



**BUSINESS AND COMMUNITY SERVICES
NORTH CLACKAMAS PARKS AND RECREATION DISTRICT**

Development Services Building
150 Beaver Creek Road, Oregon City, OR 97045

Laura Zentner, BCS Director

June 25, 2020

Board of County Commissioners
Clackamas County
Board of North Clackamas Parks and Recreation District

Members of the Board:

Approval of Amendment No. 3 to the Interagency Agreement between
North Clackamas Parks and Recreation District (NCPRD) and
Health, Housing and Human Services (H3S) Social Services Division

Purpose/ Outcomes	This agreement provides federal and state funding for social services programs delivered by NCPRD to District/County residents ages 60 and older.
Dollar Amount and Fiscal Impact	This amendment increases the contract value by \$31,000 bringing the maximum contract value of \$478,794. An additional \$6,000 of CARES funds were received and \$25,000 of OAA funding from the State of Oregon to assist with increased services under this agreement.
Funding Source	Older American Act (OAA) funding secured through the Oregon Department of Human Services-State Unit on Aging and administered by Clackamas County's H3S-Social Services division. Additionally, Families First Coronavirus Response Act Funding and the Coronavirus Aid, Relief, and Economic Security (CARES) Act Funding.
Duration	July 1, 2019 – June 30, 2020
Previous Board Action	<ul style="list-style-type: none"> July 25, 2019 – Business Meeting: Approval of Interagency Agreement for FY 2019-2020 February 13, 2020 – Business Meeting: Approval of Amendment 1 to the Interagency Agreement for FY 2019-2020 May 21, 2020 – Business Meeting: Approval of Amendment 2 to the Interagency Agreement between NCPRD and H3S for Service at the Milwaukie Center FY 2019-2020
Strategic Plan Alignment	<ol style="list-style-type: none"> Aligns with NCPRD strategic plan to ensure 100% Meals on Wheels requests are funded Aligns with the County's strategic priority to ensure safe, healthy and secure communities
County Counsel Review	Reviewed and approved 6.1.20 JM
Contact Person	Scott Archer, <i>NCPRD Director</i> , 503-742-4471 Marty Hanley, <i>Milwaukie Center Supervisor</i> , 503-794-8058
Contract No.	9300, Amendment #3

BACKGROUND:

North Clackamas Parks and Recreation District (NCPRD) requests approval of an amendment to the Interagency Agreement with the County's Health, Housing and Human Services (H3S) Department – Social Services division to provide Older American Act (OAA) funded services for persons living within the District.

The services provided include congregate and home delivered meals, health promotion activities, transportation, and information and referral activities. These services link residents with resources to meet their individual needs. This helps them to remain independent and interactive in the community.

In December 2015, Social Services advertised for a contractor to provide Older American Act services for older persons in Clackamas County during Fiscal Year 2016-17, with an option for renewal for four additional years. NCPRD was the sole proposer and was awarded the contract after negotiations.

RECOMMENDATION:

Staff respectfully recommend the Board approve Amendment No. 3 to the Interagency Agreement between NCPRD and H3S-Social Services division Contract #9300.

ATTACHMENTS:

1. Interagency Agreement #9300 between NCPRD and H3S-Social Services division.
2. Amendment No.3 to the Interagency Agreement between NCPRD and H3S-Social Services division.

Respectfully submitted,

Laura Zentner

Laura Zentner, Director
Business and Community Services

Interagency Agreement Amendment
Health, Housing and Human Services

H3S Contract#: 9300 Subrecipient#: N/A Board Agenda #: 072519-A5,

Division: Social Services Amendment Number: 3

Contractor: NCPRD-Milwaukie Center

Amendment Requested By: Brenda Durbin, CCSS Director

Changes: (X) Interagency Agreement Budget & Language

Justification for Amendment:

This is a budget adjustment that adjusts the Title III-B and III-C funding to align with the current State of Oregon Department of Human Services, Community Services & Supports Unit Allocation for COVID related increases in services. This results in a net increase to the contract budget of \$31,000.

Except as amended hereby, all other terms and conditions of the contract remain in full force and effect. The County has identified the changes with "***bold/italic***" font for easy reference.

This Amendment #3, when signed by the NCPRD-Milwaukie Center ("CONTRACTOR") the Health, Housing and Human Services Department, Social Services Division on behalf of Clackamas County ("COUNTY") will become part of the contract documents, superseding the original to the applicable extent indicated.

WHEREAS, the CONTRACTOR and COUNTY entered into those certain CONTRACTOR Agreement documents for the provision of services dated July 1, 2019 as may be amended ("Agreement");

WHEREAS, the CONTRACTOR and COUNTY desire to amend the Agreement in its entirety as of April 13, 2020 and otherwise modify it as set forth herein;

NOW, THEREFORE, the CONTRACTOR and COUNTY hereby agree that the Agreement is amended as follows:

I. AMEND: III. COMPENSATION AND RECORDS

- A. Compensation. H3S-SSD shall compensate the NCPRD-MILWAUKIE for satisfactorily performing the services identified in Section I on a fixed unit rate reimbursement basis as described in Exhibit 5 - Budget and Units of Service - attached hereto. The maximum compensation allowed under this contract is \$447,794

Funding Title	CFDA #	Funding Maximum
Older Americans Act III-B	93.044	\$53,377
Older Americans Act III-B CARES Act Funds	93.044	\$26,600
Older Americans Act III-C1	93.045	\$27,434

Older Americans Act III-C1 (Families First & CARES Act Funds)	93.045	\$26,496
Older Americans Act III-C2	93.045	\$81,867
Older Americans Act III-C2 (Families First & CARES Act Funds)	93.045	\$98,867
CSBG Funds for Meal Service	N/A	\$3,600
Older Americans Act III-D	93.043	\$715
Older Americans Act III-E	93.052	\$9,228
NSIP Funds	93.053	\$36,601
Low Income Energy Assistance (LIEAP)	N/A	\$3,750
Ride Connection – In District	N/A	\$34,200
STF/Ride Connection – Expanded Service	N/A	\$35,059
STF/Ride Connection: Vehicle Maintenance	20.513	\$8,250
STF/Tri-Met: Medicaid Waivered Non-Medical Transportation	N/A	\$573
Medicaid Funds: Waivered Non-Medical Transportation	N/A	\$1,177

TO READ: III. COMPENSATION AND RECORDS

A. Compensation. H3S-SSD shall compensate the N CPRD-MILWAUKIE for satisfactorily performing the services identified in Section I on a fixed unit rate reimbursement basis as described in Exhibit 5 - Budget and Units of Service - attached hereto. The maximum compensation allowed under this contract is **\$478,794.**

Funding Title	CFDA #	Funding Maximum
Older Americans Act III-B	93.044	\$53,377
Older Americans Act III-B CARES Act Funds	93.044	\$26,600
Older Americans Act III-C1	93.045	\$27,434
Older Americans Act III-C1 (Families First & CARES Act Funds)	93.045	\$0
Older Americans Act III-C2	93.045	\$81,867
Older Americans Act III-C2 (Families First & CARES Act Funds)	93.045	\$131,363
CSBG Funds for Meal Service	N/A	\$3,600
Meals on Wheels People (MOWP) Raw Food Reimburse.	N/A	\$25,000
Older Americans Act III-D	93.043	\$715
Older Americans Act III-E	93.052	\$9,228
NSIP Funds	93.053	\$36,601
Low Income Energy Assistance (LIEAP)	N/A	\$3,750
Ride Connection – In District	N/A	\$34,200
STF/Ride Connection – Expanded Service	N/A	\$35,059
STF/Ride Connection: Vehicle Maintenance	20.513	\$8,250
STF/Tri-Met: Medicaid Waivered Non-Medical Transportation	N/A	\$573
Medicaid Funds: Waivered Non-Medical Transportation	N/A	\$1,177

II. **AMEND:** Exhibit 6 – Budget and Units of Services- Unit Cost Schedule, incorporated here as Page 3, is hereby amended

TO READ: Exhibit 6 – Budget and Units of Services – Unit Cost Schedule as incorporated here as Page 4.

Except as expressly amended above, all other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS HEREOF, the parties hereto have caused this Amendment to be executed by their duly authorized officers.

CLACKAMAS COUNTY

Commissioner: Jim Bernard, Chair
Commissioner: Sonya Fischer
Commissioner: Paul Savas

Commissioner: Sonya Fischer
Commissioner: Ken Humberston
Commissioner: Martha Schrader

Signing on Behalf of the Board:

Signing on Behalf of the Board:

Health, Housing & Human Services Dept.

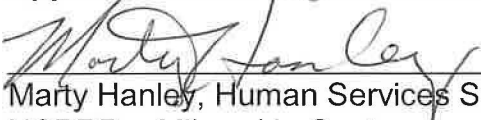
By: _____
Jim Bernard, Chair

Richard Swift, Director

Date

Date

Approved as to Program Content:



Marty Hanley, Human Services Supervisor
NCPRD – Milwaukie Center

5-29-2020

Date



**BUSINESS AND COMMUNITY SERVICES
NORTH CLACKAMAS PARKS AND RECREATION DISTRICT**

Development Services Building
150 Beaver Creek Road, Oregon City, OR 97045

Laura Zentner, BCS Director

June 25, 2020

Board of County Commissioners
Clackamas County

Members of the Board:

**Approval of a Grant Agreement with the Oregon State Marine Board (OSMB)
as part of the Maintenance Assistance Program (MAP) for FY 2020-21**

Purpose/Outcomes	Allows Business and Community Services division, North Clackamas Parks and Recreation District to participate in the OSMB's Maintenance Assistance Program (MAP) for FY 2020-21, which reimburses the District for maintenance of boating facilities.
Dollar Amount and Fiscal Impact	This Grant Agreement represents an additional \$4,750 of revenue.
Funding Source	A total of \$3,166.67 is required in matching funds, which will come from the NCPRD General Fund - Maintenance Division.
Duration	July 1, 2021 through June 30, 2021
Strategic Plan Alignment	<ol style="list-style-type: none"> 1. This grant funding will help protect our natural resource by reducing negative water quality impacts to our watershed. 2. This grant will further support Good Governance by leveraging local funds with federal funds with the cost savings being transparent in the budget.
Previous Board Action	This grant award is reviewed and renewed annually by the Board.
Counsel Review	This Grant Agreement has been reviewed and approved by County Counsel on 6/4/2020
Contact Person	Scott Archer, <i>Director</i> , 503-742-4421 Kevin Cayson, <i>Park and Facilities Manager</i> , 503-794-8030

BACKGROUND:

Business and Community Services (BCS) division, North Clackamas Parks and Recreation District requests the approval of a grant agreement with the Oregon State Marine Board (OSMB) as part of its Maintenance Assistance Program (MAP) for FY 2020-21. The District has been awarded this grant on an annual basis since 1998.

The renewal of this grant allows the Oregon State Marine Board to assist BCS-NCPRD with maintenance funding at Milwaukie Bay Park (formerly Riverfront Park), which is managed by the District. This grant comes with a maximum value of \$4,750 and requires a match of \$3,166.67 from the NCPRD General Fund.

RECOMMENDATION:

Staff recommend the Board approve the grant agreement and authorize the Business and Community Services Director or their designee to execute the agreement and any documents necessary to effectuate the same.

ATTACHMENTS:

1. Allocation Certification Agreement Maintenance Assistance Program (MAP) 2020-21
2. Award Letter from Oregon State Marine Board
3. Approved Grant Application Lifecycle Form

Respectfully submitted,

Laura Zentner

Laura Zentner, Director
Business and Community Services

**NORTH CLACKAMAS PARK DISTRICT
ALLOCATION CERTIFICATION AGREEMENT
MAINTENANCE ASSISTANCE PROGRAM FY21**

This Maintenance Assistance Program (MAP) Allocation Certification Agreement is entered into by and between the State of Oregon, acting by and through the Oregon State Marine Board, hereinafter called "OSMB" and North Clackamas Park District, hereinafter called the "Recipient." In accordance with OAR 250-14-004, the parties agree to the following:

I. The Recipient certifies that:

- A. A budget has been adopted that includes the MAP grant allocation of \$4,750.00 state funds for the fiscal year period of July 1, 2020, to June 30, 2021; and
- B. The following Site Inventory lists facilities and site elements maintained by the Recipient; and

Site Inventory						
Site Name Milwaukie Riverfront Park			Use Fee	\$0.00	Fee Reduction:	0%
Funding Source MAP	Size /	Points	Seasons	Months	Seasonal	Fee
Feature	Quantity	Possible	of Use*	of Use	Point Value	Adjusted
Flush Restroom		12	PSO-	9	\$1,050.00	\$1,050.00
Vegetation Maintenance		6	PSO	12	\$600.00	\$600.00
Garbage Can or Dumpster		6	PSO	12	\$600.00	\$600.00
Single Car Parking Stalls	19	0			\$0.00	\$0.00
Boat Trailer Stalls	20	12	PSO	12	\$1,200.00	\$1,200.00
Hard Surface Ramp, 1 Lane		6	PSO	12	\$600.00	\$600.00
Boarding Dock, total linear feet	220	7	PSO	12	\$700.00	\$700.00
<u>MAP Allocation for 7 site elements at Milwaukie Riverfront Park</u>					Allocation Subtotal:	\$4,750.00
					Fee Adjustment:	\$0.00
*Seasons of Use: P=Peak, S=Shoulder, O=Off; Minus (-) denotes partial season					MAP Grant:	\$4,750.00
Total Grant for North Clackamas Park District (1 site)					Total Allocation:	\$4,750.00

- C. MAP funds will be spent only to maintain improved public boating facilities identified in the Site Inventory in accordance with MAP procedures and policies; and
- D. The facilities will be open and maintained for public use according to their seasonal availability identified on the Site Inventory; and
- E. The amount of any user fee, identified on the Site Inventory, that is presently charged or will be charged during the fiscal year, includes the highest of any entrance, day use, launch ramp, parking, transient moorage, or other fees paid, excluding annual passes or donations, and no fee will be charged for any vessel waste disposal system or floating restroom; and
- F. OSMB will have access to all eligible boating facilities and maintenance expenditure and performance records upon request and the Recipient will cooperate during any audit; and
- G. The amount of state MAP funds expended will not exceed sixty percent of the overall maintenance cost of eligible boating facilities; and
- H. Matching funds will not include any cash or in-kind activities expended on campgrounds, marinas,

fuel stations, trails, picnic shelters, swim areas, or other large day-use components. The percentage of shared use has been documented for areas such as restrooms and parking that serve eligible public boating facilities and other park uses; and

- I. MAP funds are principally targeted for labor, supplies, or contract services that will be expended at the eligible public boating facilities. Expenditures for program administration, supervision, or other general service assessments will be limited to a maximum of fifteen percent; and
- J. MAP funds will not be expended for capital construction projects or used as match to other grants.

II. The Recipient agrees:

- A. To provide a minimum of \$3,166.67 matching resources for state MAP funds.
- B. That MAP is designed to supplement funds expended at eligible public boating facilities and the intent is to assist in improving the quality of maintenance at the facilities identified on the Site Inventory.
- C. To immediately notify OSMB of any changes in operation or maintenance practices, fees, seasonal availability, or public access at the facilities identified on the Site Inventory. The Recipient agrees to reimburse OSMB any MAP funds deemed an overpayment as a result of such changes.
- D. To reimburse OSMB any MAP funds not expended within the fiscal year; however, OSMB may grant permission to carry forward a maximum of ten percent of state MAP funds to the next fiscal year.
- E. To provide at the end of the fiscal year an expenditure report for maintenance and operations outlining actual expenditures for labor, supplies, materials, and services for each site identified on the Site Inventory.

II. OSMB certifies that:

- A. It is authorized by ORS 830.150(2)(a) to provide MAP funds for annual maintenance of improved public boating facilities.
- B. It has sufficient MAP funds available within its current biennial budget and has authorized expenditure of MAP funds to the Recipient for the eligible public boating facilities identified on the Site Inventory.

The Recipient, by the signature of its authorized representative below, hereby acknowledges that it has read the agreement, understands it, and agrees to be bound by its terms and conditions.

OSMB: State of Oregon, acting by and through its Oregon State Marine Board
By:

RECIPIENT:
North Clackamas Park District

By: _____

(Signature)

(Printed Name)

(Title)

(Date)

(Signature)

File: 150

**NORTH CLACKAMAS PARK DISTRICT
ALLOCATION CERTIFICATION AGREEMENT
MAINTENANCE ASSISTANCE PROGRAM FY21**

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I. The Recipient certifies that:

- A. A budget has been adopted that includes the MAP grant allocation of \$4,750.00 state funds for the fiscal year period of July 1, 2020, to June 30, 2021; and
- B. The following Site Inventory lists facilities and site elements maintained by the Recipient; and

Site Inventory						
Site Name Milwaukie Riverfront Park			Use Fee	\$0.00	Fee Reduction:	0%
Funding Source MAP	Size /	Points	Seasons	Months	Seasonal	Fee
Feature	Quantity	Possible	of Use*	of Use	Point Value	Adjusted
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Garbage Can or Dumpster		6	PSO	12	\$600.00	\$600.00
Single Car Parking Stalls	19	0			\$0.00	\$0.00
Boat Trailer Stalls	20	12	PSO	12	\$1,200.00	\$1,200.00
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<u>MAP Allocation for 7 site elements at Milwaukie Riverfront Park</u>					Allocation Subtotal:	\$4,750.00
					Fee Adjustment:	\$0.00
*Seasons of Use: P=Peak, S=Shoulder, O=Off; Minus (-) denotes partial season					MAP Grant:	\$4,750.00
Total Grant for North Clackamas Park District (1 site)					Total Allocation:	\$4,750.00

- C. MAP funds will be spent only to maintain improved public boating facilities identified in the Site Inventory in accordance with MAP procedures and policies; and
- D. The facilities will be open and maintained for public use according to their seasonal availability identified on the Site Inventory; and
- E. The amount of any user fee, identified on the Site Inventory, that is presently charged or will be charged during the fiscal year, includes the highest of any entrance, day use, launch ramp, parking, transient moorage, or other fees paid, excluding annual passes or donations, and no fee will be charged for any vessel waste disposal system or floating restroom; and
- F. OSMB will have access to all eligible boating facilities and maintenance expenditure and performance records upon request and the Recipient will cooperate during any audit; and
- G. The amount of state MAP funds expended will not exceed sixty percent of the overall maintenance cost of eligible boating facilities; and
- H. Matching funds will not include any cash or in-kind activities expended on campgrounds, marinas,

fuel stations, trails, picnic shelters, swim areas, or other large day-use components. The percentage of shared use has been documented for areas such as restrooms and parking that serve eligible public boating facilities and other park uses; and

- I. MAP funds are principally targeted for labor, supplies, or contract services that will be expended at the eligible public boating facilities. Expenditures for program administration, supervision, or other general service assessments will be limited to a maximum of fifteen percent; and
- J. MAP funds will not be expended for capital construction projects or used as match to other grants.

II. The Recipient agrees:

- A. To provide a minimum of \$3,166.67 matching resources for state MAP funds.
- B. That MAP is designed to supplement funds expended at eligible public boating facilities and the intent is to assist in improving the quality of maintenance at the facilities identified on the Site Inventory.
- C. To immediately notify OSMB of any changes in operation or maintenance practices, fees, seasonal availability, or public access at the facilities identified on the Site Inventory. The Recipient agrees to reimburse OSMB any MAP funds deemed an overpayment as a result of such changes.
- D. To reimburse OSMB any MAP funds not expended within the fiscal year; however, OSMB may grant permission to carry forward a maximum of ten percent of state MAP funds to the next fiscal year.
- E. To provide at the end of the fiscal year an expenditure report for maintenance and operations outlining actual expenditures for labor, supplies, materials, and services for each site identified on the Site Inventory.

II. OSMB certifies that:

- A. It is authorized by ORS 830.150(2)(a) to provide MAP funds for annual maintenance of improved public boating facilities.
- B. It has sufficient MAP funds available within its current biennial budget and has authorized expenditure of MAP funds to the Recipient for the eligible public boating facilities identified on the Site Inventory.

The Recipient, by the signature of its authorized representative below, hereby acknowledges that it has read the agreement, understands it, and agrees to be bound by its terms and conditions.

OSMB: State of Oregon, acting by and through its Oregon State Marine Board
By:

RECIPIENT:
North Clackamas Park District

By: _____

(Signature)

(Printed Name)

(Title)

(Date)

(Signature)

File: 150

Grant Application Lifecycle Form

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

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

** CONCEPTION **

Note: The processes outlined in this form are not applicable to disaster recovery grants.

Section I: Funding Opportunity Information - To be completed by Requester

Lead Department: NCPRD - Maintenance Division Application for: Subrecipient funds Direct Grant
Grant Renewal? Yes No

Name of Funding Opportunity: OSMB 2020-21 Maintenance Assistance Program (MAP) GRANT
Funding Source: Federal State Local: _____
Requestor Information (Name of staff person initiating form): Kevin Cayson
Requestor Contact Information: 503-794-8030
Department Fiscal Representative: Laura Zentner, BCS Deputy Director, X4351
Program Name or Number (please specify): North Clackamas Parks and Recreation District, Maintenance Division 113-5400-07702
Brief Description of Project:

North Clackamas Park District has been tentatively selected to receive a MAP grant from the Oregon State Marine Board.

Grant funds could be used to supplement routine maintenance expenses at improved public boating facilities from July 1,

2020 through June 30, 2021. The allocation will be \$4,750 with \$3,166.67 in NCPRD matching funds.

Name of Funding (Granting) Agency: Oregon State Marine Board (OSMB)

Agency's Web Address for Grant Guidelines and Contact Information:

Website: <http://www.oregon.gov/OSMB/Pages/Facilities.aspx>
Contact: Douglas Baer, OSMB Environmental Grants Coordinator
(503) 378 2603; PO Box 14145, Salem OR 97309

OR

Application Packet Attached: Yes No

Completed By: N/A Date _____

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

Section II: Funding Opportunity Information - To be completed by Department Fiscal Rep

Competitive Grant Non-Competing Grant/Renewal Other Notification Date: _____
CFDA(s), if applicable: _____
Announcement Date: N/A Announcement/Opportunity #: _____
Grant Category/Title: Maintenance Assistance Program (MAP) Max Award Value: \$ 4,750.00
Allows Indirect/Rate: N/A Match Requirement: \$3,166.67
Application Deadline: Application not required Other Deadlines: _____
Grant Start Date: 7/1/2020 Other Deadline Description: _____
Grant End Date: 6/30/2021
Completed By: _____
Pre-Application Meeting Schedule: _____

Section III: Funding Opportunity Information - To be completed at Pre-Application Meeting by Dept Program and Fiscal St.

Mission/Purpose:

1. How does the grant support the Department's Mission/Purpose/Goals?

This annual grant renewal provides financial assistance to NCPRD in maintaining the boat launch at Milwaukie Bay Park, a site managed by NCPRD.

2. How does the grant support the Division's Mission/Purpose/Goals? (If applicable)

This grant supports NCPRD's mission by promoting access to parks and recreation opportunities, such as boating. The grant agreement goes directly to the guiding purpose of the Maintenance Division, allowing the District to better maintain public facilities.

3. What, if any, are the community partners who might be better suited to perform this work?

We are the Parks provider for the City of Milwaukie (owner of Milwaukie Bay Park). As parks and recreational professionals, we are the agency best suited to perform this work.

