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#### Submission information

Form: [2024 Project Nomination Form–Community Enhancement Program](#) [1]  
Submitted by Visitor (not verified)  
Fri, 01/12/2024 - 12:50pm  
143.244.98.165

#### Applicant Information

**Sponsor:**

City of Wilsonville

**Tax ID#****Contact Person:**

Kerry Rappold

**Daytime Phone:**

503-570-1570

**Email Address:**

rappold@ci.wilsonville.or.us

**Address:**

29799 SW Town Center Loop E

**City:**

Wilsonville

**State:**

Oregon

**Zip code:**

97070

**Type of Organization:**

A local government, local-government advisory committee, department or special district provided that the agency includes documented support from the local-government executive officer.

#### Project Information

**Project Title:**

Wilsonville Field Guide

**Amount Requested:**

\$ 19,500

**Mark all of the goals below which your project meets and explain how in the boxes below:**

- Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them
- Benefit youth, seniors, low income persons and/or underserved populations

**How project meets 'Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them' (be clear & specific)**

The field guide will provide information about Wilsonville's geology, habitats and wildlife, which will inspire the public to explore the community and participate in conserving habitats and supporting local wildlife.

**How project meets 'Benefit youth, seniors, low income persons and/or underserved populations' (be clear & specific)**

The field guide will reach a broad array of community members, especially within the school system, and focus on place- and nature-based learning opportunities throughout Wilsonville.

**Brief Project Description and Explanation of how the CEP funds will be used, include project start and end dates:**

The Wilsonville Field Guide will be a 100-125 page print publication that reveals the rich biodiversity, natural heritage, and cultural history of Wilsonville for residents and visitors through engaging essays, maps, photographs, and student artwork. Contributors will include subject matter experts and individuals with local knowledge and expertise. Hard copies of the published field guide will be provided to local libraries, such as the school district, available at various public spaces and events, and possibly sold at retail outlets. The field guide will also be available on the City's web site.

**Goals**

- Showcase Wilsonville's diverse and unique ecosystems, geology, and geography.
- Highlight critical conservation initiatives protecting and restoring local habitats and wildlife.
- Celebrate indigenous history and pioneer roots through narrative profiles.
- Inspire appreciation and exploration of Wilsonville's outdoors.
- Offer opportunities for place-based learning.
- Encourage economic stimulus through cultural tourism.

A consultant, with experience in publishing books, will manage the project from development through printing. They will manage a team responsible for supplementing content, creative design, layout, editing, and printing. Developing and publishing the field guide will involve the following steps:

1. Content and artwork compiled;
2. Releases secured for contributions;
3. Manuscript editing and proofing completed;
4. Cover design and interior layout developed and finalized;
5. Indexing completed;
6. Final printer files submitted;
7. Print-on-demand set-up and ebook creation; and
8. Print copies published and delivered.

The project will commence on July 1, 2024 and will be completed within one year.

**Where would the project be located and who owns the property if applicable?**

Not applicable.

**For a project located on private or other public land (property not owned by the City of Wilsonville), written documentation from the landowner that gives the project sponsor and City permission for the project to occur on the land is required. Indicate here if the project is located on private or other public land (property not owned by the City of Wilsonville) and indicate if written permission from the landowner is to be submitted.**  
Not applicable.

**What impact might the project have on nearby homes and businesses?**  
Not applicable.

**What kind of on-going maintenance needs and costs might be required by the project?**  
If more hard copies or future revisions are needed, there will be costs associated with updating and/or printing the field guide.

**Who will benefit if this project is funded? Estimate how many Wilsonville residents will benefit if this project is funded.**  
The project will benefit the entire community because it provides an opportunity to learn about Wilsonville's biodiversity, natural heritage, and cultural history.

**How does the project serve diverse or traditionally underserved populations?**  
The project will reach a broad array of community members, including diverse or traditionally underserved populations.

