



DEPARTMENT OF THE ARMY  
U.S. ARMY CORPS OF ENGINEERS  
441 G STREET, NW  
WASHINGTON, DC 20314-1000

REPLY TO  
ATTENTION OF

CECW-O

FEB 19 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Establishment of a 120-day Performance Metric for Processing Contributed Funds for Operations & Maintenance (O&M) Dredging Using a Model Contributed Funds Memorandum of Agreement

1. References:

a. Memorandum, subject: Implementation Guidance for Sections 1015 and 1023 of the Water Resources Reform and Development Act of 2014 (WRRDA), Contributed Funds, dated 12 February 2015.

b. Models for "Contributed Funds Memorandum of Agreement" set forth in USACE public website for model agreements:  
<http://www.usace.army.mil/Missions/CivilWorks/ProjectPartnershipAgreements/modelother.aspx>

2. Purpose: To provide guidance on the processing timeline for completing decisions for requests to apply contributed funds for O&M dredging that make use of one of the USACE Model Contributed Funds Memorandum of Agreements (CF MOA). This guidance establishes a performance metric goal of completing the vertical team decision making process for O&M dredging within 120 days of receipt of a complete package from a district.

3. Background: USACE districts, divisions and HQ have used existing legislative authority to work with potential contributors. The processing time required for approval of contributed funds requests has ranged from several months to over a year. On 12 February 2015, the Director of Civil Works published new implementation guidance for accepting contributed funds from states, Tribes, and non-federal public and non-profit entities and describes the conditions and process for obtaining approval for a contributed funds request. Further, this implementation guidance addresses the timing for notification of Congressional Committees and the timing for when funds may be accepted by districts in accordance with Section 1015 of WRRDA. This memo provides the process timeline for each step of the procedure set forth in the WRRDA Section 1015 implementation guidance for Operations and Maintenance Dredging when using a model CF MOA. It also establishes a 120-day performance goal for completing such actions.

4. Process and Timeline:

a. Section 1015 of WRRDA changes the timing of Congressional Committee notification from "prior to initiating negotiations" to "prior to accepting funds." Therefore, now the contributor may be provided the draft agreement once the Office of the Assistant Secretary of the Army for Civil Works (ASA (CW)) submits the notification letter to OMB for clearance.

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As before, the agreement cannot be approved or executed until the Congressional Committee notification process is complete. The processing sequence for accepting contributed funds for O&M dredging using a model CF MOA is summarized below and must be applied in tandem with the 12 February 2015 memorandum (reference a).

b. The following processing targets will be used to measure progress in attaining the 120-day processing and approval goal for acceptance of contributed funds for O&M dredging using a model CF MOA. For overall performance, contributed funds processing times of 120 days or less will achieve a GREEN rating. Processing times between 121-150 days will be rated AMBER, and those beyond 180 days will be rated RED.

Process Step (days)	Description	Target Period (days)	Cumulative Duration
0	District receives request from sponsor	-	0
1	District submits request to division upon receiving request from potential contributor. District submittal will contain all elements described in Reference a.	10	10
2	Division reviews and submits to HQ RIT.	10	20
3	RIT staffs and receives HQUSACE concurrence from Operations, Office of Counsel, Programs, Planning, Real Estate and then submits draft notification letters to CECW-IF (Congressional Liaison).	15	35
4	CECW-IF transmits notification letters to OASA(CW) for approval; OASA(CW) coordinations with OMB and performs Congressional committee notification.	15	50
5	District begins the negotiation process once is informed that OASA(CW) has provided a letter to OMB for clearance.	Concurrent	50
6	Concurrent with negotiations in the field, OMB approves the contributed funds Congressional notification letters.	44	94
7	OASA (CW) notifies Congressional Committees and Congressional Liaison works with Committees to ensure there are no objections.	10	104

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8	RIT notifies MSC that notification is complete.	1	105
9	District completes negotiations and submits model agreement package to MSCs for approval.	5	110
10	Division Commander approves MOA if it tracks a model CF MOA and returns it to district	5	115
11	Agreement is executed and District accepts funds	5	120

b. Reporting from districts through divisions to their respective MSC RIT for processing contributed funds model agreements for O&M dredging will occur monthly. Districts and divisions will report any deviations exceeding above target processing periods to their respective MSC RIT. POC is Ms. Pauline Thorndike, [pauline.d.thorndike@usace.army.mil](mailto:pauline.d.thorndike@usace.army.mil), or 202-761-7552.



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