



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

REPLY TO  
ATTENTION OF

S: 31 October 2005

CECW-CO

SEP 30 2005

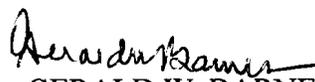
MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS AND  
DISTRICT COMMANDS, CHIEFS, CONSTRUCTIONS-OPERATIONS DIVISIONS

SUBJECT: Challenge Partnership Handshake Program - 2006

1. The Challenge Partnership Handshake Program provides an incentive to U.S. Army Corps of Engineers projects to use partnering initiatives to their fullest potential. This is the third year for the program and it offers an additional funding source (i.e., seed money) to Corps installations for worthwhile challenge partnership projects. The funding is intended to encourage local organizations to become a partner with the Corps. The program also demonstrates our recognition that partnerships flow in both directions (i.e., partnerships are a handshake, not a handout). The Corps is committed to creating a partnership culture within the organization, and has demonstrated its commitment by establishing this program.
2. Projects are invited to submit proposals to obtain funding assistance for partnering activities that demonstrate a need for Federal dollars to match non-Federal funds and/or in-kind services. Projects will be required to submit an application that must be received NLT 31 October 2005. The Handshake Program instructions and a sample application form are enclosed. Selections will be based on sustainability; innovativeness; recreation benefit and partnering, environmental stewardship, communication and education values. Recipients will be announced at the end of November.
3. More information about this program and the downloadable application can be found on the Natural Resources Management Gateway at:  
<http://corpslakes.usace.army.mil/employees/challenge/handshake.html>.
4. My POC for this effort is Mr. Jeff Boutwell, SWF-OD-BZ, at Waco Lake Office, 3801 Zoo Park Drive, Waco, Texas 76708. Telephone (254) 756-5359

FOR THE COMMANDER:

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GERALD W. BARNES, P.E.  
Chief, Operations  
Directorate of Civil Works

## Challenge Partnership Handshake Program - 2006

### Introduction

The Challenge Partnership Handshake Program offers a source of seed money to U.S. Army Corps of Engineers installations for worthwhile challenge partnership projects. The intent of this program is to initiate new, or enhance existing recreation and natural resources management opportunities. The objective of this program is to provide an incentive to Corps projects that have not utilized "partnering" initiatives to their fullest potential. In addition, this funding is intended to encourage local organizations to become a partner with the Corps. This program will demonstrate our recognition that partnerships flow in both directions (i.e. partnerships are a "handshake," not a handout). Corps leadership is committed to creating a new partnership culture within the organization, and has initiated their commitment by establishing this program.

### Natural Resources Management Mission Statement

*The Army Corps of Engineers is the steward of the lands and waters at Corps water resource projects. Its Natural Resources Management Mission is to manage and conserve those natural resources, consistent with ecosystem management principles, while providing quality public outdoor recreation experiences to serve the needs of present and future generations. In all aspects of natural and cultural resources management, the Corps promotes awareness of environmental values and adheres to sound environmental stewardship, protection, compliance and restoration practices. The Corps manages for long-term public access to, and use of, the natural resources in cooperation with other federal, state, and local agencies as well as the private sector. The Corps integrates the management of diverse natural resources components such as fish, wildlife, forests, wetlands, grasslands, soil, air, and water with the provision of public recreation opportunities. The Corps conserves natural resources and provides public recreation opportunities that contribute to the quality of American life.*

### Handshake Proposal Process

Proposals should demonstrate matching non-federal funds, and/or donated time and in-kind service. The maximum amount awarded for each partnership project shall be \$10,000

#### 1. General Instructions.

- a. Corps projects that received Handshake funds the previous year must wait at least one year before applying again.
- b. Although a project may submit more than one application, only one may receive funding.
- c. The application is an Adobe Acrobat fillable form. You can access the application form and instructions through the Corps Natural Resources Management Gateway under Challenge Partnerships at: <http://corpslakes.usace.army.mil/employees/challenge/partner.html>. The application will consist of the general information section, project description (no longer than 3 pages), financial work sheet and 1 attachment, if desired.
- d. The application must be routed through the NRM element at the district and division levels.

e. The entire application package will be forwarded electronically for consideration.

f. The HQ NRM CoP will send funds via MIPR to recipients as soon as the Partnership PDT chair receives a copy of the signed challenge partnership agreement.

g. Funds will not be used for government salaries.

h. These funds are intended for “start-up” costs and/or the project’s match in the partnership. All government funds must be spent in accordance with FAR, DFAR and AFAR contracting laws and regulations. Funds **must** be expended by the end of the fiscal year they are received. A completion report must be submitted to the Partnership PDT chair within 60 days of project completion. The format for the report can be found at the following link:  
<http://corpslakes.usace.army.mil/employees/challenge/handshake.html>

2. Please keep in mind that USACE **does not**:

a. Solicit funds.

b. Endorse products or services of partners.

c. Give preferential treatment to partners.

d. Have granting authority nor does it have any mechanism to give a partner money at this time.

e. Lobby. However, we do provide information about projects we hope to build, proposals we hope to develop, partnering opportunities we hope to pursue, etc. to anyone who asks.

