

COVER SHEET – AGENDA ITEM #C3

For Commission Meeting: June 15, 2015

“Community Technology Grant Agreement: Community Vision, Inc.”

Recommendation

Staff recommends that the Commission approve the 2015 Community Technology Grant agreement with Community Vision, Inc. for \$76,742.

Background

At the January 26 meeting, the Commission selected 12 Pre-Applications to invite to apply for funding. Following the Commission’s decision, MHCRC staff engaged all 12 applicants in a process to complete full grant applications and contracts.

MHCRC staff has reached agreement on a full grant application and contract with Community Vision, Inc. (CVI) and recommends approval at the June meeting (draft contract attached). The purpose of CVI’s project is to help match individuals with disabilities with potential employers. CVI will use grant funds to purchase video production equipment in order to record video resumes and produce short features of employers who have successfully hired a person with disabilities. Employer video shorts and interview-style programs with individuals with disabilities will air on the public access channels. There are no significant changes to the final application and the grant request came in \$10,258 under the Pre-Application estimated request.

| | Grant Request | Match | Total Project Budget |
|-------------------|---------------|----------|----------------------|
| Pre-Application | \$87,000 | \$90,000 | \$177,000 |
| Final Application | \$76,742 | \$95,280 | \$172,022 |

The Commission approved nine grant contracts at its March and May meetings. The final three contracts are presented at the June meeting for Commission consideration.

Attachment: Draft Community Technology Grant Agreement (1)

Prepared By: Rebecca Gibbons
June 10, 2015

AGREEMENT FOR COMMUNITY TECHNOLOGY GRANT

This Agreement is between the Mt. Hood Cable Regulatory Commission (Commission), through the Office for Community Technology (OCT), and Community Vision, Inc. (Grantee) (together referred to as the "Parties").

RECITALS:

This Agreement is entered into for the purpose of providing the Commission's 2015 grant funds for the Grantee's Community Vision – Center for Accessibility and Community Project.

AGREEMENT:

1. Grant Amount, Use of Grant

Grantee is awarded a total amount of \$76,742 for specific capital costs related to the Grant project. Grantee shall use the Grant funds exclusively for the purposes outlined in its Grant Application (the "Grant"). The Grant Application is attached to this Agreement as Attachment 2. Grantee shall not use the Grant funds for any other purpose than that set forth in Attachment 2.

2. Project Manager

The Commission's Project Manager shall be Rebecca Gibbons or such other person as shall be designated in writing by the OCT Director.

3. Payments

Upon submission of an invoice from Grantee, and upon certification by the Project Manager that the invoice is in accordance with this Agreement, the Commission shall pay to the Grantee \$76,742 as specified in the invoice within thirty (30) days after receipt of the invoice. The invoice shall be on Grantee's letterhead, signed and dated by an authorized representative of Grantee and addressed to "MHCRC c/o City of Portland." The invoice shall include an invoice number, the title of the Grant project and the total grant amount authorized by the Grant. If the Project Manager finds that the invoice is not in accordance with this Agreement, the Project Manager shall notify the Grantee of the reason(s) for the disallowance and non-payment.

Grantee shall account for the Grant funds separately in its books of accounts and charge only Grant-related expenditures to the Grant account.

All expenditures made from Grant funds for Grant project capital costs must be made at least thirty (30) days prior to the expiration of this Agreement.

Grantee shall repay to the Commission, within thirty (30) days of the expiration date of this Agreement, any Grant funds that have not been expended for Grant purposes.

4. Financial Records

Grantee shall account for the Grant funds separately in its books of accounts and charge only Grant-related expenditures to the Grant account.

Grantee agrees to keep accurate and complete financial records that will enable the Commission to easily determine the use of Grant funds and the allocation method of Matching Funds committed by Grantee and Project Partners in the Grant for the project.

5. Reports

Grantee shall submit Interim Reports and a Final Report (collectively referred to as 'Report(s)' herein) to the Project Manager using the Commission's online grants management system. The Reports shall include both programmatic and financial information as established by the Commission. A sample of Report information is attached to this Agreement as Attachment 1. For a Report to be accepted by the Project Manager, the Grantee shall document and clearly describe the progress of the grant in accordance with the reporting schedule defined below.

Interim Reporting periods are July 1, 2015 through December 31, 2015; January 1, 2016 through June 30, 2016; July 1, 2016 through December 31, 2016. Interim Reports are due within thirty (30) days of the end of each reporting period. Grantee shall submit a Final report thirty (30) days after the project end date of June 30, 2017 summarizing the activities and accomplishments of the entire Grant.

Interim and Final Reports shall include an accurate and complete financial status report of Grant fund and Matching fund expenditures and include copies of receipts or other evidence of payment for actual grant funded capital costs incurred by Grantee related to the Grant. The Project Manager, at her/his sole discretion, may require additional programmatic information or financial documentation of Grant project expenditures.

Grantee shall immediately provide notice in writing by electronic mail to the Project Manager when Grantee anticipates or realizes any deviation in the Grant project which may result in Grantee's inability to complete the Grant project as originally submitted and approved by the Commission.

Grantee shall also provide other financial or program reports as the Commission deems reasonably necessary or appropriate. Grantee shall make its books, general organizational and administrative information, documents, papers and records that are related to this Agreement or Grantee's performance of services related to this Agreement available for inspection by the Project Manager or other Commission representatives during reasonable business hours following five (5) business days advance written notification from the Project Manager.

6. Project and Fiscal Monitoring

The Commission and the Project Manager shall monitor the Grantee's performance on an as needed basis to assure compliance with this Agreement. Such monitoring may include, but

are not limited to, on site visits at reasonable times, telephone interviews and review of required reports. Monitoring will cover both programmatic and fiscal aspects of the Grant. The frequency and level of monitoring will be determined by the Project Manager. Grantee shall remain fully responsible at all times for performing the requirements of this Agreement.

7. Audit

Because grant funds are derived from the cable franchises, the cable companies may conduct a financial review or audit of Grantee for the purpose of verifying whether use of capital grant funds is in accordance with the requirements of cable franchises related to use of capital grant funds. If the MHCRC receives notice from a cable company in accordance with the terms of the cable franchises of such audit or review, the Commission's Project Manager shall notify Grantee within 5 business days of receiving the notice, and shall identify to Grantee the relevant financial records of Grantee that the cable company seeks to review. The scope of such audit or review of Grantee shall be consistent with the terms of the applicable cable franchise. Grantee agrees to make such relevant financial records available to cable company's authorized representative for inspection and copying. Such records shall be reviewed during normal business hours at a time and place made available by Grantee. The Commission's Project Manager shall promptly provide Grantee with written notice of the audit or review's conclusions.

8. Publicity

Any publicity regarding the project shall indicate that the project was made possible by a Grant from the Commission through funds provided by the cable companies. Grantee shall notify the Project Manager before releasing information about the Grant to the press or other news media. The Commission may include information regarding the Grant in periodic public reports.

9. No Other Obligations/Complete Agreement

Grantee acknowledges that, except for the Grant, the Commission has no obligation to provide, and the Commission has not led Grantee to believe in any way (whether expressly or by implication) that the Commission will provide any additional or future assistance, financial or otherwise, either to Grantee or for the Grant project.

This Agreement contains the complete agreement of the parties. This Agreement may not be assigned, nor may any of the Commission's rights be waived, except in writing signed by a duly authorized representative of the Commission. The Commission may specifically enforce, or enjoin a breach of, the provisions of this Agreement, and such rights may be freely assigned or transferred to any other governmental entity by the Commission.

10. Representations

Grantee represents that it has full power and authority, and has obtained all necessary approvals, to accept the Grant, to carry out the terms of the Grant and this Agreement, and to conduct the Grant project in compliance with all applicable laws.

11. Indemnification

Grantee shall hold harmless, defend, and indemnify the Commission and the Commission's officers, agents, and employees against all claims, demands, actions, and suits (including all attorney fees and costs) brought against any of them arising from Grantee's work or any of Grantee's contractors work under this Agreement.

12. Compliance with Laws

The Commission and Grantee agree to comply with all applicable local, state and federal laws and regulations that apply to the subject matter of this Agreement.

13. Amendment

The Project Manager is authorized to amend the terms and conditions of this Agreement, provided such changes do not increase the Grant amount or the Commission's financial risks or change the purpose of the Grant. If approved such amendments shall only be effective if in writing, and signed by duly authorized representatives of both Parties. Any change in the amount of the Grant funds or the financial risks under this Agreement must be approved by vote of the Commission.

14. Term of the Agreement

This Agreement becomes effective upon the date of the last signature by a party. The term of this Agreement is through, and including, August 31, 2017.

15. Early Termination of Agreement

This Agreement may be suspended or terminated prior to the expiration of its term by:

(a) Written notice provided to Grantee from the Commission before any obligations are incurred;

(b) Mutual written agreement of the Parties.

Upon termination, Grantee shall return to the Commission the full amount of Grant funds paid by the Commission to the Grantee for the Grant project.

16. Material Failure to Perform

The Project Manager may terminate this Agreement after determining that Grantee has failed to comply with any material term or condition of this Agreement. The Project Manager

shall give Grantee written notice of the intent to terminate this Agreement, identifying the reasons for such action.

If Grantee fails to remove or otherwise cure the material failure within thirty (30) days of the written notice of termination, or if Grantee does not undertake and continue efforts satisfactory to the Commission to remedy the failure, then the Commission may, at its sole discretion, require Grantee to refund to the Commission any amounts improperly expended, any unexpended amounts or the full amount of Grant funds paid by the Commission to Grantee for the Grant project in compliance with the terms and conditions of this Agreement.

17. Suspension of Work

The Project Manager may at any time give notice in writing, by electronic mail, to Grantee to suspend work and expenditure of funds provided under this Agreement. The notice of suspension shall specify the date of suspension and the estimated duration of the suspension. Grantee shall promptly suspend work and expenditure of funds to the extent specified. During the period of the suspension Grantee shall properly care for and protect all projects in progress including materials, supplies, and equipment that are on hand for performance of the Grant. The Project Manager may, at any time, withdraw the suspension of work as to all or part of the suspension in written, by electronic mail, notice to Grantee specifying the effective date and scope of withdrawal. Grantee shall then resume diligent performance of the work. In no event shall Grantee be entitled to any incidental or consequential damages because of suspension.

The causes for suspension of work include, but are not be limited to, Project Manager's concerns about Grantee's ability to complete the Grant in accordance with this Agreement or any other non-compliance with the Agreement.

18. Non-Discrimination

In carrying out activities under this Agreement, Grantee shall not discriminate against any employee or applicant for employment on the basis of race, color, religion, age, sex, marital or economic status, familial status, national origin, sexual orientation, disability or source of income. Grantee shall take actions to insure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, age, sex, marital or economic status, familial status, national origin, sexual orientation, or disability. Such action shall include but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Grantee shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, marital or economic status, familial status, national origin, sexual orientation, disability or source of income. In regard to carrying out activities under this Agreement, Grantee shall further not arbitrarily refuse to provide services to any person and shall not discriminate in offering services on the basis of race, color, religion, age, sex, marital or economic status, national origin, sexual orientation, disability or source of income.

19. Severability

If any provision of this Agreement is found to be illegal or unenforceable, this Agreement nevertheless shall remain in full force and effect and the provision shall be considered stricken.

20. Choice of Law and Choice of Forum

This Agreement shall be construed according to the laws of the State of Oregon, without regard to its provisions regarding conflict of laws. Any litigation between the Commission and Grantee arising under this Agreement or out of work performed under this Agreement shall occur, if in the state courts, in the Multnomah County court having jurisdiction thereof, and if in the federal courts, in the United States District Court for the State of Oregon.

21. Survival

As of the date of termination of this Agreement, any pre-existing unresolved claim or dispute by either Party, including but not limited to, money owed, performance due, or any other obligations of the Parties, that is the result of the other Party's performance or non-performance, will, by their terms, survive termination of this Agreement and will be resolved in accordance with the terms and conditions of this Agreement. All indemnity and unperformed obligations will survive termination of this Agreement. The obligation under Section 5 to submit a Final Report shall also survive termination of this Agreement.

22. Assignment

This Agreement or any interest therein may not be assigned or subcontracted without the prior written consent of the Project Manager. In the event of transfer without prior written consent, the Commission may refuse to carry out this Agreement with either the transferor or the transferee and yet retain and reserve all rights of action for any breach of contract committed by Grantee.

Notwithstanding Grantee's use of any subcontractor for performance of this Agreement, Grantee shall remain obligated for full performance hereunder, and the Commission shall incur no obligation other than its obligations to Grantee under this Agreement. Grantee agrees that if subcontractors are employed in the performance of this Agreement, the Grantee and its subcontractors are subject to the requirements and sanctions of ORS Chapter 656, Workers' Compensation.

23. Electronic Means

The parties agree the Commission and Grantee may conduct this transaction, including any contract amendments, by electronic means, including the use of electronic signatures.

24. Notice

Any notice provided for under this Agreement shall be sufficient if in writing and (1) delivered personally to the following addressee, (2) deposited in the United States mail, postage

prepaid, certified mail, return receipt requested, (3) sent by overnight or commercial air courier (such as Federal Express), or (4) email addressed as follows, or to such other address as the receiving party hereafter shall specify in writing:

If to the Commission:

Attn: Rebecca Gibbons, Project Manager:
Mt. Hood Cable Regulatory Commission
c/o City of Portland/ OCT
PO Box 745
Portland, OR 97207-0745
Email: rgibbons@mhcrc.org

If to Grantee:

Attn: Valerie Plummer, Development Director
Community Vision, Inc.
1750 SW Skyline Blvd.
Portland, OR 97221
Email: valerie@cvision.org

Any such notice, communication or delivery shall be deemed effective and delivered upon the earliest to occur of actual delivery, three (3) business days after depositing in the United States mail as aforesaid, one (1) business day after shipment by commercial air courier as aforesaid or the same day an email transmission is sent (or the first business day thereafter if sent on a Saturday, Sunday or legal holiday).

AGREEMENT FOR COMMUNITY TECHNOLOGY GRANT: Community Vision – Center for Accessibility and Community

GRANTEE SIGNATURE:

GRANTEE: COMMUNITY VISION, INC.

BY: _____ Date: _____

Name: _____

Title: _____

MT. HOOD CABLE REGULATORY COMMISSION SIGNATURES:

By: _____ Date: _____
Mt. Hood Cable Regulatory Commission Chair

Approved as to Form:

By: _____ Date: _____
Mt. Hood Cable Regulatory Commission Attorney

SAMPLE INTERIM REPORT INFORMATION

OUTCOMES ACTIVITES AND PROGRESS

Describe project activities that focus on the intended outcomes and/or progress made toward the outcomes. Provide both quantitative and qualitative details as they relate to an activity.

LEARNINGS AND EVALUATION

Summarize the key evaluation steps completed or underway. What are the primary lessons learned thus far about the project? Have you had any course corrections or adjustments to your project based on learnings thus far? How might these learnings impact project implementation in the next Reporting Period?

IMPLEMENTATION SUCCESSES AND CHALLENGES

By using the project's original implementation plan/timeline (included in Attachment 2 to the Grant Agreement, The Implementation Plan), provide a mark-up of the plan indicating the status of your project in relation to the original plan/timeline by adding a "status" column to your activities list.

Describe any anticipated and unanticipated successes and challenges.

EXPENDITURE DETAIL

Provide a line item accounting, in context of the original grant budget, of the expenditures incurred during the Reporting Period; including both Grant fund and Matching fund expenditures.

Provide a clear narrative of the expenditures incurred for each line item identified above.

Provide a clear explanation of any expenditure that substantially differs from the original Grant budget.

Provide copies of receipts or other documentation for actual grant funded capital costs incurred during the reporting period by Grantee related to the Grant.

WORK SAMPLES

Periodically, the MHCRC will use photos and videos (with permission) on our website to highlight the work of the organizations we support. Please send us photos or videos that illustrate the impact of the grant project in the community. (By sharing photos or videos, you acknowledge that any and all material you are providing has been obtained with appropriate signed media releases and may be shared with the MHCRC's stakeholders and broader audiences.)

