

Reclamation Manual

Directives and Standards

Title I Checklist For Regional Drought Coordinators Request for Emergency Assistance

The following items should be included in the request for assistance package that is submitted to the Denver Office by the Regional Drought Coordinator:

1. Name of the State or tribal entity requesting assistance.
2. Does the State or tribe have a cooperative drought contingency plan that has been submitted to Congress? If not, has a drought declaration been issued by the Governor or tribal governing body?
3. Attach a copy of drought declaration to the package of assistance requested.
4. Type of activity requested. If the request would involve construction, management, or conservation activities by Reclamation or others, please describe the activity, the responsible party, and the anticipated duration of the activity. Also include the following information:
 - A. Provide location (legal description and indication of whether it is within or outside of an authorized Reclamation service area).
 - B. Provide a U.S. Geological Survey 7.5-minute map showing location of action.
 - C. Provide ownership information of property where action would occur (name, title, address, and telephone number of owner).
 - D. Identify project or nonproject facilities that would be involved.
 - E. Describe new, temporary, or permanent facilities or structures, if any, and the timeframe and duration of construction.
 - F. For temporary facilities, describe how the design would be specifically limited to meet minimum standards necessary to provide drought relief and describe plans for removal of temporary facilities, if applicable.
 - G. Identify other agencies or private groups that would be involved, including a description of their involvement.
 - H. Describe the financial cost to Reclamation if the request were approved.

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- I. Identify any other existing Reclamation programs that may be used to implement the identified actions.
5. Describe how the action would mitigate the drought impacts or losses in a timely manner.
6. Regional Director concurrence of the emergency request.
7. A Project Request Form (Appendix C) should be used to identify the Regional Office's priority and any cost-sharing, if applicable.
8. Include appropriate funding in your request to cover environmental and cultural resource compliance costs.