

AGREEMENT FOR COMMUNITY TECHNOLOGY GRANT

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

RECITALS:

This Agreement is entered into for the purpose of providing the Commission's grant funds for the Grantee's Engaging Families Through Digital Equity project.

AGREEMENT:

1. Grant Amount, Use of Grant

Grantee is awarded a total amount of \$16,176.83 for specific equipment 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 Rana DeBey or such other person as shall be designated in writing by the OCT Community Technology Program Manager.

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 30 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 15, provide an estimate of anticipated grant-funded expenses incurred during the month of June by June 25, and an invoice for any grant-funded expenses incurred in the month of June by August 15.

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 March 30, 2022 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. Grantee shall maintain all financial records related to the Grant for ten (10) years 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. 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, 2021 through December 31, 2021. 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 30, 2022.

Interim and Final Status Reports shall include an accurate and complete financial report of Grant fund and Match 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 document of Grant project expenditures. Grantee shall make its books, general organizational and administrative information, documents, papers and records that 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 fulfill 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 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

Grantee shall hold harmless, defend, and indemnify the MHCRC, and its officers, agents and employees against all claims, demands, actions, and suits (including all costs) brought against any of them arising from actions or omissions of GRANTEE and/or its contractors in the performance of this Agreement.

Prevailing wage indemnity. Grantee agrees to indemnify, defend, and hold harmless the MHCRC, its employees, officers, and agents, from and against any claim, suit, or action, including administrative actions, that arise out of Grantee's failure to comply with ORS279C.800 to 279C.870 and any applicable administrative rules or policies.

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, 2021 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 15, 2022.

15. Early Termination of Agreement

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

- i. Written notice provided to Grantee from the Commission's Project Manager before any obligations are incurred; or
- ii. Mutual written agreement of the Grantee and Commission's Project Manager
- iii. Alternatively, the MHCRC may, upon thirty (30) days written notice, terminate this agreement for any reason deemed appropriate in its sole discretion.

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 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 executes a cure plan prior to receiving consent to proceed with the cure plan from 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 ensure 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: Rana DeBey, Project Manager:
Mt. Hood Cable Regulatory Commission
c/o City of Portland/ OCT
P.O. Box 745
Portland, OR 97207-0745
Email: rana@mhcrc.org

If to Grantee:

Attn: Patt Komar, Director of Administrative services
David Douglas School District
11300 NE Halsey St,
Portland, OR 97220
Email: patt_komar@ddsd40.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: Engaging Families Through Digital Equity project.

GRANTEE SIGNATURE:

GRANTEE: David Douglas School District

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

01422 - 2021 Community Technology Grants

01647 - Engaging Families Through Digital Equity

Community Technology Grants

Status:	Submitted
Original Submitted Date:	05/10/2021 3:49 PM
Last Submitted Date:	06/02/2021 8:36 AM

Primary Contact

Feel free to edit your profile any time your information changes. [Create your own personal alerts using My Alerts.](#)

Name:	Colleen	Hathaway
	Salutation	Last Name
Email:	colleen_hathaway@ddsd40.org	
Phone:*	503-256-6500	
	Phone	Ext.
Title:	DDSD Grant Writer	

Organization Information

Organization Name:	David Douglas School District		
Organization Type:	Kx12 Public School District		
Tax ID			
Organization Address:	1500 SE 130		
City*	Portland	Oregon	97233
	City	State/Province	Postal Code/Zip
Phone:	503-261-8201		

Project Narrative

Total Grant Funds:	\$16,176.83
Total Match Funds:	\$25,286.82
Total Funds:	\$41,463.65
Proposed Technology	Video production equipment
Public Benefit Area	Reducing Disparities
Project Purpose	

In defining the project purpose, applicants must:

Problem

The David Douglas School District's "Engaging Families through Digital Equity" project will address the problem of families experiencing digital inequity. The target population is families of color who have been historically underserved in schools and who may have language, financial, educational, cultural or other barriers that have prevented them from fully participating in their child's education, including the digital component.

The project's target population is the approximately 63% (5,840) who are BIPOC (Black, Indigenous, and People of Color), Ever English Learners (44%) and Free and Reduced Price Lunch (72%). This pilot project will further target Latinx families; 27% of all students (2,577) identify as Hispanic.

