

GRANT AGREEMENT NO.

This Grant Agreement is between the Mt. Hood Cable Regulatory Commission (“COMMISSION”) and Gresham-Barlow School District (or “GRANTEE”) in an amount not to exceed \$118,762 to support the GBSD Video 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 \$118,762.

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 GBSD Video 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 June 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, 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 5th Ave, Suite 710
Portland, OR 97201
Email: rana.debey@portlandoregon.gov

- D. GRANTEE Project Manager: GRANTEE hereby appoints Tim Collins 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: Tim Collins
Director of Secondary Curriculum & Instruction
c/o Gresham Barlow School District
1331 NW Eastman Pkwy
Gresham, OR 97030
503-258-4753
email: collins19@gresham.k12.or.us

With a copy to:

Attn: Dennis Clague, MBA, SFO
Director of Finance
c/o Gresham Barlow School District
1331 NW Eastman Pkwy
Gresham, OR 97030
503-261-4566
email: clague@gresham.k12.or.us

- 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 June 1, 2025 through November 30, 2025; December 1, 2025 through May 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 July 31, 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 \$118,762. This is a cost reimbursable grant, meaning GRANTEE will only be reimbursed for eligible expenses incurred. The COMMISSION will pay GRANTEE the amount of the invoice within thirty (30) days of the approval date.
- B. GRANTEE shall use its best efforts to submit invoices for grant-funded expenses incurred in any July 1 - June 30 period (the Commission's fiscal year) to the

COMMISSION according to the following timeline in each year of the grant in which expenses occur:

1. In fiscal year Quarter 1 (July 1 - September 30), Quarter 2 (October 1 - December 30) and Quarter 3 (January 1 - March 31), submit invoices incurred during a quarter no later than 45 days after the close of each fiscal quarter.
 2. In fiscal year Quarter 4 (April 1-June 30), submit any invoices for grant-funded expenses incurring through May 30 by June 15, provide an estimate of anticipated grant-funded expenses incurred during the month of June by June 25, and an invoice for any grant-funded expenses incurred in the month of June by August 15.
 3. Alternative invoicing schedules are allowed in agreement with the COMMISSION's Grant Manager and Grantee.
- C. GRANTEE shall submit the invoice online through the COMMISSION's online grants management system using the status report module and guidance provided by the Grant Manager, for actual capital costs incurred by GRANTEE related to the approved Grant budget. The invoice, uploaded as an attachment to the grants management system status report module, shall be on GRANTEE's letterhead, signed and dated by an authorized representative of GRANTEE and addressed to "MHCRC c/o City of Portland." The invoice shall include an invoice number, the title of the Grant project and the total grant amount authorized by the Grant. If the Project Manager finds that the invoice is not in accordance with this Agreement, the Project Manager shall notify the GRANTEE of the reason(s) for the disallowance and non-payment.
- D. GRANTEE agrees to operate the program as described in the GRANTEE's grant application and to expend funds in accordance with the approved budget, unless the GRANTEE receives prior written approval from the COMMISSION'S Grant Manager to modify the program or the budget.
- E. If for any reason GRANTEE receives a grant payment under this Grant Agreement and does not use grant funds, provide required services or take any actions required by the Grant Agreement the COMMISSION may, at its option terminate, reduce or suspend any grant funds that have not been paid and may, at its option, require GRANTEE to immediately refund to the COMMISSION the amount improperly expended or received by GRANTEE.
- F. Grant payments under this Agreement may be used only to provide the services or take the actions listed previously in this Grant Agreement and shall not be used for any other purpose.
- G. If, for any reason, GRANTEE's anticipated services or actions are terminated, discontinued or interrupted, the COMMISSION's payment of funds under this grant may be terminated, suspended or reduced.
- H. The majority of expenditures (a minimum of 90%) made from Grant funds for Grant project capital costs must be made at least sixty (60) days prior to the expiration of this Agreement.
- I. GRANTEE shall repay to the COMMISSION, thirty (30) days prior to the expiration date of this Agreement, any Grant funds that have not been expended for Grant purposes.

