

Jennings Lodge Camp Meeting Site and Retreat Center Education and Preservation Fund – Management Plan

OVERVIEW

In 2018, Lennar Northwest applied for a permit to redevelop the Jennings Lodge Camp Meeting Site and Retreat Center (JLCMSRC) property. During the permit review process, the United States Army Corps of Engineers (USACE) determined that the JLCMSRC, an historic district with 17 contributing structures and three groves of trees, was eligible for listing in the National Register of Historic Places (NHRP), and that removal of the structures and trees would result in an adverse effect to the historic district.

After consultation with numerous stakeholders (including the Oregon State Historic Preservation Office (SHPO), Oak Lodge History Detectives, Restore Oregon, the National Trust for Historic Preservation, the Jennings Lodge Community Planning Organization, the Advisory Council on Historic Preservation), a Memorandum of Agreement (MOA) pursuant to Section 106 of the National Historic Preservation Act was signed by Lennar Northwest, USACE, SHPO, and ACHP to take into account and mitigate the adverse effects of Lennar Northwest's redevelopment of the JLCMSRC site. (See Appendix E for the full MOA)

As part of the MOA, Lennar Northwest agreed to establish a JLCMSRC Education and Preservation Fund (EPF), to be administered by Clackamas County. This Management Plan outlines:

- 1) Role and responsibilities of Clackamas County in managing the EPF
- 2) EPF permissible uses and funding priorities
- 3) EPF funding request evaluation and disbursement procedures
- 4) Responsibilities of recipients of EPF awards

MANAGEMENT OF EPF FUND BY CLACKAMAS COUNTY

Lennar has funded the EPF contemplated in sections V.a. and VI. of the MOA via a transfer of \$185,000 to an escrow account. Per section IV.a.(8), Lennar is also obligated to transfer the remainder, if any, of the \$15,000 allowance for the installation of the commemorative signage contemplated in section IV.a. of the MOA. No other contributions are expected to be made to the EPF.

Clackamas County Business and Community Services (BCS) has agreed to act as Fund Manager for the EPF. Clackamas County's responsibilities will include:

- Receiving the funds transferred into escrow by Lennar noted above.
- Keeping track of all revenues, expenditures, and other EPF activities, in accordance with applicable Clackamas County financial management policies and/or best practices.
- Evaluating funding requests, making awards, and disbursing EPF funds based on the procedures adopted by Clackamas County and the priorities/criteria outlined in the MOA and this Management Plan.

- Reviewing completed projects for compliance with this Management Plan following the award of funds (see MOA Stipulation VI.d).
 - Clackamas County will not be responsible for providing project management support to any award recipient.
- Providing an annual email summary of project awards and EPF usage to the Consulting Parties (USACE, SHPO, ACHP, Lennar, Oak Lodge History Detectives, Restore Oregon, and NTHP). (see MOA Stipulation VI.e).
 - Such summaries shall be provided for a period of three years from the acceptance of this Management Plan, or until all funds have been expended (whichever comes first).

Clackamas County may recoup overhead costs associated with EPF administration. Such costs shall not exceed \$18,500 (10%), unless approved in advance by USACE and SHPO (See MOA Stipulation VI.b).

PERMISSIBLE USES AND FUNDING PRIORITIES

EPF funds will be used to support projects and activities which foster an understanding of the JLCSMRC historic site and its role in the history of the Jennings lodge area, or preservation/restoration of other NHRP-eligible churches/campsites in Oregon. Projects and activities may include (but not be limited to):

- Documentation
- Development of narrative materials
- Construction interpretive signage
- Development of websites
- Public outreach
- Preservation of similar NHRP-eligible campsites in Oregon
- Restoration of NHRP-eligible churches in Oregon
- Other similar tasks to educate and foster understanding of the historic site and its role in Jennings Lodge history

Projects within or focusing on Clackamas County will be prioritized over projects occurring in or focusing on areas outside of Clackamas County (see MOA Stipulation VI.c).

