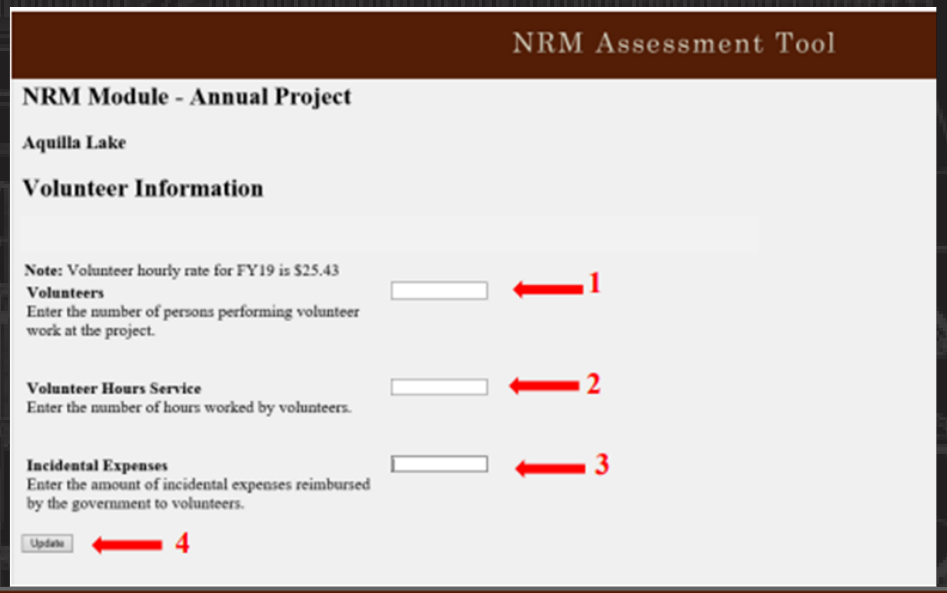
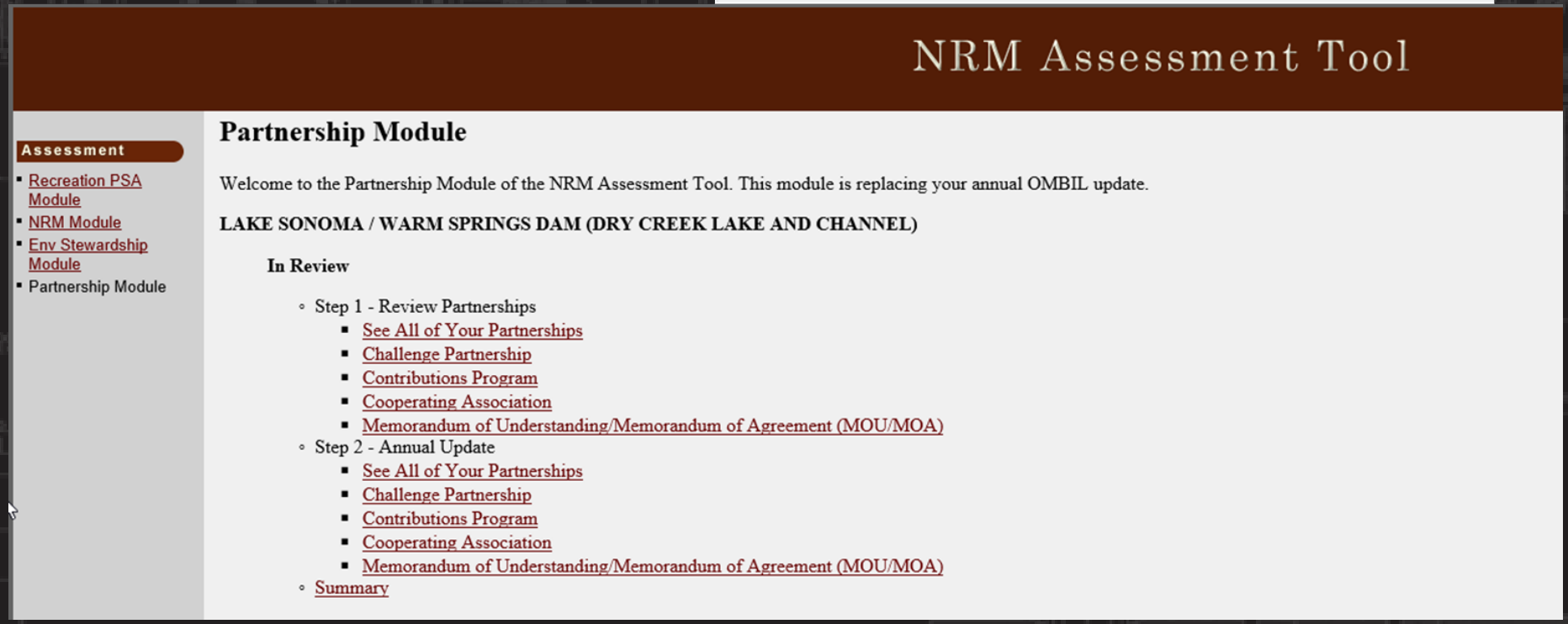
CWBI-OPS PARTNERSHIP AND VOLUNTEERS MODULE UPDATE





PROSPECT Session #1
Philadelphia, PA
May 1 - 4, 2023

U.S. ARMY

US Army Corps of Engineers®

Good Data Tells the Corps Story

1. Partnerships help get work done that we may not otherwise have the capability to do.
2. Partnerships build community support for the Corps and our programs, which can be leveraged in many other ways.
3. Partnerships help support our requests for the Recreation and ES budgets: They demonstrate that we have strong and robust NRM programs that should be financially supported in our budgets.
4. Partnership data helps build internal support for our programs all the way up the line.

Interested not just in what we do, but who we work with:

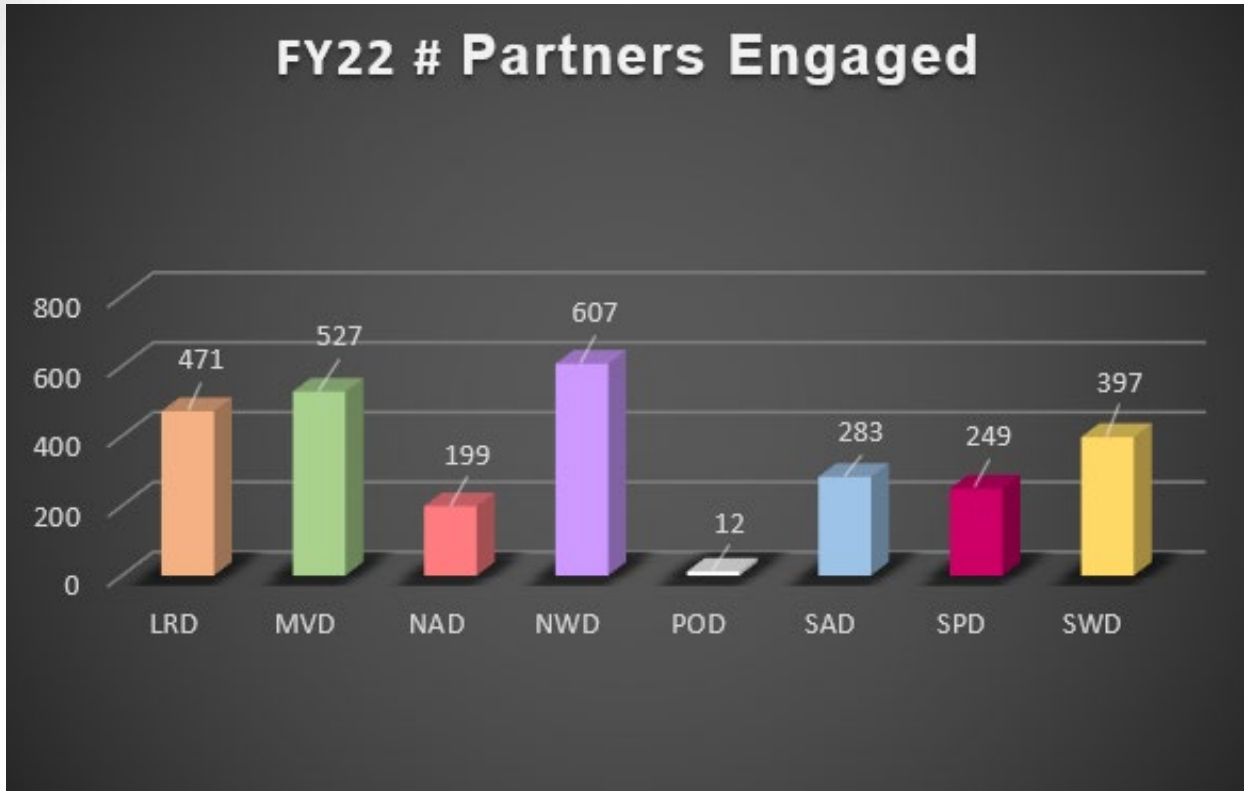
- Scout troops
- Youth service and conservation corps
- Outdoor recreation industry
- STEM-focused education groups
- Native American Tribes
- Local businesses
- Tourism bureaus

