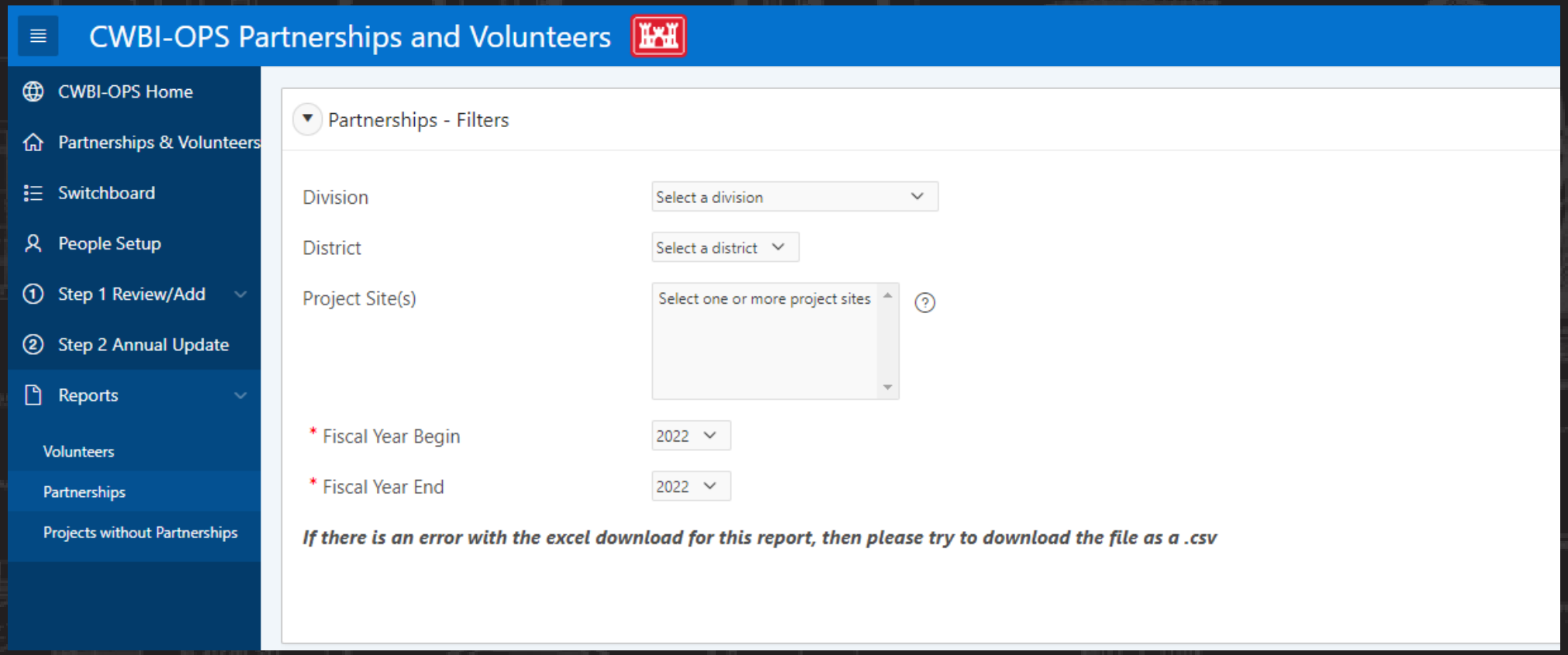
CWBI-OPS PARTNERSHIP AND VOLUNTEERS MODULE UPDATE



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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

- This data is 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.

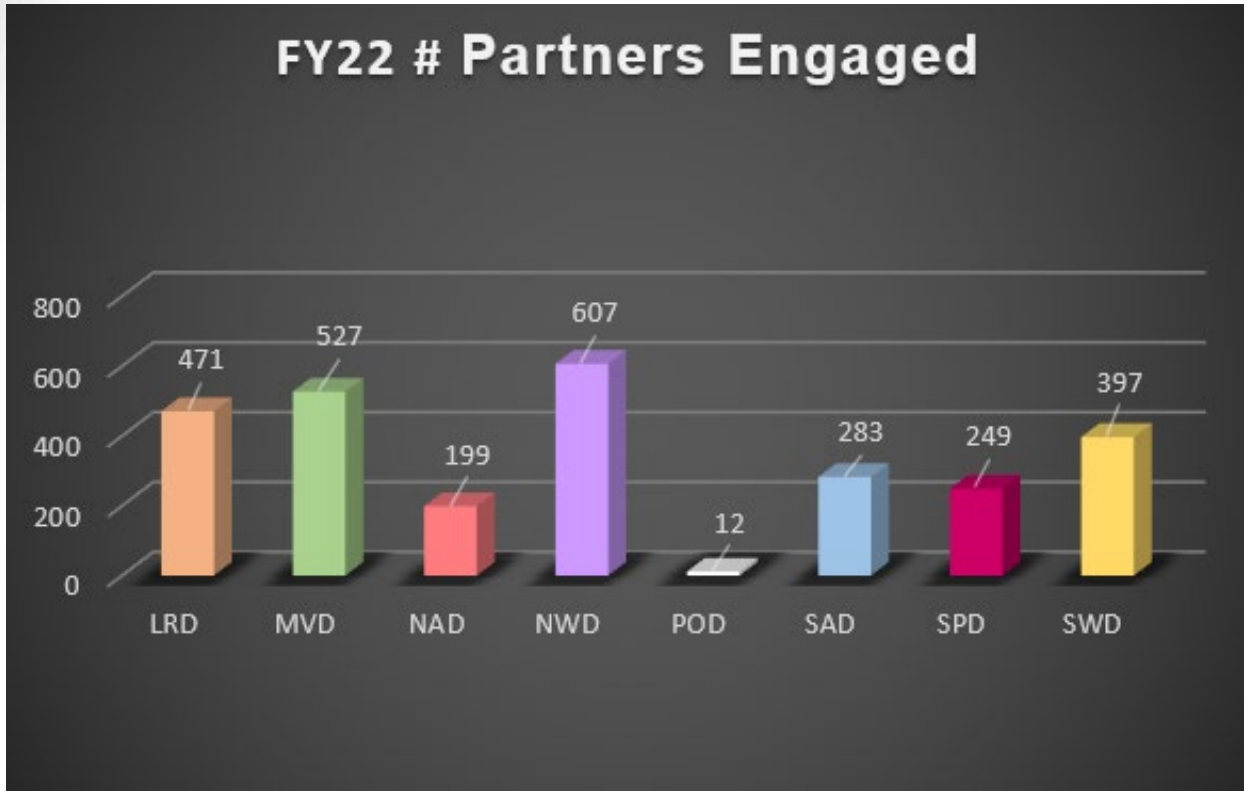
- It is used to populate information on the NRM Gateway and numerous other internal and external web sites.