3. The Application Form. (example attached)

To move within the application form, use the <Tab> key instead of the <Enter> key.

a. Eligibility Checklist.

1) Challenge partnerships may occur only on facilities and resources operated, and/or managed and developed at full federal expense. In other words, outgrants, to include but not limited to state and local parks, concessionaires, and non-profits, where land is leased to and managed at their expense, are not eligible to participate in the Corps Challenge Partnership Program as defined in ER1130-2-500. The facilities and resources under consideration must be managed at full federal expense on the day the agreement is signed.

2) Challenge partnerships are with non-federal public and private entities.

3) Self-explanatory.

4) If the proposed activity is not in the project annual or 5-year work plans, the OMP must be updated to include the proposed activity. Insert the month and year approval is anticipated.

b. The rest of the front page is self-explanatory.

c. Project Description. This portion will outline concisely the tasks needed to complete the project, and who will accomplish them, e.g., new facilities, renovations made, research reports, type of visitor services, cultural or natural resources preserved, educational or interpretive products created, etc. Include the basic who, what, when, where, how. Also explain how the project will meet the following program criteria:

1) *Sustainability* - What is the life span of the product and the benefit to the Corps?

2) *Partnership value* - What is the significance of the partner's contribution to the project (e.g. matching dollars, materials or in-kind services, etc.)?

3) *Environmental Stewardship Value* - Does the project contribute to the physical improvement of the natural resources?

4) *Communication and Education Value* - Does the project increase public understanding of the Corps and its missions through interpretation, outreach, education and public information?

5) *Recreational Benefit*- Does the product improve the recreational experience for multiple user types?

6) *Innovativeness* - Are other organizations doing this kind of project? How is this project important and unique?

**NOTE: If this proposal is only part of a larger project, concentrate your description on the specific one-year accomplishment you are proposing to spend the Handshake funding on.**

d. Attachment. One additional page may include drawings, maps, photos or plans if desired.

e. Financial Work Sheet. Much of this page will be automatically filled with information from the first page. If this information is not correct, it can be typed over. The form will automatically calculate column totals and the share of total cost.

**NOTE: This work sheet is the same as Appendix T that must be attached to the challenge partnership agreement.**

4. Award Selection Procedures.

Project proposals are evaluated based on their capacity to accomplish the mission of the Corps natural resources management and recreation missions and demonstrate added value as described in the list of additional criteria in the application instructions. A panel consisting of members from the Partnership PDT will review all proposals and rank them based on this criteria. HQ

leadership will make the final award decisions based on the review panel's recommendations. Notification will be sent through division to the award recipients as soon as the final decision is made.

Application packages will be sent electronically to Jeff Boutwell, SWF-OD-BZ, Waco Lake Office, 3801 Zoo Park Drive, Waco, Texas 76708. Applications must be received by COB 31 October 2005.

**U.S. Army Corps of Engineers  
2006 Handshake Program Application**

**Eligibility checklist to qualify under ER 1130-2-500, Chapter 12.**

1. Is the seed money going to be spent at facilities and resources that are being maintained at complete federal expense on the day the agreement is signed?  Yes  No
2. Is the agreement with a non-federal public or private entity(ies)?  Yes  No
3. Is the proposed activity within current authorities and contained in the annual or 5-year work plan in the approved OMP?  Yes  No
4. If no, when will the OMP be updated and approved? Date:

**If you have answered No to either question 1 or 2 and/or have not answer Yes to either question 3 or 4, go to the instructions page or <http://corpslakes.usace.army.mil/partnership/handshake>.**

Corps Project Name:		
Work Project Title:		
POC Name:		
Address:		
City:	State:	Zip Code:
Telephone:	Fax:	
Email Address:		
Location on the Project:		

Partner Organization 1:		
POC Name:		
Address:		
City:	State:	Zip Code:
Telephone:	Fax:	
Email Address:		

Partner Organization 2:		
POC Name:		
Address:		
City:	State:	Zip Code:
Telephone:	Fax:	
Email Address:		

Categorize Use: (may check more than one)

- |   |   |
|---|---|
| <input type="checkbox"/> Interpretation/Environmental Education | <input type="checkbox"/> Special Event                      |
| <input type="checkbox"/> Water Safety                           | <input type="checkbox"/> Recreation Facilities              |
| <input type="checkbox"/> Trails                                 | <input type="checkbox"/> Visitor Center                     |
| <input type="checkbox"/> Natural Resources Management           | <input type="checkbox"/> Accessibility Other/ Miscellaneous |

Applicant's Amount Requested (\$10,000 Limit) \$0

Partner 1 Contribution: \$0

Partner 2 Contribution: \$0

**Total Cost of Project:**

## Challenge Partnership Financial Work Sheet

Corps Project Name:			
Work Project Title:			
POC Name:			
Address:			
City:		State:	Zip Code:
Telephone:	Fax:		
Email Address:			
Location on the Project:			

