



CENTER FOR
TECH AND
CIVIC LIFE

September 21, 2020

Scott County, Iowa
County Auditor
600 West 4th Street
Davenport, IA 52801

Dear Roxanna Moritz,

I am pleased to inform you that based on and in reliance upon the information and materials provided by Scott County, and the special circumstances Scott County faces administering elections in 2020, the Center for Tech and Civic Life ("CTCL"), a nonprofit organization tax-exempt under Internal Revenue Code ("IRC") section 501(c)(3), has decided to award a grant to support the work of the Scott County Auditor ("Grantee").

The following is a description of the grant:

AMOUNT OF GRANT: \$ 286,870.00 USD

PURPOSE: The grant funds must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in Scott County in 2020 ("Purpose").

Before CTCL transmits these funds to Grantee, CTCL requires that Grantee review and sign this agreement ("Grant Agreement") and agree to use the grant funds in compliance with the Grant Agreement and with United States tax laws and the laws and regulations of your state and jurisdiction ("Applicable Laws"). Specifically, by signing this letter Grantee certifies and agrees to the following:

1. Grantee is a local government unit or political subdivision within the meaning of IRC section 170(c)(1).
2. This grant shall be used only for the Purpose described above, and for no other purposes.

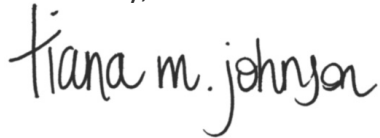
3. Due to special circumstances Grantee faces administering elections in 2020, Grantee has produced a plan for safe and secure election administration in 2020, including an assessment of election administration needs and budget estimates for such assessment (“Safe Voting Plan”). The Safe Voting Plan is attached to this agreement. Grantee shall expend the total amount of grant funds listed in the Safe Voting Plan as detailed in the Safe Voting Plan, but may reallocate funds between budget items listed in the Safe Voting Plan or to any other permissible public purpose listed in the online grant application with notice by electronic mail to CTCL. Such reallocation does not require the permission of CTCL.
4. Grantee shall not use any part of this grant to make a grant to another organization, except in the case where the organization is a local government unit or political subdivision within the meaning of IRC section 170(c)(1) or a nonprofit organization tax-exempt under IRC section 501(c)(3), and the subgrant is intended to accomplish the Purpose of this grant. Grantee shall take reasonable steps to ensure that any such subgrant is used in a manner consistent with the terms and conditions of this Grant Agreement, including requiring that subgrantee agrees in writing to comply with the terms and conditions of this Grant Agreement.
5. The grant project period of June 15, 2020 through December 31, 2020 represents the dates between which covered costs may be applied to the grant. The Grantee shall expend the amount of this grant for the Purpose by December 31, 2020.
6. Grantee is authorized to receive this grant from CTCL and certifies that (a) the receipt of these grant funds does not violate any Applicable Laws, and (b) Grantee has taken all required, reasonable and necessary steps to receive, accept and expend the grant in accordance with the Purpose and Applicable Law.
7. The Grantee shall produce a brief report explaining and documenting how grant funds have been expended in support of the activities described in paragraph 3. This report shall be sent to CTCL no later than January 31, 2021 in a format approved by CTCL and shall include with the report a signed certification by Grantee that it has complied with all terms and conditions of this Grant Agreement.
8. This grant may not supplant previously appropriated funds. The Grantee shall not reduce the budget of the County Auditor (“the Election Department”) or fail to appropriate or provide previously budgeted funds to the Election Department for the term of this grant. Any amount supplanted, reduced or not provided in contravention of this paragraph shall be repaid to CTCL up to the total amount of this grant.
9. CTCL may discontinue, modify, withhold part of, or ask for the return all or part of the grant funds if it determines, in its sole judgment, that (a) any of the above terms and conditions of this grant have not been met, or (b) CTCL is required to do so to comply with applicable laws or regulations.
10. The grant project period of June 15, 2020 through December 31, 2020 represents the dates between which covered costs for the Purpose may be applied to the grant.



Your acceptance of and agreement to these terms and conditions and this Grant Agreement is indicated by your signature below on behalf of Grantee. Please have an authorized representative of Grantee sign below, and return a scanned copy of this letter to us by email at grants@techandcivicliflife.org.