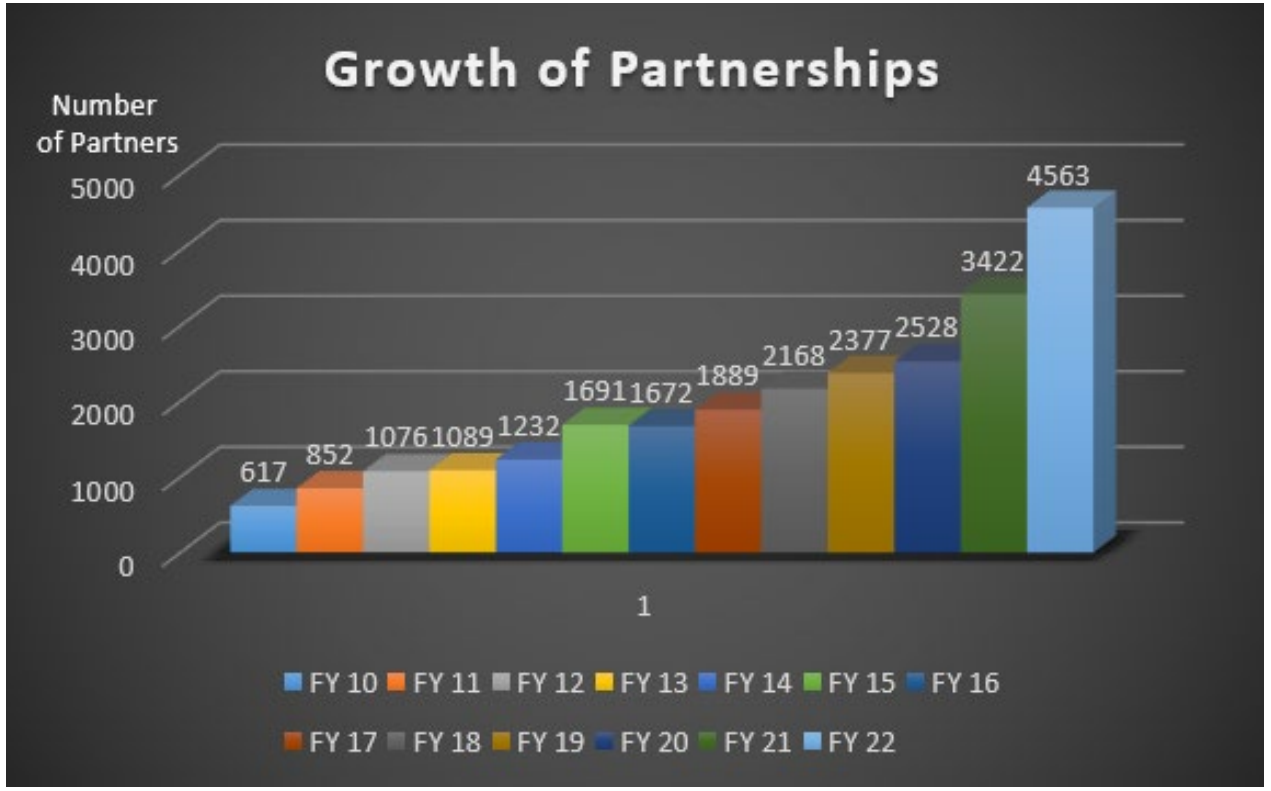
- It provides a source of data (both inside and outside the Corps) for general information, industry directories, news articles, and many other uses.

- 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)





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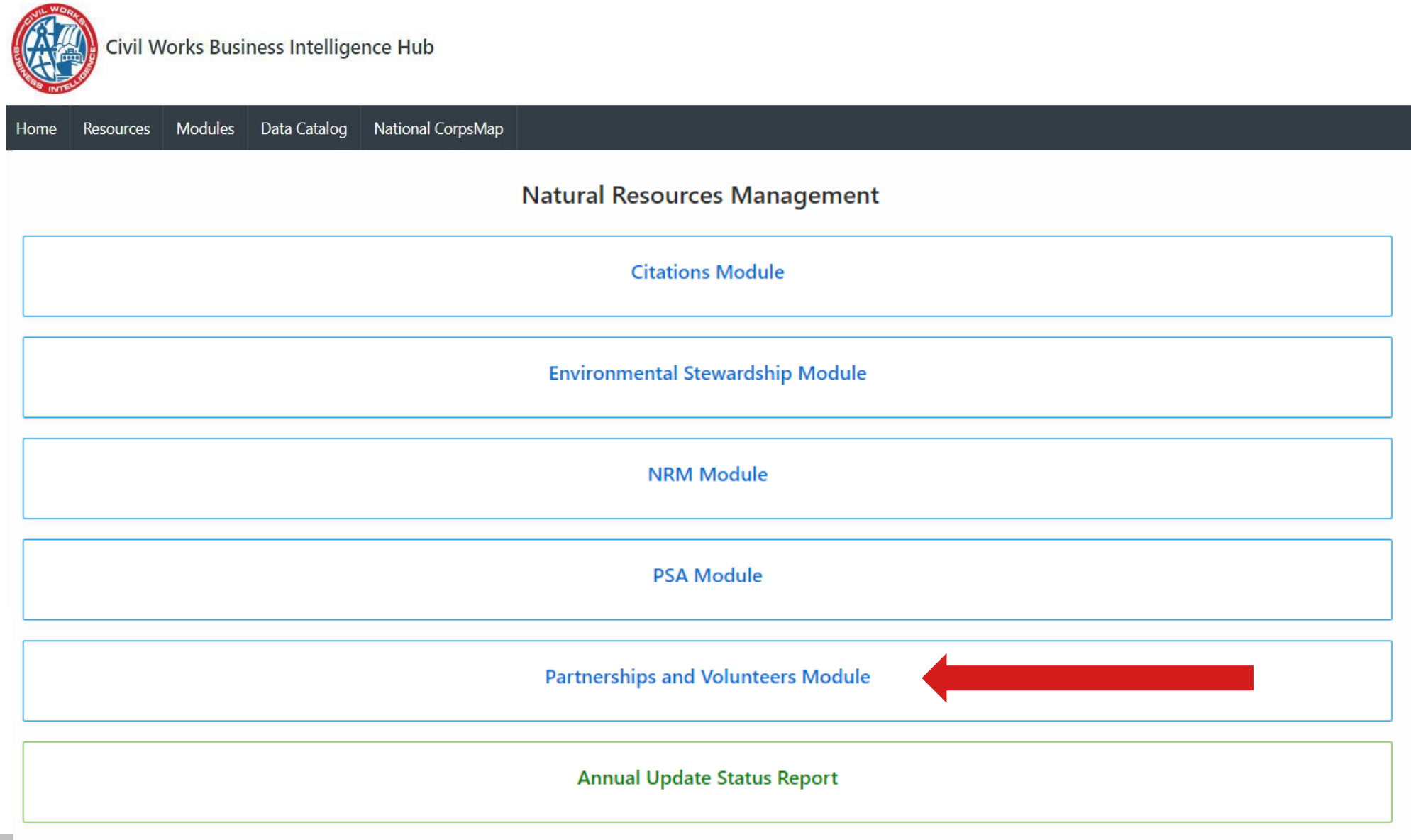
NEW for 2023!
CWBI-OPS Partnerships and Volunteers Module

- **What is CWBI-OPS?**

Civil Works Business Intelligence (CWBI) is the new NRM Assessment/ OMBIL



Home | Visitors | Lake Discovery | Recreation | News/Events | People | Forums | Learning | GETS

CWBI-OPS Partnerships and Volunte

- Annual partnership tracking spreadsheet This spreadsheet can be used to track most of the key data and 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 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.

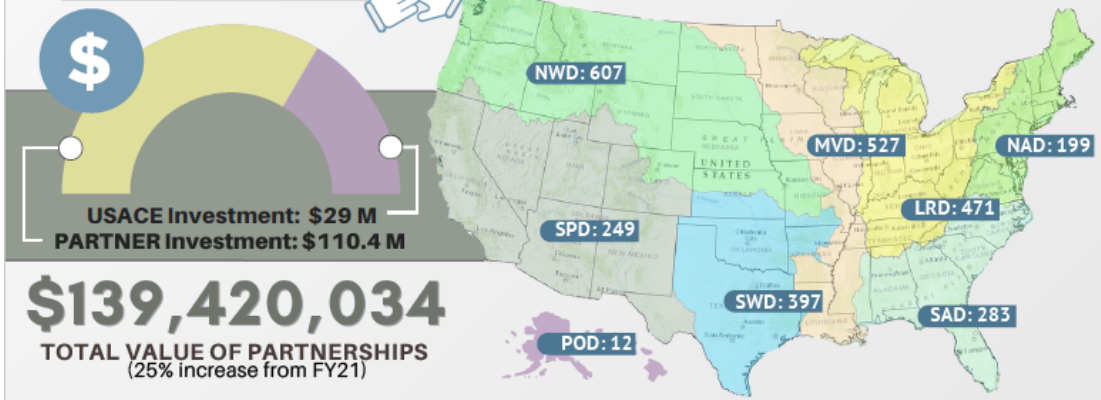
Project Highlights

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



$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)

