CONTRIBUTIONS PROGRAM







US Army Corps of Engineers_®



Objectives



Become knowledgeable about:

- Contributions authorities and policies
- Contribution, Fundraising and Recognition Guide
- Types of contributions
- Reporting

Ethics Issue



Can I solicit contributions?





Corps Employees Cannot ...



.... 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 for the Corps.

You <u>CANNOT</u> directly ask for contributions. You <u>CAN</u> provide information!

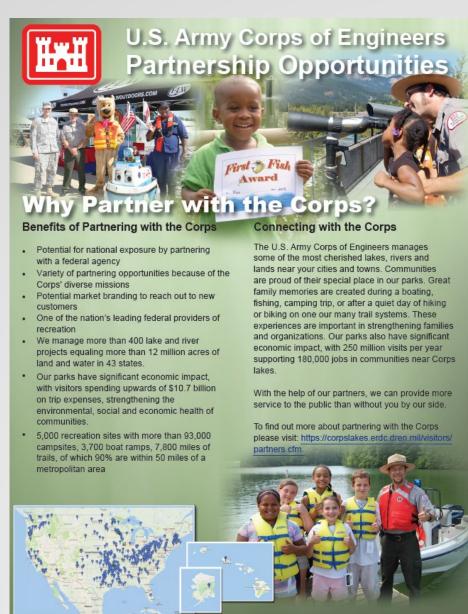




How to Approach a Potential Partner



- The Corps CAN directly ask organizations and individuals if they would be interested in **VOLUNTEERING**.
 - This can be a good way to start a conversation about partnering and result in the potential partner offering contributions beyond volunteer time.
- Use the Partnering with the Corps handout when you approach a potential partner.
 - Explain that you are reaching out to organizations within the community that have similar missions and goals and we'd like to find a way to work together.
 - Ask the potential partner for an informal meeting, coffee, lunch, etc. to hear what they'd like to see at the project and where we might work together.
 - Explain budgetary/staffing/resource constraints that may prevent us from accomplishing the mission/goals.



...And By Email



Good afternoon Angelou,

I'm sorry that I missed you at the Outdoor Retailer show, but I understand you and a few other representatives from Greening Youth stopped by our Public Lands booth. Since you are located in the Atlanta area, one of my colleagues from the Forest Service gave me your card. I'm not sure how familiar you are with the Corps of Engineers, but we have four lakes within a 2 hour drive from Atlanta (Lanier, Allatoona, Carters, West Point) that collectively receive 14+ million visitors each year. As you may imagine, there can be significant impacts to the resource from recreation activities that include camping, swimming, hunting, fishing, boating, biking, hiking, and other day use, as well as pressures on the environment from shoreline development.

We have worked extensively with Student Conservation Association at many of our lakes around the country, but we are always looking for opportunities to work with other youth conservation associations as well. If you'd be interested, I'd like to set up a call between Greening Youth and a few of our Corps staff from the Mobile District so we can learn more about each other's organizations.

Just to give a little background on our overall Corps footprint:

- The Corps of Engineers manages 12 million acres of public lands and waters
- 403 lakes and rivers projects in 43 states
- 90% of USACE lakes/rivers are within 50 miles of a metropolitan area
- 5.3 million acres have significant waterfowl use
- 7 of the top 10 migratory bird flyways cross over USACE waters
- 81 million annual fishing visits
- 55,000 miles of shoreline
- 250 million recreation visits per year
- 18% share of US freshwater fishing with 3,000 tournaments per year
- https://corpslakes.erdc.dren.mil/visitors/visitors.cfm (for more info)

Please let me know if you'd like to learn more about partnering with us. I've also attached an information sheet.





Can USACE Accept Contributions and Donations from a Potential Partner?

YES!

- The Contributions Program allows the acceptance of contributions and donation from groups and individuals.
- Provided that the contribution or donation is <u>NOT</u> from a Prohibited Source!
- And you have a project or District Contributions Plan
- Contributions are the SIMPLEST and MOST utilized partnership type in USACE



Contribution Authorities



- The contributions program was authorized by 33 USC 2325, Water Resources Development Act, 1992, Sec. 203
- EP/ER 1130-2-500 provides guidance and procedures for us to accept contributions. 33 USC § 2325 and 2328 are the authorities that allow us to accept donations through the challenge partnership and contributions programs.
- The foundation for our Partnership Program tools are based on the concept of Contributions.