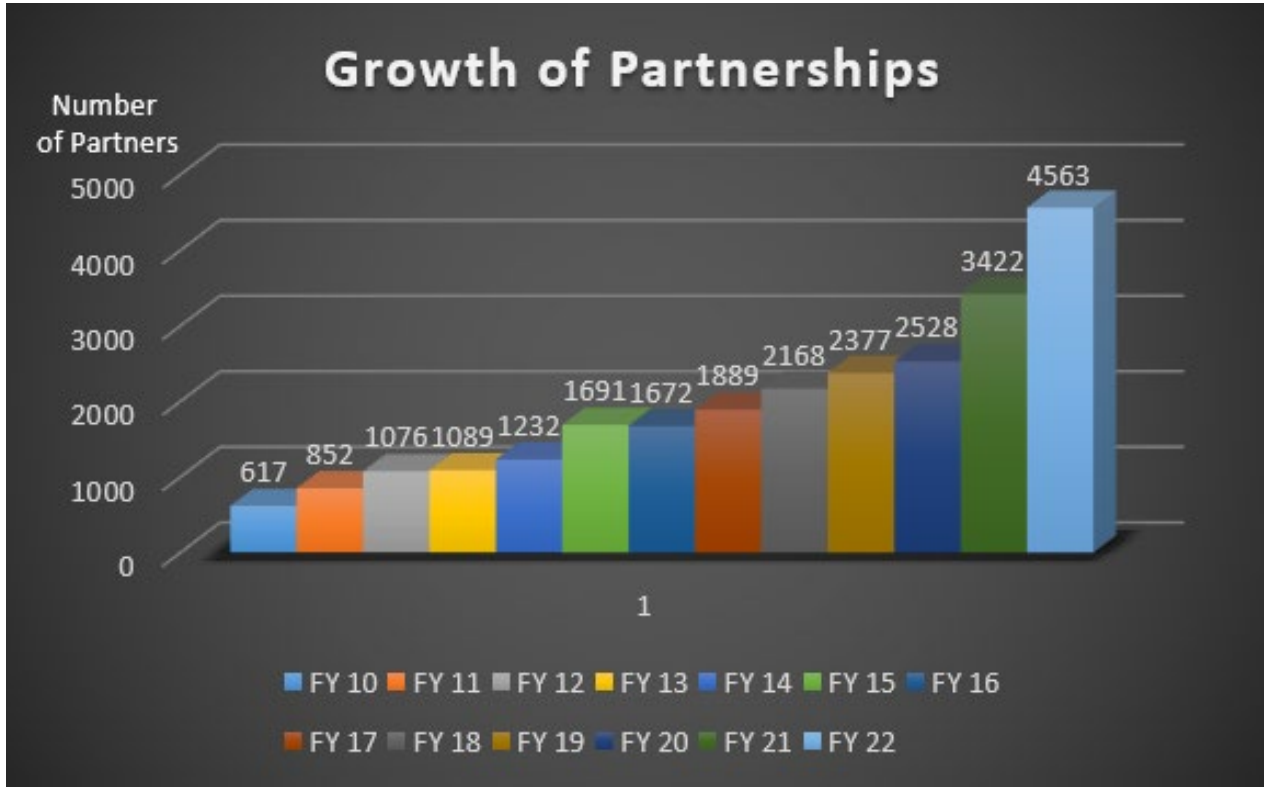
FY23 ANNUAL UPDATE

- These data are used for many different purposes, including decisions concerning program development, budget development and defense, tracking performance measures, preparation of briefings and fact sheets, asset management, etc.
- It is used to populate information on the NRM Gateway and numerous other internal and external web sites.
- It provides a source of data (both inside and outside the Corps) for general information, industry directories, news articles, and many other uses.
- Inaccurate and/or incomplete data not only reflects poorly on the Corps and renders a disservice to the public but could also jeopardize the viability of our O&M missions.

Partnerships Annual Data

FY 22 Partnership data in NRM-Assessment: 4,563 partnerships with a total value of $139.4 million (Corps: $29 million investment/ Partner leveraged investment: $110.4 million)





US Army Corps of Engineers ®

Natural Resources Management Gateway

to the future . . .

Partnerships

OMBIL

Partnerships in NRM Assessment/OMBIL

TThe NRM Assessment Tool and Operations and Maintenance Business Information Link (OMBIL) were developed to provide a location for data required to operate and manage the Operations function of the Corps. The NRM Assessment Tool contains 4 modules: Recreation PSA, NRM, Environmental Stewardship, and Partnerships were data is entered each year. OMBIL is the system used to run reports, and contains modules for each business function, which currently include Navigation, Hydropower, Recreation, Environmental Stewardship, Environmental Compliance, Flood Risk Management, Water Supply, and Safety & Occupational Health.

The Partnerships pages in OMBIL are located under the Recreation and Environment Stewardship Business Functions reports screen. Reports are listed in the drop-down menus under "COMMON – Partnership Detail Report, REC- Partnership Detail Report or REC-Partnership Summary Report, ES – Partnership Detail Report or ES – Partnerships Summary Report." (No password or special permissions required).

Annual fiscal data entry for the NRM Assessment Partnership pages opens each year October 1 - October 31 to enter the value of each partnership for the prior fiscal year.

Note: Partnership data entry involves a two-step process. Step 1: Enter information about the partnership, including agreement type, organization, organization type, date effective, description. Step 2: Enter information about the value of the partnership, including number of volunteers, volunteer hours, partner funds invested, professional services provided, materials and equipment donated, Corps contract funds, services, materials and equipment, and additional investments.

- Annual Reports
- FAQs
- Training Resources

NRM Assessment Partnerships Annual Reports

- Annual partnership tracking spreadsheet This spreadsheet can be used to track most of the key data and information about NRM Assessment annual update period.

- FY 22 Partnerships and Volunteer Fact Sheet
- FY 22 Partnerships Detail Report
- FY 22 Volunteer Program Report for All USACE

- FY 21 Partnerships and Volunteer Fact Sheet
- FY 21 Partnerships Detail Report
- FY 21 Volunteer Program Report for All USACE

- FY 20 Partnerships and Volunteer Fact Sheet
- FY 20 Partnerships Detail Report
- FY 20 Volunteer Program Report for All USACE

- FY 19 Partnerships and Volunteer Fact Sheet
- FY 19 Partnerships Detail Report
- FY 19 Volunteer Program Report for All USACE

- FY 18 Partnerships and Volunteer Fact Sheet
- FY 18 Partnerships Detail Report
- FY 18 Volunteer Program Report for All USACE

- FY 17 Partnerships and Volunteers Fact Sheet
- FY 17 Partnerships OMBIL Detail Report
- FY 17 Volunteer Program OMBIL Report for All USACE

- FY 16 Partnerships and Volunteers Fact Sheet
- FY 16 Partnerships OMBIL Detail Report
- FY 16 Volunteer Program OMBIL report for All USACE

- FY 15 Partnerships Fact Sheet
- FY 15 Partnerships OMBIL ES-REC Summary Report for All USACE
- FY 15 Partnerships ES-REC Detail Report for All USACE
- FY 15 Volunteer Program Fact Sheet
- FY 15 Volunteer Service OMBIL Report for All USACE

- FY 14 Partnerships Fact sheet
- FY 14 Partnerships Summary
- FY 14 Partnerships Detail Report for all USACE - pdf version
- FY 14 Partnership Detail Report for all USACE - Excel version

FY 22 Partnership & Volunteer Program Summary

US Army Corps of Engineers®

USACE partners and volunteers showed up in full force again during 2022 to support the Natural Resources Management (NRM) program. Although we faced a challenging third year of the COVID-19 pandemic together, things gradually began to return to pre-pandemic "normal." This resulted in an increased number of volunteers able to serve on their public lands, and more partner organizations seeking to meet mutual goals to improve recreational facilities, services, and access, while providing robust and healthy natural resources for wildlife and visitors to enjoy.

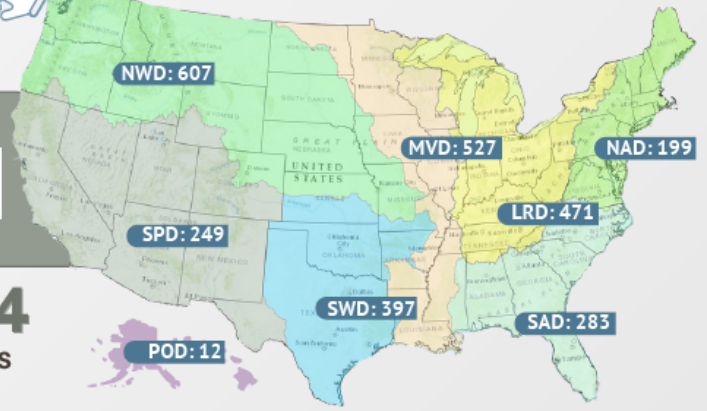
Project Highlights

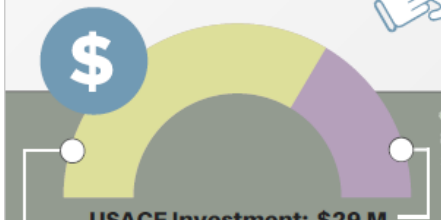
Lake Ouachita Rabbit Water Trail Partnership

National Highlights

In 2022, USACE projects collaborated with more than 1,000 new partners around the nation. At the national level, highlights included joining federal land management agencies in developing the Federal Interagency Council on Outdoor Recreation MOU and America the Beautiful Promoting Equitable Access to Nature in Nature-Deprived Communities MOU. The second year of the Congressional Recreation Task Force engaged stakeholders and partners to provide input on how to enhance public recreational opportunities and address backlog needs at USACE projects. These outstanding contributions from our valued partners and volunteers continue to be vital in achieving the USACE NRM mission.

PARTNERS ENGAGED BY REGION





USACE Investment: $29 M
PARTNER Investment: $110.4 M

$139,420,034
TOTAL VALUE OF PARTNERSHIPS
(25% increase from FY21)

Key Partnership Metrics

4,563
TOTAL PARTNERS
(33% increase from FY21)

1,141
NEW PARTNERS

311
USACE PROJECTS WITH PARTNERSHIPS
(77% of USACE Projects)

Maximizing Data Entry: Partnership Tracking Spreadsheet

- This can assist with keeping track throughout the year to make data entry in October much easier
- Available on NRM Assessment/OMBIL Partnerships FAQ page: https://gateway.erdc.dren.mil/nrm/partners/FY21-NRMAssessment-Partnerships

