



**NORTH CLACKAMAS**  
**PARKS & RECREATION DISTRICT**

Administration

Kia Selley, Director  
North Clackamas Parks and Recreation District  
3811 SE Concord Road  
Milwaukie, OR 97267

November 27, 2024

BCC Agenda Date/Item: \_\_\_\_\_

Board of County Commissioners  
Acting as North Clackamas Parks and Recreation District Board of Directors

**Approval of a Board Order authorizing a Community Green Infrastructure Grant Application for park improvements at the Jennings Lodge Campus. Total Application Value is \$500,000. Funding is through the Oregon Department of Land Conservation and Development. No NCPRD General Funds are involved. No County General Funds are involved.**

<b>Previous Board Action/Review</b>	<p><b>November 26, 2024</b> – Briefed at Issues.</p> <p><b>June 14, 2024</b> – Business Meeting. Approval of an updated Intergovernmental Agreement with Oregon City School District for development and ongoing provision of park facilities at the Jennings Lodge Elementary School property.</p> <p><b>June 29, 2023</b> – Business Meeting. Approval of a professional services contract with Mackenzie Engineering, Inc. for planning and design to develop a neighborhood park at Jennings Lodge Elementary School property.</p> <p><b>March 19, 2020</b> - Approval of an Intergovernmental Agreement between North Clackamas Parks and Recreation (NCPRD) and Oregon City School District (OCSD) for the development and Ongoing Provision of Park Facilities at Jennings Lodge Elementary School.</p> <p><b>March 12, 2020</b> - NCPRD District Advisory Board recommended the BCC, acting as NCPRD Board of Directors, approve the IGA.</p> <p><b>December 18, 2018</b> – Policy Session</p>		
<b>Performance Clackamas</b>	<ul style="list-style-type: none"> <li>• Build public trust through good government</li> <li>• Honor, utilize, promote and invest in our natural resources</li> <li>• Ensure, safe, healthy and secure communities</li> </ul>		
<b>Counsel Review</b>	Yes, JM 11/07/2024	<b>Procurement Review</b>	N/A
<b>Contact Person</b>	Alex Gilbertson	<b>Contact Phone</b>	(971) 430-0388

**EXECUTIVE SUMMARY:** NCPRD is seeking approval for a Board Order authorizing NCPRD to apply for a Department of Land Conservation and Development (DLCD) Community Green Infrastructure Grant for \$500,000 for park improvements at 18525 River Rd. (“Jennings Lodge Campus”), property owned by Oregon City School District (OCSD). The grant does not have a match obligation requirement.

The DLCD grant is one of four grant sources NCPRD will be utilizing to fund construction of the park at the Jennings Lodge Campus and to supplement limited NCPRD resources. Grant funding for park construction, if successfully awarded, could total up to \$2.4M, nearly

For Filing Use Only

all of the current estimated construction cost of \$2.5M. The current available balance for System Development Charges (SDCs) for this zone can fund the current gap between grant funding and construction costs.

The park will occupy underutilized land owned by OCSD to provide a public park in an area that is currently park deficient, without requiring the use of NCPRD resources for property acquisition. Through an Intergovernmental Agreement (IGA) with OCSD, NCPRD will be able to construct and operate a public park at this location for a minimum of twenty years.

Park amenities will include a new play area, walking paths, trees for shade, conversion of an existing structure into a picnic shelter as well as additional seating areas, and additional parking. The park design has been developed in close collaboration with the community, OCSD, and NCPRD's maintenance and operations team to provide the desired public amenities while limiting long-term operations and maintenance costs for NCPRD. The park is anticipated to begin construction in spring 2026.

**RECOMMENDATION:** Staff recommends that the Board approve the Board Order authorizing a DLCD Community Green Infrastructure Grant application for \$500,000 for park improvements at 18525 SE River Road, Jennings Lodge Campus.

**ATTACHMENTS:**

1. Board Order authorizing a DLCD Community Green Infrastructure Grant application for \$500,000 for park improvements at 18525 SE River Road, Jennings Lodge Campus.
2. Financial Assistance Application Lifecycle Form.

Respectfully submitted,



Kia Selley, Director

North Clackamas Parks and Recreation District

**BEFORE THE BOARD OF COUNTY COMMISSIONERS**

**OF CLACKAMAS COUNTY, STATE OF OREGON**

In the Matter of authorizing the North Clackamas Parks and Recreation District to apply for a Community Green Infrastructure Grant from the Department of Land Conservation and Development for the neighborhood park at the Jennings Lodge Campus



Board Order No. \_\_\_\_\_

*Page 1 of 2*

**Whereas**, the Board of County Commissioners (“the Board”) is the governing body of the North Clackamas Parks and Recreation District (“NCPRD”), this matter coming before the Board at this time;

**Whereas**, the Department of Land Conservation and Development is accepting applications for the Community Green Infrastructure Grant Program through December 2, 2024; and North Clackamas Parks and Recreation District (“NCPRD”) desires to participate in this grant program to the greatest extent possible as a means of providing needed park and recreation improvements and enhancements; and

**Whereas**, the NCPRD Advisory Committee (“DAC”) and the Clackamas County Board of Commissioners, acting as the Board of Directors of NCPRD, have identified improvements at the Jennings Lodge Campus property as a high priority need within the Jennings Lodge community in unincorporated Clackamas County between the cities of Milwaukie and Gladstone; and

**Whereas**, the neighborhood park project exercised an extensive and robust community engagement process in 2023 that helped shape the design for the park and playground. NCPRD is moving forward with design and engineering for the development of a new park that includes features such as a nature-based play area, a multi-use playfield, picnic areas, walking paths, benches, portable toilets, and small plaza for programming. NCPRD is seeking Community Green Infrastructure funding specifically for construction of improvements at the neighborhood park; and

**Whereas**, on November 13, 2024 the DAC approved a letter of support and recommended that the NCPRD Board of Directors support the grant application. The neighborhood park project at the Jennings Lodge Campus is consistent with the goals of the grant program; and

**Whereas**, there are no match requirements for this grant application. NCPRD will provide adequate funding for ongoing operations and maintenance of this facility should the grant funds be awarded.

**NOW THEREFORE, the Clackamas County Board of Commissioners do hereby order as follows:**

**BEFORE THE BOARD OF COUNTY COMMISSIONERS**

**OF CLACKAMAS COUNTY, STATE OF OREGON**

In the Matter of authorizing the North Clackamas Parks and Recreation District to apply for a Community Green Infrastructure Grant from the Department of Land Conservation and Development for the neighborhood park at the Jennings Lodge Campus



Board Order No. \_\_\_\_\_

*Page 2 of 2*

The Clackamas County Board of Commissioners, acting as the Board of Directors of NCPRD, demonstrates its support for the submittal of a grant application to the Department of Land Conservation and Development Community Green Infrastructure Grant for \$500,000 for park improvements at 18525 SE River Road, Jennings Lodge Campus.

**DATED** this 19<sup>th</sup> day of November 2024

**BOARD OF COUNTY COMMISSIONERS**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Recording Secretary

# Financial Assistance Application Lifecycle Form

Use this form to track your potential award from conception to submission.

Sections of this form are designed to be completed in collaboration between department program and fiscal staff.

**If renewal or direct appropriation, complete sections I, II, IV & V only. Section III is not required.**

**If Disaster or Emergency Relief Funding, EOC will need to approve prior to being sent to the BCC**

**\*\*CONCEPTION\*\***

## Section I: Funding Opportunity Information - To Be Completed by Requester

Direct Appropriation (no application)

Award type:                      Subrecipient Award                      Direct Award

Award Renewal?                      Yes                      No

<b>Lead Fund # and Department:</b>	
<b>Name of Funding Opportunity:</b>	

Funding Source:                      Federal – Direct                      Federal – Pass through                      State                      Local

Requestor Information: (Name of staff initiating form)	
Requestor Contact Information:	
Department Fiscal Representative:	
Program Name & Prior Project #: (please specify)	

Brief Description of Project:

Name of Funding Agency:

Notification of Funding Opportunity Web Address:

**OR**

Application Packet Attached:                      Yes                      No

Completed By:

Date:

**\*\* NOW READY FOR SUBMISSION TO DEPARTMENT FISCAL REPRESENTATIVE \*\***

## Section II: Funding Opportunity Information - To Be Completed by Department Fiscal Rep

Competitive Application                      Non-Competing Application                      Other

Assistance Listing Number (ALN), if applicable:		Funding Agency Award Notification Date:	
Announcement Date:		Announcement/Opportunity #:	
Grant Category/Title		Funding Amount Requested:	
Allows Indirect/Rate:		Match Requirement:	
Application Deadline:		Total Project Cost:	
Award Start Date:		Other Deadlines and Description:	
Award End Date			
Completed By:		Program Income Requirements:	
Pre-Application Meeting Schedule:			

Additional funding sources available to fund this program? Please describe:

How much General Fund will be used to cover costs in this program, including indirect expenses?