A Prohibited Source is an Entity That...



- Seeks official action from USACE
- Conducts or seeks to conduct business with USACE
- Conducts activities regulated by USACE
- Seeks to influence USACE policies or regulations





Perceptions



• Contributions from an entity which would identify the Corps with casinos, pornography, or other questionable products shall be <u>declined</u>.

What about alcohol or tobacco?





• Any contributions or donations that may be perceived as controversial should be declined.



Contribution Plan Templates



 HQ suggested non-mandatory templates are available at https://corpslakes.erdc.dren.mil/employees/contribute/template.cfm



Lake Red Rock on the Des Moines River





Many lake sites are hosting events with support from the community, cooperating associations and corporations.



Roles and Responsibilities of Corps Employees

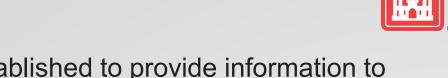
- Each location that collects contributions shall have a contributions plan that describes the work to be accomplished with any potential contributions.
- This document will become part of the OMP and should be reviewed/updated with the OMP every 5 years unless your District has a contribution plan for all projects.
- Commanders may choose to designate a district contributions plan; thus a project specific plan is not required.
- Districts currently without plans: POH, POA, SPL and SWG



Contributions, Fundraising and Recognition

Reference Guide

October 2008



The guide was established to provide information to managers about accepting contributions and working with organizations who seek to raise money to benefit the NRM Program.

The Guide sets forth:

- Roles and responsibilities of Corps employees;
- Criteria for determining when contributions may be accepted;
- Permissible activities associated with fundraising;
- Appropriate forms of donor recognition.



Augmentation

- Because we have specific legislative authorities that allow for contributions, the partner's portion of a partnership agreement is <u>not</u> an augmentation of the budget. (Per CECC-G Bulletin No. 02-12, Challenge Partnership Program)
- Funds or other items received as a result of a competitively awarded grant from a foundation or other source are also considered a "contribution," not augmentation of appropriated funds.



Remember...



- All potential contributions MUST be reviewed/approved:
 - >\$2,500 \$99,999: Manager
 - ➤ \$100,000 \$999,999: District NRM and Office of Counsel
 - >\$1,000,000+ single contribution or series of contributions: HQUSACE Office of Counsel, NRM, DCW

*(From Contributions, Fundraising and Recognition Guide, Section 5.2)

 Any group or individual may potentially be a prohibited source of gifts or donations if they are seeking official action from USACE



Types of Contributions



Two types of Contributions:

Monetary

- -General
- -Earmarked/specific



Non-Monetary

- -Durable goods
- -Services









Monetary Contributions



Monetary contributions will be deposited into account 96R8862 of the U.S. Treasury according to the requirements outlined in ER 37-1-30, Chapter 5. Checks should be made out to FAO, USAED, (*Insert District name here*).

- CEFMS Contributions are handled like a customer order with advance use. A work item is set up in P2 citing the appropriation the funds would be captured under when completing the advance account, allowing the District Resource Management Office (RMO) to fund the transaction in their database.
- The Project Budget Analyst will need to communicate with the District RMO, Budget (RM-B) to determine the correct appropriation intended for use to fund the work.
- Once deposited, these funds will become available to the Project and will only be used for the general work activities listed in the Contributions plan.
- ** Note: A contribution does not give a partner special/exclusive use of the facility or project donated.



Deposits, Forms, Reports



 Engineering Report 3313 (remittance register) should be used to deposit or transmit collections to the disbursing officer when funds reach or exceed \$5,000. Deposits shall be made by Thursday of each week, regardless of the amount accumulated. (Reference ER 37-1-30 Ch 5)

A monthly report may be maintained at the District Office and coordinated through District staff in

RM.