On behalf of CTCL, I extend my best wishes in your work.

Sincerely,



Tiana Epps Johnson

Executive Director

Center for Tech and Civic Life

GRANTEE

By: _____

Title: _____

Date: _____



CENTER FOR TECH & CIVIC LIFE
233 N. MICHIGAN AVE., SUITE 1800
CHICAGO, IL 60601
HELLO@TECHANDCIVICLIFE.ORG

To: Center for Technology and Civic Life
From: Scott County Auditor & Commissioner of Elections
Date: September 17, 2020
Re: Scott County Safe Voting Plan

Overview

Scott County faces significant challenges in executing the November 3, 2020 general election.

Specifically, Scott County faced issues recruiting poll workers and the lack of facilities that wanted us in their locations along with the processes of deep cleaning if they would allow us in. Therefore, in this General Election I am focusing on early voting via mail and early voting locations.

For the general election, the number of **total registered voters is expected to be between 116,182** casting ballots split between the two modes of voting. This document offers an assessment of resources needed for Scott County to safely and thoroughly prepare for the general election.

A preliminary budget overview estimate on top of what is already available to the County is as follows:

Absentee Ballot Assembly and Processing Equipment	\$65,550
Early Voting Sites and Ballot Drop-off Options	86,400
In-person Voting at Polling Places on Election Day	120,960
Election Day Rovers	6,400
PPE Supplies	7,560
Total	\$286,870

Needs Assessment & Costs

The following sections outline initial details of the operation and costs associated with each of the aforementioned categories.

Absentee Ballot Assembly and Processing Equipment

For the November elections, we anticipate absentee-by-mail turnout to be somewhere around 81,327 roughly 70%. Automation will be critical to efficiently and accurately manage ballot envelopes and ballots in weeks leading up to Election Day and in the canvassing process afterwards. To that end, the following is needed:

- **Personnel:** We currently have 30 hired to tabulate absentee-by-mail ballots. Due to the number of ballots we anticipate receiving for the November general election, we will need to hire an additional 15 and not only because of volume but the social distancing requirements that are not placed upon us.
- **Outreach Materials:** To promote absentee by mail and early voting ahead of the November election by sending educational flyers and correct information about polling locations along with information about early absentee requests as well as early absentee physical sites. Along with this is the first year for us to reach out to Felons who have now regained their voting rights.
- **Processing Equipment:** To process absentee by mail ballot, we request additional letter openers.

Early Voting Sites and Ballot Drop-off Options

Scott County plans to have four full-time early voting locations, with additional funding I would fund five full time locations with all ballots available at all locations for three weeks.

These must be sufficiently staffed with five to six staff with \$15.00 to limit worker turnover, handle a surge in voters before polls open, and manage sites in a pandemic environment. **It will cost \$86,400.**

Secure Dropboxes

Our state has passed a law directing that only a drop box located on a county facility is and can be used under the direction and control of the county auditor.

In-person Voting at Polling Places on Election Day

Scott County is committed to working to secure many fully staffed polling places on Election Day. For the primary, we lost 39 of Election Day polling locations of 63 planned locations. In the General, we are committed to securing between **63 in person polling locations on Election Day.**

In order to staff these locations, the county will hire 20 rovers that will be our eyes and ears on Election Day to ensure adequate information is be given to poll workers and addressing any anticipated Poll Watcher issues at the polls. Along with assistance for extra materials and technical advise.

Home Land Security has offered most of the additional PPE supplies and we are waiting to visualize deployment of those items

	<u>Total cost</u>	<u>Units</u>	<u>Unit costs</u>
Poll Worker Hazard Pay	\$120,960	378	\$20.00
Poll Worker PPE	\$7,560	252	\$30.00
Election Day Rovers	\$6,400	20	\$20.00
Total	\$134,920		

Conclusion

The investments outlined above will allow Scott County to reduce the risk of exposure to coronavirus for voters, election staff and poll workers; identify best practices; innovate to efficiently and effectively educate our residents about how to exercise their right to vote; be intentional and strategic in reaching our historically disenfranchised residents and communities; and, above all, ensure the right to vote in a diversity of communities throughout the county. Thank you for the opportunity to submit this request.