Current research indicates that digital inequity for underserved families can have adverse effects with regard to children's learning and development as more information, services and opportunities continue to be accessed online. "Findings suggest that families' joint technology engagement is an important component of how children develop social and technical skills at home and school."¹

"Engaging Families through Digital Equity" will build on issues of educational equity such as DDSD's recent efforts to develop and implement a more robust array of Family Technology Supports² as the District pivoted to Comprehensive Distance Learning. This included providing a device for every student in the District, providing hotspots and data plans to ensure internet connectivity, establishing a Help Desk, selecting and implementing an online curriculum, and creating and posting an array of tutorials in our top five languages for topics such as curriculum, hardware, software, and more. Specifically, this project will explore and illuminate the degrees to which historically underserved families are affected by digital inequity, and how DDSD can use its resources, including partnering with MHCRC, to address this. The project will promote joint technology engagement for parents and children so that ultimately, children develop social and technical skills at home and school.

Strategies

As DDSD has begun building a robust array of Family Technology Supports as described above, it will attempt to further empower families with digital skills through this project to support their children's learning. The goal of the project is to cultivate historically underserved families' and students' joint technology engagement. Objectives include: 1) providing parents and caregivers with access to practical digital skills development and 2) helping them to develop a digital plan that is age and content appropriate for their children that supports school and social learning with adult guidance.

DDSD aims to engage about 15 families through three in-person, hands-on training sessions (about three hours each), and engage hundreds of families through three supplemental recorded tutorials (about 30 minutes each) and a "documentary" (about 20 minutes) of the whole project posted to its website and community media channels. The content for the documentary is candid pre/post interviews with participants about what they anticipated/set out to learn based on their level of expertise/comfort with technology and how they actually benefited as well as future plans to use technology with their children. DDSD's Instructional Technology Integration Coach, a staff person of color, will develop and lead a series of in-person trainings as well as a series of recorded tutorials. DDSD's bilingual (Spanish/English) Family and Community Partnership Coordinator, also a staff person of color, will help to recruit and engage families, as well as guide the feedback process from families that will be essential to informing program design and continuous improvement. She will help to coordinate the team of DDSD interpreters and multilingual liaisons supporting families. The Family Coordinator will work with principals, teachers and other key staff to recruit families most in need.

Using the project's proposed technology, e.g. digital camera equipment, DDSD's Digital Multimedia/Content Management Specialist will conduct a pre/post interview with in-person participants about their experience with the training, e.g. learning outcomes, record the tutorials that the Instructional Technology Integration Coach develops, and share both of these via a documentary on DDSD's website and through the community access channels. All staff will collaborate on the pre/post digital skills survey, curriculum, logistics and evaluation.

Importance

It is important to build digital equity for DDSD's students and families as every child has the right to a high quality educational experience regardless of background. Research shows that digital inequity can exacerbate educational and economic inequity.³ The project primarily aligns with MHCRC's public benefit areas of Reducing Disparities. It addresses families' barriers to technology such as those related to language, culture and income that have resulted in historical disparities. DDSD will provide communication tools and training, dedicate laptops to participants, provide targeted and culturally responsive training with interpreters and translators, solicit family input, and pilot a new approach (via community access channels) to engage families.

This project will provide a unique opportunity to highlight David Douglas families, their voices, and perspectives through community media center channels, increasing awareness of the significance and implications of the intersection of technology and diverse communities in public schools.

The Project is supported by DEI-focused work within DDSD as a whole. DDSD defines equity per ODE's Equity Lens4.

Examples of ways DDSD integrates DEI:

- MHCRC TechSmart Initiative at Mill Park and Menlo Park (and earlier at Earl Boyles)
- Annual YouthTruth survey for families and students to gauge school climate and make improvements
- Your Voice Matters listening sessions for parents and community members, including culturally specific events, for the School Investment Account (SIA) plan and other strategic initiatives
- Opportunities for parent engagement and leadership at all grade levels
- Strive to attract and retain staff who reflect the population served, per DDSD's Strategic Hiring Plan 2017-22
- School Board Racial Equity Committee including parents to recommend actions and policies
- Equity Teams at all schools to make progress toward racial parity and justice
- Beginning Teacher Mentor Program, especially for teachers of color
- Affinity Group for educators of color
- Culturally responsive partners

1 https://pediatrics.aappublications.org/content/140/Supplement_2/S132

2<https://www.ddouglas.k12.or.us/school-during-covid/family-technology-support/>

3https://www.joanganzcooneycenter.org/wp-content/uploads/2016/01/jgcc_opportunityforall.pdf

4<https://www.oregon.gov/ode/students-and-family/equity/equityinitiatives/Pages/default.aspx>

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Measurable Project Outcomes

What project outcomes (no more than four) do you hope to achieve for the identified community or targeted beneficiaries through the use of the proposed technology?

The MHCRC is interested in outcomes related to the use of the technology. You will be asked to report on progress made toward achieving these outcomes in your semi-annual grantee reports.

By participating in three in-person trainings, viewing the documentary, and/or viewing the three recorded trainings, parents/caregivers will achieve the following, as measured by pre/post surveys, and anecdotal data/observations from the Instructional Technology Integration Coach, Family and Community Partnership Coordinator and Interpreters:

1. Self-report digital skill increase of 25% and increased comfort and confidence with technology
2. Self-report increase in involvement in their child's education and joint technological use
3. Collaborate with project staff to develop an age appropriate digital plan that empowers them to guide their children toward positive school and social learning

As a fourth outcome, DDSD will: Create and implement three in-person trainings, three recorded tutorials, and a documentary, the latter two of which will be posted on DDSD's website and shared through community media channels.

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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, and should directly tie to the measurable outcomes listed above.

DDSD will measure progress toward outcomes above through a pre/post survey and anecdotal data/observations from the interpreters, Instructional Technology Integration Coach, and Family and Community Partnership Coordinator. By the end of the project, DDSD will have created project collaterals such as the pre/post survey and online tutorials in DDSD's top five languages. Parents/caregivers will have created a digital plan with their children for joint engagement at home. In addition, the Digital Multimedia/Content Management Specialist will produce a documentary of the entire project. The documentary and other project collaterals will be shared via DDSD's website and the community media channels. For continuous improvement during the project and over the long term, and to be positioned to offer future workshops, project staff will use survey results as well as engage in ongoing communication with parents. Staff will prioritize families with the greatest need and likelihood of participating, assess whether they are using technology successfully, and help them connect with DDSD staff to troubleshoot issues, and create or adjust their digital plan with their children.

Draft of Project Evaluation considerations (before, during and after project):

- Ways that parents/caregivers benefit--tangible skills as well as stronger connection to DDSD
- How the project promotes joint technology engagement between parents and children. Example: How might a child guide the parent using the device as opposed to the parent helping the child understand age-appropriate content?
- Impact of the documentary as a promotional tool and means for amplifying diverse voices
- Challenges and ways they were addressed
- Unexpected benefits
- Motivation for parents learning more about technology. Examples: Helping their children with schoolwork; looking for jobs or community resources

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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.

Please list project partners as confirmed or unconfirmed.

Please include a contact name & email address for each project partner listed. Staff will contact the project partner in order to verify the partnership.

The collaborative approach in partnership with MHCRC will help to establish and foster stronger connections with parents and caregivers so they remain involved in their children's education. Aside from MHCRC, there are no formal project partners; however, DDSD has been applying for and securing funding for a variety of technological devices, data plans, hot spots, online curriculum and other items to support families, especially those who are historically underserved, during Comprehensive Distance Learning. These include but are not limited to: T-Mobile, DDSD Classified Union, David Douglas Educational Foundation, Meyer Memorial Trust, Oregon Department of Education, Business Oregon, federal grants, e.g. ESSER, and others.

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PROJECT FEASIBILITY SECTION includes: Technical Design, Project Start/End Date, Implementation Plan 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 media center channels; and the plans for maintaining and upgrading the system or equipment in the future.

Proposed Technology

The proposed technology is video equipment, including a high quality cinema camera, mic system, lighting kit, and live video production system with which the Digital Multimedia/Content Management Specialist will document and share the in-person training process, online tutorials and participant feedback and measurable outcomes. DDSD has also budgeted for online professional development for the Specialist to use this new equipment. Please see the budget narrative.

DDSD has already purchased the technology that parents and caregivers will be using, including but not limited to: Chromebooks, Google products, ParentVue, FuelEd Curriculum, and Seesaw LMS.

Rationale

The rationale for selecting the above technology is that it is high quality, modern equipment that will enable DDSD to implement the particular scope of work for this innovative pilot project. Key features for the cinema camera include unlimited recording and a touchscreen LCD panel to speed up the workflow. The live video production system allows one to stream video using simple switching operations. This equipment will give us a high quality video product at a reasonable cost that DDSD can use in more innovative and equitable ways to promote Family Technology Resources as well as amplify the diverse voices that make up our unique East Portland community.

Technical Design Supports Use of Community Media Center Channels

The technical design directly supports the project's use of community media center channels by allowing us to share and broadcast the documentary and tutorials.

Plans for maintaining and upgrading equipment

The proposed equipment will last at least three years with good care. The Technology Department will seek out other grant funding and/or budget within its department to upgrade equipment. DDSD anticipates that it will be easier to secure future funding based on the project's success in raising awareness about the importance of parent/child joint engagement with technology.

