

GRANT AGREEMENT NO. 32003220

This Grant Agreement (Agreement) is between the City of Portland, Oregon (City) and Portland Community Media, an Oregon nonprofit public benefit corporation doing business as Open Signal (Grantee), in an amount not to exceed \$6,239,438 to provide operational support. The cost of the grant agreement is funded annually within the Bureau of Planning and Sustainability's current appropriation level (CAL).

RECITALS:

1. The City has cable services franchises (Cable Franchises) which, among other things, provide capital funding and cable system technology dedicated to public, educational and government (PEG) uses by a community media provider designated by the City.
2. Under this Agreement and predecessor agreements, the City designates Grantee as the City's community media provider and assigns control and management of certain PEG resources provided to the City under the Cable Franchises.
3. In 2011, 2012 and 2016, respectively, the City Council established goals and strategies in the Broadband Strategic Plan, the Portland Plan and the Digital Equity Action Plan which, in relevant part, focus on technology and broadband access to address disparities faced by marginalized populations. Grantee is uniquely situated to assist the City in meeting certain technology and broadband access goals.
4. Under an intergovernmental agreement to which the City is a party (MHCRC IGA), the City has delegated responsibility to the Mt. Hood Cable Regulatory Commission (MHCRC) for ensuring cable company compliance with PEG Cable Franchise requirements, and for overseeing certain PEG resources, including collecting and allocating PEG Access Capital funding ('PEG funding').
5. The MHCRC and Grantee have entered into a separate grant agreement with a term expiration of June 30, 2028, governing the provision of PEG funding to support the capital needs of Grantee to provide services identified in this Agreement.
6. The City and Grantee desire to enter into this Agreement for the provision of City funds to support the operational needs of Grantee to provide services to the community.
7. Continued annual Grantee operational support for fiscal years through the term of this Agreement are provided for under Article IV(A). Each fiscal year begins July 1 and ends June 30. Subject to annual appropriation by the City Council in the City's budget process, the City anticipates that sufficient funds will be available for this purpose.

ARTICLE I. SCOPE OF WORK

Grantee shall use the funds provided under this Agreement exclusively for the purposes described in Exhibit A (Scope of Work), attached and incorporated herein.

ARTICLE II. TERM

The term of this Agreement is July 1, 2023, through and including June 30, 2028, unless terminated in accordance with Article V(B). This Agreement shall be effective on July 1, 2023, upon passage of City Council Ordinance and execution by the parties, as shown by their signatures below.

ARTICLE III. SPECIFIC CONDITIONS OF THE GRANT

- A. City Grant Manager. City hereby appoints Rana DeBey, Bureau of Planning and Sustainability, as its Grant Manager for this Agreement. City may, from time to time, designate another person to act as the City Grant Manager and will inform Grantee in writing, in accordance with Article III(F), of any change in Grant Manager. The City Grant Manager is authorized to approve billings and invoices submitted pursuant to this Agreement and to carry out all other City actions and responsibilities in accordance with this Agreement.

- B. Grantee Project Manager. Grantee hereby appoints Courtney Rae Romine-Mann, Director of Growth, as its Project Manager for this Agreement. Grantee may, from time to time, designate another person to act as the Grantee Project Manager and will inform the City in writing, in accordance with Article III(F), of any change in Project Manager.
 - 1. Grantee hereby appoints Courtney Rae Romine-Mann as a designated signatory with fiscal and legal authority to sign documents as necessary. Grantee will promptly notify in writing when there are changes to the designated signatory.

- C. Program and Fiscal Monitoring. The Grant Manager shall monitor Grantee on an as-needed basis to assure Agreement compliance. Monitoring may include, but is not limited to, on-site visits, telephone interviews and review of required reports. Monitoring will cover both programmatic and fiscal aspects of the Agreement. The frequency and level of monitoring will be determined by the Grant Manager, who shall provide five (5) business days' notice for any requested on-site visits or document requests. Notwithstanding such monitoring or lack thereof, Grantee remains fully responsible for performing the services required by this Agreement.

1. Grantee shall notify Grant Manager in writing when there are staffing changes in key personnel, both outgoing and incoming. Key personnel shall include members of the leadership and/or executive team and Board of Directors.
- D. Publicity. Grantee shall use its best efforts to mention the City's grant funding in publicity regarding the program(s) that will be supported by the funds under this Agreement.
- E. City and MHCRC Board Appointees.
1. Pursuant to Portland City Code 3.115.040, the Mayor and Commissioner in Charge each appoint one (1) voting member to Grantee's Board of Directors, for staggered terms of three (3) years, subject to confirmation by the City Council (City Board Appointees).
 - A. Grantee Project Manager will inform Grant Manager when a Council appointed member is not meeting the following expectations: attendance in at least 80% of the regularly scheduled Board of Director meetings, as well as 80% of meetings for one Board sub-committee; and active participation in all Board votes by email." The Grant Manager will notify the Commissioner in Charge or the Mayor for follow up to confirm capacity to serve or seek reappointment.
 2. Pursuant to Portland City Code 3.115.040, the MHCRC appoints a non-voting member to Grantee's Board of Directors. Grantee accepts and shall seat the MHCRC's designee as a non-voting member of its Board (MHCRC Board Appointee).
 3. Grantee shall provide City and MHCRC Board Appointees and Grant Manager notice of the time, date, and location of all meetings of Grantee's Board of Directors and committees thereof in the same manner in which Grantee notifies members of their Board of Directors; and provide all relevant materials distributed prior to, at or subsequent to such meetings.
 4. MHCRC Board Appointee shall have the same rights , with the exception of voting rights, as the other members of Grantee's Board of Directors to monitor and participate in all Board-related affairs of Grantees.
 5. Grantee shall, upon reasonable request, provide City and MHCRC Board Appointees and Grant Manager with copies of all relevant information regarding Grantee's financial affairs, internal business affairs, and accounting and inventory systems.
- F. Notice. All notices provided under this Agreement shall be sufficient if:

Emailed to the receiving party's address specified below, or in writing to the address specified below and (1) delivered personally to the addressee listed below; (2) deposited in the United States Mail, postage prepaid, certified mail, return receipt requested; or (3) sent by courier (return receipt requested). Any notice given by email shall be effective upon the sender's receipt of confirmation generated by the recipient's email system that the notice has been received by the recipient's email system.

Any changes to the contact information below shall be sent to the other party by email or in writing:

If to the Grantee:

Courtney Rae Romine-Mann, Director of Growth
Open Signal
2766 N.E. Martin Luther King, Jr. Blvd.
Portland, OR 97212
Email: courtneyrae@opensignalpdx.org

If to the Grant Manager/City:

Rana DeBey
MHCRC Community Grants Manager
Bureau of Planning & Sustainability, Community Technology Group
City of Portland
1900 SW 4th Ave., Suite 7100
Portland, OR 97201
Email: rana.debey@portlandoregon.gov

G. Reports and Records.

1. Grantee shall maintain current financial records in accordance with Generally Accepted Accounting Principles (GAAP). Grantee agrees to maintain and retain all financial records, supporting documents, statistical records and all other records pertinent to this Agreement during the term of this Agreement and for a minimum of six (6) years after the expiration or termination date of this Agreement or until the resolution of all audit questions or claims, whichever is longer.
2. Grantee shall provide such information as deemed reasonably appropriate by the Grant Manager regarding the Grantee's activities and use of funds under this Agreement.

3. Grantee shall provide the Grant Manager, initially and within ten (10) business days of any change, current documentation of Grantee's tax-exempt status under the Internal Revenue Code.
4. Grantee shall provide the Grant Manager, initially and within ten (10) business days of any change, a copy of current policies and procedures described in Exhibit A: Public Access Channels.
5. Status Reports. Within forty-five (45) calendar days after the close of each fiscal year six-month period, the Grantee shall submit a status report to the Grant Manager in a format subject to approval by the Grant Manager. Such approval shall not be unreasonably withheld. Six-month status reports shall contain information as described in Exhibit B, unless otherwise approved by the Grant Manager.
6. Financial Reports. Within forty-five (45) calendar days after the close of each fiscal year quarter, the Grantee shall submit a financial report, approved by Grantee's Board of Directors, to the Grant Manager based on the Grantee's fiscal year budget. Unless the Grantee and the Grant Manager agree to a different report format or different report parameters, the quarterly financial report shall contain information on Grantee's revenues and operating expenditures including, among other items:
 - a. Sources and amounts of revenue;
 - b. Operating expenditures (amounts and percent of total), by budgetary line item and by programmatic area; and
 - c. Year-to-date balance sheet.

H. Audits

1. Grantee Annual Financial Audit. Within ninety (90) calendar days after the close of each fiscal year, the Grantee shall submit to the Grant Manager Grantee's financial statements prepared in accordance with generally accepted accounting principles and audited or reviewed by an independent Certified Public Accountant. The Grantee's annual financial statements shall fairly represent the overall financial status of the Grantee in accordance with generally accepted audit standards.
2. City Audits. The City, either directly or through a designated representative, may conduct financial and performance audits of the billings and Products or Services at any time in the course of the Agreement and during the records retention period listed above. Audits shall be conducted in accordance with

generally accepted auditing standards as promulgated in Government Auditing Standards by the Comptroller General of the United States Government Accountability Office.

3. Access to Records. (06/19) The City may examine, audit, and copy Grantee's books, documents, papers, and records relating to this Agreement at any time during the records retention period listed above upon reasonable notice. Copies of applicable records shall be made available upon request.
4. Overpayment. (09/17) If an audit discloses that payments to Grantee were in excess of the amount to which Grantee was entitled, then Grantee shall repay the amount of the excess to the City. Under no circumstances will the payment of previous invoices constitute an acceptance of the charges associated with those invoices.

ARTICLE IV. PAYMENTS

- A. Subject to the terms and conditions of this Agreement, the City shall pay Grantee an annual grant amount as follows:

Operational Funds. The operational funding grant for the grant term shall not exceed \$6,239,438. The City shall determine the annual funding level as part of the City's budget process. The City shall adjust the annual funding level by applying a percentage equal to the annual growth rate in the CPIW.

1. For purposes of this Article, CPIW means the ratio of the average Consumer Price Index for Urban Wage Earners and Clerical Workers for the West Region, Size A (over 1.5 million) for January through June of the year immediately preceding the fiscal year being calculated (e.g., January through June 2017 for fiscal year 2018- 2019) to the average Consumer Price Index for West Region Urban Wage Earners for January through June of two (2) years preceding the fiscal year being calculated (e.g., January through June 2016 for fiscal year 2018-2019) minus one (1).
2. Based on the City's approved budget appropriation for Grantee, and after Grantee submits an invoice to the City, the City shall make four (4) equal payments for annual funding under Article IV(A) by August 15, November 15, February 15 and May 15 of each fiscal year.
3. In the case of circumstances causing financial constraints on the City resulting in the curtailment of City bureau budgets, the City may reduce the annual grant. If the City reduces the annual grant under Article IV(A), Grantee may reduce its scope of work under Exhibit A, commensurate with that reduction. Grantee shall submit its service reduction plan to the Grant Manager prior to implementing

service reductions. Any service reduction shall be subject to approval by the Grant Manager.

4. The City may consider additional special appropriations of funds as may be requested by the Grantee from time to time.

B. Grantee shall annually submit to the Grant Manager:

1. By April 15, a proposed budget for the succeeding fiscal year; and
2. By June 30, a budget adopted by Grantee's Board of Directors.
3. The budget shall include, at a minimum:
 - a. Actual revenues and expenditures, by line item, for the past three fiscal years;
 - b. The adopted budget, by line item, for the current fiscal year;
 - c. Projected revenues and expenditures, by line item and line-item detail, for the proposed fiscal year budget;
 - d. A narrative identifying how funds provided under Article IV(A) will be used to support the Scope of Work in Exhibit A.
4. The budget shall be in a format acceptable to the Grant Manager. If the Grant Manager wishes to require any changes from a current budget format, the Grant Manager will notify Grantee of the required changes no less than forty-five (45) calendar days prior to the due date for budget submission.
5. Prior to February 1 of each year, the Grant Manager shall provide to Grantee a projection of the annual funding provided under Article IV(A) for the succeeding fiscal year.
6. Grantee shall submit to the Grant Manager any amendments or revisions to the budget within ten (10) business days of approval by Grantee's Board of Directors.

C. Prior to July 1 of each year, the Commissioner in Charge may disapprove a budget submitted by the Grantee for the succeeding fiscal year upon a determination that the budget submitted by Grantee reflects one or more of the following:

1. That the budget fails to support the Scope of Work described in Exhibit A or requirements under Article III;
2. That funds or assets the Grantee has received or is to receive from the City will be spent or applied for purposes unrelated to the Scope of Work in Exhibit A;

3. That funds the Grantee has received or is to receive from the City will be endangered by waste, substantial damage, destruction, foreclosure or other similar jeopardy without sufficient, reasonable explanation or justification therefore; or,
 4. That revenue reasonably expected to be received by the Grantee will be insufficient to meet debt obligations incurred or to be incurred by Grantee in light of Grantee's planned expenditures.
- D. If at any time the Grant Manager determines that one or more of the conditions listed in Article IV(C)1-4 exists, then notice of such determination together with recommended action shall be given to the Grantee and the Commissioner in Charge.
- E. Upon disapproval of the Grantee's budget as provided in Article IV(C), the Commissioner in Charge may impose reasonable terms on the expenditure of the funds provided to Grantee in Article IV(A) to protect against such fiscal deficiencies pending thereof by the Grantee.

ARTICLE V. ENFORCEMENT

A. Compliance Remedies.

1. If the Grant Manager reasonably determines Grantee's performance is inconsistent with any requirements of this Agreement, then the Grant Manager shall provide written notice of such determination to Grantee, with a copy to the Commissioner in Charge. Grantee shall have thirty (30) calendar days after receipt of the notice to cure the inconsistency and document such cure to the Grant Manager. The Grant Manager may shorten the cure period only in the event that funds are being misapplied or wasted. The Grant Manager may lengthen the cure period if Grantee demonstrates a good faith effort to cure and the time period to cure may reasonably require a longer period. If, after the cure period, the Grant Manager reasonably determines that Grantee's performance is inconsistent with the requirements of this Agreement, the Commissioner in Charge may direct one or more of the following compliance tools be implemented until the Commissioner in Charge determines that the Grantee's performance is consistent with the requirements of this Agreement:
 - a. Undertake a City audit or review of Grantee's records in accordance with Article III(H)2.

- b. Reduce or suspend quarterly payments to Grantee. Funds withheld by the City may be used, as directed by the Commissioner in Charge, to support an audit or review in accordance with Article III(H)2;
 - c. Require Grantee to return to the City any portion of funds received by Grantee under this Agreement that have been determined to have been spent outside of the scope or the requirements of this Agreement;
 - d. Terminate this Agreement in accordance with Article V(B).
2. Any funds withheld in accordance with Article V(A)(b) may be released to the Grantee, net of any funds used under Article V(B)(1)(b), after the Commissioner in Charge is reasonably satisfied that Grantee's performance inconsistencies have been satisfactorily remedied and Grantee is in substantial compliance with the requirements of this Agreement.

B. Termination for Cause.

It shall be cause for termination of this Agreement if Grantee uses grant funds outside the scope of this Agreement, or if Grantee fails to substantially comply with any other requirements under this Agreement. The City shall provide written notice to Grantee of such termination with a termination date no sooner than thirty (30) calendar days after receipt of the written termination notice by Grantee.

- 1. Upon notice of termination, the City is under no obligation to continue providing grant funds.
- 2. Upon notice of termination, Grantee shall not spend unused grant funds except as provided in Article V(B)(3) and Grantee is not authorized to perform services or take actions that would require the City to pay additional grant funds to Grantee.
- 3. In the event of termination in accordance with Article V(B), Grantee may use funds on hand for payment of costs reasonably incurred in performance of work under this Agreement prior to the termination date, including payment of employee payroll and outstanding contracts for services.
- 4. Nothing herein shall entitle the City to recover funds or assets the Grantee acquired from sources other than the City; nor shall the City be entitled to any funds or assets that the recovery of which would prevent full payment of amounts owing to creditors of the Grantee.

- C. Termination by Agreement or for Convenience of City. The City and Grantee may terminate this Agreement at any time by mutual written agreement. Alternatively, the

City may, upon one hundred eighty (180) calendar days' notice, terminate this Agreement for any reason deemed appropriate in its sole discretion. If the Agreement is terminated as provided in this paragraph, Grantee shall return any grant funds that would have been used to provide services after the effective date of termination. Unless the Parties agree otherwise, Grantee shall finish any work and services covered by any grant funds already paid and shall not commence any new work or services which would require payment from any unused grant funds.

- D. The City shall not consider the content of Grantee's programming, including the Grantee's or a producer's choice of subject matter and the point of view expressed, in making any decision regarding the allocation or appropriation of funds for the Grantee under Article IV(A), the adequacy of the Grantee's budget under Article IV(C), or the termination of this Agreement in accordance with Article V(B).

VI. GENERAL GRANT PROVISIONS

- A. Amendments. The Grant Manager may execute amendments to this Agreement, provided the changes do not increase City's financial risk. Amendments increasing the City's financial risk or the amount of the grant funds under Article IV(A) must be approved by the City Council by ordinance. Amendments must be in writing and executed by the authorized representatives of the parties and approved as to form by the City Attorney.
- B. Non-Discrimination. In carrying out activities under this Agreement, Grantee shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, disability, familial status, sexual orientation or national origin. Grantee shall take actions to ensure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, age, disability, familial status, sexual orientation or national origin. Such action shall include but not be limited to, employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Grantee shall post in conspicuous places, available to employees and applicants for employment, notices setting out the provisions of this nondiscrimination clause. Grantee shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, disability, familial status, sexual orientation or national origin. Grantee shall incorporate the foregoing requirements of this paragraph in all its agreements for work funded under this Agreement.
- C. Indemnification.
1. Grantee shall hold harmless, defend, and indemnify City and its officers, agents, and employees against all claims, demands, actions and suits (including all

costs) arising from the acts or omissions of Grantee or its officers, agents, employees, and contractors related to Grantee's performance under this agreement.

2. The City shall not be liable for any obligations incurred by the Grantee absent any agreement to the contrary. The Grantee shall not represent to any person that the City is liable for any of Grantee's obligations.

D. Insurance.

Grantee shall obtain and maintain in full force at its expense, throughout the duration of the Agreement and any extension periods, the required insurance identified below. City reserves the right to require additional insurance coverage as required by statutory or legal changes to the maximum liability that may be imposed on Oregon cities during the term of this Agreement.

1. Workers' Compensation Insurance.

Grantee, its contractors, if any, and all employers working under this Agreement, are subject employers under the Oregon Workers' Compensation law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage for all their subject workers. A certificate of insurance, or copy thereof, shall be attached to this Agreement and shall be incorporated herein and made a term and part of this Agreement. Grantee will maintain workers' compensation insurance coverage for the duration of this Agreement.

In the event Grantee's workers' compensation insurance coverage is due to expire during the term of this Agreement, Grantee agrees to timely renew its insurance, either as a carrier-insured employer or a self-insured employer as provided by Chapter 656 of the Oregon Revised Statutes, before its expiration. Grantee will provide the City with certification of workers' compensation insurance renewals, as such insurance renewals occur.

2. Commercial General Liability Insurance.

Grantee shall maintain commercial general liability and property damage insurance that protects Grantee and the City and its officers, agents and employees from all claims, demands, actions and suits for damage to property or personal injury, including death, arising from Grantee's work under this Agreement. Grantee's insurance shall also name as additional insureds the cable franchisees, as required under the Cable Franchises, with respect to any claim for injury, damage, loss, liability, cost or expense arising from programming or other transmission placed by Grantee on PEG access channels

or the City's institutional network (but not if arising out of any act done by the cable franchisee or its officers, agents or employees).

The insurance shall provide coverage for not less than \$1,000,000 per occurrence and an aggregate limit of not less than \$2,000,000. The insurance shall be without prejudice to coverage otherwise existing and shall name as additional insureds the City and its officers, agents and employees.

Notwithstanding the naming of additional insureds, the insurance shall protect each insured in the same manner as though a separate policy had been issued to each, but nothing herein shall operate to increase the insurer's liability as set forth elsewhere in the policy beyond the amount or amounts for which the insurer would have been liable if only one person or interest had been named as insured. The coverage must apply as to claims between insureds on the policy. The insurance shall provide that it shall not terminate or be canceled without thirty (30) calendar days' written notice first being given to the City Auditor. If the insurance is canceled or terminated prior to termination of the Agreement, Grantee shall provide a new policy with the same terms. Grantee agrees to maintain continuous, uninterrupted coverage for the duration of the Agreement.

3. Automobile Liability Insurance. Grantee shall have automobile liability insurance with coverage of not less than \$1,000,000 each accident. The insurance shall include coverage for any auto or all owned, scheduled, hired and non-owned autos. This coverage may be combined with the commercial general liability insurance policy.
4. Cablecaster's Errors and Omission Insurance. Grantee shall maintain insurance to cover the content of productions which are cablecast on an access channel in, at minimum, the following areas: libel and slander; copyright or trademark infringement; infliction of emotional distress or invasion of privacy; plagiarism; misuse of musical or literary materials. This policy shall not be required to cover individual access producers.
5. Directors' and Officers' Liability Insurance. Grantee shall maintain directors' and officers' liability insurance with coverage in an amount of not less than \$1,000,000, subject to a reasonable deductible which shall be determined by Grantee's Board of Directors.
6. Officers', Directors', Trustees' and Employees' Fidelity Insurance. Grantee shall maintain fidelity insurance for all officers, directors, trustees and employees of the Grantee and all other persons handling or responsible for grant funds paid to or administered by the Grantee. The total amount of fidelity insurance coverage required shall be in an amount of the greater of either: (1) \$1,000,000; or, (2) the total sum of grant funds provided to Grantee in a fiscal year quarter during the prior calendar year. Such fidelity insurance shall name the Grantee as obligee

and shall contain waivers by the issuers of the insurance of all defenses based upon the exclusion of persons serving without compensation from the definition of "employees" or similar terms or expressions. The insurance shall provide that it may not be canceled or substantially modified (including cancellation for nonpayment of a premium), without at least ten (10) business days' prior written notice to the City.

7. Continuous Coverage: Notice of Cancellation. Grantee shall maintain continuous, uninterrupted coverage for the duration of the Agreement. There shall be no termination, cancellation, material change, potential exhaustion of aggregate limits or non-renewal of coverage without thirty (30) calendar days' written notice from Grantee to City. If the insurance is canceled or terminated prior to termination of the Agreement, Grantee shall immediately notify the City and provide a new policy with the same terms. Any failure to comply with this clause shall constitute a material breach of the Agreement and shall be grounds for immediate termination of this Agreement.
 8. Certificate(s) of insurance: Grantee shall provide proof of insurance through acceptable certificates of insurance and a CG 2026 additional insured endorsement form (or an equivalent blanket additional insured form) to City on or before execution of the Agreement and prior to any commencement of work or delivery of goods or services under the Agreement or initial payment of grant funds. The certificate(s) will specify all parties endorsed on the policy as Additional Insureds (or Loss Payees). Insurance coverages required under this Agreement shall be obtained from insurance companies acceptable to City. City reserves the right to require, at any time, complete and certified copies of the required insurance policies evidencing the coverage required.
- E. Grantee's Contractor: Non-Assignment. If Grantee utilizes contractors to complete its work under this Agreement, in whole or in part, Grantee shall require any of its contractors to agree, as to the portion contracted, to fulfill all obligations of the Agreement as specified in this Agreement. However, Grantee shall remain obligated for full performance hereunder, and City shall incur no obligation other than its obligations to Grantee hereunder. This Agreement shall not be assigned or transferred in whole or in part without prior written approval of City.
 - F. Independent Contractor Status. Grantee, and its contractors and employees, are not employees of City and are not eligible for any benefits through City, including without limitation federal social security, health benefits, workers' compensation, unemployment compensation and retirement benefits. Grantee will be responsible for any federal, state or local taxes and fees applicable to payments hereunder.
 - G. Oregon Laws and Forum. This Agreement shall be construed according to the laws of the State of Oregon without regard to its provisions regarding conflicts of law. Any

litigation between City and Grantee arising under this Agreement or out of work performed under this Agreement shall occur in Multnomah County, and if in the federal courts, in the United States District Court for the State of Oregon.

- H. Compliance with Law. Grantee and all persons performing work under this Agreement shall comply with all applicable federal, state and local laws and regulations. Grantee shall maintain its nonprofit and tax-exempt status during this Agreement. Grantee shall be EEO certified by City in order to be eligible to receive grant funds.
- I. Severability. City 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.
- J. Merger. This Agreement contains the entire agreement between City and Grantee and supersedes all prior written or oral discussions or agreements. There are no oral or written understandings that vary or supplement the conditions of this Agreement that are not contained herein.
- K. Third-Party Beneficiaries. There are no third-party beneficiaries to this Agreement and the Agreement may only be enforced by the parties.
- L. Electronic Transaction: Counterparts. The parties agree that they may conduct this transaction, including any amendments, by electronic means, including the use of electronic signatures. This Agreement, and any amendment, may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute a single instrument.

SIGNATURES:

Courtney Rae Romine-Mann

Director of Growth
Portland Community Media dba Open Signal

Jun 30, 2023

Exhibit A: PCM (dba Open Signal)/City Grant Agreement - Scope of Work

- Grantee shall conduct training as needed, in consultation with the Grant Manager, which informs and updates Grantee Board members and Grantee management staff about the funding, requirements, and relationships between and among Grantee, the MHCRC, and the City under this Agreement and the Cable Franchises.
- Grantee shall allocate grant funds and other resources to accomplish the following:

A. Content and Video Distribution

- Portland City Government Programming
 - o *Government Access Channels*: Manage the transmission of programming on cable channels provided as government access channels through the Cable Franchises. Grantee shall have scheduling control over government access channels. Grantee shall serve as the point of origination for government access channels under the Cable Franchises.
 - o *Portland City Council Meetings and Budget Forums*: Produce gavel-to-gavel video coverage and live cablecast regular City Council meetings and sessions, including City Council work and budget sessions, conducted at Portland City Hall.
 - City and Grantee will agree upon primary points of contact at the City (City staff) and at Grantee to ensure communication prior to, during, and post production is immediate and effective. City shall notify Grantee of any updates to the primary point of contact immediately.
 - Hybrid Meetings:
 - o Grantee shall provide computers for Grantee staff to join the video conferencing system and integrate the audio and video display from the City-maintained video conferencing system into the City Council chambers with both audio and video.
 - o Grantee shall join the remote sessions with a minimum of 2 accounts in order to deliver video conferencing audio and video into the main video program.
 - o City shall provide Grantee with details for connecting to the City-maintained video conferencing system and ensure that this information is accurate and communicated at minimum 48 hours in advance of each session.
 - o City will manage and moderate access to the video conferencing system used for hybrid sessions. Technical support, account access, billing, and end-user support shall be provided by the City.
 - For programming originating at City Hall, Grantee shall provide a high-definition format video program signal to the demarcation point on the

City's YouTube Channel for additional distribution of the programming by the City.

- For Grantee to produce and cablecast the programming described above, Grantee must house certain equipment at City Hall. The City shall provide, at its own expense, secure, adequate space and internal wiring for Grantee's equipment at City Hall. Grantee shall own, insure and maintain the following equipment:
 - City Hall Council Chambers video cameras that meet the broadcast specifications for the current medium;
 - City Hall video control room components (video and audio capture, switcher, audio mixer, monitors, video processors, system wiring, computers, equipment rack, etc.) to produce video programs and encode the video signals; and
 - City Hall communications room cable television encoder that transmits video signal to Grantee headend.

- *Produce video coverage of up to three (3) community budget forums annually as selected by the City Mayor.* Grantee requires 30 days advance notice for those budget forums where video coverage is requested and are not conducted in the City Hall Council Chambers. Grantee shall provide, set up, test and support the following mobile equipment:
 - Audio system, with microphones and speakers;
 - Projection system, with a projector, and screen;
 - Video production equipment, including closed captioning encoder; and
 - In order for Grantee to produce video coverage of community budget forums at locations other than City Hall Council Chambers, the City will ensure that the location has enough bandwidth to transmit video signal to Grantee's headend for cable channels.

- In November 2022, Portland voters amended the City's Charter to increase Council from five (5) to twelve (12) members beginning in January 2025. City and Grantee acknowledge that the increase in Council membership may require additional funding to Grantee above the standard increase for inflation. City and Grantee further acknowledge that any such additional funding that increases the not-to-exceed amount of this Contract will require a written Amendment.

- *Cooperate with the City, through the Portland Bureau of Emergency Management (PBEM) or its successor agency) and Cable Franchisees regarding dissemination of disaster preparedness information and communication of emergency messages to the public through Grantee channels and facilities, subject to applicable federal and state laws.* PBEM shall provide to Grantee the name and contact information of its authorized

emergency representatives, and Grantee shall do the same to facilitate accurate emergency or disaster communications.

- o *Cooperate with the City through the Bureau of Technology services or its successor agency, Grantee will meet applicable network and information security requirements.*
 - Grantee will maintain an inventory of equipment connecting to the City network and will provide notice when equipment on this list changes.
 - City will convene Grantee and Bureau of Technology services staff as needed, at minimum annually, in order to review operating agreements regarding equipment inventory and demarcation points for accuracy.

- o *Grantee will work with the Bureau of Technology Services to securely connect equipment to 3rd party Internet Service Provider and/or the City Network, meeting current and future security as well as technical requirements.*

- o *Acquire or produce, at Grantee's discretion and subject to Grantee's special projects cost structure, and in collaboration with City bureaus and offices, local government programming to promote civic dialogue and engagement with historically marginalized groups) on issues of importance to community members and their governments.*

- Public Access Channels
 - o Manage the transmission of programming on cable channels provided as public access channels through the Cable Franchises. Grantee shall schedule programming on such channels in accordance with reasonable and nondiscriminatory policies and procedures, except that, in accordance with applicable law, Grantee may refuse to transmit programming which the Grantee has determined would infringe on a copyright or which has been deemed unprotected speech by a court of competent jurisdiction. Grantee shall also serve as the point of origination for public access channels under the Cable Franchises.

 - o Grantee shall manage and participate in programming of the community access network (CAN) channel.

 - o Grantee shall develop and maintain a detailed manual setting forth policies and procedures which include non-discriminatory practices for the public to use and have access to resources provided under this Agreement which are designated for Public Access purposes.

- Video on Demand
 - Coordinate and provide local programming, at Grantee's discretion, for distribution on the Cable Franchisee's video-on-demand (VoD) platform. The VoD platform shall not be considered a public access resource under this Agreement. A minimum of fourteen (14) hours shall be available to Grantee at any given time for programming on Cable Franchisee's VoD platform. Grantee shall ensure that it provides programming to fulfill at least twelve (12) of the fourteen (14) hours at all times. If the MHCRC determines that the VoD hours are not being effectively used by Grantee to provide local programming, the MHCRC may reduce the hours available to Grantee on the Cable Franchisee's VoD platform.

- Live Origination Sites
 - Manage the transmission of programming from live origination sites as provided under the Cable Franchises.

- Access Channel Interconnects
 - Manage the use of access channel interconnections provided under the Cable Franchises.

B. Media Education and Workforce Development Services

- Provide culturally responsive, relevant and affordable media training for and with mediamakers who self-identify as Black, Indigenous, and people of color. Trainings shall be tailored to address the unique barriers for these populations to getting online or producing media content, including but not limited to level of expertise, interests and needs, language, schedule requirements, level of income and geographic availability.

- Provide non-profit organizations access to media and broadband content-production tools and support for content creation, sharing, and distribution across multiple platforms and technologies.

- Create workforce development and creative culture opportunities with mediamakers of color to develop career-ready and technology competencies and experience necessary for jobs in the digital economy.

- Engage ethnically, culturally and linguistically diverse communities for Grantee to create, acquire and distribute content that supports a wide range of community perspectives, specifically those historically misrepresented or underrepresented in traditional media.

- Collaborate with other nonprofit organizations throughout the Portland area to build community media capacity. Provide additional support and training to nonprofits that prioritize BIPOC communities.

C. Cable Franchise Support

- Provide technical expertise to the City and the MHCRC to assist with regulatory oversight of access requirements described in the Cable Franchises and participate in community needs ascertainments and defining related access requirements for franchise renewals.
- Develop and maintain any necessary operating agreements with Cable Franchisees resulting from Grantee's status as the City's designated community media provider, consistent with the requirements of the Cable Franchises.
- Partner with MHCRC staff on supporting initiatives that spend the PEG/I-Net Fund, such as Grantee attendance at informational meetings related to grant programs.

Exhibit B: PCM (dba Open Signal)/City Grant Agreement - Grant Status Reports

Within 45 days after the close of each 6-month period, Grantee shall submit to the Grant Manager a Grant Status Report in accordance with Agreement Article III(G)5, which shall contain at least the following information for the reporting period, unless otherwise approved by the Grant Manager:

1. Content and Video Distribution

- a. The total number of government meetings videotaped and number of hours of government programming cablecast on the Government Access Channel, including both in its original cablecast and any repeated playback:
 - Produced by the Grantee or through Grantee's facilities;
 - Acquired by Grantee from local government entities; and
 - Acquired and sponsored by Grantee from local and non-local sources.
- b. Total number of public service announcements (PSAs) broadcast, including:
 - PSAs acquired by Grantee from the City
 - PSAs created by Grantee in collaboration with the City
- c. For each channel dedicated for Public Access Programming, the percentage of time averaged over the reporting period that the following types of programming were cablecast on the channel, including both in its original cablecast and any repeated playback:
 - Produced through Grantee's facilities,
 - Acquired from local Metro Area sources;
 - Acquired from non-local sources; and
 - Generated by a bulletin board, event listings, program listings or other types of character generated listings.
- d. The total number of new programming (in its first-run playback) cablecast by Grantee on all Access channels, and related total hours broken out by original cablecast and repeat playback during, for the following types of programming:
 - Produced using Grantee's facilities and/or equipment;
 - Created within the local Metro Area, utilizing minimal Grantee resources for production;
 - Created outside the Metro Area, utilizing little or no Grantee resources for production; and
 - Generated on a bulletin board for community groups' events and services listings, including a number of distinct groups served by this programming.
- e. List of video-on-demand programming, including title, program description, average number of hours per month provided by Grantee, and whether the

programming was produced by the Grantee, through Grantee's facilities or acquired from another source.

- f. A list representative of the programs which demonstrate Grantee's acquisition, production and/or distribution of programming content with a wide range of community perspectives, including those of groups that have historically been misrepresented or under-represented in traditional media.
- g. Number and/or percentage of series producers who self-identify as non-white or people of color.
- h. Grantee's criteria for selecting programming to be provided on Cable Franchisee's video-on-demand platform.
- i. List of live origination sites used and programming activity from the sites.

2. Media Education and Workforce Development Services

- a. Description of media education and workforce development services provided to individual media makers, tracking the following metrics:
 - i. Number of training hours provided
 - ii. Number of individuals receiving training
 - iii. Number and/or percentage of participants who identify as non-white or people of color
- b. Description of engagements with mission-aligned nonprofit organizations, including trainings, space use, equipment loans, and the programmatic partnerships. Track names and number of nonprofits engaged and individuals reached.
- c. Evidence of learning by all individuals and nonprofits trained, including development of technical knowledge and soft skills.
- d. Description of efforts to tailor, adjust, or change media education and digital literacy services to be responsive to target populations' needs, including engagement strategies and data used to inform the changes.
- e. Description of other engagements with members of BIPOC communities and/or other Portlanders who may experience disproportionate access to media technology and resources- (including any meaningful engagement efforts to further dismantle disparities across gender, race, class, sexual orientation, physical ability, etc.) This could include events, tours, equipment donations, etc.

3. Organizational Commitment to Diversity, Equity, Inclusion and Accessibility

- a. Demographics of Grantee's staff and board, including percentage of employees and board members who identify as BIPOC, Womxn, non-binary, LGBTQIAS+, working parents, experience being low-income, living with a disability (visible or nonvisible), immigrant or refugee, speaker of non-English languages, trauma survivors, etc.
- b. List of educational opportunities and events engaged in by Grantee's staff and board, tracking number of training hours completed in racial equity, self-awareness, implicit bias and compassion-based professional practices.
- c. Accomplishments by Grantee's staff and board in service to organization-wide equity goals.




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Final Audit Report

2023-06-30

Created:	2023-06-30
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