- J. GRANTEE will keep vendor receipts and evidence of payment for materials and services and time records and evidence of payment for program wages, salaries, and benefits, and GRANTEE services. All such receipts and evidence of payments will promptly be made available to the Grant Manager or other designated persons, upon request. At a minimum, such records shall be made available and will be reviewed as part of the annual monitoring process.
- K. Prevailing wages. State of Oregon, Bureau of Labor and Industries (BOLI) wage rates are required for certain contracts that total \$50,000 and above. If GRANTEE's project is subject to the prevailing wage requirements, GRANTEE will comply with the prevailing wage requirements of ORS 279C.800 through 279C.870 and any other applicable prevailing wage requirements contained in ORS 279C, Oregon administrative rules, or Commission code.
- L. Prevailing wage indemnity. GRANTEE AGREES TO INDEMNIFY, DEFEND, AND HOLD HARMLESS COMMISSION, ITS EMPLOYEES, OFFICERS, AND AGENTS, FROM AND AGAINST ANY CLAIM, SUIT, OR ACTION, INCLUDING ADMINISTRATIVE ACTIONS, THAT ARISE OUT OF GRANTEE'S FAILURE TO COMPLY WITH ORS 279C.800 TO 279C.870 AND ANY APPLICABLE ADMINISTRATIVE RULES OR POLICIES.

ARTICLE V -- GENERAL GRANT PROVISIONS

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

time of notice of termination, in a sum not to exceed the grant funds already expended.

- D. Penalty for Termination for Cause. If this Agreement is terminated for cause, COMMISSION, at its sole discretion, may seek repayment of any or all grant funds tendered under this Agreement, and decline to approve or award future grant funding requests to GRANTEE.
- E. Termination by Agreement or for Convenience of Commission. COMMISSION and GRANTEE may terminate this Agreement at any time by mutual written agreement. Alternatively, COMMISSION may, upon thirty (30) days written notice, terminate this agreement for any reason deemed appropriate in its sole discretion. If the Agreement is terminated as provided in this paragraph, GRANTEE shall return any grant funds that would have been used to provide services after the effective date of termination. Unless the Parties agree otherwise, GRANTEE shall finish any work and services covered by any grant funds already paid and shall not commence any new work or services which would require payment from any unused grant funds.
- F. Changes in Anticipated Services. If, for any reason, GRANTEE's anticipated services or actions are terminated, discontinued or interrupted, COMMISSION's payment of grant funds may be terminated, suspended or reduced. GRANTEE shall immediately refund to COMMISSION any unexpended grant funds received by GRANTEE.
- G. Amendment. The Grant Manager is authorized to execute amendments to the scope of the services or the terms and conditions of this Agreement, provided the changes do not increase COMMISSION's financial risk. Increases to the grant amount must be approved by the COMMISSION unless the COMMISSION delegated authority to amend the grant amount authorizing this Agreement. Amendments to this Agreement, including any increase or decrease in the grant amount, must be in writing and executed by the authorized representatives of the Parties and approved to form by the COMMISSION's Attorney.
- H. Non-discrimination; Civil Rights. In carrying out activities under this Agreement, GRANTEE shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, handicap, familial status, sexual orientation or national origin. GRANTEE shall take actions to ensure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, age, handicap, familial status, sexual orientation or national origin. Actions shall include but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

GRANTEE shall post in conspicuous places, available to employees and applicants for employment, notices, which state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin. GRANTEE shall incorporate the foregoing requirements of this section in all other agreements for work funded under this Agreement, except agreements governed by Section 104 of Executive Order 11246.
- I. Audit. COMMISSION, either directly or through a designated representative, may conduct financial or performance audit of the billings and services under this

Agreement or GRANTEE records at any time during this Agreement and during the six (6) year period established above in Article III.B. As applicable, audits will be conducted in accordance with generally accepted auditing standards as promulgated in *Government Auditing Standards* by the Comptroller General of the United States General Accounting Office. If an audit discloses that payments to GRANTEE exceeded the amount to which GRANTEE was entitled, then GRANTEE shall repay the amount of the excess to COMMISSION.

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

- J. Indemnification. GRANTEE shall hold harmless, defend, and indemnify COMMISSION, and its officers, agents and employees against all claims, demands, actions, and suits (including all costs) brought against any of them arising from actions or omissions of GRANTEE and/or its contractors in the performance of this Agreement.
- K. Grantee's Contractor; Non-Assignment. If GRANTEE utilizes contractors to complete its work under this Agreement, in whole or in part, GRANTEE shall require any of its contractors to agree, as to the portion contracted, to fulfill all obligations of the Agreement as specified in this Agreement. However, GRANTEE shall remain obligated for full performance hereunder, and COMMISSION shall incur no obligation other than its obligations to GRANTEE hereunder. This Agreement shall not be assigned or transferred in whole or in part or any right or obligation hereunder, without prior written approval of COMMISSION.
- L. Independent Contractor Status. GRANTEE, and its contractors and employees are not employees of COMMISSION and are not eligible for any benefits through COMMISSION, including without limitation, federal social security, health benefits, workers' compensation, unemployment compensation, and retirement benefits. GRANTEE will be responsible for any federal, state, or local taxes and fees applicable to payments hereunder.
- M. Oregon Laws and Forum. This Agreement shall be construed according to the laws of the State of Oregon without regard to its provisions regarding conflicts of law. Any litigation between COMMISSION and GRANTEE arising under this Agreement or out of work performed under this Agreement shall occur in

Multnomah County court having jurisdiction thereof, and if in the federal courts, in the United States District Court for the State of Oregon.

- N. Compliance with Law. GRANTEE and all persons performing work under this Agreement shall comply with all applicable federal, state, and local laws and regulations, including reporting to and payment of all applicable federal, state and local taxes and filing of business license. If GRANTEE is a 501(c)(3) organization, GRANTEE shall maintain its nonprofit and tax-exempt status during this Agreement.
- O. Severability. COMMISSION and GRANTEE agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.
- P. No Other Obligations: GRANTEE acknowledges that, except for the Grant, the COMMISSION has no obligation to provide, and the COMMISSION has not led GRANTEE to believe in any way (whether expressly or by implication) that the COMMISSION will provide any additional or future assistance, financial or otherwise, either to GRANTEE or for the Grant project.
- Q. Merger. This Agreement contains the entire agreement between COMMISSION and GRANTEE and supersedes all prior written or oral discussions or agreements. There are no oral or written understandings that vary or supplement the conditions of this Agreement that are not contained herein.
- R. Third Party Beneficiaries. There are no third-party beneficiaries to this Agreement and may only be enforced by the Parties.
- S. Electronic Transaction; Counterparts. The Parties agree that they may conduct this transaction, including any amendments, by electronic means, including the use of electronic signatures. This Agreement, and any amendment, may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute a single instrument.
- T. NOTICE: Notices to Grantee under this Grant Agreement shall be sent to GRANTEE at the following address:

Attn: Dennis Clague, MBA, SFO
Director of Finance
c/o Gresham Barlow School District
1331 NW Eastman Pkwy
Gresham, OR 97030
503-261-4566
email: clague@gresham.k12.or.us

With a copy to:

Attn: Tim Collins
Director of Secondary Curriculum & Instruction
c/o Gresham Barlow School District
1331 NW Eastman Pkwy
Gresham, OR 97030
503-258-4753
email: collins19@gresham.k12.or.us

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

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

SIGNATURES:

COMMISSION

GRANTEE

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

Name: Dennis Clague
Title: Director of Finance
Gresham Barlow School
District

Date: _____

Date: _____

APPROVED AS TO FORM:

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

25784 - GBSD Video Technology Grant

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: Mar 18, 2025 4:04 PM
Initially Submitted By: Rana Kahl
Last Submit Date: Apr 10, 2025 4:07 PM
Last Submitted By: Rana Kahl

Contact Information

Primary Contact Information

Active User*: Yes
Type: External User
Name: Ms. Rana Kahl
Salutation First Name Middle Name Last Name
Title: Teacher
Email*: kahl@gresham.k12.or.us
Phone*: 503-663-3323 Ext. #####
Phone
Fax: #####

Organization Information

Status*: Approved
Organization Name*: Gresham-Barlow School District
Organization Type*: Kx12 Public School District
Tax Id:
Organization Website:
Address*: 1331 NW Eastman Pkway

Gresham Oregon 97030
City State/Province Postal Code/Zip
Phone*: (503) 261-4555 Ext. #####
Phone
Fax: #####

FY21-22 Final Application Project Narrative

Project Narrative

Total Grant Funds:	\$118,762.00
Total Match Funds:	\$156,329.00
Total Funds:	\$275,091.00
Proposed Technology:	Video production equipment
Public Benefit Area:	Reducing Disparities
Select which jurisdiction(s) your project will serve:	Gresham
Please select the size of your organization's total operating budget:	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:

The Gresham-Barlow School District's mission and vision is to inspire and empower each student to become culturally responsive graduates who will thrive in an ever-changing global community. The district's curriculum is designed to promote the basic skills and positive attitudes required for students to lead full and productive lives in the 21st century. This grant would further our efforts towards our goals as a district. Our identified grant project area is reducing disparities. We chose this area because Gresham-Barlow School District and other East Multnomah County school districts are historically under-resourced and underfunded. In addition, GBSD's demographic composition is 50% BIPOC and 43% percent low income, with over 91 languages spoken. Over 1600 students are English Language Learners. As with many other industries, BIPOC and Low Income people have had less access to video production training. This grant will address that disparity by giving these groups access to high quality equipment and training.

Through this grant we intend to serve approximately 150 students and produce approximately 150 videos, which will be submitted to MetroEast Community Media for cable playback, in the Gresham-Barlow School District via media classes at Dexter McCarty Middle School, Gordon Russell Middle School, and West Orient Middle School. All three of these schools have dedicated video production classes, held throughout the year, which create school news programming in addition to teaching general video production techniques. These efforts will be supported by our project partner, MetroEast Community Media, via hands-on training for both staff and students. We will also rely on classroom volunteers from our parent and extended community to help bolster instruction. The beneficiaries are represented by teachers from these schools who are deeply connected with the needs of the community. Students currently rely on their personal devices such as phones and lagging computers to create video projects for their respective video classes. As teachers, we consistently struggle with the challenges presented by lack of technology and receive feedback and have observed that there is a need for more abundant and better equipment to produce our schools' videos. There is great interest in procuring professional quality video equipment and hardware to bolster the production quality of our video projects and provide experience with professional equipment.

The purpose of this project is to provide professional quality media equipment and other accessible technologies to Dexter McCarty, Gordon Russell, and West Orient Middle Schools in order to enhance the production quality and learning experience of student participants. This grant would significantly impact our beneficiaries. Students are severely limited by the lack of available technology in their classrooms. This grant would provide enough technology to avoid using personal devices such as smartphones, which some students do not own- an equity issue. Standard equipment used will provide uniformity and level the playing field in the quality of videos produced by students.

"Gresham-Barlow School District is committed to ensuring the right of each student to have equitable opportunities to achieve their dreams and academic goals by minimizing barriers and limitations. Student success will not be predicted nor predetermined by national origin, race, culture, ethnicity, sex, language, socio-economic status, mobility, sexual orientation, disability, and/or religion." Video class participants are diverse in background and will have the opportunity to create video content that represents their interests and culture. All students, regardless of personal resources, will have equal access to technology equipment and training to support their creativity and opportunities for self-expression. Video projects promote community development between student participants and the audience or student body.

Video class teachers are thoroughly trained in DEI best practices such as trauma-informed, culturally responsive, and mindfulness methodology. We regularly accommodate students with special needs, language learners, and low income students. It is part of the fabric of our teaching. Students with special needs and English language learners can thrive in this environment. We are keenly interested in reducing disparities that historically underrepresented groups face. The video classes are an inclusive place where underserved students can project their voice into our community and the greater media landscape.

(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:

At the end of the project, we anticipate the outcomes outlined below.

1. During our video classes, students will receive robust training in video creation and create a variety of video types ranging from journalistic to DIY/Process Films to documentary, and narrative films. The purpose of most of the films produced will be to communicate school news to the student population and their families, which is of great benefit to our communities.
2. Over 70% of the youth participants will better understand media production, ascertained via an end of term survey.
3. We anticipate serving over 160 youth to create approximately 150 videos, which will be submitted to MetroEast Community Media for cable playback, providing over 25 hours of programming via:
 - Dexter McCarty Middle School: 6 multi-week Media Ed classes, 3 trimesters serving ~90 students
 - Gordon Russell Middle School: 1 multi-week Video Production classes, 3 trimesters serving

(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:

In order to evaluate our progress and anticipated outcomes we will implement the following steps below.