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Proposed Project Start and End Date:

Projects may include timelines of up to 18 months, and must wrap up by December 2022.

Proposed Start Date (month/year): July 2021

Proposed End Date (month/year): December 2021

Implementation Plan

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

Any progress reports will be created and shared with MHCRC at their request during the following timeline:

- **July to Aug:** Digital Multimedia/Content Management Specialist purchases video equipment and participates in initial, up front training to learn how to use it. Family and Community Partnership Coordinator works with Instructional Technology Integration Coach and interpreters to identify parents/caregivers to participate, solicit their input for desired training content via pre-survey, and establish their pre-training baseline, e.g. level of digital skills, comfort level with technology, and ways in which they jointly engage with their children. Develop surveys and content for tutorials and training with assistance from translators
- **Aug to Sept:** DDSD's Instructional Technology Integration Coach will teach families how to use computer hardware and software and develop a digital plan. DDSD interpreters will assist during the three in-person trainings and DDSD translators will translate the three recorded sessions into DDSD's top five languages. DDSD's Digital Multimedia/Content Management Specialist will document, via equipment purchased, the in-person trainings, parent interviews, and the Coach's recorded tutorials
- **Sept:** The Digital Multimedia/Content Management Specialist will perform post-production of video taken and share the comprehensive documentary on DDSD's website and on community media center channels. The Family and Community Partnership Coordinator will work with the Instructional Coach to gather all stakeholder feedback, including parents/caregivers and staff, analyze surveys and anecdotal data, and create a report to be disseminated to the community and MHCRC.
- **Oct through Dec 2021:** Reserved time in case there are delays, e.g. due to Covid 19 or other scenarios

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Budget Narrative

Budget Narrative

PERSONNEL:

- Derek Edens, Director of Technology and Assessment, \$12,581.77: 5% of FTE for project. Oversees all aspects of project, including: Liaison to MHCRC grant staff; supervision of IT staff; collaboration with other project team members and their supervisors, e.g. Director of ESL and Equity; and assisting with grant management, e.g. financial and outcomes reporting.
- Luan Nguyen, Instructional Technology Integration Coach, \$2,001.84: Extra Duty: 24 hours x \$83.41/hr. 4 hrs x 3 in-person trainings = 12 hrs. Plus 4 hours for recorded video training x 3 trainings = 12 hrs Total: 12 + 12 = 24 hours. In-person training includes 1 hour to prep/train interpreters, up to 1 hour of training families, plus 2 hours for families to break out into groups and practice what they have just learned/ask questions of the Coach with help of interpreter. Works with Family Coordinator on survey questions, curriculum content, logistics and project evaluation/adjustments for continuous improvement..
- Josh Gray, Digital/Multimedia/Content Management Specialist, \$2,124.48: \$44.26/hr x 21 hours for recorded videos (7 hrs per video x 3 videos) plus 27 hours for in-person interview (9 hours per in-person interview x 3 interviews). Total: 21 hrs + 27 hrs = 48 hrs. Each in-person training interview is 4 hours for set-up, interview, tear down. Post-production for interviews is 5 hours per training. Works closely with Coach and Coordinator to interview, record, upload to website and share through community media channels
- Aide Valerio-Jaurez, Family and Community Partnership Coordinator, \$1,243.25: \$49.73/hr x 25 hours. Responsible for surveying families to identify tech needs to inform in-person and recorded training content; analyzing survey data and sharing/collaborating with other project team members; recruiting families and interpreters; assisting with scheduling; providing support to interpreters and families during in-person training; and providing support to translators. Works with Coach on survey questions, curriculum content, logistics and project evaluation/adjustments for continuous improvement.
- DDSD Interpreters, \$571.68: 1 hour to interpret in-person training from Instructional Technology Integration Coach and 2 hours to interpret for families for break out groups = 3 hours/in-person training x 3 trainings. \$63.52/hr x 9 hours= \$571.68
- DDSD Bilingual Liaisons (Translators), 30 hours x \$50.46/hour = \$1,513.80: 2 hours per language x 5 languages x 3 recorded trainings

TOTAL PERSONNEL: MATCH: \$20,036.82; GRANT FUNDS: \$0

NON-PERSONNEL:

Education and Training:

- Professional Development (TBD), \$500: For Digital/Multimedia/Content Management Specialist to use video equipment purchased with grant funds, e.g. MetroEast or Open Signal. This is for initial, up-front training on how to use video equipment.

Total Education and Training: Match: \$0; Grant Funds: \$500

Equipment:

Equipment A: (MATCH) \$5,250: 15 Chromebooks x \$350. This is for in-person training participants to borrow Chromebooks for duration of project.

Equipment B: (REQUESTED) \$14,906.50: Video Equipment for Digital/Multimedia/Content Management Specialist to create documentary

Item	Quantity	Cost	Total Cost
Canon C70	1	\$5,499.00	\$5,499.00
Lens mount adapter	1	\$89.95	\$89.95
Canon C70 Batteries	2	\$239.95	\$479.90
SD Cards	4	\$39.94	\$159.76
Lav Mic System	2	\$199.00	\$398.00
Lav Mic	2	\$79.00	\$158.00
Lav Mic Receiver Cable	2	\$14.99	\$29.98
XLR to Mini XLR Cable	2	\$19.99	\$39.98
Lighting Kit	1	\$1,649.00	\$1,649.00
Phone Lav Mic for Translators	5	\$79.00	\$395.00
Camera Bag	1	\$208.00	\$208.00
Pearl Mini	1	\$3,495.00	\$3,495.00
512GB SD Cards	2	\$142.99	\$285.98

Canon XA45 camera	1	\$1,999.00	\$1,999.00
SDI cable	1	\$19.95	\$19.95
Link			
https://www.bhphotovideo.com/c/product/1595392-REG/canon_eos_c70_cinema_camera.html			
https://www.bhphotovideo.com/c/product/1464592-REG/vello_lae_cr_cef_canon_ef_to_eos.html			
https://www.bhphotovideo.com/c/product/1159863-REG/canon_0868c002_bp_a30_battery_pack_for.html			
https://www.bhphotovideo.com/c/product/1431034-REG/sandisk_sdsdxy_128g_ancin_extremepro_sdx_128gb_card.html			
https://www.bhphotovideo.com/c/product/1471382-REG/rode_wireless_go_compact_wireless.html			
https://www.bhphotovideo.com/c/product/1496007-REG/rode_lavgo_lavalier_go_omnidirectional_lavalier.html/reviews			
https://www.bhphotovideo.com/c/product/1537926-REG/kondor_blue_kb_miniplugwscrew_bk_mini_xlr_male_to.html			
https://www.bhphotovideo.com/c/product/1537930-REG/kondor_blue_kb_mxlr_16_bk_mini_xlr_male_to.html			
https://www.bhphotovideo.com/c/product/1458423-REG/aputure_ls1ckit2a_light_storm_ls_1c.html			
https://www.bhphotovideo.com/c/product/1059342-REG/rode_smartlav_smart_lav_lav_mic_for.html/overview			
https://www.bhphotovideo.com/c/product/874536-REG/CineBags_cb_23a_CB23_DSLR_HD.html			
https://www.bhphotovideo.com/c/product/1401692-REG/epiphan_esp1440_epiphan_pearl_mini_all_in_one.html			
https://www.bhphotovideo.com/c/product/1431036-REG/sandisk_sdsdxy_512g_ancin_extremepro_sdx_512gb_card.html			
https://www.bhphotovideo.com/c/product/1470021-REG/canon_3665c002_xa45_professional_uhd_4k.html/specs			
https://www.bhphotovideo.com/c/product/884245-REG/pearstone_sdi_1025_25_bnc_to_bnc.html			

Total Equipment: Match: \$5,250; Grant Funds: \$14,906.50

Administrative Costs/Overhead:

- Indirect, \$770.33: 5% Indirect Costs using estimated (TBD) Oregon Department of Education approved rate for 21-22

Total Administrative Costs/Overhead:

Match: \$0; Grants Funds: \$770.33

TOTAL NON-PERSONNEL: MATCH: \$5,250; GRANT FUNDS: \$16,176.83

GRAND TOTAL MATCH: \$25,286.82

GRAND TOTAL REQUEST: \$16,176.83

GRAND TOTAL ENTIRE PROJECT: \$41,463.65

Line Item Budget

Cost Category	Grant Funds	Match Amount	Project Total
Personnel	\$0.00	\$20,036.82	\$20,036.82
Education and Training	\$500.00	\$0.00	\$500.00
Travel	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00
Equipment	\$14,906.50	\$5,250.00	\$20,156.50
Infrastructure/Facilities	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00
Miscellaneous	\$0.00	\$0.00	\$0.00

Overhead	\$770.33	\$0.00	\$770.33
Totals	\$16,176.83	\$25,286.82	\$41,463.65

Supplemental Material Attachments

File Name	Description	File Size
Supplementary Material 1 of 1.docx	Draft pre/post survey questions and draft curriculum ideas	20 KB

Final Application Signature

Signature of Duly Authorized Representative	Patt Komar
Date	05/10/2021
Title	Director of Administrative Services
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