



March 23, 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 a Local Government Grant from the Oregon Parks and Recreation Department for the play area at the community park at the Concord Property. Grant value is \$500,000 with a \$500,000 match. Funding through State grant with match funded by NCPRD Capital Asset Fund. No County General Funds are involved.**

<b>Previous Board Action/Review</b>	January 14, 2021 Business Meeting, Consent Agenda A.1 - Approval of Concord and Gladstone Master Plan Reports and Approval of Staff to work with the community and consultants to complete design and engineering for the Concord Property and Gladstone Library. Briefed at Issues - March 21, 2023		
<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>	JM 3/9/2023	<b>Procurement Review</b>	No
<b>Contact Person</b>	Alex Gilbertson	<b>Contact Phone</b>	(971) 430-0388

**EXECUTIVE SUMMARY:**

North Clackamas Parks and Recreation District (NCPRD) is currently designing a new park and playground on the 5.94-acre NCPRD-owned Concord Property, which sits prominently at the juncture between the highly commercial area fronting SE McLoughlin Boulevard and a residential neighborhood. It is located in the heart of the Oak Grove community and adjacent to the Jennings Lodge community in unincorporated Clackamas County between the cities of Gladstone and Milwaukie. The Concord Property Playground (Project) within the Community Park will be situated alongside the community center and the new Oak Lodge Library, and will provide opportunities for inclusive recreation and connections to nature.

In March 2018, NCPRD took ownership of Concord Elementary School in Oak Grove as part of a Strategic Partnership with North Clackamas School District. The Concord School was acquired to revitalize the vacant building and surrounding open space for public use, and to bring new amenities and recreational opportunities to residents in Oak Lodge and throughout the District.

With input from over 1,300 community members, and in coordination with Clackamas County and consultants, the Master Plan was developed in 2019-2020 for the Concord Property and its future use. The NCPRD Advisory Committee and Board of County Commissioners adopted the Master Plan in January 2021.

The expressed community goals for this site include the creation of a park with natural features and play area, flexible open space for recreation and events, and a plaza to serve the neighborhood and broader community.

NCPRD is moving forward with design and engineering for the development of a new park on the Concord Property. Park features include a nature-based playscape, a multi-use playfield, picnic areas, restroom, walking paths, benches, and plaza for performances and programming.

Due to funding constraints, the play area has been divided into two phases. NCPRD plans to fund Phase I of the inclusive nature-based play area with NCPRD funds and Metro local share funds. NCPRD is seeking Local Government grant funds to fund Phase II of the inclusive nature-based play area. This provides an opportunity to fully construct the play area and further leverage NCPRD funds. NCPRD will provide \$500,000 in local matching funds to fulfill its 50% share of obligation related to this grant application should the grant funds be awarded. These will be from NCPRD Capital Projects funds that are planned for Phase I.

A Board Order is required by the Oregon Parks and Recreation Department, the grant administrator, to apply for grant funding assistance.

The library and community center is on track to begin construction in Fall 2023 with the site improvements and Phase I playground beginning in Spring 2024.

**RECOMMENDATION:**

Staff recommends that the Board, acting as the NCPRD Board of Directors, approve this Board Order authorizing the North Clackamas Parks and Recreation District to apply for an Oregon Parks and Recreation Department Local Government Grant for development of the playground at the Concord Property Community Park.

**ATTACHMENTS:**

1. Board Order authorizing the North Clackamas Parks and Recreation District to apply for a Local Government Grant from the Oregon Parks and Recreation Department for the play area at the community park at the Concord Property.
2. Financial Assistance Application Lifecycle Form

Respectfully submitted,

Michael Bork  
NCPRD Director

For Filing Use Only

**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 Local Government Grant from the Oregon Parks and Recreation Department for the play area at the Community Park at the Concord Property



[Board Order/Resolution] No. \_\_\_\_\_

*Page 1 of 2*

This matter coming

\_\_\_\_\_ ; and

**Whereas**, the Oregon Parks and Recreation Department is accepting applications for the Local Government Grant Program through April 1, 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 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 Concord Property as a high priority need within the Oak Grove community and adjacent to the Jennings Lodge community in unincorporated Clackamas County between the cities of Milwaukie and Gladstone; and

**Whereas**, the Concord Property project exercised an extensive and robust community engagement process during master planning in 2019 through 2020 that helped shape the design for the park and playground; and

**Whereas**, 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, restroom, and plaza for performances and programming; and

**Whereas**, NCPRD is seeking Local Government Grant funding specifically for completion of Phase II of the inclusive nature-based play area within the larger community park; and

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[Board Order/Resolution] No. \_\_\_\_\_

*Page 2 of 2*

**Whereas**, on March 8, 2023 the DAC approved a letter of support and recommended that the NCPRD Board of Directors support the grant application; and

**Whereas**, the Concord Playground project is consistent with the goals of the grant program and meets necessary funding match for the program; and

**Whereas**, NCPRD has available local matching funds to fulfill its 50% 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 this facility 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 Park and Recreation Department for development of the playground at the community park at the Concord Property and does hereby authorize NCPRD to apply for approximately \$500,000 for play area improvements.

**DATED** this 23<sup>rd</sup> day of March, 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

Award type: Direct Appropriation (no application)

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)

03/13/23

*Heather Koch*

Name (Typed/Printed)

Date

Signature

DEPARTMENT DIRECTOR (or designee, if applicable)

03/13/23

*[Handwritten Signature]*

Name (Typed/Printed)

Date

Signature

FINANCE ADMINISTRATION

Elizabeth Comfortt

3.14.2023

*Elizabeth Comfort*

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 under \$150,000 email form to Christina Fadenrecht at [CFadenrecht@clackamas.us](mailto:CFadenrecht@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](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.