

AGREEMENT FOR OFF-CYCLE GRANT

This Agreement is between the Mt. Hood Cable Regulatory Commission (Commission), through the Bureau of Planning and Sustainability, City of Portland, and PHAME (Grantee) (together referred to as the “Parties”).

RECITALS:

This Agreement is entered into for the purpose of providing the Commission's grant funds for implementation of the Grantee's ‘Expanding Video Production for Adults with Intellectual and Development Disabilities’ Project.

AGREEMENT:

1. Grant Amount, Use of Grant

Grantee is awarded an amount not to exceed \$205,285.59 for specific capital costs related to the Grant project. Grantee shall use the Grant funds exclusively for the purposes outlined in its Grant Application (the "Grant"). The Grant Application is attached to this Agreement as Attachment 1, and incorporated herein by reference. 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 BPS Community Technology Program Manager.

3. Payments

Upon submission of an invoice from Grantee, and upon certification by the Project Manager that the invoice is in accordance with this Agreement, the Commission shall disburse an advance payment to the Grantee in the amount of \$205,285.59, as specified in the invoice, within thirty (30) days after receipt of the invoice.

Grantee shall submit the invoice online through the Commission’s online grants management system using the claims module. The invoice, uploaded as an attachment to the grants management system claims module, shall be on Grantee’s letterhead, signed and dated by an authorized representative of Grantee and addressed to “MHCRC c/o City of Portland.” The invoice shall include an invoice number, the title of the Grant project and the total grant amount authorized by the Grant. If the Project Manager finds that the invoice is not in accordance with this Agreement, the Project Manager shall notify the Grantee of the reason(s) for the disallowance and non-payment.

Grantee agrees to operate the program as described in the Grantee’s Grant Application and to expend funds in accordance with the approved budget, unless the Grantee receives prior written approval from the Commissioner’s Project Manager to modify the program or the budget.

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

Grantee shall repay to the Commission, thirty (30) days prior to the expiration date of this Agreement, any Grant funds that have not been expended for Grant purposes.

4. Financial Records

Grantee shall account for the Grant funds separately in its books of accounts. Grantee shall charge only Grant-related expenditures against Grant funds.

Grantee agrees to keep accurate and complete financial records that will enable the Commission to easily determine the use of Grant funds and the allocation method of Matching Funds committed by Grantee and Project Partners in the Grant for the project. Grantee shall maintain all financial records related to the Grant for one (1) year after the termination of this Agreement. Grantee shall provide the Commission prompt access to these records upon request and permit copying as the Commission may require.

5. Reports

Grantee shall submit Interim Status Reports and a Final Status Report (collectively referred to as 'Report(s)') to the Project Manager using the Commission's online grants management system. The Reports shall include both programmatic and financial information as established by the Commission. 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 November 1, 2023 through March 31, 2024; April 1, 2024 through October 31, 2024; November 1, 2024 through March 31, 2025; April 1, 2025 through October 31, 2025, November 1, 2025 through March 31, 2026. 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 June 30, 2026.

Interim and Final Status Reports shall include an accurate and complete financial report of Grant fund and Matching fund expenditures. The Report shall include copies of receipts or other evidence of payment for actual grant funded capital costs incurred by Grantee related to the Grant. Reported expenses will be charged against the advanced funds and will be made after review and approval of the status reports.

The Project Manager, at her/his sole discretion, may require additional programmatic information or financial documentation of Grant project expenditures. Grantee shall make its books, general organizational and administrative information, documents, papers and records that are related to this Agreement or Grantee's performance of services related to this Agreement available for inspection by the Project Manager or other Commission representatives during reasonable business hours following five (5) business days advance written notification from the Project

Manager.

Grantee shall immediately provide notice in writing by electronic mail to the Project Manager when Grantee anticipates or realizes any deviation in the Grant project which may result in Grantee's inability to complete the Grant project as originally submitted and approved by the Commission.

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 is not limited to, on site visits at reasonable times, telephone interviews and review of required reports. Monitoring will cover both programmatic and fiscal aspects of the Grant. The frequency and level of monitoring will be determined by the Project Manager. Grantee shall remain fully responsible at all times for performing the requirements of this Agreement.

7. Audit

Because grant funds are derived from the cable franchises, the cable companies may conduct a financial review or audit of Grantee for the purpose of verifying whether use of capital grant funds is in accordance with the requirements of cable franchises related to use of capital grant funds. If the Commission receives notice from a cable company in accordance with the terms of the cable franchises of such audit or review, the Commission's Project Manager shall notify Grantee within five (5) business days of receiving the notice, and shall identify to Grantee the relevant financial records of Grantee that the cable company seeks to review. The scope of such audit or review of Grantee shall be consistent with the terms of the applicable cable franchise. Grantee agrees to make such relevant financial records available to cable company's authorized representative for inspection and copying. Such records shall be reviewed during normal business hours at a time and place made available by Grantee. The Commission's Project Manager shall promptly provide Grantee with written notice of the audit or review's conclusions.

8. Publicity

During the term of this Grant Agreement, Grantee shall use its best efforts to mention the Commission's grant funding in publicity regarding the program(s) that will be supported by the grant funds.

Any publicity regarding the project shall indicate that the project was made possible by a Grant from the Commission through funds provided by the cable companies. Grantee shall notify the Project Manager before releasing information about the Grant to the press or other news media. The Commission may include information regarding the Grant in periodic public reports.

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

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 polices.

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 November 1, 2023, 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, July 30, 2026, unless extended or earlier terminated under the terms of this Agreement.

15. Early Termination of Agreement

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

- (a) Written notice provided to Grantee from the Commission before any obligations are incurred; or
- (b) Mutual written agreement of the Parties.
- (c) Alternatively, the Commission 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 not spend unused grant funds and such unused funds shall be solely held in trust for the Commission.

Grantee shall be solely responsible for any expenses associated with cure of its noncompliance or failure to perform.

