

GRANT AGREEMENT NO.

This Grant Agreement is between the Mt. Hood Cable Regulatory Commission (“COMMISSION”) and African Youth and Community Organization (or “GRANTEE”) in an amount not to exceed \$101,238 to support the Telling Stories & Achieving Dreams project.

RECITALS:

1. GRANTEE submitted a grant application for the FY 2024-25 Community Technology Grants Program competitive grants process and following COMMISSION review, was recommended for funding.
2. The COMMISSION now desires to award a grant to GRANTEE in an amount not to exceed \$101,238.

THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

ARTICLE I – SCOPE OF WORK/OUTCOME MEASURES

GRANTEE agrees to implement the Telling Stories & Achieving Dreams project as described in ATTACHMENT A: Scope of Work/Grant Application, which by this reference are incorporated herein and made a part hereof. GRANTEE shall not use the Grant funds for any purposes other than those set forth in Attachment A.

ARTICLE II – AGREEMENT PERIOD

This Agreement becomes effective on July 1, 2025, unless GRANTEE fails to sign and return the Agreement to the COMMISSION within thirty (30) days of COMMISSION action to approve the Agreement, in which event this Agreement shall be null and void. The term of this Agreement is through, and including, October 31, 2027, unless extended or earlier terminated under the terms of this Agreement.

ARTICLE III – SPECIFIC CONDITIONS OF THE GRANT

- A. Publicity: During the term of this Grant Agreement, GRANTEE shall use its best efforts to mention the COMMISSION’s grant funding in publicity regarding the program(s) that will be supported by the grant funds.

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

- B. Records: GRANTEE shall account for the Grant funds separately in its books of accounts. GRANTEE shall charge only Grant-related expenditures against Grant funds.

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. for six (6) years after COMMISSION makes final grant payment, GRANTEE has made final report, or the termination date of this Agreement, whichever is later. GRANTEE shall provide COMMISSION prompt access to these records upon request and permit copying as COMMISSION may require.

- C. COMMISSION Grant Manager: COMMISSION hereby appoints Rana DeBey to act as its Project Manager with regard to this Agreement. COMMISSION may, from time to time, designate another person to act as the Commission Project Manager and will inform GRANTEE in writing of any change in Project Manager.

Attn: Rana DeBey, Project Manager:
Mt. Hood Cable Regulatory Commission
c/o City of Portland
Bureau of Planning & Sustainability
1810 SW 5th Ave, Suite 710
Portland, OR 97201
Email: rana.debey@portlandoregon.gov

- D. GRANTEE Project Manager: GRANTEE hereby appoints Angelica Pulido to act as its Project Manager regarding this Agreement. GRANTEE may, from time to time, designate another person to act as the GRANTEE Project Manager and will inform COMMISSION in writing of any change in Project Manager.

Attn: Angelica Pulido
Development Manager
c/o African Youth and Community Organization
1390 SE 122nd Avenue, Suite UE
Portland, OR 97233
Phone: 469-774-3542
Email: angelica@aycoworld.org

- E. Payment: The COMMISSION Project Manager is authorized to approve work, billings, and invoices submitted pursuant to this grant and to carry out all other COMMISSION actions referred to herein in accordance with this Agreement.
- F. Reports: GRANTEE shall submit Interim Status Reports and a Final Status Report (collectively referred to as ‘Report(s)’) 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. For a Report to be acceptable to the Project Manager, the GRANTEE shall document and clearly describe the progress of the grant scope in accordance with the reporting schedule defined below.

Interim Status Reporting periods are July 1, 2025 through December 31, 2025; January 1, 2026 through June 30, 2026; July 1, 2026 through December 31, 2026; January 1, 2027 through June 30, 2027. Interim Status Reports are due within

thirty (30) days of the end of each reporting period.

GRANTEE shall submit a Final Status Report no later than September 30, 2027.

Interim and Final Status Reports shall include an accurate and complete financial report of Grant fund and Matching fund expenditures. The Report shall include copies of receipts or other evidence of payment for actual grant funded capital costs incurred by GRANTEE related to the Grant. Reported expenses will be charged against the advanced funds and will be made after review and approval of the status reports.

The Project Manager, at her/his sole discretion, may require additional programmatic information or financial documentation of Grant project expenditures. GRANTEE shall make its books, general organizational and administrative information, documents, papers and records that are related to this Agreement or GRANTEE's performance of services related to this Agreement available for inspection by the Project Manager or other COMMISSION representatives during reasonable business hours following five (5) business days advance written notification from the Project Manager.

