.
- C. Reclamation will work with the requestor to complete the Title Transfer Information Sheet (Appendix A). Reclamation will use information collected with the Title Transfer Information Sheet to make an initial determination of whether the facility is eligible and the requestor is qualified for title transfer under this D&S and the Dingell Act, and to identify actions needed to proceed with title transfer. If eligible Reclamation and the requestor will also prepare the draft MOA and CFA. The MOA will describe the responsibilities of all parties and the estimated project schedule. The CFA will be used to describe the estimated transaction and administrative costs during the title transfer.
- D. For title transfers not eligible under the Dingell Act, Congress must enact specific legislation to authorize the transfer. Reclamation will collaborate with the requestor to complete the Title Transfer Information Sheet (Appendix A) and follow the process outlined in this D&S to the extent it is consistent with the enacted legislation.
- E. Following completion of Appendix A and determination of eligibility under the Dingell Act, or other enacted title transfer legislation, the regional director will prepare and submit a Request for Approval to Proceed to the Commissioner for review and approval to proceed with the title transfer MOA and CFA required tasks. The request package will include the Title Transfer Information Sheet (Appendix A), the Request for Approval to Proceed – Pub. L. 116-9 (Appendix C), a draft MOA and CFA, a briefing paper, a map of the requested facilities, and any additional documentation deemed relevant by the regional director. For title transfers that require specific legislation, this step will not occur until legislation is enacted. In such cases, the Request for Approval to Proceed – Non-Pub. L. 116-9 (Appendix D) will be used in lieu of Appendix C.

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- F. After receiving approval to proceed and prior to initiating negotiations and analyses for the requested title transfer, the appropriate area manager or regional director and the requestor will sign an MOA² and CFA. Reclamation must have a resolution, or equivalent documentation from the requestor's governing body approving the MOA and CFA before the area manager or regional director may sign it. The MOA and CFA are not the title transfer agreement.
- G. Requestors must pay, in advance, the estimated transaction and administrative costs associated with the requested title transfer. These Reclamation-determined costs include preparation of agreements, environmental and cultural compliance, and other requirements of the Dingell Act or specific title transfer legislation. Except as provided in Paragraph 10, costs incurred by Reclamation will be allocated between the requestor and Reclamation consistent with the project's operations and maintenance (O&M) cost allocation or authorized purposes. Reclamation will make reasonable efforts to remain within the estimated budget and will notify the requestor if adjustments are necessary. Reclamation will refund any collected funds not used during the title transfer process (see Reclamation Manual (RM) Policy PEC P07, *Allocation of Operation, Cost Maintenance, and Replacement Costs*, and D&S PEC 07-01, *Advance Collection of Reimbursable Costs for Water-Related Contracting Activities*).
- H. If Reclamation determines that the title transfer is eligible for the categorical exclusion (CE) in DOI National Environmental Policy Act (NEPA) Handbook, Appendix 2, 14.5 F(1) or an environmental assessment, described below in Paragraph 9.A. of this D&S, and the costs of conducting the analysis are equal to or exceeded by the cost of recovering them, Reclamation will not collect those costs from the requestor (see PEC 07-01 Paragraph 4.E.).
- I. Reclamation will notify and seek frequent involvement from staff in the appropriate area, regional, and Commissioner's offices. This includes the Asset Management Office (AMO), Reclamation Law Administration Division (RLAD), Power Resources Office (PRO), and appropriate repayment, lands, environmental and cultural compliance, facilities, and power staff that will be involved in operational and administrative aspects of the title transfer process.
- J. Reclamation will inform the requestor on the anticipated impacts of the title transfer, including impacts to the requestors legal and regulatory requirements under the Reclamation Reform Act of 1982 (96 Stat. 1263; 43 U.S.C. 390aa, et seq.) (RRA) and other applicable laws.

4. Public Outreach and Involvement for All Title Transfers.

² In this D&S, MOA and Memoranda of Understanding are unenforceable and must not be written in the form of a contract or contain legally binding content.

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The title transfer process will be carried out in an open and public manner³ and include the following:

- A. After the parties sign the MOA and CFA, Reclamation, including Public Affairs staff as necessary, will collaborate with the requestor to develop a communications plan and identify all known stakeholders. The communications plan must include notification (e.g., district mailings, paid advertising) to known stakeholders that the requestor and Reclamation have initiated the title transfer process.
- B. After the parties sign the MOA and CFA, Reclamation and the requestor will meet or communicate with representatives from interested Federal, State, and local agencies and tribes to consider their concerns. Staff will contact and coordinate with Federal agencies that include, but are not exclusive to, the Bureau of Land Management (BLM), National Park Service (NPS), United States Forest Service (USFS), Fish and Wildlife Service (FWS), Bureau of Indian Affairs (BIA), Bonneville Power Administration (BPA), and Western Area Power Administration (WAPA), if applicable, soon after signing the MOA. In some cases, it may be appropriate for Reclamation or the requestor to meet or communicate with stakeholders prior to signing the MOA to ensure viability of the proposed title transfer before collecting reimbursable costs. When applicable, Reclamation or, if advantageous, the requestor will request a written statement from the relevant Federal power marketing administration (PMA) on title transfer impacts to Federal power rates, repayment obligations, project power uses, or aid-to-irrigation payments to inform Reclamation's decision on title transfer. If the PMA does not respond within 60 days of Reclamation's request, Reclamation will consider its response to be no adverse impact.
- C. For title transfers that will result in the transfer of a dam regardless of the hazard potential (low-, significant-, and high-hazard potential facilities), Reclamation will coordinate with the appropriate dam safety regulatory agencies and the requestor to discuss Reclamation's current understanding of the dam safety risks and any existing dam safety recommendations.
- D. Title transfers may result in a change in regulatory oversight and/or associated requirements for hydropower facilities. This change may occur when title to an existing Reclamation hydropower facility is transferred or when title to Federal project facilities supporting a non-Federal hydropower facility (either online or in development) is transferred. In these cases, regional directors will coordinate with regional power staff to evaluate impacts, identify next steps, and notify the appropriate parties (e.g., the Federal Energy Regulatory Commission (FERC) and hydropower facility permit owner).

