

**GRANT AGREEMENT NO.**

This Grant Agreement is between the Mt. Hood Cable Regulatory Commission (“COMMISSION”), through the Bureau of Planning and Sustainability (BPS), and Project Ledo (or “GRANTEE”) in an amount not to exceed \$11,324 to support STEM Stories: Amplifying BIPOC Youth in Science and Innovation 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 \$11,324.

**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 STEM Stories: Amplifying BIPOC Youth in Science and Innovation 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, 2026, 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 5<sup>th</sup> Ave, Suite 710  
Portland, OR 97201  
Email: [rana.debey@portlandoregon.gov](mailto:rana.debey@portlandoregon.gov)

- D. GRANTEE Project Manager: GRANTEE hereby appoints Fidel Ferrer 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: Fidel Ferrer, Project Manager  
Executive Director  
c/o Project Ledo  
610 SW Alder St., Suite 200  
Portland, OR 97205  
Email: [fidel.ferrer@projectledo.org](mailto:fidel.ferrer@projectledo.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. 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, 2026.

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 \$11,324. Upon submission of an invoice from GRANTEE, and upon certification by the Project Manager that the invoice is in accordance with this Agreement, the COMMISSION shall disburse an advance payment to the Grantee in the amount of \$11,324, as specified in the invoice, within thirty (30) days after receipt of the invoice.
- B. GRANTEE shall submit the invoice online through the COMMISSION's online grants management system using the instructions provided by the Grant Manager. The invoice shall be on GRANTEE's letterhead, signed and dated by an authorized representative of GRANTEE and addressed to "MHCRC c/o City of Portland." The invoice shall include an invoice number, the title of the Grant project and the total grant amount authorized by the Grant. If the Project Manager finds that the invoice is not in accordance with this Agreement, the Project Manager shall notify the GRANTEE of the reason(s) for the disallowance and non-payment.

- C. 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.
- D. 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.
- E. 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.
- F. 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.
- G. 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.
- H. 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.
- I. 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.
- J. 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.
- K. 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: Fidel Ferrer, Project Manager  
Executive Director  
c/o Project Ledo  
610 SW Alder St., Suite 200  
Portland, OR 97205  
Email: [fidel.ferrer@projectledo.org](mailto:fidel.ferrer@projectledo.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 5<sup>th</sup> Ave, Suite 710  
Portland, OR 97201  
Email: [rana.debey@portlandoregon.gov](mailto:rana.debey@portlandoregon.gov)

**SIGNATURES:**

**COMMISSION**

**GRANTEE**

\_\_\_\_\_  
Name: Julia DeGraw  
Title: Chair,  
Mt. Hood Cable  
Regulatory Commission  
(MHCRC)

\_\_\_\_\_  
Name: Fidel Ferrer  
Title: Executive Director  
Project Ledo

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVED AS TO FORM:**

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

# 25800 - STEM Stories: Amplifying BIPOC Youth in Science and Innovation

## 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 4:51 PM  
**Initially Submitted By:** Ariana Rosales  
**Last Submit Date:** Jun 10, 2025 3:06 PM  
**Last Submitted By:** Ariana Rosales

## Contact Information

### Primary Contact Information

**Active User\*:** Yes  
**Type:** External User  
**Name:** Salutation Ariana Middle Name Rosales  
First Name Last Name  
**Title:** Grant Writer  
**Email\*:** [ari@projectledo.org](mailto:ari@projectledo.org)  
**Phone\*:** 503-334-7477 Ext.  
Phone  
###-###-####  
**Fax:** ###-###-####

### Organization Information

**Status\*:** Approved  
**Organization Name\*:** Project LEDO  
**Organization Type\*:** Non-Profit Entity  
**Tax Id:**  
**Organization Website:** <https://www.projectledo.org/>  
**Address\*:** 610 SW Alder St Suite#200

Portland Oregon 97205-  
City State/Province Postal Code/Zip  
**Phone\*:** 503-841-5361 Ext.  
###-###-####  
**Fax:** ###-###-####

# FY21-22 Final Application Project Narrative

## Project Narrative

<b>Total Grant Funds:</b>	\$11,324.00
<b>Total Match Funds:</b>	\$11,324.00
<b>Total Funds:</b>	\$22,648.00
<b>Proposed Technology:</b>	Video production equipment
<b>Public Benefit Area:</b>	Reducing Disparities
<b>Select which jurisdiction(s) your project will serve:</b>	Portland
<b>Please select the size of your organization's total operating budget:</b>	Less Than \$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:

Project LEDO will produce a series of **ten 30-minute video podcast episodes** that center the voices, experiences, and creativity of BIPOC and immigrant youth ages 12–17 engaged in our LEGO robotics and STEAM programs. These youth, primarily from underserved neighborhoods in Portland, will take part in a **one-month intensive media workshop series** held after school and on weekends. Through this process, they will gain hands-on experience in interviewing, scripting, hosting, filming, and storytelling—supported by Project LEDO staff and a professional videographer from our media arts partner organization.