FUNDING REQUEST EVALUATION AND REIMBURSEMENT PROCEDURES

It is Clackamas County policy to issue grants to outside entities using an open and competitive process. The County has identified Notice of Funding Opportunities (NOFOs) as the primary competitive process for the issuance of grants (please see Appendix D for Clackamas County's NOFO policy).

Once EPF funds have been received, the Fund Manager will follow Clackamas County's NOFO process to announce and solicit applications for funds, including:

- Announcement: The Fund Manager will create an announcement for publication on the County's central website for Notice of Funding Opportunities: www.clackamas.us/grants. Announcements will contain sections on program description, award information, eligibility, application process, application evaluation, and non-discrimination information. Consulting Parties to the MOA will be notified via email when announcements are posted.

- Funding Request: A standardized funding request form will be developed and used. The standardized form will include the following elements:
 - Applicant information
 - Project description, outputs/outcomes, and success measurement criteria
 - Major project activities and timeline
 - Anticipated project budget

Please see Appendix B, “EPF GRANT PROCESS”, for further information on funding requests.

- Evaluation: Clackamas County will develop written criteria for evaluating funding requests consistent with this plan’s “PERMISSIBLE USES AND FUNDING PRIORITIES” section. The process of evaluation and/or scoring will be fully documented. The Fund Manager may choose scoring measures, narrative methods, or any other method appropriate to the award when developing evaluation criteria.

Please see Appendix B, “EPF GRANT PROCESS”, for further information on evaluation procedures and criteria.

- Notification: Award notifications will be made publicly available, as well as provided to all applicants in writing. Notifications will include when it is anticipated an official agreement will be issued, when costs related to the project may be incurred, and any other information the applicant should be made aware of prior to the commencement of the program.

Awards will be made upon selection of grant recipient.

RECIPIENT RESPONSIBILITIES

In order to facilitate the Fund Manager’s responsibilities for reviewing completed projects for compliance with this Management Plan, and for facilitating required annual summaries of use of funds, recipients of EPF awards will be required to complete brief quarterly reports describing project activities, documenting project outputs/outcomes, and comparing project progress with previously-identified success measurement criteria. A sample quarterly progress report has been included in Appendix C.

APPENDIX A: CURRENT CONTACTS FOR CONSULTING PARTIES

United States Army Corps of Engineers (USACE)

Winston Zack

Winston.S.Zack@usace.army.mil

Oregon State Historic Preservation Office (SHPO)

Tracy Schwartz

Tracy.Schwartz@oregon.gov

Ian P. Johnson

ian.johnson@oregon.gov

Oak Lodge History Detectives

info@oaklodgehistory.org

Lennar

Michael Loomis

mike.loomis@lennar.com

Restore Oregon

Peggy Moretti

peggym@restoreoregon.org

info@restoreoregon.org

National Trust for Historic Preservation

Elizabeth 'Betsy' S. Merritt

emerritt@savingplaces.org

Jennings Lodge Community Planning Organization

Jane Morrison

jenningslodgpecpo@gmail.com

Advisory Council on Historic Preservation

John M. Fowler

jfowler@achp.gov

APPENDIX B: EPF GRANT PROCESS

The Jennings Lodge Camp Meeting Site and Retreat Center Education and Preservation Fund (EPF) funds will be used to support projects and activities which foster an understanding of the JLCMSRC historic site and its role in the history of the Jennings lodge area, or preservation/restoration of other NHRP-eligible churches/campsites in Oregon.

Eligible projects and activities may include (but not be limited to):

- Documentation
- Development of narrative materials
- Construction interpretive signage
- Development of websites
- Public outreach
- Preservation of similar NHRP-eligible campsites in Oregon
- Restoration of NHRP-eligible churches in Oregon
- Other similar tasks to educate and foster understanding of the historic site and its role in Jennings Lodge history

Financial Information

Lennar has funded the EPF contemplated in sections V.a. and VI. of the MOA via a transfer of \$185,000 to an escrow account. Per section IV.a.(8), Lennar is also obligated to transfer the remainder, if any, of the \$15,000 allowance for the installation of the commemorative signage contemplated in section IV.a. of the MOA.

