



CENTER FOR  
TECH AND  
CIVIC LIFE

October 12, 2020

Appleton City, Wisconsin

City Clerk

100 N. Appleton Street

Appleton, WI 54911

Dear Kami Lynch,

I am pleased to inform you that based on and in reliance upon the information and materials provided by Appleton City, and the special circumstances Appleton City 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 Appleton City (“Grantee”).

The following is a description of the grant:

**AMOUNT OF GRANT:** \$ 18,330.00 USD

**PURPOSE:** The grant funds must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in Appleton City 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 Municipal Clerk (“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](mailto: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: \_\_\_\_\_



# City of Appleton Safe Voting Plan

## Overview

The City of Appleton faces significant challenges in executing the November 3, 2020 general election.

Specifically, the City of Appleton faced inadequate staffing to keep up with absentee ballot requests, difficulty processing absentees at the polling places in August due to extra time taken to feed absentee ballots into tabulators, the exhaustion of the postage budget for the mailing of record numbers of absentee ballots.

For the general election, the number of **total registered voters is expected to be exceed, 43,500** with ballots split between the two modes of voting. This document offers an assessment of resources needed for the City of Appleton to safely and thoroughly prepare for the general election.

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

Absentee Ballot Processing Equipment- 2 more units	\$12,330
Additional Poll Workers to assist with Pre-election tasks	\$1,000
In-person Voting Help	\$4,000
Absentee Envelopes & Supplies	\$1,000
<b>Total</b>	<b>\$18,330</b>

## Needs Assessment & Costs

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

### Absentee Ballot Processing Equipment

For the November elections, we anticipate absentee-by-mail turnout to be somewhere around 65% of registered voters. Adequate supplies and equipment critical to efficiently and

accurately managing and processing absentee ballots on Election Day. To that end, the following is needed:

- **Processing Equipment:** To process absentee by mail ballot, we request two additional DS200 tabulators to be able to deploy these at 2 of our polling places with substantial absentee ballots. This will allow absentee ballots to be fed into one tabulator, while having one tabulator just designated to in-person voters.

	<u>Total cost</u>	<u>Units</u>	<u>Unit costs</u>
<b>DS200 Tabulator</b>	\$11,500	#2	\$5,750
<b>DS200 Modem (Results)</b>	\$600	#2	\$300
<b>Equipment Shipping</b>	\$230		
<b>Total</b>	<b>\$12,330</b>		

### Additional Workers for Pre-Election Tasks & In-person Absentee Voting

The City of Appleton has already mailed out over 17,000 absentee ballots and requests continue to increase. To return and sort these ballots, as well as keep up with new requests, the City will be bringing in poll workers to help with these tasks.

These workers may work any where from 8 hours a week to 40 hours per week, at rates from \$8.75 per hour to \$11.57 per hour.

Additional poll workers will also be necessary to safely and efficiently administer in-person absentee voting at City Hall during the 14 days preceding the election. In-person absentee voting will occur for at least 8 hours a day for 9 days and we would plan to utilize at least 5 individuals a day to administer this.

### Absentee Envelopes & Supplies

The City of Appleton has ordered many supplies related to absentee ballots such as envelopes and stickers to use old envelopes with the recent residency requirement change. Additional stickers will be necessary and supplies to open and count these absentee ballots, such as letter openers and sorting trays will be necessary for Election Day.

### Conclusion

The investments outlined above will allow the City of Appleton 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.