- Collect attendance numbers, demographics from our classes using class rosters and participant feedback surveys
- Collect information on participants' understanding of the technology taught using participant feedback surveys
- Review final student projects for production quality
- Calculate the number of films and hours of content generated for cable channels

(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:

MetroEast Community Media

MetroEast will be providing initial training on our media equipment with Gresham Barlow School District staff, which will cover video production including: camera operation, lighting, sound, editing, and other integral film concepts. They will provide guidance on what equipment to purchase and how to manage our fleet of iPads and laptops through fleet management software. In addition, they will provide technical support as needed throughout the course of our project. They have a ready-made curriculum that we can adapt to our instructional needs. MetroEast will also be receiving our final films for playback on local cable channels.

Contact:

Seth Ring

seth@metroeast.org

(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:

Our media education programs are designed to provide youth with the vital media creation skills necessary to broadcast their voice in the digital age. We will be purchasing a fleet of iPads outfitted for video production to teach basic video production, lighting, sound capturing techniques, and editing. From an accessibility standpoint, iPads are a very easy entry point to media production, as they closely mimic smartphones and many of our community members are already familiar with this type of user interface and technology. We are also purchasing more professional camera equipment, such as DSLR cameras and Apple laptops to offer the opportunity for a more

professionally geared film production experience. We will also be purchasing supplies and equipment to outfit classrooms as small studio spaces with LED lighting, professional microphones, and sound abatement. Equipment will be maintained by media class teachers and the district technology staff. Below is a high level overview of the equipment we will be purchasing:

- A fleet of 33 iPads outfitted for filmmaking
- 6 DSLR Cameras
- Drone for aerial videography
- Wireless Microphones for use with both iPads and DSLR Cameras
- LED Lights for creating 3 point lighting and studio lighting setups
- Sound Abatement, Green Screen and other materials for outfitting a small studio space

(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): June 2025

Proposed End Date (month/year): June 2026

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

Implementation Plan:

Summer 2025

- Purchase Equipment and Optimize for Media Classes
- Initial Training on Equipment and Software with MetroEast Community Media
- Create Curriculum for Media Workshops and Classes

Fall 2025

- Media Classes
- Conduct participant Feedback Surveys

Winter 2026

- Media Classes
- Conduct participant Feedback Surveys

Spring 2026

- Media Classes
- Conduct participant Feedback Surveys

Summer 2026

- Final Evaluation and aggregation of class participant feedback
- Deliver final videos to MetroEast for Cable Channel Playback, Distribute via online streaming and social media.

(This field has a character limit of 3000)

Supplemental Material Attachments

Description	File Name	Type	Size	Upload Date
Detailed Budget Spreadsheet	MHCRC Equipment and Training Budget for Gresham Barlow School District - Google Sheets.pdf	pdf	158 KB	04/09/2025 08:50 AM

FY20-21 Application Budget Correct

Budget Narrative

Budget Narrative:

As outlined in the overview of our budget below and the attached spreadsheet, the majority of MHCRC Grant Money will be used to purchase equipment including iPads, professional cameras, microphones, laptops, software, and studio construction materials. The Grant Funds will also cover initial training costs for staff, as well as a portion of our overhead expense.

The Gresham Barlow School District match will comprise a majority of in-kind matches via GBSD staff time, volunteer time, and partner in-kind match. The match will also include a portion of our overhead expense. Outlined below are the match details.

MHCRC Grant Money

Equipment (\$93,106.00)

- Media-outfitted iPad Pros to train youth and adults in video production.
- Professional DSLR Camera Setups with lights and microphones
- Studio Outfitting including microphones, audio recorder, green screen

Construction (\$3,780.00)

Construction costs for Studio Outfitting Including Sound Dampening Panels and other Acoustic Modifications, Drywall, Paint, Carpeting Training (\$10,000)

Training for teachers and MetroEast Training Service Fee. This will cover initial training for staff on equipment outlined in our budget including iPads, DSLR Cameras, audio, and lighting equipment.

Overhead (\$11,876.00)

Overhead (a portion of GBSD's expense over the course of the project)

Total: \$118,762.00

GBSD Match

Staff Match (\$126,453.00)

The staff match is comprised of the fully burdened salaries from three GBSD teachers: Eric Neiwert, Ron Neighorn, and Rana Kahl. Eric Neiwert will be dedicating 20% of his work time to the grant project based on an annual salary of \$171096.02 which equals \$34219.20. Ron Neighorn will be dedicating 35% of his work time to the grant project based on an annual salary of \$162,573 which equals \$56900.55. Rana Kahl will be dedicating 20% of her work time to the grant project based on an annual salary of \$176669.67 which equals \$35333.93.

