

Portland State University

Video Information Project

Grantsmanship Workshop - US 408B

*Joan C. Johnson -
I found this - but
do not know if WCCAO served
for the grant*

Joan C. Johnson
March 2, 1976



WASHINGTON COUNTY COMMUNITY
ACTION ORGANIZATION
546 E. BASELINE HILLSBORO, ORE. 97123 PH. 503-648-6646

March 4, 1976

Mr. John C. Finley
Regional Director
Community Services Administration
Region X
1321 Second Avenue
Seattle, Washington, 98101

Dear Mr. Finley:

Washington County Community Action Organization requests a one-time grant in the amount of \$6,785.00 to develop a Video Information Project:

1. to increase the range of information available and provide an educational tool to the low-income and minority population of Washington County;
2. to increase the informational flow between governmental bodies and the general public of the county and the target population;
3. to train low-income and minority people in the operation and uses of portable video equipment, which will then be made available to them;
4. to establish a library for the cataloging and dissemination of video tapes for use in the community.

Because area communications media are more oriented to the interests of the metropolitan center, they do not effectively meet the informational needs of the rural low-income and Spanish-speaking people of the county, nor do they inform either the decision-makers or the general public of the problems and needs of this segment of the community.

Portable video offers the unique capabilities of bridging this informational void in terms of immediacy, accessibility, participation and visual impact.

Washington County Community Action, with its good working ties to both low-income and minority groups, as well as to governmental agencies, is in the best position to provide this service, which is not available to the public through any other agency in the county. With the continued commitment of VISTA and Community Action, the Video Information Project will become an on-going program upon purchase of the necessary equipment.

We understand the Regional Office does not have the authority to

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fund this program, but we would appreciate your advocacy on behalf of the Video Information Project.

Sincerely,

Emily Lynn Knupp
Chairperson, Board of Directors

Claudia N. Johnston
Executive Director

Enclosure

Video Information Project

COMMUNITY SERVICES ADMINISTRATION - APPLICATION FOR COMMUNITY ACTION PROGRAM SUMMARY OF WORK PROGRAMS AND BUDGET <small>(Please type or print clearly. See instructions on reverse.) (CSA Instruction 6710-1)</small>										(FOR CSA USE) DATE RECEIVED		<i>Reserved for OMB approval</i>									
1. NAME OF APPLICANT AGENCY				2. NAME OF EXECUTIVE DIRECTOR		3. PHONE <small>(Include area code)</small>		4. PROGRAM YEAR		5. GRANTED NO.											
Washington County Community Action Organization				Claudia N. Johnston		(503) 648-6646		FROM 7-1-76	TO 6-30-77	00761											
6. STREET ADDRESS		7. CITY	8. STATE	9. ZIP CODE	10. PLAN YEAR																
546 E. Baseline		Hillsboro	Ore.	97123	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5																
11. PROJECT TITLE AND STATEMENT OF ONE-YEAR GOALS		12. PRIORITY	13. ACTIVITIES REQUIRED TO ACHIEVE GOAL			14. TIME TABLE PROGRAM YEAR QTR.		15. TRAINING AND TECHNICAL ASSISTANCE REQUIRED		16. PA	17. CSA FUNDS	18. % OF COST	19. OTHER RESOURCES AVAILABLE <small>Specify year and source</small>								
VIDEO INFORMATION PROJECT						<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>1ST</th> <th>2ND</th> <th>3RD</th> <th>4TH</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>		1ST	2ND	3RD	4TH								\$6,785.		
1ST	2ND	3RD	4TH																		
<p><u>Problem Statement:</u></p> <p>Washington County, with a population of 190,900, is the fastest growing county in Oregon. Much of its population is concentrated in the northeastern portion, which borders on Portland, the central city. About one-third of the population is rural. An estimated 22,000 are poor. There are approximately 5,000-6,000 Spanish-speaking people, one-half of whom are believed to be mono-lingual. The unemployment rate is 8.2%.</p> <p>Washington County is faced with a number of issues concerning its future: Such questions as land-use planning, extent and direction of growth, how to provide bi-cultural education, the need for low and moderate-income housing, priorities in providing social services, must be decided by its citizens.</p> <p>However, low-income and minority people of the county are often hindered by lack of information about issues affecting them. The entire western portion of the county (where many of the rural poor and minority people are located) lacks adequate transportation, discouraging direct participation at forums where decisions are made and information exchanged.</p> <p>Local newspapers, which deal with local issues, are published only once or</p>												<p>C.R.C.T. Community Focus, Mt. Hood Community College, Portland Community College, K.O.A.P., I.E.D.</p>									
20. AID TO MINORITY ENTERPRISES					21. TOTALS CARRIED FORWARD FROM PREVIOUS PAGES <small>(If any)</small>																
					22. GRAND TOTAL																
					23. LESS ESTIMATED UNEXPENDED FUNDS <small>(Carryover)</small>																
					24. NET ADDITIONAL FUNDS REQUESTED FROM CSA <small>(Item 22 minus 23)</small>																
CERTIFICATION																					
25. THIS APPLICATION HAS BEEN <small>(Check "a" or "b" as appropriate.)</small>																					
A. <input checked="" type="checkbox"/> Approved by the applicant's governing board.				B. <input type="checkbox"/> Reviewed by the applicant's administering board and approved by its governing officials.				A copy of this application has been forwarded to the State Governor's office. It is understood and agreed by the undersigned that any grant received as a result of this application will be subject to the general conditions governing CAP grants.													
26. NAME AND TITLE OF PRINCIPAL GOVERNING OFFICIAL OR PRINCIPAL OFFICER OF GOVERNING BOARD							27. SIGNATURE			28. DATE		29. DATE OF BOARD APPROVAL									
Emily L. Knupp, Chairperson, Board of Directors																					

SUMMARY OF WORK PROGRAMS AND BUDGET - Continuation Sheet

Reserved for OMB Approval

NAME OF APPLICANT AGENCY		PLAN YEAR				DATE SUBMITTED	GRANTEE NO.				
Washington County Community Action Organization		<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	3/4/76	00761			
PROJECT TITLE AND STATEMENT OF ONE-YEAR GOALS	PRIORITY	ACTIVITIES REQUIRED TO ACHIEVE GOAL	TIME TABLE PROGRAM YEAR QTR.				TRAINING AND TECHNICAL ASSISTANCE REQUIRED	PA	OEO FUNDS	NO. MOS.	OTHER RESOURCES AVAILABLE (Specify amount and source)
			1ST	2ND	3RD	4TH					
		<p>twice a week and are not used by the target population to the degree that TV and radio are. Metropolitan communications media seldom cover matters of concern to Washington County poor--and rarely in depth. The single radio station in operation in the county broadcasts only during daylight hours and thus is not a viable source of information for working people. The lack of information in Spanish is an added problem for many.</p> <p>Because communications media are more oriented to metropolitan interests, they do not effectively meet the informational needs of the rural and Spanish-speaking poor of Washington County, nor do they inform either the decision-makers or the general public of the problems and needs of this segment of the population. This contributes to a lack of awareness and understanding on both sides, an essential first-step to the successful resolution of problems.</p> <p><u>Overall Goal:</u></p> <p>To develop a video center to train community people in the use of portable video equipment, and to produce and distribute informational and educational tapes to help bridge the communications gap between the decision-makers and general public of Washington County and its minorities and the rural poor.</p> <p><u>Objectives:</u></p> <p>1. To recruit seven persons, at least 51% low income, to serve as Advisory Committee, whose main task will be to identify areas most relevant for exploration by video process.</p>									
		<p>a. Within three weeks will recruit Advisory Committee and hold introductory meeting. OK</p> <p>b. Within eight weeks Advisory Committee will identify topics to be explored by video. X</p> <p>c. Within twelve weeks will work out plan for loaning of video equipment. X</p> <p>d. Will continue to serve in advisory capacity to video center. X X X X</p>									
TOTAL THIS PAGE											

SUMMARY OF WORK PROGRAMS AND BUDGET - Continuation Sheet

Reserved for
OMB Approval

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PROJECT TITLE AND STATEMENT OF ONE-YEAR GOALS	PRIOR-ITY	ACTIVITIES REQUIRED TO ACHIEVE GOAL	TIME TABLE PROGRAM YEAR QTR.				PA	OEO FUNDS	NO. MOS.	OTHER RESOURCES AVAILABLE (Specify amount and source)
			1ST	2ND	3RD	4TH				
2. To establish Video Center, located at Community Action, 546 E. Baseline, Hillsboro, Ore, under direction of VISTA worker.		a. Within two weeks will complete ordering of all equipment to be purchased or leased. b. Within four weeks will complete preparation of facilities to be used as Video Center. c. Will install equipment as it arrives.	X							
3. To recruit and train core of at least six community volunteers in use of portable video equipment.		a. Within four weeks will develop plans for training volunteers. b. Within four weeks will begin publicizing Video Center and availability of training: 1. Contact interested agencies, and low-income, elderly and minority groups in county; 2. Publicize in <u>Rural Tribune</u> , other community newspapers. 3. Contact those in community who previously worked with portable video or expressed interest in project. c. Within eight weeks, or if equipment late--withintwo weeks of arrival, will begin bilingual training of volunteers. d. After twelve weeks, will loan equipment to volunteers who satisfactorily complete training, according to Advisory Committee plan.	X	X						Technical video instruction needed to enable staff to conduct training workshops.
TOTAL THIS PAGE										

