



July 27, 2023

BCC Agenda Date/Item: _____

North Clackamas Parks and Recreation District Board of Directors

Approval of a Board Order authorizing the North Clackamas Parks and Recreation District to apply for the Oregon Department of Transportation and Department of Land Conservation and Development Transportation and Growth Management Program grant for the Trails System Plan. Grant value is \$264,000 with a \$36,000 match. Funding through the Oregon Department of Transportation and Department of Land Conservation and Development with match funded by NCPRD Capital Asset Fund. No County General Funds are involved.

Previous Board Action/Review	Not applicable		
Performance Clackamas	<ul style="list-style-type: none"> • Build public trust through good government. • Honor, utilize, promote, and invest in our natural resources. • Ensure, safe, healthy, and secure communities 		
Counsel Review	JM 7/18/2023	Procurement Review	No
Contact Person	Katie Dunham	Contact Phone	(206) 251-1654

EXECUTIVE SUMMARY:

NCPRD is currently beginning the Parks and Recreation System Plan process. The System Plan will be a long-range plan for the entire parks and recreation organization. The plan will provide an updated mission and vision, goals, priority strategies, and actions that are supported by the community and by leadership, funding strategies that will make implementation possible; and an implementation plan that staff can effectively pursue. The plan will incorporate research and analysis of system-wide District trails needs, identify connectivity gaps between parks, trails, natural areas, and facilities, and integrate a system-wide District trails vision and framework that will set the stage for an upcoming and more detailed Trails System Plan.

On February 14, 2023, NCPRD submitted a pre-application to ODOT for consideration of TGM funding assistance for the Trails System Plan project. NCPRD has been invited to submit a 2023 TGM full application. The TGM objectives include providing transportation choices to support communities with the balanced and interconnected transportation networks necessary

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for mobility, equity, and economic growth, creating communities composed of vibrant neighborhoods and lively centers linked by accessible transportation, and promoting environmental stewardship through sustainable land use and transportation planning. NCPRD is applying to access this program to develop a Trails System Plan for future bike and pedestrian transportation choices that will create a community that is connected, vibrant, and provides easy access to parks, trails, and natural areas.

Several documents guide the acquisition, development, and management of NCPRD trails, including the 2004 Parks Master Plan, but none provide the detail and focus that NCPRD needs to strategically plan, develop, and manage our trail system. The NCPRD Trails System Plan will create an implementable vision for trails through analysis and public input and make recommended updates to the current trail system projects and priorities. The Plan will develop maps, policies, protocols, guidelines, and other tools that help NCPRD strategically plan, develop, and manage the trail system. This will include regional trail feasibility analysis. It will also integrate multi-use trail and active transportation plans and policies with Clackamas County DTD and Metro and develop detailed concepts for some of the plans. It will result in information that can be applied to the upcoming Clackamas County Transportation System Plan update and prepare NCPRD to apply for upcoming active transportation grants and funding.

Support from the governing body of NCPRD to apply for funding assistance is required by the TGM Program grant administrator. A Board Order is attached to indicate support to apply.

RECOMMENDATION:

Staff recommends that the Board, acting as the NCPRD Board of Directors, approve a Board Order authorizing the North Clackamas Parks and Recreation District to apply for the Oregon Department of Transportation and Department of Land Conservation and Development Transportation and Growth Management Program grant for the NCPRD Trails System Plan.

ATTACHMENTS:

1. Board Order authorizing the North Clackamas Parks and Recreation District to apply for the ODOT and DLCD Transportation and Growth Management Program grant for the NCPRD Trails System Plan.
2. Financial Assistance Application Lifecycle Form

Respectfully submitted,



Michael Bork
NCPRD Director

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 to the Oregon Department of Transportation and Department of Land Conservation Transportation and Growth Management Program for Trails System Plan funding



Board Order No. _____

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This matter coming

_____ ; and

Whereas, the Oregon Department of Transportation and Department of Land Conservation and Development are accepting applications for the Transportation and Growth Management Program (TGM) through July 27, 2023; and

Whereas, 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, trail, 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 trail improvements and planning as a high priority need within the District; and

Whereas, The NCPRD Trails System Plan will create an implementable vision for the trails system through diverse public input and make recommended updates to the current trail system projects and priorities; and create maps, policies, protocols, guidelines, and other documents that help NCPRD strategically plan, develop, and manage the trail system.

Whereas, NCPRD is seeking Transportation and Growth Management Program funding specifically for completion of a Trail System Plan; and

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Board Order No. _____

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Whereas, the NCPRD Trail System Plan project is consistent with the goals of the TGM program and meets necessary funding match for the program; and

Whereas, NCPRD has available local matching funds to fulfill its 12% share of obligation related to this grant application should the grant funds be awarded; and

Whereas, NCPRD will provide adequate funding for ongoing operations and maintenance of trails that are proposed within the Trails System Plan when trails are developed, should the grant funds be awarded.

NOW THEREFORE, the Clackamas County Board of Commissioners do hereby order that 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 Oregon Department of Transportation and Department of Land Conservation Transportation Management Program for development of the NCPRD Trail System Plan and does hereby authorize NCPRD to apply for approximately \$264,000 for planning assistance.

DATED this ____ day of _____, 2023

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, complete sections 1, 2 & 4 only. If direct appropriation, complete page 1 and Dept/Finance signatures only.

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

Lead Fund # and Department:	
Name of Funding Opportunity:	

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:

Name (Typed/Printed)	Date	Signature
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** NOW READY FOR PROGRAM MANAGER SUBMISSION TO DIVISION DIRECTOR **
ATTACH ANY CERTIFICATIONS REQUIRED BY THE FUNDING AGENCY. COUNTY FINANCE OR ADMIN WILL SIGN

Section IV: Approvals

DIVISION DIRECTOR (or designee, if applicable)

		<i>Heather Koch</i>
Name (Typed/Printed)	Date	Signature

DEPARTMENT DIRECTOR (or designee, if applicable)

	7/18/2023	<i>[Signature]</i>
Name (Typed/Printed)	Date	Signature

FINANCE ADMINISTRATION

	7.18.2023	<i>Elizabeth Comfort</i>
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 less than \$150,000:

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

For applications up to and including \$150,000 email form to Tracy Moreland at TracyMor@clackamas.us for Gary Schmidt's approval.

For applications \$150,000 and above, email form with Staff Report to the Clerk to the Board at ClerktotheBoard@clackamas.us to be brought to the consent agenda.

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OR

Policy Session Date:

County Administration Attestation

County Administration: re-route to department at
and
Grants Manager at financegrants@clackamas.us
when fully approved.

Department: keep original with your grant file.