C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
ORGANIZATION TYPE (Business, Civilian Inmate Labor Program, Educational Institute, Federal Agency, Local Government Agency, Military Organization, Native American Tribe, Nonprofit or Community Organization, State Agency, Other)	DATE EFFECTIVE	PRIMARY PURPOSE (Education, ENS, Health/Safety, Military, Recreation)	PRIMARY BUSINESS LINE (Rec or ES)	DESCRIPTION	CO PARTNERS	NUMBER OF CO PARTNERS	NUMBER OF VOLUNTEERS	VOLUNTEER HOURS	VOLUNTEER RATE	VALUE OF SERVICES	FUNDS INVESTED	PROFESSIONAL SERVICES PROVIDED	MATERIALS & EQUIPMENT DONATED	TOTAL PARTNER VALUE	CONTRACT COSTS	MATERIALS & EQUIPMENT	CORPS LABOR HOURS	TOTAL CORPS COSTS	TOTAL AMOUNT	
									Pre-entered	Auto calculated				$0				$0	$0	
									Pre-entered	Auto calculated				$0				$0	$0	
									Pre-entered	Auto calculated				$0				$0	$0	
									Pre-entered	Auto calculated				$0				$0	$0	
ORGANIZATION TYPE (Business, Educational Institute, Local Government Agency, Nonprofit or Community Organization, State Agency, Other)	DATE EFFECTIVE	PRIMARY PURPOSE (Education, ENS, Health/Safety, Military, Recreation)	PRIMARY BUSINESS LINE (Rec or ES)	DESCRIPTION	CO PARTNERS	NUMBER OF CO PARTNERS	NUMBER OF VOLUNTEERS	VOLUNTEER HOURS	VOLUNTEER RATE	VALUE OF SERVICES	FUNDS INVESTED	PROFESSIONAL SERVICES PROVIDED	MATERIALS & EQUIPMENT DONATED	TOTAL PARTNER VALUE	HQ Investment	CONTRACT COSTS	MATERIALS & EQUIPMENT	CORPS LABOR HOURS	TOTAL CORPS COSTS	TOTAL AMOUNT
									Pre-entered	Auto calculated				$0					$0	$0
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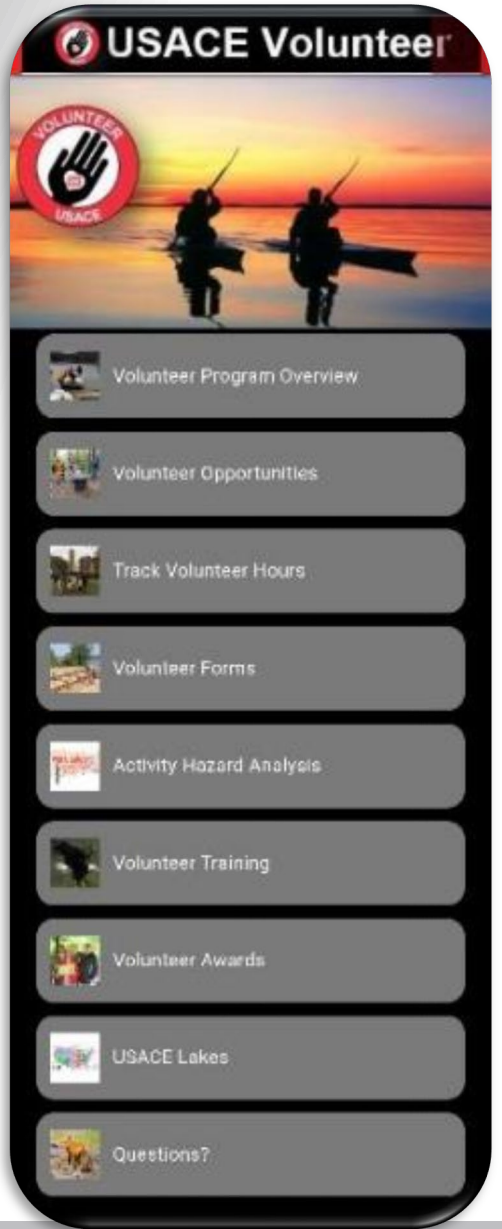
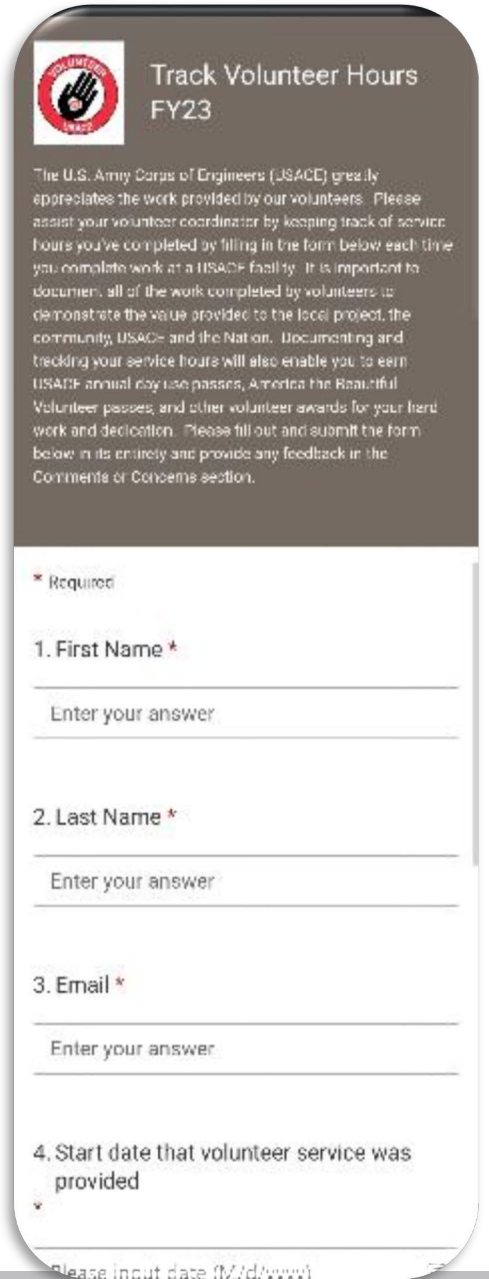
									Pre-entered	Auto calculated				$0					$0	$0
									Pre-entered	Auto calculated				$0					$0	$0
ORGANIZATION TYPE (Nonprofit)	DATE EFFECTIVE	PRIMARY PURPOSE (Education, ENS, Health/Safety, Military, Recreation)	PRIMARY BUSINESS LINE (Rec or ES)	DESCRIPTION	CO PARTNERS	NUMBER OF CO PARTNERS	NUMBER OF VOLUNTEERS	VOLUNTEER HOURS	VOLUNTEER RATE	VALUE OF SERVICES	VALUE OF SALES	FUNDS INVESTED	PROFESSIONAL SERVICES PROVIDED	MATERIALS & EQUIPMENT DONATED	TOTAL PARTNER VALUE	CONTRACT COSTS	MATERIALS & EQUIPMENT	CORPS LABOR HOURS	TOTAL CORPS COSTS	TOTAL AMOUNT
									Pre-entered	Auto calculated					$0				$0	$0
									Pre-entered	Auto calculated					$0				$0	$0
									Pre-entered	Auto calculated					$0				$0	$0
									Pre-entered	Auto calculated					$0				$0	$0
ORGANIZATION TYPE (Federal Agency)	DATE EFFECTIVE	PRIMARY PURPOSE (Education, ENS, Health/Safety, Military, Recreation)	PRIMARY BUSINESS LINE (Rec or ES)	DESCRIPTION	FUNDS INVESTED	PROFESSIONAL SERVICES PROVIDED	MATERIALS & EQUIPMENT DONATED	TOTAL PARTNER VALUE	CONTRACT COSTS	MATERIALS & EQUIPMENT	CORPS LABOR HOURS	TOTAL CORPS COSTS	TOTAL AMOUNT							
								$0				$0	$0							
								$0				$0	$0							
								$0				$0	$0							
								$0				$0	$0							

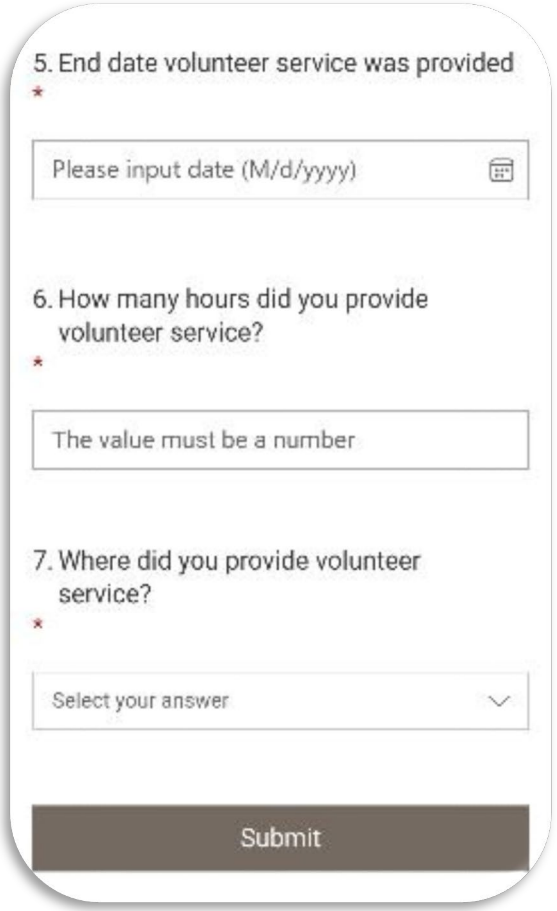
Volunteer Hours Tracking in the Volunteer app



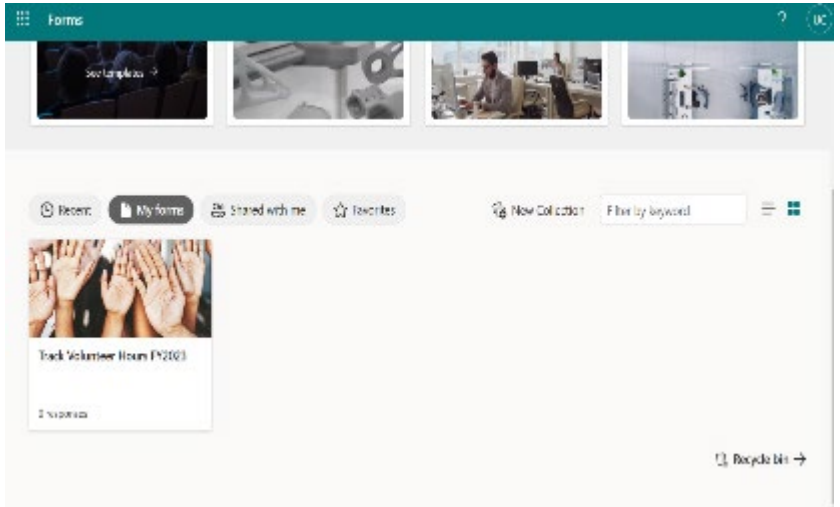


Information needed to track a volunteer:

- First Name
- Last Name
- Email



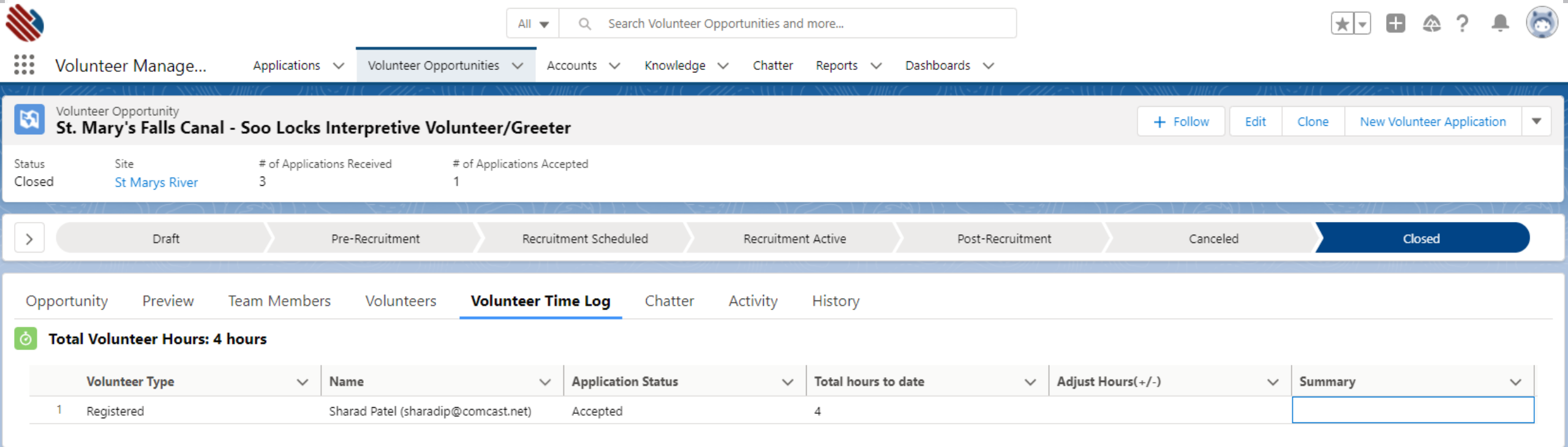
Volunteer coordinators can run reports for their location and view volunteer hours nationally in the Volunteer Coordinator Portal in Microsoft Forms.



https://corpslakes.erdc.dren.mil/employees/volunteer/app.cfm

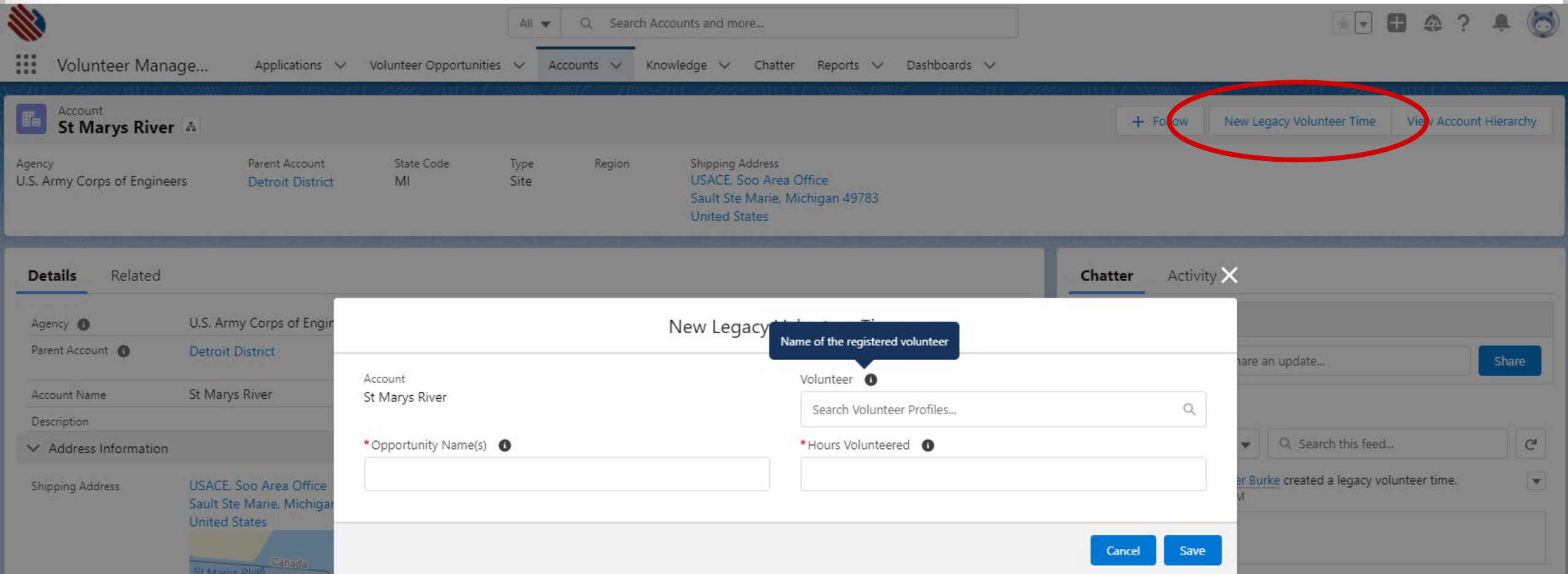
Volunteer Hours Tracking in Volunteer.gov

- Allows District Volunteer Coordinators to track a Registered, Guest, or Walk-in volunteer's hours for a particular volunteer opportunity
- Only Registered volunteers (with a volunteer.gov profile) can have lifetime hours tracked
- Required information to track a volunteer:
  - Last Name
  - Email Address
  - Date of birth (Month, Day, Year)



Volunteer Legacy Hours Tracking in Volunteer.gov

- Allows District Volunteer Coordinators to track historical hours for a volunteer
- Only Registered volunteers (with a volunteer.gov profile) can have legacy hours tracked
- Enter Opportunity Name, Volunteer, and Hours Volunteered



U.S. ARMY

https://corpslakes.erdc.dren.mil/employees/nrmassessment/tool.cfm

US Army Corps of Engineers

Natural Resources Management Gateway
to the future . . .

Home | Visitors | Lake Discovery | Recreation | Env Compliance | Env Stewardship | Partners
News/Events | People | Forums | Learning | GETS | Tools | New Postings | Submit | Index/Search

ment Tool

NRM Assessment Tool

Beginning in Fiscal Year 2018, the NRM community (Recreation and Environmental Stewardship Business Lines) will be utilizing the NRM-Assessment Tool (formerly the Rec-Assessment Tool) to collect annual data that will then be uploaded into OMBIL. Several notices, webinars and coordination have occurred through the OMBIL users group and District POC's.

The NRM Assessment Tool data modules are moving to the Civil Works Business Intelligence Hub (https://cwbi.usace.army.mil) during FY22. The Citation Module and Environmental Stewardship Modules will be in the new CWBI-Ops in FY22. The NRM Module and Partnership will remain in the NRM Assessment Tool in FY22 and make the transition to CWBI-Ops in FY23.

The PSA Module update will follow the same process as FY21. Submit corrections via appropriate forms with approval signatures. This will allow accurate and correct PSA list with facilities to be uploaded into CWBI.

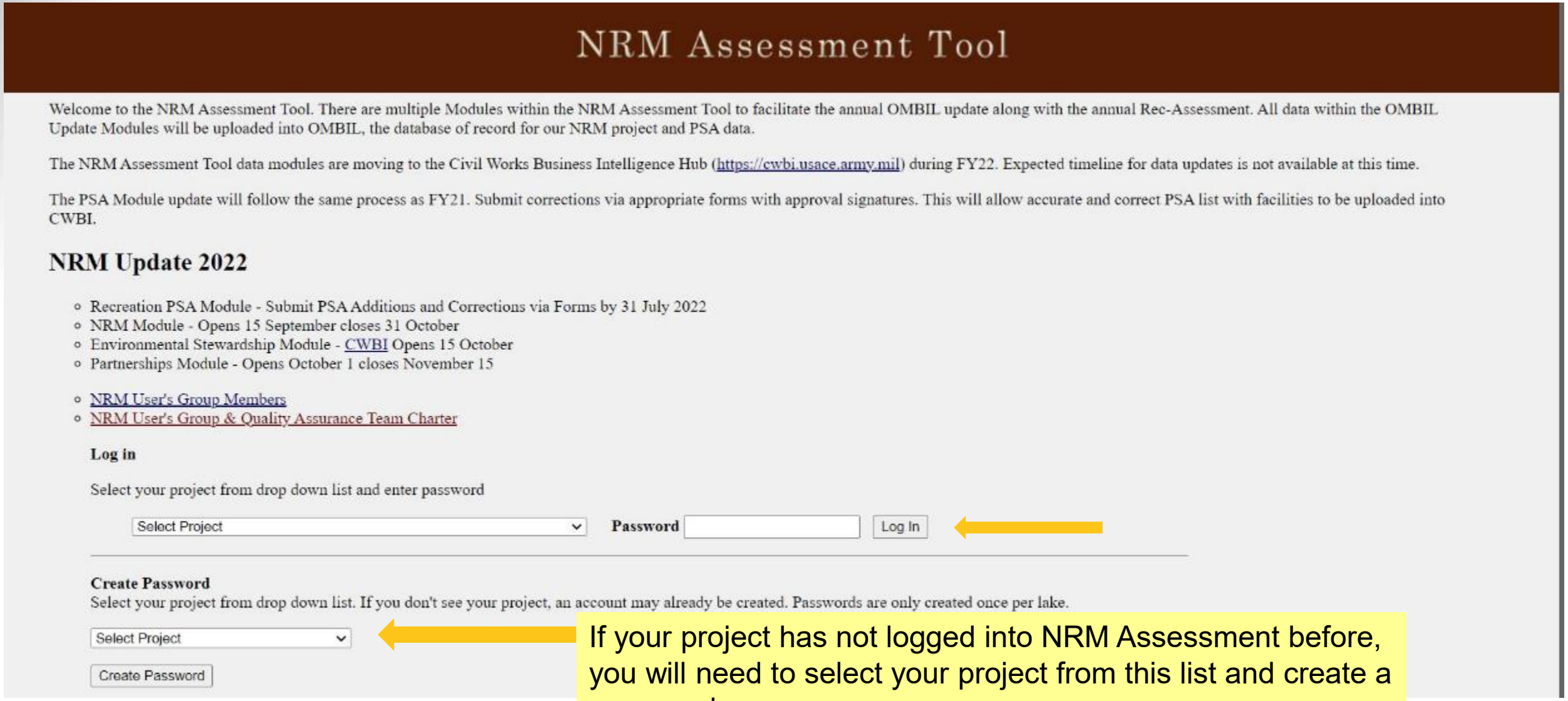
- Partnerships
  Module **Opens October 1 closes November 15**
- Citation
  Modules CWBI **FY21 due by 30 September. FY22 due by 31 October.**

All links below are restricted to U.S. Army Corps of Engineers users.

- NRM Assessment Tool
- NRM User's Group & Quality Assurance Team Charter
- Webinars & Training materials are avaialble for each of the modules once you log into the system.