³ See also RM Policy CMP P03, *Public Involvement in Bureau of Reclamation Activities*, and D&S CMP 04-01, *Public Involvement in Bureau of Reclamation Activities*.

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- E. Throughout the title transfer process, and as documented in the communications plan, Reclamation will provide stakeholders with opportunities to comment on the scope of the title transfer and identify whether their interests may be affected. Reclamation will make relevant information including proposals, analyses, and reports related to the requested title transfer available to stakeholders.
 - F. Reclamation will provide the opportunity for public review of the draft title transfer agreement as outlined in paragraph 13.A.(4) of this D&S.
- 5. Eligibility Criteria for Title Transfers Under 43 U.S.C. 2902, et seq.**
- In addition to the requirements outlined in Paragraphs 6 through 9, facilities may be considered eligible for title transfer under the Dingell Act and 43 U.S.C. 2903 Section 8003(a)(1), provided the qualifying entity is not otherwise authorized to receive title under separate legislation and all of the following criteria are met. The eligibility criteria established in this D&S for title transfers under the Dingell Act will also serve as guidance when evaluating title transfers under separate authorities; however, only to the extent that the criteria does not conflict with the specific provisions of the applicable authorizing law.
- A. The qualifying entity must have agreed to:
 - (1) accept title to the eligible facilities;
 - (2) continue to use the eligible facilities for substantially the same purposes for which the eligible facilities are being used at the time Reclamation evaluates the potential title transfer; and
 - (3) provide or have provided on their behalf, as consideration for the assets to be conveyed, compensation to the Reclamation Fund established by the first section of the Act of June 17, 1902 (32 Stat. 388, Chapter 1093), in an amount that is the equivalent of the net present value of any repayment obligation, including payment made through aid to irrigation, to the United States or other income stream that the United States derives from the eligible facilities to be transferred, as of the date of the transfer.
 - B. Reclamation must:
 - (1) be able to enter into an agreement with the qualifying entity with respect to the legal, institutional, and financial arrangements relating to the conveyance of title;
 - (2) determine that the requested title transfer would not have an unmitigated significant effect on the environment;
 - (3) determine if the eligible facilities requested to be transferred include a dam or diversion works (not including canals or other project features that receive or

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convey water from the diverting works) diverting water from a water body containing a species listed as a threatened or endangered species or critical habitat under the Endangered Species Act of 1973 (ESA), determine that:

- (a) the eligible facilities continue to comply with the ESA in a manner that provides no less protection to the listed species as existed under Federal ownership;
 - (b) the eligible facilities are not part of the Central Valley Project in the State of California; and
- (4) If existing ESA Section 7 requirements apply to a requested title transfer, the U.S. Fish and Wildlife Service may require the non-Federal entity to pursue ESA Section 10 compliance. This may include development of a Habitat Conservation Plan using existing NEPA and Biological Opinion documentation. Requestors should anticipate associated costs
- (5) determine that the conveyance will not adversely impact applicable Federal power rates, repayment obligations, or other project power uses.
- C. Any land or interests in land to be conveyed under this D&S must be necessary for the operation, maintenance, reconstruction, and security of the requested facilities and be either:
- (1) land or land interests acquired by Reclamation; or
 - (2) land withdrawn and currently administered by Reclamation only if Reclamation determines in writing that the withdrawn land is encumbered by facilities to the extent that it is unsuitable for return to the public domain,⁴ and the qualifying entity agrees to pay market value based on the historical or existing uses for the withdrawn land to be conveyed.⁵ When determining market value, Reclamation will consider the costs that the Federal government will no longer incur as a result of the title transfer (see Paragraph 8.B.).

6. General Requirements for All Title Transfers.

⁴ If the requestor needs a right-of-way to operate facilities and if that right-of-way is on withdrawn land that is not encumbered and is eligible to be relinquished to BLM and returned to the public domain, Reclamation will consider its authority to waive certain costs in 43 CFR 429.26. Retention of encumbered or fragmented adjoining or underlying land interests should be avoided.

⁵ Reclamation follows the requirements in RM D&S LND 03-01, *Land Withdrawal, Withdrawal Management, and Withdrawal Revocation*, to evaluate withdrawals and coordinate with the Bureau of Land Management (BLM). This coordination informs compliance with the Dingell Act, Section 8004 Eligibility Criteria (3)(B)(ii)(B), which applies to land withdrawn by the Secretary only if the Secretary determines in writing that the withdrawn land is encumbered by facilities to the extent that the land is unsuitable for return to the public domain.

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- A. Reclamation must determine and document in the administrative record that the requested title transfer:
- (1) is in the financial interest of the United States;
 - (2) protects the public aspects of the facility, including water rights managed for public purposes, such as flood control or fish and wildlife;
 - (3) complies with all applicable Federal and State laws;
 - (4) will not adversely impact fulfilling existing water or power delivery obligations consistent with historical operations and applicable contracts; and
 - (5) is consistent with the responsibilities of the Secretary of the Department of the Interior:
 - (a) as trustee for federally recognized Indian tribes; and
 - (b) to ensure compliance with any applicable international and tribal treaties and agreements and interstate compacts and agreements.
- B. To implement Paragraphs 6.A.(4) and (5), Reclamation will work with the requestor, beneficiaries, and stakeholders to assess potential adverse impacts to the interests of beneficiaries and stakeholders. It is the responsibility of the requestor to coordinate with other beneficiaries to ensure that the proposed title transfer does not create unacceptable impacts to them. As needed, Reclamation will assist the requestor in communicating with the affected beneficiaries.
- C. Requestors must demonstrate the technical capabilities to operate and maintain the facilities permanently and satisfy financial obligations related to the facilities. Any facilities that the requestor is unable to or unwilling to operate and maintain after taking title are not eligible for transfer under the Dingell Act.
- D. Reclamation, in coordination with the requestor, must document the mutually agreed upon rationale for any eligible land and/or facilities proposed to be excluded from the scope of the title transfer request.
- E. If applicable, Reclamation must prepare and transmit to the requestor and appropriate dam safety regulatory agencies an updated dam safety decision document with the status of all dam safety issues signed by the area manager, regional director, and Chief of Dam Safety in accordance with RM Policy FAC P02, *Decisions Related to Dam Safety Issues*.
- F. If applicable, Reclamation must prepare and transmit to the requestor and appropriate parties the status of all hydropower facilities proposed for title transfer, if

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title transfer results in a change in regulatory oversight and/or associated requirements for these facilities.

