

COVER SHEET – AGENDA ITEM #R2

For Commission Meeting: June 18, 2018

“Community Technology Grant Agreements: APANO”

Recommendation

Staff recommends that the Commission approve the 2018 Community Technology Grant agreement with APANO for \$50,000.

Background

At its January meeting, the Commission selected 8 Pre-Applications to invite to apply for funding. Following the Commission’s decision, MHCRC staff engaged all 8 applicants in a process to complete full grant applications and contracts.

MHCRC staff has reached agreement on a final grant application and contract with APANO and recommends approval at the June meeting. APANO’s Jade District Community Space project is intended to serve displaced families, recent refugees and working-class communities in SE Portland, with a specific focus on Asian and Pacific Islanders. The project will augment existing anti-poverty programming with new mobile computing devices in a variety of culturally specific classes and trainings. In follow up to Commissioner comments at the January meeting, staff worked with APANO to more clearly define the project purpose – including clearly identifying the beneficiaries and the proposed solution and detailing outcomes specific to the impact of technology on the community members involved (see project purpose section).

The final grant request is \$7,750 over the Pre-Application estimate request.

	Grant Request	Total Project Budget
Pre-Application	\$42,250	\$186,250
Final Application	\$50,000	\$1,253,800

The two remaining applicants invited to apply, IFARA and NW Music Experience, withdrew their applications due to internal staffing changes/limitations, however expressed interest in re-applying under the 2019 funding cycle.

As part of the normal grantmaking process, Comcast is given the opportunity to review all final grant applications and contracts prior to staff moving the contracts forward for Commission consideration.

Attachment: Draft Community Technology Grant Agreement: APANO

Prepared By: Rebecca Gibbons
June 12, 2018

AGREEMENT FOR COMMUNITY TECHNOLOGY GRANT

This Agreement is between the Mt. Hood Cable Regulatory Commission (Commission), through the Office for Community Technology (OCT), and APANO Communities United Fund (Grantee) (together referred to as the "Parties").

RECITALS:

This Agreement is entered into for the purpose of providing the Commission's 2018 grant funds for the Grantee's Jade District Community Space Project.

AGREEMENT:

1. Grant Amount, Use of Grant

Grantee is awarded a total amount of \$50,000 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 Community Technology Program Manager.

3. Payments

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 pay to the Grantee \$50,000 as specified in the invoice within thirty (30) days after receipt of the invoice.

Grantee shall submit the invoice 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 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.

All expenditures made from Grant funds for Grant project capital costs must be made at least sixty (60) days prior to the expiration of this Agreement.

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.

4. Financial 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. Grantee shall maintain all financial records related to the Grant for one (1) year after the termination of this Agreement. Grantee shall provide the Commission prompt access to these records upon request and permit copying as the Commission may require.

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 July 1, 2018 through December 31, 2018; January 1, 2019 through June 30, 2019; July 1, .2019 through December 31, 2019; January 1, 2020 through June 30, 2020; July 1, 2020 through December 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 March 1, 2021.

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.

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.

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. 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.

7. Audit

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 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 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.

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 July 1, 2018, 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, April 30, 2021.

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. It shall be a material breach and cause for termination of this Agreement if Grantee uses grant funds outside the scope of this Agreement.

Notice and Opportunity to Cure. The Project Manager shall give Grantee written notice of the intent to terminate this Agreement, identifying the reasons for such action. Grantee shall have thirty (30) days from the date of the written notice to cure the breach. If the breach is of such nature that it cannot be completely cured by Grantee within the thirty (30) day period, then Grantee shall submit a cure plan to the Project Manager no later than fifteen (15) days from the date of the written notice. Grantee's cure plan shall include actions, steps, and a time period to cure the breach. Grantee must obtain written consent from the Project Manager to proceed with a cure plan under an extended cure period.

No Payment During Cure Period. During the cure period or extended cure period, the Commission is under no obligation to accept or pay invoices submitted by Grantee under this Agreement. Grantee shall not perform services or take actions that would require the Commission to pay grant funds to Grantee without the written consent of the Project Manager. Grantee shall not spend unused grant funds and such unused funds shall be solely held in trust for the Commission. Grantee shall be solely responsible for any expenses associated with cure of its noncompliance or failure to perform.

Cause for Termination. If Grantee fails to cure the material breach within thirty (30) days of the written notice of termination, or if Grantee does not receive consent from the Project Manager to proceed with a cure plan and executes the cure plan satisfactory to the Project Manager, 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

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.

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
PO Box 745
Portland, OR 97207-0745
Email: rgibbons@mhcrc.org

If to Grantee:

Attn: Duncan Hwang, Associate Director
APANO
2788 SE 82 Ave., Suite 203
Portland, OR 97266
Email: duncan@apano.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: Jade District Community Space

GRANTEE: APANO Communities United Fund

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

00738 - 2018 Community Technology Grants

00909 - Jade District Community Space

Community Technology Grants

Status:	Submitted
Original Submitted Date:	05/17/2018 3:34 PM
Last Submitted Date:	06/11/2018 10:10 PM

Primary Contact

Name:	Duncan	Hwang
	Salutation	Last Name
Email:	duncan@apano.org	
Phone:*	971-269-4436	
	Phone	Ext.
Title:		

Organization Information

Organization Name:	APANO Communities United Fund		
Organization Type:	Non-Profit Entity		
Tax ID	80-0252850		
Organization Address:	2788 SE 82nd Ave suite 203		
City*	Portland	Oregon	97266
	City	State/Province	Postal Code/Zip
Phone:	971-340-8461		

Executive Summary

Executive Summary

The Executive Summary is your opportunity to introduce your project.

This project reduces disparities in economic and education attainment for the 15,000 residents of the Jade District and Asian and Pacific Islander communities region wide, now Oregon's fastest growing demographics. Nearly 20% of the Jade District live in poverty and many residents have limited access to community space, information, and technology. This project addresses 2 issues: lack of access to information and lower economic attainment. In a new 48 unit affordable housing development and community center, we will build community wealth by augmenting our existing anti-poverty programming with technology in a variety of culturally specific programs. Workforce navigators will match 100 residents with living wage jobs, 120 community members will receive OLCC permitting, 80 residents will take a series of financial literacy and small business courses, and we will continue to provide free wifi, access to technology, and host dozens of community building events. This builds community resilience to increase the neighborhood's human capital. Project partners include SE Works, and the Chinese American Citizens Alliance and Prosper Portland.

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Project Narrative

Total Grant Funds:	\$50,000.00
Total Match Funds:	\$1,203,800.00
Total Funds:	\$1,253,800.00
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:

This project will provide both the technology and programming in an accessible community space in order to reduce disparities in economic and educational attainment for the communities we serve. In developing a technology enabled community center on the ground floor of a 48 unit affordable housing development, we will serve 2 primary communities.

First, we will serve residents of the Jade District with our new housing and community center under construction at the intersection of 82nd ave and SE Division. The census tracts we focus on (83.01 and 6.01) are home to about 15,000 residents and are among the state's most diverse. Our service area is approximately 45% people of color; 55% are considered low income, and 52% of residents speak a language other than English at home. 19% of census tract 83.01 in particular contains a high concentration of people living on \$10,000 or less. The challenges we will address are both straightforward and complex. Most directly, this is a low income neighborhood with limited community space, where many residents have limited access to the internet, information, and technology. On a broader level, this is a neighborhood in transition as areas around 82nd are becoming more gentrified and property values and rents are rising rapidly. There is no magic bullet for addressing involuntary displacement, but we believe it starts with building up the human capital of our residents so that we can tackle shared challenges. This will include building community across a diverse neighborhood, improving economic outcomes by matching residents with living wage jobs, training, and licensing, and improving educational outcomes for young and old alike.

As a culturally specific organization, the second constituency we serve are Asian and Pacific Islanders region wide. Asian and Pacific Islander are now Oregon's two fastest growing demographics and a community of contrasts. Some in our communities are doing very well and others are not. For example, 15% of Chinese Americans and 16% of Korean Americans in Oregon live in poverty. This is due to linguistic and cultural barriers, immigration status, and the digital divide. This project is an opportunity to provide a regional hub for improving economic outcomes for Asian and Pacific Islanders coming and accessing our programming and services to improve access to opportunity.

The solutions we implement through our programming are grounded in cross-sectoral collaboration. For example, we have built community gardens, offered Tai-Chi classes and dance classes, but for the purposes of this application we will propose achievable solutions that require access to technology to make them most successful. Access to opportunity means access to technology. We will purchase 20 laptops, 20 mobile workstations, data storage devices, monitors for training/conference rooms, and a screen/projector/sound systems for the community space. The technology will be used in the offering of the following:

1. **OLCC Permitting:** Our partners at the Chinese American Citizens Alliance hold monthly in-language trainings for community members to become OLCC permitted. This is an important aspect of the Jade District business community as we are so heavily restaurant reliant. The OLCC now allows the OLCC liquor serving test to be taken online. OLCC is collaborating with the community on how best to accommodate the Chinese speaking students, many of which are elders. Having a space where technology is available to take the test while translators (CACA volunteers) are present would be a major boon for the community. For the 18 months of operation within our proposed project, we expect 120 permits to be obtained by community members. This is an existing program.
2. **Jobs Placed:** The Jade District has a workforce navigator embedded in our programming from SE Works. In the last 6 months, this navigator has placed 59 residents with living wage jobs, reviewed 71 resumes, and made contact with 82 potential employers. Residents will use the technology to build resumes, research and apply for jobs, and access educational and workforce training resources. For this project period we intend to match another 100 residents with living wage jobs. Also an existing program that has stringent reporting requirements due to public funding that has been in operation for 2 years.
3. **Community Internet Access Drop ins:** We will provide space for community members to continue to come in for drop in services and to access the internet. Many of our community members do not have a computer or internet access at home. By engaging our community members on a drop-in basis, we will also have an opportunity to engage these residents in identifying future programming needs.
4. **Youth & Member Programming:** APANO provides 2 youth programs (ALLY and ONYCS) for API youth and 2 programs for neighborhood residents. Participants come in for community building, ESL classes, and to learn new skills, all of which are facilitated by technology. This would also include arts education programming or homework support. We will have 100 program participants each month. These are existing programs with existing bilingual staff with a track record of success. ESL classes have about 15 participants each week.
5. **Community Classes:** This year we've offered a series of classes on financial literacy and how to start a business. Each class has about a dozen participants. During this project period, we would offer 8 financial classes to 80 people. This is also an existing program with established curriculum. The ability to have projectors, conferencing, and ability to check out workstations augments these programs.

To help illustrate the impact of this project, we offer the following case scenario: The Chen family are recent immigrants from rural China. They've established enough of a financial history to qualify for the Jade low income housing serving residents at 0-60% MFI. This is great for them because this neighborhood is where their community lives. Despite rising rents elsewhere, they can shop at Fubonn for culturally appropriate groceries and their young teenager is able to attend the Chinese Dual Language immersion program down the street at Harrison Park School. We believe small businesses are the fabric that binds the community together and the Jade District is known for its shops and restaurants. Mr. Chen attends OLCC permitting class and attends weekly ESL classes downstairs in the community center, both of which require computer access he wouldn't otherwise have. This allows him to get a job at a nearby restaurant & lounge. Mrs. Chen comes downstairs and meets with our workforce navigator, who is able to help her put together a resume and submit an online application leading to a living wage job at a manufacturing plant on the Columbia corridor, an easy bus ride up on Line 72. Their child is able to attend APANO youth programs, check out a computer, and get homework help. After a year or two, Mr. Chen enrolls in one of our entrepreneurship classes with hopes of setting up his own restaurant. On weekends they attend a movie night and share snacks with another immigrant family from Somalia. At the risk of sounding cliché, this is how the American Dream is still accessible for many immigrants, but not without some intention in reducing barriers to technology, information, and language.

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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 evaluate progress toward the project's anticipated outcomes in a variety of means. The communities we serve have not had access to this type of space and publicly accessible technology and resources but will after the building opens.

