



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
CORPS OF ENGINEERS, PORTLAND DISTRICT
PO BOX 2946
PORTLAND OR 97208-2946

CENWP-OD-SR

29 NOV 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Designation of Authority for Contributions Program Donations within NWP

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., EP 1130-2-500, Chapter 11, Contributions Program 11-3.e., and Contributions, Fundraising and Recognition Reference Guide, October 2008, District Commanders are responsible for administering the contributions program. The Commander may delegate responsibilities to manage the program to Operations Project Managers (OPM's) at his/her discretion and assign coordination of the program to a District Coordinator within the Civil Works operations element.
3. This memorandum serves as delegation of this authority within the Portland District to the OPM's listed on following page. Assignment of the District Office Contribution Coordinator shall reside in Operations, Natural Resource Management Section.
4. For any donation 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. For contributions valued at \$100,000 or more, the OPM shall refer the proposal to the Contribution Manager for coordination with Office of Counsel. OPM's should not accept any contribution that would create or give the appearance of a conflict of interest between the partnering group/individual and Project. The District Contribution Plan will guide actions and processes to accept donations, but Projects may develop their own individual plans or processing aids as deemed necessary.
5. NWP District Office Coordinator for the Contributions Program is Scott Moore, Natural Resource Program Manager, Scott.a.Moore@usace.army.mil , Phone 503-808-4306



STEVEN R. MILES, P.E.
COL, EN
Commanding

CENWP-OD-SR

SUBJECT: Designation of Authority for Contributions Program Donations within NWP

DISTRIBUTION:

Operations Project Manager - (CENWP-OD-V)

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CF:

Chief, Natural Resource Management Section - (CENWP-OD-SR)

Natural Resource Manager - (CENWP-OD-B)

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**US Army Corps
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CONTRIBUTION PLAN FOR PORTLAND DISTRICT

A means of accepting gifts or donations and referred to as
the Contributions Program for use at water resources
Projects/Lakes regarding environmental protection and
restoration or for recreation

Prepared: April, 2010
CONTRIBUTION PLAN FOR PORTLAND DISTRICT

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I. INTRODUCTION:

The Corps Contribution Program permits the Corps to accept monetary or material contributions from groups and individuals in connection with carrying out water resources 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 (includes accepting grants) have the potential to enable the resource management staff to fund some programs and/or projects that have, as a result of reprioritizations, either been deferred or delayed due to reduced Operational and Management (O&M) funds. Contributions offered will be consistent with Project Master Plans or Operational Management Plans (OMP) and will be carefully screened and evaluated for their suitability and no project or task will be initiated that is not in consonance with the guidance and policy on the Corps Contributions Program.

II. PURPOSE:

This Contribution Plan is a tool and mechanism used for the Project/Lake to receive funds or materials from outside sources to complete tasks that are described in the Master Plan or OMP. It does not preclude Projects from developing their own more specific or tailored plan. Contributions can 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 projects.

The essential purpose of this plan is to provide a formal document that describes in general terms the categories or types of work that have been identified in Project OMP's that are eligible for being accomplished under the authority of the Corps Contributions Program.

In conjunction with describing the general nature or categories of work to be accomplished, this plan will also address the following: general procedures and methods for receiving and accounting for monetary contributions; methods for providing recognition to contributors and acknowledging public support.

III. AUTHORITY:

Authority to Accept Contributions: 33 USC § 2325 and 2328 authorizes the Corps to accept contributions "in connection with carrying out a water resources project for environmental protection and restoration or a water resources project for recreation." 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. Funds or other items received as a result of a competitively awarded grant from a foundation are also considered a "contribution."

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 contained in approved annual or five-year operation management plans (OMP). If a Federal grant is involved a note or letter is needed stating the money is acceptable to use on Corps property.

Prohibited Donors: Contributions from a project sponsor (i.e., the party with whom the water resource project has been jointly created, a party to a project cooperation agreement (PCA) or project partnership agreement) may not be accepted. 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 Section 5.1, below, or 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.

No Solicitation of Contributions: Corps employees may not solicit or take any action that gives the appearance that they are soliciting contributions in support of Corps programs or activities. The term "solicit" means any request made to a non-federal entity, group or individual for contributions to be made directly or indirectly to the Corps. There are, however, appropriate activities that Corps employees may undertake in relation to authorized fundraising by partners. 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 Chief, Natural Resource Management Section, shall serve or appoint staff to coordinate District Contribution Program.

IV. REVIEW AND APPROVAL

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

- A. For any donation valued at \$2,500 or more, the 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 NWP Natural Resource 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:** (also see Appendix B for Flow Chart)

- A. General: The Operations Project Manager shall serve or appoint a member of their staff to lead up a contribution effort ensuring procedures and policies are adhered utilizing the “Contributions, Fundraising and Recognition Reference Guide”, ER and EP 1130-2-500 Chapters 10 and 11. The District Office Contribution Coordinator will be contacted and input sought prior to accepting a contribution. A file is to be assembled per contribution that includes correspondence, name of contributor, type and description of contribution, amount of contribution, and any notes.
- B. Monetary Contributions: Monetary contributions (the accounting piece) can be handled like a customer order with advance (e.g. like Regulatory’s agreement with ODOT & the Ports). Use whatever work item that is set up in P2 citing the appropriation the funds would be captured under when completing the advance account, which is how RMO will fund the transaction in their database. Communication from the Project Budget Analyst would need to occur with a District Office Resource Management, Budget (RM-B) on what appropriation you intend on using to fund the work.
 - i. 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 the Portland 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 the Project. The Operations Project Manager or their designated representative will be responsible for coordinating the establishment of the CEFMS account with Resource Management, Finance (RM-F). 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.
 - ii. Specific Work Projects or Earmarked Contributions: The procedures for deposition such monetary contributions are the

same as for general contributions, except that a separate CEFMS account (funded work item) will be established for such contributions. Contributions “earmarked” or designated for a specific work item or project will be administered separately from the general contributions account. All such project specific or “earmarked” contributions will only be accepted for implementing work and accomplishing projects that are consistent with the OMP and this plan.