							Print Form	E-mail
		1. DATE PREPARED (YY)	YWWD	D) 2	. CONT	ROL N	UMBER (Number Cons	ecutively)
US ARMY CORPS OF ENGINEERS REMITTANCE REGISTER For use of this form, see ER 37-1-30; the proponent agency is CERM-F.								
		3. PREPARING ELEMENT		·		4	. INVITATION NUMBE	R (where applicable)
5.	a.		b. TYPE OF REMITTANCE (mark X Applicable Column			c.	d.	
ITEM OR BID NUMBER	RECEI√ED (Name of Remith		(1) CH	(2) M0	(3) DFT	(4) CASH	REMITTANCE NUMBER	AMO UNT



Accountability of Non-Monetary Contributions



- All non-monetary contributions must be recorded, accounted for and managed in the same way as other Corps property.
- Prior coordination with Logistics Management should occur before contributed personal property is accepted.
- For record-keeping purposes, the value of the donated materials and equipment should be determined using the local market value of comparable items.





Contribution Tracking & Record Keeping (From Sample Contribution Plan)



- Date
- Organization
- **Primary Purpose**
- Description
- Value of Cash Received
- Value of Materials/ Equipment
- Value of Professional Services
- Number of Volunteers
- Volunteer Hours

Contributions must be entered into NRM Assessment/CWBI-OPS. This form will aid in keeping track of all contributions until data entry is performed in October of each year.

Appendix B Contribution Tracking & Record Keeping

Contributions must be entered into NRM Assessment in the Partnerships module. This form will aid in keeping track of all contributions until data entry is performed in October of each year.

‡•									
	Date	Organization and co-	Primary Purpose	Description	Value of Cash	Value of Materials/	Value of Professional	Number of Volunteers	Volunteer Hours
		partners			Received	Equipment Donated	Services		



Potential Projects



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 Project.



Donation of nesting boxes from an Eagle Scout



DRBA River Safety sign placed at launch sites along the Smith River



Typical Tasks Identified in Project OMPs Acceptable for Contributions

Enhancement of lake aesthetics
and recreation facilities

Vegetation plantings in recreation areas
Removal of invasive species
Repairs/upgrades to facilities
Drift and debris removal
Signs and marker installation
Accessibility improvements

Interpretive and Water Safety Programs

Outreach materials
Interpretive signage
Life jackets and other safety equipment
Advertising/Marketing
Special events

Environmental Stewardship

Forest management
Wildlife management
Level 1 and 2 inventories
Habitat studies
Trail development
Develop/enhance GIS database



Contribution Example: Partner Organization Contribution of Services - Sam Rayburn, SWF



https://www.ktre.com/video/2022/06/23/jasper-county-officials-unveil-all-abilities-boat-ramps/



Enhancements of the boat ramp docks have been made at Twin Dikes Public, Mill Creek, and San Augustine parks. Construction began in May and was finished before Juneteenth weekend. Jasper County Judge Mark Allen credits the US Army Corps of Engineers with completing the project quickly. They provided materials and equipment, while Jasper County provided volunteers to help with installation.

Use of Contributions



- 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.
- Research projects, books, mapping, exhibits, films and all other projects funded with contributions
 must receive the same reviews and approvals as do projects that use only appropriated funds.
- All facilities and work accomplished become the property of the Corps.

Contributions/Donations To Avoid



- Real Estate (land) cannot be accepted under the Contributions authority. (i.e. An adjacent landowner wants to donate some land to your Project Office to create a wildlife sanctuary to be managed by USACE)
- Contributions from an entity which holds or is seeking a concessions contract
- Anti-Deficiency Act The Corps can not expend funds in advance of the funds being donated. In other words, the Corps cannot spend money it does not have.
- Contributions may not be used to create and fund permanent employee positions but may be used to complete short-term design work and reviews by current permanent employees.



Corps Contribution Boxes





- A contribution or donation box may be set up at field offices, visitor centers and other appropriate locations.
- The contribution box should be locked and have a sign stating the use of the contributions (can be specific or general).
- 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 are accounted for like all other donations or collected funds.



Example Outline to DepositContributed Funds



- 1. Create debtor/sponsor in CEFMS (RM)
- 2. Set up advance account and cost share (RM)
- 3. Work item from P2 for each AMSCO Project Code (OP)
- 4. Collections to advance account (Authorized Recreation Fee Collector)
- 5. Confirmed deposit (UFC)
- 6. Email to Budget staff who creates register and fund account for cost share work item.
- 7. Money available to expend.