The first milestone is integration of the technology into the existing programming. We have some access to technology now, but not in such a coordinated public facing manner. This will augment our anticipated outcomes:

- **OLCC Permitting:** For the 120 permits to be obtained over the project timeline, evaluation is straightforward. Upon going through the translated training class, did the participant pass the online test and receive the permit or not. We will continue to evaluate and streamline the course over time by debriefing each class with participants and improving the delivery, but the program already has a high success rate.
- **Jobs Placed:** This comes with detailed quarterly reporting for Prosper Portland. Intake is handled by the workforce navigator and documented in aggregate so as to protect personal data. Though we track a number of metrics, whether a client is placed with a job through this service is readily tracked available.
- **Community Drop Ins:** We had used a system in the previous space for having users sign in, so we are able to track to some degree basic information of users of the space. Many of the community events have their own evaluative component. For example, a community forum would have a pre-post survey where we measured sentiments of community connectedness. Not all events will have this but a number will depending on the type of programming.
- **APANO Programming:** we track participants in our internal database and capture their demographic data. Success of our programming is primarily evaluated on participation and qualitative story telling. Typically youth are able to talk about how these programs offered a safe space to learn new skills and build confidence. Some formal programs such as our leadership development programming have pre and post surveys and more evaluation on placements.
- **Community Classes:** These also rely on survey data and participant evaluation on whether the financial literacy classes were helpful. Oftentimes it's about fit as some participants say the material was basic and others say it was super helpful. This helps us tailor our classes to some extent.

We will track who uses the computers by creating a sign out system whereby the community center staff are able to properly account and secure the computers. This will additionally allow us to track demographics where volunteered, especially if they are within our service area or identify as Asian or Pacific Islander. The computers can be checked out to use in the community space and would not leave the premises. Evaluation of participation in programs is generally straightforward. We are able to track who participates, who found the service successful, and what we could do better. The question of evaluating this work on the aggregate is much more complicated for both neighborhood residents and the API community. For the Jade District, our goal is to improve economic/health/education outcomes without exacerbating the negative effects of gentrification. To this end, there is not one single data point. Our programs are designed to build wealth and educational status. Less residents in the neighborhood living in poverty is generally a good thing. However, it is difficult to tell whether a declining poverty rate is the result of people in poverty exiting poverty or because they're simply moving away and a wealthier class of people are moving in. It is also impossible to fully document reasons why people move. Is it because they could no longer afford to live here or is it because they found housing closer to their job and family? For the API community, disparities are also functions the general economy or new immigration policies and changes in a fast growing population level data is open to interpretation. Along with our partners at the City Bureau of Planning, Portland State, and Multnomah County, we are constantly updating our various maps to attempt to evaluate and tell the most accurate story. This will include a mix of quantitative and qualitative data with the 2020 census a perfect opportunity to capture a snapshot of where the community is at. Whether the neighborhood lost its communities of color, income, and education levels will all be collected and evaluated along with stories and perceptions.

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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.

Key project partners are:

1. SE Works will continue to embed a Workforce Navigator position at APANO to help lead the job placement program.
2. Chinese American Citizens Alliance (CACCA) volunteers will hold monthly in-language trainings for the OLCC program.
3. Community Classes are co-taught with an array of partners through the Prosper Portland Inclusive Business Resource Network. This includes PSU Business Outreach Program or the PCC Small Business Development Center.

APANO programming has an array of funders and program collaborators. For example, Meyer Memorial Trust funds a leadership development program, which we implement with the Asian Family Center.

APANO is also nearing completion of a \$2 million capital campaign for the community center with funders including the Oregon Community Foundation, Collins Foundation, Coulter Foundation, Meyer Memorial Trust, Metro, Multnomah County, City of Portland, State of Oregon, Kaiser Permanente, Providence, CareOregon, Jade District NPI, and over 500 individual donors.

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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.

APANO staff currently use the proposed technology including laptops, workstations and screens/projectors to teach classes, run programs, and engage community members/residents. APANO staff are looking forward to having access to more and updated equipment. APANO currently has a limited number of computers and only 1-2 computers for public use. With the additional equipment, APANO will expand access to existing programs and classes. The laptops and workstations are designed to be mobile so as to not take up permanent space in the community center. A team of former Intel employees who became Encore Fellows were deployed to APANO throughout 2017. They were tasked with providing ongoing IT support and helping to upgrade our infrastructure, including preparing a plan for the future community space. In doing so, they observed current staff and programming as they worked and created a prioritized list of technology needs. This list was sourced and estimated by Designslife Creative Solutions, an IT firm, and then what needed to be incorporated into the architectural design was done so by Resolve Architecture. This schematic design is now in construction. For example, where underground electrical floor boxes were needed to be carved in, where the primary connections to internet service needed to be created, and the location of the IT closet.

The technology to be employed includes:

- Laptops and mobile workstations: APANO staff are opposed to cubicles and prefer open floor concepts and collaborative working. This meant that an array of laptops and mobile workstations supported by a NAS machine that could be checked out by both staff and community members works better.
- Webcam/conference lines: Due to the collaborative work environment and need for quiet space in the midst of an open work environment, more meeting rooms were required particularly to protect client privacy during job or housing placement. These meeting rooms require conference equipment such as phones and videoconferencing.
- Screen/Projector/sound system: Classes and programs can reach a broader audience with quality sound and visuals.

Once built, the technology will be maintained by our IT consultant and office manager with a possibility of bringing on a future Encore Fellow.

(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) 12/2018

Proposed End Date (month/year) 12/2020

Implementation Plan

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

December 2018 to May 2019

- Complete Construction of Building and Community Center.
- Complete Tenant Improvements.
- Building is leased up and open.
- Purchase and install IT/AV and computer equipment in community center.
- Train program staff on new technology.
- Update internal tech policies and procedures to provide systems for managing new technology in consultation with IT consultant.
- Update programmatic delivery to incorporate new technology capabilities.

June 2019 to Fall 2020

- Implementation of updated programming in new center with new technology.
- Monthly tracking and evaluation. Reporting to project partners and funders.
- Program refinement based on feedback and evaluation.
- Track community level changes where possible.
- Ongoing training on technology.

Winter 2020

- Prepare final reporting with best available data, including census data.
- Develop plan to sustain and update technology.

(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.

We are confident in our ability to integrate the project into the organization. First we have 3 years of experience running a de facto community center that was nearly twice as large in terms of square footage. The previous incarnation of this building before it was torn down was a unused furniture store that APANO leased from Metro free of charge. We rented to other nonprofits and rented it out as a community event space. This helped establish the systems, staff experience, and understanding of costs for running our future space.

In terms of programming, we offer virtually the same programming at our current office location across the street from the new building. We currently have 7 full time multi-lingual program staff that help coordinate and run the various programs. They are also relationship managers for our various partnerships. Not having accessible space and technology is currently a hindrance to our programming. For example, program participants are not able to check out laptops, they must borrow one on an ad hoc basis from staff or bring their own. Once trained on the new technology by our IT team, staff will be able to better deliver their programming. As a growing organization, we are becoming increasingly better at program design, implementation, and evaluation.

(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?

1. **OLCC Permitting:** Our partners at the Chinese American Citizens Alliance hold monthly in-language trainings for community members to become OLCC permitted. For the 18 months of operation within our proposed project, we expect 100 permits to be obtained by community members. This is an existing program.
2. **Jobs Placed:** The Jade District has a workforce navigator embedded in our programming from SE Works. In the last 6 months, this navigator has placed 59 residents with living wage jobs, reviewed 71 resumes, and made contact with 82 potential employers. For this project period we intend to match another 100 residents with living wage jobs. Also an existing program that has stringent reporting requirements due to public funding that has been in operation for 2 years.
3. **Community Internet Access Drop ins:** Before the new building began construction, we operated the previous building, an unused former furniture store, as a de facto community center that saw 25,000 unique visitors each year. We expect community members to continue to come in for drop in services and to access the internet.
4. **Youth & Member Programming:** APANO provides 2 youth programs (ALLY and ONYCS) for API youth and 2 programs for neighborhood residents. Participants come in for community building, ESL classes, and to learn new skills, which would be facilitated by technology. This would also include arts education programming or homework support. We will have 100 program participants each month. These are existing programs with existing bilingual staff with a track record of success. ESL classes have about 15 participants each week.
5. **Community Classes:** This year we've offered a series of classes on financial literacy and how to start a business. Each class has about a dozen participants. During this project period, we would offer 8 financial classes to 80 people. This is also an existing program with established curriculum. The ability to have projectors, conferencing, and ability to check out workstations augments these programs.

In aggregate, we will also be able to track neighborhood and population level outcomes both from successful storytelling and in neighborhood level data, though interpreting this data may be complicated. We have benchmark data for % low income and % living in poverty as well as % people of color. Through the 2020 census and other data collection such as the through the Multnomah County health department, we will also be able to capture and map these changes with various overlays. This will allow us to tell a story of how anti-poverty programming that helps bridge the digital divide will help us reduce disparities measured against how quickly the neighborhood is changing in terms of demographics.

Budget Narrative

Budget Narrative

Personnel

Program Manager: The Program Manager is responsible for overseeing all program implementation and program evaluation. .2 FTE
Match Funds: \$10,000

Program Staff: APANO staff is responsible for coordinating and/or implementing the programs outline in this grant. Each staff member will be trained on use of the technology to augment the programs offered to community members and residents. Each staff member will integrate the technology into the program curriculum as needed (many programs already use the technology and just need additional access to more devices).

6 program staff averaging \$40,000 annually plus 25% benefits. This includes:

\$50,000 for Chinese Community Organizer (bilingual)

\$50,000 for Vietnamese Community Organizer (bilingual)

\$50,000 for Youth Organizer (bilingual)

\$50,000 for Pacific Islander Organizer

\$50,000 for Jade District Community Organizer (bilingual Chinese)

\$50,000 for Jade District Community Coordinator (bilingual Vietnamese)

Match Funds: \$300,000

* Our staffing allows us to do interpretation/translation in house.

** Each position is full time ongoing.

TOTAL PERSONNEL

Grant Funds: \$0

Match Funds: \$310,000

Education and Training

APANO will provide ongoing training on the technology to staff over the course of the grant period. Likely to continue to work with an external trainer.

Match Funds: \$10,000

TOTAL EDUCATION & TRAINING

Grant Funds: \$0

Match Funds: \$10,000

Contractual

Designslife: APANO will contract with Designslife for equipment purchase, installation, setup, and initial technology training for staff.

Grant Funds: \$8,000

Chinese American Citizens Alliance: CACA will provide 120 hours per year of volunteer time at \$24.14 an hour = \$5800 over grant term to teach OLCC classes

Match Funds: \$5,800

SE Works: SE Works Workforce Navigator position is responsible for the implementing the job placement program. This position will work 1500 hours over the life of the project.

Match Funds: \$36,000

Prosper Portland Inclusive Business Resource Network: An array of business member volunteers will co-teach APANO community classes. We anticipate 80 hours of volunteer time. (4 classes a year at 10 hours each)

Match Funds: \$2,000

Tech Maintenance: Ongoing technology maintenance to be provided by another Intel Fellow or external consultant.

Match Funds: \$10,000

TOTAL CONTRACTUAL

Grant Funds: \$8,000

Match Funds: \$53,800

Equipment

20 laptops X \$650/laptop = \$13,000

Mobile workstations: monitors + docking station: \$400 ea X 20 = \$8,000

Monitors for meeting rooms \$500 x 5 = \$2,500

Webcam/conference lines for meeting rooms \$750 x 5 = \$3,750

Screen/Projector/Sound Systems = \$10,000

Total: \$38,250

TOTAL EQUIPMENT

Grant Funds: \$38,250

Match Funds: \$0

Infrastructure/Facilities Construction

Building design and construction, including conduit, wiring, classroom, conference room and community room space, furniture, etc. Through a number of funders, including Meyer Memorial Trust, Collins Foundation, City of Portland, Multnomah County, individual fundraising, and a

construction loan, APANO will contribute at least \$830,000 to facilities construction for materials to construct a site directly related to the proposed project.

TOTAL INFRASTRUCTURE/FACILITIES CONSTRUCTION

Grant Funds: \$0

Match Funds: \$830,000

Overhead

Overhead includes accounting, processing equipment orders, and Director strategic planning to ensure integration of project into organization.

TOTAL OVERHEAD

Grant Funds: \$3,750

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.

APANO commits to matching the following resources:

.2 FTE Program Manager = \$10,000

6 program staff averaging \$40,000 annually plus 25% benefits = \$300,000 total. This includes:

- \$50,000 for Chinese Community Organizer (bilingual)
- \$50,000 for Vietnamese Community Organizer (bilingual)
- \$50,000 for Youth Organizer (bilingual)
- \$50,000 for Pacific Islander Organizer
- \$50,000 for Jade District Community Organizer (bilingual Chinese)
- \$50,000 for Jade District Community Coordinator (bilingual Vietnamese)

Ongoing staff training = \$10,000

Tech Maintenance = \$10,000

Infrastructure/Facilities Construction = \$830,000

TOTAL APANO Match: \$1,160,000

Chinese American Citizens Alliance (CACA) = \$5,800 of volunteer time to teach OLCC classes

SE Works = \$36,000 for workforce navigator.

Prosper Portland Inclusive Business Resource Network = \$2000 volunteer time to teach community classes.

Line Item Budget

Cost Category	Grant Funds	Match Amount	Project Total
Personnel	\$0.00	\$310,000.00	\$310,000.00
Education and Training	\$0.00	\$10,000.00	\$10,000.00
Travel	\$0.00	\$0.00	\$0.00
Contractual	\$8,000.00	\$53,800.00	\$61,800.00
Equipment	\$38,250.00	\$0.00	\$38,250.00
Infrastructure/Facilities Construction	\$0.00	\$830,000.00	\$830,000.00
Miscellaneous	\$0.00	\$0.00	\$0.00
Overhead	\$3,750.00	\$0.00	\$3,750.00
Totals	\$50,000.00	\$1,203,800.00	\$1,253,800.00

Final Application Signature

Signature of Duly Authorized Representative	Duncan Hwang
Date	05/16/2018
Title	Associate Director
Phone	971-269-4436
E-mail	duncan@apano.org

Supplemental Material Attachments

File Name	Description	File Size
Abbreviated capital campaign letters.pdf	support letters	338 KB
APANO mech M101 20180424.pdf	Design schematic	852 KB
APANO tech estimate.pdf	IT/AV estimate	105 KB

Partner Commitment Letter(s)

File Name	Description	File Size
OLCC_Apano .doc	CACA support letter	43 KB
SKM_C75918060513400.pdf	SE Works letter of support	30 KB



NORTHWEST HEALTH
FOUNDATION

March 13, 2017

Greetings,

In my capacity as President and Chief Executive Officer of Northwest Health Foundation, as well as during my time at Native American Youth and Family Center, I have had the great honor of working alongside Asian Pacific American Network of Oregon. At Northwest Health Foundation, one of our primary goals is to nurture community-led efforts with the capacity and potential to improve health for everyone in Oregon and southwest Washington. NWHF believes that communities building power and making change through self-advocacy and political advocacy are often the most effective strategies for improving community health. APANO's staff and volunteers work hard every day to do just this, which is why NWHF has jumped at the opportunity to fund APANO's Roots to Rise project. I invite you to take the opportunity to learn more about this groundbreaking development project and join us in backing this deserving and invaluable organization.

APANO is a statewide, grassroots organization, uniting Asians and Pacific Islanders to advance equity and achieve social justice through empowering, organizing and advocating with API communities. The Roots to Rise project is an opportunity for APANO to support these communities in deeper, longer lasting and even more impactful ways.

Roots to Rise is a once-in-a-generation opportunity to build a cultural center and permanent home providing a safe, dynamic space for community members to gather and organize. The center will serve as a hub for Asian and Pacific Islanders, immigrants, refugees and communities of color to heal; organize; participate in civic engagement and leadership development; and display, enjoy, educate with and learn from art. With the reality of gentrification and an ever-changing city landscape, the need for roots, for stability, for community are ever more important. The Roots to Rise project is not just about the

221 NW Second Avenue,
Suite 300
Portland, OR 97209
503.220.1955
northwesthealth.org

development of a building, it is about creating a space for all members of our community to feel welcome, safe and empowered.

Hard work and passion have allowed this project to progress as far as it has, and there is still more that needs to be done to see it to fruition. APANO needs your support. We all have a responsibility to invest in our communities and their success, and this is a chance for you to do just that. Please join me in showing your support for this much-needed community landmark.

Sincerely,

Nichole June Maher

President & CEO

RON WYDEN
OREGON

.....
RANKING MEMBER OF COMMITTEE ON
FINANCE
.....

221 DIRKSEN SENATE OFFICE BUILDING
WASHINGTON, DC 20510
(202) 224-5244

United States Senate
WASHINGTON, DC 20510-3703

COMMITTEES:
COMMITTEE ON FINANCE
COMMITTEE ON BUDGET
COMMITTEE ON ENERGY & NATURAL RESOURCES
SELECT COMMITTEE ON INTELLIGENCE
JOINT COMMITTEE ON TAXATION

April 7, 2017

Dear Mr. Santos-Lyons,

I am writing to thank you and the APANO staff for hosting our meeting with community leaders this past winter at the Jade/APANO Multicultural Space. I am excited about your plan to transform that space into a thriving Cultural Center.

APANO's work to protect access to affordable housing, quality healthcare and economic opportunities for all has and will continue to be critical in the years ahead. I am impressed by APANO and Rose CDC's vision of creating this inclusive, safe space where people can come together to connect, live and succeed. Innovative efforts like these can better serve those most in need. This Center will have a lasting impact on one of the most diverse neighborhoods in Oregon.

I commend APANO and its partners for continuing to ensure every member of the community feels valued and supported. Thank you for your continued commitment to justice and equity. Please reach out to my office if there is ever anything you need.

Sincerely,



Ron Wyden
United States Senator

911 NE 11TH AVENUE
SUITE 630
PORTLAND, OR 97232
(503) 326-7525

405 EAST 5TH AVE
SUITE 2020
EUGENE, OR 97401
(541) 431-0229

SAC ANNEX BUILDING
105 HR ST
SUITE 201
LA GRANDE, OR 97850
(541) 962-7691

U.S. COURTHOUSE
310 WEST 6TH ST
ROOM 118
MEDFORD, OR 97501
(541) 858-6122

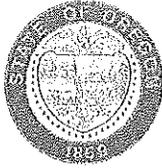
THE JAMISON BUILDING
131 NW HAWTHORNE AVE
SUITE 107
BEND, OR 97701
(541) 330-9142

707 1ST AVE SE
SUITE 285
SALEM, OR 97301
(503) 789-4555

[HTTP://WYDEN.SENATE.GOV](http://WYDEN.SENATE.GOV)

PRINTED ON RECYCLED PAPER

ALISSA KENY-GUYER
STATE REPRESENTATIVE
DISTRICT 46



HOUSE OF REPRESENTATIVES
900 COURT ST NE
SALEM, OR 97301

To Whom It May Concern:

Oregon has a long history of Asian and Pacific Islanders, who along with other communities of color, have laid the foundation for the state's economy, culture, and future. The story of our communities is marked by a struggle, prevailing over the adversity of exclusion, incarceration, displacement, and inequities.

I have had the privilege to support APANO, an organization that nurtures self-determination and creates space for education and organizing. Working together, we have advanced health equity and social justice with and for immigrants and refugees in the City of Portland and the state legislature with APANO's critical leadership. In this 20th anniversary year, we have a unique opportunity to ground APANO's mission and vision for the next generation with a permanent home and cultural center on 82nd and SE Division in Portland.

Located in the heart of my district is a City of Portland Neighborhood Prosperity Initiative called the Jade District, an area with one of my most diverse constituencies. The neighborhood is made up of engaged residents and international businesses. Collectively they are defining the priorities for this area, and a few years ago, community members began mapping out a vision for the old discount furniture store that had remained vacant for decades. Multiple visioning sessions, conducted in different languages, all identified gaps in the neighborhood such as affordable housing and a community gathering space. With the ROSE/APANO Mixed Used Development, these needs will be addressed through an innovative community redevelopment project.

I have put my full support behind APANO's Roots to Rise Capital Campaign, and ask you to do the same. Investing in these resilient communities will revitalize this Portland neighborhood and bring economic opportunity, access to housing, and a strong cultural foundation to this growing district. With the state's award of Low Income Tax Credits to fund the affordable housing side of the project, the overall development schedule is on a shortened timeline to raise the remaining funds for the commercial portion, which includes the cultural center, nonprofit offices and public plaza.

Together the resources we provide will help this community thrive for generations to come.

Sincerely,

A handwritten signature in black ink, appearing to read "Alissa Keny-Guyer".

Alissa Keny-Guyer
Oregon State Representative

Phone: 503-986-1446 - rep.alissakenyguyer@state.or.us
www.leg.state.or.us/keny-guyer





EARL BLUMENAUER
MEMBER OF CONGRESS
3RD DISTRICT OREGON

April 10, 2017

To Whom It May Concern:

I am pleased to express my support for APANO Communities United Fund and their Roots to Rise Capital Campaign. APANO Communities United Fund's partnership with Rose CDC to build a multi-use, affordable housing complex and cultural center in the heart of the Jade District is an innovative community redevelopment project that will help to revitalize this growing international Portland neighborhood.

During my time representing Oregonians at the national level, I have worked tirelessly on behalf of the multicultural communities and families that call my Congressional district home. I have worked closely with APANO Communities United Fund to ensure that the needs of Asian Pacific Islanders in our state have been heard – and that we do better to address the health and wellness disparities this community faces. I joined the Roots to Rise Honorary Campaign Committee to offer my support for a critical, transit-oriented, community development endeavor that is driven by those who are most affected. From the beginning, the process to transform this corner of 82nd & SE Division strived to be inclusive, conducting visioning sessions in multiple languages and engaging broad feedback over subsequent years. Since then, the community continues to express the need for this project as a clear priority that will benefit many - youth, elders, recent immigrants and those whose families have been here for generations.

I believe this project proposes an equitable way to support the families and diverse communities who call this area home, but struggle to afford to stay rooted in the neighborhood. Further, the addition of a cultural center will draw upon local residents and businesses to utilize the space as a hub for important community events, programs, and celebrations. Offering them a welcoming and safe place to gather will strengthen this community, especially as many face extreme vulnerability in light of the federal government's fear-inducing targeting of immigrant families.

I urge your serious consideration in support of this landmark project that shows how community development gets done right.

Sincerely,

Earl Blumenauer
Member of Congress



富康超級市場

FUBONN SUPERMARKET TEL: 503-517-8877

503-517-8899

2850 SE 82nd AVE SUITE #1, PORTLAND, OR 97266 FAX: 503-517-8885

March 9, 2017

To Whom It May Concern:

My family operates Fubonn Supermarket and manages the shopping center located at 2850 SE 82nd Ave in Portland. When the old Portland Community Center Southeast Campus became available, we knew it was the perfect location for our shopping center. We started this project back in 2004 because we saw a need for an international community space that could become an educational center for all the diverse citizens in our community.

Through the years, as we built out the retail space, we really wanted to have a strong focus on the diverse cultural mix. The shopping center provides a retail space where a lot of the daily tasks can be accomplished but one thing we were unable to do was create open space for other neighborhood events. That is why a creation of a cultural center is so important for the advancement of our community. I am writing this letter in support of APANO and The Jade District.

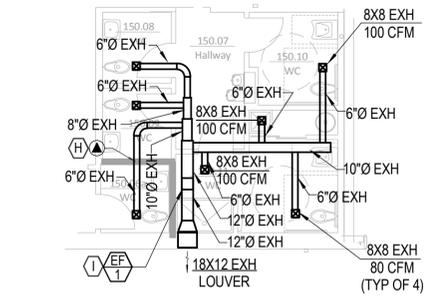
When members of APANO notified me that they would have the ability to use the old discount furniture space, I was really excited. This is what I hoped Fubonn could do for the community but we just did not have the space or the logistical set up for that to happen. With the use of the JAMS space, APANO has been able to do so many more events and educational workshops that help the community. With over 15,000 people using the building in 2016, the demand for the space is evident. With a home of its own, the sky's the limit for what APANO can do to help support the Asian Pacific Islanders in our community. My parents are immigrants to this country and I was the first person in my family born in the United States. I know the importance of having organizations to help families in this country get on their feet. America will always be a land of opportunity and sometimes, the only thing that will separate success and failure is having a strong support system for people to chase their dreams.

One of the great developments for our area in the last few years was the creation of the Jade District led by APANO and having APANO relocate its main office in the heart of the district. I have had the opportunity to work with the members of APANO on projects like the Jade Night Market, which was at Fubonn Shopping Center its inaugural year. This showcase event will be entering its 4th year and the work that APANO members do to highlight our community is invaluable. When the members of APANO asked me to be on the committee for its Roots to Rise campaign to help create a vision for the space, I was honored and energized. As an organization, APANO is an integral part in providing a voice for immigrant and other Asian Pacific families and they deserve a unique space in the heart of the community it supports.

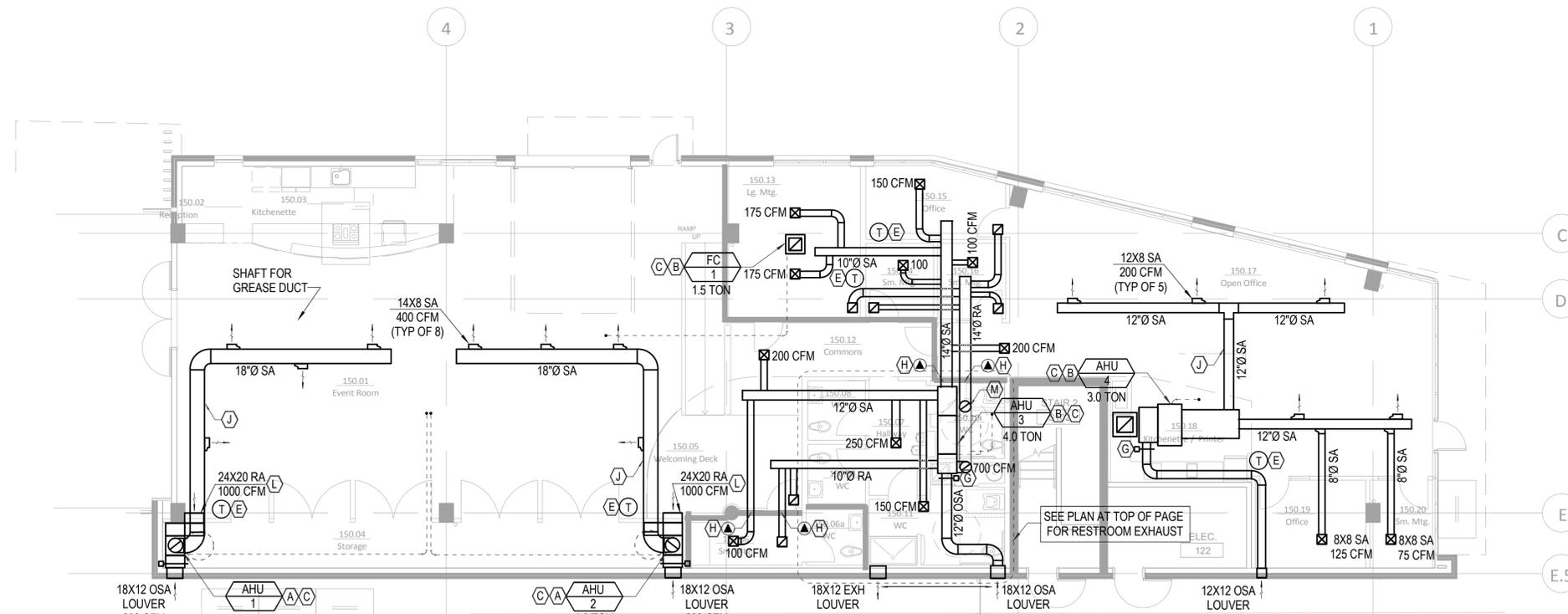
I hope APANO gets the home it deserves. In the future, I hope the outer Southeast area will become a destination spot for the city and having a permanent home for APANO will go a long way in making that a reality.

Sincerely,

Michael Liu
Member Fubonn Supermarket, LLC



2
101 RESTROOMS
SCALE: 1/8" = 1'-0"



1
101 1ST FLOOR PLAN
SCALE: 1/8" = 1'-0"

KEY NOTES

- A. AHU TO SET ON RAISED INSULATED RETURN PLENUM. SEE DETAIL X ON M600. MAINTAIN 30" SERVICE ACCESS TO UNIT.
- B. AHU/FC TO HANG FROM STRUCTURE, WITH SPRING ISOLATION. SEE DETAIL X ON M600. MAINTAIN 30" SERVICE ACCESS TO UNIT.
- C. CONDENSATE PUMP AND DRAIN TO OUTLET PROVIDED BY PLUMBING CONTRACTOR
- D. REFRIGERATION LINES FROM INDOOR COOLING COIL TO OUTDOOR HEAT PUMP LOCATED ON ROOF.
- E. WALL MOUNTED DIGITAL THERMOSTAT. MOUNT 48" AFF. VERIFY LOCATION WITH ARCHITECT.
- F. CO2 SENSOR WITH THERMOSTAT. IF READING EXCEEDS XXX PPM, THEN 2-POSITION MOTORIZED OUTSIDE DAMPER OPENS TO 100%
- G. 2 POSITION MOTORIZED OUTSIDE AIR DAMPER.
- H. FIRE DAMPER
- I. INLINE RESTROOM EXHAUST FAN. PROVIDE TIMER. MAINTAIN ACCESS TO SERVICE FAN.
- J. EXPOSED SPIRAL DUCTWORK.
- K. SUPPLY DIFFUSER, WITH ODB. BALANCE TO CFM SHOWN.
- L. LOW WALL RETURN GRILLE. BALANCE TO CFM SHOWN
- M. ROUTE RETURN DUCT ABOVE AND OVER TO MAINTAIN 30" ACCESS IN FRONT OF AHU-3

OFFICES AND MULTI-CULTURAL SPACE FOR

APANO

2517 SE 82nd AVE. | PORTLAND, OR 97266

APANO COMMUNITIES UNITED FUND

REV: _____

DATE: 4.3.18

M101



Submitted: 2018-04-13
 Estimator(s): Joel Brock, Rick Hermanson
 joel@designslife.com
 503-735-5008

APANO Office + Community Event Space: IT/AV Installation

Hardware Total	20,360.50	
Hardware markup	2,443.26	
Labor Estimate	16,800.00	Includes installation, setup, training, and limited support
Budget Overrun	3,960.38	In case of unforeseen expenses, not billed unless used
S&H	610.82	
ESTIMATE TOTAL	\$44,174.95	X : include OPTIONAL items

ALL COSTS SUBJECT TO CHANGE --- ESTIMATE VALID FOR 30 DAYS FROM RECEIPT

description	qty.	cost	total	OPT.	notes
NET Ubiquiti Networks UAP-AC-PRO-5 UniFi Access Point Enterprise Wi-Fi System (5-Pack)	2	618	1236		(2) 5-pack, 10 APs total
NET Ubiquiti Networks UniFi Cloud Key	1	76	76		
NET Ubiquiti Networks US-48 48-Port UniFi Managed Gigabit Switch with SFP	1	381	381		1U
NET StarTech Wall-Mount Server Rack Cabinet Hinged	1	350	350		12U - Wallmount, hinged, enclosed mesh, 17" deep
NET Synology RS818+ 1U 4-bay Rackmount Network Storage	1	870	870	X	1U
NET WD Red 4TB NAS Hard Disk Drive - 5400 RPM Class SATA 6 GB/S 64 MB Cache 3.5-Inch	4	125	500	X	5400 rpm
NET Ubiquiti Networks US-8 UniFi 8-Port Gigabit PoE Compliant Managed Switch	4	100	400		est. number of desk pods
NET CAT6 Cabling + RJ-45	150	0.25	37.5		per foot
NET UPS 1500VA for NAS	1	250	250	X	
NET UPS 1500VA for Network	1	250	250		
VIDCON Logitech Meetup	1	900	900		
VIDCON Raspberry Pi Conferencing Server	1	50	50		
VIDCON Logitech Mounting Bracket for Video Conferencing Camera	1	100	100	X	
AV Panasonic PT-VZ580U 5000-Lumen WUXGA 3LCD Projector	2	1249	2498		
AV Inverted Projector Ceiling Mount TBD	2	200	400		
AV Da-Lite 79015 Cosmopolitan Electrol Motorized Projection Screen	2	982	1964		
AV Atlona Room Control System	1	3000	3000		2U, multi room/screen, input switcher, IP cam, controller
AV Atlona PoE Receiver	2	350	700		Projector input rcvr.
AV Atlona Wall Plate Switcher	2	650	1300		room control and inputs
AV Chromecast Ultra 4K	1	70	70	X	for smart TV + streaming functionality
AV CAT6 Cabling + RJ-45	300	0.25	75		runs: projectors, rack, wall-plates
AV Shure Handheld and Lavalier Combo Wireless System	2	939	1878		1U side by side - single rcvr. + handheld + lavalier
AV JBL CSA 2300Z Dual-Channel 300W Amplifier	1	720	720		2U - euroblock
AV JBL CSM 28 - Eight Inputs/Two Outputs Commercial Series Mixer	1	460	460		1U - euroblock
AV JBL Control 25-1L 5.25" Compact 8-Ohm 2-Way Indoor/Outdoor Speaker	4	280	1120		pair, 8 speakers total
AV Hikvision IP Camera PZT Indoor	1	200	200	X	TBD
AV StarTech Wall-Mount Server Rack Cabinet Hinged	1	350	350		12U - Wallmount, hinged, enclosed mesh, 17" deep
AV Power conditioner	1	225	225		1U, 11 outlet

Chinese American Citizens Alliance

2211 SW First #103

Portland, OR 97201

Email: info@cacaportland.com Web: www.cacaportland.com

Phone: 503-803-4555



會源同

The C.A.C.A. Portland Lodge's mission is three fold, to develop leadership, serve the community, and promote civil rights.

June 05, 2018

*Ms. Rebecca Gibbons
MHCRC Community Technology Grants
Program Manager*

Dear Rebecca,

This letter is to confirm our support for APANO's application to MHCRC Community Technology Grants Program. The computers purchased will support a variety of programming, including C.A.C.A.'s OLCC Alcohol Service Permit program, which provides culturally specific and in language support for Chinese community members to complete the OLCC permitting process.

Once completed, the Jade District Community Center would be pleased to host free of cost these 4 hour classes up to once per month and provide the technology needs if available to community members. Each class typically has 10-12 participants.

For many Chinese immigrants, working in the restaurant and hospitality industry is critical for economic advancement and this project will help reduce disparities in accessing technological and language barriers in obtaining this critical permit.

Regards,

Betty Jean Lee
NW Regional Executive



7916 SE Foster Road, Suite 104, Portland, OR 97206 • (503) 772-2300 • fax: (503) 774-8489 • www.seworks.org



June 5, 2018

Rebecca Gibbons
MHCRC Community Technology Grants Program Manager
rgibbons@mhcrc.org
503.823.5515

Dear Rebecca,

This letter is to confirm our support for APANO's application to MHCRC Community Technology Grants Program. The computers purchased will support a variety of programming, including supporting SE Work's mission of SE Works' mission to strengthen the economic health & well-being of our diverse community by facilitating successful connections between job seekers & employers.

SE Works currently works with the Jade District and Division Midway on workforce navigation and matching local residents with living wage jobs. The new community center now under construction will be a hub for services and technology such as computers accessible to the community will help residents be able to better able to apply for jobs and update their resumes.

We wholeheartedly support this application and thank you for your consideration.

Regards,

A handwritten signature in black ink, appearing to read "Holly Whittleton".

Holly Whittleton
Executive Director

Chinese American Citizens Alliance

2211 SW First #103

Portland, OR 97201

Email: info@cacaportland.com Web: www.cacaportland.com

Phone: 503-803-4555



會源同

The C.A.C.A. Portland Lodge's mission is three fold, to develop leadership, serve the community, and promote civil rights.

June 05, 2018

*Ms. Rebecca Gibbons
MHCRC Community Technology Grants
Program Manager*

Dear Rebecca,

This letter is to confirm our support for APANO's application to MHCRC Community Technology Grants Program. The computers purchased will support a variety of programming, including C.A.C.A.'s OLCC Alcohol Service Permit program, which provides culturally specific and in language support for Chinese community members to complete the OLCC permitting process.

Once completed, the Jade District Community Center would be pleased to host free of cost these 4 hour classes up to once per month and provide the technology needs if available to community members. Each class typically has 10-12 participants.

For many Chinese immigrants, working in the restaurant and hospitality industry is critical for economic advancement and this project will help reduce disparities in accessing technological and language barriers in obtaining this critical permit.

Regards,

Betty Jean Lee
NW Regional Executive

Grant Agreement -- Attachment 2

EXAMPLE OF INTERIM REPORT INFORMATION

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.

VIDEO OUTPUT

If the grant intends to produce video programming for the community media channels, describe the programming produced.

EVALUATION AND LEARNINGS

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.

EXPENSE 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?

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?

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.

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.)