Cause for Termination. If Grantee fails to cure the material breach within thirty (30) days of the written notice of termination, or if Grantee does not receive consent from the Project Manager to proceed with a cure plan and executes the cure plan satisfactory to the Project Manager, then the Commission may, at its sole discretion, require Grantee to refund to the Commission any amounts improperly expended, any unexpended amounts or the full amount of Grant funds paid by the Commission to Grantee for the Grant project in compliance with the terms and conditions of this Agreement.

17. Suspension of Work

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

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

18. Non-Discrimination

In carrying out activities under this Agreement, Grantee shall not discriminate against any employee or applicant for employment on the basis of race, color, religion, age, sex, marital or economic status, familial status, national origin, sexual orientation, disability or source of income. Grantee shall take actions to insure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, age, sex, marital or economic status, familial status, national origin, sexual orientation, or disability. Such action shall include but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Grantee shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, marital or economic status, familial status, national origin, sexual orientation, disability or source of income. In regard to carrying out activities under this Agreement, Grantee shall further not arbitrarily refuse to provide services to any person and shall not discriminate in offering services on the basis of race, color, religion, age, sex, marital or economic status, national origin, sexual orientation, disability or source of income.

19. Severability

Commission and Grantee agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

20. Choice of Law and Choice of Forum

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

21. Survival

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

22. Assignment

This Agreement or any interest therein may not be assigned or subcontracted without the prior written consent of the Project Manager. In the event of transfer without prior written consent, the Commission may refuse to carry out this Agreement with either the transferor or the transferee and yet retain and reserve all rights of action for any breach of contract committed by Grantee.

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

23. Electronic Means

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

24. Notice

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

If to the Commission:

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

If to Grantee:

Attn: Rebekah Morris, Development Director
PHAME Academy
1631 NE Broadway Street #134
Portland, OR 97232
Email: rmorris@phamepdx.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: Expanding Video Production for Adults with Intellectual and Development Disabilities

GRANTEE: PHAME

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

PHAME is deeply grateful for the opportunity to request funding from the Mt. Hood Cable Regulatory Commission. PHAME requests support for new equipment and spaces that will allow adults with intellectual and developmental disabilities (I/DD) to create original videos.

Benefiting our community

PHAME's project, like all our work, is aimed at reducing disparities between people with disabilities and people without disabilities. We also aim to improve community connection by providing a path to creating and presenting video work that does not currently exist for people with I/DD.

PHAME is a school of the arts, founded in 1984, that serves adults with intellectual and developmental disabilities (I/DD). Our core work is focused in three areas—arts classes, performance opportunities and community building—that serve critical needs for adults with I/DD. While many programs exist for young people with disabilities, there is a lack of programming available to adults with I/DD, often leaving them without any meaningful activity, including employment, and little opportunity to form social relationships. In the arts, mainstream organizations largely do not know how to accommodate adults with I/DD, so that they are often effectively barred from participation.

This means that there are very few opportunities for adults with I/DD to create and share art of any kind—and to our knowledge, PHAME is the only place in the Portland area that supports people with I/DD in creating and sharing video content.

PHAME's own video program began in earnest at the beginning of the pandemic—we felt that these skills could be taught over Zoom. Though students did not have sophisticated recording equipment, they recorded videos on their phones. We discovered, however, that our ability to teach students video production skills was limited. Nevertheless, our video classes were, and continue to be, in high demand, especially among younger adults who have not seen other creative forms as open to them. Even now that classes have resumed in person, we do not have all the recording equipment necessary, or the types of spaces that are necessary, to properly teach these skills—and we are still without a way to have students convert their raw own footage into finished films.

Today, students at PHAME still capture footage using inadequate technology, without access to light-controlled spaces, green screens or any kind of sound recording or production—and they can only watch their teachers edit, produce and complete their films. PHAME believes that, like people without disabilities, people with I/DD should have the chance to build these skills, and to convey to audiences their own unique perspectives, stories and art.

Why now

PHAME now has an exciting opportunity to create a proper video program for adults with I/DD. Doing so requires us to have three components in place: the equipment to film and produce video, the expertise to operate it and train students, and the space to store and use the equipment. Now, PHAME is building a new arts space that will finally give us the ability to house and teach with the kind of video equipment our students need.

With soaring ceilings and over 6,000 square feet of space, our building site at 1737 SE 12th Avenue was a former auto shop and neighborhood fixture. With your support the building will become a vibrant, accessible, and welcoming arts hub for PHAME and the whole community—one where adults with I/DD can reach their artistic potential.

MHCRC's support at this time will help us determine that we can build the space we are envisioning. PHAME's current timeline has us closing on the building now in November, making this a critical time for securing funding to purchase and complete tenant improvements to our new building.

MHCRC's support now, in October, advances our building project in the following ways:

- Secured funding allows us to proceed with our building project at our go/no go deadline
- Fund the current phase of architectural planning and engineering needed for our video courses
- Allow PHAME to accurately plan the scope of our final project depending on this and other funding, in order to stay on our construction timeline

Funding now will also allow us to purchase some video equipment and train staff on it right away so that it can be used in our Winter Term video class. This will allow our students to start building new video skills sooner, and will make our spring MetroEast Community Media Cohort partnership more effective, as it will scaffold existing knowledge.

PHAME believes that, in 2023, it is time for people with I/DD to have equitable opportunities to share their voices. It is time for our larger community to have a chance to hear these voices and see people with I/DD represented as talented, capable community members. We appreciate your consideration of this funding now, when it will allow us to build a space that facilitates this work.

Using new technology, expertise, and space to create video by people with I/DD

If funded, PHAME's work will begin this fiscal year.

Currently, PHAME offers one video class during most class terms, though we have not had one since Spring Term this year. Because our space and our equipment is so limited, these classes focus on planning and shooting video.

With funding from the Mt. Hood Cable Regulatory Commission, PHAME will be able to teach new video skills—operating high-tech camera equipment; operating lighting, green screens and other equipment; sound recording, editing and production as part of video work; and video production and editing—and will offer more classes to meet demand for learning these skills. With proper equipment, the training to teach our students how to use the equipment, and the space to do this work, we will be able to create more, better quality videos—and for the first time, we will be able to share videos that have been created solely by adults with I/DD.