SAMPLE FINAL REPORT INFORMATION

RESULTS

Describe the significant project activities that took place throughout the life of your project and how these activities contributed to the realization of the original project purpose and outcomes. (As applicable, please quantify your results as they related to your original project outcomes, i.e. numbers of people served, the demographics of those served, the number and type of content created, the number/type of classes/programs offered, etc.)

Outline your evaluation process, including evaluation tools and methods. Detail the results of your evaluation.

Do you have a testimonial story to tell that captures the essence of the project's impact? (Where anonymity is required, please use pseudonyms.)

REFLECTIONS

What did you learn about the problem or issue you were trying to address?

What did you learn about the population served?

What factors contributed to your success?

What, if any, were the significant challenges encountered? How did you address both anticipated and unanticipated challenges in the course of the project?

EXPENDITURE DETAIL

Provide a line item accounting, in context of the original grant budget, of the expenditures incurred during the Project term; including both Grant fund and Matching fund expenditures.

Provide a clear narrative of the expenditures incurred for each line item identified in Step 1.

Provide a clear explanation of any expenditure that substantially differs from the original Grant budget.

Provide any remaining copies of receipts or other documentation for actual grant funded capital costs incurred by Grantee related to the Grant since the last reporting period.

SUSTAINABILITY

Will the project/program continue beyond the term of this Grant? If so, what are your next steps and plans for continuing or changing the project/program?

WORK SAMPLES

Periodically, the MHCRC will use photos and videos (with permission) on our website to highlight the work of the organizations we support. Please send us photos or videos that illustrate the impact of the grant project in the community. (By sharing photos or videos, you acknowledge that any and all material you are providing has been obtained with appropriate signed media releases and may be shared with the MHCRC's stakeholders and broader audiences.)

Grant Agreement - Attachment 2



Application

00069 - 2015 Community Technology Grants

00234 - Community Vision - Center for Accessibility and Community

Community Technology Grants

Status: Submitted
Original Submitted Date: 05/15/2015 2:57 PM
Last Submitted Date: 06/09/2015 12:36 PM

Primary Contact

| | | | |
|----------------|---------------------------|---------------------------|----------------------------|
| Name: | Valerie | C. | Plummer |
| | <small>Salutation</small> | <small>First Name</small> | <small>Middle Name</small> |
| Email: | valerie@cvision.org | | |
| Phone:* | 503-292-4964 | 124 | |
| | <small>Phone</small> | <small>Ext.</small> | |
| Title: | Development Director | | |

Organization Information

| | | | |
|---------------------------|------------------------|-------------------------------|--------------------------------|
| Name: | Community Vision, Inc. | | |
| Organization Type: | Non-Profit Entity | | |
| Address: | 1750 SW Skyline Blvd. | | |
| City* | Portland | Oregon | 97221 |
| | <small>City</small> | <small>State/Province</small> | <small>Postal Code/Zip</small> |
| Phone: | 503-292-4964 | | |

Executive Summary

Executive Summary

The Executive Summary is your opportunity to introduce your project (please limit to one page).

Community Vision (CVI) provides an array of services to individuals with disabilities to assist them to live, work and thrive in the community of their choice. We support individuals with a wide range of disabilities, and our services are tailored to the needs of each person. Our agency believes that every person should have access to opportunities and choices, regardless of disability. Individualized, person-centered support remains our core philosophy since 1989, we have continued to create innovative programs to assist with this access. CVI offers services to assist individuals to live independently, find a meaningful job with a meaningful wage, purchase a home, start a business, and to access the community in every way possible. Despite tremendous progress, people with disabilities remain at risk for chronic poverty, unemployment, and continued dependence on government services. Our programs are designed to help break this cycle by allowing participants to engage in their social and economic communities.

Until just a decade ago, adults with intellectual disabilities had virtually no choice about what their lives would be like. In 1989, when Donald Bos wanted to live with his family rather than in an institution, the idea of his independence was so unique that it required establishing a new organization - CVI. As Oregon moved from institutionalization to a brokerage system, CVI has changed, too. While individualized support remains the core of our work, we recognize a growing need for innovation and expansion in the disability community. Our program work is guided by the belief that all people, regardless of perceived ability, deserve the freedom to make the basic choices that define their lives.

Community Vision is seeking video equipment to better serve individuals across all CVI programs, as well as create a method to house video content and measure outcomes.

Community Vision is respectfully requesting \$76,742 from Mt. Hood Cable Regulatory Commission and CVI will provide a matching funds of \$95,280 for a total project budget of \$172,022 to address the expressed need of improving service delivery for low-income individuals with disabilities.

Video equipment is essential in expanding our mission and will directly affect the population we serve. With these tools we will be able to further develop employment opportunities through engagement with employers and the public, as well as give participants the opportunity to create video resumes to showcase their skills and abilities. This engagement will raise community awareness and strengthen our standing with employers and the community. Implementing a database will improve access to video content, efficiency in service delivery, and create a permanent impact on measuring quantitative mission outcomes. The quality of life of individuals served by CVI will be directly affected by the integration of these technological systems not only by reducing data recording time of staff thereby increasing quality time spent with individuals, but also by creating distributable media for training and job seeking purposes. With individual's permission, video footage will be shared with potential employers as well as CVI staff to create the best possible vocation and home life of each person served.

As a result, CVI's Employment Connections program will benefit by identifying 20 job-ready individuals and producing their video resumes, create video content for at least 10 partnered employers to create additional employment opportunities thus yielding in 10 employment opportunities for individuals served. CVI's Community Connections program will benefit from the production of at least fifteen video segments that highlight the participant's story of building community through employment and community goals.

(This field has a character limit of 4000)

Project Narrative

| | |
|------------------------------------|----------------------------|
| Total Grant Funds: | \$76,742.00 |
| Total Match Funds: | \$95,280.00 |
| Total Funds: | \$172,022.00 |
| Cable System Technology Use | Community Access Channels |
| Proposed Technology | Video production equipment |
| Public Benefit Area | Improving Service Delivery |
| Project Purpose | |

Organizational Background Information:

Founded in 1989, Community Vision, Inc. (CVI) is the largest nonprofit organization based in Oregon providing individualized housing, supported living, employment and homeownership services to people with disabilities and their families. Community Vision has proven that assisting one person at a time to live in their own home provides the stability they need to work, live and thrive in the communities of their choice.

In 1989, Joe Wykowski, CVI's Executive Director, founded Community Vision by assisting one young man with developmental disabilities to move from Oregon's State-run institution, Fairview - where he had lived most of his life - into his family home. Community Vision then hired qualified staff that could meet his support needs in his house, providing independence and freedom for the first time. Since then, Community Vision has used this same one-to-one, tailored direct support approach to allow hundreds of adults with developmental disabilities to live and work independently in the community of their choice - providing an essential alternative to large institutions, group or foster homes, and a transition from the family home.

In addition to providing in-home supports, CVI has assisted over 100 individuals with developmental disabilities to purchase their own homes with zero foreclosures. Our Homeownership Independence Program received recognition by the World Disability Institute as a creative solution to filling the homeownership gap. CVI has received national recognition and internationally for innovative services for individuals with disabilities. CVI employs over 200 staff, delivering direct support to individuals throughout the Portland Metro area.

Community Vision's Homeownership Independence Program empowers people with disabilities and families with 80% annual median income (AMI) or less (established by HUD) to purchase a home in the community of their choice. The fixed mortgage payment offers independence, stability, security from rent increases, and the pride of being part of a community. In 1999, we began responding to the homeownership deficit for people with disabilities in Oregon. Since that time, we have helped over 150 families and individuals buy homes, through down payment assistance, grants, credit establishment, financial management, and by connecting individuals to lenders and realtors. We believe that everyone has the right to live and thrive in the community of their choice.

Individual Development Accounts Community Vision is committed to helping individuals with disabilities save and develop assets, so they can safely and securely build towards their dreams. The IDA program achieves this providing a jointly held bank account with matched fund capabilities that can fund large financial goals with a small amount of savings. Savings are matched 3:1. Recognized by the Social Security Administration as an allowable resource, the IDA program is a safe way to save and preserve federal and state benefits. The IDA program supports participants saving towards several goals: home ownership, small business startup or expansion, post-secondary education, home repair and rehabilitation, workforce training, and need-based adaptive and specialized equipment.

The Oregon Accessibility Loan Fund was created to improve the lives of Oregon residents with disabilities. Assistive technology devices and services used to maintain or enhance independence, quality of life, or functional capabilities are often priced out of reach for most people. The accessibility loan fund provides access to affordable credit, financial coaching and related services to make financial and physical independence possible. Participating in the program can help people with disabilities improve their day-to-day lives while building credit and improving their financial stability. The loan can be used by applicants for a wide variety of adaptive equipment and services that improve mobility, independence and quality of life. This includes any adaptive equipment or service that is medically justified and not covered by insurance.

Community Vision's Employment Connections Program provides individualized support for people with disabilities who seek meaningful employment. The program helps businesses fulfill labor needs while helping people gain valuable experience and skills necessary to achieve financial stability, work within their community, and make a difference in the lives of others. Employment Connections placement sites (employers) are determined through the process of finding a strong match between CVI's supported individuals' interests, and the needs of our employer partners. CVI staff attend employer networking events and job fairs to make connections with potential employer partners. The Employment Connections program primarily recruits and identifies appropriate candidates for the program through the existing client base of supported individuals served by Community Vision.

Community Vision's Self-Directed Living program assists individuals to live and thrive in the community of their choice. Our program work is guided by the belief that all people, regardless of perceived ability, deserve the freedom to make the choices that define their lives. Community Vision endeavors to provide direct support to individuals tailored to their unique needs.

Dream Builders Alliance serves youth and young adults with a wide range of disabilities by teaching empowerment and self-confidence. Community Vision believes in the power and ability of each participant to determine a course for their lives. Dream

Builders Alliance strives to teach participants how to use their gifts and talents to contribute to their world and build inclusive communities. Participants are assisted in setting vocational goals (including post-secondary education options), making plans for living life how and where they want to, and offering skills training in the community. Participants enjoy one-on-one pairing with a mentor to go explore their dreams while parents and guardians engage in monthly trainings to prepare them with their young adult's transition.

Public benefit area: Service Delivery

Identified Community/Targeted Beneficiaries: Low-income People with Disabilities

The Problem/Need

Beyond the stark reality that individuals with disabilities disproportionately live in poverty and are unemployed at a higher rate (up to 75% rate of unemployment in Oregon), social isolation can also be a major factor in limiting life opportunities for the individuals that Community Vision supports.

Our organization and the individuals with disabilities we serve are sorely in need of increasing the number and types of videos we use for various training and educational purposes. Technology can go a long way to address the social isolation that our target population experiences.

The community of people with disabilities has been highly involved in the development of this project. Not only does CVI's governing Board of Directors consist of nearly 25% individuals with disabilities, another 50% include parents of children with disabilities. Community Vision also engages with Self-Advocates through the Oregon Self-Advocacy Coalition, part of the Oregon Council on Developmental Disabilities, to help steer and develop Community Vision's programs and services. Both this group and the Board of Directors support this project as a needed development and programmatic next step to increase Community Vision's video content to improve our service delivery.

The Solution

To address the needs of CVI's client community, Community Vision will use video production in a number of ways:

- To help the individuals we support find jobs, using methods such as video resumes and highlight footage for social media outreach. The existing videos we use were created in 2012, and the Employment Connections program since then has grown substantially. This will include the creation of instructional clips for on the job support for individuals, decreasing the amount of in-person support time provided by Community Vision's job coaches.
- To orient and train new staff and volunteers regarding the history of serving individuals with disabilities in Oregon, and best practices on supporting individuals and families with disabilities in the Portland area.
- To educate the broader community about the potential that individuals with disabilities have as contributors to the fabric of the local community: As employees, as advocates, as professionals, and as citizens.

Specifically, the Employment Connections Program will produce video content for potential employers with whom Community Vision partners. We currently work with about a dozen employers in the Portland Metro area, and we would like to increase this number by at least 10, to meet the demand we see from the individuals we support that are interested in obtaining employment. Often the traditional process of applying for jobs does not work as well for individuals with disabilities, but we have found that Video Resumes can provide a compelling and more complete picture of a job candidate than a traditional resume. The video element is important because, in our experience and according to the Fact Sheet from the California Deaf-Blind Services (CDBS) regarding video resumes, many individuals with disabilities are far more capable than many employers assume, and a video resume shows employers the specific skills and abilities that a job seeker has. Employers report that the video element is important when reviewing a candidate's skills, because it actually demonstrates the individual performing the same or similar tasks that are required in the desired job or position. Video resumes often are useful for individuals with little to no work experience because they are able to highlight the particular skills and abilities without having concrete, paid experience. The use of video resumes also introduce the individual's personality in an environment in which they are accustomed to, employers are able to evaluate character and ability to fit into the work environment.

CVI will also produce videos that highlight different employers that we partner with. Employers report that, more than hearing from Community Vision staff about why the partnership would be valuable to them, it's important for them to see from other employers and businesses regarding how they have benefited from the partnership and how it has fit into their business model. Currently there are 6 employers, including Burgerville, Otto's Sausage Kitchen, and West Café, that CVI partners with that need video content reflecting their partnership with CVI. Success stories from local businesses will create positive attention towards the Employment Connections program offered at Community Vision for other potential employers, as well as creating a marketing incentive.

Additionally, Community Vision would be able to produce long-planned community access programming that features individuals with disabilities. The program will be a 'interview style' format featuring individuals with disabilities and their successful strategies in building community in Portland, whether that includes buying a home, advocating in Salem to successfully navigate the complex benefits system, or building community through outreach to friends, family and local nonprofits. Individuals will be welcome to share their experience with any of Community Vision's programs and how it has made a difference in their lives. These videos will be used for training purposes for CVI staff, and will indirectly benefit all 125 individuals with disabilities that CVI serves. These videos will be also used as Community Access programming, as it is of interest to the general public in creating an inclusive community.

Currently Community Vision has no database system that is available for all programs to house video content, or to link information about individuals served. Through matching resources, Community Vision plans to integrate Social Solution's ETO (Efforts to Outcomes) software, a database system to host video content and improve efficiency of reporting on individuals in all programs. There has been an expressed need in all of Community Vision's programs to incorporate a data tracking system that can link individual's information from program to program. The use of ETO will acknowledge the growing needs of Community Vision, which will lead to improved utilization of administrative time. With this system, quantitative data and outcomes will be easily accessed, creating easier demonstration of impact to stakeholders and in grant application processes.

Proposed Project Outcomes:

1. Jobs created for people with disabilities with video content (video resumes) for Employment Connections program:

- a) The Employment Connections program will identify 20 job-ready individuals from within existing and newly-enrolled client base at Community Vision for creation of Video Resumes. By the end of the three year project, 20 video resumes will be created for individuals with disabilities.
- b) Additionally, the Employment Connections program will create video content for at least ten (10) employers that partner with Community Vision to create employment for people with disabilities.
- c) Jobs: As a result of the video content produced through the Employment Connections program, Community Vision will be able to create ten (10) jobs for individuals with disabilities over three years. Employers that match the identified job needs of Employment Connections program participants will be identified and Memoranda of Understanding with each employer will be signed.

Outcomes: 20 video resumes created; 10 employer resumes created; 10 jobs created

2. To orient and train new staff and volunteers regarding the history of serving individuals with disabilities in Oregon, and best practices on supporting individuals and families with disabilities in the Portland area.

Outcomes: 1 staff/volunteer orientation video created; 1 staff/volunteer training video created

3. Community Education: By participating in the creation and production of content for the Community Access channels, Community Vision will educate the broader community about the potential that individuals with disabilities have as contributors to the fabric of the local community: As employees, as advocates, as professionals, and as citizens.

Each program will be approximately ½ hour (30 minutes). This information may include services the individual has received through Community Vision, and highlight the subsequent success that each individual has had in reaching their employment and community goals. The content may also include services external to Community Vision such as working with other non-profit service agencies that Community Vision partners with, such as Native American Youth and Family Center (NAYA), Proud Ground Community Development, and ROSE Community Development.

Outcomes: At least four (4) interview style programs to be shared via Portland Community Media via Channels 11 or 23.

Evaluation Plan

How will you evaluate progress toward and achievement of the projects anticipated outcomes?

CVI has budgeted for, and will engage an outside evaluator to conduct a long-term evaluation of the project impacts, including qualitative interviews with all beneficiaries, and quantitative analysis of the progress toward the project outcomes based on an evaluation protocol determined with CVI's outside evaluator.

Our project evaluation will monitor progress towards, and achievement of Community Vision's anticipated project outcomes. The evaluation tools are appropriate to the population served as there are multiple methods of collecting data, over multiple touch points throughout each program participant's engagement. Each tool is currently being reviewed by CVI's Project Evaluation Partner, the PSU Regional Research Institute for Human Services (RRI). Individuals with disabilities who require alternative methods of communication (for participants who may be nonverbal) are utilized.

Once the project evaluator (Regional Research Institute or RRI) is engaged and under contract, they will be given each of our proposed project outcomes and we will discuss and develop in detail a plan for evaluating towards each project outcome.

1. For our first outcome (Job creation for individuals with disabilities with assistance from video content and video resumes) the following evaluation tools will be used:

- * Intake form for individuals entering the program
- * Verification of video resume content development
- * Case notes - Case notes regarding video resumes will be used throughout each participant's program engagement and are shared among CVI staff that support each individual participant
- * Participation logs: Each participant in the Employment Connections program works with a Job Coach, who tracks each program participant's activity in the Employment Connections program
- * Tracking from employer whether video resume was critical in making hiring decision
- * Tracking in ETO database the number of jobs created and retained, including wages paid and length of employment

2. For our second outcome (To orient and train new staff and volunteers regarding the history of serving individuals with disabilities in Oregon, and best practices on supporting individuals and families with disabilities in the Portland area) the following evaluation tools will be used:

- * Number of staff and volunteers using the training (Estimated 50 staff annually and 20 volunteers annually)
- * Reports and evaluations of training from staff and volunteers regarding their CVI Orientation and Training experience

3. For our third outcome (Community Education), the following evaluation tools will be used:

- * Intake form (in the cases where it is a new supported individual). If it is an already existing relationship with a supported individual, we would not need them to complete a new intake form.
- * Case notes - Case notes are used throughout each participant's program engagement and are shared among CVI staff that support each individual participant
- * Partner agency notes in ETO database: Any community connections that a supported individual makes with a partner agency will be noted and tracked
- * Participation logs: Each participant in all CVI programs is tracked and logged

Outcomes to be tracked via Evaluation:

Quarter 2: 5 video resumes completed

Quarter 3: 5 video resumes completed; 5 employer videos created

Quarter 4: 5 video resumes completed; 3 jobs created; 5 employer videos created; 1 staff and volunteer orientation video created

Quarter 5: 5 video resumes created; 1 staff and volunteer training video created; 3 jobs created; Interview style video shared and broadcast with PCM

Quarter 6: 4 jobs created; Interview style video shared and broadcast with PCM

Quarter 7: Interview style video shared and broadcast with PCM

Quarter 8: Interview style video shared and broadcast with PCM

Project Partners

A "Project Partner" is defined as an organization that supplies cash or in kind resources and/or plays an active role in the planning and implementation of the project. You should present who your Project Partners are, their respective roles in the project, and specific contribution each partner will make to the project in the form of financial support, equipment, personnel, or other resources.

While Community Vision has several long-term and robust organizational partners in the community such as Proud Ground, Families and Community Together, and ROSE CDC, for this particular project Community Vision is not partnering with any organizations who will provide cash or in-kind resources.

(This field has a character limit of 4000)

PROJECT FEASIBILITY SECTION includes: Technical Design, Implementation Plan, Organizational Capacity and Project Budget (see Final Application Budget form)

Technical Design

The Technical Design should specify in detail the proposed technology and equipment to be employed; the rationale in selecting the particular technology; how the technical design supports the projects use of the community access channels and/or the I-Net; and the plans for maintaining and upgrading the system or equipment in the future.

Video Production Equipment

The following equipment will allow Community Vision to capture professional quality video. Two cameras will allow for multiple angles/perspectives, while the lighting kit will allow for a properly lit studio environment for interviews and featuring Community Vision supported individuals.

The Canon cameras were selected based on feature set and ease of use, as determined from user and professional reviews. They should require little, if any, maintenance. With consistent use, the carrying cases will protect and preserve the equipment indefinitely. Barring unforeseen failure beyond the warranty period, upgrades should not be required for at least 5 years.

Video Editing Equipment

Apple computers have been the standard for professional multimedia post-production for over two decades. The higher-powered Mac Pro machines were selected to provide the most robust performance and efficiency from staff. Battery backups are provisioned to help preserve data integrity in the event of power failure.

The Apple Mac Pro workstations price includes the extended 3 year Apple Care warranty & support package. Implemented in a clean office environment, they should require little, if any, maintenance. While no technology is future proof, the equipment is sufficiently powered to serve video composition and editing needs for at least 5 years; upgrades are not anticipated during this time frame.

Shared storage

In order to facilitate collaboration and access to data, a dedicated shared storage appliance will be implemented. The device has multiple redundant hard drives providing a reliable, redundant and extremely fast storage solution. Communications over 10 gigabit Ethernet will provide performance akin to local hard drive storage. Vendor Small Tree was selected due to their reputation and reviews by existing users and customers.

The standard warranty of one year is extended to 3 years in this proposal, which includes phone and e-mail support. The device is modular in design, allowing for reconfiguration with larger drives when more storage capacity is required.

(This field has a character limit of 10000)

Proposed Project Start and End Date:

Proposed projects may include timelines of up to 36 months to complete the projects.

Proposed Start Date (month/year) 7/2015

Proposed End Date (month/year) 6/2017

Implementation Plan

The Implementation Plan should include major tasks and milestones in addition to detailed tasks needed to successfully implement the project.

The following Implementation Plan includes the major tasks and milestones needed to successfully implement this two-year project:

Year 1

Quarter 1 (7/1/15-9/30/2015)

- Community Vision will purchase all equipment related to the project
- CVI will make a final determination on the current space in CVI's current office that will be used for video editing
- The Employment Connections director will identify individuals to interview for the video resume portion of the project
- The Employment Connections program will also identify an initial group of employers to highlight via video
- CVI will finalize the Evaluation contractor and begin the process of finalizing the evaluation parameters
- CVI will engage the database vendor to house the video data and project outcomes information

Mac Pro workstations: install & configure

- Un-pack and connect
- Software installation
- Software configuration
- User account creation
- Documentation of configuration/setup

Quarter 2 (10/1/2015-12/31/2015)

- Staff will receive training in all equipment and field production best practices from Portland Community Media and/or Tualatin Valley Community Media/TV
- Begin video resume process and interviews for Community Access Channel content
- Begin housing content in ETO Database
- Project evaluator is engaged and evaluation plan is established
- 5 video resumes created

Q2: Technology: Shared storage

- Physical install
- Configuration of storage array & volumes
- Share volumes and establish connectivity from workstations
- Technical training re: use of computers and shared storage

Quarter 3 (1/1/2016-3/31/2016)

- All technical systems up and running
- A video about each program/service at Community Vision is produced and housed in database and available for public viewing
- Interviews with employers are conducted and posted
- Database entry and conversion to ETO takes place
- 5 video resumes completed; 5 employer videos created

Quarter 4 (4/1/2016-6/30/2016)

- Community Vision breaks ground at new location, 1949 SE Division St.; Construction begins
- CVI I.T. Coordinators coordinated with Mechanical/Electrical/Plumbing contractors to ensure specs are fulfilled on construction of editing space in new CVI office
- Any new CVI staff receive training on video equipment, editing and field production
- Database is established and reports are generated monthly on service delivery
- 5 video resumes completed; 3 jobs created; 5 employer videos created; 1 staff and volunteer orientation video created

Quarter 5 (7/1/2016-9/30/2016)

- Maintenance on equipment is performed
- Any new employers CVI has partnered with are interviewed and video content is made available
- 5 video resumes created; 1 staff and volunteer training video created; 3 jobs created; Interview style video shared and broadcast with PCM

Quarter 6 (10/1/2016-12/31/2016)

Move to new building (1949 SE Division)

- Move equipment
- Physical installation
- Workstations
- Shared storage rack in data room
- Test connectivity
- Document layout

- 4 jobs created; "Interview style" video shared and broadcast with PCM

Quarter 7 (1/1/2017-3/31/2017)

- Evaluation is re-engaged and project outcomes are analyzed
- Progress on video content is tracked; progress on the employment status of individuals served is tracked; public usage of CVI content shared on Community Access Channels is analyzed
- "Interview style" video shared and broadcast with PCM

Quarter 8 (4/1/2017-6/30/2017)

- Sustainability plan for video content is established, including refresh of content created early in project
- Strategic Planning discussion with CVI staff, June 2017 includes long-term planning about inclusion of video content in CVIs marketing efforts and Employment Connections program outreach for subsequent years (2018-2020)
- "Interview style" video shared and broadcast with PCM
- Final project report is produced by evaluator

-

Organization Capacity

The applicant should demonstrate the Organization's capacity to successfully integrate the project into the organization.

Community Vision operates with values of individual choice, collaboration, respect, quality over quantity, and a focus on strengths. Our team makes the journey with one supported person at a time. The Employment Connections program is in strong alignment with these values. This project enables low-income adults with developmental disabilities to locate and retain employment, and develop the work and life skills essential to self-sufficiency.

CVI has an annual budget of over \$7 million dollars with a diverse funding portfolio and strong history of collaboration and partnership with other public and private organizations. These funding sources require extensive compliance and reporting on an ongoing basis. Through careful planning and acknowledged best practices, CVI spends 92% of funding on services.

Since its inception in 2010, Emily Rademacher has coordinated the Employment Connections Program. Emily has a strong background in vocational training and gained expertise in person-centered planning through years on CVI's Supported Living Team. Community Vision's plans for the upcoming year include growth for the Employment Connections program and the development of an Employers Network. Through this project, Community Vision strives to empower all people with disabilities to find employment and learn new vocational and community-related skills so they can contribute to society as a whole. Existing staff members will receive thorough training regarding the use of video and computer equipment as well as basic production and editing. CVI staff are excited to attend training in how to successfully shoot, edit, and produce video footage, as well as opportunities for hands on experience. After completing the classes, this organization also offers assistance in all steps of the filming and editing process, if needed.

To execute the Database portion of this project that will house CVI's video content, Community Vision is seeking an intern through the Summer Works program to serve as an Assistant Program Coordinator. The intern will be responsible for expanding Community Vision's organizational capacity to serve low-income people with disabilities. Components of this project include identifying, researching, and developing tools to improve Community Vision's data tracking and reporting outcomes. This intern will collaborate with staff to develop program specific progress indicators and review current state of Community Vision's data tracking system.

Once the ETO database system is implemented, ETO will train existing staff members to enter information, modify fields, attach relevant documents, and analyze data. This database system allows staff members to identify personalized goals and objectives for each individual, allowing space to track staff's specific efforts and results. With this database in place, Community Vision will be able to track and link individual's progress in multiple departments, allowing a centralized hub for client tracking and video content housing.

Lastly, and perhaps the most motivating factor spurring the success of this project is the fact that Community Vision will soon be moving to a new location in SE Portland. The drawings for the new building are attached as an Appendix, and CVI staff working on this project will be working to ensure that all equipment and knowledge gained during the first portion of this project (pre-construction) will translate successfully to Community Vision's new headquarters. We are set for occupancy in October 2016, well within the project timeline included in this grant. The funds associated with CVI's partnership with MHCRC will be a crucial component of the overall project's success.

Budget Narrative

Budget Narrative

PERSONNEL

I.T. Coordinator

The IT Coordinator will research, install, and test the network for Community Vision. The I.T. Coordinator will work 25% of the time on this project during the first six months, then will work at 12.5% for the remaining 18 months of the project. Based on an annual salary with fringe benefits of \$60,000, the cost to the project will be \$18,750.

Grant Funds: \$18,750

Match: \$0

Project Director

The Project Director will oversee all aspects of the grant project. Responsibilities will include ensuring that budget and timeline targets are met, preparing project reports, working with the evaluation consultant to develop the project evaluation, and supervising the project staff. The Project Director will spend 7.5% of their time on this project over two years. Based on an annual salary with fringe benefits of \$70,000, the cost to the project will be \$10,500. A portion of this time will be spent researching and purchasing the equipment. This portion reflects \$4,000 in grant funds. The remaining funds will be supported from matching funds.

Grant Funds: \$4,000

Match: \$6,500

Outreach Coordinator

The Outreach Coordinator will conduct outreach to the targeted end users (individuals with disabilities in the Portland Metro area, and potential employers of people with disabilities). The Outreach Coordinator will work 7.5% of the time for 24 months. Based on an annual salary with fringe benefits of \$70,000, the cost to the project will be \$10,500

Grant Funds: \$0

Match: \$10,500

Database Coordinator

The Database Coordinator will ensure that the video content created throughout the project is accessible and optimized for maximum use. They will also coordinate training for CVI employees to use the database and ensure content is shared on Community Access Channels. The Database Coordinator will work 7.5% of the time for 24 months. Based on an annual salary with fringe benefits of \$70,000, the cost to the project will be \$10,500

Grant Funds: \$0

Match: \$10,500

End Users: 30 End Users who are CVI employees, will receive training classes in the first 12 months of the project. Based on an annual salary of \$40,000 for these end users, representing 1% of their FTE ($40000 \times 0.01 \times 30$), this total is \$12,000.

Grant funds: \$0

Match: \$12,000

Total Personnel Costs: \$61,500

Total Grant Funds: \$22,750

Total Match Funds: \$39,500

EDUCATION AND TRAINING

Community Vision administrative staff (30 individuals) will receive initial training on equipment through Field Production classes with Portland Community Media.

Workshop Users Cost Total Internet distribution: Intro to using YouTube 30 40 1200 Pre-production workshop 30 25 750 Intro to editing with Final Cut Pro X 30 90 2700 HD studio production 30 120 3600

Total: \$8,250

Grant Funds: \$8,250

Match: \$0

Total Education and Training Costs: \$8,250

CONTRACTUAL

Equipment and Network Maintenance. A vendor will be competitively selected to provide 24 months of ongoing maintenance for the project's network. It is estimated that a monthly expense of \$100/month will be the cost of maintaining a 24-hour response contractor (\$2,400). Additionally, it is expected that at least once during the 24-month period the maintenance contractor will need to perform routine maintenance on video production equipment and server maintenance. at a cost of \$600.

Grant Funds: \$0

Match: \$3,000

Evaluation Consultant. An evaluation consultant will be competitively selected to work with project staff to provide ongoing assessment support and project monitoring. The selected consultant will refine the evaluation plan, design the evaluation survey instruments, collect and analyze evaluation data, and prepare a report. It is estimated after discussions with the Regional Research Institute that the consultant will require an initial setup fee of \$3,000, and approximately 45 hours over the course of the project at \$100/hour for a total of \$4,500.