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

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

ARTICLE IV -- PAYMENTS

- A. The amount of this grant award is \$101,238. This is a cost reimbursable grant, meaning GRANTEE will only be reimbursed for eligible expenses incurred. The COMMISSION will pay GRANTEE the amount of the invoice within thirty (30) days of the approval date.
- B. GRANTEE shall use its best efforts to submit invoices for grant-funded expenses incurred in any July 1 - June 30 period (the Commission's fiscal year) to the COMMISSION according to the following timeline in each year of the grant in which expenses occur:
1. In fiscal year Quarter 1 (July 1 - September 30), Quarter 2 (October 1 - December 30) and Quarter 3 (January 1 - March 31), submit invoices incurred during a quarter no later than 45 days after the close of each fiscal quarter.
 2. In fiscal year Quarter 4 (April 1-June 30), submit any invoices for grant-funded expenses incurring through May 30 by June 15, provide an estimate of anticipated grant-funded expenses incurred during the month

- of June by June 25, and an invoice for any grant-funded expenses incurred in the month of June by August 15.
3. Alternative invoicing schedules are allowed in agreement with the COMMISSION's Grant Manager and Grantee.
- C. GRANTEE shall submit the invoice online through the COMMISSION's online grants management system using the guidance provided by the Grant Manager, for actual capital costs incurred by GRANTEE related to the approved Grant budget. The invoice, uploaded as an attachment to the grants management system status report module, shall be on GRANTEE's letterhead, signed and dated by an authorized representative of GRANTEE and addressed to "MHCRC c/o City of Portland." The invoice shall include an invoice number, the title of the Grant project and the total grant amount authorized by the Grant. If the Project Manager finds that the invoice is not in accordance with this Agreement, the Project Manager shall notify the GRANTEE of the reason(s) for the disallowance and non-payment.
 - D. GRANTEE agrees to operate the program as described in the GRANTEE's grant application and to expend funds in accordance with the approved budget, unless the GRANTEE receives prior written approval from the COMMISSION'S Grant Manager to modify the program or the budget.
 - E. If for any reason GRANTEE receives a grant payment under this Grant Agreement and does not use grant funds, provide required services or take any actions required by the Grant Agreement the COMMISSION may, at its option terminate, reduce or suspend any grant funds that have not been paid and may, at its option, require GRANTEE to immediately refund to the COMMISSION the amount improperly expended or received by GRANTEE.
 - F. Grant payments under this Agreement may be used only to provide the services or take the actions listed previously in this Grant Agreement and shall not be used for any other purpose.
 - G. If, for any reason, GRANTEE's anticipated services or actions are terminated, discontinued or interrupted, the COMMISSION's payment of funds under this grant may be terminated, suspended or reduced.
 - H. The majority of expenditures (a minimum of 90%) made from Grant funds for Grant project capital costs must be made at least sixty (60) days prior to the expiration of this Agreement.
 - I. GRANTEE shall repay to the COMMISSION, thirty (30) days prior to the expiration date of this Agreement, any Grant funds that have not been expended for Grant purposes.
 - J. GRANTEE will keep vendor receipts and evidence of payment for materials and services and time records and evidence of payment for program wages, salaries, and benefits, and GRANTEE services. All such receipts and evidence of payments will promptly be made available to the Grant Manager or other designated persons, upon request. At a minimum, such records shall be made available and will be reviewed as part of the annual monitoring process.
 - K. Prevailing wages. State of Oregon, Bureau of Labor and Industries (BOLI) wage rates are required for certain contracts that total \$50,000 and above. If

GRANTEE's project is subject to the prevailing wage requirements, GRANTEE will comply with the prevailing wage requirements of ORS 279C.800 through 279C.870 and any other applicable prevailing wage requirements contained in ORS 279C, Oregon administrative rules, or Commission code.

- L. Prevailing wage indemnity. GRANTEE AGREES TO INDEMNIFY, DEFEND, AND HOLD HARMLESS COMMISSION, ITS EMPLOYEES, OFFICERS, AND AGENTS, FROM AND AGAINST ANY CLAIM, SUIT, OR ACTION, INCLUDING ADMINISTRATIVE ACTIONS, THAT ARISE OUT OF GRANTEE'S FAILURE TO COMPLY WITH ORS 279C.800 TO 279C.870 AND ANY APPLICABLE ADMINISTRATIVE RULES OR POLICIES.

