



REPLY TO
ATTENTION OF

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

JUL 10 2008

S: 15 September 2009

CECW-CO

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

SUBJECT: Challenge Partnership Handshake Program - 2009

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 fourth 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 15 September 2009. 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.
3. More information about this program and the downloadable application is found on the Natural Resources Management Gateway: <http://corpslakes.usace.army.mil/nrm.cfm>.
4. My POC for this effort is Mr. Michael Hosey, SAD Partnership Advisory Committee member. Please contact him at (919) 542-4501, ext. 26 if there are any questions.

FOR THE COMMANDER:

STEVEN L. STOCKTON, P.E.
Director of Civil Works

2 Encls

Handshake Program 2009
Application Instructions

1. **General** - Please read all instructions prior to beginning application.

- a. **Application Deadline:** Close of business 15 September 2008.
- b. Corps projects that received Handshake funds the previous year must wait at least one year before applying again.
- c. Although a project may submit more than one application, only one may receive funding.
- 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 to recipients as soon as the Partnership Advisory Committee (PAC) receives a copy of the signed challenge partnership agreement and funds are available.
- g. Handshake funds cannot be used for government salaries or travel.
- 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. In general funds should be spent within 2 years. 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.**

Application form and instructions are available on the Natural Resources Management Gateway under Challenge Partnerships at:

<http://corpslakes.usace.army.mil/employees/challenge/partner.html>. The application form is a protected Word document. Please do not alter the form. The completed application will consist of the general information section, a project description (no longer than 3 pages), the financial work sheet and 1 attachment (photograph, plans, etc.), if desired. An explanation of entry blocks follows:

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 ER 1130-2-500. 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) Activities must be within Corps authorities and identified in an approved OMP annual or 5-year work plan.

(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. Approval should be prior to start date for Handshake project.

b. POC information: self-explanatory.

c. Categorize Use: Check all that apply and address each in the description.

d. Handshake Funding Amount Requested: enter total amount of Handshake funds being requested

e. Description of the Handshake partnership and the project 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. 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 project improve the recreational experience for multiple user types?

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

f. The Corp will: List and describe Corps responsibilities.

g. 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.

NOTE: If a proposal is chosen to receive Handshake funds, but the challenge partnership cannot proceed due to loss of a partner(s) grant funding or any other reason, the Handshake funding will be forfeited by the Corps recipient.

h. Financial Work Sheet (spreadsheet). Complete all applicable information based on the guidance below. (Double click on spreadsheet to access data entry fields. 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 to purchase materials and supplies, equipment use and contract labor via government credit card and/or government contracts. Handshake funds may not be spent on salaries for Corps employees. If Handshake funds are used for contracts, list amount as “Other” and explain. Handshake funds may not be used to fund contracts entered into by partners. Non-applicable fields are locked.

(3) 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 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) Categories:

(a) Salaries - These are staff salaries for hours necessary to accomplish the project (Handshake funds cannot be spent on salaries).

(b) Travel - expenses including transportation, lodging, etc. (Handshake funds cannot be spent on 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 the partner which the Corps would expend on the partnership project. Explain how these funds would be expended in the explanation and/or project description.

(e) Equipment Use - value of hours of equipment use.

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

(g) Volunteer - value of hours work by general volunteers.

NOTE: These hours will **not** be reported in OMBIL because their value is part of the partner's share of the challenge partnership and will be accounted for under this program.

(h) In-Kind Services - the value of services donated by a professional (design, engineering, etc.) or trades person (carpentry, plumbing, electrical) based on the prevailing rate for those services. This item will be determined by the partner(s).

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.

(i) Attachment (if desired) - One additional page of drawings, maps, photos or plans may be attached.

4. Submitting Application: Application Deadline: Close of Business 15 September 2008

Send application packages via e-mail to Michael Hosey, michael.l.hosey.ii@usace.army.mil. 919-542-4501 ext 26

5. Award Selection Procedures.

The PAC evaluates and ranks the proposals based on their capacity to accomplish the mission of the Corps natural resources management and recreation program using the six criteria listed in 3.e. above. Headquarters leadership will make the final award decisions based on the PAC recommendations. Notification will be sent through the divisions to the 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 your division PAC member:

LRD Mark Wilmes
MVD Richard Otto
NAD Cori Brown
NWD Greg Miller

SAD Michael Hosey
SPD Chris Gallagher
SWD Jeff Boutwell