

GRANT AGREEMENT NO.

This Grant Agreement is between the Mt. Hood Cable Regulatory Commission (“COMMISSION”), through the Bureau of Planning and Sustainability (BPS), and Self Enhancement, Inc. (or “GRANTEE”) in an amount not to exceed \$61,509 to support the Self Enhancement, Inc. 2025 Community Technology 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 \$61,509.

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 the Self Enhancement, Inc. 2025 Community Technology 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, August 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 JaVonne Williams 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: JaVonne Williams, Project Manager
Director of Student and Parent Services
c/o Self Enhancement, Inc.
3920 N. Kerby Ave
Portland, OR 97227
Email: javonnew@selfenhancement.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. 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 June 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 \$61,509. 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 \$61,509, 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: JaVonne Williams, Project Manager
Director of Student and Parent Services
c/o Self Enhancement, Inc.
3920 N. Kerby Ave
Portland, OR 97227
Email: javonnew@selfenhancement.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: Mt. Hood Cable
Regulatory Commission
(MHCRC)

Name: JaVonne Williams
Title: Director of Student and Parent
Services
Self Enhancement, Inc.

Date: _____

Date: _____

APPROVED AS TO FORM:

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

25773 - Self Enhancement, Inc. 2025 Community Technology Project

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 10, 2025 11:47 AM
Initially Submitted By: Marian Kerr
Last Submit Date: May 28, 2025 4:27 PM
Last Submitted By: Marian Kerr

Contact Information

Primary Contact Information

Active User*: Yes
Type: External User
Name: Salutation Marian Middle Name Kerr
First Name Last Name
Title: Grants development
Email*: mariank@selfenhancement.org
Phone*: (503) 423-7720 Ext.
Phone
###-###-####
Fax: ###-###-####

Organization Information

Status*: Approved
Organization Name*: Self Enhancement, Inc.
Organization Type*: Non-Profit Entity
Tax Id:
Organization Website: <http://www.selfenhancement.org>
Address*: 3920 N. Kerby Avenue

Portland Oregon 97227
City State/Province Postal Code/Zip
Phone*: (503) 249-1721 1357
###-###-#### Ext.

Fax: (503) 287-0840
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FY21-22 Final Application Project Narrative

Project Narrative

Total Grant Funds: \$61,509.00
Total Match Funds: \$134,756.00
Total Funds: \$196,265.00
Proposed Technology: Video production equipment
Public Benefit Area: Reducing Disparities
Select which jurisdiction(s) your project will serve: 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:

NEED & COMMUNITY IMPACTED: Founded in 1981, Self Enhancement, Inc. (SEI) is Oregon's largest Black-led nonprofit multi-service organization, with the following mission: "SEI is dedicated to guiding underserved youth to realize their full potential. Working with schools, families, and other community partners, SEI provides support, guidance, and opportunities to achieve personal and academic success. SEI brings hope to individual young people and enhances the quality of community life."

SEI's Youth Services and Community + Family Programs departments annually benefit as many as 17,000+ PK12 students, youth ages 18-24, their families, and individual adults across Portland and Multnomah County. While SEI welcomes and is responsive to all those in need of assistance, we have decades of experience as a trusted advocate and culturally specific service provider for the county's increasingly dispersed Black/African American community. Over our 44-year history, SEI's services have evolved and expanded in direct response to local community concerns. These range from the state's first "drive-by" murder of a Black teenager in 1988; to decades of failure to eliminate persistent race-based and socioeconomic gaps in learning opportunities and achievement; to gentrification pressures dispersing Black and low-income families to areas isolated from traditional support systems; to cascading impacts associated with the Covid-19 pandemic, Black Lives Matter, record-level gun violence, rising dangers associated with fentanyl, the affordable housing crisis, and increasing calls for economic and environmental justice.

SEI partners with 26 schools in five public school districts, providing in-school case management services that are linked with after-school and summer support and enrichment. Seventeen sites are SUN Community Schools where SEI is the lead community-based manager of extended-day programming in collaboration with the county, city, and other partners. Community + Family Programs reduce barriers and build assets through a wide range of anti-poverty, family stabilization, empowerment, and employment services. Our goal is to create an aligned network of support for academic success, healthy physical and social-emotional development, family self-sufficiency, and thriving communities.

