



NORTH CLACKAMAS PARKS & RECREATION DISTRICT

Administration

Kia Selley, RLA, Director
North Clackamas Parks and Recreation District
3811 SE Concord Road
Milwaukie, OR 97267

October 2, 2025

BCC Agenda Date/Item: _____

Board of County Commissioners
Acting as North Clackamas Parks and Recreation District Board of Directors

Approval of a Board Order and revised Grant Application for construction of a park at 18521 SE River Road. Application Value is \$140,000 for 2 years. Funding is through the Oregon Department of Land Conservation and Development. No County General Funds are involved.

Previous Board Action/Review	<p>June 5, 2025 – Business Meeting. Approval of a Board Order authorizing an application to Metro to allocate \$808,386 in Local Share Bond funding.</p> <p>April 17, 2025 – Business Meeting. Approval of a Board Order authorizing a Metro Nature in Neighborhoods grant application for \$1,000,000.</p> <p>November 27, 2024 - Business Meeting. Approval of a Board Order authorizing a DLCD Community Green Infrastructure grant application for \$500,000.</p> <p>June 14, 2024 – Business Meeting. Approval of an updated Intergovernmental Agreement with Oregon City School District for development and ongoing provision of park facilities at the Jennings Lodge Elementary School property.</p> <p>June 29, 2023 – Business Meeting. Approval of a professional services contract with Mackenzie Engineering, Inc. for planning and design to develop a neighborhood park at Jennings Lodge Elementary School property.</p> <p>March 19, 2020 - Approval of an Intergovernmental Agreement between North Clackamas Parks and Recreation (NCPRD) and Oregon City School District (OCSD) for the development and Ongoing Provision of Park Facilities at Jennings Lodge Elementary School.</p> <p>March 12, 2020 - NCPRD District Advisory Board recommended the BCC, acting as NCPRD Board of Directors, approve the IGA.</p> <p>December 18, 2018 – Policy Session</p>		
Performance Clackamas	<ul style="list-style-type: none">• Safe, Secure and Livable Communities• Healthy People• Public Trust in Good Government		
Counsel Review	Yes, JM 9/17/2025	Procurement Review	No
Contact Person	Alex Gilbertson	Contact Phone	(971) 430-0388

EXECUTIVE SUMMARY: NCPRD is seeking approval for a Board Order authorizing NCPRD to submit a revised application for a Department of Land Conservation and Development (DLCD) Community Green Infrastructure Grant for \$140,000 for park improvements at 18521 River Rd. (“Jennings Lodge Campus”), property owned by the Oregon City School District (OCSD). The grant does not have a matching funds requirement.

With the Board’s approval, NCPRD submitted for the DLCD Community Green Infrastructure Grant in fall 2024 and was unsuccessful. Since that time, staff have met with the review committee and refined the grant request

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and submission materials based on review committee recommendations. The DLCD grant is one of multiple grant sources NCPRD will be utilizing to fund construction of the park at the Jennings Lodge Campus. To date, \$1.8M in grant funding has been secured. If awarded, this DLCD grant will bring the total grant funding to \$1.95M, over 75% of the current estimated construction cost of \$2.5M.

The park will occupy underutilized land owned by OCSD to provide a public park in an area that is currently park deficient, without requiring the use of NCPRD resources for property acquisition. The current agreement with OCSD allows NCPRD to construct and operate a public park at this location for a minimum of twenty years. An amendment to this agreement will be presented to the Board for consideration in fall 2025 to extend the term from twenty years to twenty-five years to align with grant requirements.

Park amenities will include a new play area, walking paths, trees for shade, conversion of an existing structure into a picnic shelter as well as additional seating areas, and accessible parking. The park design has been developed in close collaboration with the community, OCSD, and NCPRD's maintenance and operations team to provide the desired public amenities while limiting long-term operations and maintenance costs. The park is anticipated to begin construction in spring 2026.

