



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST NOTICE OF INTENT

(Revised: 9/23/13)

## Board Clerk Use Only

Meeting Date: 9/21/17  
Agenda Item #: R.7  
Est. Start Time: 10:40 am  
Date Submitted: 9/14/17

**Agenda Title:** **NOTICE OF INTENT to apply for a Community Access Capital Grant from the Mt. Hood Cable Regulatory Commission for Digital Inclusion Resources Database**

*Note: This APR is for NOI's only. APRs are available for other types of submittals. Title should not be more than 2 lines but be sufficient to describe the action requested.*

**Requested Meeting Date:** September 21, 2017 **Time Needed:** 5 minutes  
**Department:** Library **Division:** Digital Strategy  
**Contact(s):** Jon Worona, Director of Content Strategy  
**Phone:** 503.988.0335 **Ext.** x80335 **I/O Address:** 317/CEN  
**Presenter Name(s) & Title(s):** Vailey Oehlke, Director of Libraries; Jon Worona, Director of Content Strategy

## General Information

### 1. What action are you requesting from the Board?

Convene as the Multnomah County Library District Board and authorize an application for a Community Access Capital grant through the Mt. Hood Cable Regulatory Commission for a proposed three-year grant. The goal of this grant is to support the development of a searchable, web-based database and location-aware map and inventory of digital inclusion training, free WiFi, hardware resources, and public computing centers, for use by community organizations who need to connect their clients with digital literacy training, low cost or free computers and information about low cost and free internet access in Portland and Multnomah County.

### 2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.

**The Need:**

Community based organizations (CBOs) in Portland and Multnomah County have identified the need to provide digital equity resources – culturally appropriate support and training, computers and Internet access – to underserved populations excluded from the digital economy. This need is highlighted in the Digital Equity Action Plan (DEAP), adopted by the Board of County Commissioners, Library District Board, and Portland City Council in April 2016.

**The Solution:**

Multnomah County Library, leading member of the Digital Inclusion Network (DIN), will create and maintain a searchable, web-based database and location-aware map and inventory of digital inclusion training, free WiFi, hardware resources, and public computing centers, for use by CBOs. This is represented by Strategic Action 2.1 of the DEAP: “Create and maintain a searchable, web-based database of digital inclusion programs, services, activities and training tools for use by community organizations.”

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

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

This grant would be part of Program Offer 8011, Equity and Inclusion.

**3. Explain the fiscal impact (current year and ongoing).**

The total budget for this project is estimated at up to \$197,724.00. The grant will provide \$91,216.00 for capital expenditures for development of the database (which will be a capitalized asset) with the requirement that matching resources provide at least 50% of the total project budget. The library and county IT staff will provide \$106,508.00 in matching resources through personnel.

**4. Explain any legal and/or policy issues involved.**

This action supports the Board's adoption of the Digital Equity Action Plan.

**5. Explain any citizen and/or other government participation that has or will take place.**

This grant provides the opportunity to partner with local agencies and various organizations that can offer their professional expertise to help to bridge the digital divide for digitally excluded residents in Multnomah County. Community organization providers of digital inclusion services (many of whom are members of the Digital Inclusion Network, that is led by a library, county, and City of Portland steering committee) have committed to:

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

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**Grant Application/Notice of Intent**

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If the request is a Grant Application or Notice of Intent, please answer all of the following in detail:

• **Who is the granting agency?**

Mt. Hood Cable Regulatory Commission

• **Specify grant (matching, reporting and other) requirements and goals.**

Grant funds can be used for capital costs only. Applicant matching resources must provide a minimum of 50% of the total project cost. Periodic invoices for actual capital costs incurred by the library related to the project budget are required. Twice yearly progress reports are required, with a full report at the end of the project.

• **Explain grant funding detail – is this a one time only or long term commitment?**

This is a one-time grant over a three-year period.

• **What are the estimated filing timelines?**

The final grant application will be reviewed in September 2017.

• **If a grant, what period does the grant cover?**

October 2017 through September 2020

• **When the grant expires, what are funding plans?**

If the project is successful, the library intends to absorb ongoing costs in its operating budget. The estimated additional annual costs are \$5,000 for web hosting and IT support.

• **Is 100% of the central and departmental indirect recovered? If not, please explain why.**

Only indirect costs related to the capital portion of the project may be funded by the MHCRC grant.

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## Required Signatures

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<b>Elected Official Or Department/ Agency Director</b>	<u>Vailey Oehlke /s/</u>	<b>Date</b>	<u>September 14, 2017</u>
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<b>Budget Analyst:</b>	<u>Jeff Renfro /s/</u>	<b>Date:</b>	<u></u>
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*Note: Please submit electronically. We are no longer using actual signatures. Insert names of your approvers followed by /s/. Please insert date approved*