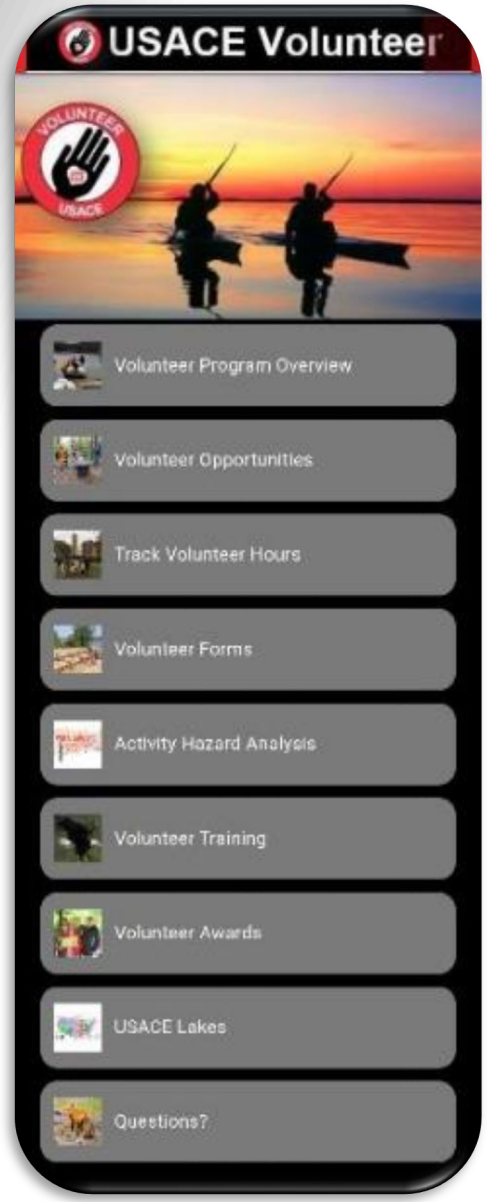
corpslakes.erdc.dren.mil/partners/partners.cfm

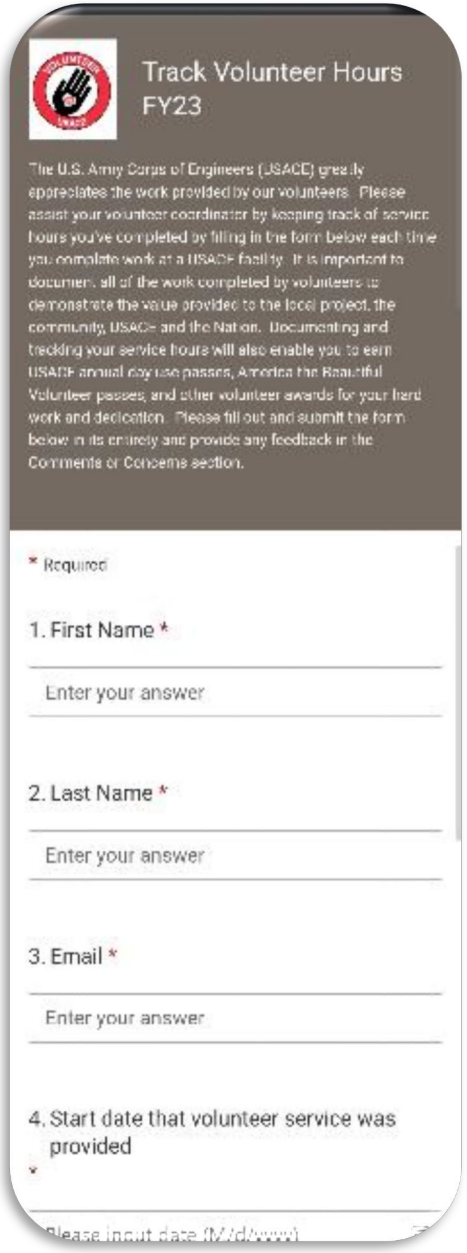
Maximizing Data Entry: Partnership Tracking Spreadsheet

- This can assist with keeping track throughout the year to make data entry in October much easier
- Available on CWBI-OPS 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
1	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	
2										Pre-entered	Auto calculated				$0				$0	$0	
3										Pre-entered	Auto calculated				$0				$0	$0	
4										Pre-entered	Auto calculated				$0				$0	$0	
5										Pre-entered	Auto calculated				$0				$0	$0	
6																					
7																					
8	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
9										Pre-entered	Auto calculated				$0					$0	$0
10										Pre-entered	Auto calculated				$0					$0	$0
11										Pre-entered	Auto calculated				$0					$0	$0
12										Pre-entered	Auto calculated				$0					$0	$0
13																					
14																					
15	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	
16										Pre-entered	Auto calculated					$0				$0	$0	
17										Pre-entered	Auto calculated					$0				$0	$0	
18										Pre-entered	Auto calculated					$0				$0	$0	
19										Pre-entered	Auto calculated					$0				$0	$0	
20																					
21																					
22	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							
23									$0				$0	$0							
24									$0				$0	$0							
25									$0				$0	$0							
26									$0				$0	$0							

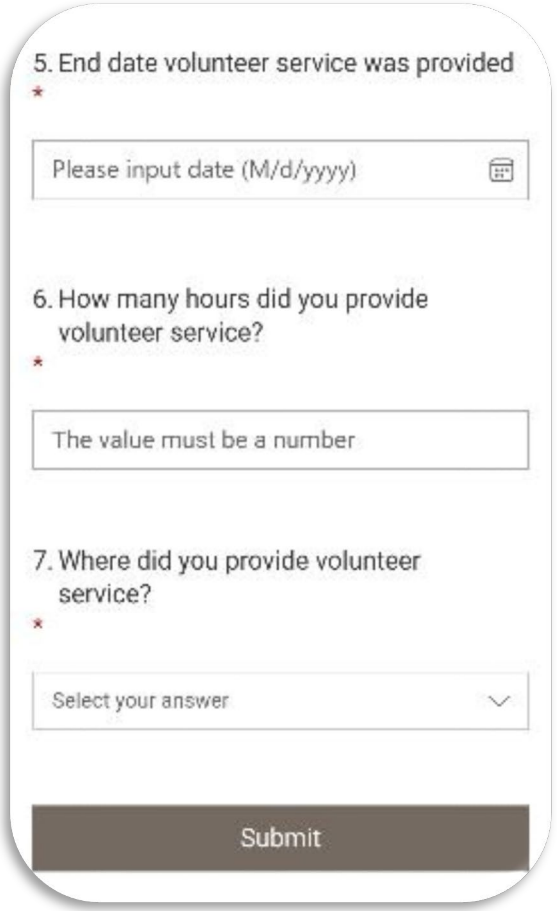
Volunteer Hours Tracking in the Volunteer app



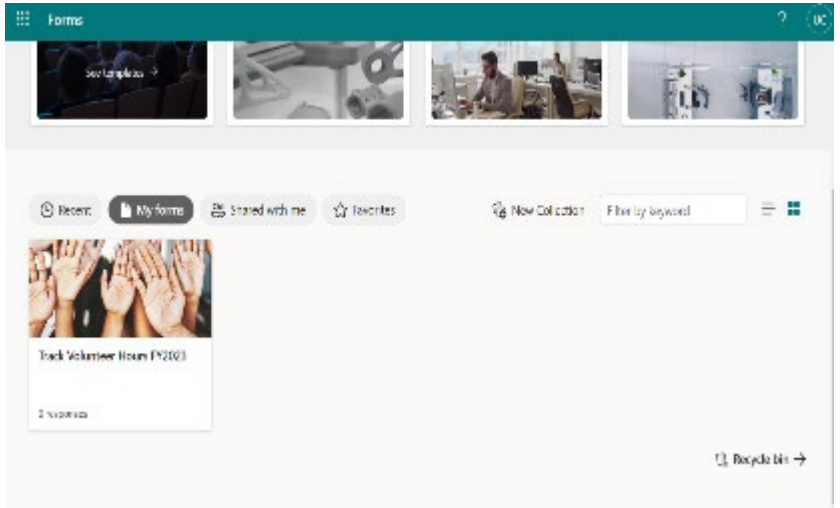


Information needed to track a volunteer:

- First Name
- Last Name
- Email



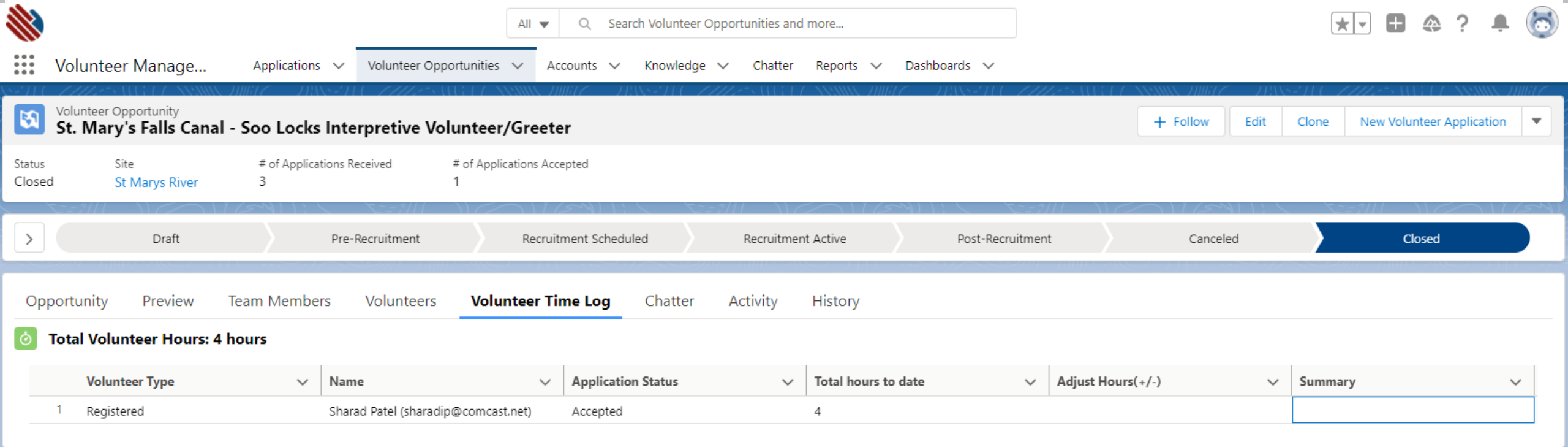
Volunteer coordinators can run reports for their location and view volunteer hours nationally in the Volunteer Coordinator Portal in Microsoft Forms.



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

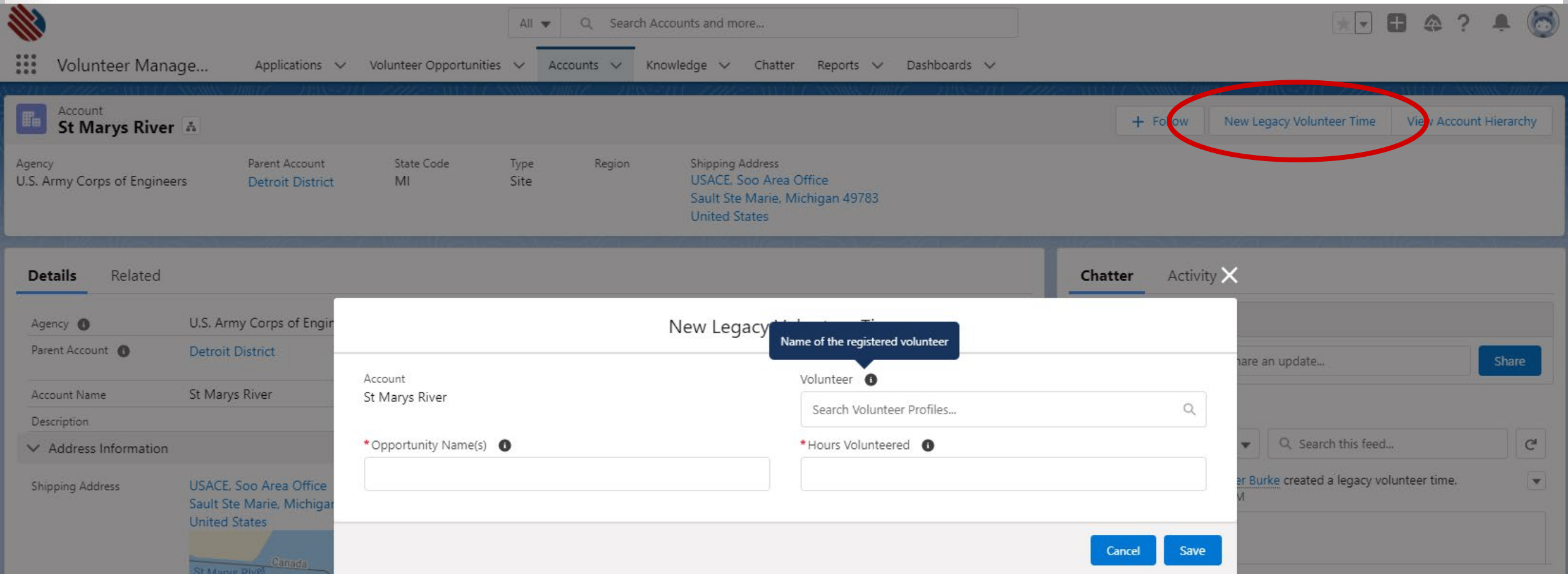
Volunteer Hours Tracking in Volunteer.gov

- 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



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CWBI-OPS: SETTING UP YOUR ACCOUNT

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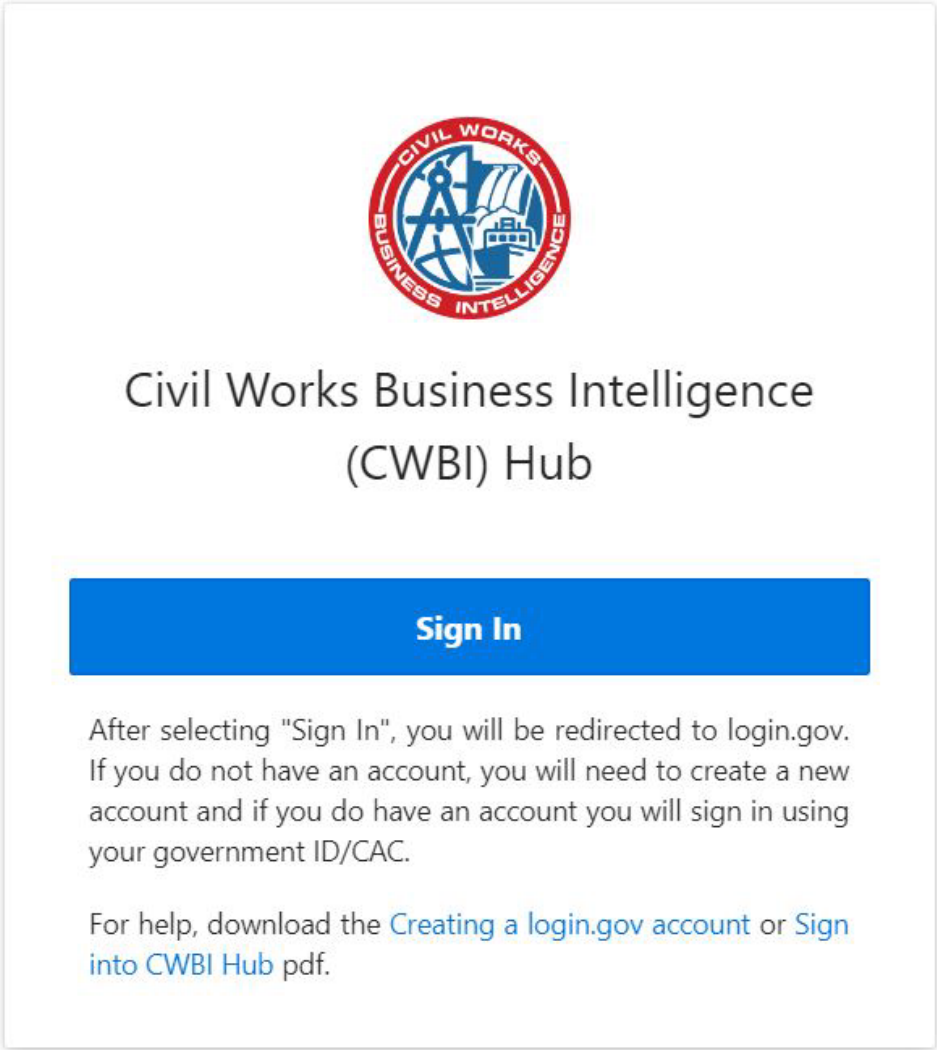
1. You will need a login.gov account

