



**US Army Corps
of Engineers®**

Vicksburg District

**Contribution and
Donor Recognition Plan**

A means of accepting gifts or donations and referred to as the Contributions Program for use at water resources projects/lakes, visitor centers and the Lower Mississippi River (LMR) Museum.

November 2013

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Introduction

The Corps Contribution Program permits the Corps to accept monetary, material, or service contributions from non-Federal public or private groups and individuals in connection with carrying out water resource 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 Operations Division to fund some programs and/or projects that, as a result of reprioritizations, either have been deferred or delayed because of reduced Operational and Management (O&M) funds. Only contributions that are consistent with the operation of the project may be accepted. All contributions offered will be carefully screened and evaluated for their suitability. No project or task will be initiated that is not in concert with the guidance and policy on the Corps Contributions Program.

The Contribution Plan is a mechanism for the water resource Projects, Visitor Centers, and the Lower Mississippi River (LMR) Museum (henceforth referred to as Projects in this document) to receive funds, materials, or services from outside sources. This Vicksburg District (MVK) Contribution and Donor Recognition Plan does not preclude Projects from developing their own more specific or tailored plan. Contributions can be used to accomplish tasks or projects for the protection, improvement, restoration, rehabilitation or interpretation of natural resources, environmental features, cultural resources, or recreation areas and facilities at water resource Projects.

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 are eligible 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 general procedures and methods for receiving and accounting for monetary contributions. Methods for providing recognition to contributors and acknowledging public support are included with examples.

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 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 in the cost of managing recreational facilities and natural resources at 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. Funds of other items received as a result of competitively awarded grants from a foundation are also considered a contribution.

16 U.S.C. § 460d grants the authority by which non-federal partners and volunteers may perform voluntary construction on USACE properties regardless of whether a real estate instrument is required. These construction activities may or may not require a real estate instrument. The requirements for the use of real estate instruments are clearly laid out in 16 U.S.C. § 460d. The USACE must process any funds from the use of a facility constructed under 16 U.S.C. § 460d differently from the aforementioned authorities. Therefore, these types of contributions will not be addressed in this document.

Donors

Acceptable Donors: The Corps may accept contributions from individuals, organizations, foundations, governmental entities, corporations, and businesses. Contributions may be accepted only for programs and activities consistent with the operation of the project. If a Federal grant is involved, a note or letter from the granting agency is needed stating the money is acceptable to use on Corps property.

Prohibited Donors: Contributions from a project sponsor may not be accepted. This includes the party with whom the water resource project has been jointly created, a party to a project cooperation agreement (PCA), or a party to a project partnership agreement. Real estate cannot be accepted as a contribution. For information on whether a particular donation should be accepted or for further information on authorities and constraints, see 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.

Loaned Items

If property is being placed on loan and will be displayed on Government real property, a no-cost general purpose license must be executed. Site specific conditions will be added to the license on an 'as needed' basis. An example General Purpose License is in Appendix A.

Restrictions

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 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 MVK Partnership Program Manager shall serve as the MVK Contributions Program Coordinator.

Donor Approval

Before receiving a contribution other than from a contribution box, Operations Project Managers (OPMs) or the MVK Contributions Program Coordinator must consider all relevant factors when determining whether to accept a donation, including the value and purposes of the donation, as well as the nature and interests of the donor. Contributions which are within current authorities, consistent with the Corps mission, and are for work items for project purposes may be accepted. Only contributions for projects and programs that will not cause a significant net increase in O&M costs shall be considered for approval. See Accepting Contributions Flow Chart Appendix B.

Monetary contributions will be accounted for in accordance with memo dated 21 May 2008, Subject: Collection of Civil Works Appropriation Reimbursements. All non-monetary contributions must be recorded, accounted for, and managed in the same way as other Corps property. The value of the donated materials and equipment should be determined using the local market value of comparable items (C).

Donor Evaluation

Once it has been determined that a contribution can be accepted, it must be evaluated as follows. For each high donation category, all of the procedures for the previous levels must also be performed.

- A. For contributions less than \$2,500, the level of review required to accept is much less than for a higher value donation. The OPM must, under all circumstances, maintain the public confidence in the integrity of the Corps. Before accepting, using or recognizing direct contributions, a manager must consider the following factors in order to:

Maintain the integrity of Corps programs and operations

- i. The donation is not, or does not appear (by its size or circumstances) to be an attempt to influence any significant Corps decision or action that would affect the donor's interests, or obtain special treatment in dealing with the Corps.
- ii. The donation and any conditions or restrictions on it are consistent with law, regulation, Corps policy, authorized project purposes or applicable project plans.
- iii. The donation will not be used by the donor to state or imply Corps endorsement of the donor or the donor's product, service or enterprise.

Maintain public confidence in the Corps and its programs and employees

- i. Acceptance would not likely result in public controversy (e.g., an Internet media search reveals the donor has a recent public history of violations, criminal or civil in nature).
- ii. The donation comes only with conditions that are consistent with Corps program and policy goals.
- iii. The donation consists of only goods or services needed by the Corps.

- iv. The donor has no known involvement in litigation or other current disputes with the Corps.
- B. For any contribution valued at \$2,500 or more, the OPM must perform a thorough Internet search to determine whether publicly available information exists that raises concerns about the propriety of acceptance. Documentation of the search findings shall be included in the required contribution file described under the Potential Projects Section.
- C. For contributions offered and valued at \$100,000 or above, coordination is required with the MVK Contributions Program Coordinator before acceptance can be allowed. A written summary by the OPM or the appointed District Contribution Coordinator shall be submitted for coordination with MVK Office of Counsel. In addition to the documented internet search (described in paragraph B), the following questions must be answered:
 - 1. Is the donor involved in litigation or other disputes with the Corps?
 - 2. Is the donor currently engaged in or seeking a business relationship with the Corps?
 - 3. Has the donor been debarred or suspended from contracting with the Federal Government?
 - 4. Does the donor have a recent public history of violations, whether criminal or civil in nature, as disclosed by an Internet search, for which acceptance of the donation could lead to public controversy?
 - 5. Is the donor regulated by or seeking a permit from the Corps?
- D. For a single contribution or a series of planned contributions (i.e. a pledge paid in installments by the same donor) valued at \$1 million or more, the contribution and support documentation described above must be reviewed by the MVK Office of Counsel and submitted through the MSC to the HQ Natural Resource Management Office for coordination before subsequent referral to the Director of Civil Works for approval. This process must also be followed for contributions that raise significant concerns based on criteria identified in the above sections.

Program Management

In accordance with ER 1130-2-500, the responsibility for program management at each of the MVK Projects has been delegated to the OPM for that Project. The Chief, Project Resources Management Branch, shall serve or appoint staff to coordinate and oversee the entire MVK Contributions Program.

The OPM shall serve or appoint a member of their staff to coordinate a contribution effort ensuring procedures and policies are adhered to by utilizing the “Contributions, Fundraising and Recognition Reference Guide”, in addition to ER and EP 1130-2-500, Chapters 10, 11 and 12. The MVK Contributions Program Coordinator will be contacted and input sought prior to accepting a contribution. A file is to be assembled for each contribution (except those received in a general Contributions Box) that includes name of contributor, type and description of contribution, amount of contribution, and any correspondence and/or notes.

Monetary Contributions: Monetary contributions (the accounting piece) can be handled like a customer order with advance. See Receiving Contributed Funds Standard Operating Procedure for more guidance (Appendix D).

- A. General Work Projects: Revenue collected from a contributor at a Project that is not designated by the contributor for a specific work project will be transferred to the Resource Management Office in MVK for deposit. A specific CEFMS account (i.e. funded work item) will be established for contributions received at the Project. The OPM or their designated representative will be responsible for coordinating the establishment of the CEFMS account with Resource Management Office. Once deposited, these funds will become immediately available to the Project and will only be used for the general work activities listed in this plan.
- B. Specific Work Projects 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 be used to support any project business line (i.e. recreation, environmental stewardship and/or interpretive programs). Contributions **may not be used** for permanent employee salaries.

Contributions may not be used to begin construction on 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: See attached Receiving Contributed Funds Standard Operating Procedure (Appendix D).

Non-Monetary Contributions: Materials, supplies, and services may be accepted. For contributions that include materials and/or supplies, coordination with Property/Supply staff in Logistics Management at Project and District Office level shall occur prior to acceptance to help determine if an item(s) needs to be identified as capital and included in an inventory. Cost and items received will need to be reported in OMBIL under Agreements.

Contribution Boxes: A contribution or donation box may be set up at field offices, visitor centers, LMR museum, and other appropriate locations. This installation of a contribution box is optional, at the Manager’s discretion. The contribution box should be of a similar design used in many museums, be secured to the ground or countertop, be locked, and have a sign stating the intended use of contributions. It should be clear to the visitor that money collected in a voluntary contribution and is not required for touring the visitor center or LMR museum, receiving brochures or pamphlets, or any other services.

Funds received from Corps contribution boxes must be accounted for in the same manner as any other donation (see attached SOP, Appendix D).

Any activity or task under \$25,000 can be completed using the work item associated with the contribution box.

Accepting Direct or Large Donations: A patron or organization may want to donate directly to the Corps but they may not want to put a check or large amount of cash in the contribution box. In this case, the Project Site Authorized Recreation Fee Cashier, or alternate, may receive these funds at their office. A receipt must be given. If there was a contribution box at the Project Site, the Fee Cashier must make it clear to the patron that receiving this contribution is in lieu of placing it in the contribution box. A standard receipt book is appropriate to use for this purpose. A note should be written stating the purpose of the contribution.

Reporting: Each project office that receives contributions must submit an annual report of the total amount of contributions via the Operations and Maintenance Business Information Link (OMBIL). See Appendix E for contribution tracking record keeping form.

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 by the Recreation Business Line Manager.

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

Contributions will be used 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 Projects.

The following list, **while not comprehensive**, provides examples of the types of projects covered in this plan.

| General Category | Specific Work Examples |
|----------------------|---|
| Recreation | Vegetation plantings in recreation areas Removal of invasive species Install playground facilities Install/upgrade ADA facilities Install/replace boat docks Repairs/upgrades to facilities Drift and debris removal Install signs and markers Accessibility improvements |
| Interpretive Program | Outreach materials Rehabilitation of exhibits Produce/install interpretive signage Develop nature trails Develop hiking/biking trails Website and Social Media page development Life jackets and other safety equipment Advertising/Marketing Special events |
| Stewardship | Natural Resources Management – forest, range, wildlife, open space management Control noxious weeds |

| | |
|--|--|
| | Establish food plots Perform wildlife management habitat studies Level 1 and 2 inventories Habitat studies Trail development Develop/enhance GIS database Plant trees and shrubs |
|--|--|

Donor Recognition Plan

Recognizing the support of donors is very important. The Corps is appreciative of contributions that aid in the accomplishment of its mission and will thank all donors in a manner consistent with the mission and goals of the Corps. Specific forms of donor recognition may include letters or certificates of appreciation, 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, or endorsement of a product, service or organization. Personnel may recommend exceptional donors to HQUSACE for possible special recognition.

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

Off-Site Recognition: Most donor recognition should occur outside Corps facilities, through letters or certificates of appreciation, news releases, articles in the Project newsletters, or other similar means. Examples of the following are presented in Appendix F.

- A. At a minimum, the Corps will acknowledge all direct contributions in writing through a letter or certificate of appreciation (ENG Form 4883-R as in Appendix S of EP 1130-2-500 or a locally designed certificate) which will acknowledge the contribution, the donor, the date of acceptance, the amount of cash donation (if appropriate), or will provide a description of materials or services provided (Examples 1 and 2). The letter or certificate should not attempt to value non-cash contributions. This may serve as a record the donor can use to verify their contribution.
- B. The Corps can recognize donors publicly through unpaid media such as news releases to print, web, radio, and television media (Example 3), through articles in Corps or project newsletters (Example 4), and through articles in the donor's media (e.g., corporate employee newsletter, or annual report). This form of recognition should be coordinated with the district's Public Affairs Office.
- C. For more high-profile donor recognition, the Corps can use media events, press announcements, photo opportunities, ground breakings, ribbon cuttings, festivals, clean-up days and other activities or forums in which the donor is involved (e.g., annual meeting/convention of non-profit organizations). Some of these events may be held on-site in accordance with Corps policy. Corps projects may recognize partner or donor support on banners, posters, T-shirts (Example 5), flyers and similar items. If the Corps is the primary host, it should be clear that it is a Corps event held in cooperation with "xyz" organization or company.

- D. The Corps may use its website and social media outlets such as Facebook, Instagram, and Twitter to recognize a partnership with an organization or to function as a donor recognition board (Example 6). The MVK Public Affairs Office should be consulted prior to publication.
- E. In the case of non-monetary contributions, plaques or other mementos may be offered to recognize outstanding individuals and to express gratitude. These should display the Corps Communication Mark or other appropriate inscription related to the recognition. Monetary or cash awards cannot be offered.
- F. Recognition Ceremonies can provide excellent opportunities to communicate partnership accomplishments.

On-Site Recognition. In some cases a contribution may warrant on-site recognition. This form of donor recognition will likely occur in the Project visitor center or other similar facility or developed area.

The Corps will avoid on-site recognition that might clutter, detract, or interfere with 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 donation, express gratitude, and encourage others to contribute. On-site recognition is typically provided in the form of a credit line or statement of appreciation by the Corps. Examples of appropriate on-site recognition include (Appendix F):

- A. Credit lines. (Example 7) Use credit lines to acknowledge contributions of partnered products and on-site recognition. A credit line is a short, discrete, unobtrusive statement expressing appreciation, typically found at the end of the material or item or on a donor recognition plaque. Only short, discrete, tasteful donor credit lines, including name script or a logo, are appropriate on printed or electronic material, audio/video products, wayside exhibits, kiosks, interpretive signs, or as recognition for a special event. Recognition of donors can include names, name script, and logos, and may appear either at the beginning or end of the presentation. Recognition may not include specific product names, slogans, or advertisements.
 - i. Brochure or other printed material: The credit line on a lake brochure may state: “This brochure was made possible through the contribution of <logo, name script, or name>.”
 - ii. Electronic material (video/film/social media sites etc): The donor recognition may appear either at the beginning of the presentation or at the end. However, the use of digital on-screen graphics or “bugs” are not permissible forms of donor recognition. In the case of computerized information kiosks or other electronic displays to be placed in visitor service areas, the credit line containing the donor name, script, or logo may appear either at the beginning of the presentation or at the end.
- B. Recognition within interpretive programs. Where a donation is integrally related to the lake/Project, to the existence of the lake/Project, or to what is being interpreted, interpretive programs may identify the donor and how the donation was used.
- C. Temporary construction/restoration signs: (Example 8) A temporary sign may

recognize donors' contributions to a restoration or construction project. The sign should be informational, of appropriate design and scale, and express clearly that the Corps is recognizing the donation. It should inform visitors about the nature of the project and the support of the donor. The sign may remain in place for the duration of the work and should be removed shortly after the work has been completed.

- D. Partner logos and the Corps Communication Mark. The logo of a donor(s) may appear in conjunction with a credit line. The Corps Communication Mark may also appear on jointly produced products or interpretive materials.



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The Communication Mark has been registered with the US Patent and Trademark Office. The ® symbol is to be displayed with the Mark only when reproducing printed promotional material that is intended for public usage.

Normally, the Corps does not permit its Communication Mark (the registered Castle and Signature logo) to be used on materials or in connection with events in which it does not participate. Such use might appear to imply endorsement of the organization, company or product. If a partner requests to use the Mark, approval by the Office of the Chief Counsel is necessary. Any such request should be in writing and forwarded through the Natural Resources Management (NRM) chain to the Office of the Chief Counsel. Advertising and marketing slogans and taglines may not appear in conjunction with a credit line or the Communication Mark.

- E. On-site displays, name plaques and plates. (Example 9) When on-site displays are deemed appropriate, tasteful and unobtrusive plaques or other designations may be used. The duration of this form of recognition may vary depending on the project, donation and location.
- i. Plaques are not to be affixed to the “historic fabric” of structures nor should they, or any other donor recognition item, be placed in natural zones or cultural zones where they would intrude on the character of the area.
 - ii. Plaques acknowledging the contribution of a donor to the restoration or rehabilitation of a room or facility are allowed. As an example, a plaque may state: “The renovation of this room (or facility) was made possible through the generous donation of (fill in the name).”
- F. Donor boards/walls. (Example 10) Donor recognition boards, walls or plaques are permitted in visitor centers or other appropriate visitor facilities.
- i. These boards or walls should utilize a format that allows recognition of donors by the placement of name plates or other markers that can be added and removed with relative ease.

ii. A Project's donor recognition plan should establish criteria for any donor boards or walls, including minimum thresholds for recognition and duration. The names of corporate or business donors will appear in the same fashion as all other names. Corporate name scripts and logos will not be used on donor boards and walls.

iii. Donor boards and walls, either electronic or traditional, should be integrated into the design of the facilities.

G. Slogans and taglines. To maintain Corps policy that its facilities be free of commercialism, advertising, and marketing, slogans and taglines may not appear under any circumstances.

H. Naming rights. The naming of rooms, features, or lake facilities **will not** be used to recognize contributions of any kind to a lake/Project or the Corps.

Events Held At Corps Facilities. Events fall into two categories: non-Corps events allowed under special use permit and events wholly or partially held by the Corps. In either case, they may recognize corporate participation by limited use of corporate logos and name script on temporary event facilities (signs, T-shirts, literature (Example 5)). These items may be used at all such special events provided the size, scale, scope, and location of corporate logos and name script do not dominate the event facilities or area. This is to ensure there is not commercialization of the event or project.

A. Corps Held Events. For official Corps events, the Corps may provide appropriate recognition provided corporate names are not used in a way that would imply or suggest Corps endorsement of a product or company, or be construed as commercial solicitation or advertising. The purpose of such recognition is simply to acknowledge the participation of a partner. To ensure against the appearance of endorsement, any conditions on the offering or acceptance of a contribution should be included in an exchange of letters or other written documentation. They would include provisions specifying the amount, type, and size of recognition signs.

On-site notices (e.g. banners) must be appropriate to the character and scale of the event. The Project manager may display such notices for a period of time in advance of the event to encourage public attendance. Partners may be permitted to establish a temporary hospitality area for special events.

B. Non-Corps Events. Notices on temporary displays directly associated with the event containing the partner(s) names or logos or name script may be placed in close proximity to the event in both time and location.

Additional Requirements. Additional requirements may exist at specific Corps areas.

APPROVALS

Lawran B Richter
Contributions Program Coordinator
Vicksburg District

11-25-2013
Date

Johnny [Signature]
Chief, Project Resources Management Branch
Vicksburg District

25 Nov 2013
Date

[Signature]
Attorney, Office of Counsel
Vicksburg District

25 Nov 2013
Date

Carol M. Watkins
Chief, Resource Management Branch
Vicksburg District

25 Nov 2013
Date

for [Signature]
Chief, Operations Division
Vicksburg District

2 Dec 13
Date

Appendix A: Example General Purpose License

ER 405-1-12
Change 30
30 Sep 94

GENERAL PURPOSE LICENSE

1. TERM
2. CONSIDERATION
3. NOTICES
4. AUTHORIZED REPRESENTATIVES
5. SUPERVISION BY THE (DISTRICT ENGINEER) (INSTALLATION COMMANDER
6. APPLICABLE LAWS AND REGULATIONS
7. CONDITIONAL USE BY GRANTEE
8. CONDITION OF PREMISES
9. COST OF UTILITIES
10. PROTECTION OF PROPERTY
11. INDEMNITY
12. RESTORATION
13. NON-DISCRIMINATION
14. TERMINATION
15. ENVIRONMENTAL PROTECTION
16. HISTORIC PRESERVATION
17. DISCLAIMER

No. _____

DEPARTMENT OF THE _____ LICENSE

PROJECT/INSTALLATION

COUNTY, STATE

THE SECRETARY OF THE _____, hereinafter referred to as the Secretary, under authority of _____, hereby grants to

hereinafter referred to as the grantee, a license for _____

over, across, in and upon lands of the United States, as identified in Exhibit(s) _____, attached hereto and made a part hereof, hereinafter referred to as the premises.

THIS LICENSE is granted subject to the following conditions.

1. TERM

This license is granted for a term of _____, beginning _____, _____ and ending _____, _____, but revocable at will by the Secretary.

2. CONSIDERATION

a. The grantee shall pay in advance to the United States the amount of _____ (\$ _____), (in full for the term hereof) (payable _____) to the order of the Finance and Accounting Officer, _____ District, and delivered to _____

b. All consideration and other payments due under the terms of this license must be paid on or before the date they are due in order to avoid the mandatory sanctions imposed by the Debt Collection Act of 1982, (31 U.S.C. Section 3717). This statute requires the imposition of an interest charge for the late payment of debts owed to the United States; an administrative charge to cover the costs of processing and handling delinquent debts; and the assessment of an additional penalty charge on any portion of a debt that is more than 90 days past due. The provisions of the statute will be implemented as follows:

(1) The United States will impose an interest charge, the amount to be determined by law or regulation, on late payment of debts. Interest will accrue from (the due date) (the later of the due date or the date notification of the amount due is mailed to the grantee). An administrative charge to cover the cost of processing and handling each payment will also be imposed.

(2) In addition to the charges set forth above, the United States will impose a penalty charge of six percent (6%) per annum on any payment or portion thereof, more than ninety (90) days past due. The penalty shall

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accrue from the date of delinquency and will continue to accrue until the debt is paid in full.

(3) All payments received will be applied first to any accumulated interest, administrative and penalty charges and then to any unpaid rental or other payment balance. Interest will not accrue on any administrative or late payment penalty charge.

3. NOTICES

All notices and correspondence to be given pursuant to this license shall be addressed, if to the grantee, to _____

_____ ; and if to the United States, to the District Engineer, Attention: Chief, Real Estate Division, _____

or as may from time to time otherwise be directed by the parties. Notice shall be deemed to have been duly given if and when enclosed in a properly sealed envelope addressed as aforesaid, and deposited, postage prepaid, in a post office regularly maintained by the United States Postal Service.

4. AUTHORIZED REPRESENTATIVES

Except as otherwise specifically provided, any reference herein to "Secretary", "District Engineer", "Installation Commander", or "said officer" shall include their duly authorized representatives. Any reference to "grantee" shall include any duly authorized representatives.

5. SUPERVISION BY THE (DISTRICT ENGINEER) (INSTALLATION COMMANDER)

The use and occupation of the premises shall be subject to the general supervision and approval of the (District Engineer) (Installation Commander), _____ (District) (Installation hereinafter referred to as said officer, and to such rules and regulations as may be prescribed from time to time by said officer.

6. APPLICABLE LAWS AND REGULATIONS

The grantee shall comply with all applicable Federal, state, county and municipal laws, ordinances and regulations wherein the premises are located.

7. CONDITIONAL USE BY GRANTEE

The exercise of the privileges herein granted shall be:

- a. without cost or expense to the United States;
- b. subject to the right of the United States to improve, use or maintain the premises.
- c. subject to other outgrants of the United States on the premises.
- d. personal to the grantee, and this license, or any interest therein, may not be transferred or assigned.

8. CONDITION OF PREMISES

The grantee acknowledges that it has inspected the premises, knows its condition, and understands that the same is granted without any

representations or warranties whatsoever and without any obligation on the part of the United States.

9. COST OF UTILITIES

The grantee shall pay the cost, as determined by the officer having immediate supervision over the premises, of producing and/or supplying any utilities and other services furnished by the Government or through Government-owned facilities for the use of the grantee, including the grantee's proportionate share of the cost of operation and maintenance of the Government-owned facilities by which such utilities or services are produced or supplied. The Government shall be under no obligation to furnish utilities or services. Payment shall be made in the manner prescribed by the officer having such jurisdiction.