RECOMMENDATION: Staff recommend that the Board approve the Board Order authorizing a DLCD Community Green Infrastructure Grant application for \$140,000 for park improvements at 18521 SE River Road.

ATTACHMENTS:

1. Board Order authorizing a DLCD Community Green Infrastructure Grant application for \$140,000 for park improvements at 18521 SE River Road, Jennings Lodge Campus.
2. Financial Assistance Application Lifecycle Form.

Respectfully submitted,



Kia Selley, RLA, Director

North Clackamas Parks and Recreation District

BEFORE THE BOARD OF COUNTY COMMISSIONERS

OF CLACKAMAS COUNTY, STATE OF OREGON

In the Matter of authorizing the North
Clackamas Parks and Recreation
District to apply for a Community
Green Infrastructure Grant from the
Department of Land Conservation and
Development for the neighborhood
park at the Jennings Lodge Campus



Board Order No. _____

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Whereas, the Board of County Commissioners (“the Board”) is the governing body of the North Clackamas Parks and Recreation District (“NCPRD”), this matter coming before the Board at this time;

Whereas, the Department of Land Conservation and Development is accepting applications for the Community Green Infrastructure Grant Program through October 13, 2025; and North Clackamas Parks and Recreation District (“NCPRD”) desires to participate in this grant program to the greatest extent possible as a means of providing needed park and recreation improvements and enhancements; and

Whereas, the NCPRD Advisory Committee (“DAC”) and the Clackamas County Board of Commissioners, acting as the Board of Directors of NCPRD, have identified improvements at the Jennings Lodge Campus property as a high priority need within the Jennings Lodge community in unincorporated Clackamas County between the cities of Milwaukie and Gladstone; and

Whereas, the neighborhood park project exercised an extensive and robust community engagement process in 2023 that helped shape the design for the park and playground. NCPRD is moving forward with design and engineering for the development of a new park that includes features such as a nature-based play area, a multi-use playfield, picnic areas, walking paths, benches, portable toilets, and small plaza for programming. NCPRD is seeking Community Green Infrastructure funding specifically for construction of improvements at the neighborhood park; and

Whereas, on November 13, 2024 the DAC approved a letter of support and recommended that the NCPRD Board of Directors support the grant application. The neighborhood park project at the Jennings Lodge Campus is consistent with the goals of the grant program; and

Whereas, there are no match requirements for this grant application. NCPRD will provide adequate funding for ongoing operations and maintenance of this facility should the grant funds be awarded.

NOW THEREFORE, the Clackamas County Board of Commissioners do hereby order as follows:

BEFORE THE BOARD OF COUNTY COMMISSIONERS

OF CLACKAMAS COUNTY, STATE OF OREGON

In the Matter of authorizing the North
Clackamas Parks and Recreation
District to apply for a Community
Green Infrastructure Grant from the
Department of Land Conservation and
Development for the neighborhood
park at the Jennings Lodge Campus



Board Order No. _____

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The Clackamas County Board of Commissioners, acting as the Board of Directors of NCPRD, demonstrates its support for the submittal of a grant application to the Department of Land Conservation and Development Community Green Infrastructure Grant for \$140,000 for park improvements at 18521 SE River Road, Jennings Lodge Campus.

DATED this 2nd day of October 2025

BOARD OF COUNTY COMMISSIONERS

Chair

Recording Secretary

Financial Assistance Application Lifecycle Form

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

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

If renewal or direct appropriation, complete sections I, II, IV & V only. Section III is not required.