Volunteer Match (\$6000)

Volunteer time, billed at \$34.74 per hour, will be contributed via class assistance. Our volunteers will consist of parents and other community members helping support our video production classes.

Partner Match (\$12,000)

Our project partner, MetroEast Community Media, will assist us with class instruction, curriculum development, and technical support.

Overhead Match (\$11,876.00)

The Overhead match will be a portion of GBSD's expense over the course of the project.

Total: \$156,329.00

Line Item Budget

Cost Category	Grant Funds	Match Amount	Project Total
Personnel	\$0.00	\$144,453.00	\$144,453.00
Education and Training	\$10,000.00	\$0.00	\$10,000.00
Travel	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00
Equipment	\$93,106.00	\$0.00	\$93,106.00
Infrastructure/Facilities Construction	\$3,780.00	\$0.00	\$3,780.00
Miscellaneous	\$0.00	\$0.00	\$0.00
Overhead	\$11,876.00	\$11,876.00	\$23,752.00
Total	\$118,762.00	\$156,329.00	\$275,091.00

Signature Page

Final Application Signature

Signature of Duly Authorized Representative*:

Rana Kahl

Date*:

03/18/2025

Title*:

Teacher

Phone*:

503-663-3323

E-mail*:

kahl@gresham.k12.or.us

MHCRC Equipment and Training Budget for Gresham Barlow School District (GBSD)

<u>Cost Category</u>	<u>Grant Funds</u>	<u>Matching Funds</u>	<u>Project Total</u>
Personnel		\$144,453.69	\$144,453.69
Education & Training	\$10,000.00		\$10,000.00
Travel	\$0.00		\$0.00
Contractual	\$0.00		\$0.00
Equipment	\$93,106.00		\$93,106.00
Infrastructure/Facilities Construction	\$3,780.00		\$3,780.00
Overhead	\$11,876.22	\$11,876.22	\$23,752.44
SUBTOTAL	\$118,762.22	\$156,329.91	
GRAND TOTAL			\$275,092.13
Personnel Match (Teachers)		\$126,453.69	
Volunteer		\$6,000.00	
Partner		\$12,000.00	
Travel		\$0.00	
Overhead		\$11,876.22	
TOTAL		\$156,329.91	

MHCRC Equipment and Training Budget for Gresham Barlow School District (GBSD)						
Description	Vendor	EQUIPMENT			Cost	
		Quantity	Unit			
iPad Video Setup						
iPad Pro (11 inch, 256 GB)	Apple	13	\$1,000.00		\$13,000.00	
iOgrapher Case	MelaMount	13	\$130.00		\$1,690.00	
iPad Pro Bag	Amazon	13	\$30.00		\$390.00	
iPad Pro Screen Cover	Amazon	9	\$11.00		\$99.00	
Extra Chargers for iPads	Amazon	2	\$15.00		\$30.00	
Extra Cords for iPad Chargers	Amazon	2	\$20.00		\$40.00	
Ulanzi Rechargeable RGB Light	B&H	13	\$30.00		\$390.00	
USB C Mic	B&H	13	\$60.00		\$780.00	
Wireless Mic Setup	B&H	4	\$500.00		\$2,000.00	
Hand Held Wireless Mic Adapter	B&H	4	\$30.00		\$120.00	
Joby Compact Action Tripod	Amazon	13	\$100.00		\$1,300.00	
Extra Release Plates	Amazon	5	\$24.00		\$120.00	SubTotal
Wires, Storage, Expendables	Amazon	1	\$1,000.00		\$1,000.00	\$20,959.00
Light Setup						
LED Lights	B&H	2	\$1,000.00		\$2,000.00	
Batteries for Lights	B&H	12	\$80.00		\$960.00	
Charging Cradle for Light Batteries	B&H	3	\$50.00		\$150.00	
Reflective Discs	B&H	2	\$100.00		\$200.00	SubTotal
						\$3,310.00
EQUIPMENT TOTAL	\$24,269.00					
Contruccion Costs for Studio						
Sound Panels	B&H	4	65		\$260.00	
Construction Materials (Accoustic Modifications, Drywall, Paint, Carpeting)					\$1,000.00	SubTotal
						\$1,260.00
Training		1	\$3,333.33		\$3,333.33	
Overhead					\$3,958.74	
MHCRC GRANT FUNDS					\$32,821.07	
Match						
Personnel					\$35,333.93	
Volunteer					\$2,000.00	
Partner					\$4,000.00	
Travel					\$0.00	
Overhead					\$3,958.74	
MATCH FUNDS					\$45,292.67	
GRANT TOTAL					\$78,113.75	
Staff Match Calculations						
	%	Years	Total			
Teacher Salary	176,670	20%	1	35333.934		
IT Support			1	0		

MHCRC Equipment and Training Budget for Gresham Barlow School District (GBSD)					
Description	EQUIPMENT				SubTotal
	Vendor	Quantity	Unit	Cost	
IPad Video Setup					
IPad Pro (11 inch, 256 GB)	Apple	5	\$1,000.00	\$5,000.00	
iCaraher Case	MeiaMount	5	\$130.00	\$650.00	
IPad Pro Bag	Amazon	5	\$30.00	\$150.00	
IPad Pro Screen Cover	Amazon	4	\$11.00	\$44.00	
Extra Chargers for iPads	Amazon	2	\$15.00	\$30.00	
Extra Cords for iPad Chargers	Amazon	2	\$20.00	\$40.00	
Ulanzi Rechargeable RGB Light	B&H	7	\$30.00	\$210.00	
USB C Mic	B&H	7	\$60.00	\$420.00	
Wireless Mic Setup	B&H	2	\$500.00	\$1,000.00	
Hand Held Wireless Mic Adapter	B&H	2	\$30.00	\$60.00	
Joby Compact Action Tripod	Amazon	6	\$100.00	\$600.00	
Extra Release Plates	Amazon	2	\$24.00	\$48.00	SubTotal
Wires, Storage, Expendables	Amazon	1	\$1,000.00	\$1,000.00	\$9,252.00
DSLR Video Setup					
Panasonic S5 II Camera Kit (includes 20-60mm, 50 mm lens)	B&H	2	\$2,150.00	\$4,300.00	
70-300 mm lens	B&H	2	\$1,000.00	\$2,000.00	
67 mm UV Filter	B&H	4	\$27.00	\$108.00	
Batteries for Cameras	B&H	4	\$70.00	\$280.00	
Battery Charger	B&H	2	\$90.00	\$180.00	
Backpack	B&H	2	\$230.00	\$460.00	
Manfrotto Tripod legs and head	B&H	2	\$560.00	\$1,120.00	
Tripod Bags	B&H	2	\$35.00	\$70.00	
Wireless Mic Setup	B&H	2	\$500.00	\$1,000.00	
Wireless Mic Charger	Amazon	2	\$14.00	\$28.00	
SD Cards	B&H	4	\$40.00	\$160.00	SubTotal
					\$9,706.00
Light Setup					
Amaran LED Lights and Soft Boxes	B&H	1	\$4,000.00	\$4,000.00	
Batteries for Lights	B&H	3	\$190.00	\$570.00	
Charging Cradle for Light Batteries	B&H	1	\$180.00	\$180.00	
Reflective Discs	B&H	1	\$100.00	\$100.00	SubTotal
					\$4,850.00
Studio Outfitting					
Portable Green Screen	B&H	1	\$200.00	\$200.00	
Zoom Audio Recorder	B&H	1	\$270.00	\$270.00	
Podcast Microphone	B&H	3	\$400.00	\$1,200.00	
Mic Stands	B&H	3	\$102.00	\$306.00	
XLR Cables	B&H	4	\$25.00	\$100.00	SubTotal
					\$2,076.00
EQUIPMENT TOTAL			\$25,884.00		
Constrction Costs for Studio					
Sound Panels	B&H	4	65	\$260.00	
Construction Materials (Acoustic Modifications, Drywall, Paint, Carpeting)				\$2,000.00	
					SubTotal
					\$2,260.00
Training		1	\$3,333.33	\$3,333.33	
Overhead				\$3,958.74	
MHCRC GRANT FUNDS				\$35,436.07	
Match					
Personnel				\$56,900.55	
Volunteer				\$2,000.00	
Partner				\$4,000.00	
Travel				\$0.00	
Overhead				\$3,958.74	
MATCH FUNDS				\$66,859.29	
GRANT TOTAL				\$102,295.36	
Staff Match Calculations					
Teacher Salary	162,573	35%	1	56900.55	
IT Support			1	0	

