



DEPARTMENT OF THE ARMY
BALTIMORE DISTRICT, CORPS OF ENGINEERS
P.O. BOX 1715
BALTIMORE MD 21203-1715

CENAB-OP-F

8 December 2014

MEMORANDUM FOR

Operations Project Manager, OP-FJ (Mr. Hakala)
Operations Project Manager, OP-FR (Mr. Krupa)
Operations Project Manager, OP-FS (Mr. Bielen)
Operations Project Manager, OP-FT (Mr. Schnell)

SUBJECT: Designation of Authority for Contributions Program Donations within NAB

1. The contributions program, authorized by Section 203 of the Water Resources Development Act of 1992 (33 U.S.C. § 2325), 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, 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 (OMs) at his/her discretion and assign coordination of these duties to a district coordinator within the Civil Works Operations element.
3. This memorandum serves to delegate authority to accept contributions that are in accordance with the "Contribution and Donor Recognition Plan for the Baltimore District". OMs are delegated authority to accept contributions of less than \$2,500. Authority to accept contributions valued between \$2,500 and \$100,000 is delegated to OMs who coordinate with the District Contributions Program Coordinator and perform a search to determine whether publicly available information exists that raises concerns about the propriety of accepting the contribution. Authority to accept contributions valued more than \$100,000 but less than \$1,000,000 is delegated to the Chief, Flood Risk Management Branch, of the District's Operations Division. Authority to accept contributions valued at \$1,000,000 is not delegated and shall be referred to the Director of Civil Works in accordance with the Contribution and Donor Recognition Plan. In addition, OMs 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.

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4. Goods and/or services received under the authority of ER/EP 1130-2-500 by lake projects shall be done so only in accordance with the limitations set forth by Chapter 11 (enclosure 1) of the regulation. A sample of a record keeping document is enclosed for the OMs 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 project office and a copy forwarded to the Operations Project Manager for the contributions program file.

5. NAB District Coordinator for the Contributions Program is Zach Noordhoff, Natural Resource Specialist (Zachary.N.Noordhoff@usace.army.mil), phone 410-962-6019.

6. This memorandum supersedes memorandum, 2 October 2014, Designation of Authority for Contributions Program Donations within NAB (enclosure 2).

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Encls

J. RICHARD JORDAN, III
COL, EN
Commanding

CF:
Chief, Operations Division
Chief, Resource Management Office