2. There are downloadable directions available on the CWBI OPS main page

3. You MUST use your GOVERNMENT email. Do not use a personal email account.

4. Once you set up your login.gov account, you will be able to use your CAC to log in.



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STEPS TO CWBI-OPS ANNUAL UPDATE

STEP ONE

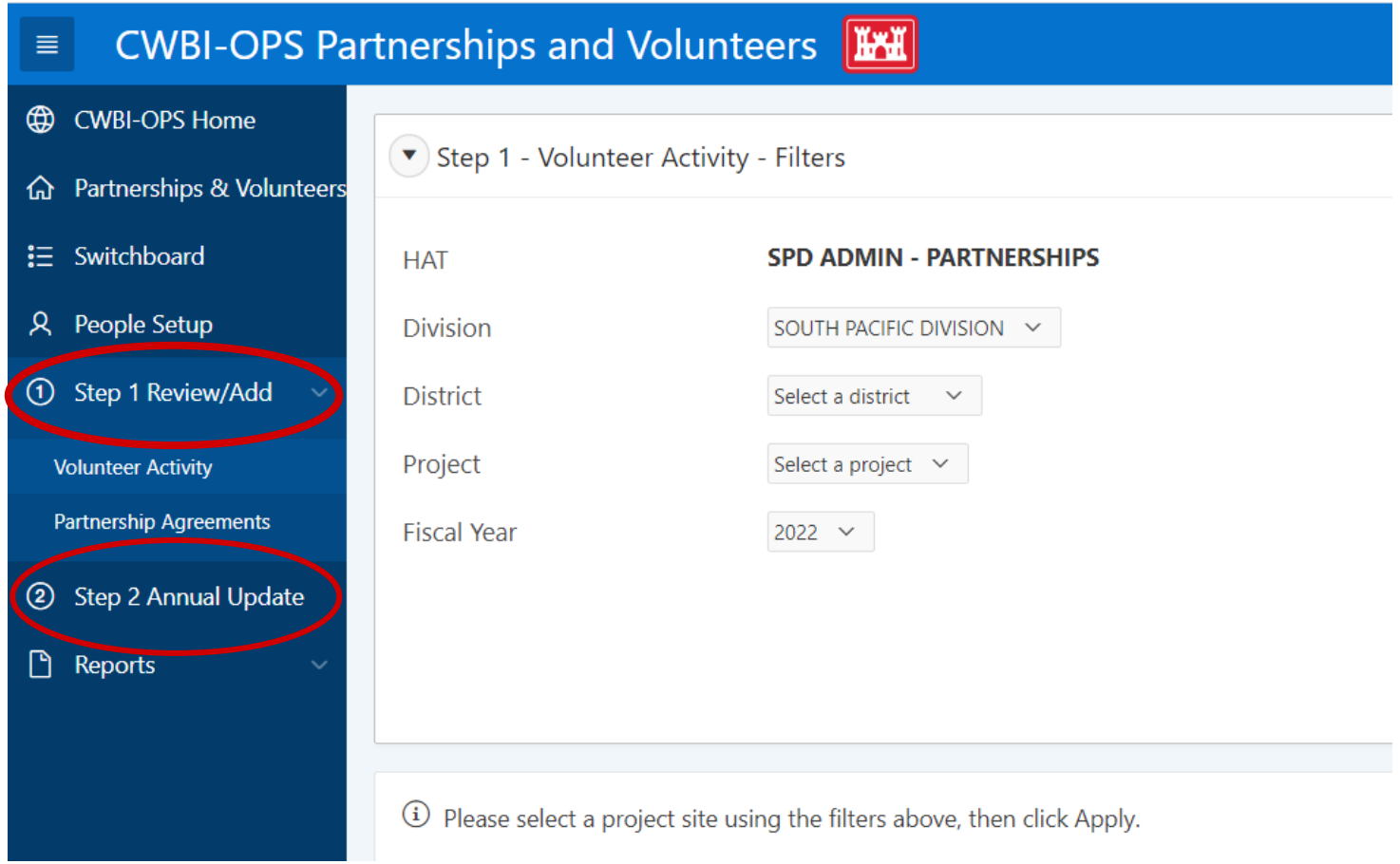
1. Review and add volunteer activity
2. Review existing partnerships
3. Add new partnerships

STEP TWO

1. Annual update: Enter Partnerships Data

STEP THREE

1. Run a report to review entered data



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STEP 1: ENTER VOLUNTEER DATA

- Volunteer value of service per hour for FY is set: **$31.80**
  → Corps labor cost per hour is set: **$63.26**

- Volunteer value of service comes from independentsector.org, based on average earnings of private sector workers

- If applicable, indicate that your project has no volunteers in this section.

<u>DATA NEEDED TO COMPLETE THE MODULE:</u>

- Number of volunteers
- Number of hours
- Incidental expenses

(SCREENSHOT ON NEXT PAGE)

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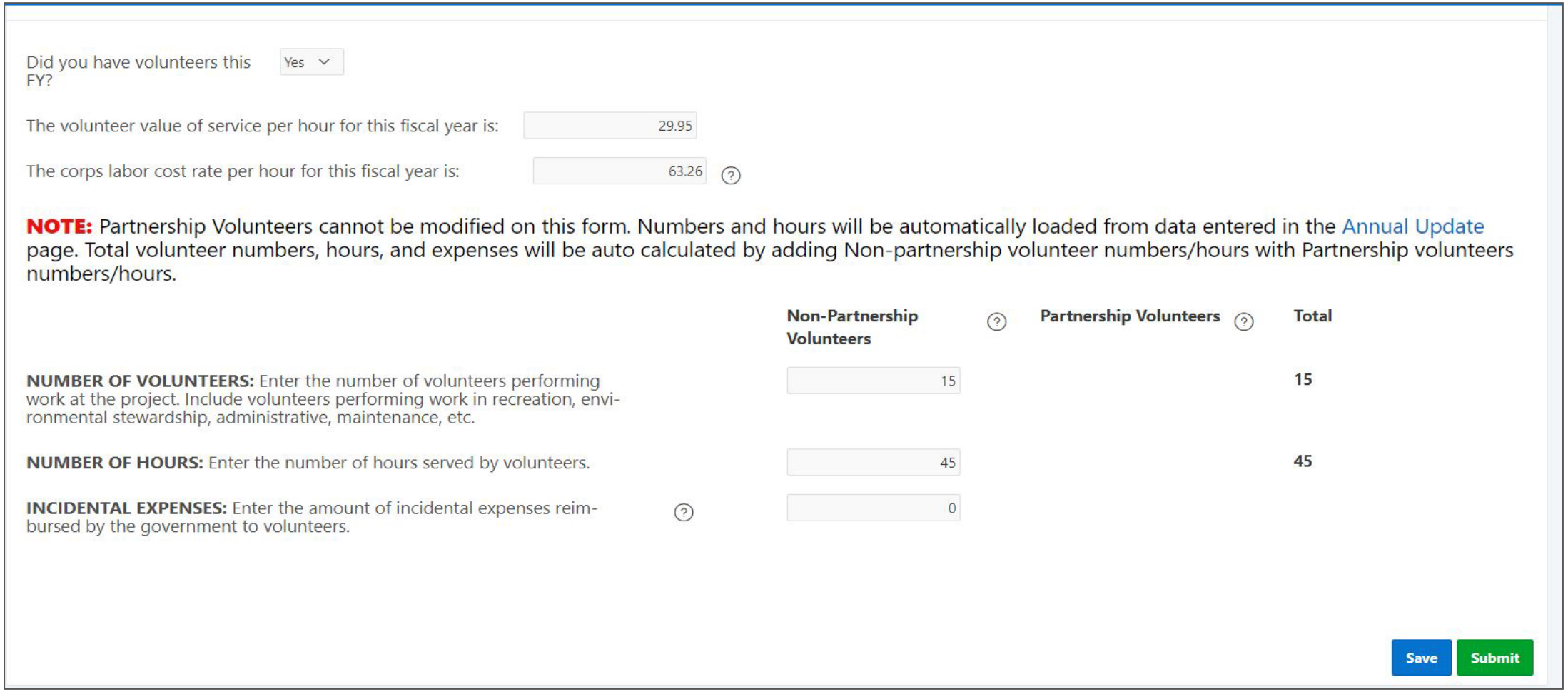
STEP 1: VOLUNTEER ACTIVITY



NOTE: Non-partnership volunteers are those who perform volunteer service who are NOT affiliated with any organization. (Ex. Camp hosts, visitor center hosts, an individual or family volunteering on their own. Anyone volunteering as part of a group/organization such as a church, school, sports club, nonprofit, business, agency, Tribe, etc. should be counted as Partnership volunteers entered during the Step 2 Annual Update.)

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STEP 1: REVIEW EXISTING PARTNERSHIPS

In this module you will have the opportunity to:

- Indicate that your project has no partnerships, if applicable
- Review existing partnerships and indicate active, inactive or terminated.
- Update business line, description, co-partners, purpose, and agreement type as needed.
- Add new partnerships

(SCREENSHOTS TO FOLLOW)

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STEP 1: REVIEW EXISTING PARTNERSHIPS

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Click on each organization name to update Purpose, Description, Active/Not Active/Terminated this FY status, business line, and copartners for this FY.

Go | Actions

Active This FY = 'Active' | Agreement Type

Agreement Type : MEMORANDUM OF UNDERSTANDING/MEMORANDUM OF AGREEMENT (MOU/MOA)

Organization Name	Partner Organization Type	Purpose	BL	Active This FY	Terminated
Baylor University	EDUCATIONAL INSTITUTIONS (SCHOOLS, UNIVERSITIES)	Environmental Stewardship	ES	✕	No
HEART OF TEXAS REGIONAL ADVISORY COUNCIL	NONPROFIT, QUASI PUBLIC, OR COMMUNITY ORGANIZATION	Health and Safety	RC	✕	No
HILL COUNTY	LOCAL GOVERNMENTAL AGENCY	Recreation	RC	✕	No
QUAIL FOREVER	NONPROFIT, QUASI PUBLIC, OR COMMUNITY ORGANIZATION	Environmental Stewardship	ES	✕	No
UNIVERISTY OF TEXAS AT AUSTIN	EDUCATIONAL INSTITUTIONS (SCHOOLS, UNIVERSITIES)	Environmental Stewardship	ES	✕	No

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STEP 1: REVIEW EXISTING PARTNERSHIPS

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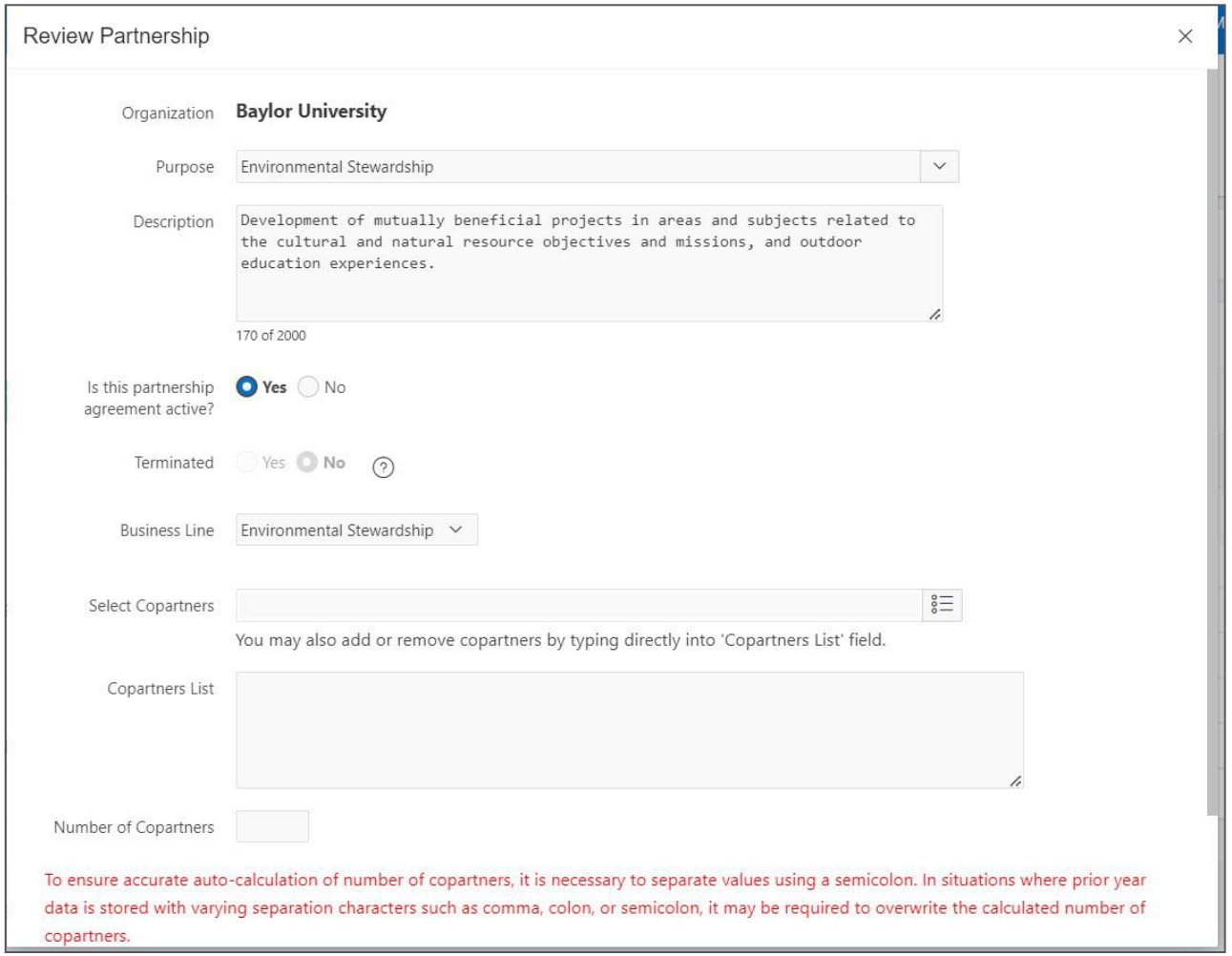

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STEP 1: ADDING NEW AGREEMENTS

- First, you will need to know if it is a new organization or existing partnership

- If it is a new organization, you will have the opportunity to add it in this module.
  - Organization name
  - Description
  - Type (Business, civilian inmate, educational institution, federal agency, local government, military organization, Native American tribe, Non-profit/quasi-public, or community organization, other, state agency)
  - Address
  - Agreement type
  - Effective date
  - Purpose
  - Business line (Recreation or Environmental Stewardship)
  - Agreement Description
  - Co-partners, if any

(SCREENSHOT ON NEXT PAGE)

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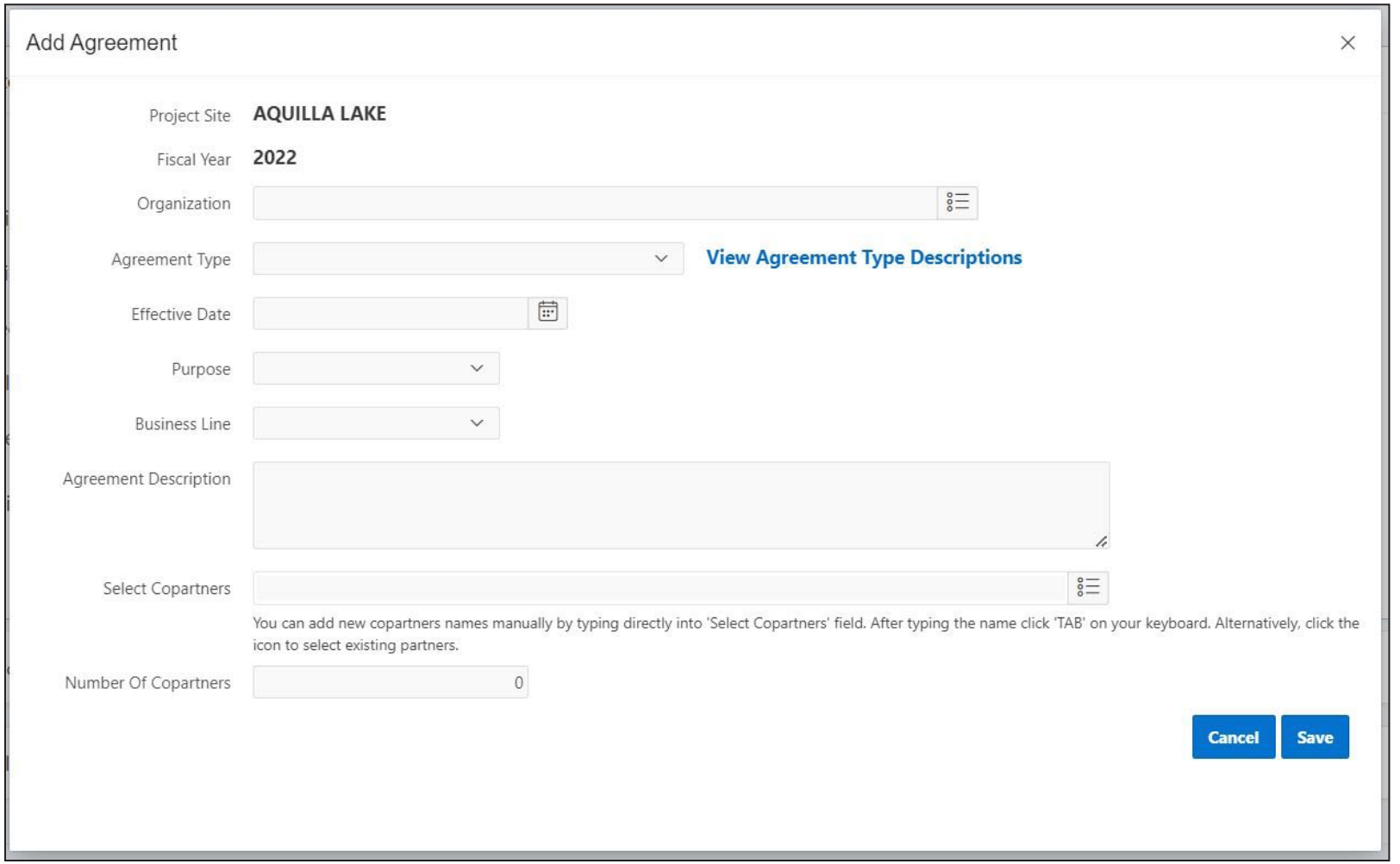
STEP 1: ADDING NEW AGREEMENTS



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STEP 2: ANNUAL UPDATE

IN THIS MODULE YOU WILL UPDATE INFORMATION FOR ALL ACTIVE PARTNERSHIPS:

Partner Value Data Entry Fields:

- Number of volunteers
- Number of co-partners (auto-populates from Step 1 Review)
- Volunteer hours (total worked, not per volunteer)
- Volunteer service value (auto populated)
- Value of sales (for cooperating associations only)
- Funds invested
- Professional services provided
- Materials and Equipment donated

(SCREENSHOT ON NEXT PAGE)

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STEP 2: ANNUAL UPDATE

					Partner Value				
	Number Of Volunteers	Number of Co-Partners	Volunteer Hours	* Volunteer Service Value	Value Of Sales	Funds Invested	Professional Services Provided	Materials & Equipment Donated	* Total Partner Value
	5	0	50	0	500	3000	500	400	4400
	50	0	3000	0		1000	0	4000	5000
	15		60	0		0	25	0	25
	5		20	0		0	0	0	0
	10	0	100	0		0	0	1000	1000

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STEP 2: ANNUAL UPDATE

IN THIS MODULE YOU WILL ALSO RECORD CORPS COSTS AND CONTRIBUTIONS:

- HQ Investment (Handshake partnerships only)
- Contract costs
- Materials and Equipment
- Corps Labor Hours *MUST HAVE A VALUE*

REMINDER: Corps Labor Cost will be auto-calculated

(SCREENSHOT ON NEXT PAGE)

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STEP 2: ANNUAL UPDATE

Corps Value					
HQ Investment	Contract Costs	Materials & Equipment	Corps Labor Hours	* Total Corps Labor Cost	* Total Corps Value
	5000	0	60	3600	8600
	0	0	50	3000	3000
	0	0	16	960	960
	0	0	20	1200	1200
	18500	0	12	720	19220
	7000	0	88	5280	12280
	627917	0	40	2400	630317
	0	0	8	480	480
	88000	0	90	5400	93400

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REPORTS

CWBI OPS has three reports available in the Partnerships and Volunteers module:

1. Volunteers
2. Partnerships
3. Projects without Partnerships

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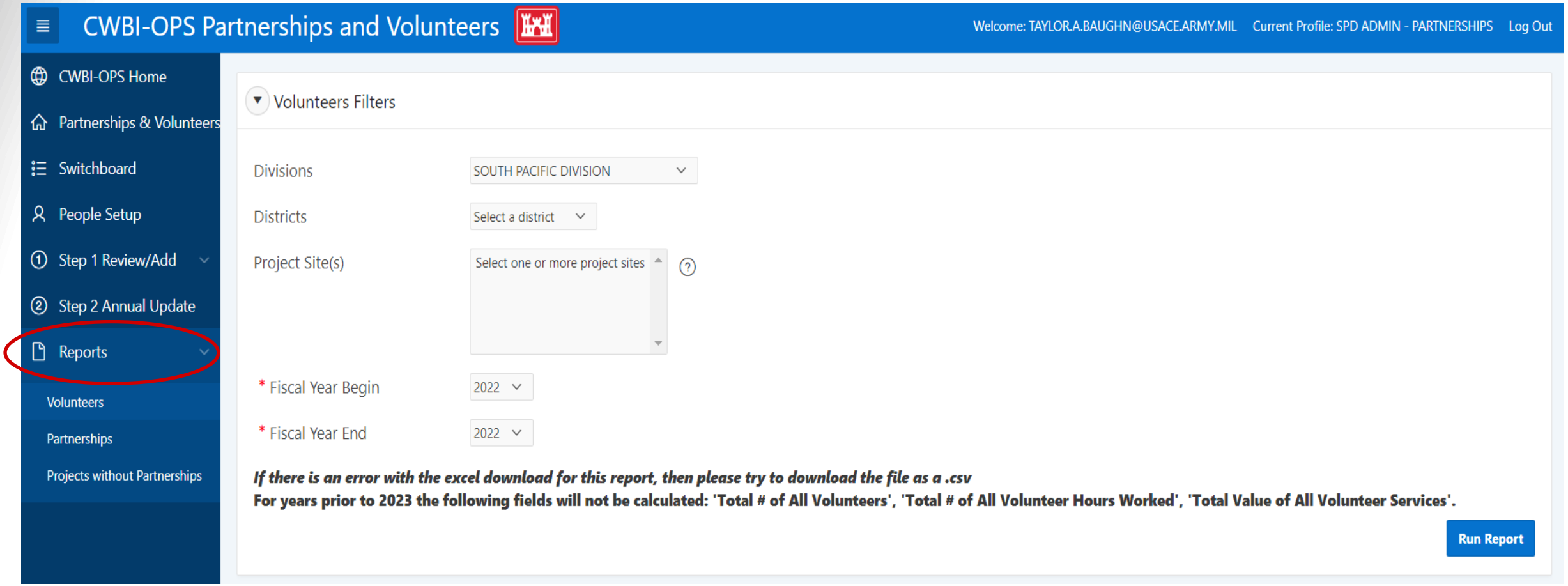
REPORTS



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ANNUAL UPDATE INSIDER HINTS

- Don’t wait until the last minute to confirm that you have access to CWBI-OPS.
- Don’t wait until the last minute to enter data!
- Track data throughout the FY for both volunteers and partnerships.
- Be sure to include all your partnerships, including contributions and activities under national MOUs.
- REMEMBER: Every active partnership has Corps labor associated with it.
- Don’t forget to include supplies and materials in Corps contributions.

Partnerships in CWBI-OPS: 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).

Partnerships in CWBI-OPS: 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 CWBI-OPS: 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 CWBI-OPS: Common Errors

Contributions

Volunteer service value for individuals should not be included in the partnership annual update section of CWBI-OPs, 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 CWBI-OPS unless they are working directly for USACE in that area and signed up on a OF301a form.