MHCRC Equipment and Training Budget for Gresham Barlow School District (GBSD)					
Description	Vendor	EQUIPMENT			Cost
		Quantity	Unit	Cost	
iPad Video Setup					
iPad Pro (11 inch, 256 GB)	Apple	15		\$1,000.00	\$15,000.00
iOgrapher Case	iOgrapher	15		\$130.00	\$1,950.00
iPad Pro Bag	Amazon	15		\$30.00	\$450.00
iPad Pro Screen Cover	Amazon	9		\$11.00	\$99.00
Extra Chargers for iPads	Amazon	2		\$15.00	\$30.00
Extra Cords for iPad Chargers	Amazon	2		\$20.00	\$40.00
Ulanzi Rechargeable RGB Light	B&H	15		\$30.00	\$450.00
USB C Mic	B&H	15		\$60.00	\$900.00
Wireless Mic Setup	B&H	4		\$500.00	\$2,000.00
Hand Held Wireless Mic Adapter	B&H	4		\$30.00	\$120.00
Joby Compact Action Tripod	Amazon	15		\$100.00	\$1,500.00
Extra Release Plates	Amazon	5		\$24.00	\$120.00
Wires, Storage, Expendables	Amazon	1		\$1,000.00	\$1,000.00
Hard Drives	B&H	2		\$164.00	\$328.00
					SubTotal
					\$23,987.00
DSLR Video Setup					
Panasonic S5 II Camera Kit (includes 20-60mm, 50 mm lens)	B&H	2		\$2,150.00	\$4,300.00
70-300 mm lens	B&H	2		\$1,000.00	\$2,000.00
67 mm UV Filter	B&H	4		\$27.00	\$108.00
Batteries for Cameras	B&H	4		\$70.00	\$280.00
Battery Charger	B&H	2		\$90.00	\$180.00
Backpack	B&H	2		\$230.00	\$460.00
Manfrotto Tripod legs, and head	B&H	2		\$560.00	\$1,120.00
Tripod Bags	B&H	2		\$35.00	\$70.00
Wireless Mic Setup	B&H	2		\$500.00	\$1,000.00
Wireless Mic Charger	Amazon	2		\$14.00	\$28.00
SD Cards	B&H	4		\$40.00	\$160.00
LED Lights	B&H	1		\$1,000.00	\$1,000.00
Batteries for Lights	B&H	12		\$80.00	\$960.00
Charging Cradle for Light Batteries	B&H	1		\$50.00	\$50.00
Reflective Discs	B&H	1		\$100.00	\$100.00
					SubTotal
					\$11,816.00
Light Setup					
Amaran LED Lights and Soft Boxes	B&H	1		\$4,000.00	\$4,000.00
Batteries for Lights	B&H	3		\$190.00	\$570.00
Charging Cradle for Light Batteries	B&H	1		\$180.00	\$180.00
Reflective Discs	B&H	1		\$100.00	\$100.00
					SubTotal
					\$4,850.00
Drone					
DJI Mini 4 Pro Bundle	DJI	1		\$1,600.00	\$1,600.00
					SubTotal
					\$1,600.00
GoPro					
GoPro Bundle	Amazon	1		\$700.00	\$700.00
					SubTotal
					\$700.00
EQUIPMENT TOTAL				\$42,953.00	
Constrction Costs for Studio					
Sound Panels	B&H	4	65	\$260.00	SubTotal
					\$260.00
Training		1	\$3,333.33	\$3,333.33	
Overhead				\$3,958.74	
MHCRC GRANT FUNDS				\$50,505.07	
Match					
Personnel				\$34,219.20	
Volunteer				\$2,000.00	
Partner				\$4,000.00	
Travel				\$0.00	
Overhead				\$3,958.74	
MATCH FUNDS				\$44,177.94	
GRANT TOTAL				\$94,683.02	
Staff Match Calculations					
Teacher Salary	171,096	20%	1	34219.204	
IT Support			1	0	