CONSENT AGENDA – NO DISCUSSION

All items listed below may be enacted by one motion and approved as consent agenda items. Any item may be removed from the consent agenda and considered separately if a member of the Commission so requests.

C1. May 18, 2015 Meeting Minutes

C2. Community Technology Grant Agreement: Our United Villages

C3. Community Technology Grant Agreement: Community Vision, Inc.

C4. Community Technology Grant Agreement: PSU.TV
MT. HOOD CABLE REGULATORY COMMISSION
MetroEast Community Media, Studio A
May 18, 2015 Meeting Minutes -- DRAFT

SUMMARY MINUTES

THESE MINUTES ARE UNOFFICIAL UNTIL APPROVED BY THE COMMISSION AT A SUBSEQUENT MEETING. PLEASE REFER TO SUBSEQUENT MINUTES FOR APPROVAL OR CHANGES.

Call to Order: 7:21pm

- Roll Call
Commissioners present: Carol Studenmund (Chair); Scott Harden; Mike Bennett; Sue Diciple; Norm Thomas; Toya Fick.

Commissioners Absent: Rich Goheen and Leif Hansen

Staff: Mary Beth Henry, Director; Julie Omelchuck, Program Manager; Ben Walters, Legal Counsel; Rebecca Gibbons, Program Coordinator.

- Agenda Review: none.

- Disclosures: Harden said that as campaign manager for Stephanie Nystrom for Oregon House District 52, he met with Jason Mocca, Frontier, and Marc Farrar, Comcast, regarding campaign support for Nystrom. Harden thanked Frontier for sending volunteers to Wood Village’s clean-up day event. Harden thanked Comcast for selecting Glenfair Elementary as one of its Comcast Cares Day locations. Harden said the work of the volunteers help transform the school. Harden said work involved hundreds of volunteers and included painting classrooms, repairing playground equipment and landscaping.

  Thomas disclosed attending MetroEast’s volunteer appreciation event.

  Studenmund disclosed talking with Marc Farrar, Comcast, about the City of Portland’s proposed ordinance that would require all televisions in public spaces to have captions turned on.

- Public Comment: none.

- Consent Agenda
  C1. March 16, 2015 Meeting Minutes
  C2. Community Technology Grant Agreement: Northwest Film Center
  C3. Community Technology Grant Agreement: MetroEast Community Media
  C4. Community Technology Grant Agreement: Northwest Children’s Theater & School
MOTION: Diciple moved to approve the Consent Agenda as presented. Bennett seconded.
VOTE: 6-0 passed

- Regular Agenda

*R1. FY14-15 Contingency Request: Digital Inclusion Education/Travel & FCC Appeal
Bennett said the Finance Committee discussed and recommends the contingency transfers identified in the meeting packet. Bennett said the Committee spent some time discussing the financial implications of the FCC ruling on Sec 621 and believes that joining a coalition of communities to appeal the order is in the best interest of the Jurisdictions. Bennett said the financial impact on franchise fees is potentially significant.
MOTION: Diciple moved to approve the transfer of $2000 from contingency to cover expenses for MHCRC staff director Mary Beth Henry to attend meetings/conferences on Digital Inclusion and I-NET infrastructure planning and the transfer of $15,000 from contingency to appeal the FCC ruling on Sec 621(a) (1) of the Cable Communications Policy Act of 1984 as amended by the Cable Television Consumer Protection and Competition Act of 1992. Harden seconded.
DISCUSSION: none.
VOTE: 6-0 passed.

*R2. Fiscal Year 2015-16 MHCRC Goals & Objectives
Omelchuck, referring to the staff recommendation included in the meeting packet, said staff took into consideration the MHCRC’s strategic planning retreat discussion when drafting the goals and objectives for the coming year. Omelchuck said staff emphasized digital equity objectives and acknowledged the MHCRC’s desire to enter a planning phase to envision the future role of the MHCRC.
Thomas asked why Parkrose School District, David Douglas School District and Reynolds School District were not mentioned under Goal II. Omelchuck explained that because the Commission has met the objective of entering into an agreement with these districts, they are not specifically called out. Omelchuck clarified that the objective is to enter into agreements with the remaining school districts that have not yet received funding under the TechSmart Initiative. Thomas said he’d like the objective to recognize the ongoing work with the districts that have agreements.
MOTION: Diciple moved to adopt FY2015-16 Goals and Objectives and authorized staff to add an objective under Goal II related to the TechSmart Grant projects plans with Parkrose, David Douglas and Reynolds School Districts. Fick seconded.
DISCUSSION: none.
VOTE: 6-0 passed.
*R3. Proposed FY15-16 MHCRC Fund Budget
Finance Committee Report & Recommendation:
Thomas said the Finance Committee recommends the Commission adopt the proposed FY15-16 MHCRC Fund budget and forward it to the Jurisdictions for approval. Omelchuck said the Finance Committee did a great job of ensuring the budget was clear and that appropriate back-up and detail were included. Bennett thanked staff for reformatting the budget narrative. Bennett said the result is easier to read and understand.

**MOTION**: Thomas moved to adopt the FY15-16 MHCRC Fund Budget and forward it to the member Jurisdictions with a recommendation for approval. Harden seconded.

**DISCUSSION**: none.

**VOTE**: 6-0 passed.

*R4. Comcast’s Annual I-Net End-Fund Report
Gibbons said that under a Franchise side letter agreement, Comcast retains the funds remaining in the I-Net Fund at the conclusion of the prior cable franchise. Gibbons said that under the renewed franchise, the MHCRC collects and administers all PEG/I-Net funds received going forward. Gibbons said the I-Net fund retained by Comcast is now referred to as the I-Net End Fund. Gibbons said the I-Net End Fund beginning balance was over $5.6 million. Gibbons said just over $1.4 million was deducted to pay for the I-Net core upgrade to a 10Gigabit backbone. Gibbons said the Commission approved this expenditure and staff verified expenses before authorizing the deduction from the End Fund. Gibbons said the ending balance going into next year is just over $4 million. Gibbons said the I-Net End Fund may also be used to offset construction costs of line extensions that exceed the Standard Installation formula. Gibbons said the decision to construct a site is at Comcast’s discretion, however staff continues to provide oversight and approval of End Fund expenditures. Gibbons said staff recently identified a site in Portland’s downtown core that Comcast has agreed to construct. Gibbons said staff will monitor the construction and will receive documentation of actual costs.

**MOTION**: Diciple moved to accept Comcast’s 2014 I-Net End-Fund Report. Bennett seconded.

**DISCUSSION**: Bennett asked that staff provide a mid-year update on the status of the I-Net End Fund.

**VOTE**: 6-0 passed

R5. Cable Companies Annual Activities Presentation (Information Only)
Michele Conditt, Reliance Connects, said Reliance Connects brought on its first television customer in May 2009. Conditt said Reliance Connects build-out plan included 250 homes each year. Conditt said Reliance Connects currently pass more than 1200 homes with FTTP infrastructure. Reliance Connects offers 12 Mbps service to broadband customers over copper cable. Conditt said the FTTP infrastructure provides up to 60 Mbps service. Condtt said 152 channels are available, with an additional 35 movie channels. As of December 2014, 85 HD channels are available. Conditt said at year-end 2014, Reliance Connects had 84 television customers in the Corbett area, which represents an increase of nine customers from the previous year. Conditt said Reliance Connects faces challenges to increasing subscribership. Challenges
include over-the-top options and the increasing cost of programming. Conditt said upgrades and advancements planned for 2015 include continued FTTP construction throughout Corbett and installing equipment to make the fiber plant two-way capable, which will allow for video-on-demand capabilities. Conditt reported that Reliance Connects participated in the Corbett July 4th celebration and made monetary contributions to various charities throughout the year.

Staff Activity Reports and Updates
- **CenturyLink renewal franchise:** Henry said CenturyLink launched its IP TV services (PRISM) in the Portland area.
- **FCC/Federal legislative developments:** Henry said Comcast abandoned efforts to merge with Time Warner. Henry said the Community Access Preservation Act was reintroduced in the U.S. Senate. Henry said the Act would allow use of PEG funds for capital or operating expenses.
- **2015 Oregon legislative session:** Henry said a hearing is scheduled on Senate Bill 140. Henry said the bill would extend the Oregon Broadband Advisory Council term. Henry said the Council would have sunset at the end of this year. Henry said the central assessment bill, discussed at the March meeting, was approved.
- **Election of MHCRC Chair and Vice-Chair:** Omelchuck reminded Commissioners that elections will be held at the June meeting.
- **Commissioner re-appointments:** Omelchuck said the City of Gresham reappointed Commissioner Bennett to another two-year term. Omelchuck said the County reappointed Studenmund to another two-year term.
- **Other:** none.

Committee Reports
- **Finance Committee:** none.
- **Grant Committee:** Omelchuck said the Grant Committee meeting scheduled for June 3 is cancelled. Omelchuck said Portland Public Schools is aligning its TechSmart project plan with its language arts curriculum adoption. Omelchuck said a review of timelines supported delaying Grant Committee review of the propose project plan until September. Omelchuck said staff will continue to work with PPS on the project plan over the summer.
- **PCM Board Appointee:** Studenmund said the PCM continues to work on a strategic plan for the coming year. Studenmund said Executive Director Cece Hughley Noel is still on medical leave.
- **MetroEast Board Appointee:** Thomas said MetroEast is investigating opportunities to partner with the City of Gresham and other organizations on a project in Rockwood.

New Business; Commissioner Open Comment
Studenmund recognized and thanked Fick for her contributions as a member of the Commission. Fick was presented with a letter from the Chair and a plaque.

Studenmund, referring to a City of Portland draft ordinance included in the meeting packet, said she has been working with the Portland City Council to pass an ordinance requiring that all
televisions in public spaces have the captions turned on. Studenmund said the ordinance is well supported and is expected to be approved at an upcoming Council meeting.

Studenmund gave an overview of the meeting schedule.

**Franchisee Activity Report**

Marc Farrar, Comcast, reported that Comcast Cares Day was a success. Farrar said 350 volunteers contributed to improvements at Glenfair Elementary School. Farrar said 2,100 volunteers participated at various locations across Comcast’s regional footprint. Farrar said some examples of local organizations targeted included Hacienda CDC, NAYA, Friends of Zenger Farm and the Children’s Book Club. Farrar said these organizations also received a grant from Comcast Foundation. Farrar said Comcast met the telephone answering standard for last quarter (95.2%). Farrar said Comcast is investing in customer service and recently announced the hiring of 5,500 employees across the nation. Farrar said 2,000 new hires will staff 3 call centers (Spokane, Albuquerque and Tucson). Farrar said Comcast is trying to become less dependent on 3rd party customer service. Farrar said Comcast is making improvements to its store front service and hiring additional field technicians. Farrar said Comcast made a policy decision to begin automatically crediting subscriber accounts with $20 credit if an appointment window is missed. Farrar said subscribers no long have to call and request the credit. Farrar said new equipment features include a voice activated remote and an XFinity Share app that allows subscribers to take video clips or stream live video with their smart phone video that can be sent to a Comcast subscriber TV anywhere. Farrar said Comcast NBC Universal is continuing its commitment to support veterans and will hire 10,000 veterans, reservists or their families. Farrar said Comcast’s Leaders and Achievers recognition event, an annual scholarship program, is May 30. Farrar said Comcast will award $50,000 to 68 recipients at the event. Farrar said Comcast recently launched 2Gig symmetrical FTTP service to residents in Atlanta, GA. Farrar said this service level will be rolled out to other markets by the end of the year. Farrar said Comcast launched a new broadband speed tier at 250Mbps.

Karen Stewart, CenturyLink, said CenturyLink launched its PRISM TV service on May 13 and immediately began taking subscriber service requests. Taking orders. Stewart said CenturyLink has set up a demo kiosk at the Lloyd Center. Stewart said an attractive feature for subscribers seems to be CenturyLink’s wireless set-top-box.

**PEG Provider Activity Report**

- **MetroEast Community Media:** Rob Brading said MetroEast is excited about continuing its summer camps for girls and for at-risk youth. Brading said MetroEast is planning to host 63 4<sup>th</sup> graders at the facility soon. Brading encouraged everyone to check out the video produced by Emily Vidal about her trip to Laos to document a community radio project. Brading said video will premiere at the Hollywood Theatre. Brading said MetroEast help another successful volunteer appreciation event.

- **Portland Community Media:** Jason Tait said PCM is working to revitalize its youth club, is collaborating with Hacienda CDC on media education initiatives, offering adult and
youth bi-lingual classes, and preparing for summer camps. Tait said PCM studios have been gutted and new walls and floors installed. Tait said PCM recently acquired equipment that allows staff to brand channels (similar to OPB channels). Tait said PCM continues to develop its web presence for better interaction with volunteers and the public.

Public Comment: none.

Adjourn 8:25pm

Respectfully submitted,

Rebecca Gibbons
Program Coordinator
“Community Technology Grant Agreement: Our United Villages”

**Recommendation**

Staff recommends that the Commission approve the 2015 Community Technology Grant agreement with Our United Villages for $34,499.

**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 Our United Villages (OUV) and recommends approval at the June meeting (draft contract attached). The purpose of the project is to purchase video production equipment in order to expand OUV’s existing Community Legacy Stories program, which produces programming for the community access channels. The Community Legacy Stories program is designed to capture local community enhancement or engagement projects. In addition, OUV will create interactive video booths in a community commons area at their facility. Members of the public will enter the booths and record short video clips highlighting their creative building ideas or activities. OUV will combine these clips into programming for distribution on the public access channels in the hopes of sparking viewers’ creativity and involvement in community events.

There are no significant changes to the final application, however the Pre-Application budget, once fully developed, did increase. As result of this due diligence, OUV’s match commitment increased significantly. The increase in matching resources was largely due to additional people resources needed to successfully implement the project.

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<td>Final Application</td>
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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 Our United Villages (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 Our United Villages Community Legacy Stories and Community Video Booth project.

AGREEMENT:

1. Grant Amount, Use of Grant

Grantee is awarded a total amount of $34,499 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 $34,499 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. 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 October 31, 2016 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, December 31, 2016.

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@mherc.org

If to Grantee:
   Attn: Sean O’Connor, Outreach & Strategic Coordinator
   Our United Villages
   3625 N Mississippi Ave.
   Portland, OR 97227
   Email: sean@ourunitedvillages.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: Our United Villages Community Legacy Stories and Community Video Booth

GRANTEE SIGNATURE:

GRANTEE: OUR UNITED VILLAGES

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 ACTIVITIES 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
00232 - Our United Villages Community Legacy Stories and Community video Booth

Community Technology Grants

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Executive Summary

Executive Summary

The Executive Summary is your opportunity to introduce your project (please limit to one page).
Our United Villages (OUV) is a 501(c3) non-profit organization located in North Portland. Through our project The ReBuilding Center, OUV's outreach programs serve as a free resource for transforming grassroots ideas into actions that inspire others to grow their own ideas. Our projects will benefit multiple layers of community and serve a singular purpose of engaging and inspiring through the power of visual storytelling.

Sometimes, when a single individual sparks an idea that will serve the people around them, they find an unrelenting urge to do whatever it takes to improve on a given situation. Many of these ideas get left to excuses as to why we don't have the time or resource to actually implement our grand vision of neighborly goodwill. Then one day, we see someone who has actually done it. Someone who has followed through on their promise to do good by others and is turning that idea into concrete action. The capacity to solve problems exist in every neighborhood and what's missing is the tools to share the stories and solutions for solving these problems in a living narrative- The Community Legacy Program provides this missing platform. Today we only have the capacity to move this effort in inches, where this grant gives us the opportunity to move miles. There are living examples right now where the feedback loop from the work we've done is that it actually furthers people's commitments and resolves efforts to expand the work that they're already doing. Simultaneously we see it inspiring and influencing others to step up and get more involved and we are literally just scratching the surface.