May vary in each MSC, contact your Resource Management Office.

Deposits must occur once the fund exceeds \$5,000

Funds received from Corps donation boxes must be accounted for in the same manner as any other donation.



Partner Contribution Boxes



- The Corps may allow the placement of an authorized fundraising partner's donation box within the Corps project facility through a written agreement. Such donation boxes may recognize the role of a Corps partner in maintaining the box under its agreement with the Corps.
- Any examples at your projects?



Bonneville Visitor Center



Raystown Visitor Center



Bonneville Visitor Center









Mark Twain Lake FOREST Council and Rend Lake College Contribution boxes at recreation areas and visitor center









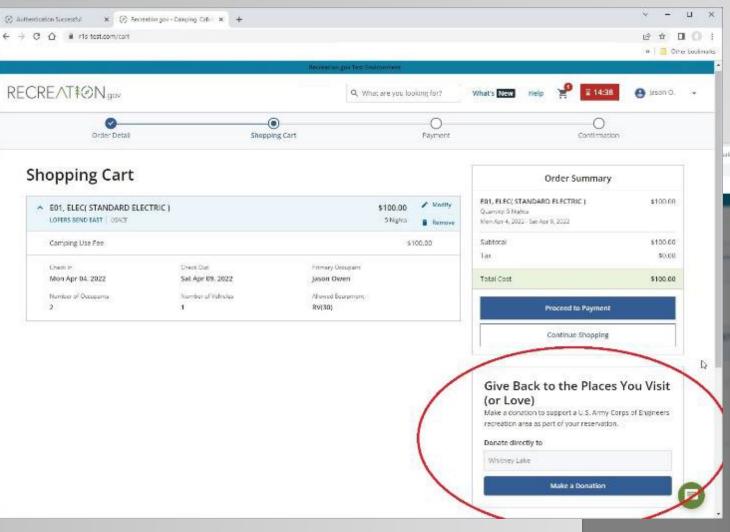
Tap into your visitor's competitive nature.... states, universities, sports teams, etc.



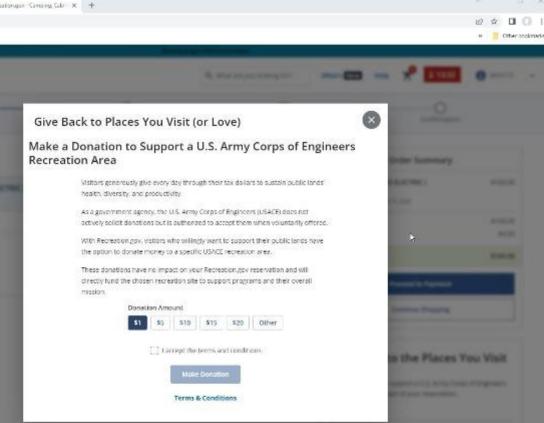


Recreation.gov Donations





Donation button added to R1S in June 2022. Allows user to donate money directly to the project they are making their reservation



<u>Donation reports on NRM Gateway:</u>

https://gateway.erdc.dren.mil/nrm/contribute/index.html



Principles for Partner Recognition



Letters/certificates of appreciation, news releases, public events, signs, displays, plaques, can be used to recognize accomplishments



- Recognition will avoid any suggestion of commercialization, advertising or endorsement of a product, service or organization
- Monetary or cash award cannot be offered using **USACE** appropriated funds

Season's Greetings Volunteers, Partners, and Donors:

As this exciting year ends, our Park Ranger staff here at The Dalles Dam would like to tell you about the programs we were able to do this year thanks to your participation and generosity.