- iii. Use of Contributions: Contributions may not be used for permanent employee salaries. Contributions may be made to fund salaries of term or temporary Corps employees

Not Allowed: Contributions will not be used to begin construction or 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:

Project Budget Analyst would set up a manual Customer Order in CEFMS

1. The Project budget staff will create the advance account and will establish the manual customer order
2. A copy of the agreement or explanation of arrangement will need to accompany submission

RMO contact staff regarding contributions:

- Resource Management Office, Financial Analysis Customer Order POC (Leon Le) (503) 808-4454 or
- Resource Management, Budget Analyst (Brian Duval) (503) 808-4452
- Resource Management, Accountant (Marie Haindel) (503) 808-4470

- C. Non-Monetary Donations: Materials and supplies may be accepted. Coordination with Property/Supply staff in Logistics Management at Project and District Office level shall occur to help determine if an item(s) needs identified as capital and included in an inventory. Cost and items received will need reported in OMBIL under Agreements.
- D. Contribution Boxes: A contribution or donation box may be set up at field offices, visitor centers and other appropriate locations. The installation of a contributions box is optional and at the manager’s discretion. 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.

Funds from contribution boxes must be accounted for in the same manner as any other donation by following these steps:

1. Create debtor/sponsor in CEFMS (CEFMS Data Manager, David Wilson 503-808-4468, CENWP-RM-F)
2. Set up advance account and cost share (Marie Haindel, 503-808-4470, CENWP-RM-F)
3. Work item from P2 for each AMSCO Project Code (CENWP-OD-SR)
4. Collections to advance account (Marie Haindel or Authorized Recreation Fee Collector)
5. Confirmed deposit (UFC)
6. Email to Budget staff who creates register and fund account for cost share work item (make sure budget staff is involved and aware)
7. Money available to expend

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 to a park though not want to put a check or large amount of cash in the Contribution box: In this case, the Authorized Recreation Fee Collector may receive these funds at their office. A receipt must be given and the Collector must make it plain 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.

- E. 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 A for contribution tracking record keeping sheet.

Deposits, Form, Reports: Engineering Report 3313 (remittance register) should be used to report monthly contributions of 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 at the Portland District Office and be coordinated through District staff in RMO (Marie Haindel)

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. This new item will be considered an “asset” and must have a separate work item to complete the task.

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 the Projects.
- B. Work Categories: The following list, while not comprehensive, provides some generalizations of the general types of projects that are typically identified in a Project OMP.

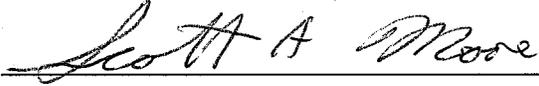
TYPICAL TASKS IDENTIFIED IN PROJECT OMP’S & ACCEPTABLE FOR CONTRIBUTIONS

<u>General Category</u>	<u>Specific Work Examples</u>
Enhancement of Lake Aesthetics & Rec	Planting of trees in recreation areas
	Floating Courtesy Docks
	Repairs to facilities
	Install signs and markers
Interpretive Program	Enhance current Jr. Ranger Program (supplies, materials, etc)
	Interpretive signage
Resource Management	Forest Management
	Wildlife Management (habitat studies)
	Trail Development
	Develop/enhance GIS Database

VII. RECOGNITION OF CONTRIBUTORS:

Projects can acknowledge appreciation to contributors via letters or certificates of appreciation, news releases, photo opportunities, ribbon cutting ceremonies, plaque or other appropriate means consistent with the mission and goals of the Corps and the standards of ethical conduct.

VIII. APPROVALS:



SCOTT A MOORE
District NRM Contributions Program Manager
Portland District Office

6/30/2010

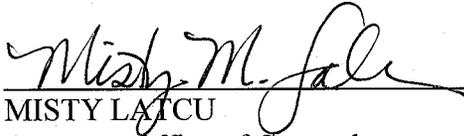
Date



PATRICIA D WILLIAMS
Chief Natural Resource Management Section
Portland District Office

6/30/2010

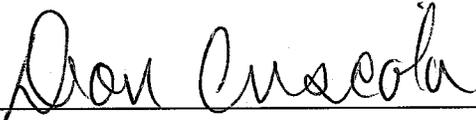
Date



MISTY LATCU
Attorney, Office of Counsel
Portland District Office

9/29/10

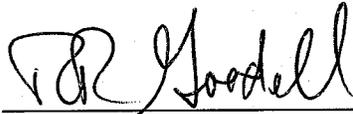
Date



DEAN CRISCOLA
Chief, Resource Management Branch
Portland District Office

11/1/10

Date



For JAMES R. MAHAR, P.E.
Chief, Operations Division
Portland District Office

11/1/10

Date

Contribution Tracking & Record Keeping

Contributions must be entered into OMBIL. This form will aid in keeping track of all contributions until OMBIL entry is performed.

Date	Cash Received	Material(s) Received	Item Description	Source

Accepting Contributions - Flow Chart