SUMMARY OF WORK PROGRAMS AND BUDGET - Continuation Sheet

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PROJECT TITLE AND STATEMENT OF ONE-YEAR GOALS	PRIORITY	ACTIVITIES REQUIRED TO ACHIEVE GOAL	TIME TABLE PROGRAM YEAR QTR.				TRAINING AND TECHNICAL ASSISTANCE REQUIRED	PA	OEO FUNDS	NO. MOS.	OTHER RESOURCES AVAILABLE (Specify amount and source)
			1ST	2ND	3RD	4TH					
4. To produce within one year at least eight one-half hour tapes on topics of identified priority. <i>OK</i>		a. After twelve weeks will commence production of video tapes: 1. Will complete at least eight within one year's time; 2. At least half will be in Spanish language.		X	X	X					
5. To organize effective means to disseminate video tapes so as to reach wide range of people, groups and governmental bodies and agencies in County. <i>OK</i>		a. Will set up library within Video Center, cataloging tapes as completed.		X	X	X					
		b. Publicize new tapes, especially to media and those groups and agencies having particular interest in subject matter of tape.		X	X	X					
		c. Publish through regular column in <u>Rural Tribune</u> catalog of available tapes. 1. Add any interested or relevant persons or groups to mailing list of <u>Tribune</u> .		X	X	X					
		d. Show tapes upon request of interested groups and organizations. <i>OK</i>		X	X	X					
6. To provide for an on-going evaluation of Video Information Project. <i>OK</i>		a. Within eight weeks will develop evaluation procedure and design.		X							
		b. Will arrange at least two independent evaluations of each training workshop.		X	X	X					
		c. Will arrange at least two independent evaluations of each tape.		X	X	X					
		d. Prepare progress reports as required by CSA, Region X.		X	X	X					
TOTAL THIS PAGE											

BUDGET SUMMARY

(For Health Demonstration Programs under Section 222, Research and Pilot Programs under Section 232, and Special Impact Programs under Section 151, of the Economic Opportunity Act)

1. NAME OF APPLICANT AGENCY

**Washington County Community Action
546 E. Baseline, Hillsboro, Ore.**

2. DATE SUBMITTED

3/4/76

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*Form Approved
OMB No. 116-R0200*

3. AMENDMENT OR CONTINUATION APPLICATIONS

A. GRANT NO. CSA# 00761	B. FUNDING PERIOD FOR WHICH FUNDS ARE REQUESTED BEGINNING DATE: 7-1-76 ENDING DATE: 6-30-77	C. PROGRAM ACCOUNT TITLE AND NO. <i>(As shown on most recent OEO Statement of Grant)</i> Video Information Project	D. ESTIMATED UNEXPENDED OEO FEDERAL FUNDS AVAILABLE AT END OF CURRENT FUNDING PERIOD <i>(Attach most recent Quarterly Financial Report - Support Data Sheet)</i> \$
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SECTION I. BUDGET SUMMARY *(NEW APPLICATIONS - complete Column E only. CONTINUATIONS - complete Columns C and E only. AMENDMENTS - complete Columns C, D and E.)*

FOR OEO USE ONLY

A. COST CAT. NO.	B. COST CATEGORY	C. OEO APPROVED BUDGET FOR THE CURRENT FUNDING PERIOD <i>No months of Operation _____</i>		D. REQUESTED AMENDMENT TO CURRENT OEO APPROVED BUDGET (+ OR -)		E. TOTAL REQUESTED BUDGET <i>No. months of Operation _____</i>		F. TOTAL OEO APPROVED BUDGET <i>No. months of Operation _____</i>	
		OEO FEDERAL (1)	NONFEDERAL (2)	OEO FEDERAL (1)	NONFEDERAL (2)	OEO FEDERAL (1)	NONFEDERAL (2)	OEO FEDERAL (1)	NONFEDERAL (2)
		1.1	Salaries and Wages						2,100.
1.2	Fringe Benefits <i>(Employer share only)</i>								
1.3	Consultants and Professional Services					500.			
2.1	Travel								
2.2	Space Costs and Rentals						400.		
2.3	Consumable Supplies					1,800.			
2.4	Lease and Purchase of Equipment					3,807.			
2.5	Investment Capital								
2.6	Other Direct Costs								
3.0	Indirect Costs					678.			
TOTAL						6,785.	2,500.		

SECTION II. ESTIMATED FUTURE COSTS *(Entries in this section do not constitute a formal request for OEO approval for future program operations.)*

	Estimated Total Federal Share to be Requested from OEO	No. months of Operation
1. FOR THE NEXT FUNDING PERIOD <i>(To be completed by all applicants.)</i>	Not applicable	
2. FOR THE BALANCE OF THE PROJECT <i>(To be completed only for applications for funding under Section 232. Do not include estimates in Item 1.)</i>	one time funding only	

Video Information Project

BUDGET SUPPORT SHEET - PART II (Budget Support Data)

(For Health Demonstration Programs under Section 222, Research and Pilot Programs under Section 232, and Special Impact Programs under Section 151 of the Economic Opportunity Act)

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Form Approved
OMB No. 116-R0200

1. NAME OF APPLICANT AGENCY

WASHINGTON COUNTY COMMUNITY ACTION ORGANIZATION

2. TYPE OF GRANT

NEW AMENDMENT
 CONTINUATION OF GRANT NO. _____

3. DATE SUBMITTED

3/4/76

BUDGET SUPPORT DATA (Itemization of Cost Categories other than Salaries and Wages. Show subtotal for each cost category.)

COST CAT. NO. A.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION B.	AMOUNT OR VALUE OF ITEM	
		OEO FEDERAL SHARE C.	NONFEDERAL SHARE D.
1.3	Training for Staff and Community individuals	500.	
2.3	One hundred video tapes @\$10 ; Catalog development and up-date duplicating and postage maintenance of equipment	1,800.	
2.4	Purchase of equipment as per attached list	2,907.	
2.4	Edit Deck lease \$75 permonth on two year lease or \$12/hour, \$80/day If grant will pay one year, WCCAO will pay one year	900.	
3.0	Indirect cost @10% of grant	678.	
GRAND TOTAL (Show on Page 1 only.)		6,785.00	

	VIDEOSONICS	NWI Audio-Visual	OREGON AUDIO-VISUAL
VTR/Camera (portapak)	Panasonic NV-NW/3085 \$1785.00	Panasonic NV-NW/3085 \$1595.00	Sony \$1850.00
AC Adaptor	Panasonic \$128.50	Panasonic Included above	Sony Included above
RF Convertor	Panasonic \$90.50	Panasonic \$74.50	Sony \$90.00
Monitor	Panasonic 13" \$264.00	Electrohome 20" \$259	Hitachi 12" \$179.50
Carrying Case	Panasonic \$123.00	Panasonic \$106.00	Sony \$105.00
Tripod	Panasonic \$62.00	Husky \$85.00	Davis and Sanford \$95.00
Microphone Mixer	Shure M-67 \$182.00	Shure M-67 \$175.00	Sony \$65.00
Battery	Panasonic \$24.95	Panasonic \$22.50	Sony \$41.00
Group Mike	Electrovoice \$61.20	Shure \$45.00-\$65.00	Sony \$42.00
Lavalier Mike	Electrovoice \$66.60	Shure \$31.50	Sony \$165.00
Camera Extension Cable	Panasonic 16" \$56.45	Panasonic 32" \$68.00	Sony 32" \$17.00
Miscellaneous Cable and Connections	\$50.00	\$50.00	\$50.00
	10% Discount on total		5% - 7% Discount on total

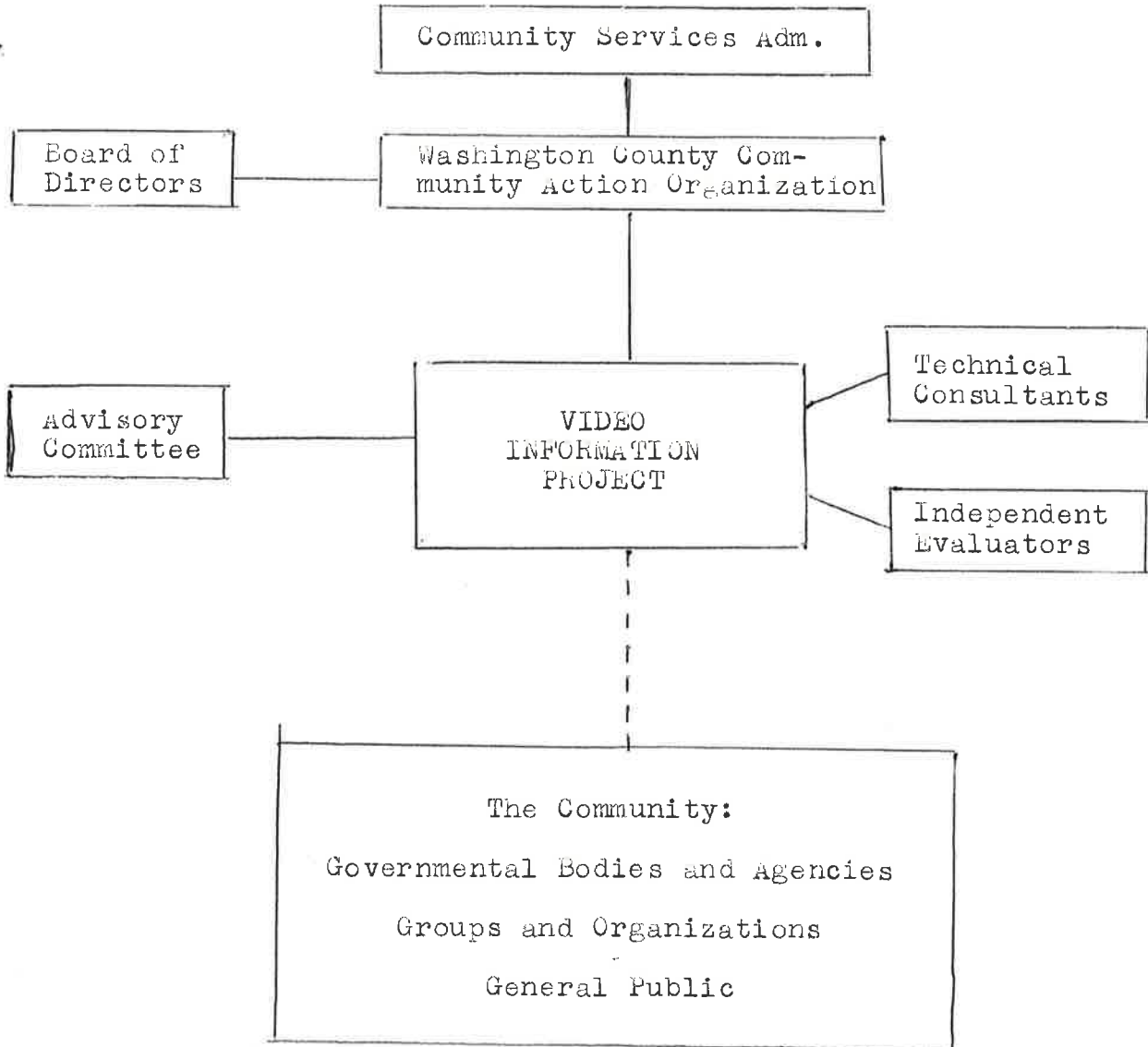
Oregon Audio-Visual will lease an editing deck for \$325 per month, with no more than 90 days rental applicable to purchase price.

NWI Audio-Visual will lease an editing deck for \$75 per month, with a 2 year minimum lease.

Videosonics will lease equipment at a monthly rate of 15% of the cost of the equipment, for a minimum of one year, with a total of 90 days rental to be applied toward purchase price.

OK

Administrative Chart



OK

Time-Line Chart:

- Week 1: Begin to recruit Advisory Committee.
 order equipment.
 to prepare Video Center facility
 to plan training for volunteers.
 to develop evaluation procedures.
- Week 2: Complete ordering equipment.
- Week 3: Complete recruiting of Advisory Committee--hold
 introductory meeting.
 Advisory Committee will begin to consider topics for tapes.
- Week 4: Complete preparation of Video Center facility--install
 equipment as it arrives.
 Complete training plans for volunteers.
 Begin to publicize Center and availability of
 training--continue to do so.
- Week 8: Complete evaluation procedures plan.
 Advisory committee will complete recommendations for
 topics to be explored by video.
 will begin to develop plan for
 loaning of equipment.
 Begin training volunteers.
- Week 12: Advisory committee will complete plans for loaning
 equipment.
 will continue to serve in general
 advisory capacity.
- Week 13: Begin production of half-hour tapes (8).
 catalog tapes as completed.
 publicize new tapes as completed.
 publicize catalog of available tapes regularly in
 Rural Tribune.
 showing tapes, upon request.
 loaning equipment to volunteers who have
 completed training.
 Arrange for evaluations, submit progress reports as
 required.
- Week 52: Will have completed all objectives for first year
 of project.
 Will prepare final report for submission to CSA.

Comments:

overall I thought
your project was fine. &

Based on CSA format,
it was well done.

objectives are appropriate.

Grade A

~~Steve Miller~~
~~U.S. Postal Bank~~
~~Dept.~~