

**Summary of Reclamation Process for General Contracting Actions
Prepared by Great Plains Region**

1. **Initiate Action**
 - A. Contractor's Request – should identify issues
 - B. Review issues internally
 - (1) Water Rights
 - (2) Environmental Studies
 - (3) Field Office
 - (4) Solicitor
 - (5) Meet with Contractor – clarify issues
 - (6) Provide for notice in Federal register
2. **Reclamation prepare internal documents**
 - A. Review Authority
 - B. Review Delegations of Authority
 - C. Prepare request delegation of authority
 - D. Initiate National Environmental Policy Act, Endangered Species Act, Fish & Wildlife Coordination Act and National Historic Preservations Act
3. **Preliminary Studies**
 - A. Vary greatly depending on action.
 - B. New or renewal contracts may require
 - (1) Needs analysis
 - (2) Groundwater Studies
 - (3) Land Classification
4. **Contract Negotiations**
 - A. Following approval by Commissioner of Reclamation
 - B. Draft contract
 - C. Review internally including Field Solicitor
 - D. Submit draft contract to contractor before negotiation
 - E. Public Participation
 - (1) Federal Register Notice or include in the listing entitled "Quarterly Tabulation of Pending Contract Actions"
 - (2) Announce meeting in local press release at least a week in advance of Negotiations
 - (3) Provide copy of draft contract to interested parties requesting a copy
 - F. Prepare Meeting reports
 - G. Finalize draft contract

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5. Complete Environmental Review and Documentation
 - A. NEPA, ESA, FWCA and NHPA
 - B. Initiate environmental documentation as soon as possible
 - C. Determine what actions are needed and prepare analysis
 - D. If required, coordinate with Fish and Wildlife Service
 - E. Consult with State Historic Preservation Officer on NHPA
 - F. Complete environmental documentation

6. Contract Approval
 - A. Submit contract to contractor for approval
 - B. Announce availability of contract for public review and comment for a period of 60 days

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