4. What are the objectives of this grant? How will we meet these objectives?

The objectives of the grant are to acquire, improve, and maintain boating facilities that serve recreational boaters. NCPRD plans to meet this objective by using the grant funds to maintain the boat dock and launch area at Milwaukie Bay Park.

5. Does the grant proposal fund an existing program? If yes, which program? If no, what should the program be called and what is its purpose?

Yes, the grant contributes to the NCPRD Maintenance program which serves to maintain NCPRD's parks and facilities.

Organizational Capacity:

1. Does the organization have adequate and qualified staff? If yes, what types of staff are required?

If no, can staff be hired within the grant timeframe?

Yes. The grant requires maintenance staff to perform the required maintenance on the boating facility. NCPRD's Proposed 2020-21 Budget includes more than 10 maintenance staff full-time equivalents.

2. Is there partnership efforts required? If yes, who are we partnering with, what are their roles and responsibilities, and are they committed to the same goals?

N/A - No partners.

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

N/A - Not a pilot project.

4. If funding creates a new program, does the department intend that the program continue after initial funding is exhausted? If so, how will the department ensure funding (e.g. request new funding during the budget process, discontinue or supplant a different program, etc.)?

N/A - Not a new program or grant agreement.

Collaboration

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

N/A - No collaboration between County departments is necessary in the execution of this grant agreement.

Reporting Requirements

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

NCPRD must immediately notify OSMB of any changes in operation or maintenance practices, fees, season of use, or public access.

2. What is the plan to evaluate grant performance? 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?

This is an annual grant NCPRD has been awarded for the last 10+ years. It is a successful grant and allows NCPRD to supplement funds expended at NCPRD managed boating facilities.

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

NCPRD must agree to provide an expenditure report for maintenance and operations outlining labor, supplies, materials, and services for all facilities identified on the site inventory at the end of the fiscal year (2020-21).

Fiscal

1. Will we realize more benefit than this grant will cost to administer?

yes. NCPRD must expend funds to maintain the boat facilities regardless. The grant simply subsidizes work that NCPRD already does.

2. What other revenue sources are required? Have they already been secured?

NCPRD General Fund Dollars as approved in the 2020-21 NCPRD Proposed Budget

3. Is there a match requirement? If yes, how much and what type of funding (CGF, Inkind, Local Grant, etc.)?

Yes. A minimum of \$3,166.67 of matching resources are required. These matching funds do not include any cash or in-kind activities expended on campgrounds, marinas, fuel stations, trails, picnic shelters, swim areas, or other large day use components.

4. Is this continuous or one-time funding? If one-time funding, how will program funding be sustained?

Continuous - On an annual basis

5. Does this grant cover indirect costs? If yes, is there a rate cap? If no, can additional funds be obtained to support indirect expenses and what are they?

No.

Program Approval:

Kevin Cayson

6/2/2020

Kevin Cayson


Name (Typed/Printed)

Date

Signature

**** NOW READY FOR PROGRAM MANAGER SUBMISSION TO DIVISION DIRECTOR****

Section IV: Approvals

DIVISION DIRECTOR OR ASSISTANT DIRECTOR (or designee, if applicable)		
Scott Archer	6/14/20	
Name (Typed/Printed)	Date	Signature

DEPARTMENT DIRECTOR		
Laura Zentner		
Name (Typed/Printed)	Date	Signature

IF APPLICATION IS FOR FEDERAL FUNDS, PLEASE SEND COPY OF THIS DOCUMENT BY EMAIL TO FINANCE (FinanceGrants@clackamas.us). ROUTE ORIGINAL OR SCANNED VERSION TO COUNTY ADMIN.

Section V: Board of County Commissioners/County Administration

*(Required for all grant applications. 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: <input type="checkbox"/>	Denied: <input type="checkbox"/>
Gary Schmidt		
Name (Typed/Printed)	Date	Signature

For applications greater than \$150,000 or which otherwise require BCC approval:

BCC Agenda item #: Date:

OR

Policy Session Date:

County Administration Attestation

County Administration: re-route to department contact when fully approved.

Department: keep original with your grant file.



**BUSINESS AND COMMUNITY SERVICES
NORTH CLACKAMAS PARKS AND RECREATION DISTRICT**

Development Services Building
150 Beavercreek Road, Oregon City, OR 97045

June 25, 2020

Board of County Commissioners
Clackamas County

Members of the Board:

Approval of Stewardship Agreement 20-SA-11060600-004 between North Clackamas Parks and Recreation District (NCPRD) and USDA Forest Service – Mt. Hood National Forest for the Rock Creek Project

Purpose/ Outcomes	Approval of a Stewardship Agreement between NCPRD and USDA Forest Service – Mt. Hood National Forest for the Rock Creek Project.
Dollar Amount and Fiscal Impact	\$29,000 of United States Department of Agriculture (USDA) Forest Service funds will added to NCPRD operational funds as support to the NCPRD Natural Area program.
Funding Source	USDA Forest Service Grant- \$29,000
Duration	Grant agreement with USFS expires June 30, 2022
Strategic Plan Alignment	<ol style="list-style-type: none"> 1. This grant funding will help protect our natural resource by reducing negative water quality impacts to our watershed. 2. This grant will further support Good Governance by leveraging local funds with federal funds with the cost savings being transparent in the budget.
County Counsel Review	County Counsel Review Date: May 21, 2020. Counsel Initials: JDM
Previous Board Action	N/A
Contact Person	Scott Archer, NCPRD Director, 503-742-4421 Tonia Williamson, Trails and Natural Areas, 503-742-4357

BACKGROUND:

Business and Community Services (BCS) division, North Clackamas Parks and Recreation District (NCPRD), manages natural areas with a focus on both access for our residents and protection and enhancement of habitat for wildlife. This project will focus on improving riparian and upland habitat within the Clackamas River Watershed tributaries Rock Creek and Sieben Creek. The U.S. Forest Service and NCPRD have a mutual interest in controlling invasive plants and improving habitat for Endangered Species Act listed fish species in the lower and upper Clackamas River watershed. The Rock Creek project will help meet these common goals and improve the health of the watershed.

RECOMMENDATION:

Staff recommends Board approval of the USDA Forest Service Stewardship Agreement 20-SA-11060600-004 and authorize the Business and Community Services Director or Deputy Director to execute all documents to effectuate the same.

ATTACHMENT:

1. Grant Life Cycle Form
2. Stewardship Agreement 20-SA-11060600-004

Respectfully submitted,

Laura Zentner

Laura Zentner, Director Business & Community Services Division

FS Agreement No. 20-SA-11060600-004

Cooperator Agreement No. _____

STEWARDSHIP AGREEMENT
Between
CLACKAMAS, COUNTY OF
NORTH CLACKAMAS PARKS AND RECREATION DISTRICT
And the
U.S. FOREST SERVICE,
MT. HOOD NATIONAL FOREST

This Stewardship Agreement is hereby made and entered into by and between Clackamas, County of, North Clackamas Parks and Recreation District, hereinafter referred to as “NCPRD,” and the U.S. Forest Service, Mt. Hood National Forest, hereinafter referred to as the Forest Service, under the authority and provisions of the Agricultural Act of 2014, Pub. L. 113-79, sec. 8205 and the Wyden authority: Pub. L. 105-277, Section 323 as amended by Pub. L. 109-54, Section 434, and permanently authorized by Pub. L. 111-11, Section 3001.

Background: In 2003 Congress authorized the Forest Service and the Bureau of Land Management to enter into stewardship contracts and agreements “to achieve land management goals for the national forests that meet local and rural community needs.” The primary focus of this legislation is to achieve land management goals through stewardship projects awarded under contracts or agreements. Unique to the legislation is the ability to exchange goods for services that meet the land management objectives.

The area addressed in this Stewardship Agreement is known as the Clackamas District of the Mt. Hood National Forest and lies within the borders of the States of Oregon. This area includes an un-estimated number of acres to be treated during the term of this Stewardship Agreement.

Given the presence of Endangered Species Act listed salmon and steelhead in the Clackamas River Watershed, the purpose of the project is to restore riparian and upland habitat by treating invasive plants, revegetating riparian areas with native plants, and enhancing aquatic habitat for both terrestrial and aquatic species. The project sites are located near National Forest System (NFS) land. Treating non-native plants and restoring native vegetation will control the spread of invasive plants and restore riparian habitat throughout the watershed, including NFS land. Success depends on cooperative efforts across jurisdictional boundaries. Coordinated activities minimize the negative impacts of invasive plants on watershed functions, wildlife and aquatic habitats, human and animal health, and recreational activities.

Coordinated efforts include members of CRISP (Clackamas River Invasive Species Partnership). CRISP includes the Mt. Hood NF, Clackamas Soil and Watershed Conservation District, Oregon Department of Agriculture, Metro, Portland Water Bureau, Northwest Oregon BLM District, Clackamas River Basin Council, North Clackamas Parks and Recreation Department, and others.

Phase one is site preparation including weed management and initial planting. Phase two is replanting native plants and additional weed control.

TITLE: Rock Creek Project

I. PURPOSE:

The purpose of this Stewardship Agreement is to document the cooperative effort between the parties for landscape restoration activities within the Clackamas River Watershed in accordance with the following provisions and the hereby incorporated Appendices.

Appendix A	Definitions
Appendix B	Technical Proposal
Appendix C	Map of Stewardship Project Area
Appendix D	Financial Plan

II. STATEMENT OF MUTUAL BENEFIT AND INTERESTS:

The Forest Service is a land management agency dedicated to the wise use and management of National Forest System (NFS) lands, including the responsibility for maintaining and improving resource conditions.

The North Clackamas Parks and Recreation District is a county service district established in 1991 to serve the park and recreation needs of the northern portion of Clackamas County and includes the Cities of Milwaukie and Happy Valley within its boundaries. NCPRD serves more than 122,000 residents in a 36-square mile area. NCPRD protects and maintains more than 40 parks, and natural areas and over 15 miles of trails.

The NCPRD is a division within the Department of Business and Community Services. NCPRD provides urban, developed and natural parks, recreation facilities, recreation programs and certain types of senior social services to citizens within the District.

This project will focus on improving riparian and some upland habitat within the Clackamas River Watershed tributaries Rock Creek and Sieben Creek. Rock Creek serves as rearing and spawning habitat for listed fish species. Both tributaries provide water quality benefits for listed fish species in the lower Clackamas. Benefits include increased canopy cover, decreased erosion, and add diversity along the tributaries that flow within these park natural areas. Additional benefits include improved recreational access for visitors. The primary goal is to enhance habitat and water quality for juvenile salmonids. The project will additionally host volunteer restoration events, giving an opportunity to also educate citizens about the project, funding sources and partners and the ecological benefits of the project, while also increasing ownership and stewardship of the sites. The U.S. Forest Service and NCPRD have a mutual interest in controlling invasive plants in the Clackamas River watershed. The Rock Creek project will help meet this common goal of controlling invasive plants in the watershed.

Mission accomplishment for both parties will be furthered by the restoration of natural resources across the landscape.

All projects conceived under this Stewardship Agreement will undergo a collaborative process to determine specific habitat improvements. The collaborative process will ensure that the benefits of undertaking restoration activities are mutually beneficial to NCPRD and the Forest Service as well as being beneficial to a wide diversity of interests involved in collaboration.

Both parties share an interest in improving the ecosystem condition and function of the landscape. A healthy landscape provides a variety of benefits beyond the needs of a single species, and therefore benefits both parties.

It is therefore mutually beneficial for the parties to work together to implement these landscape restoration and enhancement projects.

In consideration of the above premises, the parties agree as follows:

III. THE PARTNER SHALL:

- A. LEGAL AUTHORITY. NCPRD shall have the legal authority to enter into this Stewardship Agreement, and the institutional, managerial, and financial capability to ensure proper planning, management, and completion of the project, which includes funds sufficient to pay the nonFederal share of project costs, when applicable.
- B. TECHNICAL PROPOSAL. In coordination with the Forest Service, prepare and submit for review a Technical Proposal, which will be attached as Appendix B when finalized. This Technical Proposal must address agreed upon land management activities within in the Stewardship Project Area displayed in Appendix C, for the proposed operating period. The Technical Proposal must abide by all laws and regulations pertaining to the management and protection of National Forest System (NFS) lands and adhere to the National Environmental Policy Act (NEPA) document and all mitigation identified therein. The Technical Proposal will be used to make an evaluation and arrive at a determination as to whether the proposal will meet the requirements of the Forest Service. Therefore, the Technical Proposal must present sufficient information to reflect a thorough understanding of the requirements and a detailed description of the techniques, procedures, and program for achieving the objectives of the specifications/statement of work. Technical Proposals will be evaluated on the basis of the following criteria. As a minimum, the Technical Proposal must clearly provide the following:
 - 1. A plan of operations for stewardship project work. Include a timeline and the rationale for the work activities identified to ensure activities will be completed by the expiration date of the agreement.
 - 2. Quality control plan for the stewardship projects.

The approved Technical Proposal will become part of this agreement without necessity of a formal modification.

- C. BILLING. Bill the Forest Service for costs incurred on the project. *See related Provision IV. F. Payment/Reimbursement*
- D. Restore riparian areas by removing invasive weeds and replanting riparian and some upland habitat with native trees and shrubs.
- E. Coordinate with the Forest Service throughout the project implementation.

IV. THE FOREST SERVICE SHALL:

- A. Have the Regional Forester or authorized designee approve all stewardship project proposals.
- B. Inform NCPRD of any changes in stewardship policy, law and regulations.
- C. Recognize NCPRD's contribution, in a manner acceptable to both parties, in news releases, interpretive signs, photographs, or other media as appropriate.
- D. SERVICE WORK. Review the Technical Proposal and work with NCPRD to make any necessary changes. *See related Provision III-B.*
- E. TECHNICAL PROPOSAL EVALUATION. Evaluate the Technical Proposal on technical and cost evaluation criteria, such as, but not limited to:
 - 1. Invasive Plant Treatment
 - 2. Quality Control
 - 3. Utilization of Local Work Force
 - 4. Plant Installation and Monitoring
- F. PAYMENT/REIMBURSEMENT. The Forest Service shall reimburse NCPRD for the Forest Service's share of actual expenses incurred, not to exceed **\$29,000.00**, as shown in the Financial Plan. In order to approve a Request for Reimbursement, the Forest Service shall review such requests to ensure payments for reimbursement are in compliance and otherwise consistent with the terms of the agreement. The Forest Service shall make payment upon receipt of the NCPRD's quarterly invoice. Each invoice from NCPRD shall display the total project costs for the billing period, separated by Forest Service and NCPRD share. In-kind contributions must be displayed as a separate line item and must not be included in the total project costs available for reimbursement. The final invoice must display the NCPRD's full match towards the project, as shown in the financial plan, and be submitted no later than 90 days from the expiration date.

Each invoice must include, at a minimum:

- 1. Cooperator name, address, and telephone number.

2. Forest Service agreement number.
3. Invoice date.
4. Performance dates of the work completed (start & end).
5. Total invoice amount for the billing period, separated by Forest Service and Cooperator share with in-kind contributions displayed as a separate line item.
6. Display all costs, both cumulative and for the billing period, by separate cost element as shown on the financial plan.
7. Cumulative amount of Forest Service payments to date.
8. Statement that the invoice is a request for payment by “reimbursement.”
9. If using SF-270, a signature is required.
10. Invoice Number, if applicable.

The invoice shall be forwarded to:

EMAIL: sm.fs.asc_ga@usda.gov

FAX: 877-687-4894

POSTAL: USDA Forest Service
Albuquerque Service Center
Payments – Grants & Agreements
101B Sun Ave NE
Albuquerque, NM 87109

Send a copy to David Lebo at david.lebo@usda.gov.

- G. Coordinate with NCPDR throughout implementation of the project, including discussion of any changes or modifications.
- H. Be available to NCPDR for consultation and technical advice, specifications or requirements as needed.
- I. OVERPAYMENT. Any funds paid to NCPDR in excess of the amount entitled under the terms and conditions of this agreement constitute a debt to the Federal Government. The following must also be considered as a debt or debts owed by the Cooperator to the Forest Service:
 1. Any interest or other investment income earned on advances of agreement funds; or
 2. Any royalties or other special classes of program income which, under the provisions of the agreement are required to be returned.

If this debt is not paid according to the terms of the bill for collection issued for the overpayment, the Forest Service may reduce the debt by:

1. Making an administrative offset against other requests for reimbursement.

2. Withholding advance payments otherwise due to NCPRD.
3. Taking other action permitted by statute (31 U.S.C. 3716 and 7 CFR, Part 3, Subpart B).

Except as otherwise provided by law, the Forest Service may charge interest on an overdue debt.

V. IT IS MUTUALLY AGREED AND UNDERSTOOD BY AND BETWEEN THE PARTIES THAT:

- A. PRINCIPAL CONTACTS. Individuals listed below are authorized to act in their respective areas for matters related to this Stewardship Agreement.

Principal Partner Contacts:

Tonia Williamson 150 Beaver creek Rd Oregon City, OR 97045 Telephone: 503-742-4357 Email: twilliamson@ncprd.com	Elizabeth Gomez 150 Beaver creek Rd Oregon City, OR 97045 Telephone: 503-742-4352 Email: egomez@ncprd.com
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Principal U.S. Forest Service Contacts:

David Lebo 70220 E Highway 26 Zigzag, OR 97049 Telephone: 503-622-2054 Email: david.lebo@usda.gov	Jessica Clark 501 E 5th Street #404 Vancouver, WA 98661 Telephone: 360-891-5168 Email: jessica.clark@usda.gov
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- B. SYSTEM FOR AWARD MANAGEMENT REGISTRATION REQUIREMENT (SAM). NCPRD shall maintain current information in the System for Award Management (SAM) until receipt of final payment. This requires review and update to the information at least annually after the initial registration, and more frequently if required by changes in information or agreement term(s). For purposes of this agreement, System for Award Management (SAM) means the Federal repository into which an entity must provide information required for the conduct of business as a Cooperative. Additional information about registration procedures may be found at the SAM Internet site at www.sam.gov.
- C. AVAILABILITY FOR CONSULTATION. Both parties will make themselves available at mutually agreeable times, for continuing consultation to discuss the conditions covered by this Stewardship Agreement and agree to actions essential to fulfill its purposes.
- D. ANNUAL MEETING. At a minimum, the parties will meet annually to discuss potential stewardship projects and jointly review the active stewardship project proposal list.



- E. ENVIRONMENTAL MANAGEMENT SYSTEM (EMS). The parties will comply with the Forest Service's environmental management system (EMS) which is a systematic approach to improving environmental performance by identifying activities and environmental impacts that occur on National forest system (NFS) lands. The Forest Service will provide NCPRD with details for compliance.
- F. NEPA COMPLIANCE. The Forest Service will assure that this Stewardship Agreement incorporates necessary design criteria and standards for operation to comply with the NEPA document. NCPRD will work with the Forest Service to comply with these terms on the ground.
- G. TECHNICAL AND COST EVALUATION. Best approach determination is the evaluation method used by the Forest Service to approve stewardship agreement technical proposals. Such consideration shall primarily consider criteria other than cost. These non-price criteria include, but are not limited to:
1. The extent of mutual interest and benefit.
 2. The advantages and effectiveness of mutual participation.
 3. Joint expertise.
 4. Past performance.
 5. Technical approach
 6. Factors relevant to cost such as volunteer participation, contribution from other parties, cost sharing, etc.
 7. Ability to utilize, educate and/or train a local workforce.
 8. Benefits to the local community
 9. Ability to complete work in a timely manner.
 10. Experience in performing similar work.
 11. Ability to conduct work in an environmentally sound manner.
- H. NOTICES. Any communications affecting the operations covered by this agreement given by the Forest Service or NCPRD is sufficient only if in writing and delivered in person, mailed, or transmitted electronically by e-mail or fax, as follows:
- To the Forest Service Program Manager, at the address specified in this Stewardship Agreement.
- To NCPRD, at NCPRD's address shown in this Stewardship Agreement or such other address designated within this Stewardship Agreement.
- Notices will be effective when delivered in accordance with this provision, or on the effective date of the notice, whichever is later.
- I. PARTICIPATION IN SIMILAR ACTIVITIES. This Stewardship Agreement in no way restricts the Forest Service or NCPRD from participating in similar activities with other public or private agencies, organizations, and individuals.



- J. ENDORSEMENT. Any of NCPRD's contributions made under this Stewardship Agreement do not by direct reference or implication convey Forest Service endorsement of NCPRD's products or activities.
- K. NON-FEDERAL STATUS FOR PARTNER PARTICIPANT LIABILITY. NCPRD agree(s) that any of NCPRD's employees, volunteers, and program participants shall not be deemed to be Federal employees for any purposes including Chapter 171 of Title 28, United States Code (Federal Tort Claims Act) and Chapter 81 of Title 5, United States Code (OWCP), and NCPRD hereby willingly agree(s) to assume these responsibilities.

Further, NCPRD shall provide any necessary training to NCPRD's employees, volunteers, and program participants to ensure that such personnel are capable of performing tasks to be completed. NCPRD shall also supervise and direct the work of its employees, volunteers, and participants performing under this Stewardship Agreement.

- L. MEMBERS OF U.S. CONGRESS. Pursuant to 41 U.S.C. 22, no member of, or delegate to, Congress shall be admitted to any share or part of this Stewardship Agreement, or benefits that may arise therefrom, either directly or indirectly.
- M. DRUG-FREE WORKPLACE.
1. NCPRD agree(s) that it will publish a drug-free workplace statement and provide a copy to each employee who will be engaged in the performance of any project/program that receives Federal funding. The statement must
 - a. Tell the employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in its workplace;
 - b. Specify the actions NCPRD will take against employees for violating that prohibition; and
 - c. Let each employee know that, as a condition of employment under any award, the employee:
 - (1) Shall abide by the terms of the statement, and
 - (2) Shall notify you in writing if he or she is convicted for a violation of a criminal drug statute occurring in the workplace, and must do so no more than five calendar days after the conviction.
 2. NCPRD agree(s) that it will establish an ongoing drug-free awareness program to inform employees about
 - a. The dangers of drug abuse in the workplace;
 - b. The established policy of maintaining a drug-free workplace;

- c. Any available drug counseling, rehabilitation and employee assistance programs; and
 - d. The penalties that you may impose upon them for drug abuse violations occurring in the workplace.
- 3. Without the Program Manager's expressed written approval, the policy statement and program must be in place as soon as possible, no later than the 30 days after the effective date of this Stewardship Agreement, or the completion date of this Stewardship Agreement, whichever occurs first.
- 4. NCPRD agree(s) to immediately notify the Program Manager if an employee is convicted of a drug violation in the workplace. The notification must be in writing, identify the employee's position title, the number of each project which the employee worked. The notification must be sent to the Program Manager within ten calendar days after NCPRD learn(s) of the conviction.
- 5. Within 30 calendar days of learning about an employee's conviction, NCPRD shall either:
 - a. Take appropriate personnel action against the employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 (29 USC 794), as amended, or
 - b. Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a Federal, State or local health, law enforcement, or other appropriate agency.
- N. NONDISCRIMINATION. The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, and so forth.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.
- O. ELIGIBLE WORKERS. NCPRD shall ensure that all employees complete the I-9 form to certify that they are eligible for lawful employment under the Immigration and Nationality Act (8 USC 1324a). NCPRD shall comply with regulations regarding certification and retention of the completed forms. These requirements also apply to any contract or supplemental agreement awarded under this Stewardship Agreement.

P. STANDARDS FOR FINANCIAL MANAGEMENT.

1. Financial Reporting

NCPRD shall provide complete, accurate, and current financial disclosures of the project or program in accordance with any financial reporting requirements, as set forth in the financial provisions.

2. Accounting Records

NCPRD shall continuously maintain and update records identifying the source and use of funds. The records shall contain information pertaining to the agreement, authorizations, obligations, unobligated balances, assets, outlays, and income.

3. Internal Control

NCPRD shall maintain effective control over and accountability for all Forest Service funds. NCPRD shall keep effective internal controls to ensure that all United States Federal funds received are separately and properly allocated to the activities described in the agreement and used solely for authorized purposes.

4. Source Documentation

NCPRD shall support all accounting records with source documentation. These documentations include, but are not limited to, cancelled checks, paid bills, payrolls, contract documents. These documents must be made available to the Forest Service upon request.

Q. AGREEMENT CLOSEOUT. Within 90 days after expiration or notice of termination the parties shall close out the award/agreement.

Any unobligated balance of cash advanced to the Recipient/Cooperator must be immediately refunded to the Forest Service, including any interest earned in accordance with 7CFR3016.21/2CFR 215.22.

Within a maximum of 90 days following the date of expiration or termination of this grant, all financial performance and related reports required by the terms of the agreement must be submitted to the Forest Service by the Recipient/Cooperator.

If this agreement is closed out without audit, the Forest Service reserves the right to disallow and recover an appropriate amount after fully considering any recommended disallowances resulting from an audit which may be conducted later.

R. USE OF FOREST SERVICE INSIGNIA. In order for NCPRD to use the Forest Service insignia on any published media, such as a Web page, printed publication, or audiovisual production, permission must be granted by the Forest Service's Office of Communications (Washington Office). A written request will be submitted by Forest Service.

- S. PROGRAM MONITORING AND PROGRAM PERFORMANCE REPORTS. The parties to this agreement shall monitor the performance of activities under this Stewardship Agreement to ensure that performance goals are being achieved.

Performance reports must contain information on the following:

- A comparison of actual accomplishments to the goals established for the period. Where the output of the project can be readily expressed in numbers, a computation of the cost per unit of output, if applicable.
- Reason(s) for delay if established goals were not met.
- Additional pertinent information.

NCPRD shall submit annual performance reports to the Forest Service Program Manager. These reports are due 90 days after the reporting period. The final performance report shall be submitted either with NCPRD's final payment request, or separately, but not later than 90 days from the expiration date of this Stewardship Agreement.

- T. RETENTION AND ACCESS REQUIREMENTS FOR RECORDS. NCPRD shall retain all records pertinent to this Stewardship Agreement for a period of no less than three years from the expiration or termination date. As used in this provision, records include books, documents, accounting procedures and practice, and other data, regardless of the type or format. NCPRD shall provide access and the right to examine all records related to this Stewardship Agreement to the Forest Service Inspector General, or Comptroller General or their authorized representative. The rights of access in this section must not be limited to the required retention period but must last as long as records are kept.

If any litigation, claim, negotiation, audit, or other action involving the records has been started before the end of the 3-year period, the records must be kept until all issues are resolved, or until the end of the regular 3-year period, whichever is later.

Records for nonexpendable property acquired in whole or in part, with Federal funds shall be retained for 3 years after its final disposition.

- U. FREEDOM OF INFORMATION ACT (FOIA). Public access to Stewardship Agreement records must not be limited, except when such records must be kept confidential and would have been exempted from disclosure pursuant to "Freedom of Information" regulations (5 U.S.C. 552).

Public access to culturally sensitive data and information of Federally-recognized Tribes may also be explicitly limited by P.L. 110-234, Title VIII Subtitle B §8106 (2008 Farm Bill).

- V. TEXT MESSAGING WHILE DRIVING. In accordance with Executive Order (EO) 13513, “Federal Leadership on Reducing Text Messaging While Driving,” any and all text messaging by Federal employees is banned: a) while driving a Government owned vehicle (GOV) or driving a privately owned vehicle (POV) while on official Government business; or b) using any electronic equipment supplied by the Government when driving any vehicle at any time. All cooperators, their employees, volunteers, and contractors are encouraged to adopt and enforce policies that ban text messaging when driving company owned, leased or rented vehicles, POVs or GOVs when driving while on official Government business or when performing any work for or on behalf of the Government.
- W. FUNDING EQUIPMENT AND SUPPLIES. Federal funding under this Stewardship Agreement is not available for reimbursement of NCPRD’s purchase of equipment and supplies. Equipment is defined as having a fair market value of over \$5,000 per unit and a useful life of over one year.
- X. PURCHASE OF ASSETS. Any assets (such as equipment, property, or improvements) purchased by the Forest Service with Cooperator contributions must become the property of the Forest Service.
- Y. CONTRACT REQUIREMENTS. Any contract under this agreement must be awarded following NCPRD’s established procedures, to ensure free and open competition, and avoid any conflict of interest (or appearance of a conflict). NCPRD shall maintain cost and price analysis documentation for potential Forest Service review. NCPRD is encouraged to utilize small businesses, minority-owned firms and women’s business enterprises.
- Z. FOREST SERVICE ACKNOWLEDGED IN PUBLICATION AND AUDIOVISUALS. NCPRD shall acknowledge Forest Service support in any publications, audiovisuals, and electronic media developed as a result of this Stewardship Agreement.
- AA. NONDISCRIMINATION STATEMENT – PRINTED, ELECTRONIC, OR AUDIOVISUAL MATERIAL. NCPRD shall include the following statement, in full, in any printed, audiovisual material, or electronic media for public distribution developed or printed with any Federal funding.

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)"

To file a complaint alleging discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington DC 20250-9410 or call toll free voice (866) 632-9992, TDD (800)877-8339, or voice relay (866) 377-8642. USDA is an equal opportunity provider and employer.”

If the material is too small to permit the full statement to be included, the material shall, at minimum, include the following statement, in print size no smaller than the text:

"This institution is an equal opportunity provider."

BB. REMEDIES FOR COMPLIANCE RELATED ISSUES. If NCPRD materially fail(s) to comply with any term of the Stewardship Agreement, whether stated in a Federal statute or regulation, an assurance, the Stewardship Agreement, the Forest Service may take one or more of the following actions:

1. Temporarily withhold cash payments pending correction of the deficiency by NCPRD or more severe enforcement action by the Forest Service;
2. Disallow (that is, deny both use of funds and matching credit for) all or part of the cost of the activity or action not in compliance;
3. Wholly or partly suspend or terminate the current Stewardship Agreement for NCPRD's program;
4. Withhold further awards for the program, or
5. Take other remedies that may be legally available, including debarment procedures under 2 CFR part 417.

CC. TERMINATION BY MUTUAL AGREEMENT. This Stewardship Agreement may be terminated, in whole or part, as follows:

- When the Forest Service and NCPRD agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated.
- By 30 days written notification by NCPRD to the Forest Service setting forth the reasons for termination, effective date, and in the case of partial termination, the portion to be terminated. If the Forest Service decides that the remaining portion of the Stewardship Agreement must not accomplish the purpose for which the Stewardship Agreement was made, the Forest Service may terminate the award upon 30 days written notice in its entirety.

Upon termination of an Stewardship Agreement, NCPRD shall not incur any new obligations for the terminated portion of the Stewardship Agreement after the effective date, and shall cancel as many outstanding obligations as possible. The Forest Service shall allow full credit to NCPRD for the Forest Service share of obligations that cannot be canceled and were properly incurred by NCPRD up to the effective date of the termination. Excess funds shall be refunded within 60 days after the effective date of termination.

- DD. ALTERNATE DISPUTE RESOLUTION – PARTNERSHIP AGREEMENT. In the event of any issue of controversy under this agreement, the parties may pursue Alternate Dispute Resolution procedures to voluntarily resolve those issues. These procedures may include, but are not limited to conciliation, facilitation, mediation, and fact finding.
- EE. DEBARMENT AND SUSPENSION. NCPRD shall immediately inform the Forest Service if they or any of their principals are presently excluded, debarred, or suspended from entering into covered transactions with the Federal government according to the terms of 2 CFR Part 180. Additionally, should NCPRD or any of their principals receive a transmittal letter or other official Federal notice of debarment or suspension, then they shall notify the Forest Service without undue delay. This applies whether the exclusion, debarment, or suspension is voluntary or involuntary.
- FF. COPYRIGHTING. NCPRD is/are granted sole and exclusive right to copyright any publications developed as a result of this Stewardship Agreement. This includes the right to publish and vend throughout the world in any language and in all media and forms, in whole or in part, for the full term of copyright and all renewals thereof in accordance with this Stewardship Agreement.

No original text or graphics produced and submitted by the Forest Service must be copyrighted. The Forest Service reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the work for Federal government purposes. This right must be transferred to any subcontracts.

This provision includes:

- The copyright in any work developed by NCPRD under this Stewardship Agreement.
- Any right of copyright to which NCPRD purchase(s) ownership with any Federal contributions.

- GG. MODIFICATION. Modifications within the scope of this Stewardship Agreement must be made by mutual consent of the parties, by the issuance of a written modification signed and dated by all properly authorized, signatory officials, prior to any changes being performed. Requests for modification should be made in writing, at least 30 days prior to implementation of the requested change. The Forest Service is not obligated to fund any changes not properly approved in advance.
- HH. COMMENCEMENT/EXPIRATION DATE. This Stewardship Agreement is executed as of the date of the last signature and is effective through June 30, 2022 at which time it will expire. The expiration date is the final date for completion of all work activities under this agreement.
- II. AUTHORIZED REPRESENTATIVES. By signature below, each party certifies that the individuals listed in this document as representatives of the individual parties are authorized to act in their respective areas for matters related to this Stewardship Agreement.

In witness whereof, the parties have executed this Stewardship Agreement as of the last date written below.

Clackamas County, North Clackamas Parks
and Recreation District

Date

RICHARD PERIMAN, Forest Supervisor
U.S. Forest Service, Mt. Hood National Forest

Date

The authority and format of this Stewardship Agreement (20-SA-11060600-004) have been reviewed and approved for signature.

JESSICA CLARK
U.S. Forest Service Grants Management Specialist

Date

Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

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APPENDIX A DEFINITIONS

Technical and Cost Evaluation. The evaluation used by the Forest Service to award projects. Such consideration shall primarily consider criteria other than cost. These non-price criteria include, but are not limited to, extent of mutual cooperation and benefits, past performance, experience, technical approach, and benefits to the local community.

Stewardship Project Proposal. A written request submitted by Forest and Grassland Supervisors to the Regional Forester for review and approval for proposed stewardship projects. The request for approval must include appropriate information about the proposed project, such as land management goals of the project, the total value of the project, products to be removed, the value of services to be received, the value of goods to be exchanged for services, contributed funds or work to be received, and expected residual receipts from the project.

After reviewing a proposed project, the Regional Forester shall approve or disapprove the project through a formal written reply in correspondence to the Forest or Grassland Supervisor. Only the projects and associated work activities approved by the Regional Forester with completed NEPA analysis are to be included in this Stewardship Agreement.

APPENDIX B TECHNICAL PROJECT PROPOSAL

Summary - Rock Creek Retained Receipts Technical Proposal

Project Focus = To improve riparian and some upland habitat within the tributaries Rock Creek and Sieben Creek in the Clackamas River watershed. Rock Creek serves as rearing and spawning habitat for listed fish species. Both tributaries provide water quality benefits for listed fish species in the lower Clackamas River basin. Neither tributary/creek is on national forest land.

Scope of Work = Work will be performed on 32 acres of land at six sites, four in the Rock Creek watershed and two in the Sieben Creek watershed. Work will consist of controlling invasive non-native plants that threaten habitat quality and planting survival rates. Invasive species identified by CRISP (Clackamas River Invasive Species Partnership) will be prioritized, including any early detection/rapid response (EDRR) species found on site. North Clackamas Parks and Recreation Department (NCPRD) has applied for CRISP inventory support in 2019 and was awarded funds.

Work = planting approximately 10,000 Pacific Northwest native plants

Benefits = increased canopy cover, decreased soil erosion, and added plant diversity along the tributaries that flow within these park natural areas.

Additional benefits = improved recreational access for visitors.

Description of Work = Work will be performed along 1.5 miles of main-stem and tributary habitat on both sides of the creeks (except for 1,000 linear ft. at one site where habitat will be improved on only one side of the creek). Best management practices (BMPs) will be used to ensure that planting is successful. Weed control will use the most up-to-date BMPs for invasive plant treatments, treating at the correct stage in plant development with the correct method of control. NCPRD will hire restoration crews to help implement planting and weed control. NCPRD uses similar language in its contracts as the Clackamas County Soil and Water Conservation District's vegetation management on-call contract. We not only strive to be efficient with resources but to use the least amount of herbicide while protecting native plants and aquatic resources.

Partner(s) = Clackamas County Water and Environment Services (WES). NCPRD and WES have an Intergovernmental Agreement (IGA) for NCPRD to manage adjacent lands and some WES properties for recreational and habitat benefits. NCPRD proposes to sponsor volunteer events to help plant at some of these sites, which would provide an opportunity to educate citizens about the project and its ecological benefits, while also increasing ownership and stewardship of the sites.

Rock Creek Retained Receipts Technical Proposal and Map

The Rock Creek project will focus on improving riparian and some upland habitat within the tributaries Rock Creek and Sieben Creek in the Clackamas River watershed. Rock Creek serves as rearing and spawning habitat for listed fish species. Both tributaries provide water quality benefits for listed fish species in the lower Clackamas. Work will be performed on 32 acres of land at six sites, four within the Rock Creek Watershed and two in the Sieben Creek watershed. Work will consist of controlling invasive non-native plants that threaten habitat quality and native planting survival rates. Invasive species identified by CRISP (Clackamas River Invasive Species Partnership) will be prioritized, including any early detection/rapid response (EDRR) species found on site. North Clackamas Parks and Recreation Department (NCPRD) has applied for CRISP inventory support in 2019 and was awarded funds.

Work will also consist of planting approximately 10,000 Pacific Northwest native plants. Benefits will include increased canopy cover, decreased soil erosion, and added plant diversity along the tributaries that flow within these park natural areas. Additional benefits will include improved recreational access for visitors. Work will be performed along 1.5 miles of main-stem and tributary habitat on both sides of the creeks (except for 1,000 linear ft. at one site where habitat will be improved on only one side of the creek). Best management practices (BMPs) will be used to ensure that planting is successful. Invasive plant control will use the most up-to-date BMPs for invasive plant treatments, treating at the correct stage in plant development with the correct method of control. NCPRD will hire restoration crews to help implement planting and weed control. NCPRD uses similar language in its contracts as the Clackamas County Soil and Water Conservation District's vegetation management on-call contract. We not only strive to be efficient with resources but to use the least amount of herbicide while protecting native plants and aquatic resources.

This project also partners with Clackamas County Water and Environment Services (WES). NCPRD and WES have and an Intergovernmental Agreement (IGA) for NCPRD to manage adjacent lands and some WES properties for recreational and habitat benefits. NCPRD proposes to sponsor volunteer events to help plant native species at some of these sites. Volunteer events provide an opportunity to educate citizens about the project and its ecological benefits, while also increasing ownership and stewardship of the sites.

Table - 1 **Potential Species to be installed**

Vegetation Community	Plants: Common		Plants: Scientific Names	Form	Type
	Name				
Mixed Riparian Forest	red alder	<i>Alnus</i>	<i>rubra</i>	Tree	Bareroot
Mixed Riparian Forest	bigleaf maple	<i>Acer</i>	<i>macrophyllum</i>	Tree	Bareroot
Mixed Riparian Forest	western red cedar	<i>Thuja</i>	<i>plicata</i>	Tree	Bareroot
Mixed Riparian Forest	common snowberry	<i>Symphoricarpos</i>	<i>albus</i>	Shrub	Bareroot
Mixed Riparian Forest	Pacific ninebark	<i>Physocarpus</i>	<i>capitatus</i>	Shrub	Bareroot
Shrub-Scrub Wetland	hardhack	<i>Spiraea</i>	<i>douglasii</i>	Shrub	Bareroot
Shrub-Scrub Wetland	swamp rose	<i>Rosa</i>	<i>palustris</i>	Shrub	Bareroot
Shrub-Scrub Wetland	Sitka willow	<i>Salix</i>	<i>sitenchsis</i>	Shrub	Bareroot

Shrub-Scrub Wetland	red-osier dogwood	<i>Cornus</i>	<i>sericea</i>	Shrub	Bareroot
Shrub-Scrub Wetland	black cottonwood	<i>Populus</i>	<i>trichocarpa</i>	Tree	Bareroot
Conifer Dominated Foothills	grand fir	<i>Abies</i>	<i>grandis</i>	Tree	Bareroot
Conifer Dominated Foothills	Douglas-fir	<i>Pseudotsuga</i>	<i>menziesii</i>	Tree	Bareroot
Conifer Dominated Foothills	occeanspray	<i>Holodiscus</i>	<i>discolor</i>	Shrub	Bareroot
Conifer Dominated Foothills	tall Oregon grape	<i>Mahonia</i>	<i>aquifolium</i>	Shrub	Bareroot
Conifer Dominated Foothills	Indian plum	<i>Oemleria</i>	<i>cerasiformis</i>	Shrub	Bareroot

Following plant installation, the project will enter the plant-establishment phase. During this phase, the site will receive multiple invasive plant treatments per year, including mechanical and chemical application, depending on the need. Typically, this includes a ring-spray (herbicide application) around the newly installed plants in the spring, a cut (manual or mechanical treatment) to reduce invasive propagules in the summer, and spot-spraying of herbicide in the fall to target any invasive plant re-sprouts. The plant establishment phase would continue through June 30, 2022.

NCPRD Natural Areas Division manages over 30 natural areas sites within the North Clackamas Parks and Recreation District. At many of those sites, NCPRD staff have conducted similar habitat enhancement projects as proposed within the application. As the land manager, we visit sites regularly and have a deep understanding of the habitat elements, what the issues are, and what restoration actions are needed to enhance it for wildlife, while taking into consideration access for people for recreation. This interface between access and enhancement of habitat is an important variable to monitor and make adaptive-management decisions. NCPRD staff monitor new social trails and other indicators to assess if human interactions may have negative consequences on restoration activities. Regular monitoring and quick response by staff help protect resources and investments at a very high level. NCPRD staff attend multiple invasive species management trainings per year to keep up on new early invaders, and work within partnerships, like Clackamas River Invasive Species Partnership (CRISP), to collaborate across a landscape scale within the Clackamas River watershed. Our agency is a long-term land manager that, as our mission, has taken on the management of these sites for the long-term success of investments and habitat enhancement value. NCPRD has received stewardship funding in the past and we are thankful for the support and will manage the funds according to the agreement and with the highest level of collaboration.

Experience:

Grant and Project Management: Tonia Williamson, NCPRD Trails and Natural Areas Coordinator, has about 20 years of natural resource management experience specializing in habitat restoration. Williamson has worked to plan and implement numerous large- and small-scale riparian revegetation projects on public lands, which have included invasive species surveys and treatments, native plantings, and long-term site maintenance. As part of NCPRD's

site management of natural areas, Williamson's division contracts highly qualified restoration experts to consult on best management revegetation practices and protocols that are included in this project's revegetation plan. Additionally, as an organization, NCPRD has extensive experience with riparian plantings and has planted hundreds of thousands of trees and shrubs in their natural areas and enjoys positive working relationships with local nurseries, contractors, and landowners.

Ms. Williamson will be the grant and contract administrator for the project. Ms. Williamson has been lead in the NCPRD natural area division since 2008. She has administered restoration project grants with multiple funding sources for high-priority projects in the NCPRD district and has almost 20 years of experience working with federal and local governments on projects that generate community benefits.

Project Management:

Matt Jordan, NCPRD Natural Areas Program Coordinator, has about 10 years of on-the-ground natural resource management experience specializing in wetland and riparian restoration. Jordan has planned and implemented numerous large- and small-scale revegetation projects, on both public and private lands, including invasive species surveys and treatments, planting of native species, and long-term site maintenance. As part of NCPRD's natural area land management, Jordan contracts highly qualified restoration experts to consult on the implementation of projects using best management revegetation practices and protocols that are included in this project's revegetation plan. Additionally, as an organization, NCPRD has extensive experience with revegetation projects, has planted thousands of trees and shrubs in the district, and has positive relationships with local nurseries, contractors, and landowners.

Patrick Wegner, NCPRD Natural Area Technician, will provide technical assistance and help conduct field activities for the project. Mr. Wegner has a B.S. in Recreation and Tourism Management and an Associate of Applied Sciences in Natural Resources (Forest Resources) from Oregon State University. He has assisted on projects involving native plant restoration, site monitoring, trail work, and other infrastructure projects.

Utilization of Local Workforce:

NCPRD's office is located within the local area of north Clackamas County and hires local restoration contractors to implement projects. NCPRD also acquires nursery stock of native plants from local nursery's.

General Quality Control Plan

Quality Control is an important emphasis-item for the Rock Creek Habitat Enhancement Stewardship Project Contract. Offerors are encouraged to develop an effective plan for ensuring that their operations are in compliance with all contractual requirements. Offerors should develop a General Quality Control Plan that addresses the following four questions:

1. How will quality be monitored to assure that performance standards are met?

- NCPRD will design project-management plans based on site needs, including site prep, planting and adaptive management plans, and overseeing contractors during project implementation.
- NCPRD personnel will manage contracts and activities for all vegetation enhancement work.
- NCPRD personnel will conduct qualitative monitoring multiple times a year during the agreement cycle.
- Water Environment Services (WES) will provide technical assistance throughout the project, assuring a collaborative vetting of plans for properties that they own and that NCPRD manages.

2. How will the quality control work be supervised?

- NCPRD field staff will provide instructions for restoration crews on-site and provide on-site outreach to park users.