10. PROTECTION OF PROPERTY

The grantee shall keep the premises in good order and in a clean, safe condition by and at the expense of the grantee. The grantee shall be responsible for any damage that may be caused to property of the United States by the activities of the grantee under this license, and shall exercise due diligence in the protection of all property located on the premises against fire or damage from any and all other causes. Any property of the United States damaged or destroyed by the grantee incident to the exercise of the privileges herein granted shall be promptly repaired or replaced by the grantee to a condition satisfactory to said officer, or at the election of said officer, reimbursement made therefor by the grantee in an amount necessary to restore or replace the property to a condition satisfactory to said officer.

11. INDEMNITY

The United States shall not be responsible for damages to property or injuries to persons which may arise from or be incident to the exercise of the privileges herein granted, or for damages to the property of the grantee, or for damages to the property or injuries to the person of the grantee's officers, agents, or employees or others who may be on the premises at their invitation or the invitation of any one of them, and the grantee shall hold the United States harmless from any and all such claims not including damages due to the fault or negligence of the United States or its contractors.

12. RESTORATION

On or before the expiration of this license or its termination by the grantee, the grantee shall vacate the premises, remove the property of the grantee, and restore the premises to a condition satisfactory to said officer. If, however, this license is revoked, the grantee shall vacate the premises, remove said property and restore the premises to the aforesaid condition within such time as the District Engineer may designate. In either event, if the grantee shall fail or neglect to remove said property and restore the premises, then, at the option of said officer, the property shall either become the property of the United States without compensation therefor, or said officer may cause the property to be removed and no claim for damages against the United States or its officers or agents shall be created by or made on account of such removal and restoration work. The grantee shall also pay the United States on demand any sum which may be expended by the United States after the expiration, revocation, or termination of this license in restoring the premises.

13. NON-DISCRIMINATION

The grantee shall not discriminate against any person or persons or exclude them from participation in the grantee's operations, programs or activities because of race, color, religion, sex, age, handicap or national origin in the conduct of operations on the premises. The grantee will comply with the Americans with Disabilities Act and attendant Americans with Disabilities Act Accessibility Guidelines (ADAAG) published by the Architectural and Transportation Barriers Compliance Board.

14. TERMINATION

This license may be terminated by the grantee at any time by giving the District Engineer at least ten (10) days notice in writing provided that no refund by the United States of any consideration previously paid shall be made and provided further, that in the event that said notice is not given at least ten (10) days prior to the rental due date, the grantee shall be required to pay the consideration for the period shown in the Condition on CONSIDERATION.

15. ENVIRONMENTAL PROTECTION

a. Within the limits of their respective legal powers, the parties to this license shall protect the premises against pollution of its air, ground and water. The grantee shall comply with any laws, regulations, conditions, or instructions affecting the activity hereby authorized if and when issued by the Environmental Protection Agency, or any Federal, state, interstate or local governmental agency having jurisdiction to abate or prevent pollution. The disposal of any toxic or hazardous materials within the premises is specifically prohibited. Such regulations, conditions, or instructions in effect or prescribed by said Environmental Protection Agency, or any Federal, state, interstate or local governmental agency are hereby made a condition of this license. The grantee shall not discharge waste or effluent from the premises in such a manner that the discharge will contaminate streams or other bodies of water or otherwise become a public nuisance.

b. The grantee will use all reasonable means available to protect the environment and natural resources, and where damage nonetheless occurs from the grantee's activities, the grantee shall be liable to restore the damaged resources.

c. The grantee must obtain approval in writing from said officer before any pesticides or herbicides are applied to the premises.

16. HISTORIC PRESERVATION

The grantee shall not remove or disturb, or cause or permit to be removed or disturbed, any historical, archeological, architectural or other cultural artifacts, relics, remains or objects of antiquity. In the event such items are discovered on the premises, the grantee shall immediately notify said officer and protect the site and the material from further disturbance until said officer gives clearance to proceed.

17. DISCLAIMER

This license is effective only insofar as the rights of the United States in the premises are concerned; and the grantee shall obtain any permit or license which may be required by Federal, state, or local statute in connection with the use of the premises. It is understood that the granting of this license does not preclude the necessity of obtaining a Department of the Army

permit for activities which involve the discharge of dredge or fill material or the placement of fixed structures in the waters of the United States, pursuant to the provisions of Section 10 of the Rivers and Harbors Act of 3 March 1899 (33 USC 403), and Section 404 of the Clean Waters Act (33 USC 1344).

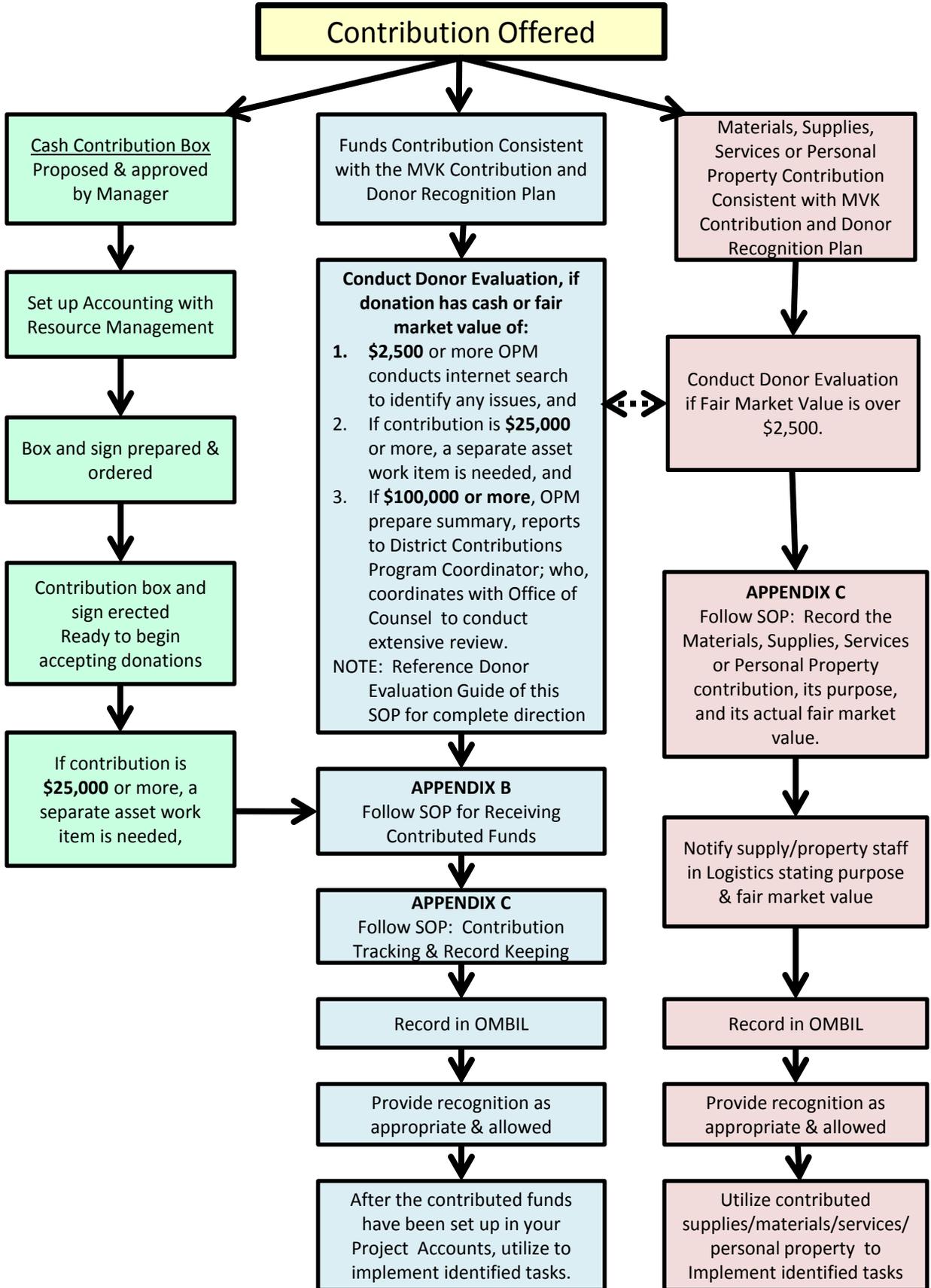
THIS LICENSE is not subject to Title 10, United States Code, Section 2662, as amended.

IN WITNESS WHEREOF, I have hereunto set my hand by authority of the Secretary of the _____, this _____ day of _____, _____.

THIS LICENSE is also executed by the grantee this _____ day of _____, _____.

Appendix B: Accepting Contributions Flow Chart

Appendix A Accepting Contributions Flow Chart



Contribution Offered

Cash Contribution Box
Proposed & approved
by Manager

Set up Accounting with
Resource Management

Box and sign prepared &
ordered

Contribution box and
sign erected
Ready to begin
accepting donations

If contribution is
\$25,000 or more, a
separate asset work
item is needed,

Funds Contribution Consistent
with the MVK Contribution and
Donor Recognition Plan

**Conduct Donor Evaluation, if
donation has cash or fair
market value of:**

1. **\$2,500** or more OPM
conducts internet search
to identify any issues, and
2. If contribution is **\$25,000**
or more, a separate asset
work item is needed, and
3. If **\$100,000 or more**, OPM
prepare summary, reports
to District Contributions
Program Coordinator; who,
coordinates with Office of
Counsel to conduct
extensive review.

NOTE: Reference Donor
Evaluation Guide of this
SOP for complete direction

APPENDIX B
Follow SOP for Receiving
Contributed Funds

APPENDIX C
Follow SOP: Contribution
Tracking & Record Keeping

Record in OMBIL

Provide recognition as
appropriate & allowed

After the contributed funds
have been set up in your
Project Accounts, utilize to
implement identified tasks.

Materials, Supplies,
Services or Personal
Property Contribution
Consistent with MVK
Contribution and Donor
Recognition Plan

Conduct Donor Evaluation
if Fair Market Value is over
\$2,500.

APPENDIX C
Follow SOP: Record the
Materials, Supplies, Services
or Personal Property
contribution, its purpose,
and its actual fair market
value.

Notify supply/property staff
in Logistics stating purpose
& fair market value

Record in OMBIL

Provide recognition as
appropriate & allowed

Utilize contributed
supplies/materials/services/
personal property to
Implement identified tasks

Appendix C: Collection of Civil Works Appropriation Reimbursements

APPENDIX B



DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
441 G STREET NW
WASHINGTON, D.C. 20314-1000

CERM-F

21 MAY 2008

MEMORANDUM FOR USACE Commands (Resource Managers)

SUBJECT: Collection of Civil Works Appropriation Reimbursements

1. Civil Works appropriation reimbursements represent repayments to appropriations for services or commodities and are authorized by law to be credited to applicable appropriation accounts. In accordance with ER 37-2-10, paragraph 4-12.b., appropriation reimbursement funds must be apportioned by the Office of Management and Budget.
2. Beginning 1 Oct 08, civil works collections for appropriation reimbursement activity, excluding collections in the USACE Revolving Fund, will be processed in accordance with Enclosure 1. Prior to implementation on 1 Oct 08, the Directorate of Civil Works will issue guidance concerning policies and procedures for allocation of the collected funds. USACE activities will use these two policies together to ensure proper collection and management of the funds. Business processes and functionalities in the Corps of Engineers Financial Management System (CEFMS) will be modified in accordance with this policy. In the interim, each Resource Management Office will monitor apportionment levels to ensure that re-obligation of the collected funds does not result in a violation of the Anti-Deficiency Act (i.e., 31 USC 1517).
3. Enclosure 2 clarifies accounting procedures for certain civil works collections. Resource managers will ensure that local procedures are in compliance immediately.
4. Point of contact is Kathie Sills, CERM-F, 601-634-2552.

FOR THE COMMANDER:

A handwritten signature in black ink, appearing to read "Wesley C. Miller".

Wesley C. Miller
Director of Resource Management

Encls

Enclosure 1

USACE Policy for Collection of Civil Works Appropriation Reimbursements

1. Effective 1 Oct 08, Civil Works appropriation reimbursement activity, excluding Revolving Fund activity, will be collected in four generic Army Management Structure Code (AMSCO) "projects," as specified below. Each collection will reference the original Civil Works project related to the collection. The funds in each generic AMSCO "project" will be revoked and reissued with apportionment through work allowances and funding authorizations prior to reuse. The Directorate of Civil Works will provide guidance concerning policies and procedures for allocation of funds collected.

2. Reimbursements for Lost, Stolen, or Damaged Civil Works Property (33 USC 412, 33 USC 571, and 33 USC 701k). Collections will be credited to the applicable appropriation in AMSCO "project" 099951, Unallotted Damages Collections.

| <u>Collect Type</u> | <u>Description</u> |
|---------------------|---------------------------------|
| DAMA | Damages to Civil Works Property |

3. Sale of Commodities (33 USC 558). Collections will be credited to the applicable appropriation in AMSCO "project" 099952, Unallotted Commodities Sale Collections.

| <u>Collect Type</u> | <u>Description</u> |
|---------------------|--|
| SC | Sale of Crops |
| SM | Sale of Forestry Products (Separate from Land) |
| SS | Sale of Sand, Gravel, Quarry |

4. Real Estate Fees (10 USC 2695). Collections will be credited to the applicable appropriation in AMSCO "project" 099953, Unallotted Real Estate Collections.

| <u>Collect Type</u> | <u>Description</u> |
|---------------------|--------------------------------|
| REAF | Real Estate Administrative Fee |
| REEF | Real Estate Embedded Fee |

5. Other. Collections of the following will be credited to the applicable appropriation in AMSCO "project" 099954, Unallotted Project Cost Reimbursement Collections.

| <u>Collect Type</u> | <u>Description</u> | <u>Authority</u> |
|---------------------|--------------------------------------|-----------------------------|
| GOVQ | Government Furnished Quarters* | 5 USC 5911 |
| MISC | Miscellaneous | Other, as authorized by law |
| PDO | Misc Property Disposal Sales | 33 USC 571 and 701k |
| SB | Sale of Building on Non-Excess Land | 33 USC 558 |
| SE | Sale of Equipment – Capitalized | 33 USC 571 and 701k |
| SL | Sale of Land | Specific cite required |
| SQ | Sale of Equipment – Non-Capitalized | 33 USC 571 and 701k |
| SST | Sale of Structure on Non-Excess Land | 33 USC 558 |
| UTIL | Utility Collections* | 5 USC 5911 |

NOTE:

*Collections by payroll deduction for government furnished quarters at Civil Works project sites and any associated utilities are accounted for as appropriation reimbursements. Cash collections for government furnished quarters at project sites and associated utilities are miscellaneous receipts and are deposited in receipt account 96R3220. Other collections for utilities (those not related to government quarters) are accounted for as appropriation reimbursements.

Enclosure 2
USACE Accounting Policy and Procedures for Civil Works Collections

1. Flood Plain Management Services (FPMS) fees. FPMS collections are recorded in 96X8862. Additional guidance on the FPMS program is in ER 1105-2-100, appendix G.

a. Advances are required for services provided to private persons or entities. A cost share advance account will be created for recording collections based on the fee schedule or a negotiated amount. The advance account will be linked to a cost share control record reflecting a Federal requirement of zero.

b. FPMS services provided to other Federal agencies will be recorded as a customer order in 96X8862; the customer order will not be linked to a cost share control record.

2. Voluntary Contributions for Environmental and Recreation Projects and Challenge Cost-Sharing (Partnership) Program for the Operation and Management of Natural Resources and Recreation. Statutes authorizing these programs require that contributions be recorded in 96X8862. Contributions may be recorded in CEFMS as follows:

a. As a customer order with advance citing appropriation 96X8862;

b. As a cost share agreement. The advance account will cite 96R8862; the cost share control record will reflect a required Federal amount of zero. This method provides the ability to utilize the management structure code of the Federal project for tracking purposes, as well as the ability to record non-cash contributions.

3. User Fees for Non-federal Use of Disposal Facilities. Fees are collected in receipt account 96R5493.10.

4. Government Quarters, Including Charges for Utilities or Subsistence in Connection With Government Quarters.

a. Collections for government quarters at a Civil Works project by payroll deduction are recorded as appropriation reimbursements. Cash collections are miscellaneous receipts and are credited in receipt account 96R3220.

b. Revolving Fund. Government quarters provided in connection with a Revolving Fund operation are recorded as reimbursements to the Revolving Fund.