The exciting part is the solutions are in front of us. The challenging part is without these funds we don't have the capacity to meet the demand. Being awarded this grant will give us the capacity to take the program to the tipping point. Another exciting aspect of how we accomplish our mission here is sharing our knowledge skills and resources openly with anyone interested free of charge. CLP will be sharing our best practices and experience as an open-source to individuals groups and anyone interested in modeling. In this way we will be able to double and triple the investment of these grant funds.

Our projects play a vital role in enhancing Portland's grassroots practices through visual media. Community produced visual stories, interactive video booth and community commons space have been strategically designed to serve the need for catalyzing local storytelling.

The Commons and Interactive Video Booth are showcases of local vitality and a chance to participate in individual and community stories. Combined together with architectural design and interactive touchscreen technology, The elements are designed as an engaging experience that ties visitors to the roots of the good that is found in Portland. The video booth will enable the public to share their own voice and be included in the visual narrative.

Community Legacy Stories are visual narratives that highlight the people and practices that work to strengthen the fabric of the people around them. The stories are created by volunteers and OUV staff in our in house production workshop. We spend quality time with our subjects. Both projects have already served as engaging content production to be viewed on Portland community access channels.

This grant is vital to our ability to build communities through the power of visual storytelling. Together we can inspire and enact real change in local people and practices around Portland.

(This field has a character limit of 4000)

**Project Narrative**

| Total Grant Funds: | $34,499.00 |
| Total Match Funds: | $181,548.00 |
| Total Funds: | $216,047.00 |

**Cable System Technology Use**

- Community Access Channels

**Proposed Technology**

- Video production equipment

**Public Benefit Area**

- Improving Community Involvement

**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?*
**NOTE: Proposed Technology is both Interactive Video Technology AND Video Production Equipment**

In 2011, Our United Villages (OUV) established the Community Legacy Stories (CLS) in an effort to celebrate the grassroots practices and projects that are strengthening social vitality of Portland neighborhoods. The program has since grown into a series of ongoing community supported multimedia production projects that incorporate volunteer media makers and local stories of impact. The stories are distributed to public access channels, online outlets, a recent film festival, and soon through hands-on public touch screen interactivity within the The ReBuilding Center's Commons space.

Currently, OUV staff uses personal video production equipment and engages volunteers and their equipment to produce videos for distribution to Portland Community Media (PCM) and beyond. This method is not sufficient to upholding consistent production value and remains inefficient in using several media platforms directly affecting the post production processes. The purpose of CLS is to provide free support to individuals and groups who are committed to long-term problem solving on a local grassroots level through community projects that strengthen the social fabric of society and revitalize struggling communities. A major backbone of CLS program uses visual media to illuminate local community enhancement projects, increase awareness of projects going on in the community and to inspire others to get involved or launch their own projects. In 2014, OUV produced 5 multi-media pieces with groups that are working to strengthen the social vitality of their communities. All of which have aired on Portland Community Media (PCM) channels. Each story subject is as unique as the people who work together to create it.

In order to build upon what we are already doing, it is essential to secure video production and post production equipment that will allow us to create consistent content to fulfil Portland Community Media?s broadcast requirements. Examples of stories we have aired on PCM are:

**The Restorative Justice Project (RJP)** showcases a group of talented youth that stand up to speak out about bullying in their school. To effectively engage in their community, the youth have chosen inspired and original Hip Hop music to spread their messages of justice. The OUV Legacy Story provides a free platform to carry their inspiring messages and efforts to other schools throughout Portland and beyond. They used original Hip Hop music to enlighten the entire student body and faculty. Through video interviews and the production of a music video, CLS created a short film, photo essay, and written article used to encourage other schools to counteract bullying. The last Portland Public Schools screening was viewed by over 100 faculty and staff and received a standing ovation. The message delivered through the voices of these young men has changed the stereotypes of who is leading the effort address bullying. By appearing on PCM, their message is being heard throughout Multnomah County and motivating other youth to emulate the actions of RJP.

Santos United Youth Soccer Club. Santos United is a youth led public soccer club that provides playing opportunities to kids who cannot otherwise afford traditional leagues. Older youth mentor younger ones, focusing on leadership development as well as soccer skills. Santos is more like a family than a team and has drastically increased its participants since engaging the media produced by OUV. Santos is using the media we produced for them to show supporters who they are and what they are capable of. Through this media, they have been empowered to grow and are reaching sustainability goals and gaining professional and citywide sponsorship and support.

Over the past year, OUV has seen a substantial increase in the number of community individuals and organizations who would like to work with our growing story platform. Our limited video production and post production equipment is hindering our abilities to further engage the community in creative volunteer opportunities and to produce enough fresh content to distribute to PCM. In assessing community input, OUV has also seen a need to capture inspirational stories from people who visit the facility, engage them in creative ReUse inspiration, and immerse them in the story rich culture of OUV. As such, a part of the facility is being redesigned into a community gathering space and will be called The Commons. OUV, along with a talented group of volunteer architects, has devised a plan to install an interactive video booth that will compile short stories of the public to be edited into filler content for PCM broadcasting. Several touch screen kiosks will engage the public in stories falling within the following categories; Legacy Stories, Creative ReUse, DeConstruction, and Volunteer Action.

The beneficiaries of the project are the individuals and organizations that participate in telling their stories through the Community Legacy Stories program and the general public that share their inspirational stories through the Interactive Video Booth.

The solutions and outcomes are clear. By obtaining essential equipment, OUV will continue to expand on our growing story platforms with new and increased video production and editing equipment. OUV will continue to facilitate focused outreach for volunteers and interns to join the expanding production team dedicated to telling these stories. We will engage the volunteers and interns in directed visual and written story content that fulfills the goals of Community Legacy Stories and The Commons...
interactive space. The equipment purchased with the granted funds will ensure broadcast quality stories are produced while providing greater opportunity for volunteer producers and creative contributors. By having access to field equipment and post production computers / software, our story subjects will have access to content that helps to significantly expand their efforts and inspire others to make positive change. Our current and future media volunteers will be empowered to learn and grow through visual storytelling collaboration. These forms of video production are vital to our city as it provides an opportunity for non-budgeted projects and practices to receive professional quality media content that would otherwise cost a substantial amount of money. These open source shorts will help to cultivate community ideas and inspire new ones. Equipped with these audio / visual tools, people are better able to share their stories and increase understanding of their projects. We will address this need by continuing to produce professional quality media and putting it in the hands of the people at no cost.

Through the implementation of the story engagement touch screen Kiosks in the OUV Commons space, we are freely offering an opportunity to community members to engage in local inspirational stories and have a chance to tell their own story through the outlet of an interactive video booth (IVB). The BrightSigns Media Players are the technology used to operate the touch screen user experience. These units and annual membership allow our contractors and staff to design and maintain touch experiences that will actively engage our visitors.

The IVB is part of a larger interactive storytelling project that will engage our 300+ daily guests to the ReBuilding Center as they join in on the visual voice in sharing their own stories with the PCM audience and beyond. (Please see supporting materials for Commons Design). The IVB is being designed to be a welcoming environment equipped with camera, audio, and lighting technologies. We have secured a soundproof booth from one of our DeConstruction sites and it is worked into the architectural design of the space where it will be located. Inside will be a touch screen with simple instructions of how to make a 2-3 minute clip and a start button. Three points of light and an overhead microphone will assist in the video capture. Outside of the booth will be another touchscreen with examples of what others have done inside. Compelling video clips will be collected and compiled into inspirational short video pieces to ignite others’ imaginations. The purpose of the booth is to encourage community generated content for social feeds and quarterly compilations for public access channel distribution. IVB will prompt participants with open ended questions to answer in one minute or less:

• How will you creatively reuse what you found at the ReBuilding Center Today?
• What are some of the ways you are working to better your definition of community?
• In 2 minutes or less, tell us about your idea that is working to build positive relationships with your neighbors.