PHAME is planning a partnership with MetroEast beginning in 2024, during our Spring Term. MetroEast will be hosting a cohort at PHAME that will be attended by both students and at least two staff members.

While PHAME will only be able to reach our artistic potential in video creation when we have built spaces that allow us to incorporate sound and lighting, and where we can store and use editing

equipment, we anticipate producing between two and four videos during the cohort, which we will share with MetroEast for broadcast.

In FY25, while our new home is under construction, PHAME anticipates incorporating some of the new equipment described in our budget into our video classes. We plan to continue to hold one video class per term until we move into our new space (projected in the first half of 2025). During this time, we anticipate creating 3 videos per class term—an additional 9 videos that will be shared with MetroEast.

PHAME plans to continue to share video with MetroEast for broadcast through FY26. In our new space, PHAME will hold two video classes each term as well as hosting studio time for PHAME students to work on individual video projects. Our Tech Lab will be our primary video editing space, with our Recording Studio set up for sound work, and as a sound and light booth for our Practice Rooms and Dance and Drama Studio. These spaces will function as sound and filming spaces, as will our Multi-Purpose Classroom, which will be a light-controlled space with a green screen. Once students have mastered the technology in the new space, we anticipate producing six videos per class per term, and any individual videos that are completed during studio time will also be shared with MetroEast.

We plan to share a total of approximately 47 videos with MetroEast over the next three years. PHAME believes that our students should define the content of their own work, and though we anticipate many videos created in each of these categories, we do plan to share one 10-minute video about the experience of disability, one animated video, two short performance videos, and a green-screen video.

While we imagine the duration of this project to be three years, funding will foster a group of filmmakers with I/DD who have transferrable skills video skills, and create a permanent place for PHAME to continue to train new video creators with I/DD. We envision a future where the cable system sees regular video submissions by artists with I/DD at and outside of PHAME—a future where all artists are included.

Project Outcomes

This project will have several important outcomes which increase representation for people with I/DD, and reduce stigma surrounding I/DD.

This project will allow PHAME to expand our video program so that it serves people with I/DD on an equitable basis to the kinds of programs people without disabilities can access—by putting in place the equipment, expertise and space needed for our video program, the project will allow people with I/DD to create and share videos through the cable system.

As a result of this project:

- 47+ videos will be delivered to MetroEast for broadcast over three years
- 40 unique PHAME students with I/DD will build artistic and transferrable video creation and production skills over the next three years
- Our new building will be completed and occupied, providing a permanent video facility for adults with I/DD on par with what non-disabled artists can access

Together, these outcomes will contribute toward a non-measurable but equally important goal: to reduce stigma and foster inclusion for people with I/DD by introducing new audiences to the rarely shared perspectives, stories and art of people with I/DD.

Currently, people with I/DD are often left out of the conversation. This is true both in a broader sense, where I/DD is only sometimes included in equity conversations, and in a very literal sense, where members of the public often address parents, caregivers and companions while ignoring people who are visibly disabled. Representation is a critical step toward inclusion in our broader community—and MetroEast’s reach to 350,000 area homes is a significant expansion on the 1,500 people PHAME reaches through our own programming.

Measuring Outcomes

Each of our outcomes will be measured against expected progress over the next three years.

PHAME’s Director of Performance and Partnerships will track the number of video submissions to MetroEast, as part of her work tracking partnerships progress in general. She will be assisted in monitoring progress by our Education Manager, who is the direct supervisor of our Video Teaching Artist and our education program.

The number of students who participate in our video courses and in our MetroEast cohort will be measured through our existing student enrollment tracking procedures, using our CRM database. In addition to the number of participants, PHAME also measure the percentage of seats taken in video classes and the number of classes offered at each level (PHAME uses a three-tiered class structure to help students advance their skills the way any other artist would; higher level classes are implemented when there is sufficient demand and appropriate skill-level among the student body). Finally, PHAME will track the number of new students enrolled in video classes—we have heard from many potential students that video production is an appealing creative outlet for younger adults who have not felt that they could participate in other art forms.

Progress on our facilities construction will be monitored by our Executive Director. Success in this area will mean that all video equipment can be stored in the new facility; all equipment is accessible to students and teachers with mobility issues; courses are running in the building and include all aspects of video creation, including filming, editing and production, and sound editing and production; and students are able to work on individual projects during studio time.

Reaching these outcomes will mean that a group of filmmakers with I/DD will, for the first time, gain the necessary skills and have access to the equipment and spaces they need to create videos that are shared widely with the general public—bringing equity to I/DD filmmakers and representation to audiences with and without disabilities.

Implementation Plan (project timeline) with key milestones

This project will be implemented in stages over the next three years. Our implementation will begin slowly, picking up as we build and move into our new building. Our plan is laid out over our projected timeline below (final dates will be subject to permitting and construction times that may be somewhat variable).

November-December, 2023:

- Continue architecture and engineering planning
- Close on building purchase
- Purchase equipment and train staff of equipment usage for Winter/Spring video training courses

January-March 2024

- Complete architectural and engineering for building
- Winter Term video class runs, incorporating some new equipment
- Training and prep with MetroEast begins
- Cohort with MetroEast begins
- Work with interior design firm to design cabinetry, signage, etc for technology laboratory (and entire building).

April-June 2024

- Submit Construction permits to City of Portland
- Continue cohort with MetroEast, completing 2-4 videos

July-September 2024

- Finalize building plans with contractors
- Break ground on new building

October-December 2024

- Construction continues
- Fall term includes at least one video making class
- 3 videos created

January-March 2025

- Construction completed, including extended work with electricians and interior design to ensure video equipment is accessible and supported.
- Winter term includes at least one video making class
- 3 videos created

April-June 2025

- Move in to new building
- Completion of video equipment purchasing
- Start workshops in new building, potentially new classes
- Spring term schedule includes at least one video making class
- 3 videos created

July 2025-June 30, 2026

- Two video making classes per term, with video equipment fully integrated into coursework
- Video “open studio” time begins, allowing students to explore video making further individually
- 36 videos submitted to MetroEast for Broadcast, approximately 12 per full class term

Project Start and End Dates

This project will take place from November, 2023 through June 30, 2026.

