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All Irrigation Districts Subject to the Acreage  
Limitation Provisions of Reclamation Law

Subject: Use of Substitute Reclamation Reform Act of 1982 Forms

On December 4, 1997, the Bureau of Reclamation (Reclamation) sent to all districts the "Reclamation Reform Act of 1982 Certification and Reporting Forms Standards" (Standards). This document provides the general requirements and conditions for the development, printing, and approval of forms that are to be used in lieu of the Reclamation Reform Act of 1982 (RRA) certification and reporting forms distributed by Reclamation.

Beginning with the 1999 water year, acceptable forms are only (a) forms that were distributed by Reclamation or legible photocopies of such forms, (b) forms that were prepared by scanning the forms distributed by Reclamation, with no changes made to the electronic version, or (c) substitute forms approved by Reclamation. No grace period will be provided in 1999 (or in future water years) for developers and users of substitute forms to seek Reclamation's approval of their form(s). The use of unapproved substitute forms by or for landholders will be considered a form submittal violation, subject to the assessment of the administrative fee in the Acreage Limitation Rules and Regulations, 43 CFR 426.20. [Note: The substitute forms requirements do not apply to continuation sheets (Form 7-21CONT-I, Form 7-21CONT-L, and Form 7-21CONT-O). Therefore, the administrative fee will not be assessed in those cases where unapproved substitute continuation sheets are used.]

All substitute RRA forms approved by Reclamation have a substitute form approval number (SFAN) assigned to the forms (e.g., SFN-01, SFN-02, etc.), and the developers of such forms are requested by Reclamation to print the assigned SFAN in the bottom left margin of the first page of each form that has been approved. All forms that have been assigned an SFAN during 1998 are approved for use in 1999 once the developer changes the year from 1998 to 1999 each instance it is identified on the form(s) (e.g., "Do not use this form after December 31, 1999").

The following example is provided to clarify how the administrative fee will be applied:

*Example:* District A, which delivers water to 50 landholders, develops both substitute landholder forms and district summary forms. The landholders use the substitute forms in 1997, 1998, and 1999. The district begins to use the substitute summary form in 1999. During a water district review in December 1999, Reclamation finds that none of the substitute forms have been approved by Reclamation.

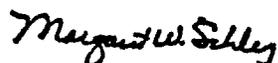
*Landholder forms:* The administrative fee will not to be assessed for the use of unapproved substitute forms in 1997 or 1998. However, for the 1999 water year, a form submittal violation exists for each landholder that did not submit an approved form prior to receipt of water in 1999. Accordingly, the administrative fee will be assessed for each of these landholders. The landholders also are required to resubmit forms for 1999, using either forms distributed by Reclamation or substitute forms approved by Reclamation. The landholders are not eligible to receive water in 2000 (or a future water year) until acceptable forms for both 1999 and 2000 (or the future water year) are submitted.

*District summary form:* The administrative fee provision does not apply to the district summary form. However, the district is to be advised that Reclamation considers its summary form submittal for 1999 incomplete until the summary is submitted on either a summary form distributed by Reclamation or a substitute summary form approved by Reclamation. See Note 1 on next page

Districts using computer-generated printouts (printouts) instead of Reclamation distributed Tabulations A, B, C, D, E, and F (Tabulation) must also submit their printouts for review and approval by Reclamation. Reclamation will only approve the use of such printouts as attachments to Reclamation's Tabulation sheets. Once Reclamation approves such a printout, the district is notified by letter of its approval; however, no SFAN is assigned to such printouts.

If you have questions on the use of substitute RRA forms, please contact the Reclamation office nearest you.

Sincerely,



Margaret W. Sibley  
Director, Program Analysis Office

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**Note 1:** Tabulation F is an optional form; computer-generated printouts of Tabulation F do not require Reclamation's approval prior to use. Tabulation G (for farm operator information) is a required form; therefore, computer-generated printouts of Tabulation G require Reclamation's approval prior to use.