



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

JUL 11 2011

REPLY TO  
ATTENTION OF

CECW-CO

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

SUBJECT: Handshake Partnership Program - Fiscal Year 2012 Invitation for Proposals

1. The U.S. Army Corps of Engineers (Corps) is committed to maintaining a partnership culture within our organization and recognizes that partnerships are a handshake, not a handout.
2. Now in its ninth year, the Handshake Partnership Program gives incentive to Corps projects to use partnering authorities to their fullest potential, and the program provides an opportunity to compete for additional "handshake" funding. These handshake funds serve as "seed money" to encourage local organizations to partner with the Corps. Corps projects are now invited to submit applications for FY 2012 handshake funds.
3. The Handshake Program application instructions and application form are enclosed. More information and the downloadable application form are located on the Natural Resources Management Gateway, <http://corpslakes.usace.army.mil/employees/challenge/handshake.cfm>. Applications must be coordinated with the district and MSC prior to submission, and the applications must be received NLT 14 October 2011.
4. Please direct any questions to my POC, Mr. Michael Hosey, SAD Partnership Advisory Committee representative, at (919) 542-4501, extension 26.

FOR THE COMMANDER:

Encls

  
MICHAEL G. ENSCH  
Chief, Operations  
Directorate of Civil Works

## Handshake Program FY 2012 - Application Instructions

**Application Deadline: Close of Business 14 October 2011**

**Please read all instructions prior to beginning application. These instructions and the application form are available on the NRM Gateway: <http://corpslakes.usace.army.mil/employees/challenge/handshake.cfm>**

### **1. General Information and Answers to Frequently Asked Questions (FAQ):**

- a. Corps facilities that received Handshake Funds the previous year (FY 2011) must wait at least one year before applying again.
- b. Facilities may submit more than one application; however, only one project may receive funding.
- c. The application must be routed through the NRM element at the District and Division levels.
- d. The entire application package must be forwarded electronically for consideration.
- e. After being notified of their selection, recipients must provide a copy of the signed challenge partnership agreement and/or approved Student Conservation Association (SCA) cost estimate memo to the Handshake Program POC. Upon receipt of a valid agreement and/or memo, the funds will be provided to recipients by the HQ NRM CoP. Funding is subject to availability.
- f. These funds are intended for "start-up" costs and/or the Corps facility's match in the partnership. All government funds including Handshake funds must be spent in accordance with FAR, DFAR, and AFAR contracting laws and regulations.
- g. Handshake funds may be used to pay contractors hired by the government. This includes the SCA which has a cooperative agreement (contract) with the US Army.
- h. In general, funds should be spent within 2 years. A completion report must be submitted to the Handshake Program POC. The report format will be provided.
- i. If at any point a partnership project chosen to receive Handshake Funds cannot proceed, the Handshake Funds must be returned.
- j. The SCA does not sign a challenge partnership agreement; their participation is authorized under their cooperative agreement (contract) with the US Army.

### **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 authority to provide "grants" to a partner. You CANNOT give your Handshake Funds to your partner. Handshake Funds must be expended via regular contracting and expenditure mechanisms.
- e. Lobby. However, we do provide information about potential project development and partnering opportunities to anyone who asks.

**3. The Application Form:** Complete all sections of the application form. Applications should be concise with Section E and no longer than three (3) pages. The application form and financial worksheet are protected MS Word documents. Please do not alter the application form. An explanation of entry blocks follows.

### **Application:**

**A. Partnership Project Type:** Check the Box that applies.

(1) **Challenge Partnership Project** - utilizes a Challenge Partnership Agreement with one or more partners. Corps facility is requesting Handshake Program funding to meet a portion of their commitment to the partnership agreement. <http://corpslakes.usace.army.mil/employees/challenge/partner.html>.

(2) **SCA Interns/Work Crews Project** - utilizes the existing cooperative agreement (contract) between the US Army and the Student Conservation Association (SCA). Corps project is requesting funding for an SCA Intern/Crew to accomplish as specific project at their facility. <http://corpslakes.usace.army.mil/partners/sca/sca.cfm>

(3) **Combined Challenge Partnership and SCA project** – includes a Challenge Partnership Agreement and an SCA Intern/Work Crew working on a specific project at their facility. The SCA does not sign the challenge partnership agreement.

**B. Handshake Program Funding Request** – enter amount of Handshake Program funds being requested up to \$25,000

**C. Challenge Partnership Eligibility Checklist** (*skip if SCA project only*)

- 1) Activities on leased areas ARE NOT eligible. Challenge Partnerships may only occur on facilities and resources “where such facilities and resources are being maintained at complete Federal expense.” in accordance with Section 225 of WRDA 1992.
- 2) Challenge partnerships must be with “non-federal public and private entities” in accordance with Section 225 of WRDA 1992.
- 3) “Activities shall be within current authorities and contained in the annual or five-year plan in the approved Operational Management Plan (OMP)” in accordance with ER 1130-2-500 Chapter 12.
- 4) If the proposed activity is not in the annual or 5-year work plans, the OMP must be updated to include the proposed activity. Indicate the month and year that approval is anticipated. Approval must be prior to start date for the proposed project.

**D. Cooperating Association Bonus: (skip if SCA project only)** To encourage Corps facilities and their partners to formalize long term partnerships through use of a Cooperating Association, applicants for Handshake Program funds are given the opportunity to compete for an additional \$5000. Agreements that will include a cooperating organization (associations or friends groups) with which your project/district has entered into a Cooperative Agreement after January 1, 2009 are eligible. You must include a copy of the signed agreement with the application. These “Bonus” funds will be awarded to the highest ranked application that meets the criteria and are in addition to the amount requested in the application. The "Bonus" funds may be used for the proposal submitted or may be used for another Challenge Partnership with this partner. (Reference Chapter 9 of ER and EP 1130-2-500 for information on cooperating associations).

**E. Incentive Points Categories:** To encourage specific types of partnerships, qualifying applications will receive bonus points on their evaluation score. Proposals may qualify for more than one category. Categories checked must be addressed in the description. These categories may change annually. The FY 2012 categories are as follows:

- 1) Includes veterans and/or military family organizations. Groups must be an intended signatory to the agreement in order to qualify for the bonus points.
- 2) Americas Great Outdoors – Contributes to USACE efforts to accomplish USACE action items identified in AGO report. <http://americasgreatoutdoors.gov/>
- 3) National Recreation Strategic Plan - Contributes to USACE efforts to accomplish goals and objectives: <http://corpslakes.usace.army.mil/visitors/strategy.cfm>

**F. Describe your partnership and the proposed project:**

- 1) **Description:** Describe the partnership and the work to be accomplished. The description should be no longer than three pages. Include the basic who, what, when, where, how. 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. Address any of the three incentive categories checked and explain how the project will meet the following six evaluation criteria (each evaluation criteria should be addressed in a separate paragraph):
  - a. **Sustainability** - What is the life span of the product and the benefit to the Corps?
  - b. **Partnership Value** - What is the significance of the partner's contribution to the project (e.g. matching dollars, materials or in-kind services, etc.)?
  - c. **Environmental Stewardship Value** - Does the project contribute to the physical improvement of the environment?
  - d. **Recreational Benefit** - Does the project improve the recreational experience for multiple user types?
  - e. **Communication and Education Value** - Does the project increase public understanding of the Corps and its missions through interpretation, outreach, education and public information?
  - f. **Innovativeness:** Describe the innovative nature of the partnership or the end result. Are other organizations doing this kind of project? How is this project important and unique?
- 2) **The Corps will:** List and describe the Corps responsibilities. All government funds and funds received by the Corps as contributions must be spent in accordance with FAR, DFAR, and AFAR contracting laws and regulations. The Corps cannot give funds to the partner.
- 3) **The Partner(s) will:** List and describe responsibility of each partner separately. If the partner(s) will be utilizing funds from a grant, indicate the amount of the grant, how the funds would be expended, the organization providing the grant, and when the grant would be awarded. Describe contingencies for proceeding with the project if the partner does not receive the anticipated grant. These will be taken into account when evaluating the proposal. Funds provided by a non-Federal partner may include grant funds provided by another Federal agency if the Federal granting agency confirms, in writing, that the funds may be used for this purpose. (reference CECC-G Bulletin No. 02-12, Challenge Partnership Program – 26 September 2002)

G. **Financial Work Sheet** (spreadsheet). Complete all applicable information based on the guidance below. Double click on spreadsheet to access data entry fields. Fields not applicable to the funding provider are blocked. Funding totals and % fields will be calculated automatically.

- 1) **Local Corps Office** - Enter funds that your local office is putting toward the Challenge Partnership. This includes salaries for Corps employees, contracts, SCA Intern/Crew, and any other government expenses not covered by Handshake funds. Non-applicable (N/A) fields are locked.
- 2) **Handshake Funds** – Funds may be expended for the purchase of materials & supplies, equipment use, and contract labor via government credit card and/or government contracts (including SCA cooperative agreement (contract) with the US Army). Handshake funds may not be spent on salaries or travel for Corps employees. If Handshake funds are used for contracts (other than SCA), list amount as “Other.” Handshake funds may not be used to fund contracts entered into by partners. N/A fields are locked.
- 3) **SCA** – enter SCA cost-share amount that the SCA will contribute to funding the intern/crew. This amount is determined by the SCA. Costs associated with fielding and supporting SCA Interns /Crews are shared between SCA (enter that amount under SCA column) and the host agency (enter that amount of local office/handshake/partner funding in appropriate column).

4) **Partner(s)** - List the contributions each partner signing the challenge partnership agreement will make. (If there are more than three partners, please request a larger form.) If the partner(s) are utilizing funding from a grant, please disperse funds in the spreadsheet in the category they will be expended. Information on the total amount of the grant and the status of the grant should be included in the "Description" section. Partners may contribute funds to the Corps for use in funding SCA interns/crews.