As described above, some aspects of the building project and some of the equipment ordering will take place beginning in November, 2023. Our cohort with MetroEast will take place in the spring of 2024, and facilities construction is expected to begin the following fall. Once PHAME is able to hold classes in the new building, any remaining equipment will be purchased and integrated into our expanded video program. Videos from our video courses will be sent to Metro East to be broadcast for approximately a year after the building is completed, through the end of June 2026.

Budget Narrative

Personnel

Executive Director. The Executive Director will provide project oversight, including overseeing construction, and providing oversight for our MetroEast partnership and video classes run through the school. The Executive Director's salary and related costs are \$94,294.72. The Executive Director will spend 10% of her time on this project in year 1 and 2 while construction is being planned and completed, and 3% of her time in year 3 when only management of our school video program is needed. Grant

Funds: \$0

Match: \$21,687.78

Director of Performance and Partnerships. The Director of Performance and Partnerships will facilitate and participate in our partnership with MetroEast. The Director of Performance and Partnerships salary and related costs are \$67,211.68 annually. The Director of Performance and Partnerships will spend 5% of her time on this project in year 1, when she will coordinate and join our MetroEast cohort, and 2% of her time in year 2 and 3.

Grant Funds: \$0

Match: \$6,049.05

Education Manager. The Education Manager will participate in our Cohort with MetroEast, as well as equipment training and managing our Video Teaching Artists. The Education Manager's hourly wage is \$24.74 per hour. The Education Manager will spend 90 hours on this work, with approximately 50% of her work taking place in year 1, 25% in year 2, and 25% in year 3.

Grant Funds: \$0

Match: \$2,226.60

Video Teaching Artists. The Video Teaching Artists teach Video courses and oversee studio time. This position teaches all Video courses and will oversee studio time for Video students. Teaching hours, planning hours and related costs are \$788.44 per Video course, for a total of \$7095.94 for all planned Video classes for years 1 to 3. An additional \$1957.50 will pay for 30 hours of studio time in year 3.

Grant Funds: \$0

Match: \$9,053.43

Personnel Grant Funds Total: \$0

Personnel Grant Funds Match: \$ \$39,016.86

Education/Training

Equipment Consultation and training. This estimate comes from MetroEast and will cover expenses for equipment consultation and MetroEast's Train-the-Trainer program.

Grant Funds: \$10,000

Match: \$0

Contractual

Architectural fees for the building to cover rooms used for video. Our architects subcontract engineers, so this fee includes both architectural and engineering fees. Costs for these rooms include maximizing the program in the floor plan for these spaces, the electrical engineering, especially to link the sound recording capabilities for all these rooms, and the structural engineering to ensure that we can hang the cabinetry, speakers, screens, and other equipment. PHAME requests a portion of architectural fees going to these rooms and will match the rest of the fees required to complete construction of a functional building. We estimate that the actual proportion of fees allocated to the rooms used for video may be higher, since they have more complex engineering needs than the other spaces.

Grant Funds: \$50,000

Match: \$500,000

Equipment

Video Classes

The following equipment will support video classes. (7) Apple iPad Pro (11 inch, 256 GB) @ \$1000 = \$7000; (7) MelaMount iPad Pro Case @ \$60 = \$420; (7) Amazon iPad Pro Bag @ \$30 = \$210; (7) Amazon iPad Pro Screen Cover @ \$11 = \$77; (10) B&H Ulanzi Rechargeable RGB Light @ \$30 = \$300; (10) B&H USB C Mic @ \$60 = \$600; (1) B&H Wireless Mic Setup @ \$500 = \$500; (1) B&H Wireless Mic Mount for Ipad @ \$15 = \$15; (8) B&H Manfrotto Compact Action Tripod @ \$100 = \$800; (4) B&H Extra Release Plates @ \$24 = \$96. This equipment will allow students to shoot film. Many of our students have used iPads before at PHAME, so this equipment has a lower barrier to entry and will be used individually by students during class and during studio time.

The following equipment will provide DSLR Video Setup for video classes. (2) B&H Panasonic S5 II Camera Kit (includes 20-60mm) @ \$2300 = \$4600; (2) B&H 50 mm lens @ \$500 = \$1000; (2) B&H 70-300 mm lens @ \$1000 = \$2000; (1) B&H Backpack @ \$230 = \$230; (1) B&H Manfrotto Tripod legs , and head @ \$560 = \$560; (1) B&H Tripod Bags @ \$35 = \$35; (1) B&H Wireless Mic Setup @ \$500 = \$500; (4) B&H SD Cards @ \$40 = \$160. This equipment will also be used for filming. It will be used during video classes, primarily while working with the instructor. This equipment will allow students to build higher-level shooting skills that are transferrable, and shoot high quality film for group projects that will be submitted for broadcast.

The following equipment will provide laptop setup for video production and editing in video classes. (2) Apple MacBook Pro Laptop (12-Core CPU/38-Core GPU; 32GB Unified Memory; 1TB SSD Storage) @ \$3500 = \$7000; (2) Apple Apple Care @ \$400 = \$800; (2) B&H Case for Laptop @ \$20 = \$20; (2) B&H Hard Drives @ \$280 = \$560; (1) Apple, Adobe Software @ \$1500 = \$1500; (1) Amazon Wires, Storage, Expendables @ \$1000 = \$1000; (10) Samsung Monitors for Laptops @ \$150 = \$1500; (1) B&H Smart Screen for Multi Media Classroom @ \$1925 = \$1925. The laptops, software and accessories will be used individually by students to edit and produce videos in classes and during studio time. The monitors and Smart Screen will be used to make our Technology classroom into a space where editing can be taught to a group—this equipment will allow us to show the editing process, and on a screen large enough for

the viewing size to be accessible. The Smart Screen will also double as a student editing set up for students with less motor control, with the larger touch area making editing accessible to more students.

The following equipment will provide lighting and a GoPro bundle. (1) B&H Travelling Lighting Kit + Green Screen Setup @ \$200 = \$200; (1) Amazon Light Setup for Multi-Use Classroom GVM RGB LED Video Lighting Kit @ \$360 = \$360; (2) Amazon GoPro Bundle @ \$700 = \$1400. The portable lighting for and GoPro bundle will make it possible for students to film projects for broadcast outside of the building, and will make it possible to film more action in which the camera may not be able to be handled delicately. The second lighting kit and green screen will be housed in the multiuse classroom so it can be used as a it a light-controlled studio space.

Video Classes Grant Funds: \$35,368

Match: \$0

Recording Studio equipment

The following equipment will support a recording studio to record and edit sound for the videos created for broadcast. (1) Apple MacBook Pro Laptop (12-Core CPU 38-Core GPU 32GB Unified Memory 1TB SSD Storage) (and case) @ \$3500 = \$3500; (1) Focusrite Audio Interface @ \$620 = \$1000; (1) LogicPro Software (Apple DAW) @ \$200 = \$200; (1) Ableton Software @ \$535 = \$535; (1) Roland Electric Keyboard Piano @ \$1200 = \$1200, (8) Mogami Cables XLR @ \$94 = \$752, (5) Misc. Mics @ \$170 = \$1290, (3) DR Pro Mic Stand @ \$75 = \$225; (4) Amazon Acoustic Panels Studio Soundproofing @ \$40 = \$160; (8) Sony Headphones @ \$100 = \$800; (8) Mogami Headphone Extension @ \$95 = \$760; (1) KRK Studio Monitors @ \$250 = \$250; (1) LG Screen Monitor @ \$350 = \$350. The total recording studio equipment cost project is \$11,022. PHAME requests grant funds according to the portion of time the Recording Studio will be used for Video production (10% of total time/costs), for a total of \$1,102.20. PHAME will match the rest of the recording studio costs so that the necessary equipment may be purchased.

Recording Studio Grant Funds: \$1,102.20

Match: \$9,919.80

Equipment Grant Funds Total: \$36,470.20.

Equipment Match Total: \$9,919.80

Infrastructure Construction/Facilities

PHAME is purchasing a former auto shop and will convert it into a state-of-the-art, accessible arts space. This will allow PHAME to expand our video program. The spaces that will be used for video production within the building are the Dance and Theater Studio, the Recording Studio, the Multipurpose Classroom, two Practice Rooms, and the Technology Lab. Costs for General Conditions, Taxes, Fees, Insurance, the associated Structure/Envelope (including Demo & Civil, Concrete, Masonry, Metals, Wood & Plastics, Thermal & Moisture Protection, Doors & Windows, Finishes and Electrical costs), and the Interior Build-out and MEP (including Wood & Plastics, Doors & Windows, Finishes, Specialties, Furnishings, Special Construction/Cabinetry, Mechanical and Electrical) are laid out for each room. Construction of The Dance and Theater Studio will cost a total of \$386,024, the Recording Studio will cost \$34,476, the Multipurpose Classroom will cost \$118,249, the Practice Rooms will cost \$46,497, and the Technology Lab will cost \$103,231. PHAME requests grant funds for these rooms according to the amount of time they will be used for video: Five percent of the Dance and Theater Studio, 10% of the Recording Studio, 30% of the Multipurpose Classroom, 20% of two Practice Rooms, and 40% of the Technology Lab. PHAME will provide the rest of the funds needed to complete construction on the

rooms (and the building as a whole) to create complete, usable spaces. These spaces will allow us to safely and accessibly store video equipment; film video including performance videos, green screen videos and videos in light-controlled spaces; record and produce sound; and have the space for students to edit and produce their raw footage. These spaces will allow the videos submitted for broadcast to be fully created by adults with I/DD.

Grant Funds: \$108,815.39

Match: \$579,661.52

Miscellaneous

PHAME is not submitting any Miscellaneous costs for consideration.

Grant Funds: \$0

Match: \$0

Overhead

School overhead for running video classes for three years, and studio time after we occupy the new building. This is the portion of overhead costs allocated to video classes, including a portion of marketing, outreach, registration, etc.

Grant Funds: \$0

Match: \$ \$30,214.71

Line Item Budget

Please see attached budget.

We truly appreciate that the Mt. Hood Cable Regulatory Commission shares our commitment to equity and representation. Thank you for considering bringing the video work of people with I/DD into the homes of so many members of our Portland-area community.

PHAME PROJECT COSTS						Funds requested from MHCRC	Matching funds from PHAME
Personnel							
Executive Director	Project oversight						\$21,687.78
Director of Performance and Partnerships time	Partnership with Metro East oversight						\$6,049.05
Education Manager	Cohort participation & Equip. Training						\$2,226.60
Video Teaching Artists	Teaching video courses and overseeing studio time						\$9,053.43
Total Personnel						\$0.00	\$39,016.86
Education/Training							
Total Education						\$10,000.00	\$0.00
Travel n/a							
Contractual							
Total Contractual						\$50,000.00	\$500,000.00
Equipment							
Video Classes		<i>Vendor</i>	<i>Quantity</i>	<i>Unit</i>	<i>Cost</i>		
iPad Video Setup							
iPad Pro (11 inch, 256 GB)		Apple	7	\$1,000.00	\$7,000.00		
iPad Pro Case		MelaMount	7	\$60.00	\$420.00		
iPad Pro Bag		Amazon	7	\$30.00	\$210.00		
iPad Pro Screen Cover		Amazon	7	\$11.00	\$77.00		
Ulanzi Rechargeable RGB Light		B&H	10	\$30.00	\$300.00		
USB C Mic		B&H	10	\$60.00	\$600.00		
Wireless Mic Setup		B&H	1	\$500.00	\$500.00		
Wireless Mic Mount for Ipad		B&H	1	\$15.00	\$15.00		
Manfrotto Compact Action Tripod		B&H	8	\$100.00	\$800.00		
Extra Release Plates		B&H	4	\$24.00	\$96.00		
DSLR Video Setup							
Panasonic S5 II Camera Kit (includes 20-60mm)		B&H	2	\$2,300.00	\$4,600.00		
50 mm lens		B&H	2	\$500.00	\$1,000.00		
70- 300 mm lens		B&H	2	\$1,000.00	\$2,000.00		
Backpack		B&H	1	\$230.00	\$230.00		
Manfrotto Tripod legs , and head		B&H	1	\$560.00	\$560.00		
Tripod Bags		B&H	1	\$35.00	\$35.00		
Wireless Mic Setup		B&H	1	\$500.00	\$500.00		
SD Cards		B&H	4	\$40.00	\$160.00		
Laptop Setup							
MacBook Pro Laptop (12-Core CPU							
38-Core GPU							
32GB Unified Memory							
1TB SSD Storage)		Apple	2	\$3,500.00	\$7,000.00		
Apple Care		Apple	2	\$400.00	\$800.00		
Case for Laptop		B&H	2	\$20.00	\$20.00		
Hard Drives		B&H	2	\$280.00	\$560.00		

Software	Apple, Adobe	1	\$1,500.00	\$1,500.00	
Wires, Storage, Expendables	Amazon	1	\$1,000.00	\$1,000.00	
Monitors for Laptops	Samsung	10	\$150.00	\$1,500.00	
Smart Screen for Multi Media Classroom	B&H	1	\$1,925.00	\$1,925.00	
Lighting					
Travelling Lighting Kit + Green Screen Setup	B&H	1	\$200.00	\$200.00	
Light Setup for Multi-Use Classroom GVM RGB LED Video Lighting Kit	Amazon	1	\$360.00	\$360.00	
GoPro					
GoPro Bundle	Amazon	2	\$700.00	\$1,400.00	
Total Video Equipment				\$35,368.00	\$0.00

Recording Studio equipment					
MacBook Pro Laptop (12-Core CPU 38-Core GPU 32GB Unified Memory 1TB SSD Storage) (and case)	Apple	1	\$3,500.00	\$3,500.00	
Audio Interface	Focusrite	1	\$620.00	\$1,000.00	
Software (Apple DAW)	LogicPro	1	\$200.00	\$200.00	
Software	Ableton	1	\$535.00	\$535.00	
Electric Keyboard Piano	Roland	1	\$1,200.00	\$1,200.00	
Cables XLR	Mogami	8	\$94.00	\$752.00	
Mics	Misc.	5	\$170.00	\$1,290.00	
Mic Stand	DR Pro	3	\$75.00	\$225.00	
Acoustic Panels Studio Soundproofing	Amazon	4	\$40.00	\$160.00	
Headphones	Sony	8	\$100.00	\$800.00	
Headphone Extension	Mogami	8	\$95.00	\$760.00	
Studio Monitors	KRK	1	\$250.00	\$250.00	
Screen Monitor	LG	1	\$350.00	\$350.00	
Total recording studio equipment				\$11,022.00	
Total time recording studio used for video				10%	
Total Recording Studio Equipment (10% of total costs)				\$1,102.20	\$9,919.80

Infrastructure Construction/Facilities Construction (for rooms in which video work will occur)

	DANCE AND THEATER STUDIO	RECORDING STUDIO	MULTIPURPOSE CLASSROOM	TECHNOLOGY LAB	PRACTICE ROOMS
General Conditions	\$66,567	\$5,139	\$22,765	\$16,281	\$7,492
Taxes	\$2,500	\$193	\$855	\$611	\$281
Fees	\$30,789	\$2,377	\$10,530	\$7,531	\$3,465
Insurance	\$11,315	\$874	\$3,870	\$2,767	\$1,274
<i>Subtotal General Conditions, Taxes, Fees, Insurance</i>	<i>\$111,171</i>	<i>\$8,582</i>	<i>\$38,019</i>	<i>\$27,191</i>	<i>\$12,513</i>
Demo & Civil	\$20,102	\$1,477	\$6,541	\$4,828	\$2,153
Concrete	\$7,412	\$0	\$0	\$1,802	\$0
Masonry	\$0	\$0	\$0	\$0	\$0
Metals	\$2,295	\$0	\$1,570	\$242	\$0
Wood & Plastics	\$7,776	\$600	\$2,659	\$1,902	\$875
Thermal & Moisture Protection	\$52,260	\$3,371	\$19,689	\$13,790	\$4,914
Doors & Windows	\$58,033	\$0	\$0	\$0	\$0

Finishes	\$0	\$0	\$1,872	\$1,224	\$0
Electrical	\$500	\$0	\$0	\$0	\$0
Subtotal Associated Structure/Envelope	\$148,378	\$5,447	\$32,332	\$23,787	\$7,942
Wood & Plastics	\$6,894	\$2,157	\$3,020	\$2,028	\$1,045
Doors & Windows	\$8,969	\$2,242	\$4,485	\$4,485	\$4,485
Finishes	\$25,008	\$3,763	\$6,881	\$5,447	\$7,272
Specialties	\$202	\$50	\$101	\$281	\$101
Furnishings	\$9,230	\$320	\$1,360	\$1,030	\$705
Special Construction/Cabinetry	\$10,000	\$5,000	\$5,000	\$20,000	\$2,000
Mechanical	\$20,088	\$3,356	\$11,292	\$7,712	\$5,248
Electrical	\$46,085	\$3,558	\$15,761	\$11,272	\$5,187
Sub-total Interior Build-out and MEP	\$126,475	\$20,446	\$47,898	\$52,253	\$26,042
Total construction cost per room	\$386,024	\$34,476	\$118,249	\$103,231	\$46,497
Percent time of room's use dedicated to video	5%	10%	30%	40%	20%
By room, total requested MHCRC funds for construction by room	\$19,301	\$3,448	\$35,475	\$41,292	\$9,299

Total construction				\$108,815.39	\$579,661.52
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Misc. n/a

Overhead

Total Overhead	School overhead for running classes (marketing, outreach, registration, etc.) for years 1-3			\$0.00	\$30,214.71
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Grand Total				\$205,285.59	\$1,158,812.89
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A New Home for PHAME Academy



PHAME

More than a Building

Join us in realizing a bold vision for a state-of-the-art, accessible arts and community space built for people with intellectual and developmental disabilities first, where non-disabled people are invited to join in an inclusive community. This new home empowers adults with I/DD to reach their artistic potential—and makes them visible in our community. It shows that people with developmental disabilities are valued as artists and as human beings.



Serving Critical Community Needs

A new home for PHAME on SE 12th Avenue serves critical needs for people with intellectual and developmental disabilities (I/DD). People with I/DD face a lack of opportunities, stigma, and isolation. These issues have deepened over the past few years. The answer is an arts space created for and by people with disabilities that creates community through education, performance and access for other arts and community organizations.

Building Equity Through a Purpose-Built Space

For the first time in our community, people with I/DD will have purpose-built arts spaces that encourage rigorous education and foster creativity. People with I/DD will be able to learn dance in a room with mirrors, paint in a room that allows them to wash their brushes, and learn and perform in a state-of-the-art accessible facility utilizing the best in contemporary technology. **This combats lack of opportunity.**

PHAME Academy will thrive and grow in a high-profile community space built for people with disabilities first. This makes people with I/DD visible, just as creating high-quality space makes it clear they are valued. **This combats stigma.**

At PHAME, students feel they can finally be their true selves. Now, students will have a way to be just as at home with our whole community. This new space will be created for us, by us, shared as arts and community groups are invited in. Creating a place where people with I/DD truly belong—together, with everyone—serves and strengthens our whole community. **This combats isolation.**



Your support will create a place where people with I/DD do not have to continually justify their presence, explain their disability, or struggle to receive the accommodations they need.



The time is now. With PHAME'S new home, we can build a more equitable future, where people with I/DD are recognized as artists—and as people.



This isn't just a nice thing for PHAME, this is an actual critical need. It's a social justice issue. We're righting a wrong. People with I/DD deserve the kind of creative arts space other artists have. They shouldn't be shoved into whatever basement is available any longer.