Grant Funds: \$0

Match: \$7,500

Total Contractual: \$10,500

Grant Funds: \$0

Match: \$10,500

EQUIPMENT

Video Production Equipment:

2 HD video cameras with associated accessories Canon VIXIA HF G30 HD Camcorder with HD CMOS Pro 2 @ \$1149 = \$2298

SDXC 256GB flash data card 2 @ \$95 = \$190

Protective camera case 2 @ \$60 = \$120

Lighting kit 1 @ \$110 = \$110

Production Subtotal: \$2,718

Video Editing Equipment:

2 editing workstations with Final Cut Pro

Mac Pro: 2 @ \$6349 = \$12,698

* 3.7GHz quad-core with 10MB of L3 cache

* 32GB (4x8GB) of 1866MHz DDR3 ECC

* 512GB PCIe-based flash storage

* Dual AMD FirePro D300 GPUs with 2GB of GDDR5 VRAM each

* PROMISE SANLink2 Thunderbolt 2 to 10 Gb/s Ethernet Adapter

* Apple Thunderbolt Display (27-inch)

* Apple Mouse

* Apple Keyboard with Numeric Keypad - English (USA)

* AppleCare Protection Plan for Mac Pro - Auto-enroll

* Final Cut Pro X

* Apple Care 3 year warranty/support

* Battery backup (UPS) 2 @ \$100 = \$200

Editing Equipment Subtotal: \$12,898

Video storage:

Small Tree TZ-8 shared storage w/4xGB card & 2GB drives 1 @ 10,577 = \$10,577
Small Tree extend warranty to 3 years 2 @ 6% purchase price = \$1269
Battery backup (UPS; rack mount) 1 @ \$280 = \$280
Total: \$12,126

Content Database: Social Solutions: Efforts to Outcomes (ETO):

Subscription includes the following:

- A unique instance of ETO (Efforts to Outcomes) software, the customizable, web-based database solution designed to help nonprofits manage data on the individuals served?to include demographics, case management, service plans, video resumes, and referrals?in an outcomes-focused model
- Data hosting in a secure facility, as well as maintenance, security, and back up of data
- Access to ongoing live online training and recorded trainings available for download on-demand

A small portion (\$3,000) of this expense will be a grant expense in order to provide staff and supported individuals customized access to the video content produced in this project.

ETO Database \$25,980 Annually (Billed monthly)

One-Time purchase and customized setup: \$15,300

Grant: \$3,000

Match: \$38,280

Total Equipment: \$69,022

Grant Funds: \$30,742

MatchL \$38,280

INFRASTRUCTURE CONSTRUCTION

The primary site will be internally wired with coax cable as described in the Technical Approach and design diagram attached as Appendix C. Based on inquiries to local vendors, this will cost \$8,000 to construct including labor and materials. The coax cable will be installed in the new building upon occupancy (October 2016).

Grant Funds: \$8,000

Match: \$0

Total Infrastructure Costs: \$8,000

OVERHEAD COSTS

Includes: accounting and procurement resources and systems needed to track grant project expenses, oversee contractor expenses and process equipment orders; Executive Director resources for project strategic planning and management in order to ensure efficient integration of project into organization; and other organizational resources -- such as phones, equipment, space and supplies -- that support staff members involved in the project.

Grant Funds: \$7,000

Match: \$7,000

Total Overhead Costs: \$14,000

Statement of Matching Resources

A project will not be considered eligible for funding unless the applicant document the capacity to supply matching resources of at least 50 percent of the total project cost.

The Statement of Matching Resources is essential to understand which project costs identified in the Budget Narrative and the line Item Budget will be supported by the applicant organization and which project cost will be supported by Project Partners.

STATEMENT OF MATCHING RESOURCES

Resources contributed by Community Vision

\$39,500 in salary and fringe for the Project Director, Outreach Coordinator, Database Coordinator and End Users
\$10,500 for Contractual Costs
\$38,280 for Equipment
\$7,000 for Overhead Costs

Line Item Budget

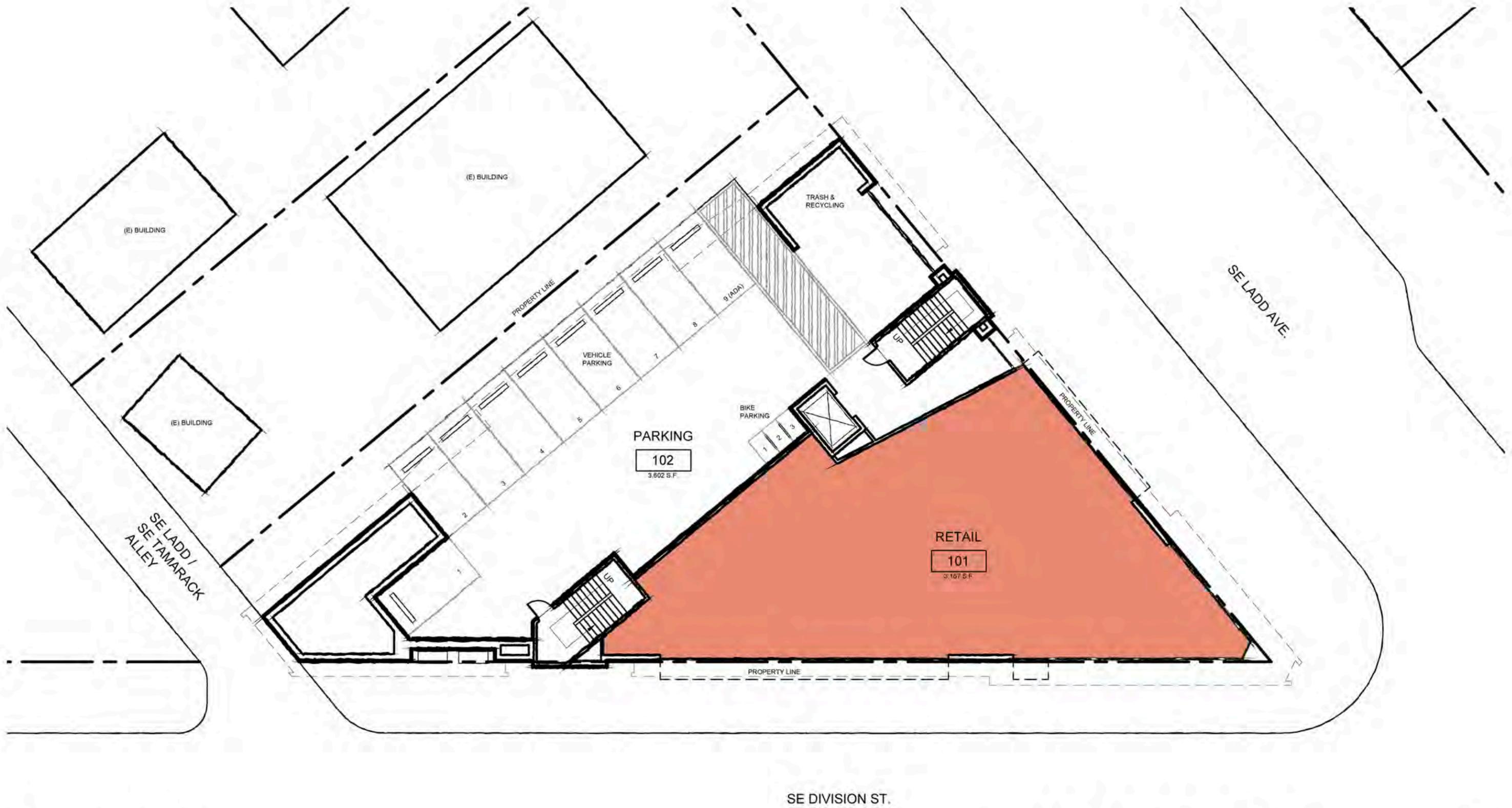
| Cost Category | Grant Funds | Match Amount | Project Total |
|-----------------------------|--------------------|--------------------|---------------------|
| Personnel | \$22,750.00 | \$39,500.00 | \$62,250.00 |
| Education and Training | \$8,250.00 | \$0.00 | \$8,250.00 |
| Travel | \$0.00 | \$0.00 | \$0.00 |
| Contractual | \$0.00 | \$10,500.00 | \$10,500.00 |
| Equipment | \$30,742.00 | \$38,280.00 | \$69,022.00 |
| Infrastructure Construction | \$8,000.00 | \$0.00 | \$8,000.00 |
| Facilities Construction | \$0.00 | \$0.00 | \$0.00 |
| Miscellaneous | \$0.00 | \$0.00 | \$0.00 |
| Overhead | \$7,000.00 | \$7,000.00 | \$14,000.00 |
| Totals | \$76,742.00 | \$95,280.00 | \$172,022.00 |

Final Application Signature

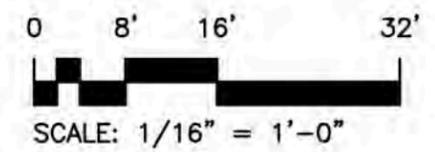
| | |
|---|----------------------|
| Signature of Duly Authorized Representative | Valerie Plummer |
| Date | 06/09/2015 |
| Title | Development Director |
| Phone | 503-292-4964 |
| E-mail | valerie@cvision.org |

Supplemental Material Attachments

| File Name | Description | File Size |
|-------------------------------|--|-----------|
| 1949 Drawaings March 2015.pdf | Drawings of new CVI space - 1949 SE Division St. | 1.1 MB |
| 2015 Board of Directors.pdf | Community Vision Board of Directors Roster | 58 KB |



CVI corporate building
 first floor & site plan
 march 2015



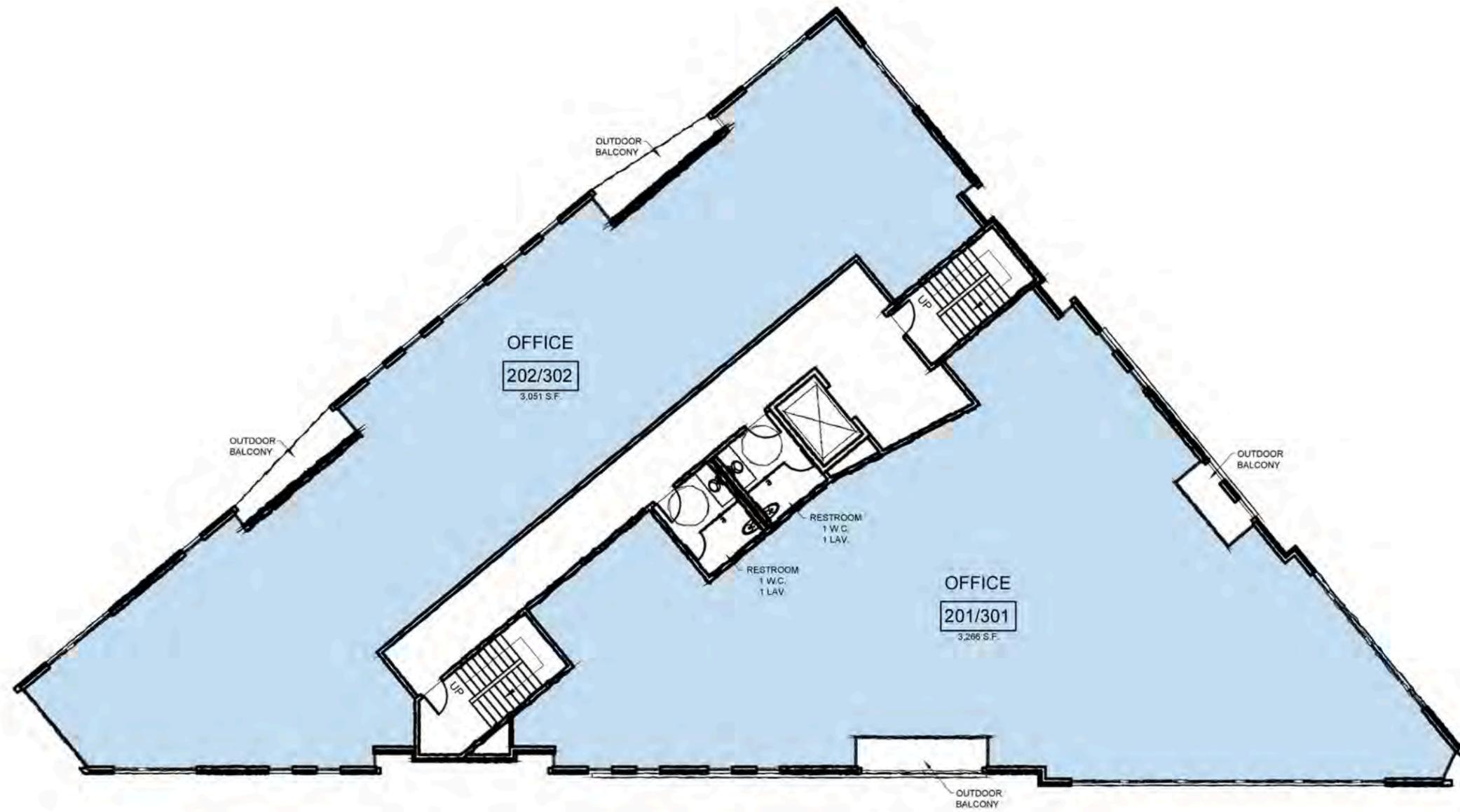
SE DIVISION ST.

waterleaf

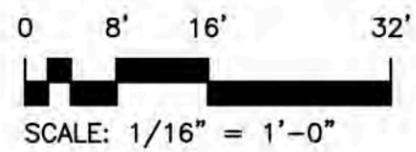
419 SW 11th Ave Suite 200
 Portland, Oregon 97205
 Phone: 503/228-7571
 Fax: 503/273-8891



architecture, interiors & planning



CVI corporate building
 second & third floor plan
 march 2015

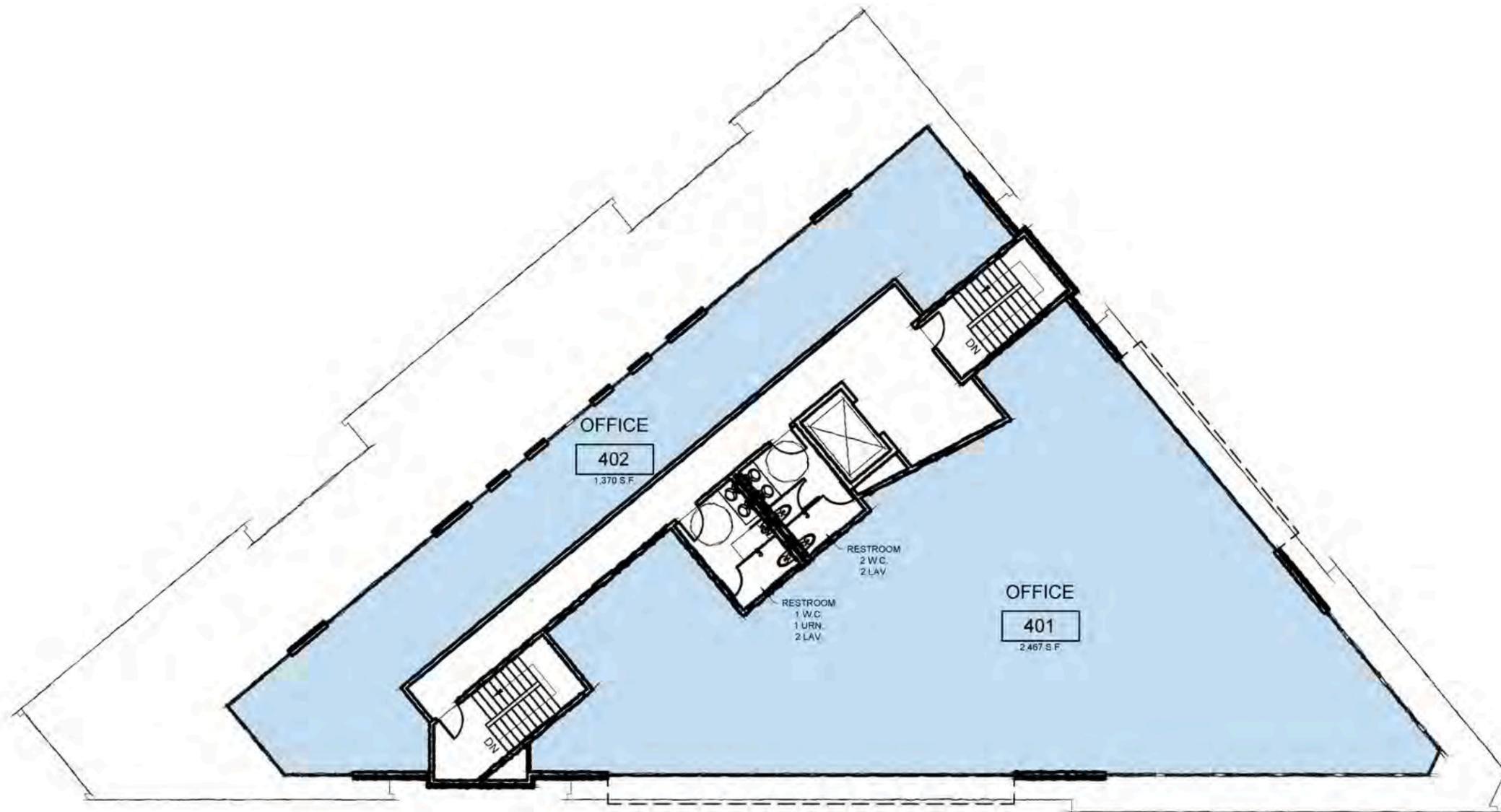


waterleaf

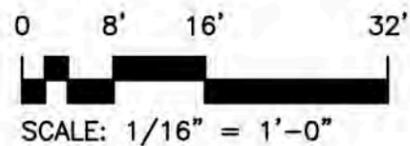
419 SW 11th Ave Suite 200
 Portland, Oregon 97205
 Phone: 503/228-7571
 Fax: 503/273-8891



architecture, interiors & planning



CVI corporate building
 fourth floor plan
 march 2015



waterleaf

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architecture, interiors & planning