No other contributions are expected to be made to the EPF, and the EPF will be terminated once the existing funds are depleted.

Minimum grant award = \$500

Maximum grant award = \$185,000 + the remainder (if any) of the \$15,000 allowance noted above.

Matching Funds

A dollar match for funds requested is not required.

Eligible Applicants

Organizations seeking EPF grant funding must meet the following requirements:

- Operate within the State of Oregon as a public or private nonprofit.

- Preference may be given to community-based or community-focused organizations actively engaged with the Jennings Lodge community.
- Be experienced or primarily involved in:
 - The creation and administration of educational materials and programs related to local history, or
 - The preservation and/or interpretation of buildings, artifacts, documents, and other items that relate to history.
- Be experienced with successfully administering history-related educational programming and activities.

Application Requirements

An application form will be developed which will ask applicants to provide the following information:

- Contact information for applicant including project manager's email address and phone number.
- Description of proposed project(s).
 - One of the projects or project components must include a webpage (which may be linked via QR code or URL from the JLCMSRC's interpretive sign) containing supplemental historical JLCMSRC information.
- Timeline of major project activities and expected completion date(s).
- Anticipated project budget.
- Discussion of how the described project(s) will provide long-term educational benefit to the Jennings Lodge community.
 - For elements of the proposed project related to education, the application should convey how the principles of pedagogy and andragogy will be applied to address child and adult learning.
- Description of how the applicant will engage the Jennings Lodge community and provide the community with periodic updates of project activities/progress.
- A sample list of the applicant's completed history-related educational programming and activities.
- For elements of the project related to conservation, development or interpretation of cultural heritage, the application must convey how such work will be completed using appropriate museum, archival, preservation, research or library practices, including specification of which standards will be followed for those aspects of the project.
 - For digitization projects, recommended minimum standards are those promoted by the Association for Library Collections & Technical Services (<http://www.ala.org/alcts/resources/preserv/minimum-digitization-capture-recommendations>)
- For elements of a project related to the preservation/restoration of similar churches or campsites, the application must convey how such work will meet the *Secretary of the Interior's Standards for the Treatment of Historic Properties* (<https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf>).

Application Submission

Opportunities will be advertised and applications solicited in accordance with Clackamas County Notice of Funding Opportunity (NOFO) Policy (see Appendix E).

Evaluation Committee

Grant recipients will be selected by an evaluation committee comprised of the Director and Deputy Director of Business and Community Services and one Jennings Lodge community member. The anticipated composition of the evaluation committee is:

- Laura Zentner, Director, Clackamas County Business and Community Services
- Greg Williams, Deputy Director, Clackamas County Business and Community Services
- Karen Bjorklund, Community Member, Jennings Lodge

Evaluation Criteria

Applications will be evaluated based on:

- How well the proposed project(s) foster an understanding of the JLCSMRC historic site and its role in the history of the Jennings lodge area.
- Whether project(s) will assist with preservation/restoration of other NHRP-eligible churches/campsites in Oregon.
- Public outreach components, particularly those within the Jennings Lodge community.
- Long-term education benefit to the Jennings Lodge community.
- Connection to the preservation and interpretation of Clackamas County's history. Projects within or focusing on Clackamas County will be prioritized over projects occurring in or focusing on areas outside of Clackamas County (see MOA Stipulation VI.c).

Grant Reporting and Payment

Awarded projects will be the subjects of binding agreements between Clackamas County and the applicants. Grant funds will be disbursed upon selection of grant recipient.

