

**US Army Corps
of Engineers®**

**Contribution and Donor Recognition Plan
for Rough River Lake, Louisville District**

December 14, 2011

CONTRIBUTIONS PROGRAM PLAN FOR ROUGH RIVER LAKE

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I. Introduction

The Contributions Program provides an excellent opportunity for the Rough River Lake 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 project staff to fund programs and/or projects that have, as a result of reprioritizations, either been deferred or delayed due to reduced O&M funds. One such example is the establishment and expansion to the projects Visitor/ Outdoor Learning Center, Trail, and recreation facilities. There are many other work projects and/or programs that could benefit from the Contributions Program, and additional examples are given in this Plan (See Section V. for other examples and projects). All programs and/or work projects that may potentially benefit from the Rough River 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. Appendix A to this Plan provides guidance and the Louisville District delegation of authority for the acceptance of contribution goods and/or services. Appendix B is a sample of the supporting documentation required for all contribution goods and/or services.

II. Purpose

The essential purpose of this plan is to provide a formal document for inclusion in the approved Operational Management Plan (OMP) that describes in general terms the categories or types of work at Rough River Lake that may be accomplished under the authority of the Corps of Engineers 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 Rough River Lake Contributions Program.

III. Authority

The Rough River Lake Contributions Program will be managed and implemented in accordance with the authority and general guidance contained in Chapter 11 of ER 1130-2-500 and EP 1130-2-500.

IV. Review and Approval

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

- A. For any donated valued at \$2,500 or more, the Operations Project Manager must perform a thorough internet search 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 Natural Resources Management Section Contribution Coordinator before acceptance can be allowed. A written summary by the Project Manager or their appointed Contribution Coordinator shall be submitted.

V. Program Administration (see Appendix A)

A. General. In accordance with ER 1130-2-500, responsibility for program management has been delegated to the Operations Project Manager for the Green River Area. In this respect, this individual will work closely with the Rough River Lake Recreation and Natural Resource Management staff and appropriate elements of the Louisville District Office, to assure that all work accomplished is consistent with the Operational Management Plan, the Rough River Lake Master Plans and the general policy, guidance and procedures given in Chapter 11 of ER 1130-2-500 and EP 1130-2-500.

B. Monetary Contributions.

1. General Work Projects.

Revenue collected from contributors at Rough River Lake that is not designated by the contributor for a specific work project will be transferred to the Resource Management Office in the Louisville 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 Rough River Lake. The Operations Project Manager will be responsible for coordinating the establishment of the CEFMS account with the Rough River Lake Park Manager and RMO. Once deposited, these funds will become immediately available to the Rough River Lake project and will only be used for the general work activities listed in this Plan.

2. Specific Work Projects 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 designated for a specific work item or project will be administered separately from the general contributions account. All such project specific contributions will only be accepted for implementing work and accomplishing projects consistent with this plan.

VI. 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 Rough River Lake.

B. Work Categories. The following list, while not comprehensive, provides some examples of the general types of projects eligible for funding under the Rough River Lake Contributions Program.

Typical Tasks Identified In Project OMP's & Acceptable For Contributions

General Category

Enhancement of Lake Aesthetics & Recreation

Specific Work Examples

Tree planting in recreation areas
Picnic shelter expansion & renovation
Floating courtesy docks
Various repairs to facilities to enhance visitor experience or safety
Repairs to facilities
Purchase & installation of signs & markers
Fishing piers & enhancements to access

Interpretive Programs / Special Events

Visitor/Outdoor Learning center expansions & rehabilitation
Interpretive displays, multi-media presentations & equipment
Interpretive signage
Landscape enhancements
Water safety outreach materials & support
Junior Ranger program support & enhancement
Enhanced teacher & student curriculum materials

Natural Resource Management

Wildlife management (habitat studies)
Trail maintenance & repair
Boundary surveillance, marking & recovery
vernal pool establishments & support
Develop/enhance GIS database

VII. Recognition of Contributions

Rough River Lake Project office 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.

