



United States Department of the Interior

BUREAU OF RECLAMATION
P.O. Box 25007
Denver, CO 80225-0007



IN REPLY REFER TO:

84-55000
2.2.4.23

Subject: Temporary Electronic Submittal Option for Landholder Reclamation Reform Act of 1982 Forms for Only the 2020 Water Year

Dear Water District Leadership:

Reclamation is taking steps to be responsive to challenges and protective measures related to COVID-19 in the best interests of all parties involved. For many water districts and associations, the current and coming months are the usual time for landholders and districts to submit and receive Reclamation Reform Act of 1982 (RRA) forms in advance of first delivery of Reclamation irrigation water for the 2020 irrigation season. This letter details alternatives to the usual hard copy, paper submission of RRA forms by landholders who receive Reclamation irrigation water to be responsive to local conditions, which could include business office closures and stay at home orders. These alternatives are being offered for all RRA forms required to be submitted for only the 2020 water year, to facilitate protection of personal health during these challenging times, and still conduct necessary business.

As always, districts are expected to maintain protection of information on the RRA forms that is covered by the Privacy Act of 1974. This includes practices such as refraining from leaving RRA forms out in plain view, refusing to give Privacy Act information to anyone other than the landholder to which the information applies, and encrypting any electronic material that contains Privacy Act information prior to sending it via electronic means. Provided districts can maintain the usual level of Privacy Act protection as would be given to hard copy RRA forms, the electronic RRA form submittal options detailed in Enclosure 1 are available for voluntary use during the 2020 water year. Enclosure 2 details Reclamation's requirements for the contents of landholder files when Reclamation RRA staff come to your district for a future regularly scheduled water district review, if your district chooses to utilize an electronic RRA form submittal option for the 2020 water year. Enclosure 3 provides sample language for use as detailed in Option 3 on Enclosure 1. Districts and/or multidistrict landholders should continue their usual practices for providing copies of RRA forms to all applicable districts, particularly if the forms are submitted electronically using one of the options detailed in Enclosure 1.

Districts are not required to utilize electronic RRA form submittal. The options offered in Enclosure 1 are entirely voluntary and intended to lessen the burden of obtaining RRA forms from landholders when hard copy, paper submittal is made difficult in the current health-conscious environment for many cities, states, and businesses. However, if anything in either Enclosure 1 or Enclosure 2 are prohibitive for your district, the traditional option of submitting

hard copy, paper RRA forms is always available, utilized in the manner that is most appropriate for your district.

The electronic RRA form submittal options in Enclosure 1 are available for only the 2020 water year at this time. In fall/winter 2020, your regional RRA coordinator will be contacting districts that utilized an electronic submittal option this year, to gather input and feedback for ascertaining whether electronic submittal can be permanently offered after 2020 as a viable form submittal option. Please direct any questions to your regional RRA coordinator, who will work with you to find the best RRA form submittal option for your district's situation.

Sincerely,

Karl J. Stock
Manager, Reclamation Law
Administration Division

Enclosures - 3