In 2012 your involvement allowed us to:

- Host a Take A Warrior Fishing event that let several local veterans get out on the Columbia River
 and enjoy the day relaxing by fishing with their families. This was a great way to show our
 appreciation to these honorable soldiers.
- Host a Family Fishing Clinic at Spearfish Lake that coincided with National Get Outdoors Day.
 Your donations aided us by supplying staff support, fish, bait, poles and prizes!
- Host our second annual The Dalles Dam Eagle Watch. Thanks to your efforts in providing staff support and programming, it was a success.
- Conduct our third annual 6th grade Water Safety Poster Contest. Your donations and support continue to keep our youth active in learning how to be safe around water.
- Restore native vegetation and remove invasive species at Spearfish Lake and other public areas.
- Promote public safety and beautify our public lands by removing litter and debris and through trimming trees.
- Promote public safety through the donation and installation of several new Life Jacket Loaner kiosks in our parks.
- Promote public education of Corps missions through donations of interpretive materials.
- Participate in The City of The Dalles Children's Fair teaching water safety techniques to families.
- Makeover the Historic Seufert Rose Garden through removal of weeds, laying new landscape fabric, pruning and mulching.

Thank you for assisting us by offering your support and contributions. Looking ahead in 2013, our resolution is to continue promoting health and wellness through recreational opportunities, water safety education and to encouraging environmental stewardship through public outreach events. We hope you will join us again in 2013 to make that happen! It has been a great year. Thank you and happy holidays!

Sincerely,

Amber Tilton, Park Ranger US Army Corps of Engineers The Dalles Lock and Dam Volunteer Partnership Coordinator Office # (541)-506-7818



























More Principles for Partner Recognition



- All physical forms of onsite recognition should be tasteful and non-obtrusive
- Onsite recognition associated with provision of services should be posted in close proximity
- Commercial slogans and taglines may not appear under any circumstances. "Just Do It." "I'm lovin' it" "Eat Mor Chikin!")







Partnership between:

- Indiana Division of Fish & Wildlife
- Indiana Department of Natural Resources
- USACE
- Funded by US Fish & Wildlife Service



Patoka Lake (LRL) Tailwater Recreation Area





Signs at Mark Twain Lake (MVS)











Ways to Recognize Partners



- By associating with your partners and recognizing their contributions you are reinforcing the tie that they have with your organization and mission.
- Public recognition for the work performed by your partners from District Commander or media.







Mark Twain Lake Partner Spotlight

Each year, the U.S. Army Corps of Engineers partners with thousands of individuals and organizations on recreation and environmental projects to enhance our nation's natural resources. At Mark Twain Lake, we are proud of our broad range of partners and eagerly seek to expano motivally beneficial relationships with others.







Awards for Service

The NEMO River Valley
Chapter, Back Country
Horsertan of Missouri were
awarned the 2015 Coalition for
Recreational Trails Award for
the Joanna Trail Project



Longline volunteer Bob Kendrick received the national disduring Service Volunteer Award in 28. Actor his dedication to Mark Iwa r Take resources, events and patters opportunities. The

ou to Mark I wan aucres, events and opportunities. The

the NEMO River Valley.

Chapter, Suck Country

Horseman of Missour, received a Communitar's Award of Appreciation in

award was presented by the Corps Foundation and Bass Pro.

Friends Groups

Whe Mark Twain Lake Friend's of Recreation and Invironmental Stewardship Council, regionally known as the FOREST Council and the Mark Twain Lake Visitor and Educational Revenue Center Committee are organized friend's groups that partner with the Corps to promote environmental stewardship, recreation, fourism and provide educational programs and events at the lake and the region.









Handshake Partnerships

The Handshake Program offers a source of seed in a wy to Corps installations for partnership projects to initiate acts, or enhance existing recreation and assume status acts are management opportunities. This funding is initially discourage local organizations to packet with the Corps to construct, operate, and/or maintain local partnering projects. Marks Positionals has one coised 5 Handshake grants for development; of the Frank Russell Point Shelter, barrier free fishing access at the Point, Beyestrian Camping Sites, in dian Creek Trail development and construction of an Archery Russe.

Volunteers and Partners











Each year several hundred volunteers and partners at Mark Twain Lake provide over 10,000 hours of service and contributions valued at \$250,000,000. Volunteers provide gate attendant and visitor center desir coverage, perform attion maintenance, hards age upkeeps trail maintenance, resource management tasks, special event support, and adaptional programs.