Approvals

Submitted by:

Diane L. Stratton

Diane L. Stratton
Park Manager
Rough River Lake
Concur:

Date

14 Dec 2011

Patricia G. Hull

Patricia G. Hull
Operations Manager
Green River Area Office
Concur:

Date

03 Jan 2012

Rick Morgan

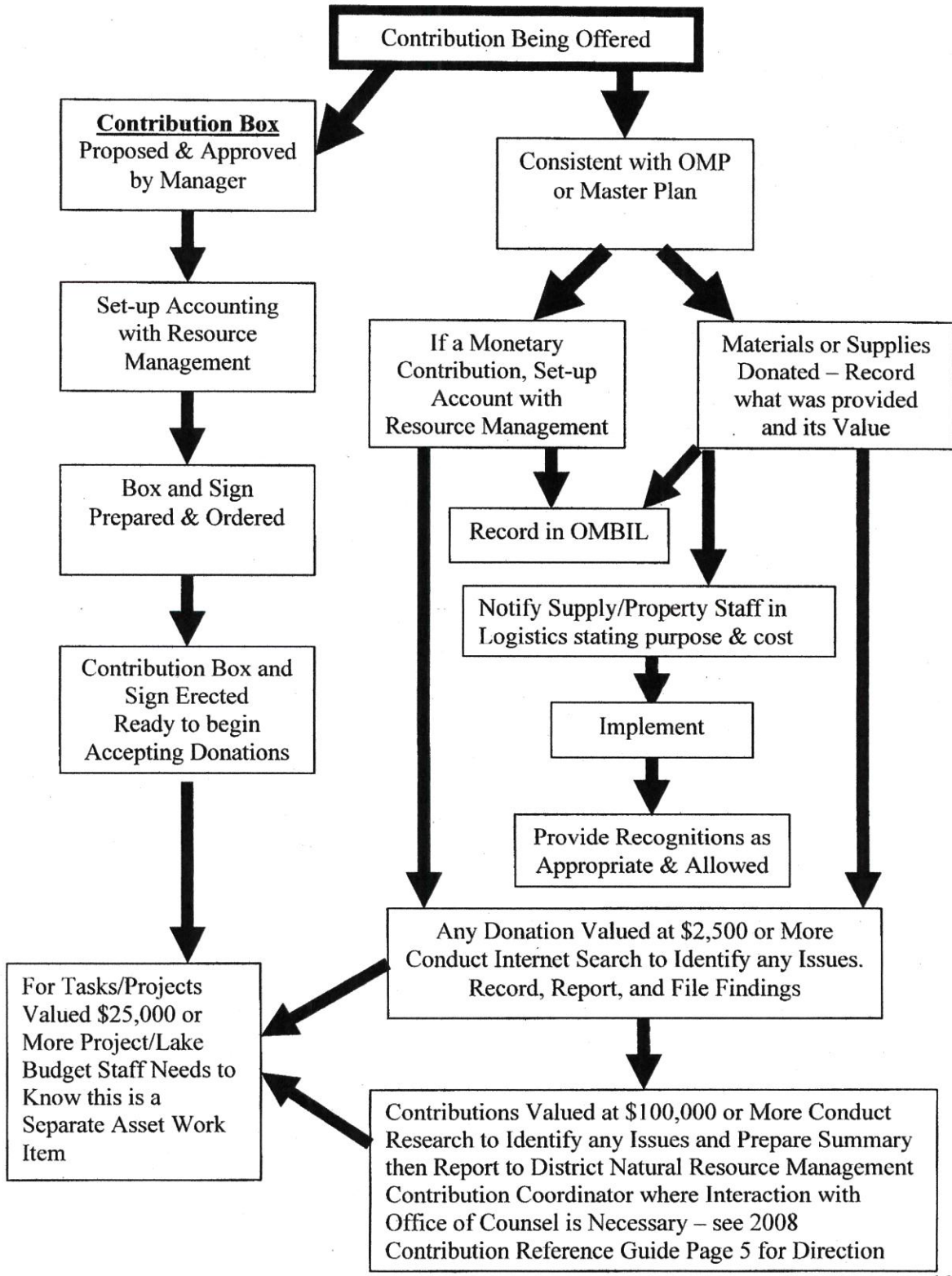
Rick Morgan
Chief, Operations Division
Louisville District Office

Date

15 Mar 12

Appendix A

Accepting Contributions - Flow Chart





DEPARTMENT OF THE ARMY
U. S. Army Engineer District, Louisville
Corps of Engineers
P O Box 59
Louisville, Kentucky 40201-0059
PH: 502-315-6730
www.lrl.usace.army.mil

Appendix C -
LRL Delegation of
Authority

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CELRL-OP-TO (1130)

MEMORANDUM FOR

Operations Project Manager, GRA (Hull)
Operations Project Manager, MRA (Lee)
Operations Project Manager, MWA (Cable)
Operations Project Manager, UKA (Amburgey)
Operations Project Manager, UWA (Duguid)
Operations Manager, Locks and Dams (Dowell, Acting)

SUBJECT: Designation of Authority for Contributions Program Donations within LRL.

