



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

REPLY TO
ATTENTION OF

S: 01 October 2012

CECW-CO

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

SUBJECT: Handshake Partnership Program – Fiscal Year 2013 Invitation for Proposals

1. The U.S. Army Corps of Engineers is committed to maintaining a partnership culture within our organization and recognizes that partnerships are a key component to continued successful operations.
2. The Handshake Partnership Program began in 2004 and is now in its eighth year of existence. In that time, the Corps' Headquarters has provided "seed money" to Corps facilities for 107 partnership projects that improved recreational opportunities and benefited environmental stewardship activities on Corps managed lands and waters. Partners have responded by generously donating more than \$5.4 million in volunteer hours, professional services, materials and supplies, equipment, and funds to these efforts.
3. This program provides incentive to U.S. Army Corps of Engineers facilities to use our partnering authorities to their fullest potential and an opportunity to compete for additional funding to further partnership possibilities. The funding is intended to encourage local organizations to partner with the Corps.
4. Corps facilities are invited to submit applications to obtain funding assistance to enter into partnerships with non-Federal entities (i.e. Challenge Partnership Agreements) to accomplish activities which benefit recreation facilities and/or natural resources at Corps water resource development projects. Applications must be received NLT 01 October 2012.
5. The Handshake Program application instructions and application form are enclosed. An information handout about the Handshake Program is also included for potential partners. More information about this program and the downloadable application form can be found on the NRM Gateway at <http://corpslakes.usace.army.mil/employees/handshake/handshake.cfm>

CECW-CO

SUBJECT: Handshake Partnership Program – Fiscal Year 2013 Invitation for Proposals

6. My POC for this effort is Mr. Allen Gwinn, NAD Partnership Advisory Committee member. If there are any questions please contact him at (814) 658-6810, Allen.Gwinn@usace.army.mil.

FOR THE COMMANDER:



RICHARD C. LOCKWOOD
Acting Chief, Operations
Directorate of Civil Works

Enclosures:

1. Handshake Partnership Program
2. Handshake Application Instructions
3. Handshake Program Application

Handshake Program FY 2013 - Application Instructions

Application Deadline: Close of Business 01 October 2012

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/partners/partners.cfm>.

1. General Information:

- a. Individual facilities may submit more than one application; however each facility may only receive funding for one project.
- b. The application must be routed through the NRM element at the District and Division levels.
- c. The entire application package must be forwarded electronically for consideration.
- d. After being notified of their selection, recipients must provide a copy of the signed challenge partnership agreement to the Handshake Program POC. Upon receipt of a valid agreement, funds will be provided to recipients by the HQ NRM CoP. Funding is subject to availability.
- e. These funds are intended for “start-up” costs and/or the Corps facility’s match in the partnership. All government funds must be spent in accordance with FAR, DFAR and AFAR contracting laws and regulations.
- f. 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 upon notification of being selected.
- g. If at any point a Challenge Partnership facility chosen to receive Handshake Funds cannot proceed, the Handshake Funds must be returned.

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:** Applications should be concise and ALL sections shall be completed. Section E should be no longer than three (3) pages. The application form and financial worksheet are a protected MS Word document. Please do not alter the application form. An explanation of entry blocks follows.

A. Eligibility Checklist:

- 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.
 - 5) Any lake project or facility that has received handshake funds more than two years previous to this (FY2010 and before) must have submitted a final report or a request for extension for those previous handshake projects to be eligible in 2013.
- B. Handshake Funding Amount Requested: enter amount being requested up to \$30,000 maximum.
- C. Cooperating Association Bonus: To encourage Corps facilities and their partners to formalize long term partnerships through use of a Cooperative Agreement, applicants for Handshake Program funds are given the opportunity to compete for an additional \$5000. Agreements that will include a cooperating association with which your project/district has a current cooperative agreement 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).
- D. Incentive Points Category - To encourage the submission of “Good Enough To Share” examples of successful past partnerships to the Corps’ Natural Resource Gateway, those projects submitting Handshake applications that have submitted partnership success stories/GETS may qualify to receive 50 bonus points on their evaluation score. The GETS submittals or partnership success stories must have been submitted in fiscal year 2012.
- E. 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. Specifically address how the project will meet the following six evaluation criteria:
 - a. Sustainability – Explain or describe the expected life of the project. How many years will it last? What efforts are made to extend the life span of the product and ensure prolonged 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.)? Is the partner critical to the completion of this project?
 - c. Environmental Stewardship Value - Does the project contribute to the physical improvement of the natural resources? Explain how this project improves the Corps’ ES mission.
 - d. Recreational Benefit - Does the project improve the recreational experience for multiple user types? List the types of users that will benefit from this project.
 - e. Communication and Education Value - Does the project increase public understanding of the Corps and its missions through interpretation, outreach, education and public information? What specific activities will be done to communicate the mission?

- f. **Innovativeness** - Describe the innovative nature of the partnership or the end result. Are other organizations doing this kind of project? What makes this project important and unique? How is it different from everyone else's project?
- 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.

NOTE: If a proposal is chosen to receive Handshake funds, but the Challenge Partnership cannot proceed due to any reason, the Handshake Fund must be returned.

- F. **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 towards the Challenge Partnership. This includes salaries for Corps employees, contracts, or any other government expenses not covered by Handshake funds. Non-applicable fields are locked.
- 2) **Handshake Funds** – Funds may be expended for the purchase of materials and supplies, equipment use, and contract labor via government credit card and/or government contracts. Handshake funds may not be spent on salaries or travel for Corps employees. If Handshake funds are used for contracts, list amount as “Other.” Handshake funds may not be used to fund contracts entered into by partners. Non-applicable fields are locked.
- 3) **Partner(s)** - List the contributions of each partner signing the challenge partnership agreement. (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.
- 4) **Funding Categories:**
- a. **Salaries** - Staff salaries - Hours necessary to accomplish the project. Handshake Funds cannot be spent on Corps staff salaries.
 - 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 worked by general volunteers. The value can be calculated using volunteer value of service hourly rates in accordance with National Volunteer Policy Letter 04-01. The rate is available on Volunteer Page of NRM Gateway.
<http://corpslakes.usace.army.mil/employees/volunteer/volunteer.cfm>
- h. In-Kind Services - Value of services donated by a professional (design, engineering, etc.) or trades person (carpentry, plumbing, electrical) based on the prevailing rate for those services. The value of this item will be determined by the partner(s).

NOTE: The financial worksheet used in the application may be used as the financial worksheet attachment for your Challenge Partnership agreement if selected, instead of the example provided in Appendix T of the regulation.

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 cooperative agreement.

5. **Submitting Application: Application Deadline: Close of Business 01 October 2012**

Applications packages must be coordinated with District and Division prior to being submitted. Send application packages via e-mail to Allen Gwinn, allen.gwinn@usace.army.mil. 814-658-6810.

6. **Recipient Selection Procedures:** The Partnership Advisory Committee (PAC) evaluates and ranks the proposal using the **six evaluation criteria** listed above plus the incentive points. 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>

**U.S. Army Corps of Engineers
Fiscal Year 2013
Handshake Program Application**

Please review instructions before completing application!

Corps Lake/Project Name:

Handshake Proposal Title:

Corps POC Name:

Telephone:() - ext.

E-Mail:

A. Eligibility checklist:

1. Is the seed money going to be spent at Corps facilities and resources that are being maintained by the Corps at 100% expense? * 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? (example: Sept 10)

**If "No" to either question 1 or 2 the proposal cannot be authorized under the Corps' challenge partnership authority.*

*** If "No" to question 3 and the date provided in answer to question 4 would come after the commencement of your proposed challenge partnership your activity can not be authorized.*

B. Handshake Funding Program Request (maximum \$30,000):

C. Cooperating Association Bonus: Challenge Partnerships that include a Cooperating Association with which your project/district has entered into a Cooperative Agreement are eligible to compete for an additional \$5000. You must include a copy of the signed agreement with your proposal. (Reference Chapter 9 of ER and EP 1130-2-500 for information on cooperating associations).

D. Incentive Points Category: Check the box if your Lake/Project qualifies to receive bonus points on the evaluation score for submitting partnership success stories/GETS. Also include an explanation of the GETS submittal and the date of submission below the check box.

Partnership Success Stories/Good Enough to Share Submittals: Facilities that provided at least one partnership success story from previous activities may qualify for bonus points. Please check box if you have submitted a GETS or Partnership Success Story in Fiscal Year 2012

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Fiscal Year 2013
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Handshake Proposal Title:

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1. Is the seed money going to be spent at Corps facilities and resources that are being maintained by the Corps at 100% expense? * Yes No

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3. Is the proposed activity within current authorities and contained in the annual or 5-year work plan in the approved OMP? ** Yes No

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Partnership Success Stories/Good Enough to Share Submittals: Facilities that provided at least one partnership success story from previous activities may qualify for bonus points. Please check box if you have submitted a GETS or Partnership Success Story in Fiscal Year 2012

Description:

E. 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.

Description:

The Corps will:

The Partner(s) will:

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