3. How will results of the monitoring be used to ensure quality performance?

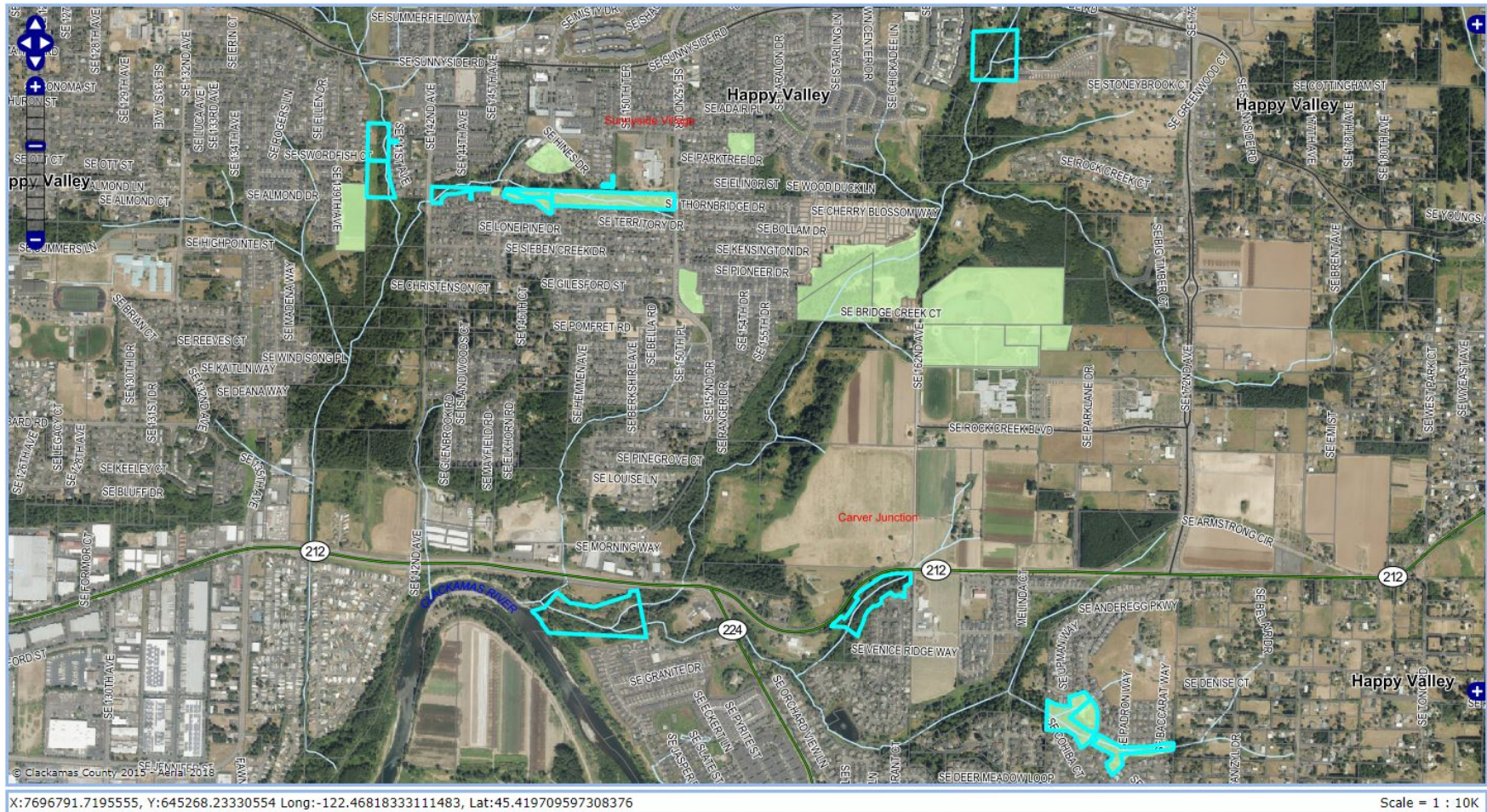
- NCPRD staff will supervise and inspect restoration work done by contractors while work is being performed and will make adaptive-management decisions as necessary.
- Photo points will be established, and monitoring will occur at a minimum of once a year.
- NCPRD will complete site visits throughout the year of the project to monitor the success of invasive species treatments and to monitor native plantings. Qualitative monitoring will be performed multiple times a year.

4. Identify, by work activity, personnel responsible for performing quality control.

The field staff person who will supervise overall quality control will be Matt Jordan, Natural Area Program Coordinator, NCPRD.

APPENDIX C

Maps of the Stewardship Project Area



Map 1: Project Sites Overview



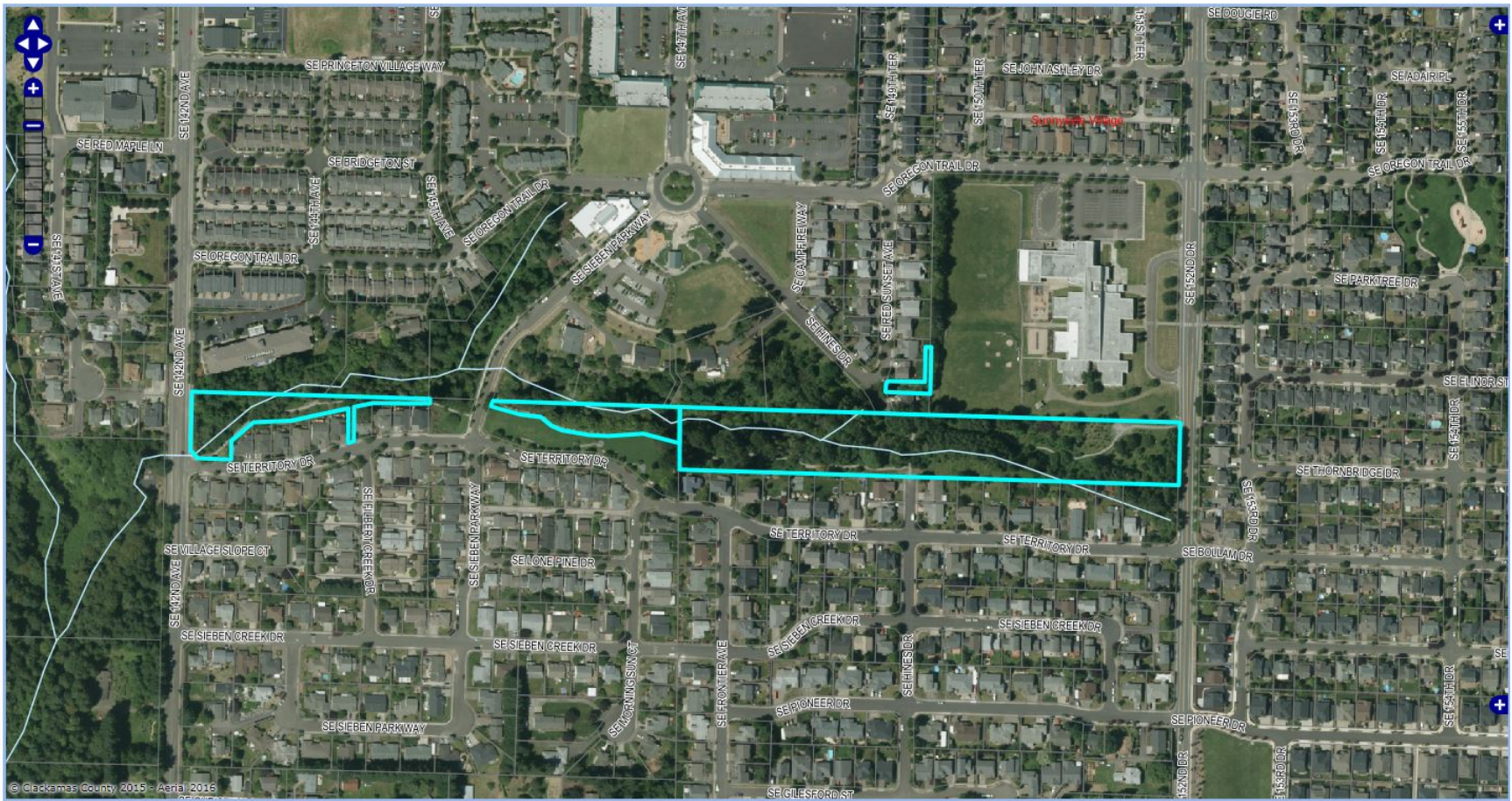
Map 2: Rock Creek Verizon Site



Map 3: Orchard Summit



Map 4: Rock Creek Confluence



X:7680375.9914688, Y:647608.6600002 Long:-122.5323255962399, Lat:45.42501221805538

Scale = 1 : 2400

Map 5: Rose Creek Trail

Attachment:

USFS Agreement No.:
Cooperator Agreement No.:

Mod. No.:

Agreements Financial Plan (Short Form)

Financial Plan Matrix: Note: All columns may not be used. Use depends on source and type of contribution(s).

COST ELEMENTS	FOREST SERVICE CONTRIBUTIONS		COOPERATOR CONTRIBUTIONS		(e) Total
	(a) Noncash	(b) Cash to Cooperator	(c) Noncash	(d) In-Kind	
Direct Costs					
Salaries/Labor	\$3,500.00	\$4,400.00	\$4,500.00	\$1,271.50	\$13,671.50
Travel	\$63.00	\$0.00	\$0.00	\$0.00	\$63.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies/Materials	\$0.00	\$7,000.00	\$1,000.00	\$0.00	\$8,000.00
Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$17,600.00	\$4,400.00	\$0.00	\$22,000.00
Subtotal	\$3,563.00	\$29,000.00	\$9,900.00	\$1,271.50	\$43,734.50
Coop Indirect Costs		\$0.00	\$0.00		\$0.00
FS Overhead Costs	\$427.56				\$427.56
Total	\$3,990.56	\$29,000.00	\$9,900.00	\$1,271.50	\$44,162.06
Total Project Value:					\$44,162.06

Matching Costs Determination	
Total Forest Service Share = (a+b) ÷ (e) = (f)	(f) 74.70%
Total Cooperator Share (c+d) ÷ (e) = (g)	(g) 25.30%
Total (f+g) = (h)	(h) 100.00%

WORKSHEET FOR

FS Non-Cash Contribution Cost Analysis, Column (a)

Salaries/Labor

Standard Calculation

Job Description	Cost/Day	# of Days		Total
Forest Botanist	\$350.00	10		\$3,500.00

Non-Standard Calculation

Total Salaries/Labor	\$3,500.00
-----------------------------	-------------------

Travel

Standard Calculation

Travel Expense	Employees	Cost/Mile	# of Miles		Total
Site Visits		\$0.35	180		\$63.00

Non-Standard Calculation

Total Travel	\$63.00
---------------------	----------------

Equipment

Standard Calculation

Piece of Equipment	# of Units	Cost/Day	# of Days		Total
					\$0.00

Non-Standard Calculation

Total Equipment	\$0.00
------------------------	---------------

Supplies/Materials

Standard Calculation

Supplies/Materials	# of Items	Cost/Item		Total
				\$0.00

Non-Standard Calculation

Total Supplies/Materials	\$0.00
---------------------------------	---------------

Printing

Standard Calculation

Paper Material	# of Units	Cost/Unit		Total
				\$0.00

Non-Standard Calculation

Total Printing	\$0.00
-----------------------	---------------

Other Expenses

Standard Calculation

Item	# of Units	Cost/Unit		Total
				\$0.00

Non-Standard Calculation

Total Other	\$0.00
--------------------	---------------

Subtotal Direct Costs	\$3,563.00
------------------------------	-------------------

Forest Service Overhead Costs

Current Overhead Rate	Subtotal Direct Costs			Total
12.00%	\$3,563.00			\$427.56

Total FS Overhead Costs	\$427.56
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TOTAL COST	\$3,990.56
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WORKSHEET FOR

FS Cash to the Cooperator Cost Analysis, Column (b)

Salaries/Labor

Standard Calculation

Job Description	Cost/Day	# of Days	Total
Natural Resources Coordinator	\$400.00	11	\$4,400.00

Non-Standard Calculation

Total Salaries/Labor **\$4,400.00**

Travel

Standard Calculation

Travel Expense	Employees	Cost/Trip	# of Trips	Total
				\$0.00

Non-Standard Calculation

Total Travel **\$0.00**

Equipment

Standard Calculation

Piece of Equipment	# of Units	Cost/Day	# of Days	Total
				\$0.00

Non-Standard Calculation

Total Equipment **\$0.00**

Supplies/Materials

Standard Calculation

Supplies/Materials	# of Items	Cost/Item	Total
Various Native Plants			\$7,000.00

Non-Standard Calculation

Total Supplies/Materials **\$7,000.00**

Printing

Standard Calculation

Paper Material	# of Units	Cost/Unit	Total
			\$0.00

Non-Standard Calculation

Total Printing **\$0.00**

Other Expenses

Standard Calculation

Item	# of Units	Cost/Unit	Total
Contract Crews (weed control and planting) (FS share)			\$17,600.00