Once the clips are captured and compiled, our staff and volunteers will cut them into short compilations of inspirational everyday people and their ideas to be distributed on PCM channels and beyond.

The Commons will give guests an opportunity to learn the story of our organization while the interactive video booth will empower them to become a part of the story. Further, there are many community members who are actively seeking meaningful volunteer opportunities in video and audio production. Our programs are designed to engage volunteers in collaborative projects that serve to help them refine their skills, build relationships with other media makers, learn from their subjects and each other and support meaningful practices and projects throughout the Portland area.

Technology:
Currently, we are dependant on personal camera equipment belonging to our staff and volunteers. We are also certified by PCM to utilize their field production equipment. Having the gear come from several sources pose time consuming challenges in both pre-production as well as post production. The acquired camera equipment will serve dual purposes. Field production and Commons content creation.

The touchscreens are the bases of the technology we need to engage the public in. Physical location (secured) and site designs (secured) were our first challenge. Now that these are in place, we are still needing professional technologies to complete the project vision.

• A master computer / control center will allow us to maintain and update content on all touch screens, video booth, and Community Solutions Story production.
• Two basic editing bays will provide the ability for staff and volunteer collaborators to post produce the media capture. Each workstation will be equipped with the Adobe Creative Suite
• Field Camera / Lighting / Audio equipment will enable us to capture and produce broadcast quality content for both community stories, as well as kiosk interactivity. All media produced will be output on Portland Community Media Broadcast Channels.

OUTCOMES:
The CLS equipment will allow us to increase the total number of volunteers who have access to video production / post production equipment by 25%.

As of the end of 2014, we have over 20 skilled volunteers working on the OUV storytelling projects and hope to provide more opportunity for them to work on-site in our media lab. By obtaining equipment for in house production, we aim to broaden our network of creatives willing to volunteer as well as to implement a media intern program for local students seeking work/study opportunities.

The IVB will allow us to increase the number of public engaged in sharing their stories and ideas with the broader community by 50%.

In 2013/14 CLS produced 5 visual shorts that have each become a powerful voice to small ideas with impact. In 2015 we aim to tighten our production turnover and increase the number of fillers we can provide to Portland Community Media channels. The IVB will work to generate a boost in content through user generated video compilations.

The project will annually result in 6- five to fifteen minute video programs for PCM distribution. Films will cover topics such as Native Cultural Heritage, Elders in Action, Youth Led Initiatives, and Environmental Awareness and will be design to engage the broad community in reusing building materials and reducing landfill waste.

Evaluation Plan

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

- We will track the number of volunteers who use the equipment and the number of hours the equipment is in use.
- We will track the number of public who participate in sharing their stories and provide content (photos, videos) to include in the projects.
- We will track the number of programs produced by OUV and aired by PCM.
- We will track the types of issues/ideas covered in the programming and will survey the public on whether or not the content was of value/importance to them and whether or not the programming spurred them to participate in a project/community event.
- We will assess the number of users of the video booth by how many usable pieces are submitted each month.
- As the content is released beyond PCM channels, we will track the web analytics for each link based site we post the content on.
- We will track the number of other groups and organizations who share the linked content with their networks to build viewership.
- We will supply a short survey option in the video booth after the content is recorded by the user.

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.
We have been fortunate enough to secure several valuable relationships in the creation of Community Stories and The Commons project. Each relationship we have cultivated has played a unique role in the development of our ideas and resulting strategic plan. Below is a list of those that have stepped up to make this possible:

**Planar Systems**: As one of the industry leaders in interactive video walls and touch screen technology, Planar was an obvious choice when looking for the right screens for our project. Based in Beaverton Oregon, Planar also serves as a local collaborator in this venture. When we approached Planar with our concept, they were quick to donate ten (10) touch screens which then became the engine of inspiration for the designs found in our attached supplemental material.

**Volunteer Architects**: When one of our regular volunteers introduced us to a team of volunteer Architects, we knew that The Commons and Interactive Video Booth was envisioned for them. Since their talented team of young and emerging architects have joined the project, the vision has swiftly become a tangible plan of action. (See Supplemental Materials). Much as the screens informed the content creation, the architects’ designs are informing the physical build out of the space. All told, this team has and will donate more than 612 hours of professional design services. They are working to complete a working prototype to solicit community feedback and create accurate building plans for the rest of the kiosks.

**Oregon Tradeswomen (OTI)**: Our long standing relationship with Oregon Tradeswomen has been mutually beneficial for many years. They provide hands on training to women seeking an education and job placement through working in the construction trades. We provide shop space, building materials and unique projects for them to put into practice the skills they learn in the classroom. Once our volunteer architects complete a finished kiosk prototype and building plan, The Tradeswomen will spend their learning program constructing the remaining elements and completing the finish carpentry of the space where visitors will engage. Our goal is to not only see the space finished, but to actively provide an educational asset to participants of the OTI program. Altogether we estimate that OTI will provide over 700 hours of human powered labor for the construction of the Commons and our nearly completed media lab.

**DropBox**: As we began to produce content for Portland Community Media and the proposed kiosks, we started working with large file transfers and remote collaborations. We very quickly began to run out of available online storage. Our outreach to DropBox resulted in unlimited online storage for up to 50 users in perpetuity. This donation equals out to $7,500 a year in what would be annual fees.

**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.
The proposed technology / equipment is varied with each element considered for multiple benefit use. *For complete list of equipment, please see attached line item budget. For visual design elements, please see attached architectural renderings. The computers selected were each considered with the end user and efficient workflow in mind. The Mac Pro and server were selected as the main work force behind the generated media content and commons kiosk management. This machine will only be used by approved and trained staff of the organization. The iMac?s were selected to serve as equipped volunteer workstations where they can edit content and remotely upload finished works to PCM?s broadcast servers. The cameras we selected were strategically picked due to size, user friendliness, compact kit buildability, and highest resolution HD and 4K capture capability. Our project lead has first hand field experience with the proposed camera (as well as many others) and is qualified to instruct volunteers on it?s use. The rationale for choosing a micro 4/3rds over the DSLR is the 4K option. The future of television, computer monitors, and theater projection is all in 4K. In order to truly output 1080P HD we now capture in 4K (4K output is captured in 6K and so forth) The audio equipment was selected for versatility in field use and sit down interview application. The variety in microphones selected accounts the ability to capture wireless interviews, ambient audio, and directional overhead sound capture. The accompanying audio recording devices are on the list to seamlessly work with the selected cameras as a compact field kit for location story capture. The lighting was selected to ensure that our crews have access to quality key lighting as well as supplemental fill lights for interviews as well as battery 1x1 multi color temp LED?s for fast and efficient field work. The optics were selected for maximum viewing angle with minimal equipment. The quality of the optics, image stabilization and brand quality standards was slightly compromised due to projected budget constraints. The optics millimeter and fstop ranges selections account for the micro 4/3rds crop factor to ensure a variety of options for composition choices. All of the accessories were selected to function as a complete field production kit and interchange among diverse set-ups. The stabilization components (tripods, sliders, travel jib etc.) ensure creativity in motion capture and eventual viewer experience. The equipment to be used in the soundproof video booth is being selected based on research into how to create an interactive experience wherein users can easily tell their own story while maintaining broadcast quality output for community voice compilation videos. The compiled voices will be edited on site by our volunteers and project lead. Our plan for implementation is to provide basic field equipment and in house editing capability for our volunteers to produce visual stories that can be broadcast on community access channels as well as work to engage OUV visitors in the story of a community built organization. The Community Legacy stories will be a continuing series that at all times will have one story in pre-production, one in production, and one in post production. This strategic plan serves as a guarantee of fresh content generation for both public access channels as well as The Commons kiosk displays.