- G. Reclamation will review all contracts affected by the title transfer, including water-related, project use power, reserved power, and extraordinary maintenance (XM), and identify any that will be fully and partially void. Reclamation will coordinate with the requestor to document any resulting contract modifications.

7. Land Requirements for All Title Transfers.

- A. Reclamation will review all Reclamation project land or interests in land⁶ associated with a requested title transfer to determine the current disposition, encumbrances, and eligibility for transfer. This determination will identify and document the disposition status of land and interests in land into three categories: (1) eligible for title transfer, either with or without conditions and reservations and necessary for operation, maintenance, and replacement of facilities; (2) to be retained by Reclamation; or (3) not needed for project purposes and will be disposed in accordance with RM D&S CMP 11-03, *Real Property Disposal*. Reclamation will also reserve an easement over conveyed property under certain conditions if staff determine it appropriate (see 43 U.S.C. 2903(b)).
- B. Reclamation will consult and coordinate with other State and Federal agencies that have interests in requested lands. This includes USFS, FWS, BLM, BIA, NPS, BPA, WAPA, and others that have easements or other property rights in project lands.

8. Valuation for All Title Transfers.

- A. The value of land and facilities, excluding withdrawn land,⁷ will be based on an estimate of base value and adjustments from that value.
 - (1) The base value for requested facilities is the present value of all future Federal revenue streams at the time of transfer. Examples of future Federal revenue streams include (1) water revenues, including revenues from water service and repayment contracts⁸ and known or reasonably foreseeable new contracts or renewals, any O&M deficits owed to the United States that are outstanding as of the date of the title transfer, and projected full-cost pricing revenues;⁹ (2) revenues from new or amended water delivery contracts expected to be executed due to changes in project water demand, such as conversion of project water use from agricultural irrigation to municipal and industrial (M&I)

⁶ Interests in land may be fee interests or other interests, such as an easement, right-of-way, or reservation.

⁷ Withdrawn lands will be valued according to Paragraph 8.B. Some interests from lands that generate a revenue source, such as from use authorizations including grazing, will be included in the described base value calculation.

⁸ See RM Policy PEC P05, *Water-Related Contracts and Charges – General Principles and Requirements*, for descriptions of the various contracts referenced in this Paragraph.

⁹ See definitions in 3 CFR 426.2.

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- use; (3) revenues from water transfers; (4) revenues from the sale of project use power and surplus power, including payments received as aid to irrigation;¹⁰ and (5) all revenues from other authorized sources, such as lease of facilities. The present worth of the anticipated future Federal revenues and costs will be determined by discounting, as described in Paragraph 8.A.(2).
- (2) The discount rate that will be used to determine the present worth of the future revenues and costs is Reclamation's water resources planning rate in the year that the transfer is submitted to Congress, which is published in the Federal Register annually and is treated as the real, not nominal, rate.
 - (3) When calculating the net present value, Reclamation will not credit or consider any non-reimbursable Federal costs for operating and maintaining the requested facilities and fee-title lands other than (1) funds that have been appropriated historically for O&M and Dam Safety inspections, or (2) the Federal share of O&M costs on the project facilities that has been appropriated in the current fiscal year in which the title transfer will be executed.
 - (4) Any adjustments to the base value as initially provided to the requestor must be specified in the terms and conditions of the title transfer agreement.
- B. Valuation of withdrawn land will be done in accordance with RM D&S LND 05-01, *Real Property Appraisal*. If a self-contained complete appraisal report in compliance with the Uniform Standards of Professional Appraisal Practice is required to meet a specific situation, Reclamation will work with the requestor and the Department of the Interior's Appraisal and Valuation Services Office to secure the appraisal using the procedures for Non-Federal Payment for Valuation Services. Additional requirements for the valuation of lands under the Dingell Act are covered in Paragraph 5.C. Adjustments from the market value of the land may include land management costs that Reclamation would no longer incur¹¹ after title transfer, Reclamation's costs for disposing of the land, or other pertinent reasonably foreseeable costs. Reclamation will not credit or consider any non-reimbursable Federal costs for operating and maintaining withdrawn lands other than funds that have been appropriated historically for administrative costs specific to the Federal government that a private entity would not reasonably incur.
- C. Reclamation will provide an estimate of the net present value of the requested facilities and market value of withdrawn lands¹² as of the approximate date of title

¹⁰ Aid to irrigation is repayment assistance to irrigation from surplus hydropower or M&I users.

¹¹ Reclamation incurs costs when managing lands in accordance with RM Policy LND P06, *Land Program Management*, Paragraphs 3.A. through 3.F.

¹² Reclamation's withdrawn lands are lands removed from the public domain, under Congressional authorization, for Reclamation's project objectives and authorized purposes, such as constructing reservoirs and distribution works. In some situations, other Federal agencies may have rights to or manage withdrawn lands that overlap Reclamation's withdrawn lands. These cases are addressed under Paragraph 4.B.

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transfer. Reclamation will adjust the estimate as appropriate and will support adjustments with complete documentation. The regional or area office economist will submit the net present valuation to AMO and RLAD, who will review the valuation estimate before it is provided to the requestor or other stakeholders.