5. Sale of Utilities, Other. All other sales of utilities are accounted for as appropriation reimbursements. Collect type UTIL is used on the collection transaction.

6. Real Property. Absent statutory authority, sales of excess Civil Works land and buildings or other improvements are credited to the Land and Water Conservation Fund, receipt account 96R5005.002.

Appendix D: Standard Operating Procedure, Receiving Contributed Funds

STANDARD OPERATING PROCEDURE RECEIVING CONTRIBUTED FUNDS

Contributed funds were authorized by Section 203 of the Water Resources Development Act of 1992. Guidance for acceptance of contributions is provided in EP 1130-2-500, Chapters 11 & 12, which allow contributions from groups and individuals in connection with carrying out water resources projects for environmental protection and restoration, as well as recreation. Please coordinate these actions with your regional Program Analyst.

1. **Alternative 1** - Have check sent directly to the USACE Finance Center, CEFC-FD-C (B4), 5722 Integrity Drive, Millington, TN 38054-5005, payable to Finance and Accounting Officer (F&AO), USAED, Vicksburg.

a. Request Finance and Accounting Branch(CEMVK-RM-F) create a Debtor Identification code and an advance account number. Provide the agency name, address, point of contact, phone number, Tax Id Number, amount of the advance, and description of the work. If environmental, provide Category Class Subclass (CCS) code (i.e., Compliance Site Assessment, etc). CEMVK-RM-F will create the Debtor Identification Code and request Budget Branch (CEMVK-RM-B) create the advance account. CEMVK-RM-F will then furnish the debtor ID Code and advance account information to the field office or technical POC as appropriate. The Point of Contact in, Finance and Accounting branch, 601-631-5592 or 601-631-5190.

b. Request sponsor include the Engineer Reporting Organization Code (EROC) (Vicksburg is B4), Debtor Identification Code and advance account number on the check before submission to the USACE Finance Center. Notify Budget branch, Finance and Accounting Branch and the USACE Finance Center that the request for contributed funds has been made from the sponsor.

c. The USACE Finance Center, Disbursing Division, upon receipt of the check for the contributed funds from the sponsor, will create a Collection Voucher (CV). Contact the Chief at 901-874-8535 if you have any questions.

2. **Alternative 2** - Have check sent to lake office payable to F&AO, USAED, Vicksburg.

a. Field Office - Authorized Fee Collector will be given the check for securing in the safe. Fee Collector for the office will email the Budget Branch and F&A Branch with purpose statement for the use of the funds.

b. Finance and Accounting Office (CEMVK-RM-F) will create the Debtor Identification Code and MVK Budget Branch(CEMVK-RM-B) will set up a customer order advance account to appropriation # 8862 and provide the field office with an advance account number and a debtor identification code.

c. Field Office will write the ROV number, date of the ROV and the location number (EROC B4) on the check.

d. An employee must first request that the AUTH_COLLECTOR role be granted by submitting a request in the Access Request Management System (ARMS) in CEFMS. Authorized collector must prepare a receiving office voucher (ROV) in CEFMS using the procedure below:

1) Navigate in CEFMS to screen 2.99.1 by clicking on options 1,3,8,3,1.

2) Press Enter key twice. The Authorized Collector block will be automatically populated. The Received Date field defaults to the current date.

3) The cursor moves to the Disbursing Station field. Enter 8736 and press Enter.

4) The cursor moves to the Pay Method field on screen 2.99.2. Press F4 and select the payment method (For example, PCHEC for personal check, PMNOR for Postal Money Order, etc.). Press Enter.

5) The cursor moves to the Pay Ref No field. Enter the pay reference number from the upper right hand corner of the payment document. Press Enter three times.

6) The cursor moves to the Collect/Due Amt field. Enter the amount from the payment document. Press Enter.

7) The cursor moves to the Description field. Enter a brief description on the first description line. Press Enter. Additional descriptive information can be entered, if needed, on the second description line. Press Enter.

8) The cursor moves to the Debtor ID field. Enter the Debtor ID code that Finance provided (see 2a). Press Enter. The name, address, city, state, collect type, remit type and country fields should be automatically populated. If the advance account was properly established, the collect type field should be populated with 'COA' for Customer Order Advance. The Remit Type field should be populated with '1' for Appropriation Reimbursement.

9) The cursor moves to the Advance Acct No field. Press F4.

10) The cursor moves to the Adv Acct No field on Screen 4.154, Advance Account List Screen. Select the appropriate advance account number. Press Enter.

11) Press Page Down to move to screen 2.99.3. This screen has previously been populated when the advance account number was selected. Review this screen. The appropriation symbol and name should read 96NAX8862 River and Harbor Contributed Funds. The Management Structure should be 099990. Point of Contact is MVK F&A Branch, 601-631-5203.

12) If all data has been properly entered click on Save. An ROV number will be created and the ROV number will be entered on the check.

13) Mail check to the USACE Finance Center, CEFC-FC-D (B4), 5722 Integrity Dr., Millington, TN 38054-5005.

3. The USACE Finance Center must certify the collection, send the check for deposit and confirm that the deposit has been made. Point of Contact is the Finance Center Disbursing Division 901-874-8535.

4. Once deposit has been confirmed by the USACE Finance Center, then MVK Budget Branch creates a Customer Order. The technical POC will create a linked work item under the parent lake work item and a resource plan. Create a WBS using 3123 or 3112 funding. Use the appropriation information from the ROV, fund type F (funded reimbursement), Dept NA, Approp. Symbol ALLO. Note: the appropriation on the resource plan and customer order must match, or

funding account certifiers cannot be assigned. The Point of Contact is Operations Division, 601-631-5300.

5. Budget Branch must enter a customer order. Someone at the technical office will be required to technically approve the Customer Order. Press Ctrl-F1, Ctrl-F3, Ctrl-F4 to reach screen 2.13.7. Enter the work item number, then go to screen 2.13.8 and technically approve. The Point of Contact is MVK Budget, Manpower and Management Branch, 601-631-7703.

6. Assign Purchase Request and Commitment (PR&C) originators, approvers and certifiers. Purchase Requests and Commitments may now be issued off the account. Note that some Operations and Maintenance (O&M) work category codes may need to be activated by headquarters for contributed funds. The Point of Contact is MVK F&A Branch, 601-631-5198.

7. Contributed funds are not currently subject to 2101 Schedule and End of Year (EOY) closeout. The Point of Contact is MVK Chief, Management Support Branch, 601-631-5189.

Appendix E: Contribution Tracking and Record Keeping Form

Appendix F: Examples of Partner Recognition

Examples of Partner Recognition

Example 1 – Letter of Appreciation



DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
WHATAGREAT LAKE
ANYWHERE, USA

Ivan B. Philanthropist
President
The Beneficial Foundation
1300 Irving Drive
Washington, DC 20007

Dear Mr. Philanthropist:

I want to thank you and your board of directors for the generous donation of \$22,000 awarded yesterday to the Friends of Whatagreat Lake for our K-12 Wildlife Education Program. We are extremely grateful for this support that will enable us to extend our program to more than 500 students throughout the greater Walden Bay area.

The Wildlife Education Program will help students apply math and science skills to the natural world around them, and will encourage community involvement in the conservation of natural resources. The program will extend the classroom to the Whatagreat Lake in a unique partnership that pairs teachers and students with wildlife biologists and trained volunteers.

On behalf of all of our staff and volunteers, thank you again for your confidence and financial assistance.

Sincerely,

Jonathan Doe
Operations Project Manager
Whatagreat Lake

Example 2 – Certificate of Appreciation



US Army Corps
of Engineers

Certificate of Appreciation

Presented to

Friends of Whatagreat Lake

In appreciation and recognition of their top quality service and donation to Whatagreat Lake and the surrounding area. This is accomplished through its focus on education, historical interpretation and cultural awareness of the communities and its environs. This certificate recognizes the importance of their outstanding contributions to a partnership of interpretative and environmental education efforts.