CVI corporate building
se division st. elevation
march 2015

waterleaf

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Portland, Oregon 97205
Phone: 503/228-7571
Fax: 503/273-8891



architecture, interiors & planning



CVI corporate building
se ladd ave. elevation
march 2015

waterleaf

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Portland, Oregon 97205
Phone: 503/228-7571
Fax: 503/273-8891



architecture, interiors & planning



CVI corporate building
neighborhood elevation
march 2015

waterleaf

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Fax: 503/273-8891



architecture, interiors & planning



CVI corporate building
se division st. perspective
march 2015

waterleaf

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Portland, Oregon 97205
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Fax: 503/273-8891



architecture, interiors & planning



CVI corporate building

site context

march 2015

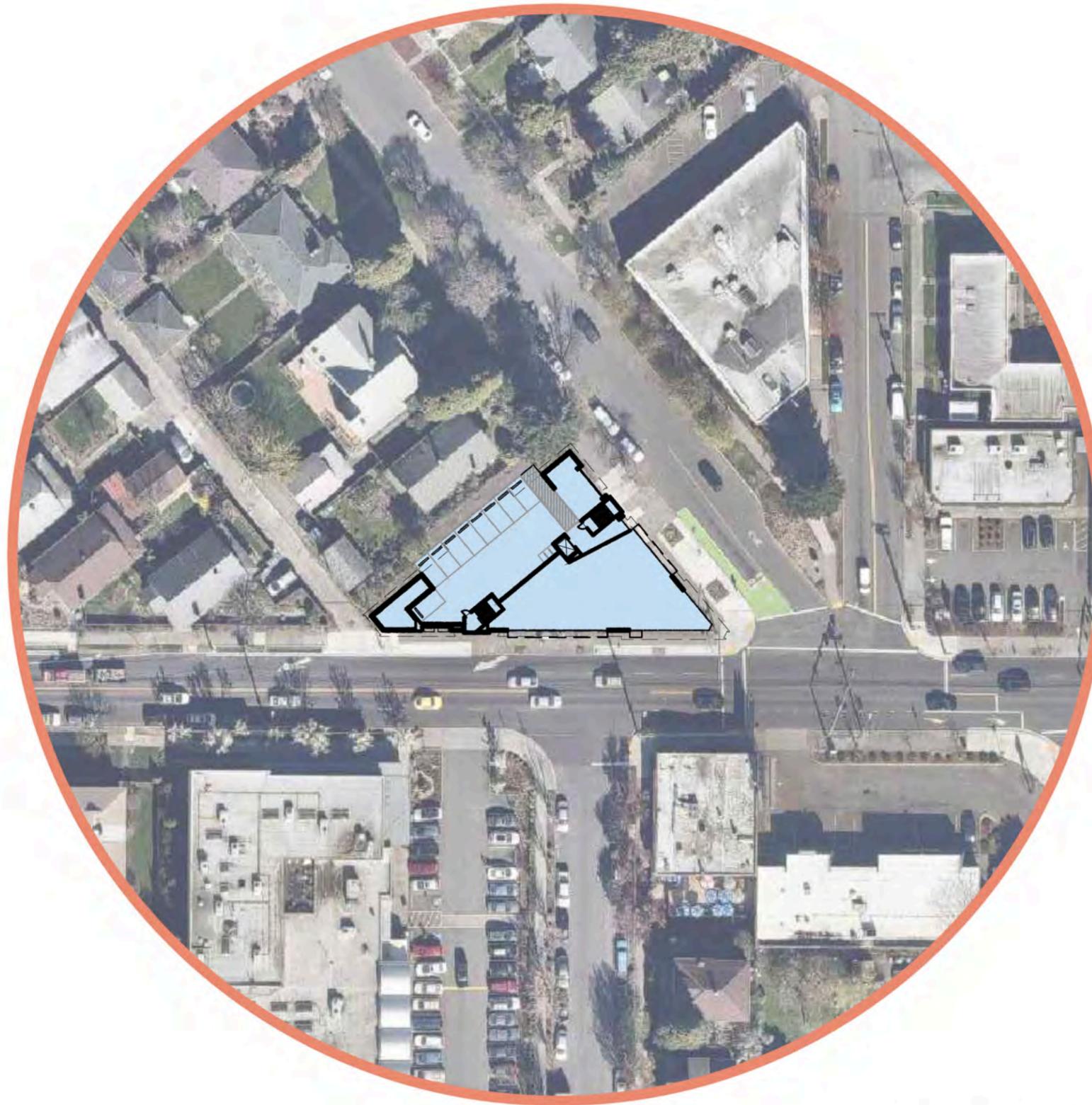


waterleaf

419 SW 11th Ave Suite 200
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Fax: 503/273-8891



architecture, interiors & planning



CVI corporate building

satellite view

march 2015



waterleaf

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architecture, interiors & planning

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Founder - 1989

Member At-Large

Kaaren Londahl

Self Advocate
1750 SW Skyline Blvd.,
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Joined January 2015

Member At-Large

Judy Geppert

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COVER SHEET – AGENDA ITEM #C4

For Commission Meeting: June 15, 2015

“Community Technology Grant Agreement: PSU.TV”

Recommendation

Staff recommends that the Commission approve the 2015 Community Technology Grant agreement with PSU.TV for \$101,500.

Background

At the January 26 meeting, the Commission selected 12 Pre-Applications to invite to apply for funding. Following the Commission’s decision, MHCRC staff engaged all 12 applicants in a process to complete full grant applications and contracts.

MHCRC staff has reached agreement on a full grant application and contract with PSU.TV and recommends approval at the June meeting (draft contract attached). PSU.TV will use grant funds to purchase updated video production equipment in order to continue to provide relevant equipment training and career skills to PSU students. There are no significant changes to the final application and the grant request came in slightly under the Pre-Application estimated request.

| | Grant Request | Match | Total Project Budget |
|-------------------|---------------|-----------|----------------------|
| Pre-Application | \$106,000 | \$106,000 | \$212,000 |
| Final Application | \$101,500 | \$101,500 | \$203,005 |

The Commission approved nine grant contracts at its March and May meetings. The final three contracts are presented at the June meeting for Commission consideration.

Attachment: Draft Community Technology Grant Agreement (1)

Prepared By: Rebecca Gibbons
June 10, 2015

AGREEMENT FOR COMMUNITY TECHNOLOGY GRANT

This Agreement is between the Mt. Hood Cable Regulatory Commission (Commission), through the Office for Community Technology (OCT), and PSU.TV (Portland State University) (Grantee) (together referred to as the “Parties”).

RECITALS:

This Agreement is entered into for the purpose of providing the Commission's 2015 grant funds for the Grantee's PSU.TV Student Empowerment Through Video Production Program 2015 project.

AGREEMENT:

1. Grant Amount, Use of Grant

Grantee is awarded a total amount of \$101,500 for specific capital costs related to the Grant project. Grantee shall use the Grant funds exclusively for the purposes outlined in its Grant Application (the "Grant"). The Grant Application is attached to this Agreement as Attachment 2. Grantee shall not use the Grant funds for any other purpose than that set forth in Attachment 2.

2. Project Manager

The Commission's Project Manager shall be Rebecca Gibbons or such other person as shall be designated in writing by the OCT Director.

3. Payments

Grantee shall submit periodic invoices for actual capital costs incurred by Grantee related to the approved Grant budget. The invoice shall be on Grantee's letterhead, signed and dated by an authorized representative of Grantee and addressed to “MHCRC c/o City of Portland.” The invoice shall include an invoice number and a breakout of the invoice amount by line items which accord with the approved Grant project budget. Upon submission by the Grantee of an invoice, and upon certification by the Project Manager that the invoice is in accordance with this Agreement and any restrictions upon use of the Grant funds, the Commission shall pay to the Grantee the amount as specified in the invoice, not to exceed the total Grant amount of \$101,500 within thirty (30) days from date of the invoice. If the Project Manager finds that the invoice is not in accordance with this Agreement, the Project Manager shall notify the Grantee of the reasons for the disallowance and non-payment.

All invoices for Grant project capital costs must be received by the Commission at least thirty (30) days prior to the expiration date of this Agreement in order to be paid under the Agreement terms. No invoices shall be accepted after the expiration of this Agreement.

4. Financial Records

Along with the periodic invoices, Grantee shall submit copies of receipts or other evidence of payment for actual grant funded capital costs incurred by Grantee related to the Grant. The Project Manager, at her/his sole discretion, may require additional financial documentation of Grant project expenditures.

Grantee agrees to keep accurate and complete financial records that will enable the Commission to easily determine the use of Grant funds and the allocation method of Matching Funds committed by Grantee and Project Partners in the Grant for the project.

5. Reports

Grantee shall submit Interim Reports and a Final Report (collectively referred to as 'Report(s)' herein) to the Project Manager using the Commission's online grants management system. The Reports shall include both programmatic and financial information as established by the Commission. A sample of Report information is attached to this Agreement as Attachment 1. For a Report to be accepted by the Project Manager, the Grantee shall document and clearly describe the progress of the grant in accordance with the reporting schedule defined below.

Interim Reporting periods are July 1, 2015 through December 31, 2015; January 1, 2016 through June 30, 2016; July 1, 2016 through December 31, 2016; January 1, 2017 through June 30, 2017; July 1, 2017 through December 31, 2017. Interim Reports are due within thirty (30) days of the end of each reporting period. Grantee shall submit a Final report thirty (30) days after the project end date of June 30, 2018 summarizing the activities and accomplishments of the entire Grant.

Grantee shall immediately provide notice in writing by electronic mail to the Project Manager when Grantee anticipates or realizes any deviation in the Grant project which may result in Grantee's inability to fulfill the Grant project as originally submitted and approved by the Commission.

Grantee shall also provide other financial or program reports as the Commission deems reasonably necessary or appropriate. Grantee shall make its books, general organizational and administrative information, documents, papers and records that are related to this Agreement or Grantee's performance of services available for inspection by the Project Manager or other Commission representatives during reasonable business hours following five (5) business days advance written notification from the Project Manager.

6. Project and Fiscal Monitoring

The Commission and the Project Manager shall monitor the Grantee's performance on an as needed basis to assure compliance with this Agreement. Such monitoring may include, but are not limited to, on site visits at reasonable times, telephone interviews and review of required reports and will cover both programmatic and fiscal aspects of the Grant. The frequency and

level of monitoring will be determined by the Project Manager. Grantee shall remain fully responsible at all times for performing the requirements of this Agreement.

7. Audit

Because grant funds are derived from the cable franchises, the cable companies may conduct a financial review or audit of Grantee for the purpose of verifying whether use of capital grant funds is in accordance with the requirements of cable franchises related to use of capital grant funds. If the MHCRC receives notice from a cable company in accordance with the terms of the cable franchises of such audit or review, the Commission's Project Manager shall notify Grantee within 5 business days of receiving the notice, and shall identify to Grantee the relevant financial records of Grantee that the cable company seeks to review. The scope of such audit or review of Grantee shall be consistent with the terms of the applicable cable franchise. Grantee agrees to make such relevant financial records available to cable company's authorized representative for inspection and copying. Such records shall be reviewed during normal business hours at a time and place made available by Grantee. The Commission's Project Manager shall promptly provide Grantee with written notice of the audit or review's conclusions.

8. Publicity

Any publicity shall indicate that the project was made possible by a Grant from the Commission through funds provided by the cable companies. Grantee shall notify the Project Manager before releasing information about the Grant to the press or other news media. The Commission may include information regarding the Grant in periodic public reports.

9. No Other Obligations/Complete Agreement

Grantee acknowledges that, except for the Grant, the Commission has no obligation to provide, and the Commission has not led Grantee to believe in any way (whether expressly or by implication) that the Commission will provide any additional or future assistance, financial or otherwise, either to Grantee or for the Grant project.

This Agreement contains the complete agreement of the parties. This Agreement may not be assigned, nor may any of the Commission's rights be waived, except in writing signed by a duly authorized representative of the Commission. The Commission may specifically enforce, or enjoin a breach of, the provisions of this Agreement, and such rights may be freely assigned or transferred to any other governmental entity by the Commission.

10. Representations

Grantee represents that it has full power and authority, and has obtained all necessary approvals, to accept the Grant, to carry out the terms of the Grant and this Agreement, and to conduct the Grant project in compliance with all applicable laws.

11. Indemnification

Grantee shall hold harmless, defend, and indemnify the Commission and the Commission's officers, agents, and employees against all claims, demands, actions, and suits (including all attorney fees and costs) brought against any of them arising from Grantee's work or any of Grantee's contractors work under this Agreement.

12. Compliance with Laws

The Commission and Grantee agree to comply with all applicable local, state and federal laws and regulations that apply to the subject matter of this Agreement.

13. Amendment

The Project Manager is authorized to amend the terms and conditions of this Agreement, provided such changes do not increase the Grant amount or the Commission's financial risks or change the purpose of the Grant. If approved such amendments shall only be effective if in writing, and signed by duly authorized representatives of both Parties. Any change in the amount of the Grant funds or the financial risks under this Agreement must be approved by vote of the Commission.

14. Term of the Agreement

This Agreement becomes effective upon the date of the last signature by a party. The term of this Agreement is through, and including, August 31, 2018.

15. Early Termination of Agreement

This Agreement may be suspended or terminated prior to the expiration of its term by:

- (a) Written notice provided to Grantee from the Commission before any obligations are incurred;
- (b) Mutual written agreement of the Parties.

Upon termination, Grantee shall return to the Commission the full amount of Grant funds paid by the Commission to the Grantee for the Grant project.

16. Material Failure to Perform

The Project Manager may terminate this Agreement after determining that Grantee has failed to comply with any material term or condition of this Agreement. The Project Manager shall give Grantee written notice of the intent to terminate this Agreement, identifying the reasons for such action.

If Grantee fails to remove or otherwise cure the material failure within thirty (30) days of the written notice of termination, or if Grantee does not undertake and continue efforts satisfactory to the Commission to remedy the failure, then the Commission may, at its sole discretion, require Grantee to refund to the Commission any amounts improperly expended, any unexpended amounts or the full amount of Grant funds paid by the Commission to Grantee for the Grant project in compliance with the terms and conditions of this Agreement.

17. Suspension of Work

The Project Manager may at any time give notice in writing, by electronic mail, to Grantee to suspend work and expenditure of funds provided under this Agreement. The notice of suspension shall specify the date of suspension and the estimated duration of the suspension. Grantee shall promptly suspend work and expenditure of funds to the extent specified. During the period of the suspension Grantee shall properly care for and protect all projects in progress including materials, supplies, and equipment that are on hand for performance of the Grant. The Project Manager may, at any time, withdraw the suspension of work as to all or part of the suspension in written, by electronic mail, notice to Grantee specifying the effective date and scope of withdrawal. Grantee shall then resume diligent performance of the work. In no event shall Grantee be entitled to any incidental or consequential damages because of suspension.

The causes for suspension of work include, but are not be limited to, Project Manager's concerns about Grantee's ability to complete the Grant in accordance with this Agreement or any other non-compliance with the Agreement.

18. Non-Discrimination

In carrying out activities under this Agreement, Grantee shall not discriminate against any employee or applicant for employment on the basis of race, color, religion, age, sex, marital or economic status, familial status, national origin, sexual orientation, disability or source of income. Grantee shall take actions to insure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, age, sex, marital or economic status, familial status, national origin, sexual orientation, or disability. Such action shall include but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Grantee shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, marital or economic status, familial status, national origin, sexual orientation, disability or source of income. In regard to carrying out activities under this Agreement, Grantee shall further not arbitrarily refuse to provide services to any person and shall not discriminate in offering services on the basis of race, color, religion, age, sex, marital or economic status, national origin, sexual orientation, disability or source of income.

19. Severability

If any provision of this Agreement is found to be illegal or unenforceable, this Agreement nevertheless shall remain in full force and effect and the provision shall be considered stricken.

20. Choice of Law and Choice of Forum

This Agreement shall be construed according to the laws of the State of Oregon, without regard to its provisions regarding conflict of laws. Any litigation between the Commission and Grantee arising under this Agreement or out of work performed under this Agreement shall occur, if in the state courts, in the Multnomah County court having jurisdiction thereof, and if in the federal courts, in the United States District Court for the State of Oregon.

21. Survival

As of the date of termination of this Agreement, any pre-existing unresolved claim or dispute by either Party, including but not limited to, money owed, performance due, or any other obligations of the Parties, that is the result of the other Party's performance or non-performance, will, by their terms, survive termination of this Agreement and will be resolved in accordance with the terms and conditions of this Agreement. All indemnity and unperformed obligations will survive termination of this Agreement. The obligation under Section 5 to submit a Final Report shall also survive termination of this Agreement.

22. Assignment

This Agreement or any interest therein may not be assigned or subcontracted without the prior written consent of the Project Manager. In the event of transfer without prior written consent, the Commission may refuse to carry out this Agreement with either the transferor or the transferee and yet retain and reserve all rights of action for any breach of contract committed by Grantee.

Notwithstanding Grantee's use of any subcontractor for performance of this Agreement, Grantee shall remain obligated for full performance hereunder, and the Commission shall incur no obligation other than its obligations to Grantee under this Agreement. Grantee agrees that if subcontractors are employed in the performance of this Agreement, the Grantee and its subcontractors are subject to the requirements and sanctions of ORS Chapter 656, Workers' Compensation.

23. Electronic Means

The parties agree the Commission and Grantee may conduct this transaction, including any contract amendments, by electronic means, including the use of electronic signatures.

24. Notice

Any notice provided for under this Agreement shall be sufficient if in writing and (1) delivered personally to the following addressee, (2) deposited in the United States mail, postage prepaid, certified mail, return receipt requested, (3) sent by overnight or commercial air courier (such as Federal Express), or (4) email addressed as follows, or to such other address as the receiving party hereafter shall specify in writing:

If to the Commission:

Attn: Rebecca Gibbons, Project Manager:
Mt. Hood Cable Regulatory Commission
c/o City of Portland/ OCT
P.O. Box 745
Portland, OR 97207-0745
Email: rgibbons@mhcrc.org

If to Grantee:

Attn: Jyunmi Hatcher, Station Manager
PSU.tv
1825 SW Broadway
Portland, OR 97201
Email: manager@psu.tv

Any such notice, communication or delivery shall be deemed effective and delivered upon the earliest to occur of actual delivery, three (3) business days after depositing in the United States mail as aforesaid, one (1) business day after shipment by commercial air courier as aforesaid or the same day an email transmission is sent (or the first business day thereafter if sent on a Saturday, Sunday or legal holiday).

AGREEMENT FOR COMMUNITY TECHNOLOGY GRANT: PSU.TV Student Empowerment Through Video Production Program 2015

GRANTEE SIGNATURE:

GRANTEE: PSU.TV (PORTLAND STATE UNIVERSITY)

BY: _____ Date: _____

Name: _____

Title: _____

MT. HOOD CABLE REGULATORY COMMISSION SIGNATURES:

By: _____ Date: _____
Mt. Hood Cable Regulatory Commission Chair

Approved as to Form:

By: _____ Date: _____
Mt. Hood Cable Regulatory Commission Attorney

Grant Agreement -- Attachment 1

SAMPLE INTERIM REPORT INFORMATION

OUTCOMES ACTIVITES AND PROGRESS

Describe project activities that focus on the intended outcomes and/or progress made toward the outcomes. Provide both quantitative and qualitative details as they relate to an activity.

LEARNINGS AND EVALUATION

Summarize the key evaluation steps completed or underway. What are the primary lessons learned thus far about the project? Have you had any course corrections or adjustments to your project based on learnings thus far? How might these learnings impact project implementation in the next Reporting Period?

IMPLEMENTATION SUCCESSES AND CHALLENGES

By using the project's original implementation plan/timeline (included in Attachment 2 to the Grant Agreement, The Implementation Plan), provide a mark-up of the plan indicating the status of your project in relation to the original plan/timeline by adding a "status" column to your activities list.

Describe any anticipated and unanticipated successes and challenges.

EXPENDITURE DETAIL

Provide a line item accounting, in context of the original grant budget, of the expenditures incurred during the Reporting Period; including both Grant fund and Matching fund expenditures.

Provide a clear narrative of the expenditures incurred for each line item identified above.

Provide a clear explanation of any expenditure that substantially differs from the original Grant budget.

WORK SAMPLES

Periodically, the MHCRC will use photos and videos (with permission) on our website to highlight the work of the organizations we support. Please send us photos or videos that illustrate the impact of the grant project in the community. (By sharing photos or videos, you acknowledge that any and all material you are providing has been obtained with appropriate signed media releases and may be shared with the MHCRC's stakeholders and broader audiences.)

SAMPLE FINAL REPORT INFORMATION

RESULTS

Describe the significant project activities that took place throughout the life of your project and how these activities contributed to the realization of the original project purpose and outcomes. (As applicable, please quantify your results as they related to your original project outcomes, i.e. numbers of people served, the demographics of those served, the number and type of content created, the number/type of classes/programs offered, etc.)

Outline your evaluation process, including evaluation tools and methods. Detail the results of your evaluation.

Do you have a testimonial story to tell that captures the essence of the project's impact? (Where anonymity is required, please use pseudonyms.)

REFLECTIONS

What did you learn about the problem or issue you were trying to address?

What did you learn about the population served?

What factors contributed to your success?

What, if any, were the significant challenges encountered? How did you address both anticipated and unanticipated challenges in the course of the project?

EXPENDITURE DETAIL

Provide a line item accounting, in context of the original grant budget, of the expenditures incurred during the Project term; including both Grant fund and Matching fund expenditures.

Provide a clear narrative of the expenditures incurred for each line item identified in Step 1.

Provide a clear explanation of any expenditure that substantially differs from the original Grant budget.

SUSTAINABILITY

Will the project/program continue beyond the term of this Grant? If so, what are your next steps and plans for continuing or changing the project/program?

WORK SAMPLES

Periodically, the MHCRC will use photos and videos (with permission) on our website to highlight the work of the organizations we support. Please send us photos or videos that illustrate the impact of the grant project in the community. (By sharing photos or videos, you acknowledge that any and all material you are providing has been obtained with appropriate signed media releases and may be shared with the MHCRC's stakeholders and broader audiences.)



Application

00069 - 2015 Community Technology Grants

00235 - PSU.tv Student Empowerment Through Video Production Program 2015

Community Technology Grants

Status: Submitted
Original Submitted Date: 05/17/2015 12:19 AM
Last Submitted Date: 06/04/2015 5:58 PM

Primary Contact

| | | | |
|----------------|-----------------|------------|-----------|
| Name: | Mr. | Jyunmi | Hatcher |
| | Salutation | First Name | Last Name |
| Email: | manager@psu.tv | | |
| Phone:* | 808-222-0076 | | |
| | Phone | Ext. | |
| Title: | Station Manager | | |

Organization Information

| | | | |
|---------------------------|---|----------------|-----------------|
| Name: | PSU.tv (Student Media, Portland State University) | | |
| Organization Type: | Educational Organization | | |
| Address: | 1825 SW Broadway | | |
| City* | Portland | Oregon | 97201 |
| | City | State/Province | Postal Code/Zip |
| Phone: | 503-725-5699 | | |

Executive Summary

Executive Summary

The Executive Summary is your opportunity to introduce your project (please limit to one page).

Portland State Television(PSU TV) is a non-profit student media organization focused on using video production to share stories that matter to the Portland Community. As a part of Portland State University, our organization has a special perspective on the issues that affect these individuals. Being driven by student volunteers gives us the ability to provide a service that is meaningful to the greater Portland community while helping further their career development.

The purpose of this project is to benefit the underserved Portland State University community by providing them with free video content created by their peers that informs, educates, and entertains them. These 34,000 students are a diverse population from all around the world. Currently they do not have an organization that can truly give them a voice. PSU TV is the solution. Currently PSUTV has limited and outdated equipment that only allows for so many stories relevant to this population to be shared. With more equipment it would give all students an even better opportunity to develop relevant communication skills they can take to the real world. We strive to provide rigorous, rewarding training and want to expand this to even more state of the art equipment. This will increase the amount of quality content that can be shared with the PSU and greater Portland Community.

(This field has a character limit of 4000)

Project Narrative

| | |
|------------------------------------|----------------------------|
| Total Grant Funds: | \$101,500.00 |
| Total Match Funds: | \$101,505.00 |
| Total Funds: | \$203,005.00 |
| Cable System Technology Use | Community Access Channels |
| Proposed Technology | Video production equipment |
| Public Benefit Area | Improving Service Delivery |

Project Purpose

Describe the overall project, including how technology will be used and the type of proposed technology to be deployed. How will use of the technology address your identified public benefit area and serve your identified community or targeted beneficiaries? What project outcomes do you hope to achieve for the identified community or targeted beneficiaries through the use of the proposed technology?

As a Student run media organization Portland State University Television (PSU TV) provides the students of Portland State University with the access and resources to produce and share their stories. PSU TV shares this content with the larger Portland community. Our members consist of individuals from all over the world and everyone brings fresh perspectives to the projects at hand, providing a unique approach to video production; together we are able to appeal to students of all ages. Our student members have diverse backgrounds, this allows a humble and mentoring environment. Everyone, at different points of their lives, can bring their knowledge and experience to the table. Together our variety of skills encompasses all aspects of video production and our members are dedicated to producing the highest quality works possible. It is our responsibility to provide these eager storytellers with the most up to date equipment and techniques. With the opportunities that PSU TV provides our members, we want to ensure they can confidently enter the broadcast and filmmaking community with skills comparative to other professionals.

PSU TV offers students more than just professional level experience and resources, but an ability to communicate with their peers and community. Visual media is an integral part of everyday life, and it is arguably the most effective way to catch the attention of community members. As a source for unique quality visual media relevant to Portland State University and the local Portland community, we seek to enable students the opportunity to build their professional skills and confidence in areas related to their major. We want to help inform, educate, and entertain through electronic news journalism, shared experiences, and visual storytelling. We strive to create and promote community development; ultimately we are here for the community and its members.

We expect this project to benefit the underserved community of Portland State University through the rich, educational content that our students create. This community consists of a diverse population of 34,000 students from all over the world. We expect to directly serve a minimum of 144 of these individuals through training and mentored production experience over the length of the project, but allow any student to become a part of the organization. The content that these students will create will directly serve the 34,000 students of Portland State, that will enrich their experience and cover topics important and relevant to their community. Through distribution on Portland Community Media we will serve over 400,000 members of the metro area. This content will serve the greater metro area through shared experiences and subjects that matter to the larger Portland community. We offer an all inclusive opportunity for Portland State University students to become volunteer members of PSU.tv, empowering them to create content by giving free access to training, equipment, extensive mentored projects, and facilities. Our members gain skills in video production, developing stories on news, entertainment, education, and other topics of interest to students and the community through digital media. This content is then shared with the rest of PSU's students for free, creating a service that allows them to get access to content that tells a story that matters to them.

Through an extensive campaign of community outreach, we will strive to attract more members each year. We will meet with our community of students in various venues and events that will give us an a chance to offer this project as a great opportunity for students to express themselves and provide them with the skills to create important content for the larger community. This campaign will also help inform the community of the how our content is created and distributed. Allowing for the greatest amount of people to be directly served by the content we create. Our approach of all inclusiveness has served well in the past and with this project as a focus we will be more successful than ever.

Over the last 8 years PSU.tv has had an opportunity to interface with many aspects of student life and the local community. Through the process of creating captivating content, telling stories that matter, and sharing important events, we have listened to the needs and wants of our viewers, interviewees, and members. The overwhelming call by these stakeholders, has been for better access to high quality content about their community. To make this a reality, increase the number of quality productions by helping get our passionate members access to better quality equipment.

Essentially, we want to answer the calls from student members who expressed their needs to staff members at our organization's meetings and during content creation projects. Also, the general PSU community was involved in development of this project by expressing their need for various types of content. They want free access to content that is relevant to them. PSU.tv has been producing content since 2006. We create a diverse range of videos including, but not limited to, event coverage, documentary style, and reporting stories. Over the last year we have been providing student produced programming to Portland Community Media (PCM). This content has provided creative outlet for all of our students and immensely increased the number of people who can benefit from our service. This content has been limited in its quality and scope by the out dated and limited amount of equipment in our current inventory. While our members can learn to use this equipment to create content that can benefit the community, it limit the amount of projects that can happen at one time. There have been numerous occasions where productions have had to been halted because of the lack of equipment availability. Also worth considering is

that this current equipment does not represent the type and level of equipment that they will be expected to know how to operate outside of PSU and PSU TV. The equipment purchased for this project will be a significant upgrade to our existing equipment and provide creation options never before offered by PSU and PSU TV.

The purpose of this project is to provide a vastly underserved student community with content that is important to them all the while educating students in the proper operation of state of the art video and film equipment, the creative techniques used in video and film production, and the creation of professional quality content. Content will be distributed through Portland Community Media (PCM), a PEG programming resource. The project purpose will be accomplished through training by our contracted partner (PCM) and PSU.tv staff. Training through PSU.tv will focus on pre-production, production, and post-production work flow processes. Including cinematography techniques such as composition and 3-point lighting and equipment operation training for all equipment purchased for this project. Training through PCM will include best practices and operation skills for studio based filming. The equipment purchased for this project will be the latest video/film production equipment, including digital cinema cameras, multi-point lighting kits, sound capture devices, editing stations, multi-camera video switchers, and various other equipment needed for proper video and film production. Our current program is limited by equipment and training resources to 12 students per year, with this project we hope to expand to a minimum of 48.

The students are currently trained by the Technical Director. The curriculum is primarily developed by the Technical Director and Project Director, with oversight and input by the Station Manager. The current training program will be adapted to the changes this project brings by the integration of the PCM training element into the curriculum allowing students to create content in the field as well as in the studio. Training will also teach the techniques and skills needed to create content with the new equipment purchased through this grant. Students will be required to complete this training before they are allowed to use the new equipment.

This technology will allow for the creation of various types of high quality content. This content will be distributed by PCM for the PSU student body and the larger community's benefit. The process of creating such content will allow our students to gain experience in video and film production in real world settings and situations. They will learn valuable skills that will help them create content that best expresses their voice and develop a skill set for those wishing to work in the video/film production industry.

Our outcomes for the length of project (36 months) are:

- A minimum of 36 high quality, community relevant videos will be created by students and distributed on PEG resources (PCM)
- A minimum of 144 students will be trained in video/film production. The training will certify each student in the operation of PCM studio equipment resources and certify each student as a content Producer for PCM.

We anticipate a minimum of 48 students will go through the training process for video/film production every 12 months. Allowing the creation of video content each month of the project length. We hope for greater outcomes for this project, these numbers represent a conservative estimation for the project.

(This field has a character limit of 30000 or approximately 4 single spaced pages)

Evaluation Plan

How will you evaluate progress toward and achievement of the projects anticipated outcomes?

Evaluation will be handled by our staff members, specifically the Technical Director and oversight provided by the Station Manager. The evaluation process is two-fold.

