

GRANT AGREEMENT NO.

This Grant Agreement is between the Mt. Hood Cable Regulatory Commission (“COMMISSION”), through the Bureau of Planning and Sustainability (BPS), and North Star Collaborative Foundation dba North Star Civic Foundation (or “GRANTEE”) in an amount not to exceed \$32,093 to support the Using Technology to Deepen Civic Engagement and Bridge Community Differences 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 \$32,093.

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 Using Technology to Deepen Civic Engagement and Bridge Community Differences 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, 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 Caitlin Baggott Davis 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: Caitlin Baggott Davis, Project Manager
CEO
c/o North Star Collaborative Foundation
dba North Star Civic Foundation
733 SW Oak St., Suite 200
Portland, OR 97205
Email: caitlin@northstarcivic.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 June 1, 2025 through November 30, 2025; December 1, 2025 through May 31, 2026; June 1, 2026 through November 30, 2026; December 1, 2026 through May 31, 2027. Interim Status Reports are due within thirty (30) days of the end of each reporting period.

GRANTEE shall submit a Final Status Report no later than July 31, 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 \$32,093. 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 \$32,093, 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: Caitlin Baggott Davis, Project Manager
CEO
c/o North Star Collaborative Foundation
dba North Star Civic Foundation
733 SW Oak St., Suite 200
Portland, OR 97205
Email: caitlin@northstarcivic.org

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

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

SIGNATURES:

COMMISSION

GRANTEE

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

Name: Caitlin Baggott Davis
Title: CEO
North Star Collaborative
Foundation
dba North Star Civic
Foundation

Date: _____

Date: _____

APPROVED AS TO FORM:

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

25783 - Using Technology to Deepen Civic Engagement and Bridge Community Differences

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: Apr 9, 2025 6:44 PM
Initially Submitted By: Caitlin Baggott Davis
Last Submit Date: May 9, 2025 11:34 AM
Last Submitted By: Caitlin Baggott Davis

Contact Information

Primary Contact Information

Active User*: Yes
Type: External User
Name: Salutation **Caitlin** Middle Name **Baggott Davis**
First Name Last Name
Title: CEO
Email*: caitlin@northstarcivic.org
Phone*: 503-804-7644 Ext. Phone
###-###-####
Fax: ###-###-####

Organization Information

Status*: Approved
Organization Name*: North Star Civic Foundation
Organization Type*: Non-Profit Entity
Tax Id:
Organization Website: <http://www.northstarcivic.org>
Address*: 733 SW Oak St.
Suite 200
Portland Oregon 97205-
City State/Province Postal Code/Zip

Phone*: 503-804-7644 Ext.

Fax: ### ### #####

FY21-22 Final Application Project Narrative

Project Narrative

Total Grant Funds: \$32,093.00
Total Match Funds: \$311,300.00
Total Funds: \$343,393.00
Proposed Technology: Video production equipment
Public Benefit Area: Improving Community Involvement
Select which jurisdiction(s) your project will serve: Portland, Unincorporated Multnomah County
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 last several years have brought many changes and challenges to our region: Increased polarization and siloed culture following the COVID pandemic, national racial reckoning, widespread housing shortages and mental health crises; Contentious national political races; The local adoption of a new elections systems in Portland and Multnomah County, and, in Portland the adoption of a new form of government. **With all of this change, the need for consistent, inclusive, and informative civic engagement and community-building is profound.**

In response to these overlapping issues, North Star created a new responsive program in 2024 to bring together 170+ leaders of civic groups that collectively serve or represent more than 400,000 Portland residents. The broad goals of this program are to foster trusting relationships that bridge differences; to create a venue for sharing information and perspectives; to support collaboration and a vision related to livability issues in the region; and to provide civic education about the new elections systems and form of government for members and the communities they serve.

We seek funding to purchase equipment that is needed to record, edit, and share civic information in video and audio formats for our members and the communities they serve. In 2024, this effort included four public-facing events reaching more than 800 Portlanders, and the launch of an informative civic data dashboard website. In 2025, we are updating the website, evaluating 2024 voter education efforts, and developing new content and programs for 2026. Our first year of programming demonstrated that we have a ability to create compelling, timely, and engaging civic content. But we our ability to build an audience has been constrained by the physical spaces we can fill.

With new equipment and partnerships with community-based organizations with broad distribution channels throughout Multnomah County, we can leverage our civic programming to reach a far wider audience. We plan to share our civic content with Open Signal, a mission-driven community media center. Open Signal hosts several cable broadcast streams for different audiences. Open Signal is an ideal distribution partner because their CityNet stream airs coverage of Multnomah County meetings, Portland City Council meetings, special local public affairs programs and many City of Portland committee and bureau meetings. The audience for this channel is seeking the kind of educational, long-form civic content that we will create from our meetings, interviews, and events. We hope to reach a broader, general audience with our shorter "PSA" style 90 second, three minute and seven minute content. We hope these will be aired on their other cable streams, Pulse of Portland and Community Access Network, and as audio-only content on XRAY FM.

To achieve these goals, we request \$32,000 to purchase and install video recording and editing equipment and software to support four project pillars:

1. Record and share content from civic education events featuring speakers, interviews, and panel discussions

In 2024 we were able to record interviews and events with borrowed equipment and partnership from XRAY FM. We also hosted sold-out events in which we needed to turn away potential participants because of a lack of physical space. With professional recording and editing equipment, we can simplify our ongoing partnership with XRAY FM and expand the reach of our civic events.

2. Create "Explainer" Video Content

In 2024 we launched www.StumptownStats.org, a data website that shares information about civic participation, voting, views on government, and progress toward community goals in an accessible and transparent way. To make the data more accessible to everyday

Portlanders, we plan to create video content “explainers” that step people through the information and provide them with tools to do their own analysis. To make Portland elections and the new form of government more accessible, we plan to create video content that updates the community on civic affairs, with explanations related to how the new form of government works.

3. **Host, record, and share hybrid meetings**

We need better audio and video equipment to create hybrid meetings that are recorded, edited, and shared. This will make our meetings more inclusive for civic leaders living and working throughout the region. Some content will be made available to share through local cable channels.

4. **Allow members of our civic leaders group to use equipment for events and civic programming to serve their communities.**

There are three beneficiaries of this project.

1. **170+ community leaders representing a broad range of organizations** – arts, labor, culturally specific communities, businesses, and government leaders – serving more than 400,000 Portlanders. This group has requested improved access to meetings and event content focused on Portland civic life, government, and visioning for themselves, and also to share with the communities they serve.
2. **Hundreds of individuals who are curious about civic life** and looking for information, new perspectives, and opportunities to deepen engagement. In 2024 we created a civic data dashboard and hosted sold-out, space-limited events for more than 700 people. The ability to record and share video content would expand our reach.
3. **Portland and Multnomah County voters** who are using a new elections system, Ranked Choice Voting, in local elections. Evaluations of voter education efforts in 2024 (the first time Portland used ranked choice voting) showed a need to provide more information for voters from communities of color, and voters in the eastern part of the City about how to correctly use the ballot to express their preferences without errors. Evaluations also show a need citywide for more information about all candidates on the ballot.

Diversity, Equity, and Inclusion (DEI) Measures

North Star prioritizes diversity, equity and inclusion at every level of our organization – from our mission, values, and strategic plan; to board and staff recruitment; and in our approach to core activities like research, convening, civic engagement, and public policy development. Our proposed project is supported by this ongoing commitment, and will help us to move closer to our goals of offering inclusive programming. More than a third of the 170+ civic leaders we convene identify as people of color and 25 identify as LGBTQ+. The group includes young leaders in their 30s and retirees. In 11 events in 2024, 15 of the 27 expert speakers and 4 of the 5 moderators identified as people of color. In turn, the civic leaders represent diverse communities throughout Portland – from culturally specific community groups to neighborhood business associations, and from community theaters to local government representatives.

We aim to bring this inclusive programming to a broader audience by creating both recorded video content and high quality collaborative hybrid meetings that are accessible to people where they are in the City.

(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:

Our project will create and share civic content in multiple formats, focused on timely voter education and engagement around the new elections systems and form of government in Portland and Multnomah County.

1. **Create four “explainer” videos** about data related to the new elections system (ranked choice voting) and form of government for City of Portland residents and policymakers. Share videos with Open Signal for cable broadcast, on our data website, Stumptown Stats, and on social media. (1 in Fall 2025, 1 in Spring 2026, 1 in Fall 2026, 1 in Spring 2027)
2. **Host six hybrid meetings** with civic leaders. Record presentations and interviews, and edit content for 3 minute and 15 minute formats for radio, Open Signal for cable broadcast, and social media. (1 in Fall 2025, 3 in Spring 2026, 1 in Fall 2026, 1 in Spring 2027)
3. **Host four public events** for Multnomah County and City of Portland voters in 2026 with educational content related to new elections systems (ranked choice voting) and non-partisan information about candidates running for City and County seats. Livestream events for a hybrid audience, and edit content for distribution in 3 minute, 10 minute and 40 minute formats for radio, Open Signal for cable broadcast, and social media. (4 in Fall 2026)

(This field has a character limit of 1500)

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

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

Evaluation Plan:

We will evaluate success in our pilot year based on:

1. **Audience Feedback:** Our most important evaluation focus is feedback from viewers about the relevance and clarity of the civic information we share in our programming. We will create a landing page on our website to allow viewers to evaluate each program, and will share a QR code or link for cable, digital and radio audiences. Questions will focus on both the content for each program (rating relevance, education value). When applicable, we will also track the size of the audience and whether or not viewers shared content with others.
2. **Staff and Volunteer Mastery of Equipment:** Staff will enroll in a training program hosted by Open Signal, and following training will be charged with teaching volunteers to use equipment. We will ask staff and volunteers to rate their comfort level with equipment use after initial training, and after the first round of events in 2025.
3. **Strong Partnerships:** We seek to have a collaborative relationship with Open Signal and XRAY FM, who will work with us to distribute

content on cable access channels and radio. To support and evaluate our working relationship, we will schedule meetings to debrief projects and proactively seek out feedback from each partner.

(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:

XRAY FM is our primary project partner. The team at XRAY will help with content creation and production, and distribution of audio content on XRAY FM.

Executive Director: Chase Spross, chase.spross@xray.fm

Open Signal provides community members and groups with access to equipment, training, and support to create dynamic civic content. We have built our equipment budget based on their recommendations, and plan to engage them as trainers for our staff team. We have discussed our themes and focus for programming in 2025 and 2026, and their team was enthusiastic about the suitability of our proposed content for their cable access stations and their mission. They are not formal partners, but we will rely on them for much of our success.

(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:

The project includes three "use cases" for the equipment:

1. Recording hybrid events with both a live and remote audience of community member
2. Recording live events with an audience of civic leaders
3. Recording videos, podcast, and interview content in a studio for a general audience

We have worked with Open Signal and XRAY FM to identify equipment that will be accessible for our staff team and volunteers and compatible with our uses. We plan to purchase equipment in July and August 2025.

- **Owl Labs Large Room Bundle:** Meeting Ows provide a 360 degree view of a room, which will allow us to capture video and audio of a panel and an engaged audience for a live remote audience, while simultaneously recording that content. We plan to edit recorded content for distribution.
- **Open Signal "Cinema Style" Camera Kit:** Open Signal has organized a kit that includes camera, microphones, lighting, tripods, transportation. This kit is ideal for capturing a civic events in our downtown event space or in remote community locations.
- **Open Signal Editing Kit:** Open Signal has identified the computing, hardware and software needs for editing content. We chose the Adobe version of the kit because one of our team members already has familiarity with the software. We will look for a nonprofit discount for the software, but are prepared to pay the annual subscription fee of \$240.
- **Additional Equipment:** The team at XRAY FM has encouraged us to purchase a few additional pieces of equipment to support our goal of hosting larger hybrid meetings and both airing them live and recording them to edit and distribute in different formats. This equipment list includes an amplifier and passive speakers for the space, an audio mixer, video switcher, and a router and computer needed to manage the audio and video streams.

Given uncertainty around prices for some equipment with tariffs, we will focus on purchasing equipment in the following order of priority: First, we purchase all equipment needed for recording hybrid events with both live and remote audiences. This gives us the greatest flexibility to reach a broader audience. Second, we will purchase equipment needed for creating "studio" content such as explainer videos and interviews. Finally we will purchase remaining equipment needed to add capability for recording events with a large live audience.

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Proposed Project Start and End Date:

Projects may include timelines of up to 2 years.

Proposed Start Date (month/year): 7/1/2025

Proposed End Date (month/year): 5/31/2027

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

Implementation Plan:

July-August 2025: Equipment Purchase and Installation

- By August 31st: Purchase and Install equipment

August-September 2025: Education and Training

- By September 19th: Full staff trained
- By September 30th: Begin volunteer and civic network trainings

Fall 2025: Record First Content; Plan 2026 Events

We will create an explainer video and host our first hybrid meeting. We will meet with partners to refine how we collaborate with them. We will offer evaluation instruments for all shared programming, and review it to refine our approach before 2026.

- By November 21st: Record and share 1st explainer video through Open Signal, social media, and Stumptown Stats
- By November 21st: Record and share 1st hybrid meeting video through Open Signal, social media
- By December 19th: Review audience evaluations
- By December 19th: Finalize timeline and content plan for 2026 educational programming

2026: Host Events and Create Voter Education Content

We will host voter education events and create shareable voter education content in multiple formats. The majority of programming will go live in September and October when most Portland and Multnomah County voters are paying attention.

- By May 1st: Record and share one explainer video through Open Signal, social media, and Stumptown Stats
- By July 31st: Host three hybrid meetings with Center for Civic Leaders members and share content with Open Signal
- By August 31st: Review audience evaluations
- Before October 15th: Host four public events focused on voter education; Share content with Open Signal, XRAY FM
- By December 1st: Host one hybrid meeting with Center for Civic Leaders members and share content with Open Signal
- By December 1st: Record and share one explainer video through Open Signal, social media, and Stumptown Stats
- By December 19th: Review audience evaluations

Winter 2026-Spring 2027: Create 2026 Election Evaluation Content and Host Briefings

Following the 2026 elections, our team will analyze voter participation and learn about how voters perceived the new elections systems in their first year for Multnomah County and second year for the City of Portland. We will share analysis in briefings and explainer videos.

- By May 1st: Record and share one explainer video through Open Signal, social media, and Stumptown Stats
- By May 1st: Host one hybrid meeting with Center for Civic Leaders members and share content with Open Signal
- By May 31st: Review audience evaluations and full project

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Supplemental Material Attachments

Description	File Name	Type	Size	Upload Date
Open Signal Equipment Kits	MHCRC_CommunityTechnologyGrantTrainings_2024_03_24.pdf	pdf	1 MB	05/09/2025 11:07 AM

FY20-21 Application Budget Correct

Budget Narrative

Budget Narrative:

Personnel: Personnel expenses associated with our civic education and engagement project include staff time in trainings to learn to use the equipment, and significant staff time from 2025 to 2027 planning and implementing a wide range of civic events with live, hybrid and fully remote audiences. This grant leverages a major investment in developing meaningful and engaging content for diverse audiences. To maximize our budget for purchasing equipment, this expense is support by matching resources from North Star Civic Foundation and United Way of the Columbia Willamette.

- Executive Director: Accountable for successful implementation of the grant and overall project, including program and content development, management of staff team, editorial vision for recorded materials, and evaluation. Planning for .45 FTE engagement over grant cycle. \$140,000.
- Research Manager: Accountable for research, volunteer management, and content for explainer videos. Planning for .45 FTE engagement over grant cycle. \$110,000.
- Executive Assistant: Accountable for operations and logistics and volunteer coordination. Planning for .30 FTE engagement over grant cycle. \$50,000.

Education and Training: We will contract with Open Signal to participate in their training program, for which they charge \$5,000. This one-time training is designed to equip staff with skills needed to operate equipment and software, and is also intended to prepare staff to become trainers of our volunteer network. This expense is funded by the grant.

Travel: We anticipate no or minimal travel expenses.

Contractual: We plan to work with a professional events management team on at least one large scale civic event in 2026. We have budgeted \$10,000 for this project. This expense is supported by matching resources from North Star Civic Foundation.

Equipment: All equipment costs are supported by the grant.

- **Hybrid Meetings:** Owl Labs Meeting Bundle \$4395, includes: Two 360 degree “owls”, one sound bar, and two expansion mics.
This equipment is needed to capture the full panel and audience engagement at an event to share on livestream, and also with a remote audience and to record and edit for distribution.
- **Open Signal “Cinema Style” Camera Kit:** \$12,974, includes: Canon C100 Mark II camera, a lighting kit, tripod, multiple microphones, and other items. See attached.
This equipment is needed to record the stage at a live audience event, and to capture content that can be edited for distribution.
- **Open Signal Editing Kit:** \$2,400, includes: Laptop, Adobe Premier software. See attached.
This equipment and software is needed to edit content and prepare for distribution.
- **Additional Equipment to support multi-function events:** \$5,098, includes: Two passive speakers (QSC 10” or equivalent), Amplifier (GX3 Power Amplifier), Audio Mixer (Behringer XR-18), an iPad or Tablet to operate the mixer (iPad Pro), a switcher (Rodecaster Pro), a computer to couple the audio mixer and video stream (Intel Nuc), and a dedicated wireless router for audio and video work (Linksys router).
This equipment is needed to capture, mix, and edit information from multiple cameras (Owl and Canon) and microphones so that live and livestream events can be seamlessly recorded and edited.

Infrastructure / Facilities Construction:

We plan to make minor adjustments to our event space to accommodate new equipment and optimize use of the space for the kinds of live, hybrid, and recorded events we have outlined. We received an estimate for costs in winter 2025 for \$3,500. This estimate included several minor adjustments: Building and installing a ceiling-mounted structure to hold lights and speakers; purchasing and installing furniture in the the recording studio; Purchasing and installing sound dampening for the studio and targeted locations in the event space. We request \$2,200 in support from the grant. We anticipate that the actual costs from our contractor will likely exceed the initial estimate. We are prepared to match grant resources with \$1,300-\$2,200 to complete the necessary build out.

Line Item Budget

Cost Category	Grant Funds	Match Amount	Project Total
Personnel	\$0.00	\$300,000.00	\$300,000.00
Education and Training	\$5,000.00	\$0.00	\$5,000.00
Travel	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$10,000.00	\$10,000.00
Equipment	\$24,893.00	\$0.00	\$24,893.00
Infrastructure/Facilities Construction	\$2,200.00	\$1,300.00	\$3,500.00
Miscellaneous	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00
Total	\$32,093.00	\$311,300.00	\$343,393.00

Signature Page

Final Application Signature

Signature of Duly Authorized Representative*: Caitlin Baggott Davis

Date*: 04/09/2025

Title*: Executive Director

Phone*: 503-804-7644

E-mail*: caitlin@northstarcivic.org

Base Equipment Recommendations

Equipment options have been bundled into base kits for our training. Each element of the kits is broken down into individual items with a total price per kit. Open Signal does not sell equipment.

Our training package includes 2 hours of consultation time to help you determine if any equipment beyond the base kits will be needed to complete your project in the way that you envision. Our equipment consultants will provide you with an order sheet for ease of ordering.


Panasonic ENG Kit¹

This kit is used in our Camcorder-Style Camera Training.

Item	Description	Price
Panasonic UX-180	Equipped with a compact lens featuring a wide 24mm angle and 20x optical zoom as well as a 1.0-type high-sensitivity MOS sensor. Suitable for professional camera work. The AG-UX180 supports 4K 24p, UHD 60p/50p, FHD 60p/50p multi-format recording and HD super slow-motion.	\$2,788
Battery	(1) Panasonic BK-AGCX350 Battery	\$179
Wireless Lavalier Mic	Sennheiser Wireless G4 Mic Kit +Including Cable Accessories and Mic	\$790
Shotgun Mic	Sennheiser MKE 600 Directional Mic	\$320
Handheld Mic	Sennheiser E 835	\$90
Headphones	Audio Technica ATH-M20X	\$45
Tripod	Benro Tripod A2883F	\$300
Light Kit	Dracast DR-CAML-ProB LED	\$95
(2) XLR Cables	(2) 25 ft XLR Cables	\$50
Backpack	PortaBrace BK-AGCX350	\$270
Optional Add Ons:	Velvet 3 Point Lighting Kit, Velvet Light Batteries, Manfrotto Light Stands, Sand Bags, Bounce Cards, White balance card	Equipment consultation available for

¹These costs qualify as capital expenses and can be paid for through your Community Tech Grant.

	Rolling Cart for Backpack (total weight with gear 30 lbs)	pricing
Total per kit:(without add ons)		\$4,927.00





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Panasonic ENG Kit

Total Item Quantity:21

- Battery Charger
- AC Adaptor
- AC Cable
- 2 Batteries
- Sennheiser Directional Mic
- 1' XLR Cable

- Sennheiser Wireless Transmitters & Receivers
- 1/8 to XLR Cable
- Lavalier Mic
- 1/8 to 1/8 Cable
- Sennheiser Handheld Mic
- Dracast LED Kit
- 2 25' XLR Cables
- Headphones
- Camera
- Tripod

Canon C100 MKII Kit¹

This kit is used in our Cinema-Style Camera Training.

Item	Description	Price
Camera	The Canon C100 Mark II- Optimized for one-person use and compatible with the full range of Canon EF, EF-S, and EF-mount CN-E Cinema lenses, supports simultaneous AVCHD and MP4 recording, including 59.94P capture along with slow and fast motion recording. The compact, redesigned, lightweight body includes a	\$2,299

¹These costs qualify as capital expenses and can be paid for through your Community Tech Grant.

	built-in microphone.	
Lens	Canon EFS 18-135mm lens	\$549
Battery	Canon BP-975 Battery	\$197
Shotgun Microphone	Sennheiser MKE 600 Directional Mic	\$320
XLR Cable	(1) 1 ft XLR Cable	\$19.49
Wireless Lavalier Microphone	Sennheiser Wireless G4 Mic Kit	\$790
Handheld Microphone	Sennheiser E 835 Handheld Mic	\$90
(2) XLR Cables	(2) 25 ft XLR Cables	\$50
White Balance Card	White Balance Card	\$6
Case	Maxline SKB Rolling	\$341
Tripod	Vinten Vision Blue 5	\$2,968
Tripod Plate	Vinten V4043-2039 Tripod Plate	\$153
Light Kit (2)	(2) Velvet Mini 1 LEDs	\$1,785
Power Supply	(2) Velvet Mini 1 Power Supplies	\$332
Bag for Lights	Double Bag for Velvet Minis	\$230
Light Stand Set	(3) Manfrotto Light Stands	\$450
Light Stand Bag	(3) Manfrotto Light Stands Bag	\$92
Single Light	(1) Velvet 1 LED	\$1,105
Light Bag	Bag for single Velvet light	\$192
Light Power Supply	Velvet 1 Power Supply	\$179
V-Mount Batteries	(3) IDX CUE-H135 Batteries	\$606.96
V-Mount Battery Charger	IDX VL-2X Battery Charger	\$181
Headphones	Audio Technica ATH-M20X	\$45
Optional Add Ons:	Sand bags, Bounce Card, Additional Lens(es) prices vary based on need, Boom Mic, Boom Pole, XLR Cord(s)	Equipment consultation available for

¹These costs qualify as capital expenses and can be paid for through your Community Tech Grant.

	(prices vary of various lengths)	pricing
Total per kit:(without add ons)		\$12,020.00

¹These costs qualify as capital expenses and can be paid for through your Community Tech Grant.



Canon C100 MKII Kit



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- Canon C100
- V4043-2039 Vinten tripod plate
- (2) Batteries
- Power Adapter w/ power cord
- Battery Charger w/ power cord
- White Balance Card
- Instruction Manual
- Sennheiser MKE600 mic
w/ windscreen IN BAG
- XLR cable

- Light Fixture
 - Battery
 - AC Adapter
 - Universal Power Cord
- Velvet Light



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¹These costs qualify as capital expenses and can be paid for through your Community Tech Grant.

Final Cut Editing Kit¹

This kit is used in our Final Cut Editing Training.

Item	Description	Price
Laptop	14" MacBook Pro M1 Pro	\$2000
Charging Cord	MacBook Pro Power Supply	\$80
Dongle	HyperDeck USB-C adapter	\$70
Headphones	Audio Technica ATH-M20X Headphones	\$45
Harddrive	1TB Lacie External Hard drive	\$90
Laptop bag	Generic Laptop Shoulder Bag	\$45
Editing Software	Final Cut Pro X Software	\$299
Total per kit:		\$2,629.00

Adobe Editing Kit¹

This kit is used in our Adobe Editing Training.

Item	Description	Price
Laptop	14" MacBook Pro M1 Pro	\$2000
Charging Cord	MacBook Pro Power Supply	\$80
Dongle	HyperDeck USB-C adapter	\$70
Audio Technica ATH-M20X Headphones	Audio Technica ATH-M20X Headphones	\$45
Harddrive	1TB Lacie External Hard drive	\$90
Laptop bag	Generic Laptop Shoulder Bag	\$45
Adobe Premiere Software	Adobe CC License - 1 Year	\$239.88/year
Total per kit:		\$2,569.88

¹These costs qualify as capital expenses and can be paid for through your Community Tech Grant.