Donald T. Smith

Donald T. Smith
Colonel, USA
District Commander

Example 3 – News Release



**US Army Corps
of Engineers**

News Release

**CONTACT:
Doug Garman
202-761-1807**

doug.m.garman@usace.army.mil

FOR IMMEDIATE RELEASE

Release No. PA-08-00

Army Corps of Engineers Natural Resources Team has New Partner

WASHINGTON - Lt. Gen. Robert Van Antwerp, Chief of Engineers, and Peter Lewis, President of the Corps of Engineers Natural Resources Education Foundation (CNREF) Board of Directors, signed a Memorandum of Understanding marking the beginning of this landmark partnership during the Environmental and Natural Resources Conference in San Antonio on Oct. 30.

CNREF breaks new ground as the only national non-profit advocacy organization dedicated to stewardship of environmental, cultural, educational, and outdoor recreational resources associated with the Corps national Natural Resources Management mission. The foundation will bring potential partners together with the Corps to support approved but unfunded natural resources projects.

Once the foundation receives information from Corps projects, it will determine whether there are activities that meet its supporting criteria of emphasizing long-term community engagement with the Corps, volunteerism, education and interpretive services, and environmental stewardship. Activities the foundation decides to support must have the necessary environmental clearances, planning documentation, and partners already engaged or identified.

CNREF will also support the Corps through individual and corporate memberships open to everyone, including current Corps employees and Corps alumni. Through CNREF, Corps officials envision benefits to project sites that include improvements to hiking trails, development of interpretive brochures, campground rehabilitations, development of teacher education materials, habitat restoration, and protection of cultural sites.

For more information about CNREF, visit their Web site at www.Corpsfoundation.org.

For more information on U.S. Army Corps of Engineers lakes, please visit <http://www.corpslakes.us>.

Example 4 –News Article

Engineer Update - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.hq.usace.army.mil/copa/pubs/dec07/story12.htm> Go

US Army Corps of Engineers

Engineer Update

**RELEVANT
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RELIABLE**
*Proudly serving the Armed Forces
and the Nation now and in the future.*

Natural Resources team gets new partner

By Cori Brown
Baltimore District

As any good manager will tell you, you need the right partners to get the job done. The U.S. Army Corps of Engineers' Natural Resources Management Community of Practice just added another ally that will significantly enhance their partnership capabilities. The ally is called the Corps of Engineers Natural Resources Education Foundation (CNREF).

Lt. Gen. Robert Van Antwerp, Chief of Engineers, and Peter Lewis, President of the Corps of Engineers Natural Resources Education Foundation (CNREF) Board of Directors, signed a Memorandum of Understanding marking the beginning of this landmark partnership during the Environmental and Natural Resources Conference in San Antonio on Oct. 30.

CNREF breaks new ground as the only national non-profit advocacy organization dedicated to stewardship of environmental, cultural, educational, and outdoor recreational resources associated with the Corps' national Natural Resources Management mission. The foundation will bring potential partners together with the Corps to support approved but unfunded natural resources projects. The foundation's specific goals include:

- Providing additional financial and volunteer support for Corps recreation and natural resources projects.
- Assisting local and regional Corps of Engineers support groups in raising funds for enhancement projects.

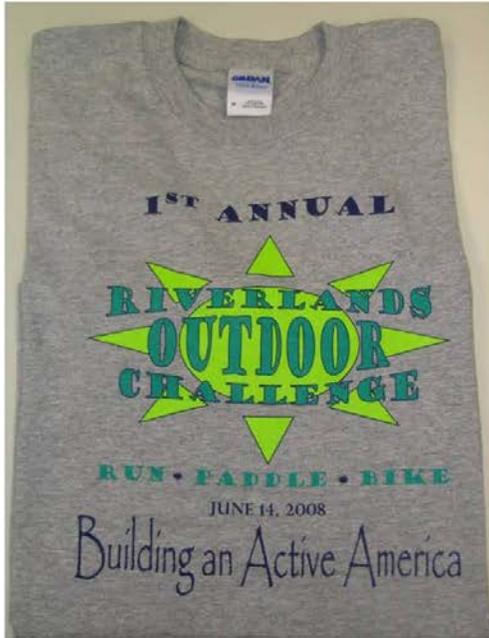


Lt. Gen. Robert Van Antwerp, Chief of Engineers, and Peter Lewis,

Example 5 – Event Recognition

1. T-Shirts

Front



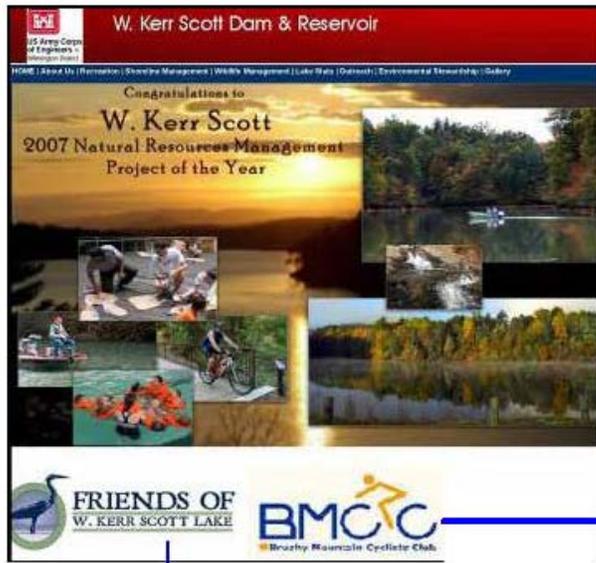
Back



2. Banner



Example 6 – Agency Websites



Example 6 – Agency Websites, cont'd.

[HOME PAGE](#)
[WHO WE ARE](#)
[MISSION](#)
[HISTORY](#)
[RELATED LINKS](#)
[EEDS CORNER](#)



US Army Corps of Engineers



California Coastal Cleanup Day



**RELEVANT
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RESPONSIVE
RELIABLE**

Proudly serving the Armed Forces and the Nation now and in the future.

Contact Information for the California Coastal Commission

Mr. Eben Schwartz
Statewide Coordinator

California Coastal Commission
45 Fremont Street
Suite 2000
San Francisco, California
94105-2219

(415) 964-5210 phone
(415) 904-5400 fax
eschwartz@coastal.ca.gov
www.caandco.gov




Ocean Conservancy

Pacific Region Office

The Ocean Conservancy
116 New Montgomery Street
Suite 810
San Francisco, CA 94105

(415) 979-0900 phone
www.oceanconservancy.org



Buy Model Jewelry - California Coastal Cleanup Day

National Public Lands Day
A National Environmental Education Foundation Program

General Information

National Environmental Education Foundation
National Public Lands Day
4301 Connecticut Ave., NW
Suite 100
Washington, D.C. 20008

(202) 833-2033 phone
(202) 261-6464 fax
www.npldlandinfo.org






US Army Corps of Engineers
St. Louis District



RIVERS PROJECT



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[Education](#)
[Events](#)
[Maps](#)
[Recreation](#)
[Reservations](#)
[Volunteering](#)
[Wildlife](#)

St. Louis District Home

Leaves & Recreation Home

Rivers Project Home

- Project Master Files
- **SAGPPS** Tours
- **Alone** Releases
- **Flora**
- **Historical Great Rivers Museum**

Leaves in the St. Louis District

- City of Lake
- Lake Shelbyville
- Mark Twain Lake
- Raccoon Lake
- Wappapello Lake

Other Mississippi Valley Division Offices

- Mississippi Valley Division HQ
- St. Paul
- Rock Island
- Memphis
- Vicksburg
- New Orleans

Conference Feature

Don't forget your coevanits.....

The Conference Museum, now located at the National Merit Rivers Museum offers a variety of books, educational materials, and gift items relating to rivers. Operated by Jefferson National Parks Association in cooperation with the Boarding of the Rivers Foundation.