The project is intentionally **youth-driven but staff-supported**: our team will lead the technical production process and provide guidance, while youth will shape the content and direction of each episode. With training in camera work, lighting, editing, and narrative design, participants will learn key media literacy and digital storytelling skills while building confidence and creative voice.

Each episode will highlight themes like personal journeys in STEAM, behind-the-scenes footage from robotics competitions, career exploration, leadership development, and the impact of community mentorship. The content will be produced bilingually (English/Spanish where possible) and formatted for **cable broadcast** through Portland's public access channels, with additional distribution via online platforms.

Ultimately, this project is about **making sure our youth are not only seen, but heard—on their own terms**. By giving students the tools to tell their own stories, we're helping them build technical skills, explore creative careers, and shape public conversations about what inclusive, community-rooted STEM education really looks like.

(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 Outcomes

### ■ Youth participants gain foundational skills in digital media production.

At least 20 youth will complete training in video podcast production, including camera operation, lighting, audio recording, and basic editing using professional equipment and software. Pre- and post-program self-assessments will measure increased confidence and technical proficiency.

### ■ Ten 30-minute video podcast episodes are produced and broadcast.

A total of 10 youth-led, bilingual (English/Spanish where possible) episodes will be filmed, edited, and formatted for cable broadcast and online distribution—demonstrating participants' ability to apply their technical training to real-world media production.

### ■ Increased youth media literacy and storytelling capacity.

90% of youth participants will demonstrate improved understanding of media storytelling techniques (e.g., scripting, interviewing, narrative framing) as evidenced through workshop participation, peer reviews, and completion of at least one individual storytelling segment.

### ■ Expanded public access to culturally relevant STEM stories through broadcast media.

Project videos will air on Portland's public access channels and reach at least 500 unique viewers via cable broadcast, with

(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:

Project LEDO will evaluate the impact of the video podcast project using a structured approach that focuses on skill development, content production, and community reach. Data will be gathered through surveys, participation logs, observation, and media analytics. Findings will be used to guide continuous improvement and will be documented in our semi-annual MHCRC grantee reports.

### Evaluation Questions & Data Collection Strategies

#### 1. Are youth participants gaining media production and storytelling skills?

- **Data Collection:** Pre- and post-program self-assessments; skills rubrics completed by instructors; workshop attendance and participation logs.
- **Indicators:** Increases in student-reported confidence and proficiency with video/audio tools, editing software, and storytelling techniques. All youth will complete at least one on-camera or production role.

#### 2. Are high-quality, youth-led video podcast episodes being produced and broadcast?

- **Data Collection:** Production tracker; completed episode archive; broadcast confirmation from Open Signal; online release logs.
- **Indicators:** 10 professionally produced, youth-led episodes (30 minutes each) are completed and broadcast on public access cable channels, with additional digital distribution.

#### 3. Is the project increasing access to culturally relevant STEM narratives for the broader community?

- **Data Collection:** Viewer metrics from Open Signal and online platforms; community feedback surveys and informal interviews; social media engagement reports.
- **Indicators:** At least 500 unique broadcast viewers and 1,000 digital views, along with positive qualitative feedback from families, educators, and community partners.

### Documentation and Learning

Project staff and youth collaborators will participate in two structured reflection sessions during the project—midway through the production cycle and after the final episode is aired. These sessions, along with survey data and analytics, will inform internal reports and external grant updates. Lessons learned will help refine future youth media and digital storytelling programs at Project LEDO.

(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:

##### Open Signal – *Confirmed*

**Role:** Media production partner

**Contribution:** Open Signal will provide access to production equipment, support youth training in video and audio storytelling, and distribute completed episodes via Portland's public access cable channels.

##### Local Videographer (TBD) – *Unconfirmed*

**Role:** Technical mentor and trainer

**Contribution:** A professional videographer will support hands-on training in camera operation, lighting, audio recording, and editing. They will also assist with post-production to ensure content meets broadcast standards.

##### Portland Public Schools / School-Based Partners (e.g., Lents Elementary, Tapping Roots) – *Confirmed*

**Role:** Youth recruitment and workshop site

**Contribution:** School partners will help recruit eligible youth participants from Title I schools, provide space for after-school and weekend workshops, and coordinate family engagement.

##### Free Geek – *Unconfirmed*

**Role:** Technology access support

**Contribution:** May provide refurbished laptops or equipment for youth use during the project and help promote final media content through their community network.

▪

(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:

This project will use a mix of portable and studio-quality video production equipment to create ten 30-minute video podcast episodes suitable for both cable broadcast and digital distribution. The design prioritizes accessibility, portability, and professional production value to support youth-led storytelling in diverse community settings.

