



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

JUN 27 2014

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S: 30 September 2014

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

SUBJECT: Handshake Partnership Program – Fiscal Year 2015 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 twelfth year of existence. In that time, the Corps' Headquarters has provided "seed money" to Corps facilities for 132 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 \$6.4 million in volunteer hours, professional services, materials and supplies, equipment, and funds to these efforts.
3. This program provides incentive for districts to use our partnering authorities to their fullest potential and an opportunity to compete for additional funding to further partnership possibilities.
4. Corps project offices 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 30 September 2014.
5. The Handshake Program application instructions and application form are enclosed. 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>
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.

A handwritten signature in black ink, appearing to read "James R. Hannon", with a long horizontal line extending to the right.

JAMES R. HANNON
Chief, Operations and Regulatory Division
Directorate of Civil Works

Enclosures:

1. Handshake Application Instructions
2. Handshake Program Application

Handshake Program FY 2015 - Application Instructions

Application Deadline: Close of Business 30 September 2014

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/handshake/handshake.cfm>

1. General Information:

- a. Individual facilities may submit more than one application; however, each facility may only receive funding for one project.
- b. Facilities receiving Handshake funding must include this information in their OMBIL reporting in the appropriate year end reporting.
- 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 from the division level.
- e. After being notified of their selection, recipients must complete and 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. 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 must be spent in accordance with FAR, DFAR and AFAR contracting laws and regulations.
- g. Funds should be spent before the end of the next fiscal year following award (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.
- h. If at any point a Partnership 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 contacting 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 complete. 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 standard recreation lease areas ARE NOT eligible (i.e state parks/county parks) for Handshake funds.
- 2) Challenge Partnerships may only occur on facilities and resources where such facilities and resources are being maintained at complete Federal expense and 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. If the proposed activity is not in the annual or 5-year work plans, the OMP must be updated and approved prior to the start date of the proposed project to be considered for Handshake funding.
- 4) Any lake project or facility that has received handshake funds more than two years previous to this (FY2012 and before) must have submitted a final report or a request for extension for those previous Handshake projects to be eligible for 2015 funding.

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 Cooperating Association, applicants for Handshake Program funds are given the opportunity to compete for an additional \$5000. Agreements that include a cooperating organization (associations or friends groups) with which your project/district has a current cooperative agreement are eligible. A copy of the agreement is not necessary with the application but will be verified and may be requested at a later time. 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. Reference Chapter 9 of ER and EP 1130-2-500 for information on cooperating associations.

D. Incentive Points Category - To encourage the concept of partnering, those projects submitting Handshake applications with multiple partners may qualify to receive bonus points on their evaluation score. Project applications with 3 partners will receive 25 bonus points. Project applications with a fourth partner will receive an additional 15 bonus points. Project applications with more than 4 partners will receive an additional 10 bonus points for each partner greater than 4. In summary, applications with 1 or 2 partners will receive 0 bonus points, applications with 3 partners will receive 25 points, four partners would be 40 points, five partners 50 points, six partners 60 points, and so forth. There is no limit to bonus points. To be considered eligible all partners must be identified on the application’s financial worksheet and must be a signatory on the Challenge Partnership Agreement.

E. Describe your partnership and the proposed project:

- 1) Summary Statement: Provide a brief summary of what the project is about including the Corps’ role and the partner’s role in completing the project. Statement should be no longer than three or four sentences.
- 2) 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** and the incentive category if applicable:
 - a. **Sustainability** – Explain or describe the expected life of the project. How many years will it last? What materials are used or efforts are made to extend the life span of the final product and ensure prolonged benefit to the Corps and/or its partner(s)?
 - b. **Partnership Value** - What is the significance of the partner’s involvement and contribution to the project (e.g. matching dollars, materials or in-kind services, etc.)? How is the partner critical to the successful completion of this project and to ongoing relationships?

- c. **Recreational Benefit** – How does the project improve the overall recreational experience? Does the project improve the recreational experience for multiple user types? List the types of users that will benefit from this project.
 - d. **Environmental Stewardship Value** - Does the project contribute to the physical improvement of the Corps' natural and/or cultural resources? Explain how this project improves the Corps' ES mission.
 - 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 benefits of this project and how do they relate to the missions of the Corps?
 - f. **Innovativeness** - Describe the innovative nature of the partnership or the end result. Are other organizations doing this kind of project? How is this partnership unique and valuable to the lake project and to this Handshake Project? What makes this project important and unique? How is it different from everyone else's project?
- 3) 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.
 - 4) 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.
 - 5) Describe contingencies for proceeding with the project if the partner does not receive the anticipated grant or if the project does not receive Handshake funds. 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 funds 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 & 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 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 - 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. 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.