Recipients will be required to submit quarterly progress reports to Clackamas County. The progress reports shall include:

- A description of specific project activities undertaken, and/or of progress made on activities already in progress.
- A description of how the activities undertaken/progress made support the goals of the EPF.
- A description of the community outreach/engagement activities undertaken.
- Results of any activities to evaluate project/activity results (including gathering baseline statistics, developing/conducting surveys, conducting interviews, recording anecdotes, or collecting usage data).
- A description of any particular successes/challenges encountered.
- An accounting of EPF fund expenditures.

A sample reporting template has been included in Appendix D. Recipients may elect to submit reports in an alternate format.

APPENDIX C: SAMPLE QUARTERLY PROGRESS REPORT

Jennings Lodge Camp Meeting Site and Retreat Center Education and Preservation Fund

Progress Report – FY 20xx

This reporting form is designed to allow award recipients to provide a summary of their activities and results to date.

Please complete and submit reports by email to xxxxxx@clackamas.us.

GENERAL INFORMATION

Reporting Period	<input type="checkbox"/> First quarter <input type="checkbox"/> Second quarter <input type="checkbox"/> Third quarter <input type="checkbox"/> Fourth quarter
Project Title	
Project Coordinator	

ACTIVITIES

Describe your project activities this period and your progress toward project goals. Include discussion of community engagement/outreach activities.

EVALUATION

Describe evaluation activities begun or completed this period. Examples include gathering baseline statistics, developing a survey, conducting interviews, recording anecdotes, or collecting usage data.

SUCSESSES

Describe any project-related successes you have experienced this period.

CONCERNS

Describe any difficulties or issues you are currently experiencing with the project.

FINANCIAL PROGRESS

Award Funds

Budget Category	Approved Project Budget	Funds spent this period	Funds spent to date	Remaining Funds
Supplies	\$	\$	\$	\$
Professional Services and Consultant Fees	\$	\$	\$	\$
Equipment	\$	\$	\$	\$
Other (explain in 'Additional Comments' below)	\$	\$	\$	\$
Total (sum of all categories)	\$	\$	\$	\$

ADDITIONAL COMMENTS

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REPORT PREPARED BY

Name		Phone	
Email		Date	

Name		Phone	
Email		Date	

APPENDIX D: CLACKAMAS COUNTY NOTICE OF FUNDING OPPORTUNITY (NOFO) POLICY

To properly steward public funds and to avoid potential conflicts of interests (see *Conflict of Interest Policy*), it is County policy to issue grants to outside entities using an open and competitive process. A competitive process helps to reduce the chances of collusion and minimizes political pressures. It also offers a better opportunity for getting the greatest public benefit for the greatest value. To this end, this section provides a basic structure to be followed by County Departments when issuing grant awards. The County has identified Notice of Funding Opportunities (NOFO's) as the primary competitive process for the issuance of grants. It remains the responsibility of County Departments to follow the requirements of their funding agency, if any, for the competitive awarding of recipient and subrecipient agreements. The integrity of the NOFO process outlined in this section requires planning and foresight. Departments are encouraged to plan ahead.

This section establishes guidelines for the competitive issuance of County grant awards. Departments are responsible for policy implementation and adherence.

The NOFO process must be used for all grant awards issued by County departments and agencies to outside entities, with the following exceptions:

- Subrecipients specifically named either in the County grant application or County award document;
- Where the Board of County Commissioners specifically appropriates funds to a recipient;
- Subrecipients chosen by external committees or regional organizations with authority to authorize funding by the granting agency;
- Any other special circumstance approved by Finance.

There are five required NOFO elements: advertisement or announcement, application, evaluation, notification, and appeal.

NOFO Announcements

Announcements should include any links to application or additional materials (such as those which may be required by your funding agency, e.g. a grant manual from HUD), but not the materials themselves. Departments are responsible for creating, at their discretion, a public presence for application or supplementary materials, as well as maintaining the process for receiving completed applications. The announcements will be submitted to Finance for review (FinanceGrants@clackamas.us). Finance will forward the material to PGA for publication on the County's central website for Notice of Funding Opportunities: www.clackamas.us/grants. PGA will maintain the website. In addition, departments are responsible for providing notice of the announcement in appropriately targeted media. Statements in each of the five languages identified in Appendix III of the [County's Title VI policy](#), tailored to the NOFO, should be listed on the first page of the NOFO and in the targeted media, which will provide opportunities for applicants to request translation of the NOFO (paid by the department funding the agreement) and contact information to make such a request. Opportunities will be segregated within the website by grant and/or program type. The website will also contain a record of recently awarded grants. Announcements shall contain the following, standardized sections:

- Program Description. Include a full program description of the opportunity describing, at minimum, the technical requirements, required program components, and indicators of successful programs. Any other information deemed important by the department may be included.
- Award Information.
 - Include the funding source(s) for the program, indicating clearly whether and which federal sources (if any) may be included.
 - Indicate whether multiple awards will be issued from this announcement and the term of the award (e.g. multiple years, single year, etc.)
 - The anticipated start and end dates for the period of performance.
 - Include the reporting and frequency requirements.
 - Minimum and maximum award amount, as appropriate.
- Eligibility.
 - Clearly identify eligibility requirements.
 - Include any cost sharing/matching requirements.
 - If funded by Federal funds, include a requirement that the applicant must have a DUNS number, be registered in sam.gov and not be disbarred or suspended.
- Application and Submission Information.
 - Include application deadline. It is recommended the open period for application be at least 20 business days.
 - Links to location of application forms with instructions for completion.
 - List of any supporting documents required.
 - FOR EXAMPLE: If a federally funded award: a copy of the applicant's most recent audited financials, an inquiry as to whether there are any outstanding lawsuits against the applicant (with room to provide details), and a list of federal awards (with amounts) the applicant currently manages. (These materials are necessary for the required Risk Assessment.)
 - Where & how to submit application.
 - Funding restrictions which must be addressed in the applicant's budget.
- Application Evaluation.
 - Outline of the application review process, scoring criteria and timeline.
 - For federal awards, departments are required, in conjunction with Finance, to complete a Risk Assessment on applicants and include the Risk Assessment outcome in their award determination as appropriate.
- Non-Discrimination.
 - Each announcement must contain the following language: "Per the Civil Rights Act of 1964, no person shall, on the basis of race, color, or national origin, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any County program, service or activity."

Applications

So all applicants are provided the same information, application materials should be standardized for the purpose of any given award or set of awards. In the development of applications, funding agency considerations should be prioritized. Therefore, departments should develop applications which include all program elements, including budgets, pertinent to awards involving pass-through funds. Departments

may collect application inquiries and post them as FAQ addendums to the award announcement in the website.

Record Retention

Awarding Departments must retain submitted applications for three years after the submission deadline, or as prescribed by your funding agency, per record retention requirements, including destruction at the end of the retention period.

Evaluations

Evaluation processes and criteria must be predetermined, in writing, and the process of evaluation and/or scoring must be fully documented, and is subject to retention requirements. As with applications, funding agency considerations should be prioritized in the development of evaluation criteria. Departments may choose scoring measures, narrative methods, or any other criteria appropriate to the award or required by the funding agency in the development of their evaluation criteria.

Notifications

Departments should standardize and make explicit the notification of awards to applicants. Notifications should be made publicly available through a press release, posted on the internet, as well as provided to all applicants in writing. Notifications should also include when it is anticipated an official agreement will be issued, when costs related to the project may be incurred, how pre-award costs will be handled, and any other information the applicant should be made aware of prior to commencement of the program. Recently closed NOFO's will be listed in a section of the NOFO website.

Appeal process

Departments are encouraged to include an appeal process for applicants not awarded funds. If included, the process may be tailored to the individual NOFO, but must be in writing prior to the initiation of the funding opportunity, made explicit in the application (how the appeal will be evaluated, how the applicant will be notified of appeal review and final decision, etc.), and, if desired, constructive feedback on unsuccessful and appealed applications. Additionally, the evaluation of appeals must be documented in writing and is subject to the three-year retention policy.