**Does this project serve a specific cultural or ethnic group in Wilsonville? If so, please specify.**  
No.

## Project Budget

Upload project budget sheet available at [www.ci.wilsonville.or.us/cep](http://www.ci.wilsonville.or.us/cep) [2]

**Upload Budget:**  
[wv\\_field\\_guide\\_-\\_project\\_budget\\_worksheet.xlsx](#) [3]

**How were these costs estimated (quotes, catalog, previous projects, etc.)?**  
Based on project proposal provided by consultant.

**Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?**  
The project is sponsored by the City of Wilsonville.

**Will the project be completed with the proposed funding or will future funding be necessary?**  
The project will be completed with the proposed funding.

**Funds are available for projects after July 1, 2024. Is this project compatible with that timing? How and when might this project be implemented?**  
Yes, the project will start on July 1, 2024.

## Project Management

**Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task:**

See attached proposal from the consultant. The project will be administered by Kerry Rappold, Natural Resources Manager.

**Describe prior experience managing similar projects. Include prior Community Enhancement Projects:**

Kerry Rappold has extensive experience with previous Community Enhancement projects, which have been successfully completed on schedule and within budget.

**Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.**

No.

**If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application:**

Not applicable.

**Do you currently have an active CEP grant?**

Yes

**If yes, will you be seeking an exception?**

Yes, an exception is requested since we have an active grant and the project will not be complete by May 24, 2024.

**Project Certifications:**

- This project will not promote or inhibit religion in any way.
- This project will not discriminate based on race, ethnicity, age, gender or sexual orientation in any way.

**Signature:**

Kerry Rappold

**Date Signed:** Fri 1/12/24

**Electronic signature agreement.** By selecting the "I Accept" button, you are signing this agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, or in accessing or making any transaction regarding any agreement, acknowledgement, consent terms, disclosures or conditions constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature. You also represent that you are authorized to enter into this Agreement for all persons who own or are authorized to access any of your accounts and that such persons will be bound by the terms of this Agreement.

**I accept:** Yes

**Source URL:** <https://www.ci.wilsonville.or.us/node/127436/submission/61388>

**Links**

[1] <https://www.ci.wilsonville.or.us/bc-mce/webform/2024-project-nomination-form%E2%80%93community-enhancement-program> [2] <http://www.ci.wilsonville.or.us/cep> [3] [https://www.ci.wilsonville.or.us/system/files/webform/wv\\_field\\_guide\\_-\\_project\\_budget\\_worksheet.xlsx](https://www.ci.wilsonville.or.us/system/files/webform/wv_field_guide_-_project_budget_worksheet.xlsx)

Project Budget				
	CEP	Sponsor	Other #1	Other #2
Personal Services	13,750			
Supplies				
Capital				
Materials	2750			
Other (please explain)	3000			
Licensing, copyright, legal fees, launch event				
<b>Total</b>	<b>19,500</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Total Estimated Cost**

**19,500**

% of Total Budget provided by  
Sponsor

\$



## West Linn-Wilsonville School District 3Jt

Administration Building

22210 SW Stafford Rd • Tualatin, OR 97062 • (503) 673-7000 or Fax (503) 673-7001 • [www.wlww.k12.or.us](http://www.wlww.k12.or.us)

To: Wilsonville-Metro Community Enhancement Program  
From: Amy E. S. Schauer, CREST Director, West Linn-Wilsonville School District  
Date: 12 January 2024  
Re.: Wilsonville Field Guide project

This memorandum pertains to the proposed natural and cultural history Wilsonville Field Guide Project, as described by the City's Natural Resources Department staff. The School District fully supports the proposed project, which integrates well with our teaching standards for science and social studies, and the Guide will be usable with science, social studies, and literacy curricula at primary, middle, and high school grade levels.

As Senegalese scientist Baba Dioum said, "In the end, we will conserve only what we love, we will love only what we understand, and we will understand only what we are taught."<sup>[1]</sup> The Wilsonville Field Guide will provide us, as teachers, with a unique, place-based means for students to learn about the rich cultural history of places around the City of Wilsonville, including indigenous history and knowledge, and about the flora, fauna, and geology of the City. Through that learning, we believe that our students and their families will develop a deeper understanding of and appreciation for the diverse ecosystems and rich history of the area in which they live, learn, and work - as well as the science and purpose behind current conservation projects around the City. In addition, the incorporation of student artwork with the writing and work of area experts in the Wilsonville Field Guide fits very well with CREST's goal to place student learning in authentic contexts, and integrate scientific thinking with other disciplines, including reading, writing and art. The District will support the project through CREST staff by facilitating teacher and student engagement with the project.

Director, Center for Research in Environmental Sciences and Technologies (CREST)  
West Linn-Wilsonville School District

1. Dioum, B., 1968. Paper presented at the general assembly of the international union for the conservation of nature and natural resources, New Delhi, Seattle Public Library Archive.



### 3. Assessment of Additional Issues for Consideration

#### *Additional criteria to evaluate a project.*

Issue 1 Does the project demonstrate a clear community benefit?

Response *Community environmental information and place based learning would be included.*

Issue 2 Is the cost estimate realistic? Is the project scalable? Is there a match or contribution from the applicant?

Response *The consultant provided the estimate but it is unclear if the timeline is realistic. There is not a match.*

Issue 3 What kind of on-going maintenance needs might be required by project?

Response *N/A*

Issue 4 What impact might the project have on nearby homes and businesses?

Response *N/A*

Issue 5 Does the project appear to have community support?

Response *The project is supported by the school district.*

Issue 6 Is the project consistent with existing planning documents (master plans, strategic plans, etc)?

Response *It will be complementary to existing plans.*

### **4. Does the applicant have any active Community Enhancement Grant projects, if applicable, and do they require an exemption?**

*Yes, there is one ongoing project.*

*Staff concerns?*

*Will the consultant gather the materials, edit, etc?*

- *Develop outline, evaluate steps?*
- *Consultant has experience to prepare materials within the timeline and cost estimate?*

*Is the staff support/ coordination available?*

*-staff is available? Expected 40 -120 hours of staff time.*

*What is the school districts role?*

- *Field guide is intended to be a place based learning tool?*

*Concern about ensuring that is translated?*

- *Unclear if this is possible within the scope*

*Is there a match for this project?*

*How many copies will be published?*

*Will this meet professional publication standards?*

- *References will be included and of professional quality?*
- *Pictures from past project will be included*



*Staff Suggestions:*

Could these be small pieces rather than a book? Not possible ( 100 – 125 pages )

Could the existing materials be used?

Suggestion that there is a comprehensive park guide. (Chapter about parks – focus on nature play areas and trails, restoration and management in the community)

## Zoe Mombert

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**From:** Kerry Rappold  
**Sent:** Wednesday, February 21, 2024 11:31 AM  
**To:** Zoe Mombert  
**Subject:** Fw: Community Enhancement Grant Follow Up and Next Steps - Response Requested

Zoe,

I made a minor edit to one of my responses.

Thanks.

Kerry

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**From:** Kerry Rappold <rappold@ci.wilsonville.or.us>  
**Sent:** Wednesday, February 21, 2024 11:19 AM  
**To:** Zoe Mombert <mombert@ci.wilsonville.or.us>  
**Subject:** Re: Community Enhancement Grant Follow Up and Next Steps - Response Requested

Hi Zoe,

I just got back from vacation, so I'm still trying to catch up on emails. Please see my responses below.

Let me know if you have any questions.

Thanks.

