

**Notice of Funding Opportunity:  
Jennings Lodge Camp Meeting Site and Retreat Center Education and  
Preservation Fund (EFP) Mitigation Project(s)**

The Education and Preservation Fund (EFP), through Clackamas County, will grant to agencies or organizations interested in supporting projects and activities which foster an understanding of the history of the Jennings Lodge Camp Meeting Site and Retreat Center in Clackamas County, or the history of similar sites within Clackamas County or the state of Oregon.

Project Name:	Jennings Lodge Camp Meeting Site and Retreat Center Education and Preservation Fund Mitigation Project(s)
Due Date/Time:	<b>August 15, 2023   12:00 P.M.</b>
Contact:	Sarah Eckman, Assistant Director, DTD/Business & Community Services, 503-894-3135, <a href="mailto:sarahste@clackamas.us">sarahste@clackamas.us</a>  Sarah will be on leave from April 7 through early July 2023. Questions submitted about the application process will receive a response in July. Questions will also be posted on the <a href="#">Clackamas County Grants website</a> .

**Submit Application by EMAIL, US MAIL or In Person**

**Email:** Email submissions must have **NOFO: Jennings Lodge Camp Meeting Site and Retreat Center Education and Preservation Fund** in the subject line and be submitted to [llawson@clackamas.us](mailto:llawson@clackamas.us)

**US Postal Service:** Clackamas County, Attn: DTD/BCS NOFO, Liz Lawson Weber, 150 Beaver Creek Road, #325, Oregon City, OR 97045.

Clackamas County's Department of Transportation and Development/Business and Community Services (DTD/BCS) is seeking applications from agencies or organizations interested in supporting projects and activities which foster an understanding of the history of the Jennings Lodge Camp Meeting Site and Retreat Center in Clackamas County, or the history of similar sites within Clackamas County or the state of Oregon. Projects within Clackamas County or focusing on Clackamas County will be prioritized over projects occurring in or focusing on areas outside of Clackamas County.

**Announcement**

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, a 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, and the Advisory Council on Historic Preservation (ACHP)), 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 decision to redevelop the JLCMSRC site. As part of

the MOA, Lennar Northwest agreed to establish a JLCMSRC Education and Preservation Fund (EPF) to be administered by Clackamas County. Attached are the MOA and final Fund Management Plan. (See Appendices A and B.)

### **Program Description**

The JLCMSRC Education and Preservation Fund (EPF), through Clackamas County, will grant funds to agencies or organizations interested in supporting mitigation project(s) and activities which foster an understanding of the history of the Jennings Lodge Camp Meeting Site and Retreat Center in Clackamas County, or the history of similar sites within Clackamas County or the state of Oregon. 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.)

The EPF was established with a one-time contribution from Lennar Northwest of \$185,000. No indirect costs will be paid to awardees. The total to be awarded through grants will be \$166,500. The funds for the EPF have been transferred to the County and are being held in a Trust Account for this project.

No other contributions are expected to be made to the EPF and it will be terminated once the funds are depleted. There may be multiple grants or one grant awarded depending on the nature and quality of applications received and how well they match the evaluation criteria.

- Minimum grant award = \$500 (multiple awards up to a total of \$166,500)
- Maximum grant award = \$166,500 (one award)

There is no match requirement.

### **Award Information/Permissible Uses**

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. Projects and activities may include (but not be limited to):

- Documentation
- Development of narrative materials
- Construction of 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 the Jennings Lodge history

### **Eligibility**

Organizations seeking JLCMSRC EPF grant funding must meet the following requirements:

- Operate within the state of Oregon as a registered public or private non-profit. The organization must be properly and actively registered with the Oregon Secretary of State and the IRS.

- 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 and Submission Process**

Application Deadline: August 15, 2023, at 12:00 P.M.

### Required Format:

- Font size must be a minimum of 12.
- Applications must not exceed 12 pages in length.
- Electronically submitted applications should be in pdf format.
- Hard copy applications should be printed double-sided, stapled and mailed. Mailed applications must be received by Clackamas County by the application deadline.

### Required Contents:

- Application Cover Page (Appendix C)
  - Name of organization/agency
  - Name and contact information (title, address, phone and email) for individual completing the application
  - Address, length of time established, website and mission statement
  - Organizational/agency overview statement
  - Project manager's name, email address and phone number
  - Summary of major proposed project(s) and requested amount
- Project Description Form (Appendix D)
  - 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.
  - For each proposed project, provide a discussion of how the described project will provide long-term educational benefit to the Jennings Lodge community.
    - For elements of the proposed project(s) related to education, how will the project(s) provide benefits to the Jennings Lodge community and promote child and adult learning?
    - How will the proposed project(s) foster an understanding of the JLCMSRC historic site and its role in the history of the Jennings Lodge area?
    - How will the project(s) assist with preservation/restoration of other NHRP-eligible churches/campsites in Oregon?
    - What is the 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)).

- 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, and 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  
<https://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>).
- Discussion of public outreach components, particularly those within the Jennings Lodge community, including how marginalized and underserved communities will be consulted, involved, informed, and included in the project(s).
- Timeline of major milestones/project activities and expected completion date(s). Projects must begin by October 1, 2023 and be concluded by May 31, 2024.
- Detailed, line item project budget. If applicant is proposing multiple separate and distinct projects, submit a budget for each project.
- 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.

### **Application Evaluation**

Applications will be reviewed the week of August 21, 2023 by a review committee comprised of Clackamas County staff and at least one external stakeholder. The review committee will be composed of a minimum of:

- Sarah Eckman, Assistant Director, DTD/BCS Division
- Karen Bjorklund, Jennings Lodge Community Planning Organization
- TBD

Award announcements will be made approximately the week of September 11, 2023. All proposers will be notified of their status.

Applications will be evaluated based on the following factors:

- **Proposer Qualifications.** Completeness of application, ability to carry out the projects, ability to meet the County's reporting requirements, experience with successfully implementing educational/historical projects, familiarity with Jennings Lodge community. 20 points
- **Proposed Projects.** Discussion of how the described project(s) will provide long-term educational and historical benefit to the Jennings Lodge community. 50 points

- **Public Outreach.** Discussion of how public outreach will be undertaken within the Jennings Lodge community, including how marginalized and underserved communities will be consulted, involved, informed, and included in the project(s). 20 points
- **Budget and Project Timeline.** Discussion about the elements of the proposal, how realistic is the budget and timelines for projects proposed. 10 points

Total 100 points

### **Grant Reporting and Payment**

Awarded projects will be the subjects of binding agreements between Clackamas County and the applicant(s). Grant funds will be disbursed upon selection of grant recipient(s). Recipient(s) will be required to submit quarterly progress reports to Clackamas County (Appendix E.) The progress reports shall include:

- Reporting on timeline of major milestones/project activities and activities to date.
- 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 expenditures.

### **Non-Discrimination**

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.

### **Appendices**

- A – Memorandum of Agreement
- B – JLCMSRC Education and Preservation Fund Management Plan
- C – Application Cover Page
- D – Project Description Form, Funding and Timelines Form
- E – Quarterly Progress Report Form