

AGREEMENT FOR COMMUNITY TECHNOLOGY GRANT

This Agreement is between the Mt. Hood Cable Regulatory Commission (Commission), through the Office for Community Technology (OCT), and Multnomah County Library (Grantee) (together referred to as the “Parties”).

RECITALS:

This Agreement is entered into for the purpose of providing the Commission's 2017 grant funds for the Grantee's Digital Inclusion Resources Database project.

AGREEMENT:

1. Grant Amount, Use of Grant

Grantee is awarded a total amount of \$91,216 for specific capital costs related to the Grant project. Grantee shall use the Grant funds exclusively for the purposes outlined in its Grant Application (the "Grant"). The Grant Application is attached to this Agreement as Attachment 1. Grantee shall not use the Grant funds for any purposes other than those set forth in Attachment 1.

2. Project Manager

The Commission's Project Manager shall be Rebecca Gibbons or such other person as shall be designated in writing by the OCT Director.

3. Payments

Grantee shall submit periodic invoices for reimbursement of actual capital costs incurred by Grantee related to the approved Grant budget.

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:

- 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.
- In fiscal year Quarter 4 (April 1-June 30), submit any invoices for grant-funded expenses incurring through May 30 by June 20, 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.

Grantee shall submit invoices online through the Commission’s online grants management system using the claims module. The invoice, uploaded as an attachment to the grants management system claims module, shall be on Grantee’s letterhead, signed and dated by an authorized representative of Grantee, addressed to “MHCRC c/o City of Portland”, and include the title of the grant project, the total amount requested for reimbursement and an invoice

number. Grantee must also complete an expense line item, an expense report and attach supporting documentation through the grants management system in order to complete and submit the invoice to the Project Manager for review. Supporting documentation shall include copies of receipts or other evidence of payment, for the capital cost amount claimed in the invoice. The Project Manager, at her/his sole discretion, may require additional financial documentation of Grant expenditures.

Upon submission by the Grantee of an invoice, and upon certification by the Project Manager that the invoice is in accordance with this Agreement and any restrictions upon use of the Grant funds, the Commission shall pay to the Grantee the amount as specified in the invoice, not to exceed the total Grant amount, within thirty (30) days from date of the invoice. If the Project Manager finds that the invoice is not in accordance with this Agreement, the Project Manager shall notify the Grantee of the reasons for the disallowance and non-payment.

All invoices for Grant project capital costs must be received by the Commission no later than September 15, 2020 in order to be paid under the Agreement terms. No invoices shall be accepted after this date.

4. Financial Records

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 Resources committed by Grantee and Project Partners for the Grant.

5. 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. An example of the range of report information collected is attached to this Agreement as Attachment 2. 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 October 1, 2017 through March 31, 2018; April 1, 2018 through September 30, 2018; October 1, 2018 through March 31, 2019; April 1, 2019 through September 30, 2019; October 1, 2019 through March 31, 2020. 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 October 31, 2020.

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 fulfill the Grant project as originally submitted and approved by the Commission.

Grantee shall also provide other financial or program reports as the Commission deems reasonably necessary or appropriate. 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 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.

6. 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 are not limited to, on site visits at reasonable times, telephone interviews and review of required reports and 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.

7. Audit

Because Commission grant funds are derived from the cable services franchises in Multnomah County, 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 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.

8. Publicity

Any publicity 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.

9. No Other Obligations/Complete Agreement

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.

This Agreement contains the complete agreement of the parties. This Agreement may not be assigned, nor may any of the Commission's rights be waived, except in writing signed by a duly authorized representative of the Commission. The Commission may specifically enforce, or enjoin a breach of, the provisions of this Agreement, and such rights may be freely assigned or transferred to any other governmental entity by the Commission.

10. Representations

Grantee represents that it has full power and authority, and has obtained all necessary approvals, to accept the Grant, to carry out the terms of the Grant and this Agreement, and to conduct the Grant project in compliance with all applicable laws.

11. Indemnification

Subject to the limitations and conditions of the Oregon Constitution, Article XI, Sections 7 and 9, and the Oregon Tort Claims Act (ORS 30.260 through 30.300), the parties agree to indemnify and hold one another harmless from any loss, damage, injury, claim, or demand arising from their respective activities in connection with this Grant. Neither party shall be liable for any loss, damage, claim, or demand arising from the negligence of the other party or its agents or employees.

12. Compliance with Laws

The Commission and Grantee agree to comply with all applicable local, state and federal laws and regulations that apply to the subject matter of this Agreement.

13. Amendment

The Project Manager is authorized to amend the terms and conditions of this Agreement, provided such changes do not increase the Grant amount or the Commission's financial risks or change the purpose of the Grant. If approved such amendments shall only be effective if in writing, and signed by duly authorized representatives of both Parties. Any change in the amount of the Grant funds or the financial risks under this Agreement must be approved by vote of the Commission.

14. Term of the Agreement

This Agreement becomes effective on October 1, 2017, 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, December 31, 2020.

15. Early Termination of Agreement

This Agreement may be terminated prior to the expiration of its term by:

(a) Written notice provided to Grantee from the Commission before any obligations are incurred; or

(b) Mutual written agreement of the Parties.

Termination of this Grant shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination. However, upon receiving a notice of termination, Grantee shall immediately cease all activities under this Grant, unless expressly directed otherwise in writing from the Commission in the notice of termination. Further, upon termination, the Commission and/or Grantee shall deliver to the other party all works-in progress and other property that are or would be deliverables had the Grant been completed. Grantee shall be entitled to receive reasonable compensation as provided for under this Agreement for any satisfactory work completed up until the time of notice of termination.

16. Material Failure to Perform

The Project Manager may terminate this Agreement after determining that Grantee has failed to comply with any material term or condition of this Agreement. The Project Manager shall give Grantee written notice of the intent to terminate this Agreement, identifying the reasons for such action.

If Grantee fails to remove or otherwise cure the material failure within thirty (30) days of the written notice of termination, or if Grantee does not undertake and continue efforts satisfactory to the Project Manager to remedy the failure, then the Commission may, at its sole discretion, require Grantee to refund to the Commission any amounts improperly expended, any unexpended amounts or the full amount of Grant funds paid by the Commission to Grantee for the Grant project in compliance with the terms and conditions of this Agreement.

17. Suspension of Work

The Project Manager may at any time give notice in writing to Grantee to suspend work and expenditure of funds provided under this Agreement. The notice of suspension shall specify the date of suspension and the estimated duration of the suspension. Grantee shall immediately suspend work and expenditure of funds to the extent specified. During the period of the suspension Grantee shall properly care for and protect all projects in progress including materials, supplies, and equipment that are on hand for performance of the Grant. The Project Manager may, at any time, withdraw the suspension of work as to all or part of the suspension in written, by electronic mail, notice to Grantee specifying the effective date and scope of withdrawal. Grantee shall then resume diligent performance of the work. In no event shall Grantee be entitled to any incidental or consequential damages because of suspension.

The causes for suspension of work include, but are not be limited to, Project Manager's concerns about Grantee's ability to complete the Grant in accordance with this Agreement or any other non-compliance with the Agreement.

18. Non-Discrimination

In carrying out activities under this Agreement, Grantee shall not discriminate against any employee or applicant for employment on the basis of race, color, religion, age, sex, marital or economic status, familial status, national origin, sexual orientation, disability or source of income. Grantee shall take actions to insure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, age, sex, marital or economic status, familial status, national origin, sexual orientation, or disability. Such action 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 state that all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, marital or economic status, familial status, national origin, sexual orientation, disability or source of income. In regard to carrying out activities under this Agreement, Grantee shall further not arbitrarily refuse to provide services to any person and shall not discriminate in offering services on the basis of race, color, religion, age, sex, marital or economic status, national origin, sexual orientation, disability or source of income.

19. Severability

If any provision of this Agreement is found to be illegal or unenforceable, this Agreement nevertheless shall remain in full force and effect and the provision shall be considered stricken.

20. Choice of Law and Choice of Forum

This Agreement shall be construed according to the laws of the State of Oregon, without regard to its provisions regarding conflict of laws. Any litigation between the Commission and Grantee arising under this Agreement or out of work performed under this Agreement shall occur, if in the state courts, in the Multnomah County court having jurisdiction thereof, and if in the federal courts, in the United States District Court for the State of Oregon.

21. Survival

As of the date of termination of this Agreement, any pre-existing unresolved claim or dispute by either Party, including but not limited to, money owed, performance due, or any other obligations of the Parties, that is the result of the other Party's performance or non-performance, will, by their terms, survive termination of this Agreement and will be resolved in accordance with the terms and conditions of this Agreement. All indemnity and unperformed obligations will survive termination of this Agreement. The obligation under Section 5 to submit a Final Report shall also survive termination of this Agreement.

22. Assignment

This Agreement or any interest therein may not be assigned or subcontracted without the prior written consent of the Project Manager. In the event of transfer without prior written consent, the Commission may refuse to carry out this Agreement with either the transferor or the

transferee and yet retain and reserve all rights of action for any breach of contract committed by Grantee.

Notwithstanding Grantee's use of any subcontractor for performance of this Agreement, Grantee shall remain obligated for full performance hereunder, and the Commission shall incur no obligation other than its obligations to Grantee under this Agreement. Grantee agrees that if subcontractors are employed in the performance of this Agreement, the Grantee and its subcontractors are subject to the requirements and sanctions of ORS Chapter 656, Workers' Compensation.

23. Electronic Means

The parties agree the Commission and Grantee may conduct this transaction, including any contract amendments, by electronic means, including the use of electronic signatures.

24. Notice

Any notice provided for under this Agreement shall be sufficient if in writing and (1) delivered personally to the following addressee, (2) deposited in the United States mail, postage prepaid, certified mail, return receipt requested, (3) sent by overnight or commercial air courier (such as Federal Express), or (4) email addressed as follows, or to such other address as the receiving party hereafter shall specify in writing:

If to the Commission:

Attn: Rebecca Gibbons, Project Manager:
Mt. Hood Cable Regulatory Commission
c/o City of Portland/ OCT
P.O. Box 745
Portland, OR 97207-0745
Email: rgibbons@mhrc.org

If to Grantee:

Attn: Jon Worona
Multnomah County Library
205 NE Russell St.
Portland, OR 97212
Email: jonw@multcolib.org

Any such notice, communication or delivery shall be deemed effective and delivered upon the earliest to occur of actual delivery, three (3) business days after depositing in the United States mail as aforesaid, one (1) business day after shipment by commercial air courier as aforesaid or the same day an email transmission is sent (or the first business day thereafter if sent on a Saturday, Sunday or legal holiday).

AGREEMENT FOR COMMUNITY TECHNOLOGY GRANT: Digital Inclusion Resources Database

GRANTEE SIGNATURE:

GRANTEE: MULTNOMAH COUNTY LIBRARY

BY: _____ Date: _____

Name: _____

Title: _____

MT. HOOD CABLE REGULATORY COMMISSION SIGNATURES:

By: _____ Date: _____
Mt. Hood Cable Regulatory Commission Chair

Approved as to Form:

By: _____ Date: _____
Mt. Hood Cable Regulatory Commission Attorney



Application

00578 - 2017 Community Technology Grants

00714 - Digital Inclusion Resources Database

Community Technology Grants

Status:	Submitted
Original Submitted Date:	04/30/2017 11:26 PM
Last Submitted Date:	09/08/2017 5:31 PM

Primary Contact

Name:	Jon	Worona
	Salutation	Last Name
Email:	jonrw@multcolib.org	
Phone:*	503-988-0335	
	Phone	Ext.
Title:	Director of Digital Strategies	

Organization Information

Organization Name:	Multnomah County Library		
Organization Type:	Non-Profit Entity		
Tax ID			
Organization Address:	205 NE Russell St		
City*	Portland	Oregon	97212
	City	State/Province	Postal Code/Zip
Phone:	503-988-5496		

Executive Summary

[Executive Summary](#)

The Executive Summary is your opportunity to introduce your project.

The Need:

Community based organizations (CBOs) in Portland and Multnomah County have identified the need to provide digital equity resources – culturally appropriate support and training, computers and Internet access – to underserved populations excluded from the digital economy.

The Digital Inclusion Network (DIN), a community coalition formed around the goal to bridge the digital divide for excluded members of our community, requires a platform to coordinate and provide affordable access, training and tools for residents.

The Solution:

Multnomah County Library, leading member of the DIN, will create and maintain a searchable, web-based database and location-aware map and inventory of digital inclusion training, free WiFi, hardware resources, and public computing centers, for use by CBOs.

Community organization providers of digital inclusion services have committed to:

- Develop and maintain up-to-date profiles in the database to share and locate services, events, activities, training tools and curriculum offered;
- Use the database as a clearinghouse of digital equity resources to leverage the work and best practices developed by digital equity providers;
- Identify and engage other organizations that are digital equity providers, to contribute their profiles and resources to the database, and;
- Champion the resource to community based organizations to use to better serve their target populations.

The database will also serve as a de facto website for the DIN, to shine a light on and enhance (with visibility, support, and partner connections) the progress being made on DEAP Strategic Actions in support of the plan's desired outcomes, in addition to hosting DIN announcements and information.

DIN organizations offer a breadth of services for populations left out of the digital economy, and their client bases intersect among populations targeted by this database: Low income individuals and families; Older adults; People of color; People with disabilities; and People with limited English proficiency. As CBOs interact with clients on a daily basis to help people with disabilities, and/or in need of stable housing, internet access, a computer, basic human rights, health services, county services, education, library services, voting rights, employment, social justice, and more, service providers will have a resource to ensure that technology is a basic right as important as any of the other services and referrals they are providing.

The DIN works to ensure that all residents will have barrier-free access to high-speed broadband Internet at home and school, an affordable computing device and the training to use them effectively. This broad cross-section of community organizations representing disparate but complementary efforts across the County – from nonprofit, education, technology industry, affordable housing, business and local government – requires an online presence, shared resources database and mapping tool to be more effective and efficient in achieving the vision of every resident fully engaged in our digital society.

The Library, in partnership with the Multnomah County Information Technology will gather requirements in collaboration with the DIN in order to direct a consultant contractor technology firm OMBU in the development of a keyword searchable, web-based database of digital inclusion programs, services, activities and training tools for use by CBOs. This database will be unique and much more effective than a Google search for digital inclusion resources in this region because it will be curated in partnership with the DIN and collect community organization data and resources in an authoritative, "one-stop-shop" for the tools to meet the pronounced and growing need for internet access, devices and training among targeted populations. The database, a capitalized asset under general accounting standards, will utilize the I-Net and be maintained and developed by the Library and County IT.

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Project Narrative

Total Grant Funds:	\$91,216.00
Total Match Funds:	\$106,508.00

Total Funds:	\$197,724.00
Cable System Technology Use	I-Net
Proposed Technology	Interactive data over I-Net
Public Benefit Area	Reducing Disparities for Underserved Communities
Project Purpose	

In defining the project purpose, applicants must:

Multnomah County Library, in partnership with the City of Portland, is leading the implementation of the Digital Equity Action Plan (DEAP). The DEAP, which was adopted by the Portland City Council and Board of County Commissioners in April 2016 (and won the 2016 National Association of Telecommunications Advisors (NATOA) Strategic Plan of the Year), establishes a framework for harnessing the collective efforts of local partners (community-based organizations and nonprofits on the front lines of digital inclusion efforts, local government, telecommunications providers, schools, libraries, etc.) to focus services and resources for underserved target populations. The Library is tasked by the Board of County Commissioners with overseeing implementation of and fostering community participation in the DEAP. A primary way that the Library fosters community participation is through monthly engagement of community members through the Digital Inclusion Network (DIN), a coalition of community organizations interested in raising awareness about digital equity barriers and developing solutions to bridging the digital divide. The library provides backbone organizational support for the DIN and has successfully led the way on key initiatives, as reported in the DEAP Year 1 Progress Report, co-written by the Library staff who serve on the DIN core planning team (including personnel who will lead and manage this project). A primary theme of this report was that community organizations working together amplify impact to be greater than what any organization could accomplish alone. A hallmark of the DIN is partnerships for improved community outcomes.

Need:

Through the community engagement process to develop the DEAP, which involved focus groups with target underserved communities and workshop discussions with community based organizations, it became clear that there are digital literacy programs, services and training tools already developed and available locally; however, community-based organizations (CBOs) serving our disadvantaged communities had trouble tracking what was available, how to best access these resources and how to connect residents to these services.

As stated by DIN member, the Nonprofit Technology Network (NTEN):

“Communities often share the same dilemma: though there are many places and programs doing their part to strengthen the digital inclusion ecosystem, information about their efforts is decentralized for residents. With a good inventory of training sessions, free WiFi locations, hardware resources, and public computing centers, residents can fully leverage local assets that already exist. In addition, practitioners can use that information to see where there might be resource gaps.”

Organizations (e.g. Central City Concern, City of Portland, Free Geek, Home Forward, Human Solutions, iUrban Teen STEM+Arts, MetroEast Community Media, Multnomah County Library, New Avenues for Youth, NTEN: The Nonprofit Technology Network, OpenSignal: Portland Community Media Center, Portland Community College, Portland Public Schools, Reynolds School District, Worksystems, Inc., etc.) that serve these residents have limited staff resources and budget and struggle to meet the numerous and disparate needs of their client-base. They recognize that having access to technology and the training to use the technology is essential to economic and social stability; Therefore, the organizations expressed a strong need for access to culturally appropriate service offerings by having access to a centralized, validated resource database of digital inclusion programs, services, activities and training tools.

The primary beneficiaries of the project will be members of digitally excluded communities within Multnomah County, who benefit from the work of community based organizations, public agencies and other partners that deliver social services. Digitally excluded community members include low income individuals and families, older adults, people of color, people with disabilities, and people with limited English language proficiency.

Solution:

Multnomah County Library and Multnomah County are identified as lead implementers of the Digital Equity Action Plan (DEAP). DEAP Goal 2 is “Support and training: Provide training and support to ensure that everyone has the skills to use digital technology to enhance their quality of life.” Under Goal 2, Strategic Action 2.1 is to “Create and maintain a searchable, web-based database of digital inclusion programs, services, activities and training tools for use by community organizations.” The Library will deliver on this strategic action with a formal project and professional outside resources supported and guided by a robust internal IT organization.

The Library, in partnership with the Multnomah County Information Technology Department (IT), will guide a consultant contractor technology firm OMBU in the creation of a keyword searchable, web-based database of digital inclusion programs, services, activities and training tools for use by community organizations. The backend infrastructure utilizes the I-Net and will be maintained by Multnomah County Library and Multnomah County IT. The database is a capitalized asset for the County under the Governmental Accounting and Standards Board Statement number 51 (GASB 51).

Multnomah County Library, Multnomah County Information Technology Department (IT), and OMBU will utilize the Drupal content management system (CMS) to develop a robust database with a web portal and modern mapping module for community organizations to use. Drupal is an open source content-management framework written in PHP that provides a back-end framework for at least 2.2% of all Web sites worldwide including many government sites. Multnomah County has extensive expertise with Drupal, the CMS platform that supports all Library and County websites and utilizes the I-Net. In-house expertise and best practices will be leveraged to create a resource responsive to community needs that is sustainable with county resources.

Primary stakeholders in the database (most of whom will be active contributors and users of the resource) include community organizations and service providers who need to connect their clients with digital literacy training, low cost or free computers and information about low cost internet services in Portland and Multnomah County. The information contained in the database may also include national services as applicable to our underserved communities. Upon launch, the database will support at least 100 service providers. The database will support both list and map displays (and utilize geolocation to find “nearby” resources), weblinks, contact information and training resources in multiple languages. Community Based Organizations (CBOs) supporting their clients to become more digitally literate and economically advantaged will be able to search the database for agencies with needed services/features, including language of service delivery, location, computer skills training, low cost internet service providers, public computer access, free WiFi, and low cost / refurbished computers. In addition, CBOs may access a form to propose services they need, and conversely, digital literacy/service providers will be able to respond to service requests with additions to the database. Digital literacy/service providers not in the database will be able to submit their information via the web portal, and site administrators will review the submissions and validate for inclusion in the database. The database will have a user feedback form, to help administrators improve the access and use. Basic content management functions will allow administrators to create and edit pages, and manage site navigation. Multnomah County Library will use its existing servers and/or cloud solutions (all utilizing I-Net connections) to host, distribute and maintain the database for community use. Grant funds will be used to support initial backend database development and front end user access. The primary focus of this project is “Phase 1” of the database; what’s needed most now is to identify all the resources in the region, put them in one authoritative and easy to use resource, and share it with the community organizations who need to use and share that information on a daily basis. Once this resource is posted and available, towards the end of this project, a “Phase 2” will come into view; the database could evolve to be a resource that clients access directly. Clients would eventually be introduced to the database to directly access the wealth of opportunities at community organization trainings, events, facilities, etc. The DIN planning team would take on marketing of the database for inclusion in promotional materials, trainings, and websites to ensure maximum and ongoing impact. Is this in the budget?

Development of the Resource

- County staff – will lead discussions to determine specific user needs and requirements for the database and oversee the development of the database and host/maintain the web-based interface.
- Digital literacy and technology training organizations (e.g. MetroEast Community Media, Open Signal, Free Geek, Multnomah County Library, Portland YouthBuilders, East Metro STEAM Partnership, and Pacific Northwest College of Art) will maintain an organization profile of services offered, including a calendar of classes, curriculum in various languages, class descriptions, etc.
- Community-based organizations (e.g. Elders in Action, Home Forward, Human Solutions, Central City Concern) will play a role in helping to define what would help them better serve their clients. Organizations will be able to use the web site to identify needs and raise awareness with potential service providers.

Use of the Resource

- Digital literacy and tech training organizations will be able to share curriculum and resources and build partnerships around a common goal.
- CBOs will have access to curriculum that their staff can teach directly to clients, access to digital literacy and tech training organizations and their services for the purpose of contracting out to deliver services to clients, and a way to connect clients with other organizations and their services/resources.
- DIN will have a platform – a de facto website – by which to share information about the work and the progress being made under the DEAP.

Use Case:

A staff member at Human Solutions wants to offer training and low cost computers for the residents of her affordable housing

property. She does a search in the database by checking the boxes for “computer skills training” in “languages spoken: Spanish” and “low cost / refurbished computers.” Results include the Library and Free Geek’s Earn-A-Computer training program which can come to her property to provide a series of trainings that result in participants earning a free computer upon completion of the training.

As the diverse community organizations interact with clients on a daily basis to help people with disabilities, and/or in need of stable housing, internet access, a computer, basic human rights, health services, county services, education, library services, voting rights, employment, social justice, and more, service providers will have a resource to ensure that technology is a basic right as important as any of the other services and referrals they are providing.

Measurable Project Outcomes

As described in the Evaluation Plan section we will utilize the Portland / Multnomah County Digital Inclusion Network (DIN) Digital Equity Action Plan (DEAP) Evaluation and Assessment framework to achieve the following Measurable Project Outcomes:

1. Reach targeted populations through this implementation of this searchable, web-based database of digital inclusion programs, services, activities and training tools for use by community organizations. The project will perform outreach to service providers with a goal of adding 100 organization profiles in the first year, along with the commitment of these organizations to maintain accurate information. At least 50 organizations will then use the database to identify new tools to supplement their programs to reach target populations. Target populations include: Low income individuals and families; Older adults; People of color; People with disabilities; and People with limited English language proficiency.
2. Community organizations will increase their referrals to relevant digital inclusion service providers, which will validate the database as a promising/effective activity for addressing the digital divide. To be considered promising, the activities should: Engage the targeted population in the activity design/planning/assessment; Be designed based on best practices/research; Provide informative feedback to practitioners about the learning progress of the target population; Allow for target population learners to self-assess progress. To be considered effective over time, the activities should: Reach the target population; Be potentially transferable and scalable to other target populations; Indicate evidence of reducing the digital divide for a target population.
3. Empower organizations to build capacity to address the digital divide and to serve the target populations, including: formation new partnerships; improve ability to meet client needs; refocus resources or identify new resources; expand services / client base; place greater priority on this work.

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Evaluation Plan

How will you evaluate progress toward and achievement of the projects 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.

We will utilize the Portland / Multnomah County Digital Inclusion Network (DIN) Digital Equity Action Plan (DEAP) Evaluation and Assessment framework. The Key Questions to guide evaluation are as follows:

- 1. Are we reaching target populations through project activities?**
- 2. Have we identified promising/effective activities for addressing the digital divide?**
- 3. How has the DEAP empowered organizations to build capacity to address the digital divide?**

We will ask these questions of participating organizations at multiple points in the process of development of the database resource locator tool and after implementation in order to gauge success and guide ongoing development and enhancements. For example:

1. "How should the database resource locator tool (a searchable, web-based database of digital inclusion programs, services, activities and training tools for use by community organizations) be designed to reach and serve target populations?" Target populations include: Low income individuals and families; Older adults; People of color; People with disabilities; and People with limited English language proficiency. Once implemented we will survey participating organizations to find out, "Does the database resource locator tool help you and your digital equity/inclusion/learning organization to reach targeted populations with the services they need?" In order to bolster the veracity of this assessment, organizations in the Digital Inclusion Network will collect demographics of the people this new tool empowers them to serve and we will collect the demographics of populations served by the organizations represented in the database.
2. "Is the creation and maintenance of a searchable, web-based database of digital inclusion programs, services, activities and training tools for use by community organizations promising/effective activity for addressing the digital divide?" To be considered promising, the activities should: Engage the target population in the activity design/planning/assessment; Be designed based on best practices/research; Provide informative feedback to practitioners about the learning progress of the target population; Allow for target population learners to self-assess progress. To be considered effective over time, the activities should: Reach the target population; Be potentially transferable and scalable to other target populations; Indicate evidence of reducing the digital divide for a target population.
3. "How should the database resource locator tool (a searchable, web-based database of digital inclusion programs, services, activities and training tools for use by community organizations) be designed to empower organizations to build capacity to address the digital divide?" Once implemented we will ask organizations "Has the database empowered your organization to build capacity to address the digital divide?" We will ask organization to report how this tool has built their capacity to serve the target populations. As a result of the this tool did the organization: form new partnerships?; improve its ability to meet client needs?; refocus resources or identify new resources?; expand services / client base?; and place greater priority on this work?

The answers to these questions will guide progress towards the project's desired outcomes, gauge success once implemented, provide lessons learned, and guide future development and enhancements near the end of the grant period and beyond as the Library and County IT host the database on behalf of the Digital Inclusion Network in perpetuity.

In addition: Focus groups of organization users will be consulted during the design and implementation of the database. User testing and built-in feedback forms will support evaluation and inform continuous improvement of the resource and achievement of outcomes:

The number of service provider entries in the database will be tracked. The project aims to capture at least 100 service providers in the database during the project duration.

Pre-and Post-surveys will show that community based organizations have reached target populations to connect them to training, computing devices, and low cost internet access to their homes as a result of Digital Inclusion Resources Database. Demographics of individuals reached will be tracked.

In addition, website visit and usage analytics will be measured to evaluate if users are finding what they need from the database.

Service providers will be encouraged to employ a "how did you hear about us?" question as a part of surveys and demographic data gathering which may point to referrals originating from the new database.

(This field has a character limit of 8000)

Project Partners

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.

Community Organizations

Community based organizations (CBOs) include both organizations that provide digital literacy training, devices and access to the internet and organizations who provide other social services to clients who are also digitally excluded and need access to training, computers, and internet. Many CBOs in the first set of organizations are already Digital Inclusion Network members, and CBOs from both kinds of organizations will be engaged in project Scoping. They will provide input on needed processes and systems, schema, workflows, data models. Technology applications and integrations will be derived from their input. Feedback from community organizations, the primary initial stakeholders of the database will inform requirements gathering, and provide definition to the concepts, workflows, and functionality required. CBOs will review wireframes and site architecture. CBOs will input their organizational profile content on the site and check for accuracy and testing with live data before the site is released to the digital inclusion provider community at large.

County Information Technology Department (IT)

County IT will begin the project with Scoping. County IT personnel will perform an analysis to document needed processes and systems, schema, workflows, data models, and recommend the appropriate technology applications, best practices, and integrations. This will be done with input and feedback from CBOs who will be the primary initial stakeholders of the database. County IT will begin by gathering requirements, concepts, workflows, and functionality required. Wireframes and site architecture will be developed to further confirm project goals and roadmap.

Content Creation will be facilitated by County Library and IT personnel who will work with the Digital Inclusion Network and other CBOs to get the necessary data for inclusion in the database. In the content creation phase we will eliminate redundant data and ensure data integrity before it is loaded into the database.

County IT will have a role in Quality Assurance (QA), including conformance to county standards, ensuring requirements have been met as defined in requirements gathering, code review, configuration management (including permissions), integrations testing, user acceptance testing, verification, and defect fixes.

Once the database has been deemed as complete and fully functional, County IT will facilitate the content being entered into the clean database, and final testing will be performed in part by County IT. County IT will maintain the hosting environment for the database going forward.

OMBU

OMBU, a consultant contractor technology firm, will utilize the Drupal content management system (CMS) to develop a robust database with a web portal for CBOs to use. OMBU will be the lead software developer. OMBU will allocate and schedule their appropriate resources to initiate the work, set-up the technology stack and ensure that it will integrate with the Multnomah County IT environment before development begins.

OMBU will set up the Drupal framework for building the dynamic web site including features and services including user administration and permissions, publishing workflow, metadata functionalities using controlled vocabularies, etc. OMBU will deploy a mix of Drupal modules including its preferred stack of Drupal modules comprised of modules contributed or developed by OMBU, County IT, and/or the Drupal developer community at large.

OMBU will perform some aspects of visual design after the back end modules come together in workable architecture and work with Library and County IT front end developers decide on themes and styles which will determine the consistent look and feel of the user-facing elements of the database.

OMBU will implement the finalized structure in the last phase of development, when the database will go live for Library users and CBOs to populate it with content.

OMBU will assist in the Quality Assurance (QA) phase. If any work performed by OMBU does not pass QA, OMBU will make corrections to ensure conformance to county standards, ensure requirements have been met as defined in requirements gathering, code review, configuration management (including permissions), integrations testing, user acceptance testing, verification, and defect fixes.

(This field has a character limit of 4000)

PROJECT FEASIBILITY SECTION includes: Technical Design, Implementation Plan, Organizational Capacity and Project Budget (see Final Application Budget form)

Technical Design

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 projects use of the community access channels and/or the I-Net; and the plans for maintaining and upgrading the system or equipment in the future.

Multnomah County Library, Multnomah County Information Technology Department (IT), and OMBU the consultant contractor will utilize the Drupal content management system (CMS) to develop a robust database with a web portal for community organizations to use. Drupal is an open source content-management framework written in PHP that provides a back-end framework for at least 2.2% of all Web sites worldwide including many government sites.

Multnomah County has extensive expertise with Drupal, the CMS platform that supports all Library and County websites and utilizes the I-Net. In-house expertise and best practices will be leveraged to create a resource responsive to community needs that is sustainable with county resources.

Multnomah County Library will use its existing servers or cloud hosting solutions and I-Net to host, distribute, provide connectivity and maintain the database for community use.

See Implementation Plan for details regarding how the Technical Design of the database will result from a discovery and business analysis process and proceed through a modern product development lifecycle.

Examples of what other cities are doing to meet this need provide insight and inspiration to the technical design of this project. Project staff have and will continue to reach out to our peers to learn from and improve upon their work. Examples of this work include:

- Connect Chicago Locator (see Supplemental Material Attachments for screenshot)
- Digital Charlotte
- Resource Database
- WiFi Map (see Supplemental Material Attachments for screenshot)
- Digital Inclusion Kansas City service providers database map (see Supplemental Material Attachments for screenshot)

(This field has a character limit of 10000)

Proposed Project Start and End Date:

Projects may include timelines of up to 36 months.

Proposed Start Date (month/year)

October 2017

Proposed End Date (month/year)

September 2020

Implementation Plan

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

October 2017 – December 2017

The project will begin with Scoping. A County IT “Business Consultant” will provide business systems analysis best practices to document needed processes and systems, schema, workflows, data models, and recommend the appropriate technology applications and integrations. This will be done with input and feedback from community organizations who will be the primary initial audience of the database. County IT will begin by gathering requirements, and providing definition to the concepts, workflows, and functionality required. Wireframes and site architecture will be developed to further confirm project goals and roadmap. Library and County IT staff will sign-off on the completed requirements and communicate with the consultant contractor OMBU to make sure that this phase is sufficiently complete for handoff to development.

January 2018 – April 2018

Development will begin with the consultant contractor OMBU. OMBU will allocate and schedule their appropriate resources to initiate the work, set-up the technology stack and ensure that it will integrate with the Multnomah County IT environment before development begins.

Drupal is part of a technology stack built on the PHP programming language that contains a number of components, including servers, foundational databases to store content and configuration settings for the ultimate public facing database. Web server software serves web pages. The Drupal framework will be set up for building the dynamic web site including features and services including user administration and permissions, publishing workflow, metadata functionalities using controlled vocabularies, etc. Our Drupal installation will be based on OMBU's preferred stack which is comprised of a mix of modules core to the Drupal environment and modules contributed or developed by OMBU, County IT, or the developer community at large. Modules will be selected to meet the needs identified in the Scoping phase and to be sustainable and maintainable by the County going forward.

Visual design will be addressed in the development phase after the back end modules come together in workable architecture and then front end developers decide on themes and styles which will determine the consistent look and feel of the user facing elements of the database.

May 2018

Implementation is the last phase of development, when the database will go live for library users to populate it with content (not community organization content yet, but general site text, images, buttons, etc.).

June 2018

The Content Creation phase will return to County Library and IT personnel to work with the community organizations to get the necessary data from organizations for inclusion in the database. The data will be normalized. Organizing the attributes and relations of the content to be loaded into the database will reduce data redundancy and improve data integrity before it is even loaded into the database. Many of these decisions will have been made in the scoping phase in terms of schema and data modes to simplify the design of the database so that it achieved the optimum structure. In the content creation phase we will eliminate redundant data and ensure data integrity before it is loaded into the database.

July – August 2018

The Quality Assurance (QA) phase will be split between County IT, Library, and OMBU (contractor consultant) personnel. QA consists of ensuring conformance to county standards, ensuring requirements have been met as defined in requirements gathering, code review, configuration management (including permissions), integrations testing, user acceptance testing, verification, and defect fixes.

September 2018

Finally once the database has been deemed as complete and fully functional, the content will be entered into the clean database, final testing will be performed and the Library will formally accept the product as complete from the contractor consultant developer OMBU and the database will be rolled out and promoted to community organizations for use and evaluation.

October 2018 – September 2019

Community organizations will use the database in the course of their Digital Inclusion work. The DIN will provide feedback and perform evaluation of the resource.

October 2019 – September 2020

Access for the general public will be enabled and additional content of interest to the general public will be developed and promoted. Based on feedback from the initial phase of use exclusively by community organizations, the database may be modified and then will be opened up as a self-service public resource for individual users to find digital equity resources –

including low cost internet access in their area, nearby training in preferred languages, opportunities to get a low cost or free computer. Public evaluation (e.g. surveys and/or interviews at partner organizations) may lead to content edits and additions to make the resource more useful to the general public.

(This field has a character limit of 21000)

Organization Capacity

The applicant should demonstrate the Organization's capacity to successfully integrate the project into the organization.

The Library has an in-house web team and Drupal developers and also relies on broad and deep technical support from County IT to support all of its technology offerings. County IT and the Library have extensive expertise in Drupal, the content management platform for all Library and County websites. Multiple Drupal developers on staff support all county websites and intranets (including <https://multcolib.org/> and <https://multco.us/>) on this platform. This proposal is to work with Portland based consultant contractor OMBU (<http://ombuweb.com/>) and build a new database upon existing County best practices and increase the capacity of our organization. Because Drupal is open source, the Library will be able to leverage the work of the Drupal developer community at large for ongoing development of new features. The technologies have been chosen for optimal supportability and sustainability.

The County and Library are in an excellent position to provide training and support to Digital Inclusion Network members who will be empowered to administer the site for the community. As leading member of the Digital Inclusion Network, providing backbone organizational support for this collective community effort, the Library has proven its effectiveness in delivering on clearly defined strategic actions within the Digital Equity Action Plan (DEAP). Evidence of this capacity and effectiveness can be found in the DEAP Year 1 Progress Report. The Library is confident that this will be another great success story proving that we can help to amplify impact to be greater than what the library or any community organization could accomplish alone, leveraging partnerships through technology for improved community outcomes.

(This field has a character limit of 5500)

Measurable Project Outcomes

What project outcomes do you hope to achieve for the identified community or targeted beneficiaries through the use of the proposed technology?

As described in the Evaluation Plan section (see Evaluation Plan section for more detail) we will utilize the Portland / Multnomah County Digital Inclusion Network (DIN) Digital Equity Action Plan (DEAP) Evaluation and Assessment framework to achieve the following Measurable Project Outcomes:

1. Reach target populations through this implementation of this searchable, web-based database of digital inclusion programs, services, activities and training tools for use by community organizations. The project will perform outreach to service providers with a goal of adding 100 organization profiles in the first year, along with the commitment of these organizations to maintain accurate information. Target populations include: Low income individuals and families; Older adults; People of color; People with disabilities; and People with limited English language proficiency.
2. Establish the ongoing development and maintenance of this database as a promising/effective activity for addressing the digital divide. To be considered promising, the activities should: Engage the target population in the activity design/planning/assessment; Be designed based on best practices/research; Provide informative feedback to practitioners about the learning progress of the target population; Allow for target population learners to self-assess progress. To be considered effective over time, the activities should: Reach the target population; Be potentially transferable and scalable to other targeted populations; Indicate evidence of reducing the digital divide for a target population.
3. Empower organizations to build capacity to address the digital divide and to serve the target populations, including: formation new partnerships; improve ability to meet client needs; refocus resources or identify new resources; expand services / client base; place greater priority on this work.

Budget Narrative

Budget Narrative

PERSONNEL (MATCHING RESOURCES)

Project Director.

The Project Director (Director of Content Strategies) will oversee all aspects of the grant project. Responsibilities will include ensuring that budget and timeline targets are met, working with the contractor, putting together a project team, preparing project reports, working with the contractor consultant software developer to develop the database, and supervising the project staff. In addition, the Project Director will conduct outreach to the targeted end users in the Scoping and Evaluation stages. Engage the project partners to ensure they are entering data and keeping it updated. Develop policies around what should be included in the database (and deletions); how often it should be updated and quality control assurances. Will assign staff and process for timely and accurate updates and contacting organizations for validation of data. Market the resource to new members and to social service agencies as a resource; The Project Director will work 5% of the time for 36 months. Based on an annual salary with fringe benefits of \$166,156, the cost to the project will be \$24,923.

Grant Funds: \$0

Match: \$24,923

Technical Project Manager.

The Technical Project Manager (IT Project Manager 2) will develop and maintain a technology project plan, tasks, milestone dates, status, and allocation of county IT and contractual resources. Develop a support plan within the Library and County IT: e.g. troubleshooting if an end user encounters an issue. The Technical Project Manager will work 10% of the time for 18 months. Based on an annual salary with fringe benefits of \$165,904, the cost to the project will be \$24,885.

Grant Funds: \$0

Match: \$24,885

Drupal Resources Manager.

The Drupal Resources Manager (IT Manager 2) will serve as Contractor liaison and perform County IT personnel management including IT Business Consultant Senior; Development Analyst Senior; GIS/Mapping and Community Resources Database developers. Will ensure timelines and initial database development outcomes are met by allocating appropriate County IT staff at the right time to support project goals and contractor developers. Will resolve development challenges with appropriate personnel and technical resources available within County IT. The Drupal Resources Manager will work 2% of the time for 18 months. Based on an annual salary with fringe benefits of \$198,473 the cost to the project will be \$5,954.

Grant Funds: \$0

Match: \$5,954

Business Analyst.

The Business Analyst (IT Business Consultant Senior) will document processes and systems, schema, workflows, the data model, and recommend technology applications and integrations for the database. After the database is complete, will development of basic instructions for project partners on how to log in, set up a profile and use the system. The Business Analyst will work 25% of the time for 12 months. Provide users training documentation for entering data. Work with the DIN and community organizations to develop the welcome statement and description of what the database is and how it is intended to be used, user policies, content guidelines, etc. Train users to enter data. Based on an annual salary with fringe benefits of \$141,497 the cost to the project will be \$35,374.

Grant Funds: \$0

Match: \$35,374

Front End Drupal Developer.

The Front End Drupal Developer (Development Analyst Senior) will guide Contractors in theming, views, aesthetics, responsive and adaptive design, and county and library front end best practices and integration with county IT stack. The Front End Drupal Developer will work 5% of the time for 12 months. Based on an annual salary with fringe benefits of \$130,271 the cost to the project will be \$6,513.

Grant Funds: \$0

Match: \$6,513

Back End Drupal Developer.

The Back End Drupal Developer (Development Analyst Senior) will guide Contractors in implementing the features and functionality, establishing and guiding the database's architecture, ensuring high-performance and availability, and managing the technical aspects of the CMS in order to guide contractor to County IT best practices and integration with county IT stack. The Back End Drupal Developer will work 5% of the time for 12 months. Based on an annual salary with fringe benefits of \$137,192 the cost to the project will be \$6,859.

Grant Funds: \$0

Match: \$6,859

Community Organization End Users.

Community based organizations (CBOs) include both organizations that provide digital literacy training, devices and access to the internet and organizations who provide other social services to clients who are also digitally excluded and need access to training, computers, and internet. Many CBOs in the first set of organizations are already Digital Inclusion Network members, and CBOs from both kinds of organizations will be engaged in project Scoping, which include requirements gathering and database design sessions, user testing, as well as content creation, entry and validation. In addition, community organizations will use, test, and evaluate the site and provide feedback. As a DIN core planning team member organization (and End User) the Library will assign a library staff member (and member of the core planning team, i.e. Digital Equity and Learning Librarian) to be the Site Administrator or the DIN core planning team may share this duty or assign it to staff in their organizations. Site Administrator(s) will be ultimately responsible for keeping data up to date and validated. The DIN planning team would take on marketing of the database for inclusion in promotional materials, trainings, and websites to ensure maximum and ongoing impact.

Three to five organizations will each devote 5-10 hours of time we estimate the value of this time at \$2,000.

Grant Funds: \$0

Match: \$2,000

PERSONNEL (MATCHING RESOURCES) TOTAL: \$106,508

CONTRACTUAL

Database Development. OMBU Web technology firm in Portland, Oregon (an approved vendor with and established successful working relationship with County IT) will plan, build, and launch the database and associated applications, content management system, in a cloud infrastructure to be determined in collaboration with Project Partners.

At an hourly rate of \$160, the contractor will perform the following work:

Scoping (10% of all scoping)

Gathering Requirements: 4hrs

Definition: 8hrs

Wireframes and site architecture: 12hrs

Sign-off: 2.5hrs

Subtotal: 26.5hrs

Development (90% of all development)

Resources allocation: 21.6hrs

Stack setup: 54hrs

Integration with MultCo: 36hrs

Visual Design: 72hrs

Implementation: 270hrs

Subtotal: 453.6hrs

Content Creation (0% contractual -- 100% of content creation is done by the Project Partners)

Quality Assurance (50% of all QA)

Integration Testing: 30hrs

Defect fixes: 60hrs

Sub Total: 90hrs

CONTRACTUAL TOTAL: 570.1 hours X \$160/hr. = \$91,216

Statement of Matching Resources

A project will not be considered eligible for funding unless the applicant documents the capacity to supply matching resources of at least 50 percent (50%) of the total project cost.

The Statement of Matching Resources is essential to understanding which project costs identified in the Budget Narrative and the line Item Budget will be supported by the applicant organization and which project cost will be supported by Project Partners.

PERSONNEL MATCHING RESOURCES TOTAL: \$106,508

CONTRACTUAL TOTAL: 570.1 hours X \$160/hr. = \$91,216

SEE BUDGET NARRATIVE FOR MORE DETAIL

Line Item Budget

Cost Category	Grant Funds	Match Amount	Project Total
Personnel	\$0.00	\$106,508.00	\$106,508.00
Education and Training	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
Contractual	\$91,216.00	\$0.00	\$91,216.00
Equipment	\$0.00	\$0.00	\$0.00
Infrastructure/Facilities Construction	\$0.00	\$0.00	\$0.00
Miscellaneous	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00
Totals	\$91,216.00	\$106,508.00	\$197,724.00

Final Application Signature

Signature of Duly Authorized Representative

Jon Worona

Date

04/30/2017

Title

Director of Content Strategy

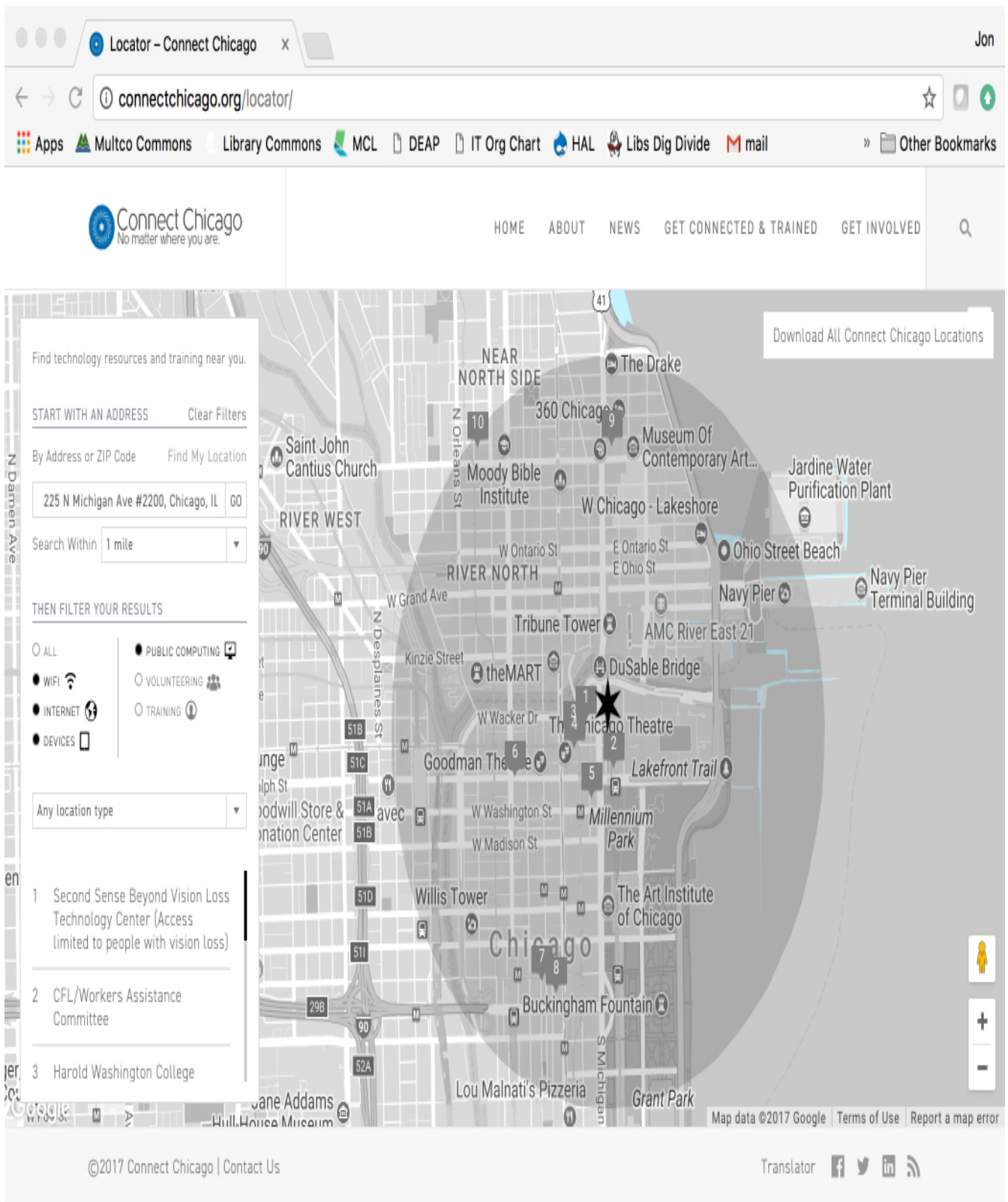
Phone

503-988-0335

E-mail

jonrw@multcolib.org

Supplemental Material Attachments



Technical Design Attachment: Connect Chicago Locator screenshot

381 KB

Charlotte WiFi Map – Digital Cl x Jon

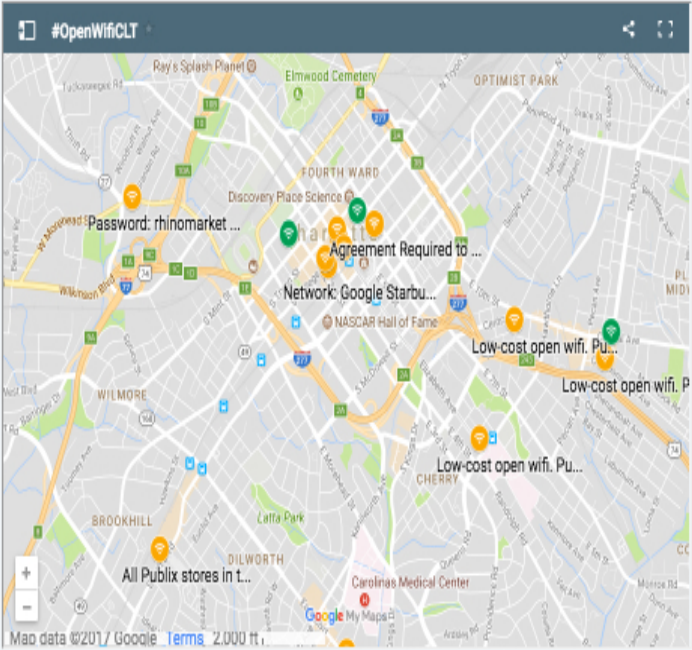
digitalcharlotte.org/openwifict/

Apps Multco Commons Library Commons MCL DEAP IT Org Chart HAL Other Bookmarks

Charlotte WiFi Map

#OpenWifiCLT

Digital Charlotte has begun building a map of free public wireless network access locations, and are inviting contributions and submissions to the map's development. The map presents a crowdsourced tool to help people locate free WiFi networks.



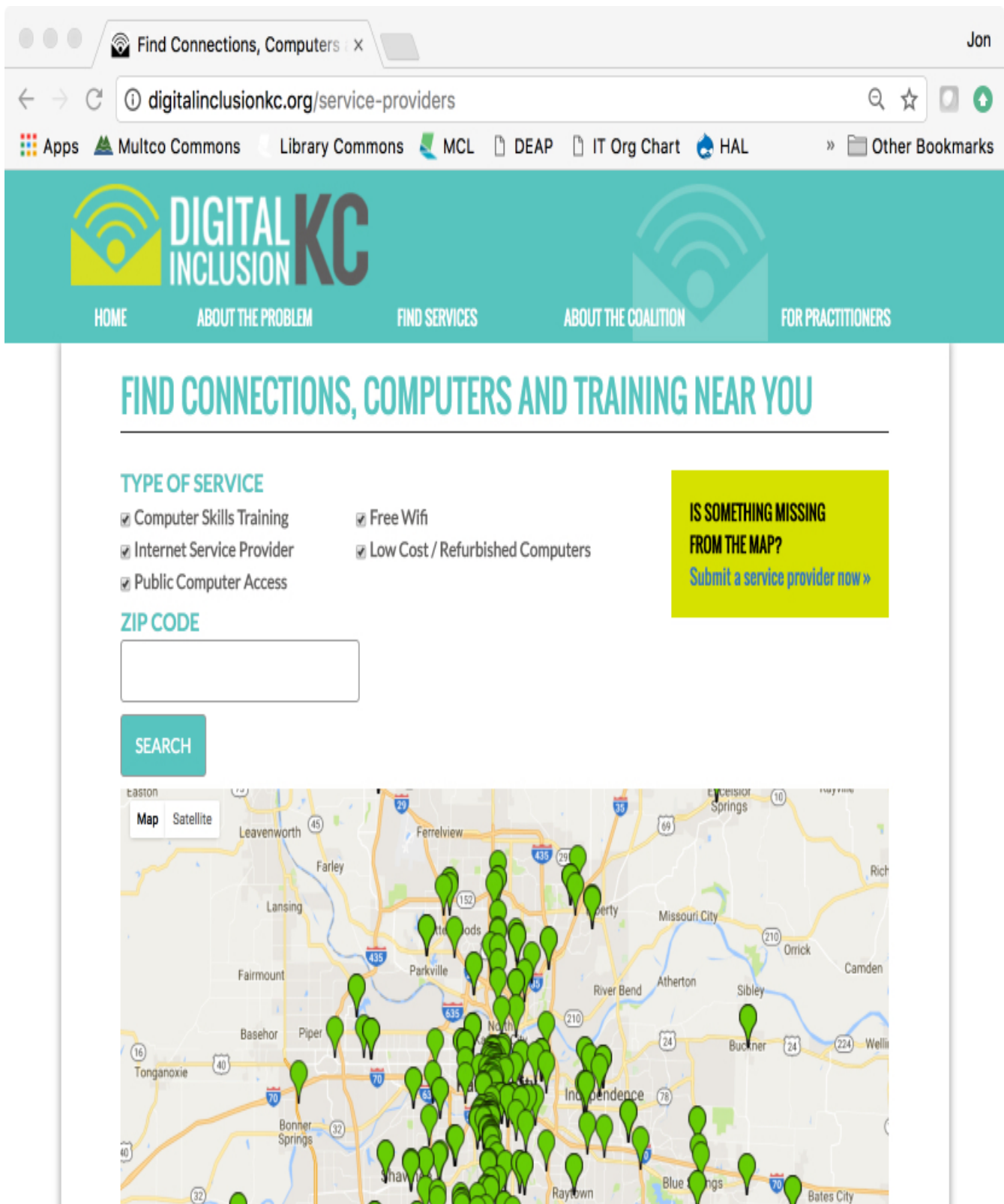
To participate and contribute information on free WiFi networks, complete the form below. Contributors to the project can fill out the form below:

Location/Business Name*

Address*

Technical Design Attachment: Digital Charlotte WiFi map screenshot

360 KB



Technical Design Attachment: KC Digital Inclusion database and map screenshot

437 KB

Partner Commitment Letter(s)

File Name	Description	File Size
DIN-Database-MHCRC-letter-of-Support.docx	Letter of support from community organizations in the Digital Inclusion Network.	15 KB

To the Mt. Hood Cable Regulatory Commission,

The Digital Inclusion Network (DIN), is a community coalition formed around the goal to bridge the digital divide for excluded members of our community with affordable access, training and tools. The DIN works to ensure that all residents of Portland/Multnomah County will have barrier-free access to high-speed broadband Internet at home and school, an affordable computing device and the training to use them effectively. Community partners are working together to achieve the vision of opportunity for every Portland/Multnomah County resident to be fully engaged in our digital society. Community partners include a broad cross-section of community organizations from nonprofit, education, technology industry, affordable housing, business and local government representing disparate but complementary efforts across the County that require an online presence and shared resources database to be more effective and efficient.

In 2016, City of Portland and Multnomah County leadership adopted the Digital Equity Action Plan (DEAP), which includes strategic actions to meet 5 overarching goals including access, support and training, leadership and capacity building, connecting to the digital economy, and policy. To empower community based organizations (CBOs) to provide culturally appropriate support and training, computers and Internet access to targeted populations, DIN has committed to strategic action to create and maintain a searchable, web-based database of digital inclusion programs, services, activities and training tools for use by CBOs.

As members of the DIN and/or direct providers of digital inclusion services to the public, we are committed to:

- Maintaining our profiles in the database to share our services, events, activities, training tools and curriculum offered;
- Using the database as a clearinghouse of digital equity resources and opportunities, in order to leverage the work and best practices developed by our digital equity provider counterparts;
- Identifying and engaging other organizations that are digital equity providers, to contribute their profiles and resources to the database, and;
- Championing the resource to community based organizations to use to better serve their target populations.

As members of the Digital Inclusion Network, we, the undersigned, are committed to partnering with the Multnomah County Library and County Information Technology on the Digital Inclusion Resource Database project and we urge the MHCRC to join us by awarding the project's request for grant support.

Signed by Portland/Multnomah County Digital Inclusion Network Member Organizations, including:

- Multnomah County Library
- Multnomah County Department of County Assets / County Information Technology
- NTEN: The Nonprofit Technology Network
- iUrban Teen STEM+Arts
- Worksystems, Inc.
- Make+Think+Code at Pacific Northwest College of Art
- Free Geek
- MetroEast Community Media
- Oregon Citizens' Utility Board (CUB)
- Reynolds School District
- City of Portland, Bureau of Planning and Sustainability
- Technology Association of Oregon
- Flossin Media
- Soul District Business Association
- Home Forward
- Portland Community College
- Open Signal: Portland Community Media Center
- Portland Public Schools
- Human Solutions
- Prosper Portland

Grant Agreement -- Attachment 2

EXAMPLE OF INTERIM REPORT INFORMATION

OUTCOMES ACTIVITIES AND PROGRESS

Describe project activities that focus on the intended outcomes and/or progress made toward the outcomes. Provide both quantitative and qualitative details as they relate to an activity.

LEARNINGS AND EVALUATION

Summarize the key evaluation steps completed or underway. What are the primary lessons learned thus far about the project? Have you had any course corrections or adjustments to your project based on learnings thus far? How might these learnings impact project implementation in the next Reporting Period?

IMPLEMENTATION SUCCESSES AND CHALLENGES

By using the project's original implementation plan/timeline (included in Attachment 2 to the Grant Agreement, The Implementation Plan), provide a mark-up of the plan indicating the status of your project in relation to the original plan/timeline by adding a "status" column to your activities list.

Describe any anticipated and unanticipated successes and challenges.

EXPENDITURE DETAIL

Provide a line item accounting, in context of the original grant budget, of the expenditures incurred during the Reporting Period; including both Grant fund and Matching fund expenditures.

Provide a clear narrative of the expenditures incurred for each line item identified above.

Provide a clear explanation of any expenditure that substantially differs from the original Grant budget.

WORK SAMPLES

Periodically, the MHCRC will use photos and videos (with permission) on our website to highlight the work of the organizations we support. Please send us photos or videos that illustrate the impact of the grant project in the community. (By sharing photos or videos, you acknowledge that any and all material you are providing has been obtained with appropriate signed media releases and may be shared with the MHCRC's stakeholders and broader audiences.)

EXAMPLE OF FINAL REPORT INFORMATION

RESULTS

Describe the significant project activities that took place throughout the life of your project and how these activities contributed to the realization of the original project purpose and outcomes. (As applicable, please quantify your results as they related to your original project outcomes, i.e. numbers of people served, the demographics of those served, the number and type of content created, the number/type of classes/programs offered, etc.)

Outline your evaluation process, including evaluation tools and methods. Detail the results of your evaluation.

Do you have a testimonial story to tell that captures the essence of the project's impact? (Where anonymity is required, please use pseudonyms.)

REFLECTIONS

What did you learn about the problem or issue you were trying to address?

What did you learn about the population served?

What factors contributed to your success?

What, if any, were the significant challenges encountered? How did you address both anticipated and unanticipated challenges in the course of the project?

EXPENDITURE DETAIL

Provide a line item accounting, in context of the original grant budget, of the expenditures incurred during the Project term; including both Grant fund and Matching fund expenditures.

Provide a clear narrative of the expenditures incurred for each line item identified in Step 1.

Provide a clear explanation of any expenditure that substantially differs from the original Grant budget.

SUSTAINABILITY

Will the project/program continue beyond the term of this Grant? If so, what are your next steps and plans for continuing or changing the project/program?

WORK SAMPLES

Periodically, the MHCRC will use photos and videos (with permission) on our website to highlight the work of the organizations we support. Please send us photos or videos that illustrate the impact of the grant project in the community. (By sharing photos or videos, you acknowledge that any and all material you are providing has been obtained with appropriate signed media releases and may be shared with the MHCRC's stakeholders and broader audiences.)