

Appendix I: Mount Morris Dam and Recreation Area Contributions Plan

I. Introduction.

The Contributions Program provides an opportunity for the Mount Morris Dam and Recreation Area to capitalize on contributions and grants from various private and public sectors. 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 and grants have the potential to enable the resource management staff to fund some programs and/or projects that have, as a result of reprioritizations, either been deferred or delayed due to reduced O&M funds. All programs and/or work projects that may potentially benefit from the Mount Morris Dam and Recreation Area Contributions Program will be carefully screened and evaluated for their suitability and no project will be initiated that is not in consonance with the guidance and policy on the Corps Contributions Program.

II. Purpose.

The essential purpose of this plan is to provide a formal document that describes in general terms the categories or types of work that have been identified in the Mount Morris Dam and Recreation Area Operational Management Plan (OMP) that are eligible for being accomplished under the authority of the Corps Contributions Program. 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 acknowledging public support; and designation of the individual responsible for assuring overall proper management and administration of the Mount Morris Dam and Recreation Area Contributions Program.

III. Authority.

The Mount Morris Dam and Recreation Area Contributions Program will be managed and implemented in accordance with the authority and general guidance contained in ER 1130-2-500 and EP 1130-2-500.

IV. Program Administration.

a. General. In accordance with ER 1130-2-500, responsibility for program management is delegated to the Operations Project Manager (OPM). In this respect, this individual will work closely with the Park Manager and appropriate elements of the Buffalo District Office, to assure that all work accomplished is consistent with the OMP, the Mount Morris Dam Master Plan and the general policy, guidance and procedures given in ER 1130-2-500, EP 1130-2-500 and the Contributions, Fundraising and Recognition Reference Guide 2008.

b. No Solicitation of Contributions. Corps employees may not solicit or take any action that gives the appearance that they are soliciting contributions in support of 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.

c. 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. Additionally, employees may not engage in outside activities that conflict with the performance of their official duties. This does not mean that federal employees, in their personal capacity, cannot be members or leaders of outside organizations. But, employees may not take any official action on matters affecting an organization in which they are an officer or director.

Corps employees may not, in their official capacity, serve on the board, either as a voting member or as non-voting member, including as an ex-officio member, or as an officer or trustee of a cooperating association, friends group or other Corps partner organization. However, Corps employees may be appointed as points of contact or liaisons to non-federal partner organizations as part of their official duties when appropriately appointed. Employees may not be appointed as liaisons to organizations in which they are officers or directors. Employees should consult with their ethics counselor to ensure compliance with ethics requirements.

d. Monetary Contributions.

Monetary contributions will be accounted for in accordance with memo dated 21 May 2008, Subject: Collection of Civil Works Appropriation Reimbursements, Enclosure 2 - USACE Accounting Policy and Procedures for Civil Works Collections, paragraph 2. All non-monetary contributions must be recorded, accounted for and managed in the same way as other Corps property. Prior coordination with Logistics Management should occur before contributed personal property is accepted. For record-keeping purposes, the value of the donated materials and equipment should be determined using the local market value of comparable items.

1) General Work Projects. Revenue collected from contributors at Mount Morris Dam and Recreation Area that is not designated by the contributor for a specific work project will be transferred to the Resource Management Office in the Buffalo District Office (RMO) for deposit into the U.S. Treasury and the proper 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 at Mount Morris Dam and Recreation Area.

The OPM will be responsible for coordinating the establishment of the CEFMS account with the Mount Morris Dam Park Manager and RMO. Once deposited, these funds will become immediately available to the Mount Morris Dam staff and will only be used for the general work activities listed in this and the approved five-year plan to the OMP.

V. Potential Projects.

a. 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 at the Mount Morris Dam and Recreation Area.

b. Work Categories. The following list, while not comprehensive, provides some examples of the general types of projects that are identified in the OMP and are eligible for funding under the Mount Morris Dam and Recreation Area Contributions Program.

c. General Category Specific Work Examples:

- Resource Management Forest Management
- Wildlife Management (habitat studies, etc.)
- Trail Development
- Enhancement of Park Aesthetics
- Playground renovations
- Repairs or improvements to recreation facilities
- Planting of trees in recreation areas
- Group Activities Building
- Installation of signs and markers
- Interpretive Programs, and associated supplies and materials

VI. Recognition of Contributions.

The Mount Morris Dam and Recreation Area staff will acknowledge appreciation to contributors 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.