How much Fund Balance will be used to cover costs in this program, including indirect expenses?

In the next section, limit answers to space available.

**Section III: Funding Opportunity Information** - To Be Completed at Pre-Application Meeting by Dept Program and Fiscal Staff

**Mission/Purpose:**

1. *How does the grant/funding opportunity support the Department and/or Division's Mission/Purpose/Goals?*

2. *Who, if any, are the community partners who might be better suited to perform this work?*

3. *What are the objectives of this funding opportunity? How will we meet these objectives?*

4. *Does the grant/financial assistance fund an existing program? If yes, which program? If no, what is the purpose of the program?*

**Organizational Capacity:**

1. *Does the organization have adequate and qualified staff? If no, can staff be hired within the grant/financial assistance funding opportunity timeframe?*

2. *Are there partnership efforts required? If yes, who are we partnering with and what are their roles and responsibilities?*

3. *If this is a pilot project, what is the plan for sun setting the project and/or staff if it does not continue (e.g. making staff positions temporary or limited duration, etc.)?*

4. *If funded, would this grant/financial assistance create a new program, does the department intend for the program to continue after initial funding is exhausted? If yes, how will the department ensure funding (e.g. request new funding during the budget process, supplanted by a different program, etc.)?*

**Collaboration**

1. List County departments that will collaborate on this award, if any.

**Reporting Requirements**

1. What are the program reporting requirements for this grant/funding opportunity?

2. How will performance be evaluated? Are we using existing data sources? If yes, what are they and where are they housed? If not, is it feasible to develop a data source within the grant timeframe?

3. What are the fiscal reporting requirements for this funding?

**Fiscal**

1. Are there other revenue sources required, available, or will be used to fund the program? Have they already been secured? Please list all funding sources and amounts.

2. For applications with a match requirement, how much is required (in dollars) and what type of funding will be used to meet it (CGF, In-kind, local grant, etc.)?

3. Does this grant/financial assistance cover indirect costs? If yes, is there a rate cap? If no, can additional funds be obtained to support indirect expenses and what are those sources?

Other information necessary to understand this award, if any.


Program Approval:

		<i>Alexandra Gilbertson</i>
Name (Typed/Printed)	Date	Signature

<b>** NOW READY FOR PROGRAM MANAGER SUBMISSION TO DIVISION DIRECTOR **</b>
<b>**ATTACH ANY CERTIFICATIONS REQUIRED BY THE FUNDING AGENCY. COUNTY FINANCE OR ADMIN WILL SIGN**</b>

**Section IV: Approvals**

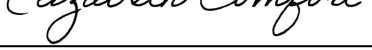
**DIVISION DIRECTOR (or designee, if applicable)**

		
Name (Typed/Printed)	Date	Signature

**DEPARTMENT DIRECTOR (or designee, if applicable)**

		
Name (Typed/Printed)	Date	Signature

**FINANCE ADMINISTRATION**

Elizabeth Comfort	11.7.2024	
Name (Typed/Printed)	Date	Signature

**EOC COMMAND APPROVAL** (WHEN NEEDED FOR DISASTER OR EMERGENCY RELIEF APPLICATIONS ONLY)

Name (Typed/Printed)	Date	Signature

**Section V: Board of County Commissioners/County Administration**

*(Required for all grant applications. If your grant is awarded, all grant **awards** must be approved by the Board on their weekly consent agenda regardless of amount per local budget law 294.338.)*

**For applications \$150,000 and below:**

<b>COUNTY ADMINISTRATOR</b>	Approved:	Denied:
Name (Typed/Printed)	Date	Signature

**For applications up to and including \$150,000 email form to BCC staff at [CA-Financialteam@clackamas.us](mailto:CA-Financialteam@clackamas.us) for Gary Schmidt's approval.**

**For applications \$150,000.01 and above, email form with Staff Report to the Clerk to the Board at [ClerktotheBoard@clackamas.us](mailto:ClerktotheBoard@clackamas.us) to be brought to the consent agenda.**

BCC Agenda item #: \_\_\_\_\_ Date: \_\_\_\_\_

**OR**

Policy Session Date: \_\_\_\_\_

County Administration Attestation

**County Administration: re-route to department at \_\_\_\_\_ and \_\_\_\_\_ Grants Manager at [financegrants@clackamas.us](mailto:financegrants@clackamas.us) when fully approved.**

**Department: keep original with your grant file.**