SEI's comprehensive service continuum is centered around the varied needs, strengths, lived experiences, voices, and aspirations of the students, youth, families, and other clients in our Multnomah County community. **Expanding SEI's capacity to use technology effectively is a key need and strategic priority, to inform and engage our dispersed Black community and other county residents facing complex barriers across the social determinants of health, prosperity, and well-being.**

Another key need is to expand learning opportunities that build digital literacy along with other essential skills required in school, college/careers, daily life, and informed civic engagement. These include communication, teamwork/collaboration, time management, creative problem solving. 2024 statewide assessment tests show continued wide race-based achievement disparities in reading and mathematics. State and national reports show continued under-representation of Black and other people of color and low-income youth in postsecondary STEM enrollment/retention and in high-wage/high-demand occupations. Today's rapid socioeconomic,

technological, and civic changes and challenges make SEI's safe, engaging, and year-round community-based support ever-more important.

SOLUTION: Grades 6-12 students enrolled in After-School Program (ASP) classes at our Tony Hopson, Sr. Center for Self Enhancement facility will create and share engaging public-benefit videos focused on community-relevant topics/issues. The specific public-benefit focus of our Community Technology content is on cooking for health, affordable and delicious meals planning, culturally affirming foodways, and how to access SEI's five food pantries/market and other local resources.

SEI provides over 700 students annually with free academic support, enrichment, and personal development opportunities after school, over winter/spring breaks, and during the summer. ASP fall and winter terms are both 10 weeks, spring term is 6 weeks, and all-day summer term is 4 weeks (plus 2 weeks of sports camps). SEI holds separate two-day ASP sessions for middle and high school students during the school year. Cooking and Videography classes are offered every term, and participants self-select. Each term between 20-25 middle school (MS) students elect to attend Cooking class, held 2x per week for 1.5 hours each class. The other two days, 20-25 high school (HS) students elect to attend Cooking class, 2x per week, for 2 hours each class. Each term, 8-12 MS students and 8-12 HS students enroll in Videography (capped at 12 enrollees). MS and HS students will create videos of Cooking demonstrations/lessons using the center's kitchen/cafeteria.

As cited in "The Future of Youth Development" (National Academies of Sciences, Engineering, & Medicine 2025), structured environments, meaningful activities, and positive relationships provided through out-of-school time (OST) programs create school-home-community bridges, build essential skills, foster healthy development, and promote long-term educational success. SEI opened a Makerspace in 2023 with MHCRC support; our new TechLab opened in fall 2024. Civic engagement, leadership development, and giving back to the community are pillars of our curriculum. Student surveys and enrollment data show that Cooking and Videography are popular, fun, and align with career and entrepreneurship interests. Knowledge acquired in these classes will produce videos that are engaging, culturally affirming, and relevant to the lives of Black and other county residents. Step-by-step demonstrations will highlight culturally specific meals that can be easily recreated at home. SEI also manages four community food pantries and one free food market at our county SUN Community School sites. Videos filmed in our kitchen/cafeteria will show how these and other resources can be used to plan and prepare delicious, nutritious, and affordable meals. Broadcast content will support healthy eating, promote physical well-being, and celebrate the vibrant local food cultures that nourish our county's diverse communities.

DEI: Diversity, equity, and inclusion are at the heart of SEI's mission and 2024-27 strategic objectives:

- Promotion of SEI impact (through coordinated communications plans for internal & external audiences and a business plan to guide growth);
- Enhancement of services (through culturally specific educational, housing development, & social-emotional supports);
- Replication (to broaden access to our proven model of success);
- Recruitment, development, and retention of culturally diverse staff dedicated to serving our community.

The plan was guided by feedback from participants (approximately 57% Black and 81% people of color), staff (with similar demographics), and community partners. SEI's Board of Directors approved an updated DEI policy statement in fall 2024.

SEI's services are culturally specific for Black/African Americans and responsive to varied racial/ethnic groups and intersectional identities (e.g., gender, age, LGBTQ+, disability, socioeconomic status, national origin, religion, language group). SEI has served over 100,000 youth and families since 1981, addressing systemic barriers faced by Black and low-income communities. SEI achieved a 95% graduation rate among our 148 high school seniors at 6 county high schools in 2024--well above state and county rates. DEI measures are advanced through our organizational culture, policies/procedures, and year-round programming. Consistent with our "Life Has Options" motto, SEI works to reflect, value, and support the diverse youth, caregivers, families, clients, and communities we serve. The public-benefit video content produced with MHCRC support will celebrate and amplify DEI

(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:

1. An estimated 100 middle and high school students enrolled in SEI's after-school/summer programming will apply the knowledge and skills they learn in cooking and video production classes to create and disseminate public-benefit video projects focused on cooking for health, meal planning/budgeting, accessing community resources (e.g., SEI food pantries/market), highlighting and celebrating rich and varied cultural recipes and foodways (i.e., culinary practices and how food is produced, acquired, prepared, shared, and eaten).
2. At least four (4) public-benefit videos will be completed each year (3-30 minutes in length, one per term) that will be disseminated in partnership with MetroEast Community Media Center to homes, schools, organizations, and businesses in Multnomah County.
3. SEI will develop engaging, hands-on, culturally affirming, and technology-focused curriculum that fosters meaningful civic engagement while building knowledge/skills essential in and outside of school, in daily life, and in varied college/career pathways.

(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:

Formative (interim) evaluation data collected as the project is implemented will guide continuous improvement. Summative (final) evaluation data will guide plans for sustaining the project model based on impacts and lessons learned. Evaluation questions: To what extent does the project (1) address and reduce disparities (e.g., in accessing services, information tools, training); and (2) meet SEI's three stated outcome measures? Qualitative and quantitative information will gauge outcomes. Sources include student interest/feedback surveys administered during each 8-week fall-winter-spring ASP term and the 4-week summer program. Such data guided SEI's Makerspace design and this new project (e.g., career interests in cooking/food-related fields and video/multimedia). SEI's newly adopted Caseworthy system will support robust data collection, analysis, and reporting. SEI will track student participation data and disaggregated demographics (e.g., age, race/ethnicity, school/grade, gender, home language, free/reduced-price eligibility, disabilities/special education). Other evaluative data sources will include student interviews/self-reports, focus groups, review of the number/length/quality of the videos created, number of times they are aired via public access channels and in other settings (e.g., at SEI staff meetings, other events) and any feedback received, instructors' reflections, assessments of cooking/nutrition content knowledge, technology/video production skills, career-readiness (e.g., oral/written communication, teamwork, time management); awareness of how digital communication tools apply to daily life and civic/community well-being. Progress/evaluation data will be shared regularly with SEI's Board of Directors, Family Voice Council, and Executive Leadership Team.

(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:

Confirmed Partner: MetroEast Community Media will support distribution of the project's community-benefit video content via county cable channels and the internet. Contact: Seth Ring, Director of Education, (971) 266-3250, seth@metroeast.org.

MetroEast Community Media is a nonprofit specializing in media education, production, and distribution. MetroEast uses media to invigorate civic engagement, inspire diverse voices, and strengthen community life. MetroEast media reach over 350,000 homes in the greater Portland area via 6 cable channels, and over 1000 community members a year access free offerings such as digital literacy for marginalized populations and professional-quality equipment and training.

MetroEast is SEI's 2023-25 Community Technology grant partner, helping our Extended-Day Programs team identify video production equipment needed to launch a Makerspace in 2023 at our headquarters in North Portland. MetroEast also provided initial education/training sessions on how to use the equipment to create high-quality digital content. The public-benefit videos created have been aired multiple times as part of the MetroEast "Young Filmmaker Showcase."

Through this partnership, SEI now has internal capacity to train students in our after-school Makerspace videography classes to use the equipment to create engaging/informative videos. MetroEast will continue to distribute free public-benefit videos generated through this 2025-2027 request to county residents. (A MetroEast letter of support is attached.)

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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:

SEI's 62,000-square-foot center was constructed in 1997. Facilities include classrooms, multi-purpose theater, kitchen/cafeteria, gym, dance studio, library, offices, Makerspace and TechLab. In addition to SEI's year-round extended-day programs, from 2004-2017 the center housed an award-winning public charter school. (SEI closed this academy to support reopening of nearby Harriet Tubman Middle School.) SEI is now updating the building as an African American Cultural Center to showcase Black history/contributions and use physical and digital spaces to expand youth and community engagement. A recent professional assessment outlines needed upgrades.

Center kitchen and cafeteria spaces are located on the first-floor atrium, across from the Makerspace outfitted and completed with MHCRC support from 2023-25, and adjacent to classrooms used as part of SEI's Monday-Friday after-school and summer programs tailored to Black and other underserved elementary, middle, and high school students from our partnering public schools. (The majority of participating students are in grades 6-12.)

SEI will apply lessons learned from our Community Technology grant ending June 2025 to continue to use digital storytelling technology and content-creation skills to create public-benefit videos that are engaging, culturally affirming, and address topics relevant to students' personal lives and aspirations, and those of the county's diverse residents, including Black and other underserved communities. The videos will address high-interest topical themes of healthy cooking, cultural foodways, affordable meal planning, accessing SEI's food pantries/market and other resources. The Budget describes the kitchen/cafeteria equipment and furnishings and the dedicated camera equipment required to create high-quality and informative videos. We will continue to partner with MetroEast in distributing the videos (see letter of support).

SEI provides environments that are open and welcoming, foster positive relationships and collaboration, and enhance learning. Good lighting, flexible configurations, healthy ergonomics, and sustainable, high-quality equipment/materials are key aspects of effective and engaging learning spaces. SEI intentionally connects students with educators and mentors who have the knowledge, skills, and backgrounds needed to inspire and guide them in learning to use information technologies to turn their ideas into meaningful content and products. SEI is experienced in providing project-based learning that is student-centered and tech-centered, and in encouraging students to "give back" to the community. SEI launched innovative Nike Product Creation Experience and iHeart (Youth Health Equity Action and Research Training) curricula. The latter involved a public health researcher in teaching SEI students to use varied high-tech tools to address community issues and present their findings, using poetry and visual arts, during Black History Month and other events. Podcasting class students identify issues of concern and stream their findings.

Continuing to strengthen SEI's contribution to safe learning spaces and curriculum that fosters problem-solving, civic involvement, and application of technology, communication, and other knowledge/skills is an SEI priority, particularly as a culturally specific, mission-driven, community-based organization. This project will help SEI expand student access to meaningful project-based learning and enhance their digital literacy skills during the out-of-school hours and will improve outreach and information-access to our wider community.

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Proposed Project Start and End Date:

Projects may include timelines of up to 2 years.

Proposed Start Date (month/year): 07/2025

Proposed End Date (month/year): 06/2027

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

Implementation Plan:

Year 1: July-Sept '25

Review bids, finalize remodeling contracts, order equipment/furnishings to be used in creating relevant videos, and order additional cameras/equipment dedicated to project's video production activities.

Fall-Winter-Spring (Oct-June)

Review implementation plan with instructors, other program staff; coordinate with MetroEast.

Recruit grades 6-12 students to participate in ASP classes (Cooking, Videography/Studio Production, Podcasting); support topical video/multimedia projects.

Distribute videos via public-access channels and at SEI events (e.g., Black History Month, rallies, parent nights, all-staff meetings).

Year 2: July '26-June '27

Review videos created/aired, feedback, impact.

Continue video creation/distribution; recommend model next steps.

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Supplemental Material Attachments

Description	File Name	Type	Size	Upload Date
MHCRC Budget Excel File	MHCRC BUDGET_05 19 2025_Revised Full Application.xlsx	xlsx	19 KB	05/28/2025 04:16 PM
Partnership Letter of Support from MetroEast Community Media	MetroEast 2025 Letter of Support for Self Enhancement Inc.pdf	pdf	116 KB	05/28/2025 10:46 AM

FY20-21 Application Budget Correct

Budget Narrative

Budget Narrative:

PERSONNEL

SEI's matching contribution will include the time required for program staff to implement and manage this project, to include coordination of equipment purchases and facilities upgrades in our center kitchen/cafeteria needed to produce videos highlighting culturally affirming food preparation demonstrations and content on healthy eating, affordable meal planning, and accessing foodstuffs, as part of ASP fall-winter-spring cooking and video production classes and summer programming, consistent with the project's objectives; ensuring public-benefit videos are completed and shared with MetroEast Community Media for broadcast to county residents; monitoring student recruitment and retention; supporting evaluation, reporting, and various outreach and information dissemination activities; estimated at .5 FTE total.

Grant: \$0 Matching Funds: \$49,780

CONTRACTUAL

SEI will cover the costs of ASP Cooking and Videography class instructors at \$4,500 x 4 terms = \$18,000.

Grant: \$0 Matching Funds: \$18,000

EQUIPMENT

Public-benefit videos will be created as part of SEI Cooking and Videography classes, using the Center for Self Enhancement kitchen and cafeteria. Classes of 1.5-2 hours in length are held four days a week for 10 weeks each fall and winter term, 6 weeks in the spring term, and 4 weeks in the summer term. Equipment required to film ASP Cooking class demonstrations for public-benefit videos is estimated at 70% project-related use of the following items: Starmax flat-top grill @ \$4631, Vulcan gas range @ \$10,630, microwave @ \$450, dishwasher @ \$5431, AdCraft heat proof @ \$1901, Coldline commercial salad bar @ \$4795, plus freight and installation @ \$1300 = \$29,138. Grant: \$20,396.00 Match: \$8742
Stainless steel food-preparation table to use in Cooking class video presentations @ \$650 (80% project use). Grant: \$520 Match: \$130
Cafeteria tables for class video presentations/demonstrations (3 at \$2,400 each, including shipping) = \$7,200 (70% project use). Grant: \$5040 Match: \$2160.

Two (2) Sony Fx3 cinema cameras (\$3899 x 2 = \$7,798.00 \$7798); Sony 24-70mmG master lens (\$1900); Impact Master Century C stands (3 @ \$133 = \$399); Dii RS 4 Pro gimbal (\$1000); Ring grip for gimbal (\$400); professional lighting kit (GVM 800D RGB 3-light kit @ \$360); Softbox/umbrella for light diffusion (e.g., Aperture Light Dome III @ \$143). 100% use in filming Cooking class demonstrations and related public-benefit video content for free distribution; Grant: \$12,000.

Grant: \$37,956 Matching Funds: \$11,032

INFRASTRUCTURE/FACILITIES CONSTRUCTION

Cabinets, storage casework required in the area of the cafeteria used for Cooking class filmed demonstrations; \$10,000; 80% use in project.

Grant: \$8000 Match: \$2000

20% of the following total kitchen/cafeteria remodeling/upgrading costs will support this project: Plumbing disconnect and reconnect necessary during remodeling to enable production of Cooking class demonstration video production (\$4000); Appliance/materials removal and patching/preparation work necessary as part of remodeling cafeteria/kitchen area used for Cooking class demonstration videos (\$1000); paint and wallcovering, door/mullions touch-up (\$6795); work/clean-up (final cleaning, dust protection, negative air machines, dumpster @ \$24,000). Grant \$7159 Match: \$28,636

20% project-related costs for general contractor liability insurance, O&P, GRT (city, Metro, state) expenses. Grant: \$884 grant Match: \$3534

Grant: \$17,961 Matching Funds: \$41,843

MISCELLANEOUS

Cooking Demonstration Kit for use in producing public-benefit videos (electric cooking equipment such as beaters & Sterno buffet kit @ 60); plates, napkins, serving utensils (\$90), clean-up supplies (\$100). 100% project-related use. Match: \$250

SEI contribution of food and other miscellaneous materials for Cooking class filmed demonstration videos on meal planning, budgeting, nutrition, cultural foodways (\$50/week x 32 weeks). Match: \$1600

Grant: \$0 Matching Funds: \$1850

OVERHEAD

Calculated at the allowable rate of 10% (which is lower than SEI's federally approved indirect overhead cost rate of 25.9%, through the US Department of Health & Human Services).

Grant: \$5592 Matching Funds; \$12,251

TOTALS

Grant: \$61,509 Matching Funds: \$134,756

Line Item Budget

Cost Category	Grant Funds	Match Amount	Project Total
Personnel	\$0.00	\$49,780.00	\$49,780.00
Education and Training	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$18,000.00	\$18,000.00
Equipment	\$37,956.00	\$11,032.00	\$48,988.00
Infrastructure/Facilities Construction	\$17,961.00	\$41,843.00	\$59,804.00
Miscellaneous	\$0.00	\$1,850.00	\$1,850.00
Overhead	\$5,592.00	\$12,251.00	\$17,843.00
Total	\$61,509.00	\$134,756.00	\$196,265.00

Signature Page

Final Application Signature

Signature of Duly Authorized Representative*:

Marian Kerr

Date*:

05/28/2025

Title*:

Grantmaking Specialist

Phone*:

503-446-0789

E-mail*:

mariank@selfenhancement.org

May 5, 2025

Community Technology Grants Program
Mt. Hood Cable Regulatory Commission (MHCRC)

Dear Commission members:

On behalf of MetroEast, this letter confirms our partnership with Self Enhancement, Inc. (SEI) to achieve the objectives of their 2025 Community Technology proposal. SEI is a community-based organization with a distinguished 44-year history of providing high-quality educational and social support services for Black and other youth and families across Portland and Multnomah County. MetroEast is pleased to support SEI's goals for using technology to equip their students with essential 21st century skills and to inform, engage, and benefit the wider community.

Founded in 1984, and based in Gresham, MetroEast is an award-winning nonprofit provider of public, educational, and governmental (PEG) access services to residents across the greater Portland area and Multnomah County. Our media education, production, and distribution services are designed to invigorate civic engagement, inspire diverse voices, and strengthen community life.

Media created at MetroEast reaches over 350,000 homes in the greater Portland area via six cable channels, and over 1,000 community members a year engage in our varied offerings, which include free digital literacy access and professional-level training for aspiring media producers. We are committed to digital inclusion and to ensuring access to the tools, technology, and training that help people in marginalized and underrepresented communities share their voices.

In addition to our longstanding collaboration with the MHCRC, MetroEast served more than 50 community-based organizations in 2023-24, including Self Enhancement, Inc. (SEI). MetroEast helped SEI plan video production equipment purchases needed to launch a new Makerspace in 2023 at their Tony Hopson, Sr. Center for Self Enhancement in North Portland. We also worked with SEI After-School Program (ASP) staff to provide initial trainings in fall 2023 and winter 2024 on how to use the equipment to create high-quality digital content.

As part of their prior MHCRC grant (ending in June 2025), MetroEast has bundled and broadcast a series of short public-benefit videos created by SEI After-School Program (ASP) students and their instructors through our "Young Filmmaker Showcase." We will continue to work with SEI to distribute to county residents the free public-benefit videos generated by ASP students as a result of 2025-2027 Community Technology grant support.

SEI's proposed project will focus on creating videos on affordable and nutritious meal planning, preparation, and local food cultures and resources. This is a topic where MetroEast has had

notable recent success, through our “Food Foray” docuseries, highlighting international grocery stores in Gresham and East Multnomah County and examining themes of immigration, food, and culture (see https://metroeast.org/nicp_mediacenter/foodforay/).

Again, we are excited to work with SEI and anticipate that this project will have important and long-lasting benefits for both the student content producers and for a wide public audience. Please let us know if you have further questions.

Sincerely,

A handwritten signature in cursive script that reads "Seth J Ring".

Seth Ring
Director of Education and Volunteers
MetroEast
829 NE 8th Street
Gresham, OR 97030
Phone: (971) 266-3250
Email: seth@metroeast.org
metroeast.org