5. **Submitting Application:** **Application Deadline: Close of Business 30 September 2014**

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 and 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 Allen Gwinn, Handshake Program Coordinator or your division PAC member listed on the NRM Gateway at <http://corpslakes.usace.army.mil/partners/partners.html>.

**U.S. Army Corps of Engineers
Fiscal Year 2015
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. Will the Handshake funds be spent on Corps facilities and resources that are being fully maintained by the Corps? * Yes No
2. Will the Challenge Partnership agreement be 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 lake project OMP? ** Yes No

**If "No" to any of the above questions the proposal cannot be authorized under the Corps' challenge partnership authority.*

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

C. Cooperative Agreement 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. A copy of that agreement is not needed with this application, but may be requested if not already provided to the Partnership Team. (Reference Chapter 9 of ER and EP 1130-2-500 for information on cooperating associations).

This application wishes to compete for the Cooperative Agreement Bonus funding.

This application does NOT qualify for the bonus funding.

D. Incentive Points Category: Check the box if your application qualifies to receive bonus points on the evaluation score for partnering with three or more partners. A summary of the partners' contribution to the Handshake Project should be included in the financial worksheet below.

Application includes 3 partners (25 bonus points)

Application includes 4 partners (40 bonus points)

Application includes 5 partners (50 bonus points)

Application includes _____ partners (50 bonus points for the first 5 partners plus 10 points for each additional partner). Total bonus points _____.

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.

Summary Statement of Handshake Project:

Sustainability description:

Partnership Value:

Recreational Benefit:

Environmental Stewardship Benefit:

Communication & Education Value:

Innovativeness:

Concluding statement:

Challenge Partnership Financial Work Sheet

Corps Project Name:

Work Project Title:

POC Name:

Address: City: State: Zip Code:

Telephone: - - x

Location of Project:

Partner Organization 1:

POC Name:

Address: City: State: Zip Code:

Telephone: - - x

Partner Organization 2:

POC Name:

Address: City: State: Zip Code:

Telephone: - - x

Partner Organization 3:

POC Name:

Address: City: State: Zip Code:

Telephone: - - x

Partner Organization 4:

POC Name:

Address: City: State: Zip Code:

Telephone: - - x

Partner Organization 5:

POC Name:

Address: City: State: Zip Code:

Telephone: - - x

Partner Organization 6:

POC Name:

Address: City: State: Zip Code:

Telephone: - - x

Partner Organization 7:

POC Name:

Address: City: State: Zip Code:

Telephone: - - x

Partner Organization 8:

POC Name:

Address: City: State: Zip Code:

Telephone: - - x

Partner Organization 9:

POC Name:

Address: City: State: Zip Code:

Telephone: - - x

Partner Organization 10:

POC Name:

Address: City: State: Zip Code:

Telephone: - - x

Partner Organization 11:

POC Name:

Address: City: State: Zip Code:

Telephone: - - x

Partner Organization 12:

POC Name:

Address: City: State: Zip Code:

Telephone: - - x

Partner Organization 13:

POC Name:

Address: City: State: Zip Code:

Telephone: - - x

Partner Organization 14:

POC Name:

Address: City: State: Zip Code:

Telephone: - - x

Partner Organization 15:

POC Name:

Address: City: State: Zip Code:

Telephone: - - x

Double click on spreadsheet to access data entry fields and to enter Partner names:

	Local Corps Office	Handshake Funds	Partner 1	Partner 2	Partner 3	Partner 4
Salaries	\$0	N/A	\$0	\$0	\$0	\$0
Travel	\$0	N/A	\$0	\$0	\$0	\$0
Materials and Supplies	\$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	N/A	N/A	\$0	\$0	\$0	\$0
In-Kind Services	N/A	N/A	\$0	\$0	\$0	\$0
Other (explain below)	\$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!

	Partner 5	Partner 6	Partner 7	Partner 8	Partner 9	Partner 10
Salaries	\$0	\$0	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0	\$0	\$0
Materials and Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Use	\$0	\$0	\$0	\$0	\$0	\$0
Funds Contributed	\$0	\$0	\$0	\$0	\$0	\$0
Personal Property	\$0	\$0	\$0	\$0	\$0	\$0
Volunteer	\$0	\$0	\$0	\$0	\$0	\$0
In-Kind Services	\$0	\$0	\$0	\$0	\$0	\$0
Other (explain below)	\$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!

	Partner 11	Partner 12	Partner 13	Partner 14	Partner 15	Total
Salaries	\$0	\$0	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0	\$0	\$0
Materials and Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Use	\$0	\$0	\$0	\$0	\$0	\$0
Funds Contributed	\$0	\$0	\$0	\$0	\$0	\$0
Personal Property	\$0	\$0	\$0	\$0	\$0	\$0
Volunteer	\$0	\$0	\$0	\$0	\$0	\$0
In-Kind Services	\$0	\$0	\$0	\$0	\$0	\$0
Other (explain below)	\$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!

Explanations: