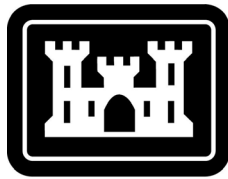


Contribution and Donor Recognition Plan for HQUSACE Natural Resources Management Branch



**US Army Corps
of Engineers ®**

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Introduction

The Corps Contribution Program permits the Corps to accept monetary, services, or material contributions from groups, including governmental entities, 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 operational costs and to enhance the ability 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 accordance 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”.

Acceptable Contributors/Donors: The Corps may accept contributions from individuals, organizations, foundations, governmental entities, corporations and businesses. If a Federal

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.

grant is involved, a note or letter is needed stating the money is acceptable to use on Corps property.

Prohibited Contributors/Donors: Contributions from a project sponsor (i.e. the party with whom the water resource project has been jointly created that is required to fund the non-federal cost share), or a party to a project cooperation agreement (PCA) 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 ER 1130-2-500, Chapter 10.

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. However, Corps employees may undertake appropriate activities 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 (NRM) Section, shall serve or appoint staff to coordinate the HQUSACE Contributions Program.

Review and Approval

Contributions may be accepted by Corps employees who have sufficient experience, training, and organizational responsibility to fully consider all factors when accepting contributions. When receiving a contribution other than from a contribution box, the contribution must be evaluated as follows:

- A. Contributions valued at \$2,500 or less may be accepted by any Corps NRM staff.
- B. Contributions valued between \$2,500 and \$100,000 may be accepted by the Chief of NRM.
- C. Contributions valued between \$100,000 and \$500,000 may be accepted by the Director of Operations and Regulatory.
- D. Contributions valued between \$500,000 and \$1,000,000 may be accepted by the Director of Civil Works.
- E. Contributions valued over \$1,000,000 may be accepted by the Deputy Commanding General for Civil Works.

Program Administration

General: The National Partnership Program Manager shall coordinate the contributions program ensuring procedures and policies are adhered to utilizing ER 1130-2-500 Chapter 10. 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 096X3123 of the U.S. Treasury according to the requirements outlined in ER 37-1-30. They can be handled like a customer order with advance use. The check should be sent to the HECSA Finance and Accounting Branch (CEHEC-RM-F) with supporting documentation identifying the purpose of the contribution. HECSA FAB will establish an advance account for the contributor. HECSA FAB will coordinate with advance information with HECSA Budget Office to establish a work item assigning a work item responsible employee and customer order linking both to the advance account. 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 contribution.

Work projects (general): Revenue collected from a contributor that is not designated by the contributor for a specific work project will be transferred to the Resource Management Office for deposit into the U.S. Treasury into the proper receipt account. Following confirmation of receipt and deposit of these funds into the U.S. Treasury, a specific CEFMS account (i.e. funded work item) will be established for contributions received. The National Partnership Program Manager will be responsible for coordinating the establishment of the CEFMS account with Resource Management, Finance (RM-F). Once deposited, these funds will become immediately available and will only be used for the general work activities listed in this plan.

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 and OMP/Master Plan (where applicable).

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. The CECW-CO budget staff will create the advance account and will establish the manual customer order.
2. A copy of the agreement or explanation of arrangement will need to accompany submission.

RMO contact staff regarding contributions:

HECSA Resource Management Office, Finance and Accounting Branch

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 the Civil Works Business Intelligence- Operations (CWBI-OPS) program under the Partnerships module.

Reporting: HQUSACE must submit an annual report of the total amount of contributions via CWBI-OPS.

Deposits, Form, Reports: Receiving Office Voucher/Collection Voucher DD 1131 should be used to report monthly contributions when they exceed \$1,000. If \$1,000 or more is received, 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. A sibling asset work item should be set up to transfer the Construction in Progress (CIP) to the applicable District or Division or may be maintained by the National Capital Region.

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 Fish and wildlife management Level 1 and 2 inventories Habitat studies Trail development Develop/enhance GIS database Environmental restoration

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 large contributions, a plaque or other appropriate sign may be purchased and placed on the project site to recognize the donation.