Volunteer Reporting in in CWBI-OPS

- Volunteer data must be captured each year during October in the in CWBI-OPS tool
- Non-Partner Volunteer Data Update: Record total number of volunteers, volunteer hours, and reimbursed incidental expenses for volunteers who are not association with an organization
- Partner Volunteer Update: Record number of volunteers and volunteer hours that the partner provides
- 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

Independent Volunteers

Enter Hours into Partnerships and Volunteer Module: Volunteer Activity Non-Partnership Volunteers Section

Volunteers Working as Part of a Partnership Activity

Enter Hours into Partnerships and Volunteer Module: Partnership Agreements Section in the Details of the Specific Partnership

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 Partnerships and Volunteers in CWBI-OPS 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

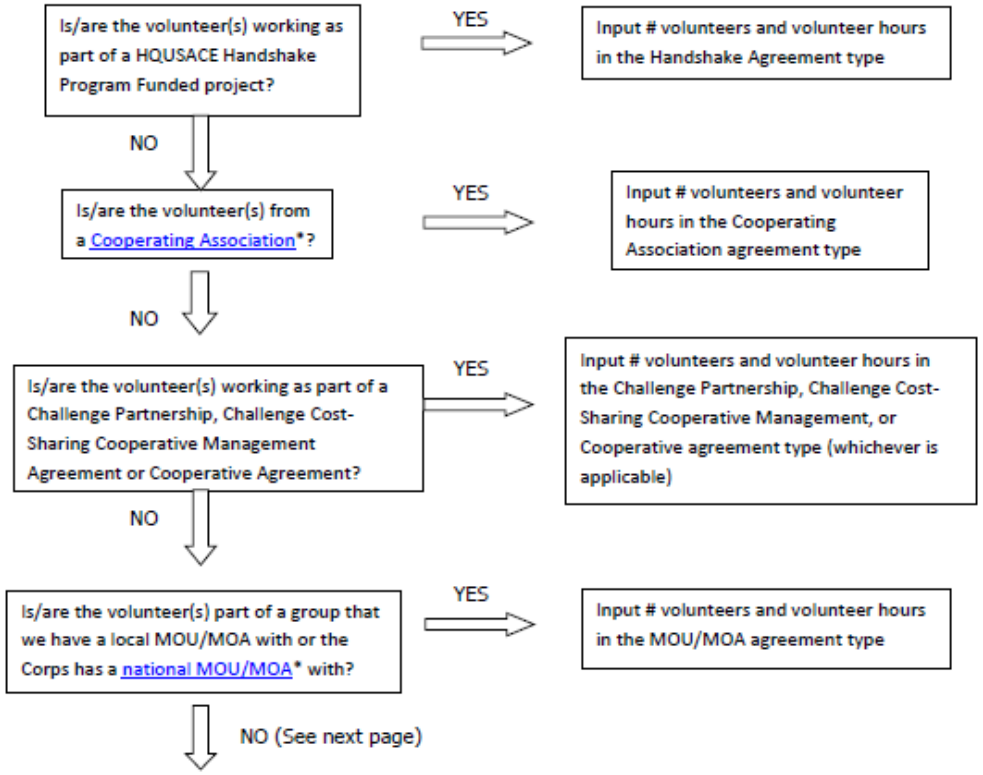
How to Enter Volunteer Data in CWBI-OPS Partnerships and Volunteers Module

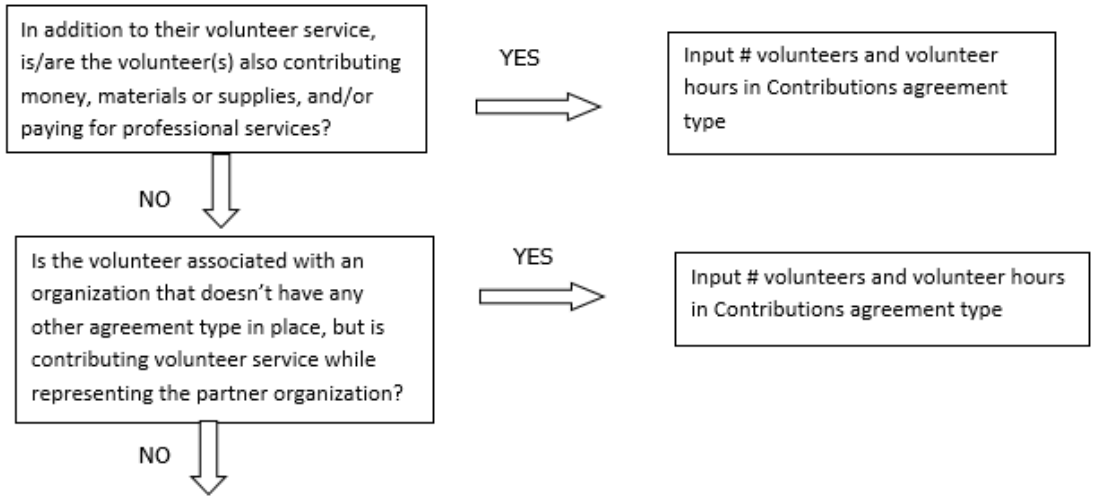
Step 1. Review/Add- Volunteer Activity
Enter Non-Partnership volunteer hours in this section of the CWBI-OPS tool. Non-partnership volunteers are those who perform volunteer service who are NOT affiliated with any organization. (Ex. Camp hosts, visitor center hosts, an individual or family volunteering on their own. Anyone volunteering as part of a group/organization such as a church, school, sports club, nonprofit, business, agency, Tribe, etc. should be counted as Partnership volunteers in the Step 2- Annual Update) 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.

You will also see a column on this page for Partnership Volunteers. These data will be imported from the Annual Update 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 Step 1- Volunteer Activity or Step 2- Annual Update 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.

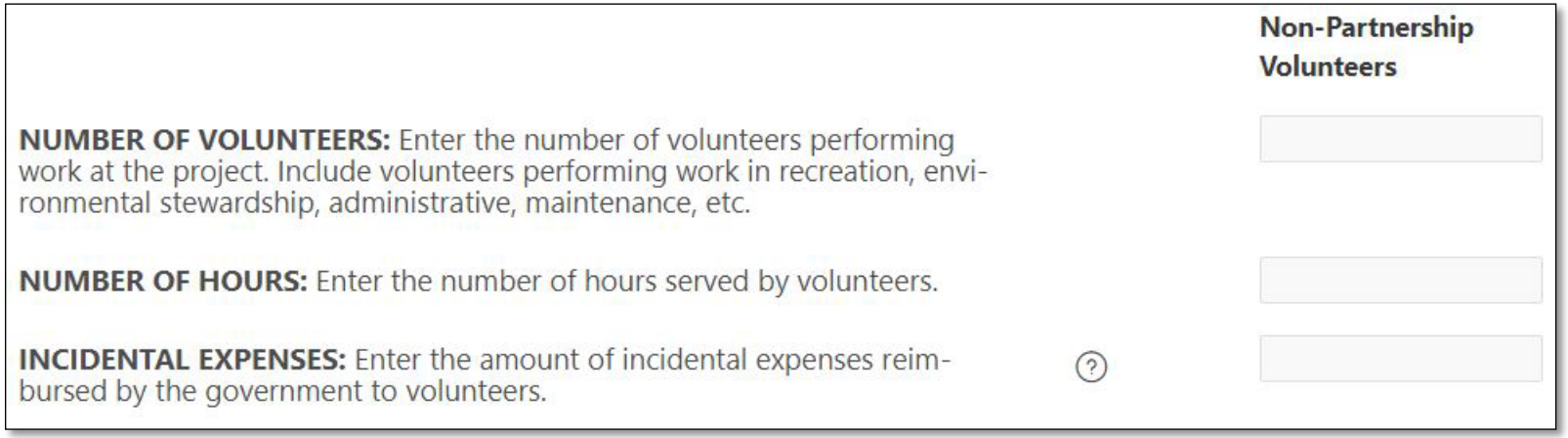
Entering Volunteer Hours Correctly

What in CWBI-OPS **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)

What in CWBI-OPS **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 CWBI-OPS 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 CWBI-OPS 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 CWBI-OPS 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.

REMINDER: 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.