If Disaster or Emergency Relief Funding, EOC will need to approve prior to being sent to the BCC

****CONCEPTION****

Section I: Funding Opportunity Information - To Be Completed by Requester

Award type: ☐ Direct Appropriation (no application)
☐ Subrecipient Award ☐ Direct Award

Award Renewal? ☐ Yes ☒ No

Lead Fund # and Department:	NCPRD Capital Projects Fund 480; North Clackamas Parks and Recreation District
Name of Funding Opportunity:	Department of Land Conservation & Development: Community Green Infrastructure Grant Program

Funding Source: ☐ Federal – Direct ☐ Federal – Pass through ☒ State ☐ Local

Requestor Information: (Name of staff initiating form)	Alexandra Gilbertson
Requestor Contact Information:	971-430-0388
Department Fiscal Representative:	Kallie Guentner
Program Name & Prior Project #: (please specify)	500621604: the Park at Jennings Lodge Campus

Brief Description of Project:

The park at Jennings Lodge Campus will improve visitor experience by investing in existing park amenities, breathing new life into the dated school grounds. These improvements will also ensure park visitors of all abilities are able to access the park's picnic shelter, portable toilets, and play area year-round. Other elements that support the park project are existing accessible parking, with the addition of 28 new on-street parking spaces, seating for caregivers and children of all abilities, shade and trees, and trash and recycling receptacles.

Name of Funding Agency: Department of Land Conservation & Development

Notification of Funding Opportunity Web Address: <https://www.oregon.gov/lcd/cgi/pages/default.aspx>

OR

Application Packet Attached: ☐ Yes ☒ No

Completed By: Alexandra Gilbertson

Date: 9/17/2025

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

Section II: Funding Opportunity Information - To Be Completed by Department Fiscal Rep

☒ Competitive Application ☐ Non-Competing Application ☐ Other

Assistance Listing Number (ALN), if applicable:		Funding Agency Award Notification Date:	Feb/Mar 2026
Announcement Date:	Oct 2025	Announcement/Opportunity #:	N/A
Grant Category/Title	Community Green Infrastructure Grant	Funding Amount Requested:	\$140,000
Allows Indirect/Rate:	Yes	Match Requirement:	No match requirement
Application Deadline:	10/13/25	Total Project Cost:	\$2.5M
Award Start Date:	Jan 2026 anticipated	Other Deadlines and Description:	NCPRD Board of Directors to authorize submittal
Award End Date	Sept. 2027		
Completed By:	Alexandra Gilbertson	Program Income Requirements:	N/A
Pre-Application Meeting Schedule:	N/A		

Additional funding sources available to fund this program? Please describe:

NCPRD does not have funds identified for the request.

How much General Fund will be used to cover costs in this program, including indirect expenses?

\$0 County General Fund. \$0 NCPRD General Fund.

How much Fund Balance will be used to cover costs in this program, including indirect expenses?

No match required. (Indirect expenses are eligible and are budgeted within the larger park project).

In the next section, limit answers to space available.

Section III: Funding Opportunity Information - To Be Completed at Pre-Application Meeting by Dept Program and Fiscal Staff

Fiscal

1. Are there other revenue sources required, available, or will be used to fund the program? Have they already been secured? Please list all funding sources and amounts.

There is no match requirement.

2. For applications with a match requirement, how much is required (in dollars) and what type of funding will be used to meet it (CGF, In-kind, local grant, etc.)?

N/A

3. Does this grant/financial assistance cover indirect costs? If yes, is there a rate cap? If no, can additional funds be obtained to support indirect expenses and what are those sources?

Indirect expenses are an eligible project cost.

4. Does the grant/financial assistance fund an existing program? If yes, which program? If no, what is the purpose of the program?

N/A

Organizational Capacity:

1. Does the organization have adequate and qualified staff? If no, can staff be hired within the grant/financial assistance funding opportunity timeframe?

Yes, NCPRD has adequate and qualified staff within the Planning and Development and Finance Divisions.

2. Are there partnership efforts required? If yes, who are we partnering with and what are their roles and responsibilities?

NCPRD and OCSD entered into an intergovernmental agreement. The terms of the agreement line out the roles and responsibilities for both parties.

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

N/A

4. If funded, would this grant/financial assistance create a new program, does the department intend for the program to continue after initial funding is exhausted? If yes, how will the department ensure funding (e.g. request new funding during the budget process, supplanted by a different program, etc.)?