First, documentation of each training session will be recorded. This includes both the training provided by Portland Community Media(PCM) and the internal training sessions provided by PSU TV. This documentation will include information on the subject of the training, the number of attendees, the attendee names, and the attendee emails for later contact. At the end of each training cycle an evaluation survey will be required to be filled out by attendees. This survey will include information on effectiveness of the training and give attendees the opportunity to suggest changes to the training. This will help adapt future training and steer the project to successful achievement of the anticipated outcomes. A certificate of training completion will be issued by both PCM and PSU TV to the student and documented with PSU.tv for this evaluation process.

Second, documentation will be recorded for each video created. This documentation will include information on which students created the content, the date of creation, the date and time of distribution on PEG resources (PCM), type of content produced, and what project resources used. This documentation will provide information needed to evaluate the success of the project outcomes.

All documentation will be recorded by the Technical Director and reviewed for accuracy by the Station Manager. This review will consist of matching information from contract partners and PSU TV.

(This field has a character limit of 4000)

Project Partners

A "Project Partner" is defined as an organization that supplies cash or in kind resources and/or plays an active role in the planning and implementation of the project. You should present who your Project Partners are, their respective roles in the project, and specific contribution each partner will make to the project in the form of financial support, equipment, personnel, or other resources.

PSU TV will work with Portland Community Media(PCM) as a contracted partner to provide studio training for students of this project. This training consists of the proper operation of equipment and studio facilities for the creation of video content. The skills and experience gained through this training will allow students to create content for the benefit of the community. This training also provides students access to PCM facilities for content creation on PSU TV projects as well as future personal projects. PCM will also provide studio, field and multi camera unit training as initial training for the staff. PCM has a long track record of community involvement and by partnering with them PSU TV can provide it's students with better access to the community as a whole.

(This field has a character limit of 4000)

PROJECT FEASIBILITY SECTION includes: Technical Design, Implementation Plan, Organizational Capacity and Project Budget (see Final Application Budget form)

Technical Design

The Technical Design should specify in detail the proposed technology and equipment to be employed; the rationale in selecting the particular technology; how the technical design supports the projects use of the community access channels and/or the I-Net; and the plans for maintaining and upgrading the system or equipment in the future.

Once equipment is purchased it will be used in conjunction with the training that PSU TV members receive to enable them to complete video projects. The projects will cover various topics relevant to the Portland community.

Training Process:

The first and most important stage in the training process is having all staff members trained on all equipment held by PSU TV. Next they will take the PCM certification course and show a mastery in all broadcast, planning, and production skills along with a competency to handle specific equipment safely and successfully. With Staff becoming masters of video production processes, they will become mentors of student volunteers and will begin to teach training sessions. These sessions are required of all prospective members before they can utilize equipment and workstations. Once certified, they will be able to check out equipment and begin to create content to be shared with the Portland State community and the greater Portland area.

Project topics will be designed by the staff and students together to ensure that students will be able voice subjects that matter to them. Once training is complete and a project is determined, they will go through a four step process including the following: Project Development – Project proposal and storyline will be developed in collaboration with PSU TV staff. Computer systems and software will be used heavily in this stage to research and plan projects. For projects to move on students involved in this project will be required to present a well developed project proposal.

Pre-Production – After a project is green lighted a student will be designated as producer. This individual will take the first steps in contacting all relevant parties to the project and lining up interviews and shoot locations. Locations will be scouted and chosen. The producer will then fill all the production positions including, Gaf, Director of Photography, Camera Operator, Sound Engineer, etc. Finally, dates and times of filming will be scheduled. Equipment utilized during this stage will be software and computer for creating call sheets, finalizing research, and formatting scripts. Staff will act as mentors throughout this entire process.

Production – This stage will cover all filming operations including on location and in studio. Equipment proposed in this grant will be used to film, light and capture all of this content.

Post Production – After production is complete, footage will go into the post-production process. Students who are filling various post production roles will complete their tasks. Once done, the producer will present their final product to staff mentors for final review. If the project passes review, the project will be scheduled for broadcast on PCM and distributed online.

After distribution is scheduled, staff will administer an after action report to evaluate how well each project was implemented. The idea is to identify what changes would need to be made to improve project outcomes and increase the benefit of students' experiences. Once assessment is completed, the process will start over again for the next project.

The proposed schedule will have a monthly turn around. Considering this, some projects will take longer while others will take considerably less time. This schedule is chosen to best fit our project goals.

(This field has a character limit of 10000)

Proposed Project Start and End Date:

Proposed projects may include timelines of up to 36 months to complete the projects.

Proposed Start Date (month/year) July 2015

Proposed End Date (month/year) June 2018

Implementation Plan

The Implementation Plan should include major tasks and milestones in addition to detailed tasks needed to successfully implement the project.

Implementation plan steps and milestones:

The first step is equipment acquisition:

1. Equipment for this project will be purchased within one month of receipt of project funding. (Estimated July 2015)
2. After equipment is received and properly logged the Station Manager will implement the staff training process. (July 2015)

The second step is staff training and community outreach:

1. Staff mentors will be trained by the Station Manager in the proper operation of all equipment for this project. Staff will demonstrate mastery of this equipment before moving onto to content creation training. Mastery of equipment operation will be demonstrated through the training process.
2. Content creation training will be administered by the Station Manager. The training will include project development, pre-production, production, and post production processes. Mastery of of these processes will be demonstrated by the creation of a PSU TV video project within the scheduled timeline.
3. Staff mentors will complete the Portland Community Media studio, field and multi camera unit training courses in line with the content creation training. Mastery of the studio training will be demonstrated in conjunction with the content creation video project.

In parallel with staff training, the community outreach campaign will begin:

1. The marketing director will prepare the necessary documentation and processes for the outreach campaign. The marketing director will oversee each of the following steps.
2. Distribution of marketing materials will take place through several channels, including all of the campus media outlets(e.g. campus newspapers, literary journals, and radio and television stations).
3. Presence at each of the university and student sponsored events through the year, starting with the annual welcoming events at the start of each academic year.
4. Class addressments. Where representatives of the project will address classes in various departments (e.g. Film, Communication, Arts, Sciences, Business).
5. Social media. All of the various PSU TV social media channels will be utilized throughout the year in conjunction with the outreach campaign. Each member will be responsible for promoting aspects of the campaign through their own social media networks.

The campaign offers an excellent opportunity to directly serve the community. Each step taken in the community outreach campaign will include information of the availability of the content created. Allowing for each step to serve twofold. First, to serve content directly to the community and second, to attract new members.

The staff training process is scheduled to run during the summer of 2015 (July-September). The community outreach campaign will run year round for the extent of the project length, starting in the summer of 2015 (July-September).

The third step is student training and content creation:

1. Training
 1. Staff mentors will instruct students in all new and current equipment specifically for field projects.
 2. Once training is complete, student skills will be evaluated.
 3. Training contracted to PCM will then commence covering all studio projects. Student skill levels will be assessed prior to this training as well.
2. Project Development
 1. A list of current topics will be researched and collected by Staff mentors and students. A topic will be selected through a review for feasibility, importance, and complexity. A topic video will be created for the determined topic.
 2. Research will done for each of the topics. Collecting all pertinent information for the successful completion of the topic video.
 3. A project proposal will be created for each of the topic videos. Each proposal will include the topic scope, research of said topic, list of all staff and students involved in the creation of the video and what their roles are. Also included will what estimated difficulties that the production might encounter and what solutions will be used should those difficulties arise.
 4. Proposals will be reviewed by the staff for completeness and have the students make any corrections before moving on to Pre-Production.
3. Pre-Production
 1. Authorized or "Green-Lit" productions will be assigned a Producer from the students. This role will be in charge of successfully completing the topic video. The staff mentors with assist the Producer in every step so help ensure the video is completed.

2. The producer will choose, with the guidance of the staff mentors, the other students to fulfill roles on the production team. As an inclusive organization, all students will have a significant role to fill on each production.
3. The production team, lead by the producer, will identify, allocate, and execute what resources will be needed for the video. This includes but not limited to, cameras, lights, cabling, media, contacts, budgeting, scheduling, interviews, transportation etc.
4. Production
 1. Once the production schedule and other components of production have been identified and implemented. Production begins.
 2. Each of the scheduled filming days determined by the Pre-Production process will be overseen by the producers with the aide of the staff mentors.
 3. Upon completion of all identified tasks and filming days, the project data and footage will be passed on to the Post-Production team, earlier assigned by the Producer.
5. Post Production
 1. This part of the project covers editing of the video, visual effects, color correction and final processing to ready a video for broadcast and distribution.
 2. Once completed review of the video by the Producer and the staff mentors will determine if the video is ready to move on to distribution.
6. Distribution
 1. The video will be reviewed for distribution on various networks. Primarily and first on the PCM stations.
 2. Once the video has been broadcasted on PCM it will then be distributed by the various internet networks that is routinely accessed by PSU.tv
 3. An archive of the program will be stored on the PSU.tv servers to insure access to the content. Should it be requested.
7. Evaluation
 1. Once a video project is complete the staff will implement a report survey or after action report to the students and staff involved with said project.
 2. This survey will collect all relevant data for documentation of the individuals and groups involved in the production from start to finish.
 3. This evaluation of the project will be documented and made available for the MHCRC for review of determining if the overall project outcomes were met.

Once each of the steps are completed the process begins anew. Each video created will be a milestone in the completion of this project. Each video is scheduled on a monthly cycle. This cycle will ensure the project successfully meeting it's stated outcomes. The scheduled training will be the first month of each quarter starting in the fall of 2015 (October, January, April, July) and run throughout the project time period.

(This field has a character limit of 21000)

Organization Capacity

The applicant should demonstrate the Organization's capacity to successfully integrate the project into the organization.

Portland State University Television has an ever growing network of student volunteers each year with a passion for video content creation. With this access to students hungry for learning and a strong need to voice their thoughts, PSU.tv has no shortage of students eager to take the steps needed to create high quality content. PSU TV's current project implementation closely mimics the proposed plan. The organization is only limited to the funding it receives.

PSU TV can demonstrate the ability to integrate this project into the daily operations of the organization easily. By modifying the current workflow to include the PCM training sessions, all the content created by PSU TV will contribute to meeting and exceeding the outcomes set for this project.

Infrastructurally, the organization is supported by the various other departments of Portland State University. This includes offices for meetings and each stage of the implementation plan. Equipment space for storage and safety of assets. Access to various facilities and services on campus that help keep students engaged and informed and other departments and student organizations which involve themselves with the greater Portland community. Which provides ample sources of topics for content creation, enabling Portland community members access to events, persons, and things otherwise not available, through the content created by PSU TV

(This field has a character limit of 5500)

Budget Narrative

Budget Narrative

Personnel: Total \$84,000.00 (Matching)

Staff Mentors: These (5) positions are student scholarships and thus do not have associated fringe/OPE costs or specific percentages of effort. Student employees may work up to 50% time. All funds are matching.

- Station Manager \$21,600.00 (\$7,200 Years 1-3 Matching)

The station manager oversees the entire organization and this project. They are responsible for meeting this project's planned outcomes. Their responsibilities include:

Management of the organization, development of strategic planning, development content creation projects, project quality control, oversight of evaluation process and outcomes, staff training, project implementation, equipment purchasing, serve as contact and administration of this project and final decision making.

As with all staff mentors the station manager will take a mentorship role with the students, and help ensure that all project outcomes are met.

- Technical Director \$21,600.00 (\$7,200 Years 1-3 Matching)

The technical director's primary function is to oversee all student training and equipment. They are the first contact for students. Their responsibilities include:

Training of students, management of training process, equipment oversight (inventory, storage, repair, etc.), primary content distribution (PCM, etc.), and evaluation plan implementation.

As with all staff mentors the technical director will take a mentorship role with the students, and help ensure that all project outcomes are met.

- Projects Director \$18,000.00 (\$6,000 Years 1-3 Matching)

The projects director oversees the day to day operations of each of the ongoing projects of PSU TV. They act as executive producer to each of the video project producers. They help guide each producer through the production process. They are directly involved with content creation. Their responsibilities include:

Management of the video project operation, content creation oversight, content creation implementation. As with all staff mentors the projects director will take a mentorship role with the students, and help ensure that all project outcomes are met.

- Marketing Director \$14,400.00 (\$4,800 Years 1-3 Matching)

The marketing director oversees the creation and implementation of all outreach, marketing, and media. Primarily, the community outreach campaign. They are responsible for organizing, creation and implementation of the campaign. They have a hand in distribution alongside the technical director through social media and other outlets. They will work directly with students in the implementation of graphic design and electronic press kits (EPK) on each of the video projects. They are responsible for: Management of outreach programs, alternate content distribution, oversight of graphic design and creation. As with all staff mentors the marketing director will take a mentorship role with the students, and help ensure that all project outcomes are met.

- Volunteer Director \$8,400.00 (\$2,800 Years 1-3 Matching)

The volunteer director's primary function is to keep communication flowing throughout the organization. They keep all members up to date, all events, projects, and reservations updated and organized and are the first contact for students needing information. They also serve as office manager for day to day operations. Their responsibilities include:

Management of volunteer membership, resource scheduling, and office operations. As with all staff mentors the volunteer director will take a mentorship role with the students, and help ensure that all project outcomes are met.

Contractual: \$17,280.00 (Matching) \$1,500.00 (Grant)

- Portland Community Media (PCM) studio training for students \$17,280.00 (Matching)

PCM will train new students on a quarterly basis starting with the fall of 2015 in the use of studio equipment, and upon completion of training, grant access to PCM studio facilities for content creation.

- PCM studio, field, and multicamera unit training for staff \$1,500.00 (Grant)

PCM will provide initial training for staff mentors in the summer of 2015 in the use of studio equipment, field equipment, and multi camera unit (MCU) equipment. Upon completion of training, granted access to PCM studio facilities and equipment for content creation. Staff mentors will use this training and access to help students create content ensuring this project's outcomes are met. Additional initial training will be scheduled for replacement staff mentors as needed.