ARTICLE V -- GENERAL GRANT PROVISIONS

- A. Cause for Termination; Cure. It shall be a material breach and cause for termination of this Agreement if GRANTEE uses grant funds outside of the scope of this Agreement, or if GRANTEE fails to comply with any other term or condition or to perform any obligations under this Agreement within thirty (30) days after written notice from COMMISSION. If the breach is of such nature that it cannot be completely remedied within the thirty (30) day cure period, GRANTEE shall commence cure within the thirty (30) days, notify COMMISSION of GRANTEE's steps for cure and estimated time table for full correction and compliance, proceed with diligence and good faith to correct any failure or noncompliance, and obtain written consent from COMMISSION for a reasonable extension of the cure period.
- B. No Payment or Further Services Authorized During Cure Period. During the cure period, COMMISSION is under no obligation to continue providing additional grant funds notwithstanding any payment schedule indicated in this Agreement. GRANTEE shall not perform services or take actions that would require COMMISSION to pay additional grant funds to GRANTEE. GRANTEE shall not spend unused grant funds and such unused funds shall be deemed held in trust for COMMISSION. GRANTEE shall be solely responsible for any expenses associated with cure of its noncompliance or failure to perform.
- C. Termination for Cause. Termination for cause based on GRANTEE's misuse of grant funds shall be effective upon notice of termination. Termination for cause based on failure to comply or perform other obligations shall be effective at the end of the 30-day period unless a written extension of cure period is granted by COMMISSION. GRANTEE shall return all grant funds that had not been expended as of the date of the termination notice. All finished or unfinished documents, data, studies, and reports prepared by GRANTEE under this Agreement shall, at the option of COMMISSION, become the property of COMMISSION; and GRANTEE may be entitled to receive just and equitable compensation for any satisfactory work completed on such documents up until the time of notice of termination, in a sum not to exceed the grant funds already expended.
- D. Penalty for Termination for Cause. If this Agreement is terminated for cause, COMMISSION, at its sole discretion, may seek repayment of any or all grant funds tendered under this Agreement, and decline to approve or award future grant funding requests to GRANTEE.

- E. Termination by Agreement or for Convenience of Commission. COMMISSION and GRANTEE may terminate this Agreement at any time by mutual written agreement. Alternatively, COMMISSION may, upon thirty (30) days written notice, terminate this agreement for any reason deemed appropriate in its sole discretion. If the Agreement is terminated as provided in this paragraph, GRANTEE shall return any grant funds that would have been used to provide services after the effective date of termination. Unless the Parties agree otherwise, GRANTEE shall finish any work and services covered by any grant funds already paid and shall not commence any new work or services which would require payment from any unused grant funds.
- F. Changes in Anticipated Services. If, for any reason, GRANTEE's anticipated services or actions are terminated, discontinued or interrupted, COMMISSION's payment of grant funds may be terminated, suspended or reduced. GRANTEE shall immediately refund to COMMISSION any unexpended grant funds received by GRANTEE.
- G. Amendment. The Grant Manager is authorized to execute amendments to the scope of the services or the terms and conditions of this Agreement, provided the changes do not increase COMMISSION's financial risk. Increases to the grant amount must be approved by the COMMISSION unless the COMMISSION delegated authority to amend the grant amount authorizing this Agreement. Amendments to this Agreement, including any increase or decrease in the grant amount, must be in writing and executed by the authorized representatives of the Parties and approved to form by the COMMISSION's Attorney.
- H. Non-discrimination; Civil Rights. In carrying out activities under this Agreement, GRANTEE shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, handicap, familial status, sexual orientation or national origin. GRANTEE shall take actions to ensure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, age, handicap, familial status, sexual orientation or national origin. Actions 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 post in conspicuous places, available to employees and applicants for employment, notices, which state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin. GRANTEE shall incorporate the foregoing requirements of this section in all other agreements for work funded under this Agreement, except agreements governed by Section 104 of Executive Order 11246.
- I. Audit. COMMISSION, either directly or through a designated representative, may conduct financial or performance audit of the billings and services under this Agreement or GRANTEE records at any time during this Agreement and during the six (6) year period established above in Article III.B. As applicable, audits will be conducted in accordance with generally accepted auditing standards as promulgated in *Government Auditing Standards* by the Comptroller General of the United States General Accounting Office. If an audit discloses that payments to GRANTEE exceeded the amount to which GRANTEE was entitled, then GRANTEE shall repay the amount of the excess to COMMISSION.

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 COMMISSION 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 five (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.

