

Reclamation Manual

Directives and Standards

Contract Compliance Review (CCR) Standard Checklist Findings Section¹

D. Findings

This section is completed by the reviewers after the review. Provide additional information as needed to clarify answers.

1. **Measurement and Records.**

Are the contractor's measurement capabilities and practices adequate to monitor compliance with contractual and legal requirements for the delivery and use of contract water?

Yes

No

Did the contractor produce records from which contract compliance could be determined? Are there any gaps in information (Reclamation records, the contractor's records, and visual observations taken together) that need to be addressed to ensure that contract water is being delivered and used in conformity with relevant contractual and legal requirements?

List the documents used to verify the findings stated above and identify the Reclamation office where the documents are on file.

2. **Quantity of Water.** Was the quantity of water delivered within the contractually authorized quantity?

Yes

No

3. **Type(s) of Use.** Was there any indication, based on records reviewed, statements during the review, and visual observations, that water was being put to unauthorized types of use?

Yes

No

¹Complete this section for each CCR and attach it to the final copy of each checklist. Do not include it with the copy of the checklist provided to the contractor before a CCR.

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<p>4. <u>Place(s) of Use.</u> Was there any indication, based on records reviewed, statements during the review, and visual observations, that lands outside of the authorized service area or above the authorized acreage received contract water during the period under review or were receiving contract water at the time of the review?</p> <p style="margin-left: 20px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>		
<p>5. <u>Payments.</u> Is the contractor current on all payments it is required to make to the United States under the contract(s) reviewed?</p> <p style="margin-left: 20px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p style="margin-left: 20px;">How was this determined?</p>		
<p>6. <u>Other.</u> If any issues or potential issues were identified that are not addressed by the questions above, please provide details.</p>		
<p>7. Was a visual survey of the contractor's service area and/or facilities conducted?</p> <p style="margin-left: 20px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p style="margin-left: 20px;">If not, provide basis for decision not to conduct visual survey.</p>		
<p>8. <u>General Summary.</u> Discuss the findings made during the review and provide recommendations concerning the need, type, and frequency of future reviews or necessary actions.</p>		
Signature of Lead Reviewer	Date Finalized	Telephone No.