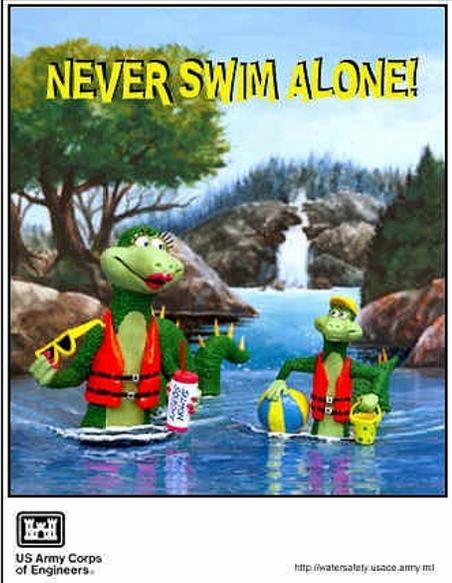
FOR ONLINE SHOPPING GO TO: shop.jnpa.com



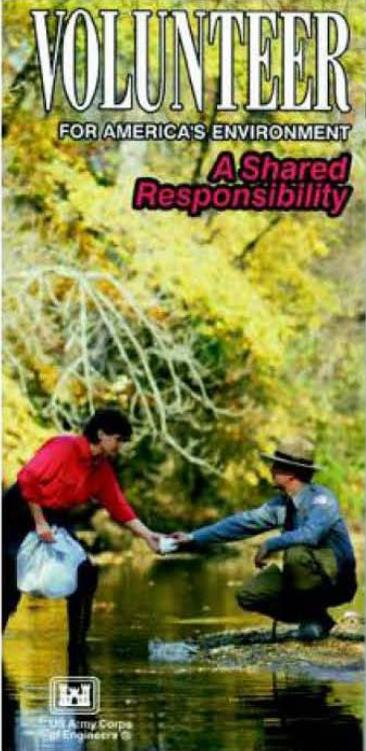
**JEFFERSON
NATIONAL PARKS
ASSOCIATION**

Example 7 – Credit Lines

1. Water Safety Cards

| | |
|--|--|
| <p>Front side</p>  | <p>Back Side</p> <p>Wear Your Life Jacket</p> <p>Life jackets float, you do not. It is very important for you to wear a life jacket that fits you well any time you are near the water. Life jackets will keep your head above the water so you will not drown.</p>  <p>This card compliments of</p> <p>Our Lands & Waters Foundation A Public Partnership with the U.S. Army Corps of Engineers</p> |
|--|--|

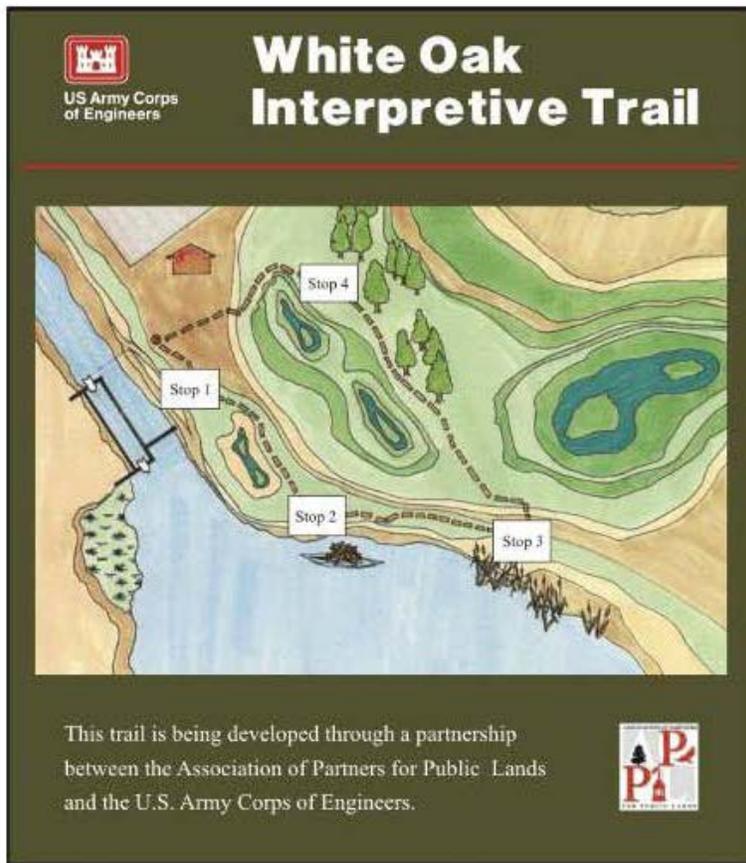
2. Brochures

| | |
|---|--|
| <p>Front</p>  | <p>Back</p>  <p>Made possible in part by the Best Buy Children's Foundation</p>  |
|---|--|

Example 8 – Temporary Recognition or Construction Signs

Custom Recreation

This trail is being developed through a partnership between Ohio Nature Conservancy and U.S. Army Corps of Engineers



Interpretive Panel

Example 9 – Plaque/Plate



Example from The Barns at Wolf Trap, a National Park Service unit.



Example 10 – Recognition Plaque/Donor Board Example



**US Army Corps
Of Engineers** **NATIONAL
GREAT
RIVERS
MUSEUM**

A Confluence of Generosity

A healthy, working river is vital to each of us. Explore your connections and enjoy your visit. The Mississippi River is your river!

This building, exhibits and grounds were built with funding provided by Congress. Additional exhibit funding was provided by the Meeting of the Rivers Foundation with collaborative input from key federal and state agencies and many community members.

This facility is operated by the U.S. Army Corps of Engineers.

| | |
|---|---|
| <p>The following corporations and private partners are gratefully acknowledge for their generous contributions to this facility.</p> <p style="text-align: center;">Emerson</p> | <p>The following public partners are gratefully acknowledge for their generous contributions to this facility.</p> <p style="text-align: center;">Illinois Department of Natural Resources U.S. Geological Survey U.S. Fish & Wildlife Service U.S. Environmental Protection Agency</p> |
|---|---|



Donor board at the Tamástslikt Cultural Institute, Pendleton, Oregon

An excellent example of incorporating a donor wall into the overall concept of a center interpreting traditional Native American life on the Columbia River.



MEMORANDUM FOR RECORD

SUBJECT: Project Resources Management Branch Policy Letter

1. The purpose of this policy is two fold:

- a. To designate a MVK District Contributions Program Coordinator (CPC); and
- b. Provide guidance on the collection of funds and how those funds may be expended at the Mississippi Lower River (LMR) Museum.

2. In accordance with the November 2013 Vicksburg District Contribution and Donor Plan, a CPC must be appointed by the Chief, Project Resources Management Branch, to coordinate the District Contribution and Donor Plan. Ms. Lawran Richter, Natural Resource Specialist, has been selected to serve in this role. In this capacity, Ms. Richter will retain one key to the locked collection box and will be responsible for ensuring monetary donations are collected and distributed appropriately.

3. The following guidelines should be followed for the collection and disbursement of donated funds to the LMR Museum.

- a. The CPC shall collect donated funds from the locked donation box at least monthly.
- b. Funds are to be counted and recorded on the following LMR Museum Donation Tabulation
- c. A second staff member or contractor, in observance of the CPC, will count and confirm the amount by signing the Donation Box Tabulation Sheet (enclosure).
- d. Funds should be immediately submitted to MVK-RM. An MVK-RM employee will initial the Tabulation Form after verifying the amount. A copy of the Form will be kept with the CPC.
- e. Expenditure of funds will adhere to the Vicksburg District Contribution and Donor Plan, Standard Operating Procedure, Receiving Contributed Funds.

Encl



JOHNNY R. KISER
Chief, Project Resources
Management Branch

Lower Mississippi River Museum Donation Box Tabulation Sheet

COLLECTION MONTH/YEAR: _____

TOTAL AMOUNT COLLECTED: \$ _____

- Cash \$ _____
- Check (provide name, address, check # and amount below) \$ _____

Check Register

| First Name | Last Name | Address | Check # | Amount |
|------------|-----------|---------|---------|--------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

By signing below, I verify that the amount listed above is accurate.

Contributions Program Coordinator Name (Printed)

Contributions Program Coordinator Signature

Date

By signing below, I have confirmed the amount collected.

Witness Printed Name & Title

Witness Signature

Date

- MONEY AND FORM SUBMITTED TO MVK-RM** (Submit to RM immediately preceding collection. Amount to be verified by RM. A copy of this form must be housed in OD-MN.)

CPC Initials _____

RM Initials _____

Date _____