1. The contributions program, authorized by Section 203 of the Water Resources Development Act of 1992, authorizes the Corps to accept contributions from groups and individuals in connection with carrying out water resources projects for environmental protection and restoration or for recreation.
2. Per ER 1130-2-500, Chapter 11, Contributions Program, paragraph 11-2.f., and EP 1130-2-500, Chapter 11, Contributions Program, paragraph 11-3.e. (see enclosed), District Commanders are responsible for administering the contributions program within their district and may accept or decline contributions. The Commander may also delegate responsibilities to manage the program to the Operations Project Managers (OM's) at his/her discretion and assign coordination of these duties to a district coordinator within the Civil Works operations element.
3. This memorandum serves as delegation of this authority within the Louisville Engineer District by the District Commander to the OM's. This delegation is only for those goods, including value of services where applicable, that are, at the time of installation, valued less than the Asset Management program limit of \$25,000 for the life of the asset plus six years. In addition, OM's should not accept any contribution that would create or give the appearance of a conflict of interest between the partnering group/individual and a Lake Project. All contributions that are above the Asset Management program limit shall continue to be reviewed and accepted by the District Commander.
4. Goods and/or services received under the authority of ER/EP 1130-2-500 by Lake or Locks and Dams projects shall be done so only in accordance with the limitations set forth by Chapter 11 of the regulation and the pamphlet guidance. A sample of a record keeping document is enclosed for the OM's use. The office of record for contributions collections and supporting documentation for program activities is the Operations Project Office. When applicable, disbursing records for any cash collections must remain at the Lake or

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project managers. Commanders may accept or decline contributions in accordance with Chapter 11 of EP 1130-2-500 and paragraph g below.

g. Contributions may be declined at the discretion of the commander or operations project manager when they believe, because of the nature of the contribution, its use, conditions imposed, profit motive or the character or notoriety of the contributor, it may appear contrary to, compromising or inconsistent with the laws, regulations, purposes, principles, integrity, standing, or reputation of the Corps of Engineers, the United States Army or the government. Commanders/Operations Project Managers must decline any contribution that would create or give the appearance of a conflict of interest or have conditions inconsistent with the Corps mission.

h. Each location that collects contributions shall have a contributions plan that describes the work that will be accomplished with any potential contributions. The plan shall be reviewed and updated as necessary as work items are completed and new ones are added.

i. The Corps shall encourage participation in the contributions program by informing potential contributors in a diplomatic manner of the opportunities that are available.

j. Recognition shall be encouraged as a way to express appreciation to contributors and acknowledge the public support that has been received. Procedures for appropriate types of recognition and a sample Certificate of Appreciation are provided in Chapter 11 of EP 1130-2-500.

CHAPTER 11 - CONTRIBUTIONS PROGRAM

11-1. Purpose. This chapter establishes guidance on accepting contributions.

11-2. Background. The contributions program, authorized by Section 203 of the Water Resources Development Act of 1992, authorizes the Corps to accept contributions from groups and individuals in connection with carrying out water resources projects for environmental protection and restoration or for recreation.

11-3. Guidance.

a. Although Section 203 of the Water Resources Development Act authorizes contributions of services, the acceptance of service from volunteers was previously authorized by Section 569C of the Supplemental Appropriations Act of 1983. The guidance contained in ER 1130-2-500, Chapter 10, Volunteer Program, should be used to accept contributions of services.

b. Locations that are not required to prepare a Master Plan, such as district offices, division offices, and HQUSACE, should prepare a contributions plan that describes the work that will be accomplished with any potential contributions that are received. Contributions supplement budget allocations as another means to accomplish approved work.

c. Prior coordination with Logistics Management should occur before contributed personal property is accepted. Personal property is property of any kind except lands and improvements that are permanently attached and ordinarily regarded as real estate. Recording, accounting, and management of property items will be in accordance with ER 700-1-1.