### Proposed Technology and Equipment

- **Cameras:** Two HD digital video cameras with XLR audio input capabilities for high-quality capture in both indoor and outdoor settings.
- **Audio:** Lavalier and shotgun microphones, plus portable audio recorders for interviews and ambient sound capture.
- **Lighting:** Compact, battery-powered LED lighting kits with adjustable temperature controls for indoor shoots and interview setups.
- **Editing Software:** Adobe Premiere Pro (through Open Signal or Project LEDO licenses) for video editing, color correction, and post-production finishing.
- **Accessories:** Tripods, boom poles, memory cards, hard drives, and portable green screen or backdrop kit for controlled visual environments.

### Rationale for Technology Selection

The selected equipment is portable yet professional, allowing youth to film in schools, robotics sites, homes, and community event locations. We deliberately chose tools that are:

- **Accessible for beginner users**, especially youth just learning production.
- **Compatible with Open Signal's broadcast specifications** to ensure all videos meet cable channel standards.
- **Cost-effective and upgradeable** as our program expands.

By combining this equipment with Open Signal's available studio space and support, we ensure a strong balance of mobile flexibility and broadcast-quality production.

### Use of Community Media Center Channels

All episodes will be formatted and delivered to **Open Signal** for airing on Portland's public access cable channels. We will follow technical submission guidelines, including resolution, audio levels, and file formatting. Working closely with Open Signal ensures the final content will be fully compatible with community media requirements and will reach the intended audience through trusted local channels.

### Maintenance and Future Upgrades

Project LEDO will maintain the equipment through our general operations and technology budget. Our staff will be trained in basic maintenance (e.g., firmware updates, storage management, cleaning), and we will schedule quarterly equipment checks to identify any replacements or repairs needed. As part of our long-term strategy, we plan to expand youth media opportunities, and future upgrades will be pursued through new funding opportunities and community partnerships (e.g., with Free Geek or tech-focused funders).

(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):** 07/01/2025

**Proposed End Date (month/year):** 06/30/2026

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

### Implementation Plan:

**Project Period: October 1, 2025 – September 30, 2026**

**Fiscal Year Reference: July 1, 2025 – June 30, 2026**

## Q1 – Planning & Preparation

July 1 – September 30, 2025 (Pre-launch)

- Finalize partnerships (Open Signal, schools, videographer)
  - Purchase and test video equipment
  - Develop training curriculum and production schedule
  - Begin youth recruitment and enrollment outreach
  - Confirm workshop space and logistics
  - Staff orientation and internal planning sessions
- Milestone:* Project fully prepped for October launch

## Q2 – Launch & Training

**October 1 – December 31, 2025** (*Official start*)

- Begin after-school and weekend workshops with youth
  - Conduct hands-on training in video/audio production
  - Support youth in developing episode concepts and scripts
  - Begin initial filming of interviews and event footage
- Milestone:* Youth training complete and early content captured

## Q3 – Production & Post-Production

**January 1 – March 31, 2026**

- Continue filming and content development
  - Begin editing episodes and reviewing rough cuts with youth
  - Peer review, feedback, and iterative editing
  - Finalize 5–6 video podcast episodes for early release
- Milestone:* First episodes ready for submission and broadcast

## Q4 – Final Production & Distribution

**April 1 – June 30, 2026**

- Finalize editing for remaining episodes
  - Format all 10 episodes for cable broadcast
  - Submit episodes to Open Signal and launch online distribution
  - Promote series to families, schools, and the broader community
- Milestone:* All 10 episodes released on cable and online

## Q5 – Evaluation & Closeout

**July 1 – September 30, 2026**

- Collect viewership data and community feedback
  - Conduct youth/staff reflection sessions
  - Submit final grant report and archive media files
  - Plan for future expansion and sustainability
- Milestone:* Project completed and final report submitted

(This field has a character limit of 3000)

## Supplemental Material Attachments

Description	File Name	Type	Size	Upload Date
Our last impact report.	<a href="#">Project LEDO Impact Report.pdf</a>	pdf	1 MB	06/10/2025 11:51 AM

## FY20-21 Application Budget Correct

### **Budget Narrative**

**Budget Narrative:**

# □ Budget Narrative

Total Project Cost: \$11,324.00

Total Amount Requested from Grant: \$11,324.00

Total Matching Resources: \$11,324.00

---

## 1. Audio Equipment – \$1,722.95

(100% funded by grant)

- Shure MV7X Microphones (4 @ \$159): \$636.00
- K&M 210/9 Microphone Stands (4 @ \$101.99): \$407.96
- Sony MDR-7506 Headphones (4 @ \$100): \$400.00
- PodTrak P4 Recorder (1 @ \$129.99): \$129.99

---

## 2. Video Equipment – \$3,426.97

(100% funded by grant)

- Sony ZV-E10 Cameras (3 @ \$699.99): \$2,099.97
- iFootage Gazelle TA6S Tripods (3 @ \$309): \$927.00
- NEEWER Lighting Kits (2 @ \$200): \$400.00

---

## 3. Furnishings and Set Design – \$3,500.00

(100% funded by grant)

- L-Shaped Couch (1 @ \$1,500): \$1,500.00
- Art and Background Décor: \$2,000.00

---

## 4. Post-Production and Editing – \$2,825.00

(100% funded by grant)

- Reaper Audio Software License (1 @ \$225): \$225.00
- Mac Mini Computers (2 @ \$999): \$1,998.00
- Thunderbolt NVMe Enclosure (1 @ \$150): \$150.00
- WD\_Black SN850X 1TB Drives (3 @ \$150): \$450.00

### Matching In-Kind Support Budget for Podcast Project

#### Personnel (Estimated Value: \$9,554)

##### 1. ED Fidel Ferrer – Project Lead & Host

- Planning, hosting, interviewing, and episode coordination
- 4 hrs per episode x 11 episodes = 44 hrs
- 44 hrs x \$60/hr = **\$2,640**
- Additional oversight & strategy
- 1 hr/week x 52 weeks = 52 hrs
- 52 hrs x \$60/hr = **\$3,120**
- **Subtotal: \$5,760**

##### 2. Program Manager 1 – Outreach & Scheduling

- Coordinates and manages logistics, community engagement
- 2 hrs per episode x 11 = 22 hrs
- 22 hrs x \$30/hr = **\$660**
- Ongoing support (emails, prep, notes)
- 0.5 hrs/week x 52 = 26 hrs

- 26 hrs x \$30/hr = **\$780**
  - **Subtotal: \$1,440**
3. **Coordinator – Technical Producer**
- Recording, editing, uploading
  - 3 hrs/episode x 11 = 33 hrs
  - 33 hrs x \$30/hr = **\$990**
  - Ongoing file management
  - 0.5 hr/week x 26 weeks = 13 hrs
  - 13 hrs x \$30/hr = **\$390**
  - **Subtotal: \$1,380**
4. **Administrative Support (over head)**
- 13 hrs x \$30/hr = **\$390**

## Travel & Training (Estimated Value: \$1,770)

5. **Travel – Local Interviews & Site Visits**
- Mileage, parking, local transportation
  - Estimated = **\$610**
6. **Professional Development / Training**
- Podcasting & youth storytelling (2 staff @ \$585)

### Line Item Budget

Cost Category	Grant Funds	Match Amount	Project Total
Personnel	\$0.00	\$9,554.00	\$9,554.00
Education and Training	\$0.00	\$780.00	\$780.00
Travel	\$0.00	\$600.00	\$600.00
Contractual	\$0.00	\$0.00	\$0.00
Equipment	\$11,324.00	\$0.00	\$11,324.00
Infrastructure/Facilities Construction	\$0.00	\$0.00	\$0.00
Miscellaneous	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$390.00	\$390.00
<b>Total</b>	<b>\$11,324.00</b>	<b>\$11,324.00</b>	<b>\$22,648.00</b>

## Signature Page

### Final Application Signature

**Signature of Duly Authorized Representative\*:** Ariana Rosales

**Date\*:** 05/07/2025

**Title\*:** Grant Writer & Grant Coordinator

**Phone\*:** 503-334-7477

**E-mail\*:** [ari@projectledo.org](mailto:ari@projectledo.org)



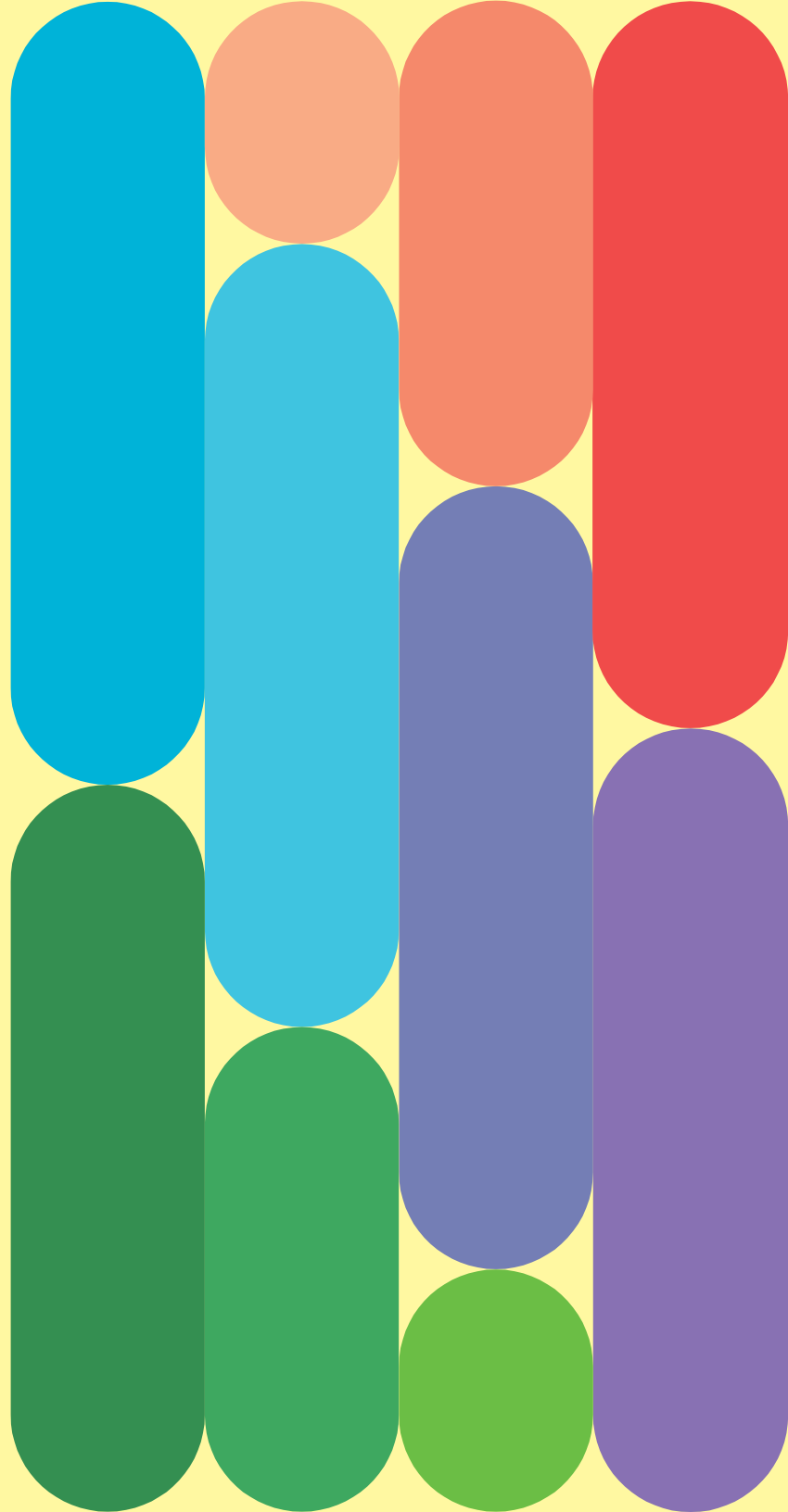
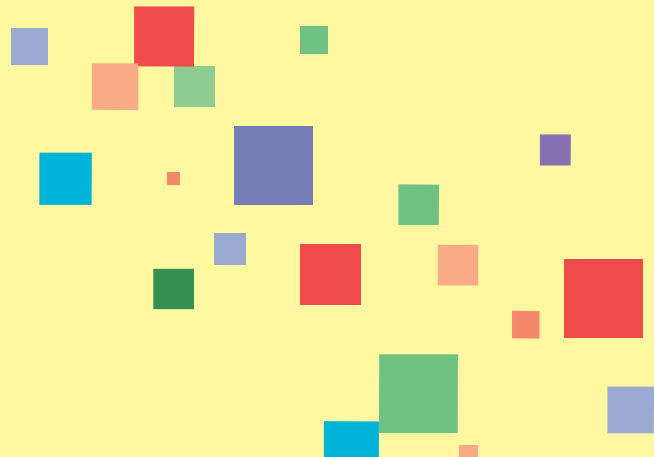
**PROJECT**

**LEDO**



# IMPACT REPORT

**2022-2023**



# WORD FROM THE FOUNDER

Dear esteemed donors, valued community partners, dedicated volunteers, hardworking staff members, and our wonderful community,

I am sincerely grateful for your unwavering support and commitment to Project LEDO. It is through your kind contributions that we have been able to achieve remarkable milestones in our mission of making a positive impact on the lives of our next generation of STEAM LEDO Leaders.

I would like to express my heartfelt appreciation for the invaluable partnership provided by businesses and organizations within our community.

Our devoted volunteers deserve special recognition as they tirelessly dedicate their time, skills, and compassion towards improving the lives of others without expecting anything in return. Their dedication exemplifies true altruism at its finest, serving as an inspiration for everyone involved with our programs.

Lastly, none of this would be possible without the outstanding efforts put forth by our exceptional staff members who work diligently behind the scenes ensuring seamless operations and impactful results every step of the way. This year we have reached new heights at Project LEDO.

Together with you all - donors, partners, volunteers, staff members - as well as this incredible community united behind a common goal; we will continue uplifting lives and building a brighter future.

I am forever grateful.

Fidel



## OUR MISSION

To inspire and empower underprivileged BIPOC youths by providing equitable access to STEAM education, fostering a supporting learning environment, and building a community of future leaders for limitless possibilities.



**Every child** should have the opportunity to learn and explore science, technology, engineering and mathematics programs (STEAM for short!) in a fun and engaging way, regardless of their background or socio-economic status. Our goal is to provide this and more through our program.





# OUR PROGRAMS



## LEGO ROBOTICS

LEGO Robotics is an exciting gateway to STEAM (Science, Technology, Engineering, Arts, and Mathematics) education. By combining mentorship, hands-on building, and coding with LEGO kits, students are introduced to robotics. This program not only imparts technical skills but also fosters essential qualities like effective communication, teamwork, innovative thinking, leadership, and crucial life skills. It prepares young minds for a bright and innovative future.



## OUR TWO PROGRAMS

### Summer Camp 2023:

- Program attracted the participation of 70 students
- Offered at 3 different locations.

### After-School Program 2022:

- students.
- Offered in 3 locations spanning 2 school districts.
- Program attracted the participation of 146

## FINANCIAL LITERACY WITH JUNIOR ACHIEVEMENT BIZTOWN

In partnership with JA Biztown, our Financial Literacy Program has been a game-changer for our students, providing essential money management skills at a reduced price.

## OUR STUDENTS

- This year, our program benefitted 126 students.
- More than 75% of the students that participated are from BIPOC communities

## BACK TO SCHOOL PROGRAM

We're committed to empowering the communities we serve by providing access to vital school supplies, arming them for success. Through our Back to School Program, we collaborate with diverse community partners to organize school supply drives and contribute to this important cause. Big shoutout to Coach Outlet for their partnership this year.



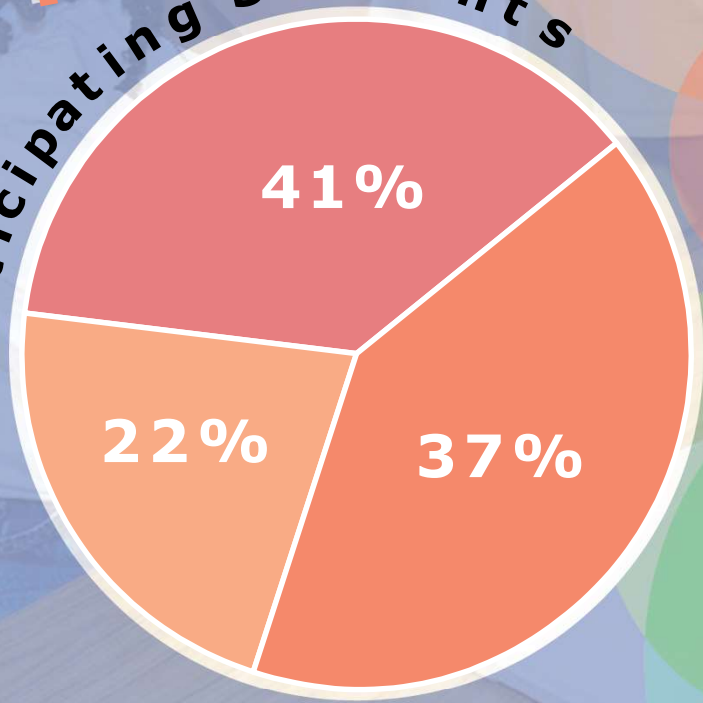
## COALITION OF DIGITAL EQUITY PROGRAM

We host various workshops that provide students with the opportunity to learn how to build a computer. In these sessions our partners at Free Geek walk students through the various parts of a computer, allowing them to learn about the various components and their functionality.

### THE PROGRESS

- Our program has provided more than 60 new and refurbished computers.
- The program is offered during Summer Camp.

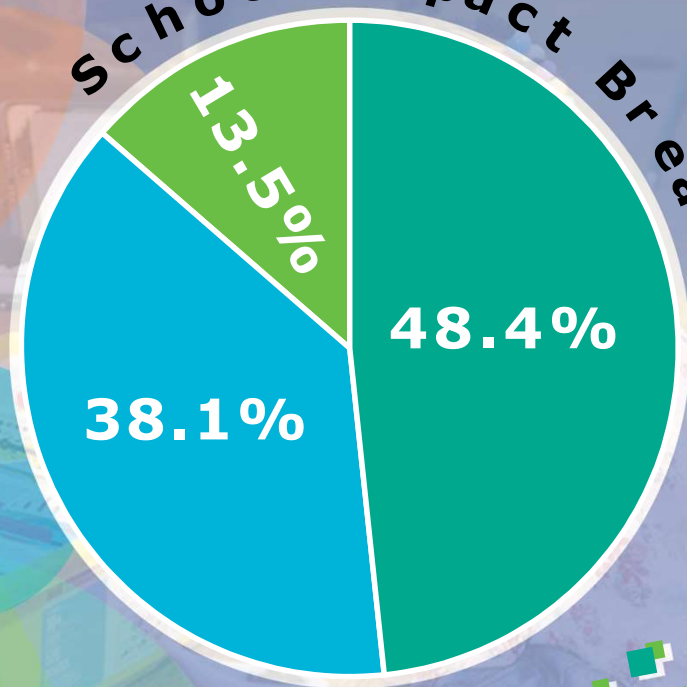
Participating Students



- FLL
- Lego Robotics Summer Camp
- Financial Literacy

- William Walker Elementary
- Lent Elementary
- KairosPDX Elementary

School Impact Breakdown





3 4 1

Total Students Impacted

And More to come.

Along with the impacts across the Portland Metro Area, our partnership with Beaverton School District, and Portland Public Schools continues to grow and as we look to the future we plan to bring our programs to more families across the city.

"I like how hands on everything was. I improved on my coding a lot/ It also helped me with my math and working with others."

**Sophia**  
5th Grader

# ACROSS THE COMMUNITY

**Ann C**  
Parent

"I really appreciate the program in general the opportunity to learn about robotics, programming, teamwork, creativity - what a gift! Being at the tournament was eye opening and drove home the need for more diversity in the world of technology."



**Melissa W**  
Parent

"This was a good chance for Miles to get some experience with a STEM program to help him see if it is something he enjoys and would like to pursue in the future. Without Project LEDO he would have not had the opportunity. Thank you."

"I definitely enjoyed helping out! The event was quite a bit like what I expected, and the training was great for preparing me for it. I felt that everything was perfectly clear and I didn't feel confused or overwhelmed at any point."

**Oscar Hoffelt**  
Volunteer

**Jesus**  
5th Grader

"I overall feel better in my coding ability and communication with people on my team and STEM has helped me learn how to code."



"Project LEDO has had a huge impact on Wayfinders. Our youth were thrilled this summer to receive laptops (camp guides and campers) and couldn't wait to go home and start using them. Our Wayfinders Team is excited to dive deep into Technology and Design and offer that to our youth with Project LEDOs help."

**Jamie Newsome**  
ELSO  
Wayfinders Program Director



"I love working directly with students and being able to see the direct impact of all our work. Working with a student and seeing the moment they get it and watching their confidence and communication skills shoot up is always so rewarding."

**Isha Sylla**  
Team Member



**Donald Jackson**  
KairosPDX  
Ambassador Coordinator

"Project LEDO has had a huge impact on our leaders and their understanding of Lego Robotics and their interest."

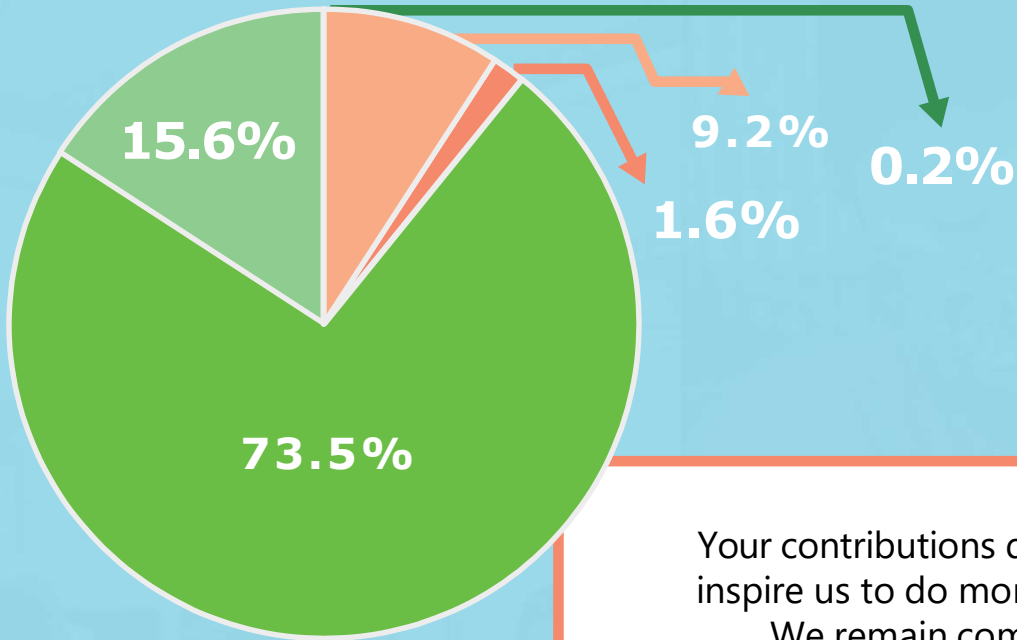
## FROM THE STAFF



**Justin Jiron**  
Team Member

"Giving kids opportunities to engage in subjects of coding, tech, and engineering is a great enrichment to our community."

# FINANCIAL OVERVIEW



## REVENUE SOURCES

- Misc Income
- Foundation/Trust/Nonprofit
- Corporate Donation
- Individual Donation
- In-Kind Donation

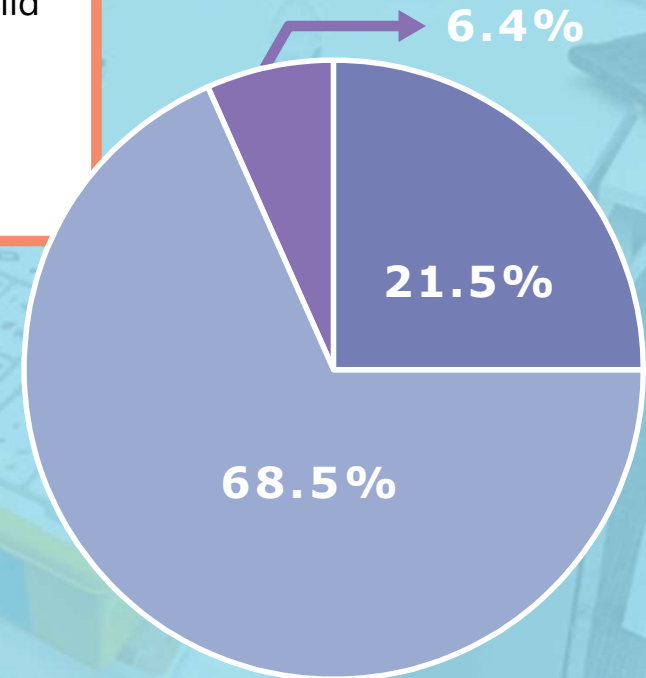
Your contributions drive our success and inspire us to do more for those we serve. We remain committed to using every dollar wisely, ensuring your support creates a meaningful impact.

Thank you for being part of our journey, for believing in our mission, and for helping us build a brighter future for all.

Your continued support is invaluable to us.

## EXPENSES BY CLASS

- Fundraising
- Admin
- Programs



# OUR IMPACT, MADE POSSIBLE BY YOUR SUPPORT

## Donors

Apple, Inc.  
Portland General  
Electric New Seasons  
Market Columbia Bank  
WFG National Title Insurance  
Co Amazon  
Intel  
First Tech Federal Credit Union  
Nonprofit Association of  
Oregon Robotics Tournament  
& Outreach Program (ORTOP)  
Free Geek  
PeoplOregon Erin Olson  
Melissa  
Weismiller Brad  
Lebowsky Chris  
Miller  
Sarah  
Adams  
Heidi Bohrer

## Foundations

Portland General Electric Foundation  
Nonprofit Association of Oregon  
Oregon Community Foundation  
People's Foundation for Better Oregon  
Collins Foundation  
Murdock Foundation

## Staff, Board, Key Volunteers


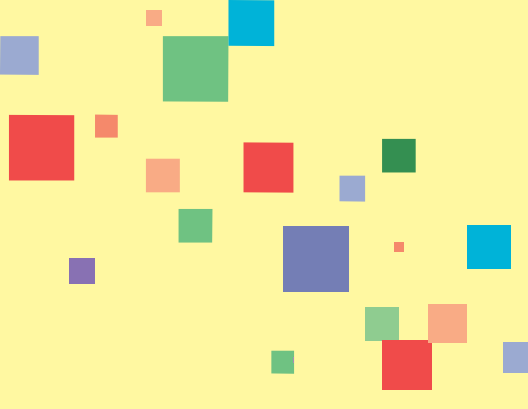
Fidel Ferrer, Executive Director & Board President  
Isha Sylla, Program Manager  
Sarah Adams, Board Vice  
President Felicia Well-Thomas,  
Board Treasurer  
Margarita Ferrer-Tamayo, Board  
Secretary Charlene Quaresma, Board  
Director  
Scott Neal, Learning Experience  
Director Carlos Galvan, Volunteer  
Coordinator Teresa Salazar,  
Relationships Director Nita Shah,  
Grant & Fundraising Manager  
John Redder, Social Purpose Works  
Volunteer David Perry, Operations Director  
Jonathan Stull, Grant & Fundraising  
Manager Ryan Bergenthal, Logistics  
Coordinator Justin Jiron, Logistics  
Coordinator  
Uvie Adah, UX Designer Volunteer  
Mikaela Corney, UX Designer  
Volunteer Gary Aldrich, UX Designer  
Volunteer Luisa Sastoque, UX  
Designer Volunteer

## Partner Organizations

ELSO, Inc.  
Kairos  
PDX Free  
Geek  
Oregon Robotics Tournament & Outreach Program  
(ORTOP) Beaverton School District  
Portland Public Schools  
CAIRO

# THANK YOU





# PROJECT LEDO

610 SW Alder Suite 200  
Portland, OR 97205  
[info@projectledo.org](mailto:info@projectledo.org)