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) June 2015
Proposed End Date (month/year) Dec 2016

Implementation Plan

The Implementation Plan should include major tasks and milestones in addition to detailed tasks needed to successfully implement the project.
The proposed schedule and implementation plan is as follows: OUV staff will continue to conduct focused outreach to learn about current stories in and around the communities we serve. We will select topics/subjects based on recommendation, face to face contact, and fielding requests resulting from other stories being seen on PCM channels. Once topics/subjects are identified, the pre-production process begins. This includes: identifying a volunteer team of producers, conducting research, storyboarding and timeline/goal setting. Filming will take place once these steps are complete. The videos will be distributed to PCM upon broadcast ready completion of each story. Each finished video story will be accompanied by a 500 +/- word article and photo essay to be included on the story webpage. By sticking to our current schedule plan, there will always be one story in pre-production, one in production, and one in post. Each story is estimated to take 2-3 months from start to finish.

Staff and volunteers will continue to participate in media training hosted by Portland Community Media, NW Documentary, NW Film Center, as well as online learning opportunities. Each training will be specifically selected to serve the education need of the individual to best serve the project's mission(s).

Legacy Story roll out plan beginning June 2015: Once the new equipment is in place, we will continue to produce Community Legacy Stories. Each story takes 2-3 months to complete. As was the case in 2014, we will always have one story in pre-production, one in production, and one in post. Once this cycle is up and running completely, we will release a story either once every month or once every two months. The first story in the new series will release no later than August of 2015.

The Commons / Video Booth roll out strategy is timed to last throughout the year while maintaining story capture and release. On June 27th 2015, OUV will host a soft opening of our Commons space. We will present to the public one working touch screen kiosk and have the rest built out of cardboard (models) to show what the space will look like once the project is complete. During the event, we will solicit community feedback in order to best put the designs into practice. The event will be free to the public and will include refreshments and light entertainment.

2015 Commons Work Plan:

June
• Install Kiosk 1
• Create and install placeholder kiosks (cardboard)
• Host June 10th Event
• Solicit community feedback at event
• Block public view from commons with limited access
• Re-design as determined from feedback
• Continue compiling content for each kiosk

July
• Orient volunteers with building plans and determine realistic work plan and deadlines
• Begin construction of remaining kiosks
• Install kiosks upon each completion
• Continue compiling content for each kiosk

August
• Continue building kiosks and commons construction elements
• Continue compiling content for each kiosk
• Plan October Event

Sept.
• Final install and finish work to be completed
• Gather final content for phase 1 of kiosks (each department)
• Ensure Video Booth functionality for user generated content

Oct
• Open Commons to public
• Host OUV Anniversary event to unveil entire projec

Content creation to be done
• Video Booth: Set-up, technology and guest instructions - User generated
• Highest and Best Use Video: Shoe Library / DeCon / KEEN
• Legacy Stories: 2014 season (CLP)
Organization Capacity

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

The Community Legacy Stories have been a part of our organizational structure for over two years. Through community feedback, PCM TV programming staff feedback, and continued volunteer engagement, we know that building upon our already strong foundation will continue to enhance community vitality ideas throughout Portland. Through our work with Legacy Stories, internal story production, and creative media generation, we are confident that our commons space will play a vital role in engaging the public in the visual story of our organization. By providing a space for community voice in the interactive video booth, we are giving the public an opportunity to be a part of the ReUse story by sharing their own reflections. When the videos from the booth are compiled, we will have more generated content for the purposes of ReUse inspiration and public access viewing content. The staff and volunteers who will be assigned to the project(s) will fulfill the mission of our organization to "Inspire people to value and discover existing resources to strengthen the social and environmental vitality of our communities?"
PERSONNEL

**Project Director.** The Project Director will oversee all aspects of the grant project. Responsibilities will include directing volunteer media producers, pre-production, production and post-production, content development for touch screens, ensuring that budget and timeline targets are met, selecting contractors, develop the project evaluation, and supervising the project staff. In addition, the Project Director will conduct outreach to the targeted end users. The Project Director will work 50% of the time for 18 months. Based on an annual salary with fringe benefits, the cost to the project will be $37,500

Grant Funds: $0
Match: $37,500

**Volunteer Department Manager.** The Volunteer manager will be responsible for recruiting project volunteers and long-term interns. Once the volunteers have been recruited, they will be handed off to the project lead to manage. Based on an 18 month salary with all fringe benefits the cost to the project will be $8,080

Grant Funds: $0
Matching Funds: 8,080

**Office Manager.** The Our United Villages Office Manager will be responsible for maintaining all record keeping and books associated with the projects as they move forward. Based on an 18 month salary with fringe benefits for the Office Manager will be working 5% of their me on the projects over 18 months, the cost will be $3,750

Grant Funds: $0
Matching Funds $3,750

**Community Legacy Program Dept. Manager.** The CLP department manager will oversee the daily operations of the appointed staff and outreach efforts to community during the duration of the project. Based on an 18 month salary, the department manager will devote 10% of their time to the projects. The cost of the employee will be $6,833

Grant Funds: $0
Matching Funds: $6,833

**Executive Director.** The Executive Director will oversee all staff and operations having to do with the projects. The Executive Director will be regularly raising public awareness and promoting the program through tours, public speaking engagements, and earned media interviews/stories. Based on an 18 month salary with all fringe benefits the ED will devote 10% of time to the projects. The cost will be $11,790

Grant Funds: $0
Matching Funds: $11,790

**Interns.** The projects will have one to two interns designated for operations of the projects at all times. An intern working with OUV is volunteer and unpaid. However, based on 3 interns and an hourly value of $12.50 and each intern working 100% of their time on the project(s) the total value of their time will be, $6,000

Grant Funds: $0
Matching Funds $6,000

TOTAL PERSONNEL: $73,953 (match)

EDUCATION AND TRAINING

The Project Lead will attend workshops on advanced video production and teaching methodologies geared toward gaining enough knowledge to oversee volunteer media makers and hired contractors. The registration fee for the Northwest Film Center - Filmmaking Certificate is $3,000

Grant Funds: $2,750
Match: $250

Other staff and volunteers will from time to time participate in media education offered by Portland Community Media, NW Documentary, The NW Film Center, and online learning opportunities. These classes and workshops will be attended based on project need and individule level of participation. The cost of each class will be assessed based on need and will be paid for by the organization. No grant funds will be used in the continuing education of extra staff and volunteers.

TOTAL EDUCATION & TRAINING: $2,750 (grant); $250 (match)

CONTRACTUAL

**EcoDigital Media** has been selected for touchscreen installation and hardware / Software training. Installation will include the assembly and user experience configuration of the Touchscreen Kiosks. Based on inquiries to local vendors, it is estimated that
the hardware and installation of the BrightSign players for the touchscreens will be $8,710. The content template design will be $4,000. There will be annual fees of $100 per player = $800 per yr. Eco Digital's ongoing consulting fees will be $400 per month for a period of 12 months = $4,800.

Grant Funds: $12,710
Match: $5,600

Volunteers. (See specific breakdown in Statement of Matching Resources)
Ongoing volunteers serve the organization in creative capacity. These volunteers are filmmakers, photographers, writers, editors, sound engineers etc. Some are professionals giving pro-bono skills, others are hobbyists and students looking to improve baseline skillsets. Our project lead directs and guides each volunteer depending on experience and available time. Creative volunteers will put in more than 400 ($30) hours of in kind creative service.

Our group of 7 volunteer architects has provided and will provide an estimated 612 ($70) in kind service hours. Based on our projections for 2015/16, volunteers will work and average of 1,712 hours per year.

Based on our research of local labor market, the value of the creative volunteer's efforts is averaged at $30.00/hour for creative work, $50/hour architectural design work, and $22.55/hour for building labor.

The total value of the volunteer's services is $54,840.

