

Reclamation Manual

Directives and Standards

Contract Compliance Review (CCR) Standard Checklist Version B: Municipal and Industrial (M&I)-Only¹

A. Cover Information This section is completed by Bureau of Reclamation staff prior to the CCR.	
1. Contractor:	
2. Date of CCR:	3. Dates of Period under Review (e.g., irrigation season, water year, calendar year, etc.):
4. Reclamation Region:	5. Area Office:
6. Reviewers (identify lead reviewer²):	
7. Type of Review: <input type="checkbox"/> Onsite Review <input type="checkbox"/> Desktop Review	
8. Reclamation Project(s) (include Project Division(s) and Unit(s), as applicable):	
9. List all contracts under review by contract number and identify (1) contract type (e.g., water service, repayment, combination, other), (2) authorizing Federal law(s), and (3) contract repayment term and/or effective dates (execution and termination dates):	
10. Identify the most recent contract action on each contract under review (i.e. an action that created, renewed, amended, or supplemented a contract).	
11. Has Reclamation conducted a CCR with the contractor before? If so, provide the date and a summary of most recent findings, including any compliance issues or potential compliance issues and their current statuses.	

¹Use this checklist when the contracts to be listed under section A.9. only allow M&I uses of contract water.

²See Paragraph 7.A. of Reclamation Manual (RM) Directives and Standard (D&S), *Conducting and Documenting Contract Compliance Reviews and Resolving Contract Compliance Issues* (PEC 05-08).

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B. Pre-Review Questions

Reclamation staff completes this section prior to the CCR and reviews it with the contractor during the CCR to ensure consistency. (Mark questions that do not apply with “NA.”)

Authorized Project Purposes³

1. What are the authorized project purposes? Identify the source for this information.
2. If applicable, provide the statutory water allocation for each project purpose and state whether the Secretary of the Interior has discretion to allocate or reallocate the water among the project purposes.
3. Provide any additional information regarding authorized project purposes that is relevant to the review.

Required Monitoring, Records, and Correction of Issues

4. Is the contractor required by the contract(s) to measure contract water deliveries and monitor types and places of contract water use? If so, identify the relevant contract article(s) and summarize the requirements.
5. Is the contractor required by the contract(s) to provide Reclamation with records related to contract water delivery and use? If so, identify the relevant contract article(s) and summarize the requirements.
6. Does Reclamation monitor the contractor’s water deliveries and the places and types of water use (other than through the CCR process)? If so, what sources of data does Reclamation use to determine whether contract water deliveries and uses comply with applicable contract terms and law and how often does Reclamation review these data? What procedure does the region follow if these data indicate a contract compliance issue?

³“Project Purpose” means “[a] purpose that a Federal water resource project is legislatively authorized to serve” (from RM D&S, *Water and Related Resources Feasibility Studies* (CMP 09-01), Paragraph 3.S.). This section is included in this M&I-only checklist because there may be M&I-only contracts in multipurpose projects and the information is important if conversions are occurring.

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7. Provide any additional information regarding required monitoring, records, and correction of issues that is relevant to the review.

Authorized Quantity of Contract Water

8. State the total quantity of contract water to which the contractor was entitled under the contract(s) in the period under review. If this information cannot be provided, explain. Separate project water from non-project water, if applicable.

9. Does Reclamation provide the contractor with a full water supply, a supplemental water supply, or both? Provide details.

10. Do records available to Reclamation indicate the quantity of contract water delivered in the water year under review? If so, state quantity and source of information.

11. Provide any additional information regarding authorized quantity of contract water that is relevant to the review.

Authorized Types of Contract Water Use

12. If the contract(s) defines "M&I," or otherwise defines or limits the authorized water uses, provide the definition/limiting provision(s) below.

13. If part of the contractor's contract water supply is non-project water, provide the details (amount, uses, etc.) and cite the authorizing contract provision(s).

14. Do records available to Reclamation indicate that contract water delivered for M&I use has been put to another use? If so, state the source of the information and describe the type(s) of use it indicates.

15. Provide any additional information regarding authorized types of contract water use that is relevant to the review.

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Authorized Places of Water Use
16. Do the contract(s) and/or associated documents or authorities define the water service area authorized to receive contract water?
17. Does available information indicate that contract water is being delivered outside authorized areas or to unauthorized recipients? If so, provide details.
18. Provide any additional information regarding authorized places of water use that is relevant to the review.
Payments Required by Contract
19. What are the rates/prices for contract water?
20. What are the contractor's contractual payment obligations, including operation and maintenance costs?
21. Are periodic rate reviews and adjustments provided for under the contract(s)? If so, how often? When was the last rate review and what were the results?
22. Are any incidental or miscellaneous revenues credited against the contractor's annual payment obligations to the United States (front-end credits)? If so, state the source of the revenues and the authority for crediting them against the contractor's annual obligations.⁴
23. Describe the process the region uses to collect payments required under the contract(s) and to reconcile revenues received with the applicable contractual payment obligations.

⁴See RM Policy, *Incidental Revenues* (PEC P03), and D&S, *Crediting Requirements for Incidental Revenues* (PEC 03-01), for requirements and information relating to incidental revenues generally, and see Paragraph 6.B. of PEC 03-01 regarding front-end credits in particular.

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24. How does the region resolve inconsistencies between contractual payment obligations and the revenues received in payment of those obligations?

25. Do Reclamation records indicate that the contractor is current on the payments it is required to make to the United States under the contract(s)?

26. Provide any additional information regarding payments required by contract that is relevant to the review.

C. Contractor Review Questions

This section is filled out during the review based on information provided by the contractor.

Contractor's Monitoring, Records, and Correction of Issues

1. How does the contractor ensure that contract water is delivered and used as authorized? Describe the devices and/or processes the contractor uses to measure water deliveries and to monitor the types and places of use.

2. How does the contractor ensure that contract water is delivered and used as authorized?

3. How does the contractor correct unauthorized deliveries or uses of contract water if they occur?

4. Is the contractor required to report its water deliveries/uses periodically to Reclamation, the State, or another entity? If so, what information is the contractor required to report, who does the contractor report it to, and how often?

5. Provide any additional information regarding the contractor's monitoring, records, and correction of issues that is relevant to the review.

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Quantity of Contract Water Delivered

6. According to the contractor's records, how much contract water was delivered in the period under review?
7. If the water made available under the contract(s) supplements other supplies available to the contractor, what percentage or fraction of the contractor's water supply is contract water?
8. Provide any additional information regarding the quantity of water delivered that is relevant to the review.

Types of Contract Water Use

9. Was all contract water delivered for M&I purposes in the period under review? If not, provide other type of use to which contract water was delivered and quantity that was delivered.
10. Has any contract water been formally converted from M&I to another type of use since execution of the contract? If so, indicate the quantities converted, the use(s) to which it was converted, and the formal process(es) through which the water was converted (e.g., contracting action, State change of use process, etc.).
11. Provide any additional information regarding types of contract water use that is relevant to the review.

Places of Contract Water Use

12. Is all contract water delivered within the contractor's authorized service area? If not, state the quantity of water delivered outside the authorized area and identify the recipient(s).

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13. How does the contractor determine whether water is being used outside the authorized service area?

14. Provide any additional information regarding places of contract water use that is relevant to the review.

Additional Information

15. Provide any additional information needed to understand the deliveries and uses of the contractor's contract water in the period under review (e.g., transfers, exchanges, carry-over, etc.).