NRM Assessment Tool: Volunteers

https://gateway.erdc.dren.mil/nrm/rec-best/nrm.cfm



If your project has not logged into NRM Assessment before, you will need to select your project from this list and create a password.

NRM Assessment Tool: Volunteers

https://gateway.erdc.dren.mil/nrm/rec-best/nrm.cfm

NRM Assessment Tool: NRM Module Volunteers/Passes

U.S. ARMY

NRM Assessment Tool

Assessment
- District/Division List

Assessment
- Recreation PSA Module
- NRM Module
- Env Stewardship Module
- Partnership Module

NRM Module

Welcome to the NRM Module of the NRM Assessment Tool. This module is replacing your annual OMBIL update for Volunteers, Passes, Roads, Title 18, Interpretive Contacts, Special Events, & Law Enforcement Contracts.

Directions

1. Successfully completing the annual update requires completing **ALL** steps in this module.
2. Project Site Area (PSA) Detail information must be entered for each **CORPS MANAGED** PSA listed. This information is utilized in the budget build.
3. Review each step. Each project may or may not have a SPECIFIC PROGRAM or ACTIONS for this fiscal year (FY). To update each step click the name/program.
4. If your project does not have a SPECIFIC PROGRAM (Ex: Special Events) for this FY, click NO and SUBMIT. No further action needed.
5. **For each Step/PROGRAM with updates, click on the name, then enter FY22 information.**

- Webinar
- Questions & Answers
- User's Group - Reach out to your Division representative for assistance if needed.

Hords Creek Lake

In Review

Training	Modules	Updated	Project Program OR No Activity this FY	
i	Step 1 - PSA Detail			
	FLATROCK	9/17/22		
	FRIENDSHIP	9/18/22		
	LAKESIDE	9/17/22		
i	Step 2 - Volunteer Information		○ No	Submit
i	Step 3 - Passes	9/25/22	○ No	Submit
i	Step 4 - Public & Service Roads	9/18/22		
i	Step 5 - Project Trails	9/18/22		

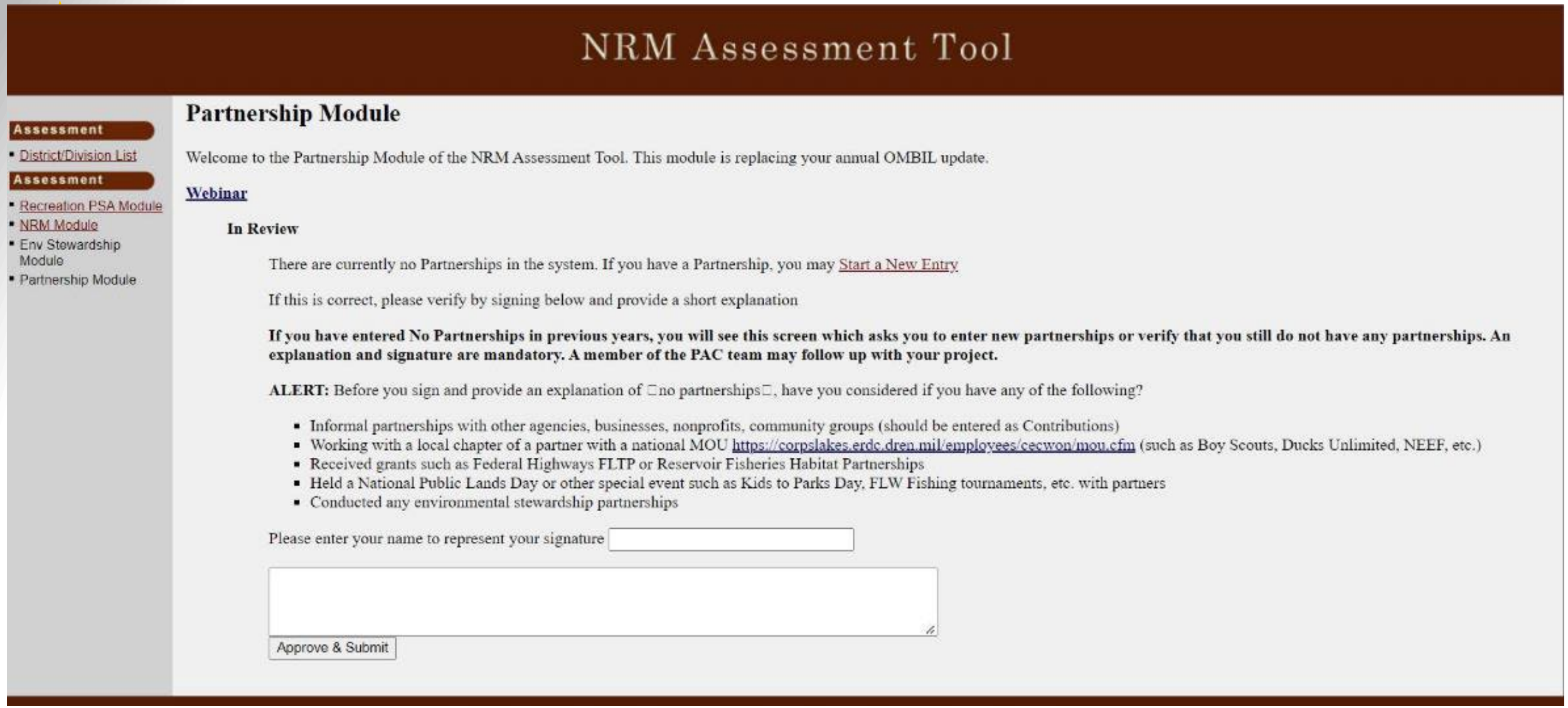
Select Step 2: Volunteer Information to enter total number of volunteers, total hours, and incidental expenses

Select Step 3: Passes to enter total number of ATB Volunteer Passes, and total number of Corps Annual Day Use Passes issued to volunteers for 100 hours of service

NRM Assessment Tool: Partnerships Module

Select Partnerships Module to enter data for volunteers who served as part of a partner organization

Open 1 Oct – 15 Nov



If you have entered No Partnerships in previous years, you will see this screen which asks you to enter new partnerships or verify that you still do not have any partnerships. An explanation and signature are mandatory. A member of the PAC team may follow up with your project.

NRM Assessment Tool: Partnerships Module

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NRM Assessment Tool

Assessment

- Recreation PSA Module
- NRM Module
- Env Stewardship Module
- Partnership Module

Partnership Module

Welcome to the Partnership Module of the NRM Assessment Tool. This module is replacing your annual OMBIL update.

Webinar ← Click here for a refresher on how to enter your partnership data.

HQ USACE

In Review

- Step 1 - Review Partnerships
  - See All of Your Partnerships ← Click here to view all of your partnerships (Check to see if they are all accounted for from FY21)
  - Contributions Program
  - Cooperative Agreement
  - Economy Act Partnership
  - Memorandum of Understanding/Memorandum of Agreement (MOU/MOA)
- Step 2 - Annual Update
  - See All of Your Partnerships ← Click here to enter your partnership and volunteer data
  - Contributions Program
  - Cooperative Agreement
  - Economy Act Partnership
  - Memorandum of Understanding/Memorandum of Agreement (MOU/MOA)
- Summary

If you have entered partnerships in previous years, you will be taken to this screen to review past partnerships and enter FY22 data.

NRM Assessment Tool

Assessment
- Partnership Module

Module

Step 1 - Review/Add
- See All
- Memorandum of Understanding/Memorandum of Agreement (MOU/MOA)

Step 2 - Annual Data Update
- See All
- Memorandum of Understanding/Memorandum of Agreement (MOU/MOA)

Step 3 - Data Summary/Approval

Partnership Module - Step 1 - Review Existing Partnership Activity/ Add New

Whitney Lake

Click "Organization Name" IF you need to edit the data NOT editable in table below (Type and Effective Date)

ADD New Partnership Agreement

Review the type, purpose, business line, and description for accuracy. If you need to edit the info, click on the partner name

Organization	Partner Organization Type	Purpose	BL	Co-Partners	Active This FY	Terminated	
Memorandum of Understanding/Memorandum of Agreement (MOU/MOA)							
Baylor University	Educational Institutions (Schools, Universities)	Environmental Stewardship	ES		○ Yes ◉ No Submit	------	------
	Development of mutually beneficial projects in areas and subjects related to the cultural and natural resource objectives and missions, and outdoor education experiences						
Boy Scouts of America *New Agreement*	Nonprofit, Quasi Public, Or Community Organization	Environmental Stewardship	ES		○ Yes ○ No Submit	Terminate	DELETE
	Service projects. 1325 West Walnut Hill Lane Irving, TX 75038						
Friends of the Wild Whoopers	Nonprofit, Quasi Public, Or Community Organization	Environmental Stewardship	ES		○ Yes ◉ No Submit	------	------
	Performs population surveys, and other activities supporting protection, restoration, and enhancement of whooping crane habitat and the myriad species with rely on the habitat						
Heart of Texas Regional Advisory Council	Nonprofit, Quasi Public, Or Community Organization	Health and Safety	RC		○ Yes ◉ No Submit	------	------
	Development of mutually beneficial projects in areas and subjects related to the cultural and natural resource objectives and missions, and outdoor education experiences						
National Environmental Education Foundation (NEEF)	Nonprofit, Quasi Public, Or Community Organization	Environmental Stewardship	RC	KIND Snacks	○ Yes ◉ No Submit	------	------
	Providing resources and support for National Public Lands Day.						
Police Athletic League	Nonprofit, Quasi Public, Or Community Organization	Environmental Stewardship	ES	Texas Parks And Wildlife	○ Yes ◉ No Submit	------	------

Change for FY22: Select “Yes” or “No” for “Active this FY” then select “Submit”.

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Edit the partnership type, organization type, purpose, business line, description, name of co-partners as needed, and click Update.