N/A

Collaboration

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

N/A

Reporting Requirements

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

Grant recipients will be required to report on the progress and outcomes of the project throughout the project period. A final closeout report will be required that includes full and final accounting of all expenditures, outcomes and impacts, a description of work accomplished, sustainability plan, lessons learned, and compliance and certification.

2. How will performance be evaluated? Are we using existing data sources? If yes, what are they and where are they housed? If not, is it feasible to develop a data source within the grant timeframe?

To evaluate the impact of the CGI grant, grant recipients will provide information about progress on objectives, and challenges and solutions annually as part of their regular reporting and participate in brief interviews and surveys. More detail about the related reporting requirements will be articulated in the grant agreement.

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

As part of the grant application, NCPRD will describe the program budget, including revenues and expenditures that directly relate to the program narrative.

Mission/Purpose:

1. How does the grant/funding opportunity support the Department and/or Division's Mission/Purpose/Goals?

For NCPRD as a department, supporting development of the park at the Jennings Lodge Campus will deliver a wide range of recreational and educational opportunities, as well as ecosystem enhancements to enrich community vitality and promote healthy living. For the Planning and Development Division, supporting this as a capital project supports the purpose of providing facilities that serve District residents. Community Green Infrastructure projects focus on environmental justice communities, such as low-income neighborhoods, and provide social, environmental, or economic benefits. Examples include tree planting to combat extreme urban heat and air pollution, replacing pavement with green spaces, and school-based projects that educate students on green infrastructure.

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

In partnership with the Oregon City School District ("OCSD"), NCPRD wishes to cooperatively develop a neighborhood park and associated park amenities on land owned by OCSD at Jennings Lodge Elementary School. A portion of the Property located at 18521 SE River Road in unincorporated Clackamas County is underutilized for school and community uses due to its unimproved and aging condition. NCPRD and OCSD have entered into an intergovernmental agreement.

3. What are the objectives of this funding opportunity? How will we meet these objectives?

The park improvements at the Jennings Lodge Campus that meet the CGI grant program priorities include: Tree procurement and tree installation to reduce heat island effect in a largely low income area of the district.

Other information necessary to understand this award, if any.

NA

Program Approval:

Alex Gilbertson

Name (Typed/Printed)

9/17/25

Date

Alexandra Gilbertson


Signature

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

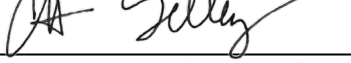
****ATTACH ANY CERTIFICATIONS REQUIRED BY THE FUNDING AGENCY. COUNTY FINANCE OR ADMIN WILL SIGN****

Section IV: Approvals


DIVISION DIRECTOR (or designee, if applicable)

Erin Reome	9/17/25	
Name (Typed/Printed)	Date	Signature

DEPARTMENT DIRECTOR (or designee, if applicable)

Kia Selley	9/17/25	
Name (Typed/Printed)	Date	Signature

FINANCE ADMINISTRATION

Ethel Gallares	9/22/25	
Name (Typed/Printed)	Date	Signature

EOC COMMAND APPROVAL (WHEN NEEDED FOR DISASTER OR EMERGENCY RELIEF APPLICATIONS ONLY)

Name (Typed/Printed)	Date	Signature

Section V: Board of County Commissioners/County Administration

(Required for all grant applications. If your grant is awarded, all grant awards must be approved by the Board on their weekly consent agenda regardless of amount per local budget law 294.338.)

For applications \$150,000 and below:

COUNTY ADMINISTRATOR	Approved: <input type="checkbox"/>	Denied: <input type="checkbox"/>
Gary Schmidt		
Name (Typed/Printed)	Date	Signature

For applications up to and including \$150,000 email form to BCC staff at CA-Financialteam@clackamas.us for Gary Schmidt's approval.

For applications \$150,000.01 and above, email form with Staff Report to the Clerk to the Board at ClerktotheBoard@clackamas.us to be brought to the consent agenda.

BCC Agenda item #: Date:

OR

Policy Session Date:

County Administration Attestation

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

Department: keep original with your grant file.