

Handshake Funding Execution

1. 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. **Funds may not be provided to the partner(s).**
2. After being notified of their selection, recipients must complete and provide a copy of the signed challenge partnership agreement to the Handshake Program POC no later than 30 June of the current fiscal year. Upon receipt of a valid agreement, funds will be provided to recipients. Funding is subject to availability.
3. Funds should be obligated within 1 year from the date they are received. A completion report must be submitted to the Handshake Program POC. The report format will be provided upon notification of being selected.
4. If at any point a partnership chosen to receive Handshake funds cannot proceed, the Handshake Funds must be returned.
5. Challenge partnerships may only occur on facilities and resources where such facilities and resources are being maintained at complete Federal expense. Activities on standard recreation lease areas ARE NOT eligible (i.e state parks/county parks) for Handshake funds.
6. Challenge Partnerships must be with non-federal public and private entities in accordance with Section 225 of WRDA 1992.
7. 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 11. 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.
8. Projects must consider any NEPA requirements that may be necessary prior to beginning work on the Handshake project.
9. Facilities receiving Handshake funding must include this information in their NRM Assessment reporting in the appropriate year-end reporting.

Please, keep in mind that USACE does not:

Solicit funds.

Endorse products or services of partners.

Give preferential treatment to partners.

Have authority to provide “grants” to a partner. **You CANNOT give your Handshake Funds to your partner.** Handshake Funds must be expended via regular contracting and expenditure mechanisms.

Lobby. However, we do provide information about potential project development and partnering opportunities to anyone who asks.

Handshake Questions: If you have questions regarding the application or any aspects of the Handshake Program, please contact Jared Gagnon, Handshake Program Coordinator or your division PAC member listed on the NRM Gateway at <https://corpslakes.erdc.dren.mil/partners/pdt-members.cfm>

Handshake Execution Timeline

Selection

- Lake project is selected for Handshake funding.

Quarterly Reports

- Provide a status update to the Handshake Program Coordinator, every quarter until the Handshake Project is completed. (A template for quarterly reporting will be provided)

Creating Agreements

- Work with partners to create a challenge partnership agreement based on the information provided in the Handshake Project's application.

Signing the Agreement

- Sign challenge partnership agreement by all listed partners. (Hint: Prior to signatures, it is recommended to route challenge partnership agreement through Office of Council, Operations NRM Staff, and Resource Management for concurrence.)

Submit Agreement

- Forward signed challenge partnership agreement to Handshake Program POC. This can initiate the funding transfer process (Note: All funds will be transferred via a FAD to your district. You must provide contact information for Financial & Technical POCs for the fund transfer process to begin.)

Review

- The Handshake Program Coordinator and PAC Team will review the agreement to compare with the original Handshake Application, and then forward to HQ to set up the FAD. If funds are requested in a continuing resolution, contact the Handshake Program Coordinator for additional information on initiating the funding request.

Execution

- Projects will have one year to obligate the funds from the date they are received.

Project Finish

- Upon completion of the Handshake Project, provide Handshake Program Coordinator with final report. (Note: See template posted on the Handshake Program page on the NRM Gateway.)