NRM Assessment Tool

Assessment

- Partnership Module

Module

Step 1 - Review/Add

- See All
- Memorandum of Understanding/Memorandum of Agreement (MOU/MOA)

Step 2 - Annual Data Update

- See All
- Memorandum of Understanding/Memorandum of Agreement (MOU/MOA)

Step 3 - Data Summary/Approval

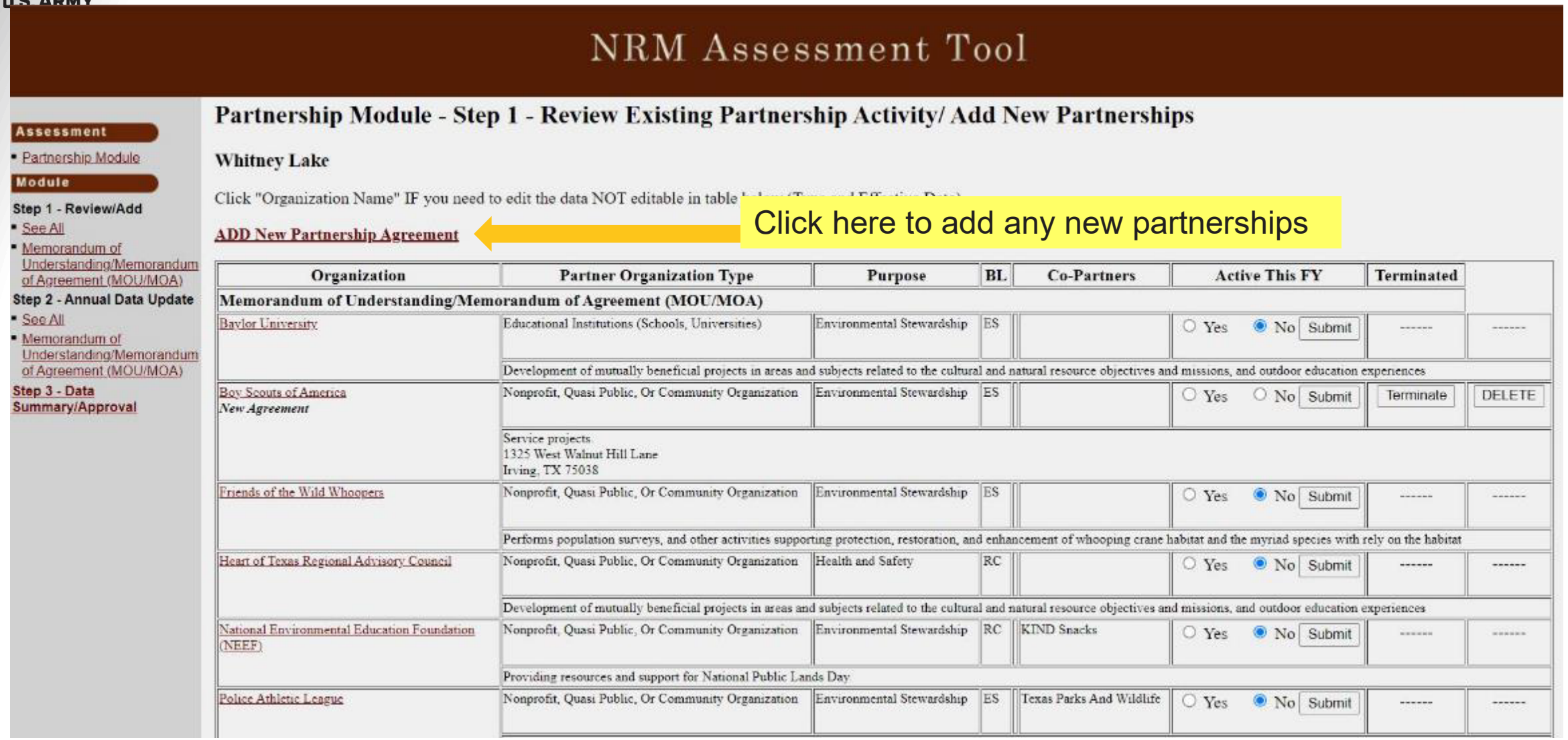
Partnership Module - Step 1 - Review Existing Partnership Activity/Add New Partnerships

Whitney Lake

Partnership Type	Memorandum of Understanding/Memorandum of Agreement (MOU/MOA)
Organization	Baylor University
Partner Organization Type	Educational Institutions (Schools, Universities)
Purpose	Environmental Stewardship
Business Line	Environmental Stewardship
Description	Development of mutually beneficial projects in areas and subjects related to the cultural and natural resource objectives and missions, and outdoor education experiences
Co-Partner	

Update

NRM Assessment Tool: Adding a Partner



NRM Assessment Tool

Assessment
- Partnership Module

Module

Step 1 - Review/Add
- See All
- Memorandum of Understanding/Memorandum of Agreement (MOU/MOA)

Step 2 - Annual Data Update
- See All
- Memorandum of Understanding/Memorandum of Agreement (MOU/MOA)

Step 3 - Data Summary/Approval

Partnership Module - Step 1 - Review Existing Partnership Activity/ Add New Partnerships

Whitney Lake

Click "Organization Name" IF you need to edit the data NOT editable in table

ADD New Partnership Agreement

Click here to add any new partnerships

Organization	Partner Organization Type	Purpose	BL	Co-Partners	Active This FY	Terminated	
Memorandum of Understanding/Memorandum of Agreement (MOU/MOA)							
Baylor University	Educational Institutions (Schools, Universities)	Environmental Stewardship	ES		○ Yes ◉ No Submit	------	------
	Development of mutually beneficial projects in areas and subjects related to the cultural and natural resource objectives and missions, and outdoor education experiences						
Boy Scouts of America *New Agreement*	Nonprofit, Quasi Public, Or Community Organization	Environmental Stewardship	ES		○ Yes ○ No Submit	Terminate	DELETE
	Service projects 1325 West Walnut Hill Lane Irving, TX 75038						
Friends of the Wild Whoopers	Nonprofit, Quasi Public, Or Community Organization	Environmental Stewardship	ES		○ Yes ◉ No Submit	------	------
	Performs population surveys, and other activities supporting protection, restoration, and enhancement of whooping crane habitat and the myriad species with rely on the habitat						
Heart of Texas Regional Advisory Council	Nonprofit, Quasi Public, Or Community Organization	Health and Safety	RC		○ Yes ◉ No Submit	------	------
	Development of mutually beneficial projects in areas and subjects related to the cultural and natural resource objectives and missions, and outdoor education experiences						
National Environmental Education Foundation (NEEF)	Nonprofit, Quasi Public, Or Community Organization	Environmental Stewardship	RC	KIND Snacks	○ Yes ◉ No Submit	------	------
	Providing resources and support for National Public Lands Day						
Police Athletic League	Nonprofit, Quasi Public, Or Community Organization	Environmental Stewardship	ES	Texas Parks And Wildlife	○ Yes ◉ No Submit	------	------

NRM Assessment Tool: New Partner Added

U.S. ARMY

NRM Assessment Tool

Your new partnership will show up as a *'New Agreement'*
If you entered a new partner in error, you could choose to delete.

Assessment
- Partnership Module

Module

Step 1 - Review/Add
- See All
- Memorandum of Understanding/Memorandum of Agreement (MOU/MOA)

Step 2 - Annual Data Update
- See All
- Memorandum of Understanding/Memorandum of Agreement (MOU/MOA)

Step 3 - Data Summary/Approval

Partnership Module - Step 1 - Review Existing Partnership Activity/ Add New P

Whitney Lake

Click "Organization Name" IF you need to edit the data NOT editable in table below (Type and Effective Date)

ADD New Partnership Agreement

Organization	Partner Organization Type	Purpose	BL	Co-Partners	Active This FY	Terminated	
Memorandum of Understanding/Memorandum of Agreement (MOU/MOA)							
Back Country Horsemen of America *New Agreement*	Nonprofit, Quasi Public, Or Community Organization	Recreation	RC		○ Yes ○ No Submit	Terminate	DELETE
	Assisting with planning and construction of new back country equestrian trail 59 Rainbow Rd East Granby, CT 6029						
Baylor University	Educational Institutions (Schools, Universities)	Environmental Stewardship	ES		○ Yes ● No Submit	------	------
	Development of mutually beneficial projects in areas and subjects related to the cultural and natural resource objectives and missions, and outdoor education experiences						
Boy Scouts of America *New Agreement*	Nonprofit, Quasi Public, Or Community Organization	Environmental Stewardship	ES		○ Yes ○ No Submit	Terminate	DELETE
	Service projects 1325 West Walnut Hill Lane Irving, TX 75038						
Friends of the Wild Whoopers	Nonprofit, Quasi Public, Or Community Organization	Environmental Stewardship	ES		○ Yes ● No Submit	------	------
	Performs population surveys, and other activities supporting protection, restoration, and enhancement of whooping crane habitat and the myriad species with rely on the habitat						
Heart of Texas Regional Advisory Council	Nonprofit, Quasi Public, Or Community Organization	Health and Safety	RC		○ Yes ● No Submit	------	------
	Development of mutually beneficial projects in areas and subjects related to the cultural and natural resource objectives and missions, and outdoor education experiences						
National Environmental Education Foundation (NEEF)	Nonprofit, Quasi Public, Or Community Organization	Environmental Stewardship	RC	KIND Snacks	○ Yes ● No Submit	------	------

NRM Assessment Tool: Step 2 Annual Data Entry

U.S. ARMY

Fill in all boxes and click Update to save and complete calculations.

NOTE: You will not be able to save unless there is a value in Total Partner Value, Corps Labor Hours, and Total Corps Value.

NOTE: When filling in numbers, do not use commas between digits.

NRM Assessment Tool

Partnership Module - Step 2 - Annual Data Update

Wright Patman Dam and Lake

Please be sure to fill in ALL fields below. You may use TAB key to move between fields. Click RETURN key to update the row.

Note: Volunteer hourly rate for FY22 is $29.95

						Partner Value					Corps Costs						
Type	**Organization**	**Number of Co-Partners**	**Number of Volunteers**	**Volunteer Hours**	**Value of Services**	**Value of Sales**	**Funds Invested**	**Professionsl Services Provided**	**Material & Equipment Donated**	**Total Partner Value**	**HQ Investment**	**Contract Cost**	**Materials & Equipment**	**Corps Labor Hours**	**Total Corps Cost**	**TOTAL**	
Handshake Partnership	Texas Master Naturalist Red River Chapter				$ 0.00	---				$ 0.00					$ 0.00	$ 0.00	Update
	This a Challenge Partnership Agreement/Handshake Partnership with the Texas Master Naturalist Red River Chapter for native tree and plant species re-establishment, invasive speices eradication, interpretive panels and brochures for trails and providing interpretive services.																
Memorandum of Understanding/Memorandum of Agreement (MOU/MOA)	Boy Scouts of America Caddo Area Council				$ 0.00	---				$ 0.00	---				$ 0.00	$ 0.00	Update
	Various eagle scout projects and cleanup through the FY18																
Memorandum of Understanding/Memorandum of Agreement (MOU/MOA)	Challenged Outdoorsmen of America				$ 0.00	---				$ 0.00	---				$ 0.00	$ 0.00	Update
	Challenged Outdoorsmen of America is an organization with a purpose of providing quality outdoor recreational opprotunities and programs designed especially for individuals with disabilities and disadvantaged youth.																
Memorandum of Understanding/Memorandum of Agreement (MOU/MOA)	Christian Brotherhood of Outdoorsmen				$ 0.00	---				$ 0.00	---				$ 0.00	$ 0.00	Update
	Provide volunteer maintenance and hunting opportunities for disadvantaged youth on Corps property at Wright Patman.																
Memorandum of Understanding/Memorandum of Agreement (MOU/MOA)	National Environmental Education				$ 0.00	---				$ 0.00	---				$ 0.00	$ 0.00	Update

NRM Assessment Tool: Summary

NRM Assessment Tool

Assessment
- Partnership Module

Module

Step 1 - Review
- See All
- Contributions Program
- Cooperating Association
- Handshake Partnership
- Memorandum of Understanding/Memorandum of Agreement (MOU/MOA)

Step 2 - Annual Update
- See All
- Contributions Program
- Cooperating Association
- Handshake Partnership
- Memorandum of Understanding/Memorandum of Agreement (MOU/MOA)

Summary

Partnership Module - Summary

Lake Washington Ship Canal

								Partner Value						Corps Costs					
Organization	**Partner Organization Type**	**Purpose**	**Business Line**	**Co-Partners**	**Number of Co-Partners**	**Number of Volunteers**	**Volunteer Hours**	**Value of Services**	**Value of Sales**	**Funds Invested**	**Professionsl Services Provided**	**Material & Equipment Donated**	**Total Partner Value**	**HQ Investment**	**Contract Cost**	**Materials & Equipment**	**Corps Labor**	**Total Corps Cost**	**TOTAL**
Contributions Program																			
Back Country Horsemen of America *New Agreement*	Nonprofit, Quasi Public, Or Community Organization	Recreation	RC	American Hiking Society	1	109	6700	165423	---	500	0	1000	**$ 166,923.00**	---	0	600	5000	**$ 5,600.00**	**$ 172,523.00**
	Equestrian trail maintenance 59 Rainbow Road East Granby, CT 06029																		
Bellevue Botanical Garden	Nonprofit, Quasi Public, Or Community Organization	Education	ES	Greater Seattle Fuchsia Society; Puget Sound Daylily Club; Discover Your Northwest; Cistus Nursery; University of Washington Botanical Gardens; Dunn Garden; Edmunds Community College Horticultural dept; Elizabeth C Miller Botanical Garden; Garden Conserva	0				---				**$ 0.00**	---				**$ 0.00**	**$ 0.00**
	LWSC Centennial Community Gardening Event - 21 partners																		
Discover Your Northwest	Nonprofit, Quasi Public, Or Community Organization	Recreation	RC	Boeing Employees Concert Band; Barneleikarringen; Tango at the Locks; HIghline Community Symphonic Band; Cascadia Big Band; Sound and Fury Morris and Sword; Elliot Bay Pipe Band; East side Modern jazz; Kirkland City Orchestra; The Professor Gadget Sax qua					---				**$ 0.00**	---				**$ 0.00**	**$ 0.00**
	Summer Concert Series at LWSC																		
Discover Your Northwest	Nonprofit, Quasi Public, Or Community Organization	Recreation	RC	KNKX					---				**$ 0.00**	---				**$ 0.00**	**$ 0.00**

You must "Approve/Submit" this Project.

Please enter your name to represent your signature

Approve & Submit

You must "Approve" this Project for District/Division

Please enter your name to represent your signature

Approve

Do not forget to sign and click Approve & Submit to save your data. You can still make changes after selecting submit.

District or Division must also approve data.

Partnerships in NRM – Common Errors

Special events

Many people forget that the contributions provided by partners is considered a partnership and has value.

Be sure to enter the partner info for Kids to Parks Day, National Public Lands Day, Major League Fishing (MLF) events, CAST fishing events, Get Outdoors Day, Bass Pro special events, etc.

The partner value should include the value of their time, **and** supplies they provide for the event (this can be booth space or marketing materials).

Entering National Public Lands Day (NPLD) Events

1) Enter volunteer data into the NRM Module of NRM Assessment Tool

2) Enter the event into the Partnerships module of NRM Assessment
   a) *If other partners are involved*, list National Environmental Education Foundation (NEEF) as the primary partner and all others as co-partners (Do not enter NPLD as the partner name.)
   b) *If no other partners are participating* in the event, just list NEEF as the primary partner
   c) Partner contribution should be the volunteer hours performed within the scope of the event.

Partnerships in NRM Assessment – Common Errors

National MOUs

If a partner is on the list of national MOUs and there is not some other agreement type involved in the project, make sure to select MOU. Many lakes also have local MOUs.

Partnerships in NRM Assessment – Common Errors

Cooperating Association

There is a pick-list for these associations. If you have an official association that is not on the list, let Heather Burke know and she will get it added.

Every one of these organizations should have some type of value associated with them for the year.

Partnerships in NRM Assessment – Common Errors

Contributions

Volunteer service value for individuals should not be included in the partnership section of NRM Assessment, unless they have also contributed funds, materials/supplies.

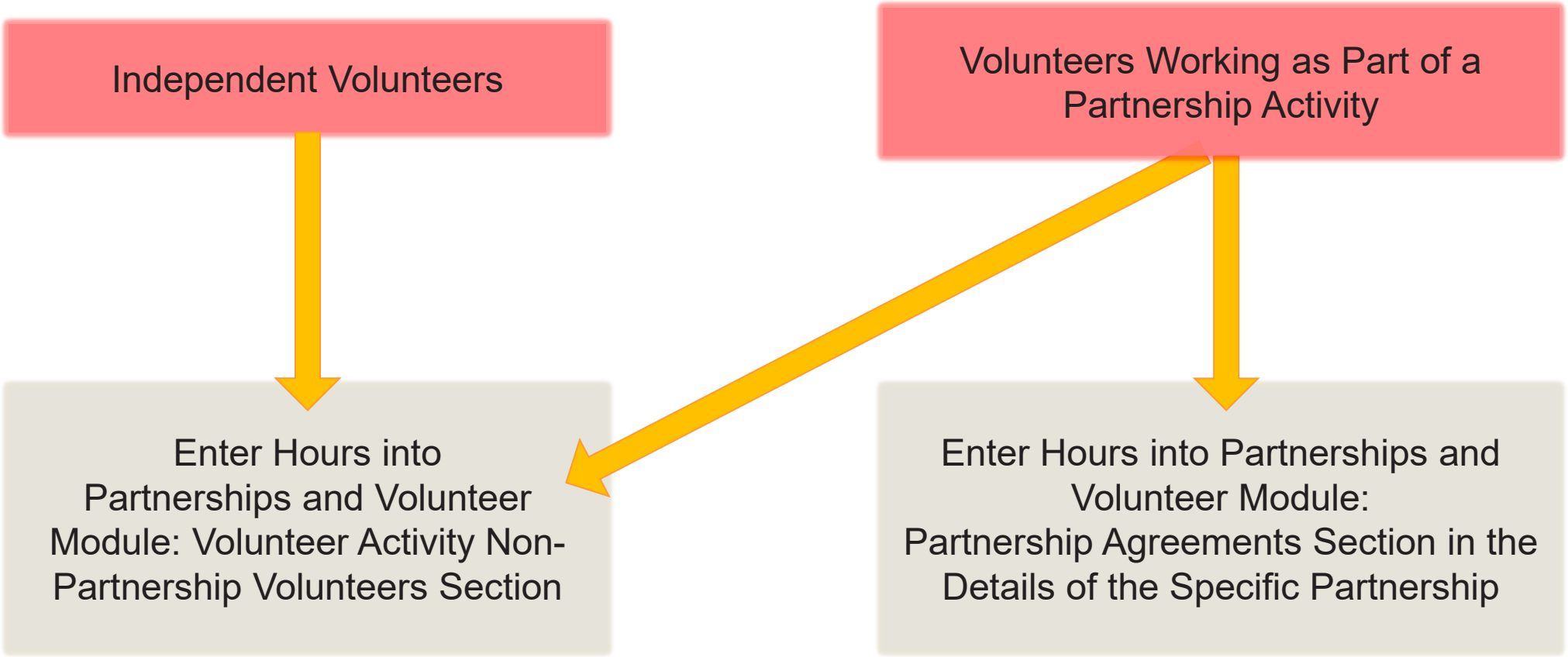
Volunteers that work as part of an organization can be included here along with the value of funds, services, and materials contributed.

Volunteers that serve in an outgranted area (leased or licensed area) should not be counted in NRM Assessment unless they are working directly for USACE in that area and signed up on a OF301a form.

Volunteer Reporting in NRM Assessment

- Volunteer data must be captured each year during October in the NRM Assessment tool
- Annual Project Data Update: Record total number of volunteers, volunteer hours, and reimbursed incidental expenses
- Annual Partnerships Update: Record number of volunteers and volunteer hours that the partner provides
- Hours served by SCA and other youth conservation corps groups should be entered as volunteer hours in both update sections.
- USACE and other federal agencies use the Independent Sector's hourly rate as set by the Bureau of Labor Statistics each spring to calculate the value of service per hour, regardless of age or activity. No cost of living or other adjustments of any kind may be made to this rate.

Where You Should Enter Volunteer Hours



NOTE: This is a change from previous years where partnership volunteers were a subset of the overall volunteer number. Now we are collecting non-partnership volunteer data and partnership volunteer data and adding them together to determine the total number of volunteers.