Non-Standard Calculation

Total Other **\$17,600.00**

Subtotal Direct Costs

\$29,000.00

Cooperator Indirect Costs

Current Overhead Rate	Subtotal Direct Costs	Total
	\$29,000.00	\$0.00

Total Coop. Indirect Costs **\$0.00**

TOTAL COST

\$29,000.00

WORKSHEET FOR

Cooperator Non-Cash Contribution Cost Analysis, Column (c)

Salaries/Labor

Standard Calculation

Job Description	Cost/Day	# of Days	Total
Field Lead	\$300.00	15	\$4,500.00

Non-Standard Calculation

Total Salaries/Labor	\$4,500.00
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Travel

Standard Calculation

Travel Expense	Employees	Cost/Trip	# of Trips	Total
				\$0.00

Non-Standard Calculation

Total Travel	\$0.00
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Equipment

Standard Calculation

Piece of Equipment	# of Units	Cost/Day	# of Days	Total
				\$0.00

Non-Standard Calculation

Total Equipment	\$0.00
------------------------	---------------

Supplies/Materials

Standard Calculation

Supplies/Materials	# of Items	Cost/Item	Total
Mulch, hand tools, etc.			\$500.00
Beaver caging, bamboo stakes, flagging, etc.			\$500.00

Non-Standard Calculation

Total Supplies/Materials	\$1,000.00
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Printing

Standard Calculation

Paper Material	# of Units	Cost/Unit	Total
			\$0.00

Non-Standard Calculation

Total Printing	\$0.00
-----------------------	---------------

Other Expenses

Standard Calculation

Item	# of Units	Cost/Unit	Total
Contract Crews (weed control and planting) (partner share)			\$4,400.00

Non-Standard Calculation

Total Other	\$4,400.00
--------------------	-------------------

Subtotal Direct Costs	\$9,900.00
------------------------------	-------------------

Cooperator Indirect Costs

Current Overhead Rate	Subtotal Direct Costs	# of Units	Cost/Unit	Total
	\$9,900.00			\$0.00

Total Coop. Indirect Costs	\$0.00
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TOTAL COST	\$9,900.00
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WORKSHEET FOR

Cooperator In-Kind Contribution Cost Analysis, Column (d)

Salaries/Labor

Standard Calculation

Job Description	Cost/Hour	# of Hours		Total
Volunteer Service	\$25.43	50		\$1,271.50

Non-Standard Calculation

\$0.00

Total Salaries/Labor

\$1,271.50

Travel

Standard Calculation

Travel Expense	Employees	Cost/Trip	# of Trips		Total
					\$0.00

Non-Standard Calculation

Total Travel

\$0.00

Equipment

Standard Calculation

Piece of Equipment	# of Units	Cost/Day	# of Days		Total
					\$0.00

Non-Standard Calculation

Total Equipment

\$0.00

Supplies/Materials

Standard Calculation

Supplies/Materials	# of Items	Cost/Item		Total
				\$0.00

Non-Standard Calculation

Total Supplies/Materials

\$0.00

Printing

Standard Calculation

Paper Material	# of Units	Cost/Unit		Total
				\$0.00

Non-Standard Calculation

Total Printing

\$0.00

Other Expenses

Standard Calculation

Item	# of Units	Cost/Unit		Total
				\$0.00

Non-Standard Calculation

Total Other

\$0.00

Subtotal Direct Costs

\$1,271.50

TOTAL COST

\$1,271.50

Grant Application Lifecycle Form

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

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

** CONCEPTION **

Note: The processes outlined in this form are not applicable to disaster recovery grants.

Section I: Funding Opportunity Information - To be completed by Requester

Lead Department: BCS-NCPRD Application for: Subrecipient funds Direct Grant
Grant Renewal? Yes No

Name of Funding Opportunity: Retained Receipts Project Mt Hood National Forest
Funding Source: Federal State Local: _____
Requestor Information (Name of staff person initiating form): Tonia Williamson
Requestor Contact Information: twilliamson@ncprd.com 503-742-4357
Department Fiscal Representative: Elizabeth Gomez x4352
Program Name or Number (please specify): _____
Brief Description of Project:

This funding would help the NCPRD Natural Area program implement weed control, planting and plant maintenance within riparian habitats at several natural areas sites within the Clackamas River watershed (Rock Creek and Sieben Creek). Retained receipts from the forest service could help to improve habitat for endangered fish species and improve water quality. NCPRD proposes to plant native vegetation and conduct weed control to increase overstory canopy, decrease erosion and add diversity along the tributaries that flow within these park natural areas. NCPRD has an IGA with WES to partner on management of several WES properties within this same area/creeks and this funding will support this partnership with WES.

Name of Funding (Granting) Agency: United States Forest Service

Agency's Web Address for Grant Guidelines and Contact Information:

OR

Application Packet Attached: Yes No

Completed By: Tonia Williamson Date: 2/25/2019

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

Section II: Funding Opportunity Information - To be completed by Department Fiscal Rep

Competitive Grant Non-Competing Grant/Renewal Other Notification Date: Fall 2019
CFDA(s), if applicable: _____
Announcement Date: 10/1/2018 Announcement/Opportunity #: _____
Grant Category/Title: Stewardship Retained Receipts USFS Max Award Value: \$34,100-\$45,000
Allows Indirect/Rate: Yes/10% Match Requirement: N/A
Application Deadline: 3/1/2019 Other Deadlines: _____
Grant Start Date: Approx. 2-1-20 Other Deadline Description: _____
Grant End Date: Approx. 2-1-22
Completed By: 7/1/2021
Pre-Application Meeting Schedule: N/A

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 support the Department's Mission/Purpose/Goals?

The grant will help NCPRD provide better parks and recreation services to our district residents by enhancing the habitat at several of our sites in partnership with Water Environment Services (WES).

2. How does the grant support the Division's Mission/Purpose/Goals? (If applicable)

This funding would help the NCPRD Natural Areas Program to enhance riparian habitat in partnership with WES on natural area properties owned and managed by both agencies. NCPRD and WES enhance natural area habitats to help improve water quality and enhance habitat for wildlife. NCPRD is also interested in providing access to recreational opportunities for citizens.

3. What, if any, are the community partners who might be better suited to perform this work?

NCPRD has been working in partnership with other community members on this project, each partner is contributing an important element to the sites. Since NCPRD holds many acres of land we are taking this opportunity to help accomplish both our own goals along with the mutual goals of WES, the Watershed Council and Clackamas River Invasive Species Partnership (CRISP) to enhance habitat and improve recreation. The IGA with WES allows NCPRD to partner with WES to improve water quality and habitat at adjacent lands and on WES owned property in addition to provide some limited recreational access. Another partner is the Clackamas River Basin Council, they received funding from PGE to help increase tree canopy to increase shade on the creeks to help lower stream temperature. We are also partnering with CRISP who is helping to conduct inventories of the invasive plants at some of these sites to help prioritize work and learn about specific methods and techniques to conduct control.

4. What are the objectives of this grant? How will we meet these objectives?

The objectives of the retained receipts funding and Clackamas Stewardship Partnership are to "enhance ecosystem health and economic viability of local communities within the Clackamas River Basin." NCPRD is committed to a collaborative process that employs stewardship contracting and other innovative tools to meet restoration goals. This proposal is focused on restoration of riparian ecosystems within the Clackamas Watershed.

5. Does the grant proposal fund an existing program? If yes, which program? If no, what should the program be called and what is its purpose?

Yes the funding will support an existing program, the NCPRD Natural Areas program.

Organizational Capacity:

1. Does the organization have adequate and qualified staff? If yes, what types of staff are required? If no, can staff be hired within the grant timeframe?

NCPRD has Natural Resources staff who regularly implement restoration projects at District-owned and managed sites, including the site within the WES-NCPRD IGA. NCPRD has applied and received this grant funding in the past and all reimbursements and reporting were completed on time.

2. Is there partnership efforts required? If yes, who are we partnering with, what are their roles and responsibilities, and are they committed to the same goals?

The partnership is primarily composed of NCPRD but other partners are anticipated to be involved, such as WES and CRISP. Each partner has professional natural resources staff focused on watershed health. NCPRD will provide technical guidance on the restoration projects. WES provides funding support through an IGA, but also provides technical guidance and knowledge. CRISP assists to conduct inventories of the invasive plants at some of these sites to help prioritize work and learn about specific methods and techniques to conduct control.

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

At this time this is not a pilot project and we will not fund the employment of any new staff.

4. If funding creates a new program, does the department intend that the program continue after initial funding is exhausted?

If so, how will the department ensure funding (e.g. request new funding during the budget process, discontinue or supplant a different program, etc.)?

N/A

Collaboration

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

Water Environment Services (WES)

Reporting Requirements

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

NCPRD has applied for this grant in the past and has completed the reporting requirements to meet USFS's requirements. Staff will need to submit a reimbursement document and a report documenting project results along with a summary of accomplishments, including photos.

2. What is the plan to evaluate grant performance? 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?

At this time we do not have a plan to evaluate grant performance. NCPRD will work toward developing a data source within the grant timeframe.

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

NCPRD will need to submit a reimbursement request to the USFS representative.

Fiscal

1. Will we realize more benefit than this grant will cost to administer?

NCPRD will realize more benefit than this grant will cost to administer.

2. What other revenue sources are required? Have they already been secured?

NCPRD General Fund dollars and funding through an IGA with WES will be committed to the projects funded by this grant.

3. Is there a match requirement? If yes, how much and what type of funding (CGF, In-kind, Local Grant, etc.)?

No match is required, but NCPRD will dedicate \$9,000 in resources as match to make this application more competitive.

4. Is this continuous or one-time funding? If one-time funding, how will program funding be sustained?

This grant represents one-time funding. The sites will be managed by NCPRD staff after restoration efforts have enhanced the site. The enhancement will remove invasive plants and plant native plants. NCPRD maintains sites at a basic level, this restoration will help NCPRD reduce long term costs of management of the site while enhancing the habitat.

5. Does this grant cover indirect costs? If yes, is there a rate cap? If no, can additional funds be obtained to support indirect expenses and what are they?

Yes, the grant funds indirect costs, capped at 10%.

Program Approval:

Tonia Williamson, Natural Resources
Coordinator

2/26/2019


Name (Typed/Printed)

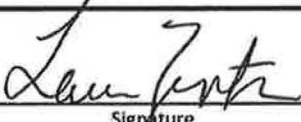
Date

Signature

**** NOW READY FOR PROGRAM MANAGER SUBMISSION TO DIVISION DIRECTOR ****

Section IV: Approvals

DIVISION DIRECTOR OR ASSISTANT DIRECTOR (or designee, if applicable)		
Scott Archer, NCPRD Director	2/28/2019	
Name (Typed/Printed)	Date	Signature

DEPARTMENT DIRECTOR		
Laura Zentner, BCS Director	3/4/19	
Name (Typed/Printed)	Date	Signature

IF APPLICATION IS FOR FEDERAL FUNDS, PLEASE SEND COPY OF THIS DOCUMENT BY EMAIL TO FINANCE (FinanceGrants@clackamas.us). ROUTE ORIGINAL OR SCANNED VERSION TO COUNTY ADMIN.

Section V: Board of County Commissioners/County Administration

(Required for all grant applications. 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: <input checked="" type="checkbox"/>	Denied: <input type="checkbox"/>
Gary Schmidt	3/7/19	
Name (Typed/Printed)	Date	Signature

For applications greater than \$150,000 or which otherwise require BCC approval:

BCC Agenda Item #: Date:

OR

Policy Session Date:

County Administration Attestation

County Administration: re-route to department contact when fully approved.

Department: keep original with your grant file.