Grant Funds: $0
Match: $54,840

DropBox online storage and transfer (project partner): To help support this project, we approached DropBox.com with our ideas for community storytelling and they were generous enough to donate to our organization 50TB of online storage for up to 50 users. In perpetuity.

Grant Funds: $0
Match: $7,500 (annually)

Misc. Contractors: We will have one paid professional video editor on annual retainer to help our volunteers polish their edits and ensure they are broadcast ready.

Grant Funds: $0
Match: $5,000

IT Service. We will reserve a portion of our IT service provider for any technical needs along the way.

Grant Funds: $0
Match: $3,000

Electrician. We will contract our Electrician and Ethernet services in the initial setup of the spaces.

Grant: $0
Match: $1,200

TOTAL CONTRACTUAL: $12,710 (grant); $77,140 (match)

EQUIPMENT

Touchscreens: 10 touch screens were donated by Planar Systems which became the catalyst for the Commons project to launch. They have sparked the overall design and content creation that will drive them. Inevitably, we will be sharing all of the content created with Portland Community Media and it's channels.

Grant Funds: $0
Match: $2,700

Personal Computers. Two IMac personal computers and one MacBook Pro will be installed at the site (Mezzanine) for volunteer post production use. The computers will be equipped with software and will cost $3,000. A MacBook Pro will be purchased to be used by the Project Lead both on site as well as off site. The computer will be equipped with software and enough power to handle heavy video editing. The Laptop will cost $3,600.

Grant Funds: $6,600
Match: $3,600

Video Production Equipment: (Please see attached xls budget sheet for detailed list of equipment) All camera and production equipment was selected based on professional knowledge and experience. Each item will be used for it's specific purpose and utilized for the sole purpose of the proposed projects found in this proposal.
Grant: $12,439  
Match: $2,910

**Server.** Faster Connections IT Services will build and install a Network Storage/Virtualization Server. This equipment will act as large scale storage for video files and overall storage for the projects.

- 2.20Ghz Six-Core Intel Xeon CPU, 32GB RAM, 8x4TB 7.2k SAS HD w/ RAID-6 Controller (24TB Usable), Quad Gigabit NIC, Redundant Power Supplies, Remote Access Card, 3-year 5x10 Hardware Warranty
- Windows 2012 R2 Standard Server OS w/ 20 Client Licenses - Direct from TechSoup
- Tripp Lite SR42UBEXPND 42U Open Frame Rack Enclosure Server Cabinet
  - 3000lb Capacity
- Tripp Lite SmartOnline SU1500RTXLCD2U 1500VA Tower/Rack Mountable UPS
- 3 WD 8TB USB 3.0 Backup Disks
- 1 48-Port Gigabit Switch - Register Area
- 1 24-Port Gigabit Switch - Mezzanine Area

**Labor - Server migration** - set up new server and tack infrastructure and migrate existing data; Create Video Editing storage pools and share them with edit workstations; Fixed fee - any labor needed to complete the project.

**Labor - infrastructure Wiring** to connect Mezzanine to Registers area; relocated network cabling and equipment to wall rack near registers. Run CAT5e backbones to Mezzanine area; Terminate and Test; Any other labor/materials needed to complete the project

**Materials - network rack, patch cords, jacks, plugs, conduit etc.**

Grant Funds: $0  
Match: $16,525 (see attached proposal)

TOTAL EQUIPMENT: $19,039 (grant); $25,735 (match)

**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. This is roughly 10% of the project lead budget line item and it includes items such as bookkeeping, misc expenses such as phones etc. We expect administrative fees to be about 5% of the project lead number (1,875) and misc supplies and expenses should be 5% (1,875). Comcast will provide internet service to our media lab and commons area. ($720)

Grant Funds: $0  
Match: $4,470

TOTAL OVERHEAD: $4,470 (match)

Grand Total Grant: $34,499  
Grand Total Match: $181,548

**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.
Resources contributed by Our United Villages:
$37,500 in salary and fringe for the Project Lead
$8,080 in salary for Volunteer Department Manager
$3,750 in salary for Office Manager
$6,833 in salary for CLP Department Manager
$11,790 in salary for Executive Director
$6,000 (equivalent) for interns
$54,840 for volunteers
$22,300 for contractual costs
$25,735 for equipment
$250 for training
$4,470 for overhead

Total contribution: $181,548

<table>
<thead>
<tr>
<th>Cost Category</th>
<th>Grant Funds</th>
<th>Match Amount</th>
<th>Project Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>$0.00</td>
<td>$73,953.00</td>
<td>$73,953.00</td>
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<tr>
<td>Education and Training</td>
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<td>$3,000.00</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<td>$77,140.00</td>
<td>$89,850.00</td>
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<td>Equipment</td>
<td>$19,039.00</td>
<td>$25,735.00</td>
<td>$44,774.00</td>
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<tr>
<td>Infrastructure Construction</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Facilities Construction</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>Overhead</td>
<td>$0.00</td>
<td>$4,470.00</td>
<td>$4,470.00</td>
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<tr>
<td><strong>Totals</strong></td>
<td><strong>$34,499.00</strong></td>
<td><strong>$181,548.00</strong></td>
<td><strong>$216,047.00</strong></td>
</tr>
</tbody>
</table>

Final Application Signature

Signature of Duly Authorized Representative  Shane Endicott
Date  05/18/2015
Title  Executive Director
Phone  503-730-3466
E-mail  shane@ourunitedvillages.org

Supplemental Material Attachments
### Design assets for OUV Commons and interactive touch screen kiosks

**File Name:** 20150408_Presentation_Images-2015-05-13.zip  
**Description:** Design assets for OUV Commons and interactive touch screen kiosks  
**File Size:** 11.5 MB

### EcoDigital Media / BrightSigns media players, template design and contract consultant quote.

**File Name:** EDM - OUV User Experience Hardware and Content Design Quote FINAL.pdf  
**Description:** EcoDigital Media / BrightSigns media players, template design and contract consultant quote.  
**File Size:** 99 KB

### OUV/MHCRC Line item budget spreadsheet

**File Name:** MHCRC Final Line Item Budget.xlsx - Budget (2).pdf  
**Description:** OUV/MHCRC Line item budget spreadsheet  
**File Size:** 43 KB

### Network estimate

**File Name:** OUV - Network Infrastructure ESTIMATE 5-12-15.pdf  
**Description:** Network estimate  
**File Size:** 82 KB

---

### Partner Commitment Letter(s)

<table>
<thead>
<tr>
<th>File Name</th>
<th>Description</th>
<th>File Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>20150609_AFHpx_CommitmentLetter.pdf</td>
<td>AFHpx partner commitment letter</td>
<td>241 KB</td>
</tr>
<tr>
<td>DropBox Commitment Letter.pdf</td>
<td>Drop Box Letter</td>
<td>1.5 MB</td>
</tr>
<tr>
<td>Planar PCL.pdf</td>
<td>Planar partner commitment letter</td>
<td>108 KB</td>
</tr>
</tbody>
</table>
May 12, 2015

Prepared for: Our United Villages (OUV)  Sean O’Connor  503-681-1087  
EcoDigital Media, LLC - Randy Short  503-473-3692  Kimberly Brecko  503-260-3505

Project Scope-

Guests enter OUV from one of two locations and immediately be engaged in the experience.  
*(4) South wall will be dedicated to interactive and fun education about each department of Our United Villages (See file: Copy of kiosk_learning_02-01.jpg)

*(2) West wall will be dedicated to Creative ReUse stations where guests can sit and scroll through community generated ReUse ideas and work to plan their own use with what can be found at the ReBuilding Center. (see file: Copy of kiosk_working_02-01)

*(1) North wall - One of the pillars will have a door where guests can enter the soundproof booth and have an opportunity to become a part of the community narrative through filming themselves talking about ReUse, Community Enhancement, etc. (inside screen – media player not included)

*(1) 60” Touch screen. Likely not using the touch function, but to run like a bulletin board for community.