9. Environmental Requirements for All Title Transfers.

- A. Reclamation will comply with other applicable environmental laws including¹³:
- (1) NEPA;
 - (2) ESA;¹⁴
 - (3) National Historic Preservation Act of 1966 (54 U.S.C. 300101 et seq.);
 - (4) Comprehensive Environmental Response, Compensation, and Liability Act (42 U.S.C. 9601 et seq.); and
 - (5) Clean Water Act (33 U.S.C. 1251 et seq.).
- B. In cases where assumptions, requestor affirmations, or conditions have changed during the title transfer process, a change in NEPA documentation may be required. Evaluation of the appropriate level of NEPA review will be assessed when the proposal is initiated and must be revalidated at the time of transfer.
- C. Reclamation's CE in DOI NEPA Handbook, Appendix 2, 14.5 F(1) is appropriate to use for requested title transfers if the scope of the requested transfer is consistent with the terms of the CE and all qualification factors (see Appendix B) and no extraordinary circumstances exist. If a requested title transfer does not satisfy the qualification factors of a CE or would trigger any of the extraordinary circumstances as described in 43 CFR 46.215, appropriate NEPA environmental review and documentation is required. Although the qualification factors for the CE are similar to eligibility criteria under the law, eligibility under one does not indicate eligibility under the other.

10. Inspection of Facilities for All Title Transfers.

Reclamation will conduct an onsite pre-transfer review of the facilities proposed for title transfer. The purpose of this review is to assess facility condition, O&M recommendations, operating information, emergency plans, monitoring systems, dam safety, security, and other issues of importance. Reclamation staff with operational knowledge including, as necessary, personnel from the area office, regional office, Dam Safety Office and AMO (for high and significant hazard potential facilities), Security Office, and Technical Service

¹³ This list is not exhaustive.

¹⁴ If there is an existing consultation with, or Biological Opinion from, FWS or the National Marine Fisheries Service, staff will ensure that the requestor continues to meet existing ESA compliance commitments.

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Center will participate in the review, along with the requestor, appropriate regulatory agencies, and other appropriate entities. Reclamation will document the results of the review in a letter to the requester and appropriate entities. For high- and significant-hazard potential dams, the facility review will be conducted and documented in accordance with requirements for Comprehensive Reviews in RM D&S FAC 01-07, *Review/Examination Program for High and Significant Hazard Dams*. Reclamation's related costs for the review will be non-reimbursable.

11. Project Use Power Under the Dingell Act.

- A. During the title transfer process, Reclamation will determine if the qualifying entity is eligible to continue to receive project use power.¹⁵ At a minimum, all three conditions below must be met:
- (1) the qualifying entity was receiving project use power as of March 12, 2019;
 - (2) project use power will be used for the delivery of Reclamation project water;¹⁶ and
 - (3) Reclamation and the qualifying entity enter into a new or amended project use power agreement¹⁷ under which the qualifying entity agrees to continue to be responsible for a proportionate share of O&M and capital costs for the Federal facilities that generate and deliver, if applicable, power for delivery of Reclamation project water after the date of conveyance, in accordance with Reclamation project use power rates.
- B. Any continued provision of project use power to the conveyed property will not exceed historic, pre-transfer project use power consumption levels.

12. Water Rights for All Title Transfers.

No interests in water will be conveyed unless the conveyance is provided for in a separate, quantified agreement between Reclamation and the qualifying entity, subject to applicable State and Federal law and public process requirements.¹⁸

13. Title Transfer Final Approval Process Under the Dingell Act.

- A. Sequence.

¹⁵ See RM D&S FAC 04-06, *Project Use Power*.

¹⁶ For purposes of this paragraph, project water is defined as water that was considered project water at the time of title transfer. As stated in Paragraph 12, any transfer of water rights must be made in a separate agreement. If by law, project water is no longer project water after title transfer, the requestor is still eligible to receive Project Use Power to move water that had been considered project water prior to transfer.

¹⁷ See RM D&S FAC 04-09, *Project Use Power Contracts Development and Modification*, for contract requirements.

¹⁸ Generally, State law requirements will determine the process for transferring water rights, except to the extent that it is preempted by Federal law.

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- (1) After Reclamation has sufficient information to determine if the title transfer is eligible under the Dingell Act and has completed the requirements in Paragraphs 3 through 12 of this D&S, staff will prepare a package of the relevant analyses and compliance documentation required by this D&S for the Commissioner's Office through the appropriate regional director. The package will include a briefing paper, the draft title transfer agreement and legal deeds, draft project use power contract if applicable, draft water rights agreement and legal deeds if applicable, the Notice to Congress, and any other relevant documentation the regional director determines necessary.
- (2) The Commissioner's Office, through AMO, will review the final draft title transfer package and make a recommendation to the Commissioner regarding execution of the title transfer.
- (3) Following the Commissioner's approval, the Commissioner's Office staff will transmit the report to Congress, as required by the Dingell Act and Paragraph 13.C. of this D&S.
- (4) Following written notification to Congress, Reclamation will provide public notice and a minimum 30-day opportunity for public review of the negotiated final draft title transfer agreement. This public review period will run concurrently with the congressional review described in 13.C. Notice will be published through appropriate print and/or digital media, and the final draft agreement will be made available on Reclamation's official public website.

B. Written Agreement.

Transfer of title will be made by written title transfer agreement, along with appropriate associated legal instruments, such as patents and quitclaim deeds, between Reclamation and the qualifying entity. The agreement will be developed in consultation with any existing water and power customers and other beneficiaries affected by conveyance of the eligible facilities.

C. Written Notice to Congress.

Reclamation is authorized to convey to a qualifying entity all right, title, and interest of the United States in and to any eligible facility if:

- (1) Reclamation determines that the entity and facilities qualify under the Dingell Act; and
- (2) not later than 90 days before the date on which Reclamation makes the conveyance:
 - (a) Reclamation submits to Congress a written notice of the proposed conveyance and a description of reasons for the title transfer; and

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- (b) a joint resolution by Congress disapproving the conveyance is not enacted before the date on which Reclamation makes the title transfer.

