



CITY OF PORTLAND

OFFICE FOR COMMUNITY TECHNOLOGY

COALITION GRANT SCOPE OF WORK

Deadline for Applications: 11:59 pm, January 22, 2023

Summary/Project Overview

In March of 2022, the Office for Community Technology (OCT) engaged ASCETA, a woman-owned, woman-led firm in the Portland Metropolitan area, to support the reimagination of the Digital Inclusion Network (DIN) by the community and partners towards addressing digital equity barriers and developing solutions to bridging the digital divide in Multnomah County and to re-envision how we do community engagement to meet the collective goals for full digital inclusion.

The Office for Community Technology received the [ASCETA Final Report and Recommendations](#) following a five-month human-centered design engagement process in August of 2022. The Final Report and Recommendations outlined a Coalition Framework, Coalition Structure, and a set of Insights and Recommendations.

In response to these community-identified needs, the Office for Community Technology seeks to award a one-time grant of \$76,600 to support the hiring of a Coalition manager to begin the work of establishing a community-centered -Coalition. Grantee(s) will be eligible to receive additional grant awards annually to support the continuation of the grant project. The Coalition should center those with lived experiences of digital exclusion and be dedicated to bridging the digital divide and achieving digital equity throughout Multnomah County for the following priority communities: Black people, people with low income, Indigenous people, people of color, people with disabilities, people with language barriers [immigrants, refugees, ESL], seniors, houseless or facing housing insecurity, youth—particularly foster and children with

special needs and their families, survivors of domestic violence, people impacted by incarceration, adult learners, and intersectionalities of the above.

Applicant Eligibility Requirements:

- Nonprofit 501(c)(3) tax-exempt organizations in good standing with the IRS. Unincorporated groups or programs may utilize an eligible 501(c)(3) nonprofit organization as the fiscal sponsor to apply for funding or a community-focused for-profit organization.
- Registration with the Oregon secretary of state's office and/or with the Oregon Department of Justice.
- Applicants may apply alone, as part of a regional partnership, as part of a public-private partnership, or as part of an existing formal or informal partnership. Applications that include multiple collaborating entities must designate a single eligible organization or entity as the lead and fiscal sponsor for the application.
- Provide services in Multnomah County
- Serve and or work with predominantly BIPOC (Black, Indigenous and People of Color), immigrant and refugee, and LGBTQ2SIA communities, with a focus on those living at the intersection of these and other marginalized identities.
- Have leadership and staffing reflective of the community/s it serves. If this is not possible due to workforce shortages, staff and leadership must have been trained on the specific cultures they serve, as well as on implicit bias and institutional and structural racism.

Evaluation Criteria

- Applications that meet baseline eligibility requirements, will move forward in the process to be reviewed using the following evaluation criteria:
- Organizations of all sizes are eligible to apply.
- Preference for collaborations
- Preference for peer support among and between organizations, especially small community organizations.
- Demonstrate knowledge and/or experience in working and serving priority communities, centering community needs and taking a community approach to bridging the gap on the digital divide.

The coalition manager must lead the grantee(s) in the required activities listed in the attached scope of work.

SCOPE OF WORK

Required Activities:

- Grantee(s) shall lead the implementation recommendations referenced in the ASCETA final report to establish a community-centered community lead coalition whose mission is towards addressing digital equity barriers and developing solutions to bridging the digital divide.
- Grantee(s) shall create a “leadership team” or “steering committee” made up of community members and/or leaders who are directly connected to priority communities and/or have lived experience, whose task will be to guide the work and lead the coalition, in a paid 1–2-year position, convene meetings, establish “sub-workgroups” or “task-forces,” and track and report the progress.
- Grantee(s) shall design, develop, and implement a Coalition Framework/Structure/guidelines and community agreements by continuing to further collaborate with priority communities impacted by the digital divide to ensure authentic inclusion and impact.
- Grantee(s) shall design, develop, and implement a Coalition Implementation Timeline.
- Grantee(s) shall work with the “leadership team” or “steering committee” and the broader coalition to develop a mission and vision statement to support the collective vision for closing the Digital Equity gap in Multnomah County.
- Grantee(s) shall ensure that an engagement and outreach process of priority communities is conducted for inclusion and coalition participation by following ASCETAs recommendations and continuing to iterate learnings.
- The “leadership” team shall create “sub-committees” or “taskforces ” that are project focused in areas geared towards closing the digital divide and addressing policy and budget opportunities and prioritization that can come in the form of recommendations to the City of Portland, Multnomah, County, and State and Federal agencies or policymakers. Members of the “sub-committees” or “taskforces” should be made up of those with insight into on-the-ground activities or who operate programs that address digital equity, People with specific knowledge of issues and opportunities, those with lived experiences and ability to lead coalition projects, and time-bound tasks
- Grantee(s) shall ensure that all print and digital communications and civic engagement materials are accessible according to [Title II of the Americans with Disabilities Act](#) and [Title VI of the Civil Rights Act of 1964](#).

Grant Project Outcomes:

Documentation to include alignment regarding the following coalition framework implementation questions, including but not limited to:

- Coalition structure/framework
- Coalition implementation timeline
- Coalition Collective/members
- Coalition Committees/taskforces
- Coalition leadership Team
- Coalition name, vision, mission

Metrics Evaluation:

- What is the value of joining for members?
- How is my organization enhanced by this participation?
- What collaboration tools are used, and how are decisions ultimately made?
- What are the goals and objectives? (Clarify and develop framework's "What We Do"
- How's the community different or better off because of the Coalition

Report:

Reports are intended to document how the funding you received assisted your organization(s) and made a difference in the community. The report shall document the status of project implementation, outcomes progress, evaluation metric data, and any potential changes, delays, or adjustments to the grant project, along with recommendations.

The grantee shall submit a Final Report no later than February 28, 2024, in a format determined by the grantee and the city project staff.