Partner Organization 1:			
POC Name:			
Address:			
City:		State:	Zip Code:
Telephone:	Fax:		
Email Address:			

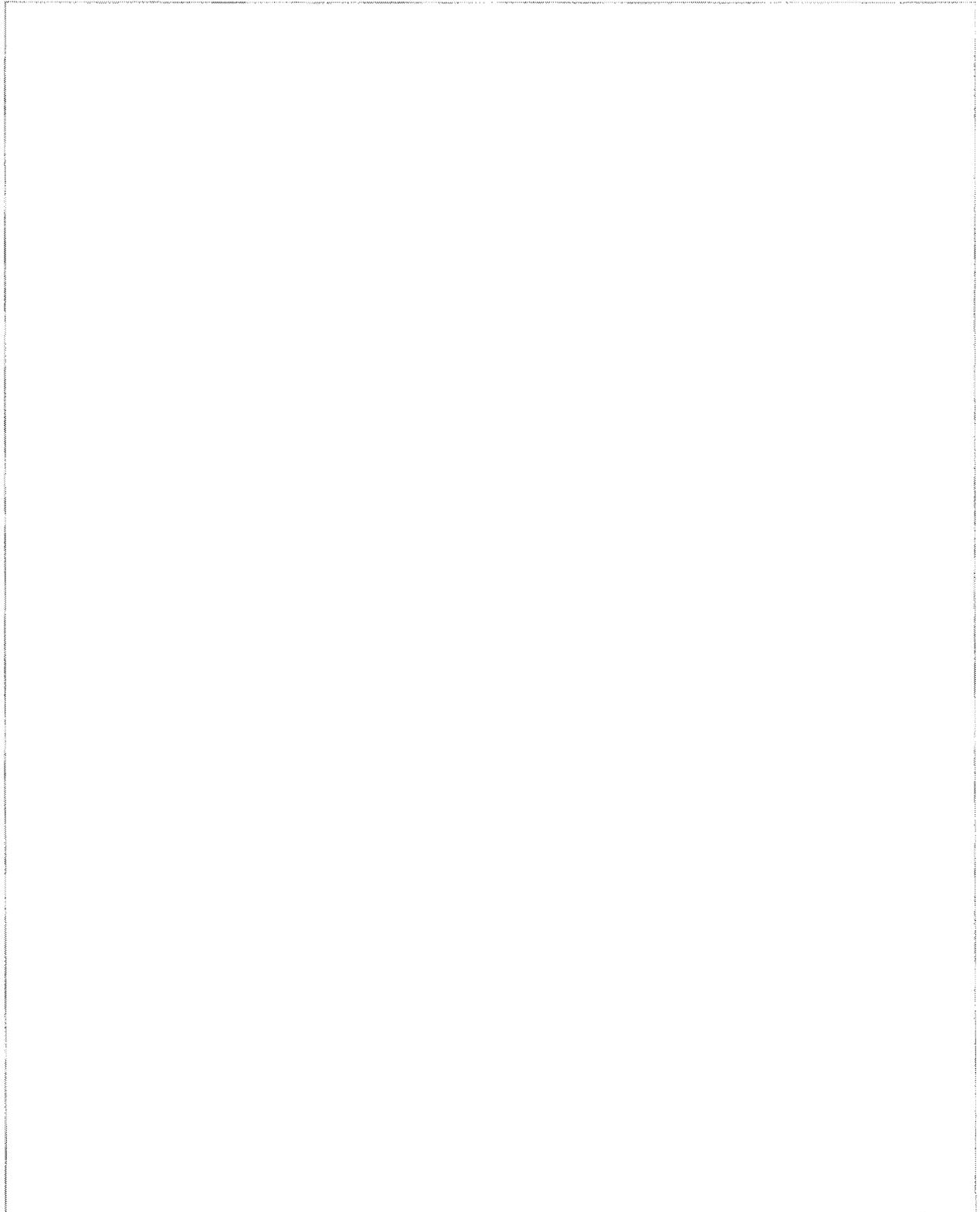
Partner Organization 2:			
POC Name:			
Address:			
City:		State:	Zip Code:
Telephone:	Fax:		
Email Address:			

Proposes Start Date of the Project  
 Simple Description of the Work:

### Financial Break Down

	Corps	Partner 1	Partner 2	Total
Salaries	\$0	\$0	\$50	\$0
Travel	\$0	\$0	\$0	\$0
Materials and Supplies	\$0	\$0	\$0	\$0
Equipment Use	\$0	\$0	\$0	\$0
Cash/Funds	\$0	\$0	\$0	\$0
Personal Property	\$0	\$0	\$0	\$0
Contingencies	\$0	\$0	\$0	\$0
Other (Explain on next line)	\$0	\$0	\$0	\$0
<b>Total</b>	\$0	\$0	\$0	\$0

**Handshake Application  
Project Description  
Page 1**



**Handshake Application  
Project Description  
Page 2**



**Handshake Application  
Project Description  
Page 3**