Kerry

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**From:** Zoe Mombert <mombert@ci.wilsonville.or.us>  
**Sent:** Monday, February 12, 2024 3:13 PM  
**To:** Kerry Rappold <rappold@ci.wilsonville.or.us>  
**Subject:** Community Enhancement Grant Follow Up and Next Steps - Response Requested

Hello Kerry,

Thank you for submitting your Community Enhancement application. Staff reviewed your application and we have some questions before we advance the application to the committee for review. Overall, we need to ensure that all of the projects serve the community, the budget is reasonable and realistic, the timeline and scope are realistic and the project can be completed on time and on budget. Please send me a response to the questions below by Tuesday, February 20.

Staff Questions and Concerns:

*Will the consultant gather the materials, edit, etc.? Kerry Rappold (City's project manager) will work with the consultant to compile the materials from the contributors and other sources. The consultant will be responsible for managing, editing, proofing, designing and publishing the field guide.*

- *Develop outline, evaluate steps?* The consultant will ensure the project milestones are met, including management of sub-consultants, such as a designer, proofreader, indexer, and publisher. Kerry will have regular meetings with the consultant to discuss the progress of the project and ensure all of the steps are completed in a timely and sufficient manner.
- *Consultant has experience to prepare materials within the timeline and cost estimate?* The consultant has extensive experience with successfully managing the production of nonfiction books and guides within the proposed timeline and cost estimate.
- *Experts have been identified to write the chapters* All of the contributors have been recruited for the project, which includes an array of experts in their fields, such as geology, wetland science, wildlife monitoring, and restoration ecology.

*What is the school districts role?*

- *Field guide is intended to be a place based learning tool?* The project will continue the City's partnership with the school district on place-based learning opportunities to highlight the rich cultural history of places around Wilsonville, including indigenous history and knowledge, and about the flora, fauna, and geology of the City. In addition, students may provide artwork for the field guide.

*Concern about ensuring that is translated?* The project scope and cost estimate does not include translating the field guide, but, based on future printing needs, translating the field guide will be an important consideration.

*Is there a match for this project?* Kerry will provide his staff time as a match for the project. Other City staff will contribute a limited number of hours to the project, too.

*How many copies will be published? Will they be available to the community? How?* The initial printing will be 100 copies, including an ebook version. The books will be available in the Wilsonville library, Wilsonville school libraries, and provided at various public events.

*Will this meet professional publication standards?* The field guide will meet all the standards of a professional publication.

- *References will be included and of professional quality?* The field guide will include all of the standard references, including licensing and registration requirements.
- *Pictures from past project will be included?* The field guide will incorporate a variety of images, graphics and photographs, including past projects.

*Staff Suggestions:*

*Could these be small pieces rather than a book?* A book, rather than separate pieces, is essential for creating a complete and informative field guide.

*Could the existing materials be used?* Existing materials will be considered for inclusion in the field guide.

*Suggestion that there is a comprehensive park guide. (Chapter about parks – focus on nature play areas and trails, restoration and management in the community)* A chapter in the field guide will address the City's park system, including nature play areas and trails.

Additionally, the Community Enhancement Committee will be meeting on February 27 at 6:30pm in the City Council Chambers (City Hall - 29799 SW Town Center Loop E) to hear program updates and review the applications. Each applicant will have 3 minutes to present their proposal before answering committee member's questions. Please focus your presentation on explaining the specific project you are applying for, timeline, budget, scope and community benefits. The committee may or may not make a recommendation to City Council that evening. The meeting agenda and packet will be posted at <https://www.ci.wilsonville.or.us/bc-mce/page/wilsonville-%E2%80%93-metro-community-enhancement-committee-4> next week.

Please contact me with any questions or concerns.

Kind regards,

**Zoe Mombert**

*Assistant to the City Manager*

(she/her/hers)

City of Wilsonville/ Explore Wilsonville

503.570.1503

[mombert@ci.wilsonville.or.us](mailto:mombert@ci.wilsonville.or.us)

[www.ci.wilsonville.or.us](http://www.ci.wilsonville.or.us)

[www.ExploreWilsonville.com](http://www.ExploreWilsonville.com)

[Facebook.com/CityofWilsonville](https://www.facebook.com/CityofWilsonville)



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