5) **Funding Categories ( N/A fields are locked):**

a. **In-Kind Services:**

- **For the Corps Office** this is the value of staff salaries necessary to accomplish the project. Handshake funds cannot be spent on Corps staff salaries.
- **For Partners** this is the value of services donated by a professional (design, engineering, etc.) or trades persons (carpentry, plumbing, electrical, etc.) based on the prevailing rate for those services. The value of this item will be determined by the partner(s). Do not include value of basic volunteers on this line.

b. **Travel** - Expenses including transportation, lodging, etc. Handshake Funds cannot be spent on Corps travel.

c. **Materials and Supplies** – Consumable items including materials (lumber, gravel, concrete, wire, etc.) and supplies (nails, envelopes, paper products, etc.) necessary for construction of the project. Personal property is listed separately.

d. **Contributed Funds** - Cash contributions made to the Corps by partner/s which the Corps would expend on the partnership project are listed under the partner's contribution. Include an explanation of how these funds would be expended in the explanation section of the worksheet and/or project description. Funds provided by a non-Federal partner may include grant funds provided by another Federal agency if the Federal granting agency confirms, in writing, that the funds may be used for this purpose.

e. **Equipment Use** - value of hours of equipment use. Use prevailing local rates for rentals.

f. **Personal Property** – items such as signs, benches, tools, equipment, etc. that will become the property of the Corps.

g. **Volunteer** - value of hours work by general volunteers. Calculate using volunteer value of service hourly rates in accordance with National Volunteer Policy Letter 04-01. Rate available on Volunteer Page of NRM Gateway.

<http://corpslakes.usace.army.mil/employees/policy.cfm?Id=volunteer&Code=All>

For the estimated value of hours worked by SCA student/crew subtract value of any stipend received.

h. **SCA Intern/Crew** – list amount of funding from the Corps Office, Handshake funds, and/or Partners that will be used to fund the SCA Intern/Crew.

i. **Other:** list funds expended on contracts on this line. Include information in explanation section and description.

4. **Attachments:** Two additional pages of drawings, maps, photos, plans, etc. may be attached to the application. Those seeking to compete for the Cooperating Association Bonus must also provide a copy of the signed Cooperating Association agreement.

5. **Submitting Application: Application Deadline: Close of Business 14 October 2011**

Applications packages must be coordinated with the district and division prior to being submitted. Send application packages via e-mail to Michael Hosey, [michael.l.hosey.ii@usace.army.mil](mailto:michael.l.hosey.ii@usace.army.mil). 919-542-4501 ext 26.

6. **Recipient Selection Procedures:** The Partnership Advisory Committee (PAC) evaluates and ranks the proposal using the six criteria listed above the incentive categories. Headquarters leadership will make the final award decisions based on the PAC recommendations. A memorandum announcing recipients will be sent through the divisions.

7. **Handshake Questions:** If you have questions regarding the application or any aspects of the Handshake Program, please contact your Division PAC member, listed on the NRM Gateway :

<http://corpslakes.usace.army.mil/partners/partners.html>



**E. Incentive Points Categories:** Check the box for each category that applies to your partnership project and include an explanation in the project description (Section F.). Qualifying applications will receive bonus points on their evaluation score.

Includes a veteran's and/or military family organization. Groups must be an intended signatory to the agreement in order to qualify for the bonus points.

Americas Great Outdoors – <http://americasgreatoutdoors.gov/> - Contributes to USACE efforts to accomplish USACE action items identified in AGO report: List action item #:

National Recreation Strategic Plan- <http://corpslakes.usace.army.mil/visitors/strategy.cfm> – Contributes to USACE efforts to accomplish goals and objectives: List objective #:

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**F. Describe your partnership and the proposed project:**

Your project will be evaluated on the following categories: **Sustainability, Partnership Value, Recreation Benefit, Environmental Stewardship Benefit, Communication and Education Value, and Innovativeness.** Please address each in your description. Also address incentive point categories you have identified in Section E. If the project involves a SCA intern/crew please include the number of SCA volunteers that will be involved and describe what they will be doing.

**Description:**

**The Corps will:**

**The Partner(s) will:**

## Handshake Application Financial Work Sheet

Partner Organization 1:

POC Name:

Address: City: State: Zip Code:

Telephone:

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Partner Organization 2:

POC Name:

Address: City: State: Zip Code:

Telephone:

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Partner Organization 3:

POC Name:

Address: City: State: Zip Code:

Telephone:

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Double click on spreadsheet to access data entry fields:

	Local Corps Office	Handshake Funds	SCA	Partner 1	Partner 2	Partner 3	Total
In-Kind Services	\$0	N/A	\$0	\$0	\$0	\$0	\$0
Travel	\$0	N/A	\$0	\$0	\$0	\$0	\$0
Materials and Supplies	\$0	\$0	N/A	\$0	\$0	\$0	\$0
Equipment Use	\$0	\$0	N/A	\$0	\$0	\$0	\$0
Funds Contributed	N/A	N/A	N/A	\$0	\$0	\$0	\$0
Personal Property	N/A	N/A	N/A	\$0	\$0	\$0	\$0
Volunteer	N/A	N/A	\$0	\$0	\$0	\$0	\$0
SCA Item/Crew	\$0	\$0	N/A	\$0	\$0	\$0	\$0
Other (explain below)	\$0	\$0	N/A	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Share of Total Cost</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>

Explanations: