



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

REPLY TO
ATTENTION OF

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

SUBJECT: Challenge Partnership Handshake Program - 2008

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 fifth 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 are required to submit an application that must be received NLT 14 September 2007. The Handshake Program instructions and 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 31 October 2007.
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. Michael Hosey, SAW Partnership Advisory Committee member. If there are any questions, please contact him at (919) 542-4501 ext 26.

FOR THE COMMANDER:

2 Encls


DON T. RILEY
Major General, USA
Director of Civil Works

June 2007

Handshake Program Instructions

1. General.

- 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 must be routed through the NRM element at the district and division levels.
- d. The entire application package will be forwarded electronically for consideration.
- e. The HQ NRM CoP will send funds via MIPR to recipients as soon as the Partnership Advisory Committee (PAC) receives a copy of the signed challenge partnership agreement and funds are available.
- f. **Handshake funds cannot be used for government salaries or travel.**
- g. 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 should be expended by the end of the fiscal year they are received when at all possible. A completion report must be submitted to the PAC Handshake Program POC 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 partner money at this time. **You cannot give your partner Handshake Funds.**
- 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.

The application is a protected Word form. To move within the application form, use the <Tab> key instead of the <Enter> key. You can access the 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.

a. Eligibility Checklist.

(1) Challenge partnerships may only occur 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. Description of the partnership project: 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. **The description should be no longer than three pages, with 1-inch margins, and use 12 point Times New Roman font.** 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?

June 2007

(6) *Innovativeness of the partnership or the end result* - Are other organizations doing this kind of project? How is this project important and unique?

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

- d. Attachment (if desired). One additional page may be drawings, maps, photos or plans.
- e. Financial Work Sheet. Complete with all applicable information. (double click on worksheet in form to access entry fields – worksheet will automatically fill % fields)

The “Local Corps Office Contributions” column is where you enter any additional funds that your local office is putting towards the Handshake Project. This would include government labor, contracts or any other government expenses not covered by Handshake funds.

NOTE: If you receive handshake funds, the financial worksheet from the application should be used as the financial worksheet attachment for your challenge partnership agreement instead of the example provided in Appendix T of the regulation.

4. **Submitting Application:**

Send Application packages electronically to Michael Hosey, CESA W-OP-LS, michael.l.hosey.II@usace.army.mil, 919-542-4501 ext 26

Application Deadline: Close of Business 14 September 2007

5. **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 PAC will review all proposals and rank them based on these criteria. HQ leadership will make the final award decisions based on the review panel’s recommendations. Notification will be sent through the divisions to the award recipients as soon as the final decision is made.

6. **Handshake Questions.**

If you have any questions regarding the application or any aspects of the Handshake Program, please contact you division PAC Member:

LRD	Mark Wilmes
MVD	Richard Otto
NAD	Cori Brown
NWD	Greg Miller
SAD	Michael Hosey
SPD	Chris Gallagher
SWD	Jeff Boutwell

Description of the Handshake partnership and the project to be accomplished:

The Corps will:

The Partner(s) will:

Challenge Partnership Financial Work Sheet

Corps Project Name:

Work Project Title:

POC Name:

Address: City: State: Zip Code:

Telephone:

Location on Project:

Partner Organization 1:

POC Name:

Address: City: State: Zip Code:

Telephone:

Partner Organization 2:

POC Name:

Address: City: State: Zip Code:

Telephone:

Partner Organization 3:

POC Name:

Address: City: State: Zip Code:

Telephone:

Proposed start date of work:

Simple description of work to be accomplished through the partnership:

Double click on worksheet to access data entry fields:

	Corps	Handshake Funds	Partner 1	Partner 2	Partner 3	Total
Salaries	\$0	N/A	\$0	\$0	\$0	\$0
Travel	\$0	N/A	\$0	\$0	\$0	\$0
Materials and Supplies (explain)	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Use	\$0	\$0	\$0	\$0	\$0	\$0
Funds Contributed	N/A	N/A	\$0	\$0	\$0	\$0
Personal Property	N/A	N/A	\$0	\$0	\$0	\$0
Volunteer Services	N/A	N/A	\$0	\$0	\$0	\$0
Other (explain on next line)	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0	\$0	\$0
Share of Total Cost	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!