

# Reclamation Manual

## Directives and Standards

### Contract Compliance Review (CCR) Standard Checklist

#### A. General Contractor & Contract Information

Bureau of Reclamation staff must complete this section prior to the onsite or desktop review.

1. <b>Contractor Name:</b>	
2. <b>Date of CCR:</b>	3. <b>Year under Review:</b> _____ <input type="checkbox"/> Irrigation Season <input type="checkbox"/> Calendar Year <input type="checkbox"/> Water Year <input type="checkbox"/> Other
4. <b>Reclamation Region/Area Office:</b>	5. <b>Authorized Uses of Water:</b> <input type="checkbox"/> Irrigation <input type="checkbox"/> Municipal and Industrial (M&I) <input type="checkbox"/> Both
6. <b>Review Team</b> (identify the lead reviewer):	7. <b>Type of Review:</b> <input type="checkbox"/> Onsite Review <input type="checkbox"/> Desktop Review
8. <b>Reclamation Project(s)</b> (include project division(s) and unit(s), as applicable). Identify authorized project purposes and authorizing legislation.	
9. <b>List all contracts under review.</b> Identify (1) contract number, (2) contract type (e.g., water service, repayment, combination, other), and (3) contract term and/or effective dates/repayment period:	

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10. **Identify the most recent contract action for each contract under review** (i.e., an action that created, renewed, amended, or supplemented a contract).

11. **Based on the contract and other available information, what are the uses of contract irrigation water?** (e.g., farm and non-farm, such as parks, schools, golf courses, etc.). Also, identify the records used to answer this question.

12. **Were any contract actions completed on or after July 24, 2013? Yes/No**

**Did the amendments/supplements provide new or additional benefits? Yes/No**

**Does the contract expressly recognize the application of PEC P05 or incorporate its definition of “irrigation use” (Paragraph 3.G.)?<sup>1</sup> Yes/No**

If yes, please provide details and describe any change in the use of water.

13. **Has any contract under review formally converted water from irrigation to another type of use since the execution of the contract? Yes / No**

If yes, indicate the quantities converted, the use(s) to which the water was converted, and the formal process(es) through which the water was converted (e.g., contracting action, state change of use process, etc.).

14. **When was the previous CCR for this contractor completed?** Identify which contract(s) were reviewed in the prior CCR and summarize findings and any known issues to be resolved between the contractor and Reclamation.

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<sup>1</sup> See attachment A ([RM D&S PEC 05-08, Appendix C](#)) to this Checklist for information regarding PEC P05's water use definitions and assistance in determining whether they apply to water made available under the contract(s).

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<b>A. General Contractor &amp; Contract Information cont.</b>		
Question	Yes/No	Cite Article in Contract and/or relevant information.
<b>Does the contract include a specific definition of irrigation and/or M&amp;I use?</b>		
<b>Does the contract identify the service area for the contract and/or acreage authorized to receive contract water? If not, describe how the service area is determined.</b>		
<b>Does the contract require the contractor to maintain and provide Reclamation with records related to contract water delivery and use?</b>		
<b>Is the contractor required to measure water deliveries and monitor types and places of contract water use?</b>		
<b>Do Reclamation records indicate the contractor is current on required payments to the United States for construction and/or operation and maintenance under current contract(s)?</b>		

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### B. Contractor Questions

This section is completed with the contractor during the review.

1. **What are the sources of water received in the contractor's service area, including water from Reclamation?**
  - Identify the quantity of contracted project water the contractor is entitled to and indicate whether project water is full and/or supplemental water supply.
  - State how much project water was delivered in the period under review.
2. **What were the uses of the M&I water delivered in the year under review (e.g., parks, city, golf courses, cemeteries, etc.)?**
3. **What were the uses of irrigation water delivered, and what agriculture is grown in the service area? If there were uses other than commercial agriculture, describe them (e.g., non-farm residences, parks, schools, golf courses, etc.).**
4. **Describe the contractor's process for recording and tracking water deliveries, including billing and payment. How is pricing determined for irrigation vs. M&I use?**
  - Identify the records used in answering this question.
  - Are water meters used? If not, how are water deliveries measured?
  - Which reports are the contractor required to prepare, to whom does the contractor report them, and how often?
  - What were the quantities of contract water delivered for each purpose?

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**5. What is the contractor's process for monitoring places and types of uses of water? What safeguards exist to identify inappropriate use and/or deliveries and uses outside the authorized service area?**

- Explain how unauthorized deliveries or uses of contract water are addressed and corrected if they occur.
- Clarify how the contractor determines whether a change in the type of use of contract water has taken place and how these are addressed.

**6. Have there been any changes in the contractor's service area, or has the area experienced any urbanization? Has there been any change in uses of water?**

- Identify if any formal conversions have been done.
- Are lands known to be subdividing receiving contract irrigation water?
- How are water uses monitored on subdividing lands to ensure authorized uses?

**7. Is there any additional information that is helpful in understanding the deliveries and uses of contract water in the period under review (e.g., transfers, exchanges, carry-over, etc.)?**

**8. Are there any district improvements or other information you wish to share?**

**9. Is there anything additional you wish to add?**

**10. Lead Reviewer Signature and Date:**