** Price base on pre-wired electrical and data outlets (if applicable) per installation location.  
** Software and system updates are included with media player purchase, (no yearly licensing fee).

**All items to be confirmed as a phased roll out and complete needs at the time.  
**Our discussed manufacturers are state-of-the-art, industry leaders with proven track records.  
**This does not include inside booth AV setup. Needs to be determined (camera, speakers, etc.)

EDM understands and is well equipped with the needed resources and experiences to provide an effective solution for a network digital signage system for Our United Villages from equipment to installation and ongoing content services.
Digital Signage Content Template, Equipment & Installation:

**Start-up Services:**
- EDM will work with Our United Villages to create a 2-3 custom branded content template.
- Our United Villages to supply all text, images and videos to EDM for kiosk design and setup.

**EDM setup includes:**
- Our United Villages content management web-based dashboard portal.
- Login / password protected access to the screen network.
- Software Management tools for content scheduling.
- Subscription web-based hosted digital signage network interface.
  ($100 per player per year) - the first year hosting included in package price below.

**Mount system- Eight (8):** Client Provided - Architect to design media player into kiosk -

**Media Players wired or wireless- Eight (8)** Media players, software, cables, connectors and network cards.

**EDM Guaranteed Installation-** of media player, network setup and connectivity to kiosk locations and Web-based dashboard. (when mounted onto the wall, installation meets ADA requirements).

*BrightSign Media Player and Network Installation Services:*  $8,660 + $50.00 Freight

*Our United Villages Kiosk’s Content Template Design:*  $4,000
EDM Monthly Content Management Services:

Listed below is the full Range of Services for monthly content management. Our United Villages services will be built based on your needs for all departments. Process and work load to be evaluated after 90 days to confirm monthly services are a sufficient match for ongoing maintenance. This includes phone support and Training.

Based on 6 months - 1 year contract: TBC $300 - $500 per month

Digital Network System Implementation:

- Consult on location, size and positioning of screens.
- Evaluate locations of digital installations for accurate dwell time.
- Coordinate receipt of content and work-flow from marketing and other participating departments.
- Design and create multiple-zone color palette & layout using marketing guidelines.
- Consult and create template organization.

Content Management

**Design:**
- Create content using client supplied raw text, links, images, and graphics.
- Resize and manipulate, frame and title supplied photos to fit template zone.

**Update:**
- Update daily, weekly, bi-monthly and monthly content for branded-zone template.
- Manage and update custom individual playlists for multiple interactive Kiosks.

**Maintenance:**
- Recalibrate timing cadence of multiple-zone template based on monthly updates per location.

**Updating Content Zones-**
- Create Custom RSS Feed or set up subscription-based feed.
- Manage real-time updates for “JUST NOW” - RSS Feed.
- Create and provide client access to stock image library for bulleted graphics.

**Maintenance of system-**
- Monitor digital signage network 24-7-365.
- Respond promptly (within 24 hours) to network and hardware maintenance requests.
- Ongoing Web Network Maintenance.

**Other-**
- Advise client on digital signage best practices.
- Utilize media player capabilities and engagement ideas, i.e. HTLM5, text messaging, QR Codes.
- Resource for state-of-the art ongoing equipment adaptations.
- Advise on available content sources for custom feeds.
- Train staff on signage software and content management system— 1 onsite training and 1-month phone support.
EDM Standards & Responsibilities:

- EDM does not warranty equipment supplied by or installed by others unless specified in the project documentation.

- EcoDigital Media is not responsible for operation, repair, maintenance or replacement of any equipment not installed by EDM.

Terms for this Project:

- Executed Proposal, which includes the acceptance of the project quote.

- Our United Villages shall pay 50% of the total project cost upon acceptance of this proposal. The remaining balance is due upon delivery of goods.

- All travel expenses and pre-approved expenses to complete this order shall be the responsibility of OUV.

- This quote provided by EcoDigital Media LLC, for professional services to Our United Villages and will remain in effect for 30 days from quote date.

Our United Villages

Signature: _______________________________  Date: _______________________

Printed Name: ___________________________  Title: _______________________

EcoDigital Media LLC

Signature: Kimberly Brecko  Date: 05-12-2015

Printed Name: Kimberly Brecko  Title: Managing Member
## Grant Budget Report

<table>
<thead>
<tr>
<th>Personnel</th>
<th>Grant</th>
<th>Matching</th>
<th>Total Budget</th>
<th>Percent of Budget</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Lead</td>
<td>-</td>
<td>37,500</td>
<td>37,500</td>
<td>17.4%</td>
<td>Sean O'Connor</td>
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<tr>
<td>Volunteer Department Manager</td>
<td>-</td>
<td>8,080</td>
<td>8,080</td>
<td>3.7%</td>
<td></td>
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<tr>
<td>Office Manager</td>
<td>-</td>
<td>3,750</td>
<td>3,750</td>
<td>1.7%</td>
<td></td>
</tr>
<tr>
<td>Community Legacy Program Dept. Manager</td>
<td>-</td>
<td>6,833</td>
<td>6,833</td>
<td>3.2%</td>
<td></td>
</tr>
<tr>
<td>Executive Director</td>
<td>-</td>
<td>11,790</td>
<td>11,790</td>
<td>5.5%</td>
<td></td>
</tr>
<tr>
<td>Interns</td>
<td>-</td>
<td>6,000</td>
<td>6,000</td>
<td>2.8%</td>
<td></td>
</tr>
<tr>
<td><strong>Total Personnel</strong></td>
<td>-</td>
<td>73,953</td>
<td>73,953</td>
<td>34.2%</td>
<td></td>
</tr>
</tbody>
</table>

| Volunteers and Contractual: | | | | | |
| Volunteers: | | | | | |
| Volunteer Architecture Team - IVB and Commons Design | - | 42,840 | 42,840 | 19.8% | |
| Volunteer Creative Services | - | 12,000 | 12,000 | 5.6% | |
| Contractual: | | | | | |
| Eco Digital User Experience Specialists - Equipment & Installation | 12,710 | 5,600 | 18,310 | 8.5% | 50TB storage / $6K annual donation |
| DropBox - File transfer & short-term storage | - | 7,500 | 7,500 | 3.5% | |
| Anthony Karis - Lead Video Editor | - | 5,000 | 5,000 | 2.3% | |
| Albee Kara - IT Support | - | 3,000 | 3,000 | 1.4% | |
| Electrician & Ethernet Service | - | 1,200 | 1,200 | 0.6% | |
| **Total Contractors** | 12,710 | 77,140 | 89,850 | 41.6% | |

| Equipment: | | | | | |
| Server: | | | | | |
| Faster Connections - Server and Wiring | - | 16,525 | 16,525 | 7.6% | |
| Computers and Monitors: | | | | | |
| 10 x Planar PX2230MW 21.5" Touch screens | - | 2,700 | 2,700 | 1.2% | |
| 2 iMac 27" w/ 3TB fusion Drive + MacBook Pro Laptop | 6,600 | 3,000 | 9,600 | 4.4% | |
| Planar 27" Quad HD Monitor | - | 600 | 600 | 0.3% | |
| Video Production - Cameras: | | | | | |
| 2 Panasonic GH4 Micro 4/3rds | 1,700 | 1,700 | 3,400 | 1.6% | |
### Grant Budget Report

