

MEMORANDUM FOR Operations Project Manager, CELRH-OR-KAO  
Resource Manager, CELRH-OR-SUT

SUBJECT: Approval of Contributions Plan for Sutton Lake

1. I reference ER and EP 1130-2-500, dated Dec. 1996, Chapter 11 - Contributions Program, paragraph 11-2.g. Policy, it states "Each location that collects contributions shall have a contributions plan that describes the work that will be accomplished with any potential contributors".
2. The attached Contributions Plan for Sutton Lake has been reviewed and approved for use. The plan shall be reviewed and updated as necessary as work items are completed and new ones are added.
3. Technical Program Manager for the Contributions Program is Jack Nichol at x-6989.

JASON C. HAUCK  
Chief, Operations and Readiness  
Division

**CONTRIBUTIONS PLAN**  
**FOR**  
**SUTTON LAKE**

## I. INTRODUCTION.

The Contributions Program provides an excellent opportunity for the Sutton Lake Resource Management staff to supplement a diminishing project budget with potential 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 Sutton Lake 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 Sutton Lake 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 Sutton Lake Contributions Program.

## III. AUTHORITY.

The Sutton Lake 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 for the Kanawha Area. In this respect, this individual will work closely with the Sutton Lake Resource Management staff and appropriate elements of the Huntington District Office, to assure that all work accomplished is consistent with the OMP, the Sutton Lake Master Plan and the general policy, guidance and procedures given in ER 1130-2-500 and EP 1130-2-500. For each project proposed under the Contributions Program, a list of specific requirements applicable to the project, including specifications, costs, regulatory permissions, work schedule, etc., will be provided to the Operations Project Manager, Kanawha Area, for review and approval. Upon completion of the project, an After-

Action Report will be submitted by the Sutton Lake Resource Management staff to the Operations Project Manager.

b. Monetary Contributions.

1) General Work Projects. Revenue collected from contributors at Sutton Lake that is not designated by the contributor for a specific work project will be transferred to the Resource Management Office in the Huntington 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 Sutton Lake. The Operations Project Manager will be responsible for coordinating the establishment of the CEFMS account with the Sutton Lake Resource Manager and RMO. Once deposited, these funds will become immediately available to the Sutton Lake Resource Management staff and will only be used for the general work activities listed in this and the approved five-year plan to the OMP.

2) Specific Work Projects or Earmarked Contributions. The procedures for depositing such monetary contributions are the same as for 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 the OMP and this plan.

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 Sutton Lake.

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 Sutton Lake Contributions Program. Specific information (e.g. costs, projected dates, etc.) will be provided to the Operations Project Manager for approval for each proposed project before any action is taken on it.

<u>General Category</u>	<u>Specific Work Examples</u>
Resource Management	Forest Management Wildlife Management (fish attractors, habitat studies, etc.) Trail Development Development of Project GIS Database
Enhancement of Lake Aesthetics And Recreation	Playground renovations Repairs to facilities Campground water and sewage Planting of trees in recreation areas Drift and debris removal Group Activities Building Floating Courtesy Docks Installation of signs and markers Fishing Piers and Access Areas
Interpretive Programs	Supplies and materials for campground interpretive programs Enhance current Jr. Ranger Program Water safety and litter bags (Pack it in/out) Interpretive signage

## VI. RECOGNITION OF CONTRIBUTIONS.

The Sutton Lake Resource Management 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.