14. After Title Transfer Under the Dingell Act.

- A. After transferring title to a Reclamation facility or land, Reclamation, on behalf of the United States, divests itself of the property. In some cases, following title transfer of a facility, Reclamation may retain or reserve jurisdiction or rights over other facilities or land in the project if only a portion of the Reclamation project was transferred, if access is needed to operate and maintain another project or facility, or if the transferee still receives Reclamation project water from facilities in the same project that were not transferred.
- B. Effective on the date of conveyance of any eligible facilities under this D&S, the United States will not be held liable for damages of any kind arising out of any act, omission, or occurrence relating to the eligible facilities, other than damages caused by acts of negligence committed by the United States or by agents or employees of the United States prior to the date of conveyance. Nothing in this section increases the liability of the United States beyond that currently provided in Chapter 171 of Title 28, United States Code (commonly known as the Federal Tort Claims Act).
- C. The degree to which the RRA will apply following title transfer will be addressed on a case-by-case basis.
- D. Following the execution of a title transfer, any subsequent disposal of the conveyed facilities, lands, or interests in land whether by sale, donation, or further title transfer must comply with the applicable provisions of 43 U.S.C. § 2904. et seq. and other specific authorizations. It is the sole responsibility of the new owner to meet all statutory requirements in any such transaction. Upon completion of the title transfer, the United States is fully divested of ownership, responsibility, and liability related to the operation, maintenance, management, or further disposition of the transferred assets.
- E. Reclamation and the requestor will notify any contractors who are affected by the title transfer and of any changes to their contract rights.
- F. Except as provided in Paragraph 11, the qualifying entity receiving the conveyed property will not be eligible to receive any benefits,¹⁹ including project use power, with respect to the conveyed property, except for any benefit that would be available to a similarly situated entity with respect to property that is not part of a Reclamation project.

¹⁹ Relevant benefits will vary by project and requestor and must be assessed on a case-by-case basis. Benefits include project monitoring for water operations, XM repayment, and Safety of Dams cost-sharing.

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- G. Reclamation will file and record the quitclaim deed and any other required legal documents with the appropriate county within 30 days of the title transfer. Reclamation will ensure that the signed, notarized, and recorded quitclaim deed is retained in the official project file and transmitted with the Notice of Title Transfer as defined in Section 14.H.
- H. A notification process following the execution of a title transfer agreement will include:
- (1) Reclamation will send copies of the executed title transfer agreement to the regional finance office, real property office, lands and resource office, facility O&M office, power office, and any other relevant regional program offices; AMO, Attention 86-67200; Policy, Compliance, and Audit Team, Attention 84-27410; Senior Advisor of Hydropower, Attention 86-61000; RLAD, Attention 84-55000; within 30 business days after the title transfer agreement is signed. For high- and significant-hazard potential facilities, the Dam Safety Office, Attention 86-67100, must also receive a copy of the executed title transfer agreement.
 - (2) Staff will coordinate with appropriate regional offices and Denver directorates to update all systems of record and remove transferred facilities and lands from relevant databases.²⁰
 - (3) The regional director will send copies of the executed title transfer agreement to appropriate offices within other Federal agencies and the region and to area offices that need to be aware of the title transfer.
 - (4) For title transfers that include the transfer of a dam regardless of the hazard potential (low-, significant-, and high-hazard potential facilities), the regional director will send a letter to the appropriate dam safety regulatory agencies. Copies will be sent to local and State emergency management officials, as well as other Federal agencies with an interest in the operations of the dam. The letter should indicate the effective date of the transfer and that Reclamation no longer owns nor is responsible for the facility.
 - (5) For title transfers that resulted in a change in regulatory oversight and/or associated permit requirements for a hydropower facility, the regional director will send a letter to the appropriate parties (e.g., FERC and the hydropower facility permit owner) in coordination with the regional power program office.

²⁰ Includes but not limited to Capital Asset and Resource Management Application (CARMA), Capital Investment and Repair Needs Database (CIRN), Financial and Business Management System (FBMS), Enterprise Asset Registry, Enterprise Content System (ECS), and Recommendation Enterprise Management Information System (REMIS).

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The letter should indicate the effective date of the transfer and that Reclamation no longer owns the facility and/or underlying infrastructure.

15. Records for All Title Transfers.

Reclamation will advise the requestor of the availability of all relevant operations and dam safety- and security-related records. Records will be made available for review and copying by the requestor at its expense. Records shall be kept in the Department of the Interior's approved repository and managed in accordance with the Information Management Handbook as referenced in RM D&S RCD 05-01, *Information Management*, after completing the title transfer.

16. Definitions.

A. Beneficiary.

Individuals, districts, associations, and other entities who contract with Reclamation to receive direct benefits of the authorized purposes of the project, including Federal PMAs. For the purpose of this D&S, the term beneficiary does not include those whose interest in the project is derived from membership in or contracts with the entity directly contracting with Reclamation.

B. Conveyed Property.

A facility for which title has been transferred from Reclamation to a non-Federal entity.

C. Eligible Facility.

A facility that meets the criteria for potential title transfer established under the Dingell Act. Eligible facilities do not include a Reclamation project facility, or a portion of a Reclamation project facility, that (i) is a reserved works as of March 12, 2019; (ii) generates hydropower marketed by a Federal PMA; or (iii) is managed for recreation under a lease, permit, license, or other management agreement that contributes to capital repayment.

D. Facility.

A dam or appurtenant works, canal, lateral, ditch, gate, control structure, pumping station, other infrastructure, recreational facility, building, power generating and transmission infrastructure, pipelines, distribution and drainage works, or associated land or interest in land or water (as defined under the Dingell Act).

E. Qualifying Entity.

An agency of a State or political subdivision of a State, a joint action or power agency, a water users association, or an Indian tribe or tribal utility authority that, as of the date of conveyance, is the current operator of the eligible facility pursuant to a contract with Reclamation; as determined by Reclamation, has the capacity to continue to manage the eligible facility for the same purposes for which the property

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has been managed under Reclamation laws; and that meets the criteria for potential title transfer established under the Dingell Act.

F. Requestor.

The entity requesting title transfer of a Reclamation project facility.

G. Reserved Works.

Any building, structure, facility, or equipment that is owned by the United States and for which O&M are performed, regardless of the source of funding, by an employee of Reclamation or through a contract entered into by Reclamation. A contract under this definition does not include an O&M transfer contract, repayment, water-related contracts, or other legal instruments that transfer operation, maintenance, and replacement responsibilities from Reclamation to the project beneficiary.

H. Stakeholder.

Any individual, organization, or other entity, including power customers, that receives direct or indirect benefits from the project or that may be affected by title transfer. In addition, federally recognized tribes and State and local governmental entities or other political subdivisions whose interests, property, or regulatory authority could be impacted by the title transfer.

17. Review Period.

The originating offices will review this release every four years.

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Title Transfer Information Sheet

Questions	Notes/Responses/Discussion	Action Items and Outstanding Questions
1. Why is title transfer being requested?		
2. Who is the current operator of the requested facilities?		
3. In what State(s) and County(s) are the proposed title transfer facilities and lands located?		
4. What are the Project's features? Which ones are requested for title transfer?		
A. Dam		
B. Reservoir		
C. Water conveyance or water distribution facilities		
D. Lands		
E. Buildings		
F. Power generation facilities		
G. Pumping plants		
H. Transmission lines and equipment		
I. Recreation areas		
J. Other (dikes, fish facilities, etc.)		
5. What are the current and planned Project purposes? Which ones are impacted by title transfer?		
A. Irrigation		

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Questions	Notes/Responses/Discussion	Action Items and Outstanding Questions
B. Municipal and industrial		
C. Power		
D. Flood control		
E. Fish and wildlife		
F. Recreation		
G. Highway improvement		
H. Other considerations		
6. What facilities are operationally, hydrologically, or financially integrated with the requested facilities? Consider the following:		
A. Non-Project facilities		
B. Other Reclamation Project facilities		
C. Other Project purposes and beneficiaries		
7. What other interests or facilities are adjacent to or intermingled with the Project? Consider the following:		
A. State parks		
B. Federal lands ¹		
C. Cabin sites		
D. Other recreation facilities		
E. Other water users		

¹ Consider the U.S. Forest Service, Bureau of Land Management, National Park Service, Bonneville Power Administration, Western Area Power Administration, U.S. Army Corps of Engineers, and U.S. Fish and Wildlife Service.

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Questions	Notes/Responses/Discussion	Action Items and Outstanding Questions
F. Other power generation or transmission facilities		
G. Other		
8. Are the requested facilities tied to the following?		
A. International treaties that affect Project operations (e.g., water to Mexico, flyway and habitat treaties, water and/or power from Canada)		
B. Interstate compacts or concerns		
C. Tribal interests (e.g., water rights, nearby tribes, sacred sites, non-adjudicated water, tribal trust assets)		
D. Public benefits associated with the requested facilities (e.g., fish and wildlife, flood control, recreation)		
E. Threatened or endangered species		
9. Who might oppose this transfer and why?		
10. What actions have been taken to resolve any potential opposition?		
11. What contracts apply to the requested facilities? What is the repayment status and expiration date (if applicable)? Consider the following:		
A. Repayment		

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Questions	Notes/Responses/Discussion	Action Items and Outstanding Questions
B. Water service		
C. Exchange		
D. Warren Act		
E. Safety of Dams (SOD)		
F. Extraordinary maintenance (i.e., P.L. 111-11, Aging Infrastructure Account)		
G. Project use power		
H. Lease of power privilege		
I. Operations and maintenance (O&M) transfer		
J. Recreation		
K. Other		
12. Does the requestor receive aid to irrigation for any obligation based on its ability to pay?		
A. What preference power group(s) is responsible for repaying requestor aid to irrigation costs?		
B. What is the total sum of costs due and when are costs due?		
C. How will Reclamation and the requestor communicate with preference power groups?		
13. What land interests are being requested for title transfer?		

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Questions	Notes/Responses/Discussion	Action Items and Outstanding Questions
A. Lands		
(1) Fee title lands		
(2) Withdrawn lands		
a. Bureau of Land Management		
b. U.S. Forest Service		
c. Other		
B. Easements		
(1) On fee title		
(2) On withdrawn land		
C. Canal Act		
D. Subsurface rights		
E. Rights-of-way		
F. Environmental mitigation lands		
G. Other		
14. Are boundary surveys current? Is other title research necessary?		
15. What water rights are being sought? What water rights could be impacted by title transfer? Consider the following:		
A. Direct flow		
B. Storage rights		
C. Exchange rights		
D. Reserved rights, including Indian or Federal water rights		

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Questions	Notes/Responses/Discussion	Action Items and Outstanding Questions
E. State law requirements		
F. Ownership		
G. Other		
16. Are there incidental revenues? Consider the following:		
A. Grazing		
B. Oil and gas		
C. Timber		
D. Minerals		
E. Water-related contracts		
F. Wheeling of power		
G. Lease of power privilege		
H. Other		
17. How are O&M activities carried out?		
A. When was the last Reclamation O&M facility review completed?		
B. Has a title transfer inspection been scheduled or completed?		
C. Are there outstanding O&M recommendations?		
18. What are the requestor's capabilities to carry out all O&M responsibilities of the requested facilities?		

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Questions	Notes/Responses/Discussion	Action Items and Outstanding Questions
19. Are there outstanding SOD issues or monitoring equipment on facilities being considered for transfer?² Consider the following:		
A. Is there currently instrumentation monitoring done by Reclamation?		
B. After title transfer, who will serve as the responsible party for SOD activities?		
C. After title transfer, who will carry out dam safety inspections?		
D. Is the State's SOD program able to assume these responsibilities?		
20. Have disclosures been made of environmental, health, or safety findings, such as asbestos, lead, or pending environmental liabilities?		
21. How might title transfer impact Reclamation Reform Act compliance?³		
22. What are the anticipated environmental compliance issues and activities?		
A. What actions will trigger National Environmental Policy Act analysis?		
(1) Transfer of title		

² See Reclamation Manual Directives and Standards FAC 06-02, *Dam Safety Issues in Title Transfers*.