**- Jenny R. Stadler (she/her)
Executive Director**

A New Home for PHAME

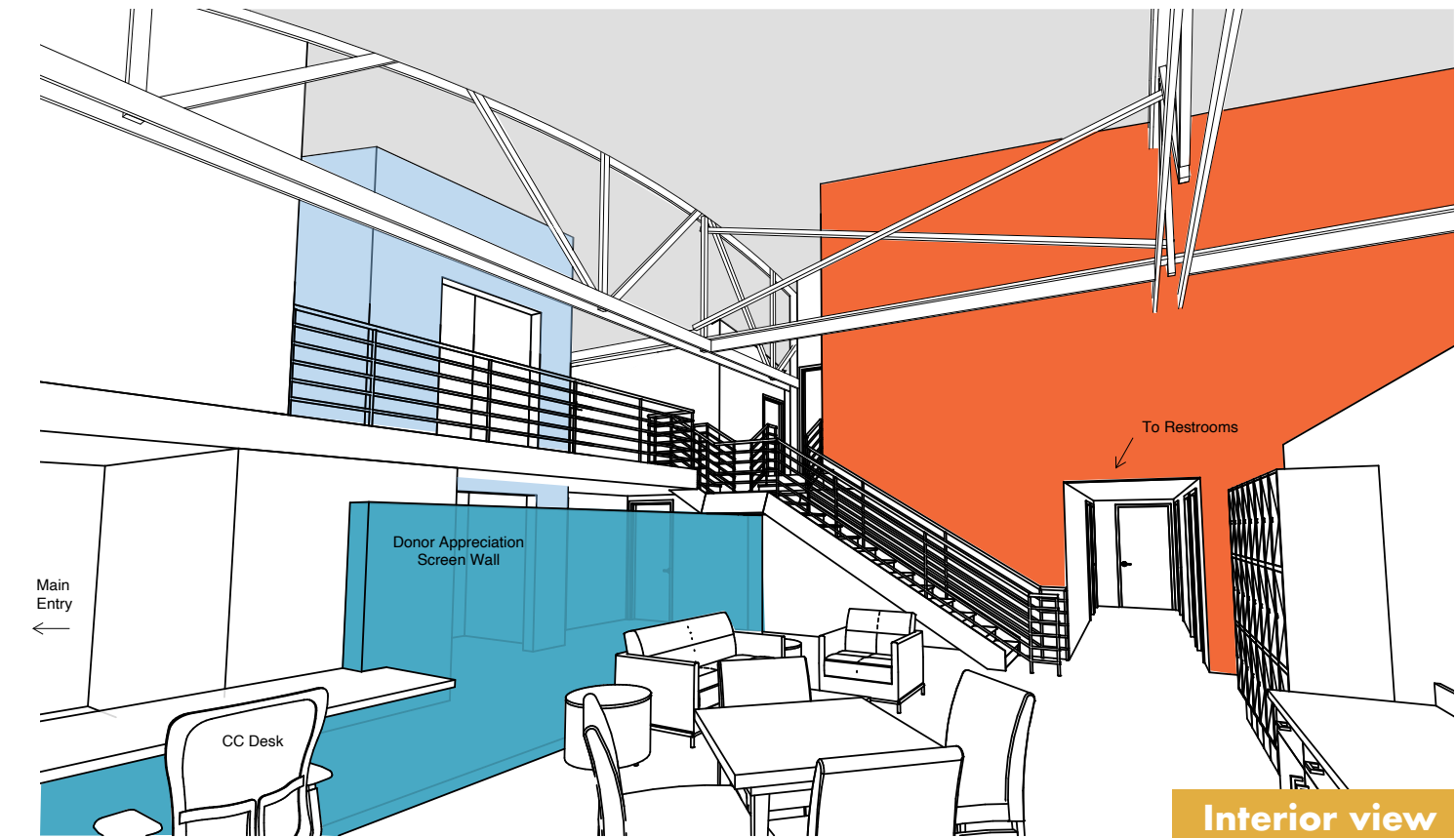
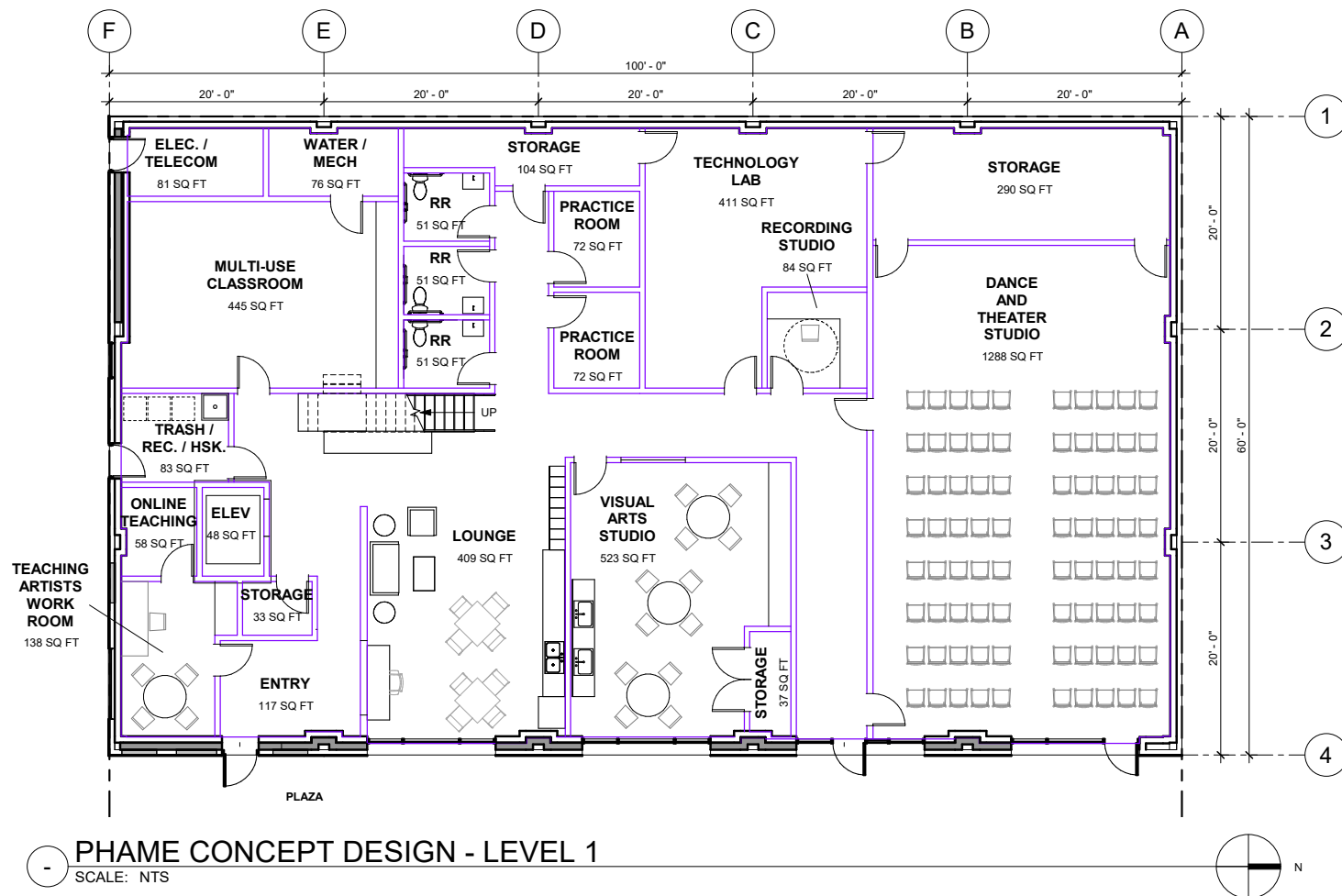
We're excited to make this state-of-the-art, fully ADA, purpose-built arts space a reality—together.



With soaring ceilings and over 6,000 square feet of space, this former auto shop was a neighborhood fixture. With your support the building will become a vibrant, accessible, and welcoming arts hub for PHAME and the whole community.



Proposed landscape



Interior view



Your Support Means the World

Your gift today will help us reach our goal of \$4.4 million to create a new home where art is for everyone, and where people with I/DD feel they truly belong.

Please make a difference with your contribution today.

Make Your Gift Today

Your support today has an immediate impact.

Contribute Stock

A gift of appreciated stock lets you make a significant investment in PHAME's new home, and provides tax savings on capital gains for you.

Make Your Pledge

Make your pledge now, and contribute when it's best for you over the next two years.

Monthly Contributions

You can spread your gift over the year with a monthly contribution, providing ongoing, stable funding for the project.

Other Ways to Give

To discuss naming opportunities, legacy giving, and other ways of making a difference, please contact Development Director Rebekah Morris at 503-764-9718 ext. 14 or email rmorris@phamepdx.org. We're here to make giving simple, no matter how you choose to do it.



Our current space not only keeps students from being able to grow and prosper as artists, it reinforces messages that adults with I/DD unfortunately get all the time: that we aren't worthy of anything better.

- Estin Kiger (he/him)
PHAME Student & Board Member

Timeline





PHAME empowers people with intellectual and developmental disabilities to lead full, creative lives.

Our multidisciplinary arts education classes, performances, and community events have served hundreds of adult students with developmental disabilities since 1984, and thousands of audience members have experienced the art, stories and perspectives of people with disabilities because of PHAME.

PHAME celebrates people with disabilities, providing opportunities to discover and nurture their artistic talents, gain real-world skills, build self-confidence, socialize, and connect with others who share their experience of disability and those who do not.

At PHAME, we believe that art is for everyone. Excellence is for everyone. And community is for everyone.



PHAME

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