



**DEPARTMENT OF THE ARMY**

U.S. Army Corps of Engineers  
WASHINGTON, D.C. 20314-1000

REPLY TO  
ATTENTION OF:

CECW-CO

1 APR 2004

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

**SUBJECT: Challenge Partnership Handshake Program - 2004**

1. The National Partnership Project Delivery Team (PDT) had its initial meeting in January in Washington, D.C. One of the missions of the PDT is to evaluate and develop the best national strategy for the creation of partnerships at the project level.
2. One initiative that resulted from this meeting is the Challenge Partnership "Handshake" Program. The objective of this program is to provide an incentive to U.S. Army Corps of Engineers projects that have not utilized partnering initiatives to their fullest potential. This new program offers an additional funding source (i.e., seed money) to Corps installations for worthwhile challenge partnership projects. 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). The Corps is committed to creating a partnership culture within the organization, and has demonstrated its commitment by establishing this program.
3. 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 30 April 2004. Details of the "Handshake" program and the application form are enclosed. A downloadable version of the application can be found on the Corps Natural Resources Management Gateway at:  
<http://corpslakes.usace.army.mil/partners/partners.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:

CARL A. STROCK  
Major General, USA  
Director of Civil Works

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## **Challenge Partnership “Handshake” Program**

### **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 \$15,000, and the minimum amount will be \$2,000. The total amount available in FY 2004 is \$100,000.

The application form is down loadable in Microsoft Word or PDF versions. You can access the application form through the Corps Natural Resources Management Gateway under Partners at:

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

Please send five hard copies of the application to Jeff Boutwell, Waco Lake Office, 3805 Zoo Park Drive, Waco, Texas 76708. The applications must be received by COB 30 April 2004. There will be no exceptions to the deadline.

### **Criteria**

The criteria for the Handshake program are found below. Please remember that these funds must be used for a challenge partnership as defined in ER1130-2-500. Handshake funds will be forwarded to the Corps installation by MIPR as soon as the challenge partnership agreement is approved. All funds must be expended in FY 04. MIPR extensions for one year might be granted with submittal of written justification.

Project proposals are evaluated based on their capacity to accomplish the mission of the Corps natural resources management mission and demonstrate added value as described in the list of additional criteria below.

### **Additional Criteria**

1. Stewardship Value - Projects that contribute to the management and conservation of natural resources consistent with the environmental operating principles.
2. Outreach/Education Value - Projects that increase public understanding and appreciation of the Corps as good stewards.
3. Scope of Project - Projects that have an extensive scope and are determined to benefit larger segments of the public will receive stronger consideration for award.
4. Product - Does the project produce a verifiable product, e.g. tangible interpretive/educational, recreational/natural resources product?
5. Recreational Value - Enhance public recreational opportunities for the visitors.
6. Vision - Provide necessary planning and coordination with partnership organizations to accomplish future partnership efforts.
7. Infrastructure - Is the project related to construction of infrastructure that will produce a long-term benefit?
8. Partnership value - What is the significance of the partner's contribution to the project (e.g. matching dollars, materials or in-kind services, etc.)?
9. Creativeness - Are other organizations doing this kind of project? How is this project important and unique?

### **Timeline**

- 30 Mar 2004: Announcement of program application on-line.
- 30 Apr 2004: Application submissions must be received by Jeff Boutwell NLT 2 Apr.
- 07 May 2004: All applications distributed to panel members for review by May 7.
- 17 May 2004: Panel members meet for final review and determine recommendations.
- 19 May 2004: HQ receives panel recommendations.
- 25 May 2004: Award announcement notifications.
- 01 June 2004: Begin funding reimbursements (i.e. MIPR) for Partnership Projects receiving awards. Projects have 120 days from the date of the award to complete the project. Fulfilled projects are required to submit a Project Completion Report (see award selection procedures).

### **Award Selection Procedures**

A panel consisting of members from the Partnership PDT will review all proposals and rank them based on the above stated criteria. HQ Leadership will make the final award decisions based on the review panel's recommendations. The PDT will notify award recipients as soon as the final decision is made. Letters will be sent to the individual identified on the proposal as the primary point of contact (POC). It will be the POCs responsibility to notify all other persons in the organization associated with the project. A challenge partnership agreement must be completed and signed immediately following the receipt of the award and submitted to the Partnership PDT Project Manager Jeff Boutwell. The funds will be sent via MIPR upon receipt of a signed copy of the agreement. Work can begin as soon as the funding MIPR is received. 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. All funds should be expended by 30 September 2004. Due to unforeseen circumstances that may impact the schedule, projects may request a one-year extension in writing. A completion report should be submitted to the 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/partners/action.cfm>.

All correspondence for Handshake proposals should be directed to Jeff Boutwell, SWF-OD-BZ, at Waco Lake Office, 3801 Zoo Park Drive, Waco, Texas 76708.

U.S. Army Corps of Engineers

**2004 Challenge Partnership "Handshake" Program Application**

This form must be completed and five (5) hard copies mailed to:  
Jeff Boutwell, Waco Lake Office 3801 Zoo Park Drive, Waco, Texas 76708.  
**DEADLINE FOR SUBMITTAL: 30 April 2004.** ( There will be no extension!)

*For more information and program assistance call Jeff Boutwell at (254) 756-5359.*

**The outcome of this proposal is contained in the approved Lake/Project Operations Management Plan. Yes \_\_\_\_\_ No \_\_\_\_\_**

1. **Project's Name:** (Example: Lake Waco Hike and Bike Trail)

2. **Location:** \_\_\_\_\_

3. **Corps' Sponsor:** \_\_\_\_\_

**POC Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

4. **Partner Organization:** \_\_\_\_\_

**Authorized Official:** (Chairman, President, Director or equivalent)

**Phone:** \_\_\_\_\_

- 5. Categorize Use:** (may check more than one)  
Interpretation/Environmental Education \_\_\_\_\_  
Water Safety \_\_\_\_\_  
Trails \_\_\_\_\_  
Natural Resource Management \_\_\_\_\_  
Special Event \_\_\_\_\_  
Recreation Facilities \_\_\_\_\_  
Visitor Center \_\_\_\_\_  
Accessibility \_\_\_\_\_  
Other/ Miscellaneous \_\_\_\_\_

**6. Applicant's Amount Requested (\$15,000 Limit)**      \$ \_\_\_\_\_

**Partner's Contribution:**      \$ \_\_\_\_\_

**Other Contributions:**      \$ \_\_\_\_\_

**Total Cost of Project:**      \$ \_\_\_\_\_

**7. Project Summary:** *(Briefly summarize the project. List the anticipated results. Examples: new facilities, renovations made, research reports, type of visitor services, cultural or natural resources preserved, educational or interpretive products, recreational service provided. Explain how the project will meet the program criteria as described in the **Program Introduction Document**.)*

**8. Project Description:** *(Specify major actions and outline concisely the tasks needed to complete the project. Provide a timeline with proposed beginning and end dates (when will the project be completed) who, what, when, where, how. You may add additional pages if necessary.)*

**9. Itemized Budget:** *(Provide detailed budget for project specifying Corps' responsibility and partner's responsibility)*

**10. Attachments:** *(Provide concept drawings, maps, photos or plans if applicable).*