³ Consider whether the Project is currently subject to Reclamation Reform Act, and whether this is a full or partial title transfer.

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Questions	Notes/Responses/Discussion	Action Items and Outstanding Questions
(2) Possible changes in Project operations		
(3) Other actions		
B. What are the Endangered Species Act considerations?		
C. What are the National Historic Preservation Act considerations?		
D. What hazardous sites and associated remediation may be necessary?		
E. What Water Quality or Clean Water Act requirements might apply? ⁴		
F. What other compliance activities may be necessary?		
23. Do the requested facilities receive Project Use Power? If yes, list the contract name and number.		
A. How much Project Use Power is currently under contract or otherwise obligated to the requestor and the facilities?		
B. What are the historic Project Use Power monthly and annual consumption levels?		
C. Is this anticipated to continue after the transfer?		

⁴ Consider salinity or selenium issues.

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Questions	Notes/Responses/Discussion	Action Items and Outstanding Questions
D. What are the existing load sources authorized for Project Use Power?		
E. Which Power Marketing Agency is involved?		
24. Is the requestor willing to assume all liability for the requested facilities?		
A. Does the requestor know what their insurance requirements and costs will be?		
25. Is there outstanding litigation regarding the facilities, land, or requestor that could impact the title transfer?		
26. Are there any Federal employees working at the facilities who would be affected by the title transfer?		
27. Who are the Project beneficiaries, stakeholders, and other members of the public that might have an interest in this title transfer? Identify all parties, including those within the following categories:		
A. Non-Federal		
(1) Irrigation		
(2) Municipal and industrial		
(3) Recreation		
(4) Environmental groups		

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Questions	Notes/Responses/Discussion	Action Items and Outstanding Questions
(5) Power ⁵		
(6) Landowners		
(7) County government		
(8) City and municipal government		
(9) State government ⁶		
(10) Tribes		
(11) Leaseholders – cabins, grazing, oil and gas, others		
(12) Other		
B. Departments and Federal Agencies		
(1) Bureau of Land Management		
(2) National Park Service		
(3) Bureau of Indian Affairs		
(4) U.S. Fish and Wildlife Service		
(5) Office of Natural Resource Revenue		
(6) U.S. Army Corps of Engineers		
(7) National Oceanic and Atmospheric Administration, Fisheries		
(8) Western Area or Bonneville Power Administration		

⁵ In addition to any non-Federal power beneficiaries, consider any entities holding non-Federal hydropower development authorizations issued by Reclamation (via a lease of power privilege) or the Federal Energy Regulatory Commission (FERC) (via the FERC licensing process). Authorizations may be for online hydropower facilities or in development hydropower facilities.

⁶ Consider sub-divisions, such as water resources, State engineer, fish and game, State Historic Preservation Officer, water quality, public health, and parks and recreation agencies.

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Questions	Notes/Responses/Discussion	Action Items and Outstanding Questions
(9) Treasury Department		
(10) Department of Defense (Army, Navy, etc.)		
(11) Federal Energy Regulatory Commission		
(12) Environmental Protection Agency		
(13) Office of Management and Budget/Congressional Budget Office		
C. Congressional Staff and Congressional District(s)		
(1) House member(s)		
(2) Senator(s)		
(3) House committee staff		
(4) Senate committee staff		
28. Which stakeholders or other interested parties have been notified of the potential transfer?		
29. What level of public involvement and participation is the requestor willing to carry out?		
30. What title transfer activities have already been initiated or completed?		
A. Memorandum of Agreement between Reclamation and the requestor		

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Questions	Notes/Responses/Discussion	Action Items and Outstanding Questions
B. Initial transaction cost and valuation estimate		
C. Public outreach and communications plan		
D. Environmental compliance activities (National Environmental Policy Act, Hazardous Materials, National Historic Preservation Act)		
E. Land surveys (as needed)		
F. Asset valuation		
G. Draft title transfer agreement		

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Reclamation Categorical Exclusion (CE) Department of the Interior (DOI) National Environmental Policy Act (NEPA) Handbook, Appendix 2, 14.5 F(1)

1. Qualification factors under DOI NEPA Handbook, Appendix 2, 14.5 F(1) are as follows:
 - A. The potential transferee must demonstrate the technical capability to maintain and operate the facilities and lands on a permanent basis and an ability to meet financial obligations associated with the transferred assets.
 - B. The potential transferee must affirm that it has no plans to change the maintenance, operations, or use of the lands and water associated with the transferred facilities.
 - C. The potential transferee must ensure that there are no competing demands for use of the transferred facilities, with the exception of those demands accommodated by existing contractual arrangements.
 - D. The potential transferee must ensure that the facilities proposed for transfer are not hydrologically integrated with other facilities, thereby impacting other contractors, stakeholders, or activities, with the exception of those impacts accommodated by existing contractual arrangements.
 - E. The transfer would not include lands or facilities involving Indian trust responsibilities.
 - F. The potential transferee must ensure that issues involving existing contracts and agreements, and interstate compacts and agreements, are resolved, and treaty and international agreement obligations are fulfilled prior to transfer.
 - G. The potential transferee must assume responsibility for all commitments and agreements into the future.
 - H. Potentially affected State, local, and tribal governments; appropriate Federal agencies; and the public will be notified of the initiation of discussion to transfer title and will have: (a) the opportunity to comment and suggest options for remedying any problems; and (b) full access to relevant information, including proposals, analyses, and reports related to the proposed transfer.
2. Considerations to determine whether the project is consistent with the CE language and Qualification Factors include the following:
 - A. The requestor's future project plans include maintenance, rehabilitation, and replacement of existing Federal facilities within the same facility footprint and prism, and for the same type, location, and size of existing infrastructure. The following are examples of activities that would not qualify for the CE:

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- (1) new routing of pipelines, canals, or laterals.
- B. The requestor's future project plans include only minor construction activities that would result in no new ground disturbance and no adverse effect. The following are examples of activities that would not qualify for the CE:
 - (1) lining existing canals within the same footprint but would dewater adjacent wetlands; or
 - (2) construction of new roads, facilities, and/or buildings.
- C. The requestor's future project plans include no increase or change in timing of diversions and discharges, and there would be no new ground disturbance and no adverse effect. For example, replacement or addition of measurement systems to monitor and regulate flows would qualify for the CE, if contained within the existing facility prism.
- D. The requestor's future project plans for the transferred facilities do not change or lead to changes in use of Project lands or waters. The following are examples of activities that would not qualify for the CE:
 - (1) plans to change Project purposes from agriculture to municipal and industrial;
 - (2) plans for the facilities to serve new uses, such as for water transfers or excess capacity; or
 - (3) future plans to expand project water delivery.
3. Reclamation will make the determination on the appropriate level of NEPA review and documentation, including whether a requested title transfer satisfies the CE language and qualification factors, or if it would trigger any of the extraordinary circumstances as described in 43 CFR 46.215.
4. Although the qualification factors for the CE are similar to eligibility criteria under 43 U.S.C. 2902, et seq., eligibility under one does not indicate eligibility under the other.
5. Consistent with its tenets, the scope of the NEPA analysis should focus on aspects of the action that may have an environmental effect and the specific aspects of the resource that may be affected. Therefore, the inability to apply the CE language or if the Qualification Factors are not met may indicate an Environmental Assessment or Environmental Impact Statement is required. The anticipated environmental effects associated with the action under consideration will inform what level of NEPA review is appropriate.



United States Department of the Interior

BUREAU OF RECLAMATION
Washington, DC 20240



IN REPLY REFER TO:

86-67200

X.X.XX

Memorandum

To: [INSERT NAME]
Commissioner
Bureau of Reclamation

Through: [INSERT NAME]
Director – National Programs
Attn: [INSERT ORG CODE] [INSERT NAMES]

From: [Regional Director]

Subject: Request for Approval to Proceed with the Memorandum of Agreement (MOA) and Contributed Funds Agreement (CFA) with [Requesting Entity] to Continue the Title Transfer Process for [Division/Unit/Project] Facilities

The [Requesting Entity] formally requested title to facilities associated with the [Division/Unit/Project] in [state] through a letter to the [RD or AO Manager] on [Date]. Regional [and Area Office/Field Office] staff have worked with the [Requesting Entity] to complete the Title Transfer Checklist (CMP 11-01, *Title Transfer for Reclamation Project Facilities*, Appendix A). At this time, we believe the scope of the request is eligible for conveyance under Title VIII, Subtitle A, Section 8003(a)(1)(A) of the John D. Dingell, Jr. Conservation, Management, and Recreation Act of March 12, 2019, (Pub. L. 116-9, 43 U.S.C. §2901).

The [Region] recommends proceeding with the title transfer process under CMP 11-01 for [all/some] of the requested facilities. [If the Region only recommends proceeding with part of the request, explain here].

If you have questions or need additional information, please contact [Area Office Manager] at [phone number or email address] or [Regional Title Transfer Coordinator] at [phone number or email address]. If you are deaf, hard of hearing, or have a speech disability, call 7-11 to access telecommunications relay services.

Attachments – 5

1. Briefing Paper
2. Map – [Name of Title Transfer or Map]
3. Appendix A – Title Transfer Checklist
4. Draft MOA

5. Draft CFA

The action taken herein is pursuant to an existing delegation of authority.

Approved

Disapproved

[INSERT NAME]
Commissioner
Bureau of Reclamation



United States Department of the Interior

BUREAU OF RECLAMATION
Washington, DC 20240



IN REPLY REFER TO:

86-67200
X.X.XX

Memorandum

To: [INSERT NAME]
Commissioner
Bureau of Reclamation

Through: [INSERT NAME]
Director – National Programs
Attn: [INSERT ORG CODE] [INSERT NAMES]

From: [Regional Director]

Subject: Request for Approval to Proceed with the Memorandum of Agreement (MOA) and Contributed Funds Agreement (CFA) with [Requesting Entity] to Continue the Title Transfer Process for [Division/Unit/Project] Facilities

The [Requesting Entity] formally requested title to facilities associated with the [Division/Unit/Project] in [state] through a letter to the [RD or AO Manager] on [Date]. The scope of the title transfer was authorized under [Authority/Law] signed into law on [Date]. The scope of this title transfer was not eligible under Title VIII, Subtitle A, Section 8003(a)(1)(A) of the John D. Dingell, Jr. Conservation, Management, and Recreation Act of March 12, 2019, (Pub. L. 116-9, 43 U.S.C. §2901).

Regional [and Area Office/Field Office] staff have worked with the [Requesting Entity] to complete the Title Transfer Checklist (CMP 11-01, *Title Transfer for Reclamation Project Facilities*, Appendix A).

The [Region] recommends proceeding with the title transfer process under CMP 11-01 and executing the Memorandum of Agreement for the title transfer as directed under [Authority/Law].

If you have questions or need additional information, please contact [Area Office Manager] at [phone number or email address] or [Regional Title Transfer Coordinator] at [phone number or email address]. If you are deaf, hard of hearing, or have a speech disability, call 7-11 to access telecommunications relay services.

Attachments – 6

1. Briefing Paper
2. Map – [Name of Title Transfer or Map]
3. [Authority/Law]
4. Appendix A – Title Transfer Checklist

- 5. Draft MOA
- 6. Draft CFA

The action taken herein is pursuant to an existing delegation of authority.

Approved

Disapproved

[INSERT NAME]

**Commissioner
Bureau of Reclamation**