<table>
<thead>
<tr>
<th>Item</th>
<th>Grant</th>
<th>Matching</th>
<th>Total Budget</th>
<th>Percent of Budget</th>
<th>Notes</th>
</tr>
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<tbody>
<tr>
<td>3 GoPro Hero4 Black</td>
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<td>500</td>
<td>1,500</td>
<td>0.7%</td>
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<tr>
<td>Video Production - Audio Equipment:</td>
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<tr>
<td>Zoom H6N Audio Recorder</td>
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<tr>
<td>Rode Video Mic &amp; BoomPole Kit</td>
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<td></td>
<td>200</td>
<td>0.1%</td>
<td></td>
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<tr>
<td>MXL Tempo USB microphone Bundle (video booth)</td>
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<td></td>
<td>150</td>
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<td>Sennheiser ew 100 ENG G3 wireless kit</td>
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<td></td>
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<tr>
<td>M-Audio Audio Monitors</td>
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<td>150</td>
<td>150</td>
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<tr>
<td>Video Production - Lighting:</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Kino Flo Gaffer Select 4Bank 2 light kit</td>
<td>-</td>
<td></td>
<td>-</td>
<td>0.0%</td>
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<tr>
<td>Genaray SpectroLED Bi-Color 2 light kit</td>
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<td>Impact Single Socket Fluorescent Fixture (Vid Booth)</td>
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<td>Video Production - Optics:</td>
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<td>Rokinon Cine Lens Bundle micro 4/3rds</td>
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<td></td>
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<td>Canon FD 100-300mm f5.6 with Micro 4/3rd adapter</td>
<td>-</td>
<td>100</td>
<td>100</td>
<td>0.0%</td>
<td></td>
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<tr>
<td>Video Production - Accessories:</td>
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<tr>
<td>SanDisk 64GB Class 10 UHS-1 3 SDHC Mem Card</td>
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<td>200</td>
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<tr>
<td>Panasonic DMW-BLF Batt. Pack</td>
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<td>Vello - Triple Shoe V-Bracket</td>
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<tr>
<td>Varavon - Armor Cage for GH4</td>
<td>310</td>
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<tr>
<td>SP Gadgets POV Case for GoPro</td>
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</tr>
<tr>
<td>Small HD AC7 On-Camera Monitor</td>
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<tr>
<td>Small HD Sunhood for AC7 Monitor</td>
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<td>Airbox 1x1 Softbox</td>
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</tr>
<tr>
<td>Manfrotto tripod and video head kit</td>
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<td>807</td>
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<tr>
<td>Varavon Slidecam v-1200</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Grant</td>
<td>Matching</td>
<td>Total Budget</td>
<td>Percent of Budget</td>
<td>Notes</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-------</td>
<td>----------</td>
<td>--------------</td>
<td>-------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Aviator Travel Jib</td>
<td>475</td>
<td>-</td>
<td>475</td>
<td>0.2%</td>
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</tr>
<tr>
<td>Thule Covert DSLR Rolltop Pack</td>
<td>200</td>
<td>-</td>
<td>200</td>
<td>0.1%</td>
<td></td>
</tr>
<tr>
<td>impact 50x50 softbox</td>
<td>120</td>
<td>-</td>
<td>120</td>
<td>0.1%</td>
<td></td>
</tr>
<tr>
<td>Total Equipment</td>
<td>19,039.00</td>
<td>25,735.00</td>
<td>44,774.00</td>
<td>20.7%</td>
<td></td>
</tr>
<tr>
<td>Overhead</td>
<td>-</td>
<td>4,470</td>
<td>4,470</td>
<td>2.1%</td>
<td></td>
</tr>
<tr>
<td>Education and Training</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Northwest Film Center - Filmmaking Certificate</td>
<td>2,750</td>
<td>250</td>
<td>3,000</td>
<td>1.4%</td>
<td></td>
</tr>
<tr>
<td>Total Project Expenses</td>
<td>34,499</td>
<td>181,548</td>
<td>216,047</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

16% 84% 100%
**PROPOSAL**

**FASTER CONNECTIONS, INC.**  
4336 SW Pendleton St.  
Portland, OR 97221-3455

Estimate For:  
Our United Villages  
3625 N Mississippi Ave  
Portland, OR 97227

Date: **5/12/2015**  
Estimate #: **1476**  
Project: **Infrastructure Upgrades**

<table>
<thead>
<tr>
<th>Hrs./Qty.</th>
<th>Description</th>
<th>Rate/Cost Ea.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Faster Connections Storage/Virtualization Server - 2.20Ghz Six-Core Intel Xeon CPU, 32GB RAM, 8x4TB 7.2k SAS HD w/ RAID-6 Controller (24TB Usable), Quad Gigabit NIC, Redundant Power Supplies, Remote Access Card, 3-year 5x10 Hardware Warranty Windows 2012 R2 Standard Server OS w/ 20 Client Licenses - Direct from TechSoup</td>
<td>6,000.00</td>
<td>6,000.00</td>
</tr>
<tr>
<td>1</td>
<td>Tripp Lite SR42UBEXPND 42U Open Frame Rack Enclosure Server Cabinet 3000lb Capacity</td>
<td>1,000.00</td>
<td>1,000.00</td>
</tr>
<tr>
<td>2</td>
<td>Tripp Lite SmartOnline SU1500RTXLCD2U 1500VA Tower/Rack Mountable UPS</td>
<td>900.00</td>
<td>1,800.00</td>
</tr>
<tr>
<td>3</td>
<td>WD 8TB USB 3.0 Backup Disks</td>
<td>300.00</td>
<td>900.00</td>
</tr>
<tr>
<td>1</td>
<td>48-Port Gigabit Switch - Register Area</td>
<td>500.00</td>
<td>500.00</td>
</tr>
<tr>
<td>1</td>
<td>24-Port Gigabit Switch - Mezzanine Area</td>
<td>250.00</td>
<td>250.00</td>
</tr>
<tr>
<td></td>
<td>Labor - Server migration - set up new server and tack infrastructure and migrate existing data; Create Video Editing storage pools and share them with edit workstations; Fixed fee - any labor needed to complete the project.</td>
<td>4,000.00</td>
<td>4,000.00</td>
</tr>
<tr>
<td></td>
<td>Labor - infrastructure Wiring to connect Mezzanine to Registers area; relocated network cabling and equipment to wall rack near registers. Run CAT5e backbones to Mezzanine area; Terminate and Test; Any other labor/materials needed to complete the project Materials - network rack, patch cords, jacks, plugs, conduit etc.</td>
<td>1,500.00</td>
<td>1,500.00</td>
</tr>
<tr>
<td></td>
<td>Materials - network rack, patch cords, jacks, plugs, conduit etc.</td>
<td>500.00</td>
<td>500.00</td>
</tr>
</tbody>
</table>

**PROPOSED TOTAL: $16525.00**
Dear Mr. O'Connor:

AFHpdx is pleased to support Our United Villages under the OUV Commons Re-design Project.

AFHpdx is responsible for providing pro bono design services in support of the OUV Commons Re-design. Our team of 7 volunteer designers is providing an estimated 612 hours of in-kind service hours. At an equivalent rate of $70 per hour, this amounts to a $42,840 in-kind donation of services.

Sincerely,

Caroline Hather  
Director of Marketing and Outreach | AFHpdx  
Project Coordinator | OUV Commons Re-design Project
November 20, 2014

Mr. Sean O’Connor
Outreach and Strategic Coordinator
Community Legacy Program
Our United Villages
3625 N. Mississippi Ave
Portland OR 97227

Dear Sean,

In August 2014, Planar Systems donated to Our United Villages ten (10) 997-5983-00, PX2230MW touchscreens at a retail value of $349.00 each for a total in-kind donation of $3,490.00.

Please let me know if you need additional information.

Sincerely,

Gail Zuro
Program Manager, Operations
June 2, 2015

To Our United Villages,

On behalf of Dropbox, I am pleased to send this letter of commitment to Our United Villages.

Dropbox commits to the following role in the proposed project:
We have committed to providing Dropbox for Business accounts to help the Our United Villages collaborate and share files across multiple locations easily.

Dropbox is pleased to confirm an in-kind contribution of $7,500. The value of the in-kind contribution is calculated as follows:

- Dropbox for Business: $150 x 50 Licenses = $7,500

We look forward to participating in the development and promotion of this project.

Sincerely,

Joe Kromer
Commons Layout Option 3

Scale: 1/4" = 1'

Learning Kiosk

Working Kiosk

Kids Kiosk

Community Resource Board