- J. Indemnification. GRANTEE shall hold harmless, defend, and indemnify COMMISSION, and its officers, agents and employees against all claims, demands, actions, and suits (including all costs) brought against any of them arising from actions or omissions of GRANTEE and/or its contractors in the performance of this Agreement.
- K. Grantee's Contractor; Non-Assignment. If GRANTEE utilizes contractors to complete its work under this Agreement, in whole or in part, GRANTEE shall require any of its contractors to agree, as to the portion contracted, to fulfill all obligations of the Agreement as specified in this Agreement. However, GRANTEE shall remain obligated for full performance hereunder, and COMMISSION shall incur no obligation other than its obligations to GRANTEE hereunder. This Agreement shall not be assigned or transferred in whole or in part or any right or obligation hereunder, without prior written approval of COMMISSION.
- L. Independent Contractor Status. GRANTEE, and its contractors and employees are not employees of COMMISSION and are not eligible for any benefits through COMMISSION, including without limitation, federal social security, health benefits, workers' compensation, unemployment compensation, and retirement benefits. GRANTEE will be responsible for any federal, state, or local taxes and fees applicable to payments hereunder.
- M. Oregon Laws and Forum. This Agreement shall be construed according to the laws of the State of Oregon without regard to its provisions regarding conflicts of law. Any litigation between COMMISSION and GRANTEE arising under this Agreement or out of work performed under this Agreement shall occur in Multnomah County court having jurisdiction thereof, and if in the federal courts, in the United States District Court for the State of Oregon.
- N. Compliance with Law. GRANTEE and all persons performing work under this Agreement shall comply with all applicable federal, state, and local laws and regulations, including reporting to and payment of all applicable federal, state and local taxes and filing of business license. If GRANTEE is a 501(c)(3) organization, GRANTEE shall maintain its nonprofit and tax-exempt status during this Agreement.

- O. Severability. COMMISSION and GRANTEE agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.
- P. No Other Obligations: 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.
- Q. Merger. This Agreement contains the entire agreement between COMMISSION and GRANTEE and supersedes all prior written or oral discussions or agreements. There are no oral or written understandings that vary or supplement the conditions of this Agreement that are not contained herein.
- R. Third Party Beneficiaries. There are no third-party beneficiaries to this Agreement and may only be enforced by the Parties.
- S. Electronic Transaction; Counterparts. The Parties agree that they may conduct this transaction, including any amendments, by electronic means, including the use of electronic signatures. This Agreement, and any amendment, may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute a single instrument.
- T. NOTICE: Notices to Grantee under this Grant Agreement shall be sent to GRANTEE at the following address:

Attn: Angelica Pulido
Development Manager
c/o African Youth and Community Organization
1390 SE 122nd Avenue, Suite UE
Portland, OR 97233
Phone: 469-774-3542
Email: angelica@aycoworld.org

NOTICE: Notices to Grantor under this Grant Agreement shall be sent to COMMISSION at the following address:

Attn: Rana DeBey, Project Manager:
Mt. Hood Cable Regulatory Commission
c/o City of Portland
Bureau of Planning & Sustainability
1810 SW 5th Ave, Suite 710
Portland, OR 97201
Email: rana.debey@portlandoregon.gov

SIGNATURES:

COMMISSION

GRANTEE

Name: Julia DeGraw
Title: Chair,
Mt. Hood Cable
Regulatory Commission

Name: Angelica Pulido
Title: Development Manager
African Youth and Community
Organization

Date: _____

Date: _____

APPROVED AS TO FORM:

Commission Attorney,
Mt. Hood Cable Regulatory
Commission (MHCRC)

25797 - Telling Stories & Achieving Dreams

Application Details

Funding Opportunity: 25542-2025 Community Technology Grants
Funding Opportunity Due Date: Jun 30, 2025 8:09 AM
Program Area: Community Technology Grants
Status: Submitted
Stage: Final Application

Initial Submit Date: May 7, 2025 3:58 PM
Initially Submitted By: Angelica Pulido
Last Submit Date: May 28, 2025 9:26 AM
Last Submitted By: Angelica Pulido

Contact Information

Primary Contact Information

Active User*: Yes
Type: External User
Name: Salutation Angelica Middle Name Pulido
First Name Last Name
Title: Development Manager
Email*: angelica@aycoworld.org
Phone*: (360) 949-3256 Ext. Phone
###-###-####
Fax: ###-###-####

Organization Information

Status*: Approved
Organization Name*: African Youth and Community Organization
Organization Type*: Non-Profit Entity
Tax Id:
Organization Website: [African Youth and Community Organization](#)
Address*: 1390 SE 122nd Avenue
Suite UE
Portland Oregon 97233
City State/Province Postal Code/Zip
Phone*: (469) 774-3542 Ext. Phone
###-###-####
Fax: ###-###-####

FY21-22 Final Application Project Narrative

Project Narrative

Total Grant Funds:	\$101,238.00
Total Match Funds:	\$138,606.00
Total Funds:	\$239,844.00
Proposed Technology:	Video production equipment
Public Benefit Area:	Reducing Disparities
Select which jurisdiction(s) your project will serve:	Gresham,Portland
Please select the size of your organization's total operating budget:	Greater Than \$2,500,000

In defining the project purpose, applicants must:

- Define a specific need or problem. This includes clearly defining the community or beneficiaries you intend to impact.
- Propose a credible solution and achievable means of addressing identified needs or problems. How will use of the technology address your identified public benefit area and serve your identified community or targeted beneficiaries?
- Describe how you plan to integrate DEI measures into your project, or alternatively, how your project is supported by DEI-focused work within your organization as a whole.

Project Purpose:

Organization Background & Primary Community/Beneficiaries Served

AYCO is a culturally specific nonprofit organization that has supported immigrant and refugee families in Portland since 2009. We've worked with over 26,000 families, primarily from African, Afghan, and Burmese backgrounds. These communities are disproportionately impacted by gaps in access to education, healthcare, employment, and civic participation—many of which are increasingly reliant on digital tools.

This project will directly engage approximately 60 immigrant and refugee youth annually. Youth participants in our UPLIFT mentorship program have expressed a strong desire for creative outlets to tell their stories, build real-world media skills, and access opportunities in technology-related fields. Our programming has been specifically shaped to reflect these lived realities and empower participants through practical, culturally informed support.

Public Benefit Area: Reducing Disparities

Our project, "Telling Stories & Achieving Dreams", focuses on digital literacy & media training for immigrant and refugee youth. We will empower youth by teaching them video production, editing, and online communication skills to create content that expresses their personal stories, cultural identities, and community experiences. By amplifying these voices through local media centers, we will foster greater understanding and representation for our community, helping to bridge gaps across diverse societal groups.

This initiative will also provide participants with career-ready skills in media production, equipping them to explore creative industries or apply these abilities in a variety of professional contexts. We will use a variety of tools, including computers, video production equipment, editing software, etc. to create immersive and interactive learning experiences that enable our youth to build technical and creative skills while providing families with accessible platforms to learn and engage. By leveraging this technology, we will directly address the digital inclusion disparities faced by our community and enhance their ability to access education, employment, and essential services. The media content we create will feature interviews with community members—youth, elders, and families—showcasing their unique experiences and perspectives. We will also collaborate with partners like OHA and ODE to produce videos on health, education, and social services. Additionally, we will highlight our programs, local events, and small businesses to promote cultural pride and community connectivity. These videos will be shared with local community media centers, amplifying the voices of our historically underrepresented community.

By developing a comprehensive program that is rooted in cultural responsiveness, we aim to create long-term digital empowerment for underserved communities.

Project Purpose

Many families in our community are being left behind because they lack the digital tools and skills needed to succeed. From students struggling with online classes to parents unable to schedule doctor appointments or complete school forms, the

digital gap results in real-world consequences. For immigrant and refugee families, these barriers are often compounded by language, trauma, and economic hardship.

To close this gap, AYCO is launching our Digital Literacy and Media Training program as part of our Youth Leadership Development series, centered on youth-led video production for public cable distribution. This initiative will serve youth ages 14 to 20 through two 10-week cohorts. Each cohort will engage 20 to 35 youth in approximately 40 hours of hands-on training, held after school and on weekends. Youth will gain skills in camera operation, lighting, video editing, scripting, and digital storytelling.

Participants will explore themes such as identity, mental health, cultural heritage, and lived immigrant experiences. Topics will be chosen collaboratively in group discussions. Through our partnership with Open Signal, Portland's community media center, we will publicly share final video projects for broadcast on local cable TV. This arrangement ensures youth voices are amplified while also building portfolios that support college and career pathways.

Final video projects will range from 5 to 15 minutes in length and will span various formats, including documentary-style shorts, interview-based profiles, and short-form narrative pieces. All final videos will be prepared for public cable broadcast via Open Signal, giving participants the opportunity to showcase their work to the broader community while building a professional portfolio for college or career advancement.

In addition to youth-produced content, staff and trained mentors may produce supplementary video pieces that uplift community stories, highlight local small businesses, or promote culturally specific health and education campaigns. For example, through partnerships with the Oregon Department of Agriculture and Oregon Department of Education, we envision creating brief educational segments that promote culturally relevant nutrition, farm-to-community programs, or language-accessible information for newcomer families.

We will purchase eight laptops exclusively for video editing, in alignment with funding guidelines. This project uses technology as a tool for empowerment, preparing youth to lead in digital spaces and supporting families in becoming more confident, connected, and self-reliant.

How the Use of Technology Supports Our Goal

Through laptops, cameras, lighting, editing software, and even virtual reality tools, participants will learn by doing. They'll create, collaborate, and gain confidence. The technology we use will support learning, creativity, communication, and connection. By incorporating platforms and tools already used in schools, healthcare systems, and workplaces, we ensure that the lessons stick and participants can immediately apply what they've learned.

Diversity, Equity, and Inclusion (DEI)

DEI is central to everything we do at AYCO. As a Black immigrant- and refugee-led organization, AYCO exists to serve communities that have historically been marginalized. Every aspect of this project is shaped by and for these communities. The content is designed to be culturally relevant, the instructors speak the languages of the participants, and we intentionally create low-barrier entry points to learning. We are committed to ensuring that people of all backgrounds—regardless of education level, digital familiarity, or language—can participate and feel successful. By giving communities ownership over their stories and tools, we are creating lasting equity, inclusion, and dignity in the digital space.

(This field has a character limit of 11,000)

What project outcomes (no more than four) do you hope to achieve for the identified community or targeted beneficiaries through the use of the proposed technology?

The MHCRC is interested in outcomes related to the use of the technology. You will be asked to report on progress made toward achieving these outcomes in your semi-annual grantee reports.

Measurable Project Outcomes:

Measurable Project Outcome 1:

At least 80% of youth participants will develop and demonstrate improved media production and storytelling skills. Their progress will be measured by the quality and completion of their video projects, attendance, and post-program feedback.

Measurable Project Outcome 2:

We will produce and publicly share at least 10 original videos through partnerships with Open Signal and AYCO's online platforms. These videos will uplift community stories, educate viewers, and contribute to representation.

Measurable Project Outcome 3:

AYCO will increase its community digital engagement by at least 25%, tracked through participation in workshops, video content views, and attendance at the final showcase event.

By amplifying underrepresented voices, we will foster a more digitally connected and empowered community while promoting greater social cohesion.

(This field has a character limit of 1500)

How will you evaluate progress toward, and achievement of, the project's anticipated outcomes?

The evaluation plan should include evaluation questions, strategies or methodologies to collect data in order to answer the questions and steps to document findings and lessons learned, and should directly tie to the measurable outcomes listed above.

Evaluation Plan:

We will use a mix of surveys, attendance tracking, skill assessments, media reviews, and engagement data (such as video views, shares, and comments). We'll also hold quarterly reflection meetings with staff and partners to review data, identify patterns, and adjust our approach as needed. Participants will be invited to share feedback throughout the process to ensure the program remains responsive and relevant. Findings will be compiled into reports for MHCRC and used internally to strengthen future programming. To understand how well we're meeting our goals, we will ask questions like: Are our participants learning meaningful digital skills? Are they applying those skills to everyday life? Are our videos and workshops reaching the wider community and creating a sense of connection?

(This field has a character limit of 2500)

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.

Please list project partners as confirmed or unconfirmed.

Please include a contact name & email address for each project partner listed. Staff will contact the project partner in order to verify the partnership.

Project Partners:

Project Partner Name: Kayd Media (Confirmed)

Contact Name: Salah Muhumed

Contact Salah@kaydco.com

Role in the project: Kayd Media will lead youth media training sessions, provide technical mentorship, and co-develop the content and curriculum. As a community-rooted production company, they bring cultural understanding and storytelling expertise.

Contribution: Kayd Media will provide support including training, equipment use, video editing assistance, and creative direction for youth-led content.

Project Partner Name: Open Signal (In progress!)

Contact Name: Courtney Rae

Contact Email: courtneyrae@opensignalpdx.org

Role in the project: Open Signal will provide AYCO staff with professional training through their "Train the Trainer" program, offer production support, and help broadcast final content.

Contribution: Access to equipment, studio space, educational materials, and expert mentorship in digital media.

(This field has a character limit of 3000)

PROJECT FEASIBILITY SECTION includes: Technical Design, Project Start/End Date, Implementation Plan and Project Budget (see Final Application Budget form)

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 project's use of the community media center channels; and the plans for maintaining and upgrading the system or equipment in the future.

Technical Design:

Technical Design

This project will use laptops, digital cameras, audio kits, lighting equipment, Adobe Creative Suite, etc. These tools are commonly used in education, media, and civic spaces. Their inclusion allows us to design hands-on, creative, and accessible learning experiences for youth and adults alike.

The technology was chosen for its balance between professional-grade capability and user-friendliness. It supports our dual goals of teaching media production and everyday digital literacy. Everything will be compatible with Open Signal's community media infrastructure.

AYCO will manage maintenance and upgrades through its internal tech team and external support from Kayd Media. Equipment will be inventoried, reviewed annually, and replaced or upgraded on a 3–5 year cycle. We've also set aside resources to maintain software licenses and manage data securely.

(This field has a character limit of 5000)

Proposed Project Start and End Date:

Projects may include timelines of up to 2 years.

Proposed Start Date (month/year):

September 2025

Proposed End Date (month/year): September 2027

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

Implementation Plan:

Phase 1: Planning (September-December 2025)

AYCO will finalize program design, develop detailed curriculum, confirm schedules with partners, and begin community outreach and enrollment.

Phase 2: Staff Training, Equipment Purchase and Setup (January–June 2026)

Procure laptops, media gear, and software. Complete Open Signal’s "Train the Trainer" sessions for key staff. Confirm initial cohorts and finalize registration.

Phase 3: Program Launch (July 2026–December 2026)

Launch biweekly youth workshops. Begin media production, distribute community surveys, and place interested youth in internships.

Phase 4: Showcase, Evaluation, and Reporting (January–September 2027)

Collect and analyze participant data, compile impact stories, host a community showcase event to celebrate the videos produced, and submit final reports to MHCRC. Submit finalized video content to Open Signal for public broadcast and archiving. (Cohort 2 outreach begins January 2027, cohort 2 sessions begin July 2027.)

(This field has a character limit of 3000)

Supplemental Material Attachments

Description	File Name	Type	Size	Upload Date
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No files attached.

FY20-21 Application Budget Correct

Budget Narrative

Budget Narrative:

Personnel: AYCO will be providing a total of \$70,642.00 in personnel matching funds.

Nuradin Abdirahman, College & Career Navigator - This role will provide crucial student support via outreach, enrollment, training, etc and will be heavily involved in this project. Paid \$27/hr, he will dedicate .25 FTE to this project, which comes out to \$34,678.80 with 23.5% fringe benefits included. [\$27/hr * 10hr/wk * 52wks * 2 years * 1.235 (wages + fringe) = \$34,678.80] – Paid for by ODE

Abdifatah Ibrahim, Workforce Coordinator - This role will provide crucial student support and program management. Paid \$28/hr, he will dedicate .25 FTE to this project, which comes out to \$35,963.20 with 23.5% fringe benefits included. [\$28/hr * 10hr/wk * 52wks * 2 years * 1.235 (wages + fringe) = \$35,963.20] – Paid for by NBA Foundation

Education & Training: AYCO is requesting \$4,500 in MHCRC funds for education & training and matching \$1,500.

Open Signal Advanced Organizational Membership – valued at \$3,000 per year x 2 years = \$6,000. This package includes membership, private production workshops, group production certification, etc. plus access to all Open Signal public classes, workshops, training, screenings, community events, etc.

Contractual: AYCO will be providing a total of \$54,000 in contractual matching funds.

Well-known and respected community member Salah Muhumed of Kayd Media will be a crucial trainer and video producer in this project, providing technical assistance and industry mentorship for cohort participants. His rate is \$40/hr and he will support the project for some 1040 hours over the course of the two year project period. This could also be estimated at roughly 15 hrs/wk for the main project period, but is more flexible based on program needs as Salah will help to develop both the AYCO curriculum as well as oversee final production and editing.

Equipment: AYCO is requesting \$87,534.79 in MHCRC funds for capital equipment for the project.

Item	Description	Quantity	Price	Full Cost
Camera Body	Sony FX30 Digital Cinema Camera	9	\$1,798.00	\$16,182.00
Camera Lenses	Sigma 24-70mm f/2.8 DG DN II Art Lens (Sony E)	4	\$1,189.00	\$4,756.00
	Sigma 70-200mm f/2.8 DG DN OS Sports Lens (Sony E)	5	\$1,489.00	\$7,445.00
Lens Filters	Tiffen Variable ND Filter (82mm, 2 to 8-stop)	8	\$173.99	\$1,391.92
	PolarPro ShortStache Everyday Mist Diffusion	8	\$89.99	\$719.92

Audio Equipment	Rode Wireless PRO Wireless Microphone System	8	\$399.00	\$3,192.00
	Sennheiser MKE 600 Shotgun Microphone	5	\$329.95	\$1,649.75
	Rode Micro Boompole Pro (7.2')	5	\$99.00	\$495.00
	Sennheiser KA600 – XLR Female to 1/8" TRS Male Cable	6	\$19.95	\$119.70
	Rode VideoMic Pro+ Camera-Mount Shotgun Microphone	8	\$299.00	\$2,392.00
Stabilization Gear	DJI RS 3 Mini Gimbal Stabilizer	8	\$237.00	\$1,896.00
Lighting Gear	Amaran COB 200xS Bi-Color LED Monolight	4	\$349.00	\$1,396.00
	Amaran 300c RGB LED Monolight (Gray)	4	\$569.00	\$2,276.00
	Aputure LS 600d Pro	2	\$1,417.00	\$2,834.00
	Godox Octa Softbox	2	\$49.50	\$99.00
	Godox AD600Pro II	2	\$899.00	\$1,798.00
	Aputure Lantern Softbox	2	\$89.00	\$178.00
	Godox Strip Softbox	2	\$39.95	\$79.90
	Aputure Light Dome III (35.1")	8	\$219.00	\$1,752.00
Light Modifiers	Matthews Black Flag	2	\$72.70	\$145.40
	Matthews White Silk Scrim	2	\$134.99	\$269.98
	Westcott 6x6' Scrim Jim Kit	2	\$499.99	\$999.98
Tripods & Stands	Magnus VT-4000 Tripod System with Fluid	8	\$134.99	\$1,079.92
	Impact C-Stand	16	\$169.00	\$2,704.00
	Impact Saddle Sandbag	32	\$21.95	\$702.40
	GVM 120QD Motorized Slider	4	\$349.00	\$1,396.00
	Manfrotto FX Green Screen Kit	1	\$911.00	\$911.00
Memory & Storage	SanDisk 128GB SDXC Card	48	\$21.99	\$1,055.52
	Pelican 0915 SD Card Case	4	\$19.95	\$79.80
	SanDisk 2TB SSD V2	16	\$149.00	\$2,384.00
	Samsung 4TB SSD	2	\$319.00	\$638.00
Cases & Tracking	Arco Video Dr. Bag 30	8	\$149.00	\$1,192.00
	Apple AirTag	20	\$24.95	\$499.00
Rig Accessories	SmallRig HawkLock Quick Release Advanced Cage Kit for Sony FX3 and FX30	15	\$111.99	\$1,679.85
Battery & Power	Sony NP-FZ100 Battery	50	\$78.00	\$3,900.00
	Neewer Dual USB Charger	25	\$20.03	\$500.75
	Furman 6-Outlet Power Block	10	\$34.99	\$349.90
Cleaning Kits	Sensei Optics Cleaning Kit	16	\$24.95	\$399.20
Post Production	Apple iMac	8	\$1,499.00	\$11,992.00
	DaVinci Resolve Studio	8	\$295.00	\$2,360.00
	Sony MDR-7506 Headphones	16	\$99.00	\$1,584.00
	Pearstone HDMI Cable	10	\$5.99	\$59.90
				\$87,535

Overhead: 10% standard rate applied – full amount \$21,667.68

MHCRC Request: \$9,203
Matching Funds: \$12,464

Line Item Budget

Cost Category	Grant Funds	Match Amount	Project Total
Personnel	\$0.00	\$70,642.00	\$70,642.00
Education and Training	\$4,500.00	\$1,500.00	\$6,000.00
Travel	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$54,000.00	\$54,000.00
Equipment	\$87,535.00	\$0.00	\$87,535.00
Infrastructure/Facilities Construction	\$0.00	\$0.00	\$0.00
Miscellaneous	\$0.00	\$0.00	\$0.00
Overhead	\$9,203.00	\$12,464.00	\$21,667.00
Total	\$101,238.00	\$138,606.00	\$239,844.00

Signature Page

Final Application Signature

Signature of Duly Authorized Representative*: Angelica Pulido
Date*: 05/19/2025
Title*: Development & Finance Director
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