Equipment: \$100,000.00 (Year one: Grant Funds)

Video/Film Production Field Kits: 4 kits at \$20,000 each (Grant \$80,000.00)

Camera Kit

Variant A

- UHD 4K production camera, examples include: Blackmagic URSA, AJA SCION, Red EPIC, Canon C series (approx. \$6,000.00)

- Set of prime and zoom lenses, examples include: 25mm, 50mm, 125mm, 75mm-300mm, 18mm-55mm (approx. \$2000.00)

- Shoulder mount system, examples include: Tilta, D Focus, Chroziel (approx. \$1,000.00) -

- Camera Tripod, examples include: Sachtler, Manfrotto, Cartoni, Vinten (approx. \$1,000.00)

Variant B

- HD/UHD DSLR or Mirrorless camera examples include: Sony a7 series, Panasonic GH series, Canon D series, Blackmagic Micro 4k, Go Pro (approx. \$3,000.00 x 2)

- Set of prime and zoom lenses, examples include: 25mm, 50mm, 125mm, 75mm-300mm, 18mm-55mm (approx. \$2,000.00)

- Shoulder mount system, examples include: Tilta, D Focus, Chroziel (approx. \$1,000.00)

- Camera Tripod, examples include: Sachtler, Manfrotto, Cartoni, Vinten (approx. \$1,000.00)

Lighting Kit

- Multipoint lighting kits, examples include: Arri, Lowel (approx. \$2,000.00)

- Lighting Accessories, examples include: Arri, Lowel, Rosco (approx. \$300.00)

- Flags

- Cinefoil

- Gels

Sound Kit

- Field recording kit, examples include: TASCAM, ZOOM (approx. \$1,000.00) -

- Wireless mic kit, examples include: Sennheiser, Rode (approx. \$1,000.00) -

- Boom Pole Kit, examples include: Rode, K-Tek (approx. \$400.00)

- Shotgun mic windscreen

Field Monitors

- LED/LCD field monitors, examples include: Blackmagic Video Assist, Atomos Shogun, Panasonic, Sony (approx. \$1,000.00)

Accessories

- 3-Axis Gimbal Mount, examples include: DJI Ronin, Freefly Movi (approx. \$1,700.00)

- Multiple Storage Media, examples include: SDXD UHS-II, SSD, CFast (approx. \$700.00)

- Mini-Drone system, examples include: DJI Phantom, 3DR (approx. \$1,000.00)

- Cabling (approx. \$400.00)

- HDMI

- SDI

- XLR

- Connectors/Adapters

- Gaffer and Grip (approx. \$500.00)

- Gloves

- C-47s

- Clamps

- Dimmers

- Power strips and extensions

- C--Stands

- Bungee and rope

- Gaff Tape

- Multitool

Editing Bay: 2 at \$5,000 each (Grant \$10,000.00)

Editing Computer

- High Performance multicore editing computer with 3D graphics video card, examples include: Apple Mac Pro, Falcon Northwest PC, NVIDIA and AMD systems (approx. \$2,000.00)

Monitors

- LED IPS/Retina 4K displays, examples include: Apple, ASUS (approx. \$500.00)

Media Storage Devices

- Network Access Storage/ RAID Array 8TB capacity (approx. \$800.00)
- I/O devices
- Disk/Drive interface, examples include: HD/SSD, Card Readers (approx. \$100.00)

Editing Software

- Adobe CC software suite (approx. \$1,300.00)

Accessories

- Cabling (approx. \$100.00)
- Thunderbolt
- Display Port
- CAT 7 Ethernet
- Power (approx. \$200.00)
- UPS
- Power cords/ Surge Protector

Mobile Production Unit (1) (Grant \$10,000.00)

Video Switcher

- ATEM video switcher, examples include: Blackmagic, Tricaster (approx. \$2,500.00)
- Video Capture
- 4K video capture, examples include: Blackmagic, AJA (approx. \$1,000.00)
- Monitors
- LED IPS/Retina 4K displays, examples include: Apple, ASUS (approx. \$500.00)
- Communications
- 4 Headset communication system (approx. \$1,500.00)
- Media Storage Devices
- UHD video recorder, examples include: Blackmagic, AJA, Atomos (approx. \$2,000.00)
- Accessories
- Transport
- Case/Rack mount, (approx. \$250.00)
- Utility cart, (approx. \$1,000.00)
- Media
- SSD, examples include: Sandisk (approx. \$1,000.00)
- Cabling, (approx. \$250.00)
- SDI
- HDMI
- XLR
- Thunderbolt
- USB
- Display Port

Miscellaneous (Match \$225)

A small amount of matching miscellaneous funds (\$75/year) have been set aside for supplies and materials for the project; e.g. printing and publishing needs as well as directly allocatable supplies needed for training (brochures, handouts, etc) and evaluation (survey, etc) purposes.

Statement of Matching Resources

A project will not be considered eligible for funding unless the applicant document the capacity to supply matching resources of at least 50 percent of the total project cost.

The Statement of Matching Resources is essential to understand which project costs identified in the Budget Narrative and the line Item Budget will be supported by the applicant organization and which project cost will be supported by Project Partners.

STATEMENT OF MATCHING RESOURCES

Resources contributed by :

- \$84,000 in student scholarships
- \$17,280 for Contractual Costs

-\$225 in Miscellaneous Materials and Supplies

Total contribution: \$101,505

Line Item Budget

| Cost Category | Grant Funds | Match Amount | Project Total |
|-----------------------------|---------------------|---------------------|---------------------|
| Personnel | \$0.00 | \$84,000.00 | \$84,000.00 |
| Education and Training | \$0.00 | \$0.00 | \$0.00 |
| Travel | \$0.00 | \$0.00 | \$0.00 |
| Contractual | \$1,500.00 | \$17,280.00 | \$18,780.00 |
| Equipment | \$100,000.00 | \$0.00 | \$100,000.00 |
| Infrastructure Construction | \$0.00 | \$0.00 | \$0.00 |
| Facilities Construction | \$0.00 | \$0.00 | \$0.00 |
| Miscellaneous | \$0.00 | \$225.00 | \$225.00 |
| Overhead | \$0.00 | \$0.00 | \$0.00 |
| Totals | \$101,500.00 | \$101,505.00 | \$203,005.00 |

Final Application Signature

| | |
|---|-------------------------------|
| Signature of Duly Authorized Representative | Laura Jensen |
| Date | 06/01/2015 |
| Title | Grants and Agreements Analyst |
| Phone | 503-725-3742 |
| E-mail | laura.jensen@pdx.edu |

Supplemental Material Attachments

| File Name | Description | File Size |
|---------------------------|---|-----------|
| Pricing Examples.pdf | Pricing Examples for various equipment | 706 KB |
| PSUTV letter from PCM.pdf | Draft pricing quote for PCM training services and statement of project recognition. | 81 KB |



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Quantity

Price



Zoom H6 Portable Recorder Field Kit

B&H #ZOH6K

1

\$499.99 x

[Includes free item\(s\):](#) Value: **\$399.95** [Update](#)

Free Expedited Shipping

Square Trade **Protection plan:**

2 Year Drops & Spills **\$73.00**

3 Year Drops & Spills **\$93.99**

[Compare all options](#)

Item Total: \$499.99



Apple Mac Pro Desktop Computer (Quad-Core, Late 2013)

B&H #APMPME253LLA • MFR #ME253LL/A

1

\$2,799.00 x

[Includes free item\(s\):](#)

Free Expedited Shipping

AppleCare **Protection plan**

[Update](#)

Item Total: \$2,799.00



Adobe Creative Cloud 1-Year Subscription Student & Teacher Edition

B&H #ADACCMF1YSTE • MFR #61101764

1

\$229.00 X

[Update](#)

Item Total: \$229.00



SanDisk 960GB Extreme Pro Solid State Drive

B&H #SASDXPS960 • MFR #SDSSDXPS-960G-G25

1

\$439.00 X

[Update](#)

Free Expedited Shipping

Square Trade **Protection plan:**

2 Year Protection plan **\$37.00**

3 Year Protection plan **\$60.00**

[Compare all options](#)

Item Total: \$439.00



G-Technology G-RAID Thunderbolt 2/USB 3.0 8TB (2 x 4TB) Removable Dual-Drive ...

B&H #GT0G04085 • MFR #OG04085

1

\$799.95 X

[Update](#)

Free Expedited Shipping

Square Trade **Protection plan:**

2 Year Protection plan **\$54.99**

3 Year Protection plan **\$89.99**

[Compare all options](#)

Item Total: \$799.95



G-Technology 8TB G-RAID External Hard Drive Array with Thunderbolt

B&H #GTGRT8TB • MFR #0G02272

Free Expedited Shipping
Eligible for 5% Rewards (40 - 60 days from shipment)

1

\$749.95 x

[Update](#)

Square Trade **Protection plan:**

2 Year Protection plan **\$54.99**

3 Year Protection plan **\$89.99**

[Compare all options](#)

Item Total: \$749.95



ASUS PB287Q 28" Widescreen WLED Backlit LCD 4K UHD Monitor

B&H #ASP287Q • MFR #PB287Q

Free Standard Shipping
Not eligible for free Expedited Shipping

1

\$539.99 x

[Update](#)

Square Trade **Protection plan:**

2 Year Protection plan **\$44.99**

3 Year Protection plan **\$78.99**

[Compare all options](#)

Item Total: \$539.99



Blackmagic Design Video Assist HDMI/6G-SDI Recorder and 5" Monitor

B&H #BLVIDAST • MFR
#HYPERD/AVIDAS5HD

Free Expedited Shipping

1

\$495.00 x[Update](#)

Square Trade **Protection plan:**

2 Year Drops & Spills **\$73.00**

3 Year Drops & Spills **\$93.99**

[Compare all options](#)

Item Total: \$495.00



SmallHD 502 On-Camera Monitor

B&H #SMMON502 • MFR #MON-502

Free Expedited Shipping

1

\$1,199.00 x[Update](#)

Square Trade **Protection plan:**

2 Year Drops & Spills **\$162.99**

3 Year Drops & Spills **\$217.99**

[Compare all options](#)

Item Total: \$1,199.00



Tascam DR-680 8-Track Portable Field Audio Recorder and Porta Brace ...

B&H #TADR680K

Free Expedited Shipping

1

\$600.28 x[Update](#)

Square Trade **Protection plan:**

2 Year Drops & Spills **\$97.99**

3 Year Drops & Spills **\$133.99**

[Compare all options](#)

Item Total: \$600.28



Arri Softbank I Tungsten 4 Light Kit (120V AC)

B&H #ARSB1P4K • MFR #LK.0005661

Free Expedited Shipping

1

\$3,300.00 x

[Update](#)

Square Trade **Protection plan:**

2 Year Drops & Spills **\$439.99**

3 Year Drops & Spills **\$569.99**

[Compare all options](#)

Item Total: \$3,300.00



Lowel DV Creator 55, TO-84Z Case

B&H #LODV9034Z • MFR #DV-9034Z

Free Expedited Shipping

1

\$1,149.95 x

[Update](#)

Square Trade **Protection plan:**

2 Year Drops & Spills **\$162.99**

3 Year Drops & Spills **\$217.99**

[Compare all options](#)

Item Total: \$1,149.95



Manfrotto MT055CXP04 Carbon Fiber Tripod with 400 HD Geared Head

B&H #MAT055CXP14

Free Expedited Shipping

1

\$1,059.95 x

[Update](#)

Square Trade **Protection plan:**

2 Year Drops & Spills **\$162.99**

3 Year Drops & Spills **\$217.99**

[Compare all options](#)

Item Total: \$1,059.95



Vinten VB-AP2M Vision Blue System with Mid Level Spreader

B&H #VIVBAP2M • MFR #VB-AP2M

Free Expedited Shipping

1

\$1,426.50 x

[Update](#)

Square Trade **Protection plan:**

2 Year Drops & Spills **\$199.99**

3 Year Drops & Spills **\$269.99**

[Compare all options](#)

Item Total: \$1,426.50



Sony Alpha a7S Mirrorless Digital Camera

B&H #SOA7SB • MFR #ILCE7S/B

Free Expedited Shipping

1

\$2,498.00 x

[Update](#)

Square Trade **Protection plan**

Selected: 3 Year Drops & Spills [Edit](#) **\$297.99**

2-day Service Guarantee

Worldwide coverage

24/7 Customer Service

ADD [View more plans](#) Starting from **\$87.99**✓Protection

Plan Selected

Item Total: \$2,498.00



Canon EF 85mm f/1.8 USM Lens

B&H #CA8518EF • MFR #2519A003

Free Expedited Shipping
Eligible for 2% Rewards (40 - 60 days from shipment)

1

\$349.00 x

[Update](#)

Square Trade **Protection plan**

Selected: 2 Year Drops & Spills [Edit](#) \$49.99

2-day Service Guarantee

Worldwide coverage

24/7 Customer Service

ADD [View more plans](#) Starting from \$39.99 ✓ Protection

Plan Selected

Item Total: \$349.00



Canon EF 70-200mm f/2.8L IS II USM Lens

B&H #CA7020028LIQ • MFR #2751B002

Free Expedited Shipping
Eligible for 2% Rewards (40 - 60 days from shipment)

1

\$2,099.00 x

[Update](#)

Square Trade **Protection plan**

Selected: 3 Year Drops & Spills [Edit](#) \$291.98

2-day Service Guarantee

Worldwide coverage

24/7 Customer Service

ADD [View more plans](#) Starting from \$83.99 ✓ Protection

Plan Selected

Item Total: \$2,099.00



Canon EF 50mm f/1.4 USM Lens

B&H #CA5014EF • MFR #2515A003

Free Expedited Shipping
Eligible for 2% Rewards (40 - 60 days from shipment)

1

\$329.00 x

[Update](#)

Square Trade **Protection plan**

Selected: 2 Year Drops & Spills [Edit](#) \$49.99

2-day Service Guarantee

Worldwide coverage

24/7 Customer Service

ADD [View more plans](#) Starting from \$39.99 ✓ Protection

Plan Selected

Item Total: \$329.00



Blackmagic Design URSA 4K Digital Cinema Camera (Canon EF Mount)

B&H #BLURSAEF • MFR

#CINECAMURSA4K/EF

[Includes free item\(s\):](#) Total Value:

\$352.33

Free Expedited Shipping

1

\$4,995.00 x

[Update](#)

Square Trade **Protection plan:**

2 Year Drops & Spills **\$529.98**

3 Year Drops & Spills **\$559.98**

3 Year Protection plan **\$449.99**

[Compare all options](#)

Item Total: \$4,995.00



Blackmagic Design HyperDeck Studio 2

B&H #BLHYDKS2 • MFR #HYPERD/ST2

Free Expedited Shipping

1

\$945.25 x

[Update](#)

Square Trade **Protection plan:**

2 Year Drops & Spills **\$137.99**

3 Year Drops & Spills **\$187.99**

[Compare all options](#)

Item Total: \$945.25



Blackmagic Design UltraStudio 4K Thunderbolt 2

B&H #BLUS4KTB2 • MFR #BDLKULSR4K/2

Free Expedited Shipping

1

\$945.25 x

[Update](#)

Square Trade **Protection plan:**

2 Year Protection plan **\$69.99**

3 Year Protection plan **\$99.99**

[Compare all options](#)

Item Total: \$945.25



Blackmagic Design HyperDeck Studio Pro 2

B&H #BLHYDKSP2 • MFR #HYPERD/ST/PRO2

Free Expedited Shipping

1

\$1,895.25 x

[Update](#)

Square Trade **Protection plan:**

2 Year Drops & Spills **\$235.99**

3 Year Drops & Spills **\$314.99**

[Compare all options](#)

Item Total: \$1,895.25



Blackmagic Design ATEM 1 M/E Production Studio 4K

B&H #BLATEM1ME4K • MFR
#SWATEMPSW1ME4K

1

\$2,370.25 x

[Update](#)

Free Expedited Shipping

Square Trade **Protection plan:**

2 Year Protection plan **\$109.99**

3 Year Protection plan **\$179.99**

[Compare all options](#)

Item Total: \$2,370.25

Shipping

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Portland Community Media

2766 NE MLK Jr. Blvd. Portland, OR 97212
503-288-1515
bpopp@pcmtv.org



May 29, 2015

Jyunmi Hatcher
1825 SW Broadway
Portland, OR 97201

Dear Jyunmi,

Portland Community Media has received PSUTV's request for training and we would be more than happy to provide the specified instruction of HD Studio Production to students and Field Production and MCU in addition for staff. Portland Community Media prides itself on working with all facets of the community to better ensure diverse voices and opinions for the public channels.

As per your request, the following is a cost breakdown for staff and students of PSUTV to enroll in the select workshops here at Portland Community Media.

STAFF:

Field Production: 3 session workshop using PCM's JVC 600 HD cameras, audio gear and LED lighting equipment. \$90 per staff member.

HD Studio Production: 5 session workshop including one additional volunteer session on an ongoing production using PCM's HD Television studios including cameras, switcher, lighting grid/board, Titleone Graphics and CG. \$120 per staff member.

Multi-Camera Unit (MCU): 1 session workshop learning PCM's portable multi camera HD television studio, including cameras, switcher, audio board and CG. \$90 per staff member.

5 staff members per workshop.

5 X 90 (FP) + 120 (HD) + 90 (MCU) = **\$1500**

Total: \$1500 for 5 staff members to take Field Production, HD Studio Production and the MCU workshop.

STUDENTS:

HD Studio Production: 5 session workshop including one additional volunteer session on an ongoing production using PCM's HD Television studios including cameras, switcher, lighting grid/board, Titleone Graphics and CG. \$120 per student.

- 12 trainees (students) per training cycle
- 4 Training cycles per year (12 months)
- 3 years (36 months)
- Approximate start date, Summer 2015

12 students X \$120 = \$1440

\$1440 X 4 = \$5760

\$5760 X 3 = **\$17,280**

Total: \$17,280 for 12 students per session of HD Studio Production at 4 sessions per year for 3 years.

Staff training total: \$1500

Student training total: \$17,280

TOTAL: \$18,780

In addition to becoming fully certified, staff and students will earn certificates clarifying their completion of the workshops. These will also gain staff and students certified producer credentials allowing them to reserve time for checking out the studios and other associated equipment like all other community producers who have completed the necessary workshops here at PCM.

Sincerely yours,

Ben Popp

Media Education Coordinator

Portland Community Media

503-288-1515 ext.118