Incentives for Partners



- Free day use
- Free special events
- Free camping
- Lead a special hike

 Special use of a "premium" area of the park. (wilderness access)







Excellence in Partnerships Award



- The Corps has established an annual award intended to recognize outstanding contributions by a partner to the Corps recreation and environmental stewardship programs. This award is cosponsored by the Corps Foundation.
- The Excellence in Partnerships Award is presented to the partner in conjunction with the Spring PAC team meeting.



- Divisions, districts and projects should be constantly on the lookout for outstanding examples to nominate each year.
- Headquarters solicits nominations during the latter part of each year.



Awards from your Cooperating Association

- Not limited to the same restrictions that exist for government recognition.
- Gifts can be given by your 501(c)
- Awards given by your friends group to other partners can take many forms ranging from small gifts to lavish banquets.







Donation Plaques



For contributions valued at \$XX (TBD by manager) or more, a plaque or other appropriate sign may be purchased and placed on the project site to recognize the donation.







Donor Boards Or Walls



For contributions valued at \$XX (TBD by manager) or above, a donor board or wall located and integrated into the project office, visitor center, or other appropriate visitor facility may be used to recognize the donation.









Donor wall and tree at the Tillamook Forest Center, Oregon



Donor tree at W Kerr Scott

The copper sculpture above honors the individuals and organizations that work together to support land and water management activities at Mark Twain Lake. We salute our partners and volunteers for helping to promote and conserve our wonderful natural resources.

Visit the front desk to find out from you. your family, or your organization can

The coppor leaf portprine honors the lightfuris and argonization dust work asserted to support Andorsal or musses at Mark Twelve Lake, Par tre to Just volunt ours an incase parameters and printips don at the state of the call of the state of t historical resources that are part of the 55 000 area and red water grotect. We salute our painters and must gene for heping to promote and conserve these veneeral resural resources

CHES SCHOOLS SON DEPOTENT OF SERVICE

General Mills

Worse than 80 particip of General Mills amployees wounteer and many have chosen

Mark Twen Lake as the blace to volunteer. Their volunteers and contribution is the assential

ingredient required for the Environmental Education. Tay Event, The same employees

densitions brought the Vietnam Traveling Wall That Heals to the lake.

BoatUS Foundation

The BoatMS Foundation for Boating Statety Clean Water makes it castlet to boating

families to stay sate with its national life, exist banks program boat AS provided its lockets for

the Wark Tustin Lake into jacket opinior stations in stollag last the Land Spatting heach and Jamo







Donor Boards or Walls Guidelines



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







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.



- 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 and can not be used in a manner that appears to imply endorsement of the organization, company or product.
- Advertising and marketing slogans and taglines may not appear in conjunction with a credit line or the Communication Mark.



On the Gateway



https://corpslakes.erdc.dren.mil/employees/contribute/contribute.cfm





Visitors Lake Discovery Recreation Env Compliance Env Stewardship People Forums Learning GETS Tools New Postings Submit

Contributions Program

Headquarters Partnership POC

The contributions program was authorized by 33 USC 2325, Sec. 203 of the Water Resources Development Act of 1992 (Public Law 102-580), to allow the acceptance of contributions from groups and individuals to provide for operation and management of recreation facilities and protection and restoration of natural resource at civil works water resource projects. Contributions must be within current authorities, consistent within the Corps mission, and for work items contained in an approved annual 5-year operational management plan. Accepted contributions shall be recorded into the NRM Assessment/OMBIL tracking system to provide historical documentation of past distribution and designation of services.

Contributions include, but are not limited to cash, funds, materials and services for:

- The protection, improvement, restoration, rehabilitation, or interpretation of natural resources, environmental features, recreation areas and facilities, or cultural resources.
- Improvement of accessibility for disabled persons
- Rehabilitating existing facilities
- Improving wildlife habitat
- · Producing interpretive and water safety brochures, publications and videos
- Plant native plants and trees
- Supporting endangered species recovery plans
- Maintaining trails

Note:

- · All facilities and work accomplished become the property of the Corps.
- Real estate cannot be accepted under this program.
- · Recognition shall be encouraged as a way to express appreciation to contributors and acknowledge the public support that has been received.
- · Contributions are not an augmentation of the budget.