d. Major Subordinate Commands are responsible for the coordination of the contributions program within their command. The Commander may accept or decline contributions. The Commander may assign coordination of these duties to a command coordinator within the Civil Works operations element. The coordinator will monitor and evaluate the district contributions programs, provide assistance to the district counterparts, and act as a liaison between the districts and HQUSACE.

e. District commanders are responsible for administering the contributions program within their district. The Commander may accept or decline contributions. The Commander may delegate responsibilities of the program at his/her discretion and assign coordination of these duties to a district coordinator within the Civil Works operations element. The district coordinator is responsible for keeping the district program running smoothly and efficiently, and ensuring that it meets the needs of the Corps of Engineers and the participants. The coordinator helps in assessing needs and identifying work that can be accomplished with contributions, provides guidance, handles inquiries regarding the program, and keeps the district and project staff current on ideas and procedures for using contributions.

f. Contributions may be used to provide brochures or other publications for the Corps. Periodicals or pamphlets intended primarily for distribution outside the Corps must be approved by the HQUSACE Publications Advisory Committee before printing or reprinting. Requests for publications should go through channels to be reviewed by the HQUSACE committee. The request should include the text, intended audience, plan for distribution, estimated total cost to produce the publication, partner's contribution, and benefit to the public and the Corps.

g. **Materials and Equipment.** For record-keeping purposes, the value of materials and equipment should be determined using the local market value that comparable items could be purchased, or rented if for short-term use.

h. **Expenditure.** All contributions received at the project will be available for expenditure at the water resource development project where they are collected. Contributions received at the district, MSC, and headquarters offices will be distributed as is deemed best to meet the goals described in the contributions plan.

i. **Earmarked Contributions.** Commanders may, at their discretion, accept a contribution earmarked for a particular project purpose providing the purpose is consistent with the project Master Plan or Operational Management Plan.

j. **Contribution Box.** A contribution box may be set up at field offices, visitor centers, and other appropriate locations. The installation of a contributions box is optional, at the manager's discretion. The box should be of a similar design used in many museums. The contribution box should be locked and have a sign stating the use of the contributions. It should be clear to the visitor that any money collected is a voluntary contribution and is not required for touring the visitor center, receiving brochures or pamphlets, or any other services.

k. **Cooperating associations** may accept contributions to the association but shall not handle Corps funds or accept contributions given to the Corps. The association may accept contributions and use them for the continued operation of the association or donate the funds for the Corps management effort, as detailed in their cooperative agreement. The Corps may permit the association to install a contributions box provided the sign states that the funds received go to the association and their use.

l. **Tax Information.** The Corps does not provide tax advice. If a contributor asks for tax information, the Corps representative should ask the contributor to consult their tax advisor. If requested, a receipt should be furnished to contributors for their contribution. A letter acknowledging the acceptance of a contribution should be written for any contribution over \$100.

11-4. Accounting and Reports.

a. **Revenue.** Revenue collected from contributors will be deposited into account 96x8862 of U.S. Treasury according to the requirements outlined in ER 37-2-10, Chapter 4. Collections will be transmitted not later than Friday of each week, or each day the total amount collected but not transmitted exceeds \$1,000. ENG Form 3313 (Remittance Register) or DD Form 1131 and a copy of the SF 215 (Deposit Ticket) are the authorized forms for transmittal to the finance and accounting officer. These funds are immediately available to the collecting installation for obligation and expenditure without further action by HQUSACE after the confirmed receipt is received from the Federal Reserve Board. All funds will be accounted for and disbursed under the same standards of accountability as appropriated funds.

b. **Authorized Collectors.** Appointment of authorized collectors for receiving contributions must be made in writing by the finance and accounting officer in accordance with ER 37-2-10, Chapter 4.

c. **Reports.** Each water resources project office will maintain accurate records on contributions according to ER 37-2-10. The project office will annually report the total amount

of contributions via the Natural Resources Management System (RCS: CECW-O-39). Division or district offices may require more frequent reports of greater detail.

11-5. Promotion. The Corps may encourage participation in the contributions program by informing potential partners in a diplomatic manner of the opportunities that are available. The potential for participants is tremendous and includes civic organizations, conservation clubs, cooperating associations, local business, corporations, and individuals.

11-6. Recognition and Publicity.

a. **Recognition.** Recognition is encouraged as a way to express appreciation to contributors and acknowledge the public support that has been received. The Corps will acknowledge its appreciation in a manner consistent with the mission and goals of the Corps and the standards of ethical conduct. This may include letters or certificates of appreciation (ENG Form 4883-R as in Appendix S or a locally designed certificate), news releases, photo opportunities, ribbon cutting ceremonies, articles in the project news briefs, or other appropriate means. Recognition will avoid any suggestion of commercialization, advertising, endorsement of a product, service or organization. Corps personnel may recommend exceptional contributors to HQUSACE (CECW-ON) for possible special recognition.

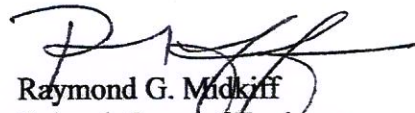
b. **On-site Recognition.** The Corps will avoid on-site recognition that might clutter, detract or interfere with the scenic value of the environment or project facilities. Limited use of small markers or plaques may be appropriate on some locations as a way to provide recognition of a contributor, express gratitude, and encourage others to contribute.

c. **Contributor's Publicity.** The Corps should advise contributors to appraise the Corps of any publicity they initiate.

Locks/Dams project office and a copy forwarded to the Operations Project Manager for the Contributions program file.

5. LRL District Coordinator for the Contributions Program is S. Denise Rouse, Park Ranger (Denise.Rouse@usace.army.mil), PH 502-315-6721/FAX 502-315-6727.

Encls



Raymond G. Midkiff
Colonel, Corps of Engineers
Commander and District Engineer

Copy Furnished:
Chief, Operations Division
Finance Officer, Louisville District

Contributions Program Donations
FROM
VOLUNTEER PARTNER

Date of Collection: _____

Time of Collection: _____

Name of Lake POC (Print): _____

Partner (Print Name of Business and Employee/Owner Name):

GOODS/SERVICES COLLECTED BREAK DOWN (given in U S dollar value)

	Totals:	Receipts Attached:	Remarks:
Checks/Store Voucher			
Cash/Coin currency			
Supplies			
Materials			
Services			
Total:			

Additional Remarks: _____

Both gaining and losing officials must sign below. By signing below you acknowledge that the goods/services are voluntarily exchanged and that the dollar amounts listed above are correct.

Employee Gaining Goods/Services: _____
(COE) Name Date

Partner Donating Goods/Services: _____
(Volunteer Partner) Name Date

CHAPTER 11 - CONTRIBUTIONS PROGRAM

11-1. Purpose. This chapter establishes the policy on accepting contributions.

11-2. Policy. It is the policy of the Corps of Engineers that:

a. Contributions to provide for operation and management of recreation facilities and protection and restoration of natural resources at civil works water resource projects shall be accepted and used, as provided by PL 102-580, Water Resources Development Act, 1992 (106 Stat. 4838, 33 United States Code (USC) 2328, Section 203).

b. Contributions which are within current authorities, consistent with the Corps mission, and are for work items contained in an approved annual or five-year Operational Management Plan may be accepted in accordance with Chapter 3 of EP 1130-2-550. Only contributions which result in the sharing of operation and management costs and/or in the development of facilities which will not result in a significant net increase in O&M costs shall be considered for approval. Examples of acceptable contributions include:

(1) Projects for the protection, improvement, restoration, rehabilitation, or interpretation of natural resources, environmental features, recreation areas and facilities, or cultural resources. All facilities and work accomplished become the property of the Corps.

(2) Cash, funds, materials, and services. Specific guidance on accounting and reporting procedures are provided in ER 37-2-10, "Accounting and Reporting."

(3) Projects such as improving accessibility for disabled persons, providing water safety handouts, rehabilitating existing facilities, improving wildlife habitat, producing interpretive brochures and videos, planting native plants and trees, supporting endangered species recovery plans, and maintaining trails.

(4) Brochures or other publications. Any periodicals or pamphlets intended primarily for distribution outside the Corps must be approved by the HQUSACE Publications Advisory Committee before printing or reprinting.

(5) Contributed personal property, which shall be recorded, accounted for, and managed in the same way as other Corps property.

c. Real estate cannot be accepted under this program.

d. Individuals and groups, including governmental entities but excluding the project sponsor (i.e., the party with whom the water resource project has been jointly created), may make contributions.

e. Contributions received will be available for projects in addition to the allocated O&M budget and will not result in a reduction of allocated funds.

f. MSCs shall be responsible for the coordination of the contributions program within their command. District commanders shall be responsible for administering the contributions program within their district. They may delegate management of the program to operations