



August 31, 2020

City of Racine

Dear Mayor Mason,

I am pleased to inform you that the Center for Tech and Civic Life (“CTCL”) has decided to award you a grant to support the work of the City of Racine.

The following is a description of the grant:

**AMOUNT OF GRANT:** Six Hundred Fifty-Seven Thousand US Dollars (USD \$657,000).

**PURPOSE:** The grant funds must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in the City of Racine in accordance with the Wisconsin Safe Voting Plan 2020 and the attached “Additional Resources Requested for November 3rd, 2020 General Election.”

Before we transmit these funds, we ask that you sign this agreement promising to use the grant funds in compliance with United States tax laws. Specifically, by signing this letter you agree to the following:

1. The City of Racine is a local government unit or political subdivision in the meaning of 26 USC 170(c)(1).
2. This grant shall be used *only* for the public purpose described above, and for no other purposes.
3. The City of Racine shall not use any part of this grant to give a grant to another organization unless CTCL agrees to the specific grant in writing.
4. The City of Racine has produced a plan for safe and secure election administration in 2020 and a supplement to such plan, including an assessment of election administration

needs, budget estimates for such assessment, and an assessment of the impact of the plan on voters. This supplemental plan is attached to this agreement. The City shall expend the amount of this grant for purposes contained in this plan by December 31, 2020.

5. The City of Racine shall produce a report documenting how this grant has been expended in support of the activities described in paragraph 4. This report shall be written and sent to CTCL by January 31, 2021 or in any other format approved by CTCL.
6. The City of Racine shall not reduce the budget of the City Clerk of Racine (“the Clerk”) or fail to appropriate or provide previously budgeted funds to the Clerk for the term of this grant. Any amount reduced or not provided in contravention of this paragraph shall be repaid to CTCL up to the total amount of this grant.
7. 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 conditions have not been met or (b) it must do so to comply with applicable laws or regulations.
8. 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.

Your acceptance of these agreements should be indicated below. Please have an authorized representative of The City of Racine 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



CITY OF RACINE

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## Additional Resources Requested for November 3<sup>rd</sup>, 2020 General Election

- Post Office Liaison- (\$20,000)
  - A post office liaison who will be the representative to the post office regarding sending and receiving mail. This position will begin as soon as ballots are available and will assist in the day to day operations of the mail service. This will include but not limited to posting and mailing absentee ballots and election mailers, picking up the mail from the post office daily, sorting ballots, and helping to correct incomplete absentee certifications via means of the mail.
- Absentee Ballot Certification Liaison (2 positions) (\$40,000)
  - Absentee ballot contact tracers will be responsible for correcting absentee ballot certifications by making appointments to greet voters (curbside) at their house or at a designated location to witness the ballot, confirm signatures, and confirm dates are properly filled out.
  - Absentee ballot contact tracers will also make appointment with voters to meet curbside at their residence to assist voters in completing their absentee ballot they received by mail.
- Advertising for Ballot Certification Liaison to meet at your residence (\$20,000)
- 16 Extra Ballot Drop Off Boxes to be placed around the City (\$90,000)
  - This will include the cost of purchasing the drop boxes, installing the drop boxes, and security cameras
- Hazard Pay/ Overtime for City Employees to work the November 3<sup>rd</sup> Election (\$180,000)
  - This will secure enough City employees to work the Election and provide additional election officials as necessary to safely and properly complete the November Election
  - This will include overtime and hazard pay for regular City Clerk's Office Staff to perform additional duties outside of job descriptions and regular work hours
- Ballot Box Liaisons (40 positions or 2 liaisons per ballot drop off box) (\$200,000)
  - The ballot box liaisons will be responsible for attending to the ballot drop off boxes to assist voters in confirming their absentee ballot has a complete certification prior to submitting their ballot.
- Election Official Scheduler (\$25,000)
  - This position will be solely responsible scheduling all election officials, voter ambassadors, ballot box liaisons, and all other election official scheduling.
  - This position will also be responsible to track and document all hours worked for the above listed positions.
- Absentee Barcode Scanner (\$1,000)
  - We need additional scanners to help streamline the process of recording and tracking absentee ballots
- City Hall Vote Today Banner (2) (\$10,000)
  - Two large banners to hang across City Hall that will promote voting.
- Ways to Vote Mailer in English and in Spanish (\$30,000)
  - Outsource a mailer to all registered voters to provide information on the different ways to vote in both English and in Spanish.

- 10 Ipads with Hotspots (\$15,000)
  - Ipads will be used to communicate absentee ballots on Election Day that are returned to the polling location
- Secure Ballot Auxiliary Boxes (20) (\$3,000)
  - To be used on Election Day for voters to securely vote curbside
- Sign Towers (14) (\$3,000)
  - For additional sign towers to provide Spanish directions in wards that are predominantly bilingual.
- Social Distancing Supplies (\$20,000)
  - Additional social distancing supplies for Absentee Early Voting and Election Day

Total: \$657,000