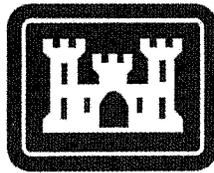


**Contribution and Donor Recognition Plan
for HQUSACE Natural Resources
Management Branch**



**US Army Corps
of Engineers®**

January 2012

Table of Contents

Introduction	1
Purpose	1
Authority	1
Authority to Accept Contributions.....	1
Acceptable Donors.....	2
Prohibited Donors	2
No Solicitation of Contributions	2
No Lobbying	2
Ethical Considerations	2
Designation.....	2
Review and Approval	2
Program Administration	2
General.....	2
Monetary Contributions.....	3
Non-Monetary Contributions	3
Reporting	3
Potential Projects	4
Recognition of Contributions	4
Approvals	6

Introduction

The Corps Contribution Program permits the Corps to accept monetary services, or material contributions from groups (including governmental entities, but excluding project sponsors) and individuals in connection with carrying out water resources projects for environmental protection and restoration or for recreation. Whether in the form of cash, materials or services, contributions have the potential to result in the sharing of project operational costs and to enhance the ability of the project staff to better manage existing facilities in the public interest. In this respect, contributions (including accepting grants) have the potential to enable the natural resource management staff to fund some programs and/or projects that have, as a result of reprioritization, either been deferred or delayed due to reduced Operations and Maintenance (O&M) funds. Contributions will be carefully screened and evaluated for their suitability and no project or task will be initiated that is not in consonance with the guidance and policy of the Corps Contribution Program.

Purpose

The Contribution Plan is a tool and mechanism used to receive funds, materials, or services from outside resources to complete tasks that are described in the Master Plan or OMP (where applicable). Contributions can be utilized to accomplish tasks or projects for the protection, improvement, restoration, rehabilitation or interpretation of natural resources, environmental features, recreation areas and facilities or cultural resources.

The essential purpose of this plan is to provide a formal document that describes in general terms the categories or types of work that are eligible for being accomplished under the authority of the Corps Contribution Plan.

In conjunction with describing the general nature or categories of work to be accomplished, this plan will also address the following: general procedures and methods for receiving and accounting for monetary contributions; methods for providing recognition to contributors and acknowledge public support.

Authority

Authority to Accept Contributions: 33 USC § 2325 authorizes the Corps to accept contributions of “cash, funds, materials, and services” “in connection with carrying out a water resources project for environmental protection and restoration or for recreation.” 33 USC § 2328 authorizes the Corps to accept contributions of “funds, materials, and services” “to share the cost of managing recreation facilities and natural resources at [Corps] water resource development projects.” Additionally, 33 USC 569c authorizes the acceptance of services of volunteers. The term “contribution” includes anything of value (funds, materials, supplies, or in-kind goods or services) received from an outside source without consideration or an exchange of value, but does not include construction.¹ Funds or other items received as a result of a competitively awarded grant from a foundation are also considered a “contribution”.

¹ If a non-Federal entity seeks to perform construction at a Corps water resources project, the authority for such construction is 16 U.S.C. § 460d. This distinction is important because the requirements for how USACE must process any funds that it receives from the use of a facility constructed under 16 U.S.C. § 460d are different from how USACE must process funds received through 33 U.S.C. § 2325 and § 2328.

Acceptable Donors: The Corps may accept contributions from individuals, organizations, foundations, governmental entities, corporations and businesses. If a Federal grant is involved, a note or letter is needed stating the money is acceptable to use on Corps property.

Prohibited Donors: Contributions from a project sponsor (i.e. the party with whom the water resource project has been jointly created, a party to a project cooperation agreement (PCA) or project partnership agreement) may not be accepted. Real Estate cannot be accepted as a donation through contributions program. For information on whether a particular donation should be accepted or for further information on authorities and constraints see Section 5.1, of the Contributions, Fund Raising, and Recognition Reference Guide or ER 1130-2-500, Chapter 11.

Contributions from an entity which holds or is seeking a concessions contract or which would identify the Corps with alcohol or tobacco products shall be declined.

No Solicitation of Contributions: Corps employees may not solicit or take any actions that gives the appearance that they are soliciting contributions in support of the Corps programs or activities. The term "solicit" means any request made to a non-federal entity, group or individual for contributions to be made directly or indirectly to the Corps. There are, however, appropriate activities that Corps employees may undertake in relation to authorized fundraising by partners. Corps employees can negotiate with partners in the context of a partnership agreement and partners can then fundraise to generate their contribution to the partnership.

No Lobbying: Employees shall not engage in lobbying activities

Ethical Considerations: Corps employees are subject to ethics regulations which prohibit federal employees from giving preferential treatment to any entity or individual. Employees may not use their official title, position or authority of their public office to endorse any product, service or enterprise.

Designation: The Chief, Natural Resource Management Section, shall serve or appoint staff to coordinate the HQUSACE Contributions Program.

Review and Approval

Before receiving a contribution other than from a contribution box, the contribution must be evaluated as follows:

- A. For any donation valued at \$2,500 or more, a thorough internet search must be completed to determine whether publicly available information exists that raises concerns about the propriety of acceptance. A file shall be created that includes documentation of search findings.
- B. For contributions offered and valued at \$100,000 or above, coordination is required with the Chief, Natural Resources Management branch before acceptance can be allowed. A written summary by the National Partnership Program Manager shall be submitted.

Program Administration

General: The National Partnership Program Manager shall coordinate the contributions program ensuring procedures and policies are adhered to utilizing the "Contributions, Fundraising and Recognition Reference Guide", ER and EP 1130-2-500 Chapters 10 and 11. A

file will be assembled per contribution that includes correspondence, name of contributor, type and description of contribution, amount of contribution, and any notes.

Monetary Contributions: Monetary contributions will be deposited into account 96x8862 of the U.S. Treasury according to the requirements outlined in ER 37-2-10, Chapter 4. They can be handled like a customer order linked to an advance account to collect the check. The check should be sent to the HECSA Finance and Accounting Branch (CEHEC-RM-F) with supporting documentation identifying the purpose of the contribution, mailing address and Tax Identification Number (TIN) of the contributor to establish the advance account that will fund the Customer Order. HECSA FAB will use this information to establish an advance account for the contributor. HECSA FAB will coordinate the established advance information with HECSA Budget Office to establish to link the advance account to a Customer Order and work item assigning a work item responsible employee who will have funding control of the contributed funds. HECSA FAB will create a CEFMS receipt voucher and send the check to the UFC for deposit. Upon confirmation that the check has cleared the bank, funds will be available on the work item to initiate a procurement action for the intended use of the contribution.

Work projects (general): Monetary contributions will be deposited into account 96x8862 of the U.S. Treasury according to the requirements outlined in ER 37-2-10, Chapter 4. They can be handled like a customer order linked to an with advance account to collect the check. The check should be sent to the HECSA Finance and Accounting Branch (CEHEC-RM-F) with supporting documentation identifying the purpose of the contribution, mailing address and Tax Identification Number (TIN) of the contributor to establish the advance account that will fund the Customer Order. HECSA FAB will use this information to establish an advance account for the contributor. HECSA FAB will coordinate this information with HECSA Budget Office to establish and link the advance account to a Customer Order and a work item, assigning a work item responsible employee who will have funding control of the contributed funds. HECSA Finance and Accounting Branch will create a CEFMS receipt voucher and send the check to the UFC for deposit. Upon confirmation that the check has cleared the bank, funds will be available on the work item to initiate a procurement action for the contribution.

Work projects (specific or earmarked contributions): The procedures for deposition of such monetary contributions are the same as for the general contributions, except that a separate CEFMS account (funded work item) will be established for such contributions. Contributions "earmarked" or designated for a specific work item or project will be administered separately from the general contributions account. All such project specific or "earmarked" contributions will only be accepted for implementing work and accomplishing projects that are consistent with this plan.

Use of Contributions: Contributions may not be used for permanent employee salaries. Contributions may be made to fund salaries of term or temporary Corps employees. Contributions will not be used to begin construction or other projects or programs, unless there are sufficient appropriated and donated funds in hand to ensure completion of the work to a degree that has independent utility. Donated funds may, however, be used to advance project design work.

Process: Budget Analyst would set up a manual Customer Order in CEFMS

1. Upon receipt of the required supporting documentation: an MFR identifying the purpose of the contribution; check; mailing address; and Tax Identification Number (TIN) of the contributor.

2. HECSA F&A will use the required information in line 1 to establish an advance account and will coordinate the advance account information with HECSA Budget Office and the USACE Finance Center for deposit.

3. When deposit clears the bank, funds will be available for intended contribution purpose.

RMO contact staff regarding contributions:

HECSA Resource Management Office, Finance and Accounting Branch: – 703-428-6001.

Non-Monetary Contributions: Materials and supplies may be accepted. Coordination with Logistics Management shall occur to help determine if an item(s) needs to be identified as capital and included in an inventory. Value and items received will need to be reported in OMBIL under Partnership Agreements.

Reporting: HQUSACE must submit an annual report of the total amount of contributions via the Operations and Maintenance Business Information Link (OMBIL).

Deposits, Form, Reports: Engineering Report 3313 (remittance register) should be used to report monthly contributions when they exceed \$1,000. If \$1,000 or more, a deposit is required. A weekly deposit is recommended if funds begin to come in on a regular basis. A monthly report will be maintained at HQUSACE and be coordinated through staff in RM.

Asset Work Item: For projects valued over \$25,000 (labor and equipment included), budget staff needs to be informed this is an asset work item. This new item will be considered an “asset” and must have a separate work item to complete the task.

Potential Projects

General: Contributions will be utilized to accomplish tasks or projects for the protection, improvement, restoration, rehabilitation or interpretation of natural resources, environmental features, recreation areas and facilities or cultural resources.

Work Categories: The following list, while not comprehensive, provides some of the general types of projects that are typically identified as acceptable for contributions.

Typical Tasks Acceptable for Contributions

General Category	Specific Work Examples
Enhancement of lake aesthetics and recreation facilities	Vegetation plantings in recreation areas Removal of invasive species Repairs/upgrades to facilities Drift and debris removal Signs and marker installation Accessibility improvements
Interpretive and Water Safety Programs	Outreach materials Interpretive signage Website and Social Media page development Life jackets and other safety equipment Advertising/Marketing

	Special events
Environmental Stewardship	Forest management Wildlife management Level 1 and 2 inventories Habitat studies Trail development Develop/enhance GIS database

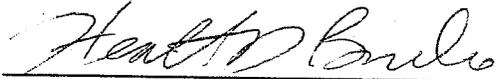
Recognition of Contributions

Appreciation to contributors can be acknowledged via letters or certificates of appreciation, news releases, photo opportunities, ribbon cutting ceremonies, plaques or other appropriate means consistent with the mission and goals of the Corps and the standards of ethical conduct.

The following procedures provide a framework for donor recognition, ensuring that recognition is commensurate with the level of donation.

- A. At a minimum, the Corps will acknowledge all direct contributions in writing through a letter of acceptance which will note the amount of cash donation, or description of materials or services provided. This may serve as a record the donor may use to verify their contribution. The letter should not attempt to value non-cash contributions.
- B. News releases coordinated through the district Public Affairs Office to print, web, radio, and television media may be used to recognize donors through unpaid media.
- C. For contributions valued at \$25,000 or more, a plaque or other appropriate sign may be purchased and placed on the project site to recognize the donation.

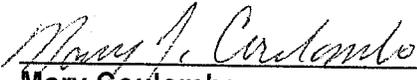
Approvals



Heather Burke
National Partnership Program Manager
HQUSACE

9/19/12

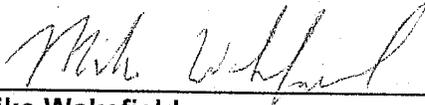
Date



Mary Coulombe
Chief, Natural Resources Management
HQUSACE

10/11/12

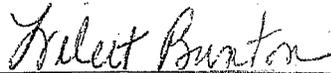
Date



Mike Wakefield
Attorney, Office of Counsel
HQUSACE

9/27/2012

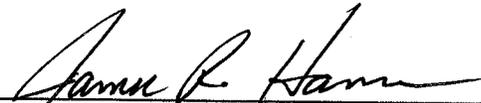
Date



Willett Bunton
Chief, Resource Management
HECSA

10/10/2012

Date



James R. Hannon
Chief, Operations and Regulatory
Directorate of Civil Works, HQUSACE

10/23/2012

Date