



CENTER FOR  
TECH AND  
CIVIC LIFE

September 15, 2020

Greenville County  
Board of Elections and Voter Registration  
Greenville County Square  
301 University Ridge, Suite 1900  
Greenville, SC 29601

Greenville County Board of Elections and Voter Registration:

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

The following is a description of the grant:

**AMOUNT OF GRANT:** \$ 660,000.00

**PURPOSE:** The grant funds must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in Greenville 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 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 Greenville County Board of Elections and Voter Registration ("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



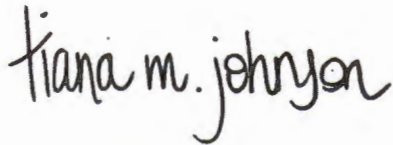
or not provided in contravention of this paragraph shall be repaid to CTCL up to the total amount of this grant.

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: \_\_\_\_\_





# County of Greenville

"... At Your Service"

## *Greenville County Voter Registration and Election Board*

*Bob Schaffner, Chairman*

*Bill Lynch, 1<sup>st</sup> Vice Chairman*

*Markylena Tolbert-Wydman, 2<sup>nd</sup> Vice Chairman*

*Conway Belangia, Director*

September 10, 2020

To: Center for Tech and Civic Life

From: Conway Belangia, Director

## Greenville Safe Voting Plan

### *Overview*

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

Specifically, Greenville faces issues with poll worker recruitment, COVID-19 concerns, voter insecurity, change in voter behaviors, major emphasis on absentee voting, staffing concerns due to tremendous increase in absentee voting, polling place issues with CDC guidelines

For the general election, the number of **total registered voters is expected to be between 340,000 and 346,000 with approximately 270,000** casting ballots split between the two modes of voting. This document offers an assessment of resources needed for Greenville to safely and thoroughly prepare for the general election.

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

Absentee Ballot Assembly and Processing Equipment	\$125000
Absentee Voting Sites and Ballot Security Options	\$205000
In-person Voting at Polling Places on Election Day	\$265000
Secure Drop-off of ballots and related needs	\$10,000
Office equipment and polling place signage	\$55000
<b>Total</b>	<b>\$660,000</b>



## ***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 50,000 absentee ballots to be cast. 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 20 staff 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 35 at approximately \$56,875.00 that is unbudgeted.
- **Outreach Materials:** To promote absentee by mail and early voting ahead of the November election by sending news releases, paid social media advertising, news conferences, and organization contacts.
- **Processing Equipment:** To process absentee by mail ballot, we request one high speed, large capacity tabulator (\$104,000), 10 computers with scanners to process returning absentee ballots (\$21,000), and tables and chairs for increased staffing needs (\$7,750).
- **Election Day Equipment:** Purchase additional signage for polling places and sites where we have had to relocate due to COVID-19 closures (38,750).
- **Sanitizing of poll places post-election:** Payment of services for the disinfecting and sanitizing of polling places (90) after the elections (\$18,000).

### **Early Voting Sites and Ballot Drop-off Options**

Greenville plans to have 1 full-time early absentee voting location and 4 outreach locations; however, in response to COVID-19 protocols, 4 additional (satellite) locations are required. These outreach locations will operate for 3 weeks requiring 5 employees each (\$80,000).

There will be 20 staff hired for approximately 22 hours over three days to handle a surge in voters before polls open, and manage office sites in a pandemic environment. (\$6,600) Additionally, we will need at least two automated letter openers (\$9,000) and \$52,525 in unbudgeted over-time expenses.

### **Secure drop off for voters**

In addition to equipment costs and cameras, 3 additional staff will be needed to collect ballots and monitor the proper laws are being followed. Three staff will be assigned each day for curbside drop off in a “COVID-19 clean” process. This will cost approximately \$11,500 for this extra service.

### **In-person Voting at Polling Places on Election Day**

Greenville is committed to working to secure many fully-staffed polling places on Election Day. For the primary, we lost 18 Election Day polling locations of 151 planned locations and combined 12 more. In the General Election, we are committed to securing between 145 to 150 in person polling locations on Election Day.

In order to staff these locations, the county will hire 3 to 4 additional staff to handle recruitment, training, and retention of poll workers, which are a key to a smooth, in-person operation. This includes paying poll workers and additional \$100.00 on Election Day to supplement State pay allowances. Anticipating COVID-19 requirements, 2400 poll workers are expected (\$240,000). We are also providing supplement for 40 polling place technicians (\$6,000) and 30 Election Day polling place poll workers (\$8,000) Being able to secure this additional money will almost assure sufficient numbers at each polling location on Election Day who are properly training in COVID-19 conditions.

### ***Conclusion***

The investments outlined above will allow Greenville 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.

# CTCL Grants for Local Election Officials

*Submitted by [jcatalano](#) on Fri, 09/04/2020 - 11:31*

From CTCL - The Center for Tech & Civic Life (CTCL) is a civic tech nonprofit based in Chicago, IL that provides training and tools to election officials. You may know CTCL from the EAC cybersecurity training that was launched earlier this year, and they also presented at NASS in July 2019. CTCL is launching an expansion of their grant program that has provided 5 Wisconsin cities with \$6.3 million to implement Safe Voting Plans for this fall. Recognizing the need for safe voting options in jurisdictions across the country, **CTCL is now announcing a COVID-19 Grants Program open call**. You can read about the open call on the CTCL website here: <https://www.techandciviclelife.org/open-call/>. **These new grants are available to every local election office in the U.S.**

Local election offices will be able to use the grant funds to administer safe 2020 elections in their jurisdictions. Those purposes may include, but are not limited to:

- Ensure Safe, Efficient Election Day Administration
- Expand Voter Education & Outreach Efforts
- Launch Poll Worker Recruitment, Training & Safety Efforts
- Support Early In-Person Voting and Vote by Mail

CTCL will be reaching out to local election offices after the Labor Day weekend to introduce the program, invite local election offices to apply, and answer any questions they may have. You can read more about the grant program on the CTCL website here: <https://www.techandciviclelife.org/grants>.

Questions about CTCL's expanded grant program to local election offices? Please contact Whitney May, CTCL Director of Government Services, at [whitney@techandciviclelife.org](mailto:whitney@techandciviclelife.org).