Volunteer Data Decision Tree

Available on NRM Assessment/OMBIL Partnerships FAQ page and Volunteer Program FAQs page:

http://corpslakes.usace.army.mil/employees/faqs.cfm?Id=partner-OMBIL&Nav=partner&View=Yes

https://corpslakes.erdc.dren.mil/employees/faqs.cfm?Id=volunteer&View=Yes

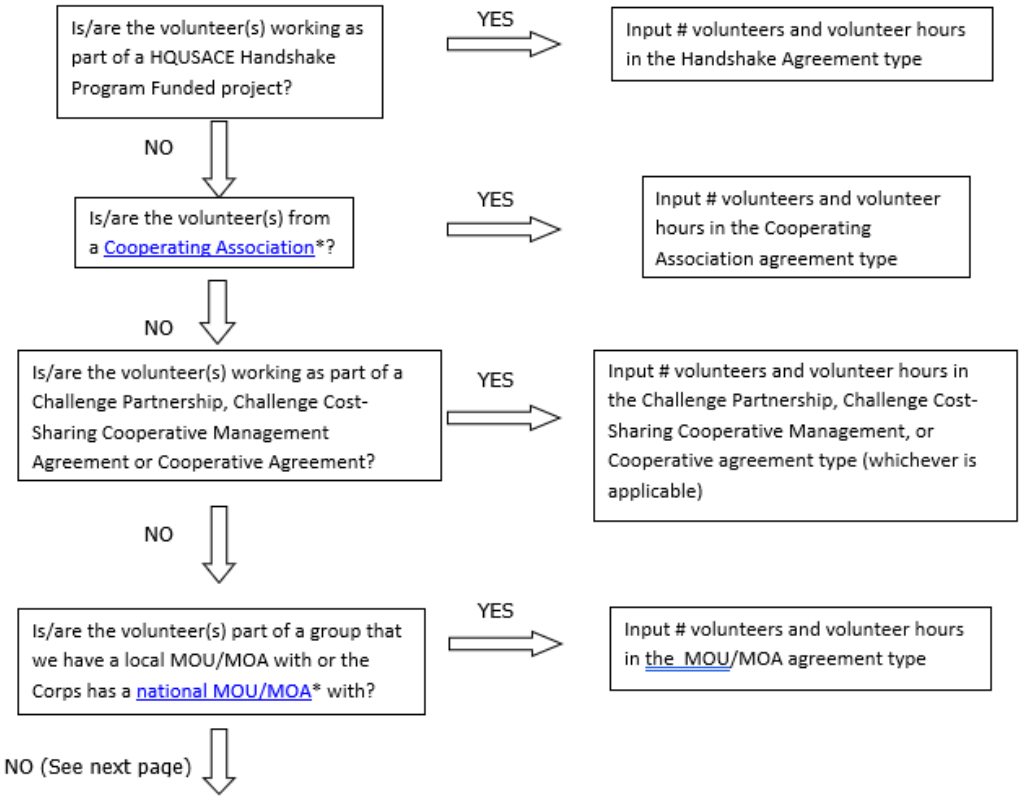
How to Enter Volunteer Data in CWBI-OPS Partnerships and Volunteers Module

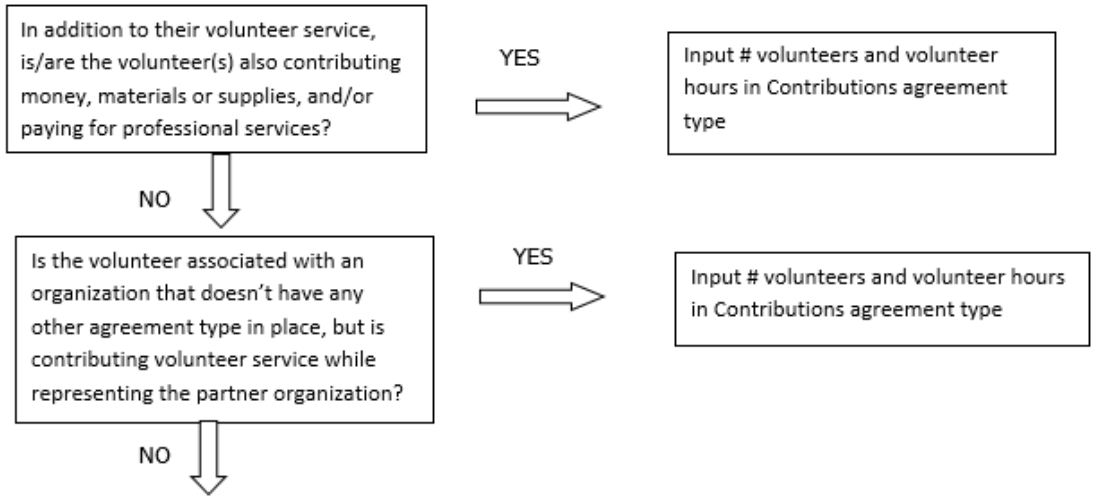
Step 1. Review/Add- Volunteer Activity
Enter non-partnership volunteer hours in this section of the CWBI tool. This is where you will capture the total number of volunteers, total hours of volunteer service (which will auto-calculate the total value of the service), and total incidental expenses reimbursed to volunteers who were not part of a partnership agreement/ organization for the FY. These often include camp hosts, gate attendants, and other individuals or families who volunteer independently of an established organization/group.

You will also see a row on this page for Partnership volunteers. These data will be imported from the Partnerships Agreement section of Step 2 and added to the Non-partnership volunteer data to calculate the total volunteers, hours, and expenses for the project.

Step 2. Annual Data Update – Partnership Agreements
In this section you will capture data about volunteers who were part of a partnership agreement/organization that you identified as active for the FY in Step 1. Review/Add Partnership Agreements. You will capture total number of volunteers and total hours of volunteer service, which will auto calculate the value of service provided by the volunteers who were part of the partnership.

Please use the flow chart below to determine whether to count a particular individual volunteer's or group of volunteers' hours in the Partnership Agreements section of CWBI.





If you answer No to all of the questions above, the data for these volunteers will ONLY be input in the Step 1 Review/Add Volunteer Activity Non-Partnership Volunteers section of CWBI-OPS, not under the Partnership Agreements section for Partnership Volunteers. If you answer Yes to any of the questions above, input the data into the first category with a Yes answer starting from the top down. Some volunteers may fit into multiple categories, but you should input the data in the first applicable category encountered in the flow chart.

Example 1: A volunteer group from IMBA (International Mountain Biking Association) may provide service to the Corps as part of a Challenge Partnerships Agreement, but they are also part of a national MOU. Because the Challenge Partnership agreement is an agreement for a limited, specific period of time and project, the volunteer hours for the particular project in the agreement should be input in the Challenge Partnership category instead of the MOU. If IMBA also volunteers hours not related to the Challenge Partnership Agreement, those additional hours would be input separately in the MOU category.

Example 2: Volunteers from a Cooperating Association, such as the Friends of Raystown Lake provide services for a project that is part of a Handshake Agreement. These hours should be input in the Handshake category instead of the Cooperating Association category, because the Handshake agreement is for a specific project. Additional hours volunteered by Association members such as working in a bookstore, creating interpretive materials, or managing a campground should be captured in the Cooperating Association category if they are not specifically associated with the Handshake project.

*See NRM Gateway MOU/MOU page for list of national organizations with MOU/MOA and NRM Gateway Cooperating Association page for list of associations in CWBI-OPS. There is a pick-list of national organizations and cooperating associations already in the CWBI-OPS Tool. If you have a new cooperating association that is not on the list, please contact Heather Burke the get it added to the system.

Entering Volunteer Hours Correctly

What NRM Assessment **DOESN'T** auto calculate:

- Total number of volunteer hours worked
  - Enter the TOTAL HOURS, not hours per volunteer
  - If you have 5 volunteers that worked 3 hours each, total volunteer hours should be 15 (not 3)

Type	Organization	Number of Co-Partners	Number of Volunteers	Volunteer Hours	Value of Services
Contributions Program	Outdoor Recreation Roundtable (Formerly American Recreation Coalition)				$ 0.00

What NRM Assessment **DOES** auto calculate:

- Value of volunteer service
  - Automatically multiplies the total number of hours times the annual "value of volunteer service" set forth by the independent sector.

Tracking Materials Costs

Make sure that materials costs are included in your partnership data.

- If a Boy Scout Troop comes to work on your project and they bring their own gloves, include the cost of gloves in their contribution.

- If a project vehicle is used to move materials to volunteer sites around the project, include an estimate for vehicle cost to your materials provided to the partnership.

Partnerships in NRM Assessment Tool – Common Errors

Handshake (This is not the same thing as an informal partnership where you ‘shake hands’ with the partner.)

This partnership type should only be selected for those projects that have received handshake funds from HQUSACE in the past 3 fiscal years.

Once the handshake funded project is complete, if you still work with the partner in future years, you'll need to make that a new partnership type to reflect the work (i.e. contribution, MOU, challenge partnership as applicable)

Partnerships in NRM Assessment Tool – Common Errors

Economy Act

This partnership type should only be used when USACE is paying for another Federal agency's services or vice versa. This involves the combination of an FS 7600a (formerly MOA/Interagency Agreement) and FS7600b to transfer funds.

For data purposes, when USACE is purchasing services from the other agency:

- The amount we pay the other federal agency (to provide their service to us), input in the Partner Professional Services Provided column.
- If they have used their own materials/equipment, include that in the Partner Materials/Equipment column

- Cost to route the Economy Act Agreement through Contracting (Grants Officer), input in the Corps Contract Costs column.
- Cost of Corps field staff time to work with the other federal agency implementing the project, input in Corps Labor.
- Cost of materials and supplies (if any) from the Corps, input in Materials/Equipment

Partnerships in NRM Assessment Tool – Common Errors

Zero values

All of the prior year partners are automatically loaded into the system.

If a particular partner did not do anything with the project this year, it needs to be marked as No Activity.

Do not put zeros in every data field if the partner was not active.

Partnerships in NRM Assessment Tool – Common Errors

Corps Labor Hours

We need to continue focusing on getting the Corps costs entered in addition to the partner value.

There is always going to an employee's time that should be captured in the Corps Labor Hours column.

We are also missing out on a lot of materials/ equipment value that we bring to these partnerships.

Enter CORPS HOURS instead of $$ of Corps Labor. The value will be auto calculated in the reports.

Data Field Definitions

- **Value of sales** (only for cooperating associations) - total value of gross sales returned to the project in accordance with the agreement.

- **Funds invested** - total dollar amount of cash funds invested by the partner (excluding bookstore sales funds reinvested in project)

- **Professional services provided** - total $ value of professional services (i.e. engineer donating time to draft up plans and specifications or a grant writer donating professional time to research and write a grant proposal, etc.) provided by the partner. Calculate the value by multiplying the number of hours served times the prevailing hourly service charge.

- **Materials & equipment donated -** total $ value of materials and equipment provided by the partner. Calculate the value of equipment using the local hourly/daily rental rate cost

Data Field Definitions

- **HQ investment** (only for Handshake) - the total $ value received from the Handshake Partnership money provided by HQUSACE

- **Contract Costs**- the total $ value of services contracted by the Corps for use in conjunction with this agreement

- **Materials & Equipment provided** - the total $ value of materials and equipment provided by the Corps

- **Corps Labor Hours** - the total number of hours of staff time provided by the Corps. This number will later be auto-multiplied by an average $$ of a park ranger hourly rate to get the dollar value.