



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

REPLY TO
ATTENTION OF

S: 30 September 2009

JUN 16 2009

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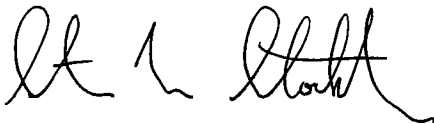
**MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS AND
DISTRICT COMMANDS, CHIEFS, CONSTRUCTIONS-OPERATIONS DIVISIONS**

SUBJECT: Challenge Partnership Handshake Program – Fiscal Year 2010

1. This is the seventh year for the Challenge Partnership Handshake Program. The program provides an incentive to U.S. Army Corps of Engineers projects to use partnering authorities to their fullest potential and an opportunity to compete for additional funding (i.e., seed money). The funding is intended to encourage Corps projects to partner with local organizations. 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. Corps 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. Corps projects are required to submit an application that must be received NLT 30 September 2009. The Handshake Program instructions and a sample application form are enclosed.
3. More information about this program and the downloadable application can be found on the Natural Resources Management Gateway, <http://corpslakes.usace.army.mil/partners/partners.html>.
4. My POC for this effort is Mr. Michael Hosey, SAD Partnership Advisory Committee member. If there are any questions, please contact him at (919) 542-4501, ext 26.

FOR THE COMMANDER:

2 Encls


for MERDITH W. B. TEMPLE
Major General, USA
Deputy Commanding General
for Civil and Emergency Operations

Handshake Program FY 2010 - Application Instructions

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

a. **Application Deadline: Close of Business 30 September 2009**

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, including an article or video about the project must be submitted to the PAC Handshake Program POC within 60 days of project completion. The format for the report and article 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 potential project development and partnering opportunities to anyone who asks.

3. **The Application 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. The application form and instructions are available on the NRM 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 application form. An explanation of entry blocks follows:

a. Enter name of Corps Project/Facility, the title of the Handshake Proposal, and the Corps POC who can be contacted for further information.

b. 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 must be 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 must be prior to start date for Handshake project.

c. Handshake Funding Amount Requested: amount of funds being requested, \$25,000 maximum

d. Cooperating Association Bonus: (NEW FOR FY 2010) To encourage Corps facilities and their partners to formalize long term partnerships through use of a Cooperating Association Agreement applicants for Handshake Program funds are being given an opportunity to compete for an additional \$5,000. To be eligible to compete for this Bonus funding your project/district must have entered into a Cooperating Association Agreement with the partner organization after January 1, 2008. You must include a copy of the signed agreement along with your Handshake funding application. Reference Chapter 9 of ER and EP 1130-2-500 for information on Cooperating Associations. These Bonus funds will be awarded to the highest ranked application that meets the criteria. The bonus \$5,000 will be awarded in addition to the amount requested in the application and may be used for that proposal or the \$5,000 may be used for another Challenge Partnership with the Association. .

e. Incentive Points Categories (NEW FOR FY 2010) – To encourage specific types of partnerships, additional points will be awarded for proposals that address certain incentive categories. These categories may change annually. Proposals may qualify for more than one category. Categories checked must be addressed in the description. FY 2010 categories are:

(1) Utilizes an existing National Memorandum of Understanding– To qualify your partnership must take advantage of an existing National Memorandum of Understanding (MOU) .). Local/regional chapters of National Partners are eligible. The National Partners MOU list can be found on the NRM Gateway Partnership page at <http://corpslakes.usace.army.mil/partners/list.html>

(2) Benefits and/or Involves Active Military, Veterans, and/or Military Families – To qualify your proposal must directly benefit and/or include as a partner active military, veterans, and/or organizations that work with military family members.

f. Description: Describe 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. Address any incentive categories checked and 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?

g. The Corps will: List and describe Corps responsibilities.

h. 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.

i. 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 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 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 - staff salaries for 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 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. 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. Calculate using volunteer value of service hourly rates in accordance with National Volunteer Policy Letter 04-01. Rate available on Volunteer Page of NRM Gateway. <http://corpslakes.usace.army.mil/employees/volunteer/pdfs/pl0401.pdf>

(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: 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) Attachments (if desired) - One additional page of drawings, maps, photos or plans may be attached. Those seeking to compete for the Cooperating Association Bonus must also provide a copy of the signed Cooperating Association agreement.

4. Submitting Application: Application Deadline: Close of Business 30 September 2009

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 capacity to accomplish the mission of the Corps natural resources management and recreation program using the six criteria listed above and incentive categories. 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 listed on the NRM Gateway at: <http://corpslakes.usace.army.mil/partners/partners.html>

**U.S. Army Corps of Engineers
Fiscal Year 2010
Handshake Program Application**

Please review instructions before completing application!

Corps Lake/Project Name:

Handshake Proposal Title:

Corps POC Name:

Street Address:

City, state and zip code:

Telephone:() - ext.

Fax: () -

E-Mail:

Please review instructions before completing application.

Eligibility checklist to qualify per ER 1130-2-500, Chapter 12.

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 09)

If answer is No to either question 1 or 2 the proposal can not be authorized under the Corps' challenge partnership authority. If answer is 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.

Handshake Funding Program Request (maximum \$25,000):

Cooperating Association Agreement Bonus:

Challenge Partnerships that include an organization (cooperating associations, friends groups) with which your project/district has recently entered into a Cooperating Association Agreement are eligible to compete for an additional \$5000. To be eligible to compete for this Bonus funding your project/district must have entered into a Cooperating Association Agreement with the partner organization after January 1, 2008; 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).

Date of Cooperating Association Agreement: (must be after January 1, 2008 to be eligible).

Incentive Points Categories:

Please check the box for each category that applies to your Challenge Partnership. Additional points will be awarded for each category. You must address checked items in your project description.

Utilizes an Existing National Memorandum of Understanding (MOU) The National Partners MOU list can be found on the NRM Gateway Partnership page at <http://corpslakes.usace.army.mil/partners/list.html>. Local/regional chapters of National Partners are eligible.

Benefits/Involves Active Military, Veterans and/or Military Families

Describe your partnership and the proposed project:

Your project will be evaluated based on each of the following categories: Sustainability, Partnership Value, Recreation Benefit, Environmental Stewardship Value, and Innovativeness. Please address each of these that apply in your description. Also address each incentive category you have identified.

Description:

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 spreadsheet to access data entry fields:

	Local Corps Office	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	\$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!

Explanations: