

January 7, 2026

Bates Russell
Information and Maintenance Services Director
City of Tualatin
18880 SW Martinazzi Ave
Tualatin, OR 97062

Dear Bates,

We are pleased to inform you that, at its meeting of December 12, 2025, the MACC Commission awarded the City of Tualatin **\$32,166.00** for the following:

- **Aruba Switches Network Maintenance (\$0.00)**
- **Fiber Corrections (\$6,849.00)**
- **Wireless Network Upgrade (\$25,317.00)**

Prior to MACC's distribution of these funds, the following conditions must be met:

1. The enclosed PEG/PCN Grant Fund Agreement (hereinafter "Agreement") must be signed by the appropriate party and returned to MACC no later than January 16, 2026; and
2. Your organization must provide MACC with all required reports (if any) for previously awarded PEG/PCN Grants.

- **2024 Fall - Cloudflare Web Application Firewall WAF - 4 years (\$30,000.00)**

Note: If you fail to complete the conditions listed above by January 16, 2026, MACC will rescind the grant and return the funds to the MACC PEG/PCN Grant Fund, to be available for applications in the next grant cycle.

Once these conditions are met, we will send a check within twenty-one (21) working days. In accordance with Section II of the Agreement, your organization has until December 31, 2026 to spend these funds.

MACC monitors the ongoing use of grant funds, and therefore, may contact you to provide specific information that may include, but is not limited to, budget reports, proposal overviews,

and/or other financial and technical information related to grant expenditures. MACC also reserves the right to audit the expenditure of your grant award, including the process used by your organization to select competitive bids for consultants, suppliers, and contractors.

2025 Fall Grant recipients are required to provide MACC with a final report upon completion of their projects no later than January 16, 2026. We may also ask for your participation with MACC to promote and publicize the grant awarded to your organization at any time.

Thank you for your participation in the PEG/PCN Grant Program. We wish great success for your project.

Please call me if you have any questions or if we can assist you further.

Sincerely,

Thaddeus Girard
MACC Administrator

C: Kristen Gearhart, MACC

Enclosure

PEG/PCN GRANT FUND AGREEMENT
2025 Fall

This Agreement is entered into by and between the Metropolitan Area Communications Commission (hereinafter “MACC”), an intergovernmental commission of Oregon local governments, and the City of Tualatin (hereinafter “Recipient”).

MACC has obtained funding pursuant to cable franchises granted to Comcast and Ziply Fiber. The funds are used in a grant program for the support of Public, Educational, and Government (PEG) programming and to promote the use of the Public Communications Network (PCN).

The Recipient applied for a grant pursuant to the application process established by MACC and is eligible to be awarded a grant based on its status as a PCN User or Designated Access Provider (DAP).

The MACC Board of Commissioners has approved a grant award to Recipient subject to compliance with the grant program and signing of this Agreement in the total amount of:

\$32,166.00 which includes:

- **Aruba Switches Network Maintenance (\$0.00)**
- **Fiber Corrections (\$6,849.00)**
- **Wireless Network Upgrade (\$25,317.00)**

Therefore, in mutual consideration of the promises and benefits made and conferred in this Agreement, the parties agree as follows:

I. General Terms and Conditions

- A.** Recipient shall comply with all applicable federal, state, local and jurisdictional laws, ordinances, rules, regulations, policies, and resolutions.
- B.** Recipient shall comply with all applicable guidelines within the purview of the recipient jurisdiction or agency involving purchasing, contracting, professional services agreements, bidding, proposal requests, and any other matter related to the receipt and expenditure of grant proceeds.
- C.** Recipient shall agree that these funds will not be used in a way that would benefit those outside the MACC service area.

Grant funds shall not be transferred to another entity, nor used in a manner inconsistent with the purpose(s) expressed in the grant application.

II. Timeline for Expenditure of Funds

A. The twelve (12) month Grant Expenditure Period (GEP) of agency's Awarded Grant:

Begins: January 01, 2026

Ends: December 31, 2026

B. Grants awarded for a single grant cycle must be spent within the Grant Expenditure Period.

C. Awards for more than one grant cycle must include specific plans for detailed annual expenditures for each fiscal year of the grant. All funds provided in this manner must be spent by the end of the identified grant period.

D. Recipients requiring additional time beyond the Grant Expenditure Period **must submit a request to MACC in the following manner:**

1. The written request (no email or fax) must be received by MACC **at least sixty (60) days prior** to the end of the GEP. The MACC Commission will consider the request and notify the Recipient at least ten (10) days prior to the end of the GEP.
2. The request must:
 - Detail how much additional time is needed to complete the awarded grant.
 - Explain the reason for the additional time or cause for delay in completion of the project.
 - Demonstrate the plan to complete the project during the time extension.

III. Financial Report Required – Accounting

A. Reporting Requirement. Recipient shall report to MACC, in writing, no later than 30 days following the end of the GEP as described in Section II. The report shall include a specific statement describing each expenditure in sufficient detail to enable MACC to determine compliance with the grant awarded, applicable grant guidelines and legal requirements, and the total amount expended by the recipient.

B. Reconciliation of actual costs. Grant funds that are awarded, but not used within the required timeline, shall be returned to MACC within 30 days of the end of the Grant Expenditure Period.

(1) If actual costs are lower than the amount of the grant awarded, the Recipient must return any and all unused funds to MACC within 30 days of payment of all invoices.

(2) If the project is postponed or abandoned:

Within thirty (30) days of the earliest of the following:

- a. The decision to postpone or abandon the project;
- b. The end of the GEP; or
- c. All invoices have been paid,

Recipient must:

- i. Return any and all unused funds to MACC;
- ii. Provide MACC with a complete list of all materials purchased with the grant funds;
- iii. Provide MACC with a written plan for disposition of any purchased materials; such plan must include a timeline for completion of disposition and the manner in which all proceeds will be returned to MACC;
- iv. Obtain MACC's written approval for the disposition plan.

(3) If Recipient does not comply with the above provisions, it agrees to pay interest to MACC at the rate prescribed under applicable ORS (currently 9.0% APR) and will pay this interest commencing with the due date defined per Section II.A and ending when MACC is in receipt of the funds.

IV. Ownership of Equipment

- A. MACC retains title to all capital equipment purchased by a Designated Access Provider with grants from this fund.
- B. Capital equipment, purchased with grant funds provided to a DAP, may be installed in facilities owned by a MACC member jurisdiction. These jurisdictions may request title to such equipment. The MACC Commission may act on such requests and transfer title of such equipment if, in its sole discretion, such transfer appears to be in the public interest.

V. Publicity of Grant Program – Recipient will assist with publicizing the benefits of the grant program with the media and/or others. Any publicity/media contact shall indicate that the project or equipment used in the production of the program “was made possible by a Grant from the Metropolitan Area Communications Commission – PEG/PCN Grant Program.” Failure to comply with this section of the Letter of Agreement could result in suspension of future Grants for the requesting agency.

VI. Modification of Agreement

This Agreement may be modified upon mutual written consent by both parties.

By signing below, the undersigned acknowledges and accepts all terms and conditions contained in this Agreement, based on the grant application, and applicable grant funding guidelines and legal requirements. The undersigned further represents that he/she is authorized to bind the grant recipient.

Recipient:

Name (Please Print)

Title

Signature

Date

Accepted by MACC:

Signature

Metropolitan Area Communications Commission

Date

Please complete and return this form to MACC
along with your
Letter of Agreement.

Organization: City of Tualatin

Mail Grant Check To: (*Please Print*)

Don Hudson

Finance Manager

City of Tualatin

Name of Organization

18880 SW Martinazzi Ave.

Address

Tualatin, Oregon 97062

City / State / Zip Code

503-691-3086

Contact Phone Number