



DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
WASHINGTON, D.C. 20314-1000

DEC 8 2011

CECW-CO

MEMORANDUM FOR CHIEFS, OPERATIONS DIVISION, MAJOR SUBORDINATE COMMANDS
AND DISTRICT COMMANDS

SUBJECT: Contribution and Donor Recognition Plan Sample Template and Clarification of Authorities
Related to Construction by Non-Federal Entities at USACE Civil Works Projects

1. I am pleased to announce the availability of a new template for U.S. Army Corps of Engineers Contribution and Donor Recognition Plans, providing a format for development of project-level or district-level Contribution and Donor Recognition Plans. The template has been reviewed and approved for use Corps-wide by HQUSACE Resource Management and Office of Counsel.
2. Projects/districts that already have a plan do not need to create a new version. The sample Contribution and Donor Recognition Plan is purely a tool to help with development; it is not a mandatory format, nor does it have to be copied word for word. Each location that elects to use this sample should amend certain sections of the document to match their processes.
3. References:
 - a. Memorandum from the Office of the Chief Counsel to Ms. Heather Burke, National Partnership Program Manager, subject: Draft Contributions and Recognition Plan, dated 12 October 2011 (Approval by OC of sample contribution plan template)
 - b. Memorandum from the Office of the Chief Counsel to CECW-CO, subject: Construction by Non-Federal Entities at USACE Civil Works Properties, dated 21 November 2011 (Further clarification explaining the authority to accept construction services as a contribution)
4. Please note that the authority under which the U.S. Army Corps of Engineers may accept construction services as a contribution is separate from 33 U.S.C. §§ 2325 and 2328, which permit USACE to accept contributions of "funds, materials, and services" from non-federal entities (NFE). 16 U.S.C. § 460d grants the authority by which non-federal partners and volunteers may perform voluntary construction on USACE properties regardless of whether a real estate instrument is required. Volunteer construction may or may not require a real estate instrument. The requirements for the use of real estate instruments are clearly laid out in 16 U.S.C. § 460d.
5. This does not affect the operation and management of our Volunteer, Contributions, or Partnership programs. We will continue to work with partners and other volunteers to assist in the operation and maintenance of our recreation facilities and effectively manage our natural resources, including activities that involve construction or modifications of existing facilities.
6. This memo ensures that NRM personnel are aware of the authority under which NFE construction is performed, and provides a record by which USACE will know which programs could be affected if Congress were to ever amend 16 U.S.C. § 460d.

7. ER 1130-2-500, Chapter 11-2, (5)h. states "Each location that collects contributions shall have a contributions plan that describes the work that will be accomplished with any potential contributions." It is our goal that, at a minimum, all districts shall have a Contributions and Recognition Plan in place by the end of this FY. To streamline the process, a district may select to develop one plan for all projects within the district, instead of each individual project developing a plan. This will meet the intent of the regulation and bring projects into compliance.

8. We plan to keep track of which projects/districts are in compliance with this ER. Please send your approved plans to Ms. Heather Burke as they are developed and she will post them on the Gateway. As of today, we are only aware of two districts and 4 projects with Contributions Plans in place. Existing district and project-level plans are posted on the NRM Gateway at <http://corpslakes.usace.army.mil/employees/contribute/recog.cfm>

9. If you have any questions or concerns, my point of contact for this memorandum is Ms. Heather Burke, National Partnership Program Manager, (503) 808-4313.

FOR THE COMMANDER:

Encls



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CF:
Chiefs, Real Estate
Chiefs, Office of Counsel