



CENTER FOR  
TECH AND  
CIVIC LIFE

December 9, 2020

DeKalb County, Georgia  
Chief Executive Officer  
1300 Commerce Drive, Maloof Bldg., 6th Floor  
Decatur, GA 30030

Dear Michael L. Thurmond,

I am pleased to inform you that based on and in reliance upon the information and materials provided by DeKalb County, and the special circumstances DeKalb County faces administering elections in 2020 or runoff elections related to 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 DeKalb County ("Grantee").

The following is a description of the grant:

**AMOUNT OF GRANT:** \$4,605,735.44 USD

**PURPOSE:** The grant funds must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in DeKalb County in 2020 or in runoff elections related to elections 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 or runoff elections related to elections in 2020, Grantee has produced a plan for safe and secure election administration in 2020 or in runoff elections related to elections 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 January 31, 2021 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 January 31, 2021.
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 Board of Elections and 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 January 31, 2021 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@techandciviclife.org](mailto:grants@techandciviclife.org).

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



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

[HELLO@TECHANDCIVICLIFE.ORG](mailto:HELLO@TECHANDCIVICLIFE.ORG)

Sincerely,

Tiana M. Johnson

Tiana Epps Johnson

Executive Director

Center for Tech and Civic Life

GRANTEE

By: 

Title: ~~12-15-20~~ CEO

Date: 12-15-20



CENTER FOR TECH & CIVIC LIFE  
233 N. MICHIGAN AVE., SUITE 1800  
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# Safe Voting Plan Grant Request: Georgia January Runoff Election

- Submitted to: Center for Tech and Civic Life
- County Name: DeKalb County, GA
- Applicant Name: Preston L. Stephens
- Date: November 24, 2020

## Snapshot: Safe Voting Plan

What is your county's plan for safely serving voters in the January 2021 Georgia Runoff election? Please complete the Safe Voting Plan Snapshot below to share an overview, including differences, if any, between your personnel, sites, and outreach for the November General and January Runoff.

<b>Personnel</b>		
	<b>2021 January Runoff Election (planned)</b>	<b>2020 November General Election (actual)</b>
# of full-time staff (FTEs)	17	15
# of poll workers	1,897	1,897
# of other temporary election staff	275	225
<b>Voting Sites</b>		
	<b>2021 January Runoff Election (planned)</b>	<b>2020 November General Election (actual)</b>
# of ballot drop boxes	33	34
# of drive-through voting sites	0	0
# of early vote sites	12	12
# of Election Day polling places	176	176

<b>Outreach</b>		
	<b>2021 January Runoff Election (planned)</b>	<b>2020 November General Election (actual)</b>
<b>Non-partisan voter education</b>	<p><i>Briefly describe planned 2021 January runoff non-partisan voter education activities:</i></p> <p>Our education and awareness activities will include a comprehensive outreach plan that leverages traditional media resources, paid media, and social media channels.</p> <p>DeKalb VRE's plan also includes ongoing stakeholder communications to share updated FAQs, social media posts, general information guides, and more.</p> <p>The planned approach will also include translating key voter materials in Spanish and Korean and coordination with organizations to ensure LEP voters have the information and resources needed to cast their ballots.</p> <p>DeKalb VRE also plans to educate voters on absentee, early and election day voting options through paid advertisements, virtual town hall meetings, media opportunities, and possible "pop-up" events (depending on COVID-19 guidelines).</p>	<p><i>Briefly describe 2020 November general election non-partisan voter education activities:</i></p> <p>Our 2020 voter education activities included:</p> <ul style="list-style-type: none"> <li>• Website overhaul to create a more user-friendly experience to find information about key dates, voter registration, early voting, and election day activities.</li> <li>• Launched interactive demonstrations of the new statewide voting machines. This 18-month campaign reached over 500 plus DeKalb citizens educating them on the new voting process.</li> <li>• Hosted "Know Before You Go" community event to educate voters about voting options while also providing an opportunity to register voters before the Nov. 3rd election.</li> <li>• Translated voter materials in Spanish and Korean, a first for the county.</li> <li>• Launched extensive social media campaign to educate voters on key dates</li> </ul>

Mailers, text messages, and calls to voters could also be leveraged to educate voters about important voter initiatives.

The following documents are planned to be translated in Spanish and Korean for the 2021 runoff elections:

- Composite ballots
- FAQs
- Voter Guide Document (Know before you go, resources, etc.)
- Early Voting Locations
- Emergency Hotline Number.

- Purchased digital ads in nine community papers to advance voter notices and inform voters of pertinent election day information including precinct changes
- Launched text and call campaign to voters to remind them of various election-related topics
- Engaged 300+ key community stakeholders through weekly notices and educational information
- Elevated collateral material to include more comprehensive information for voters, especially that voting absentee for the first time
- Issued nearly 20 press releases to educate voters about key election items

		<p><i>Briefly describe 2020 November general election voter materials provided in languages other than English:</i></p> <p>Items translated in Spanish and Korean for the 2020 General Election were:</p> <ul style="list-style-type: none"> <li>● Composite Ballot</li> <li>● FAQs</li> <li>● Voter Guide</li> <li>● Early Voting Locations</li> <li>● Drop Box Locations</li> <li>● Precinct Changes</li> <li>● Emergency Hotline Number (flyer placed at precincts)</li> </ul>
<p><b>Voting materials in languages other than English</b></p>	<p><i>Briefly describe planned 2021 January runoff voter materials provided in languages other than English:</i></p> <p>The following documents are planned to be translated in Spanish and Korean for the 2021 runoff elections.  Composite ballots  FAQs  Voter Guide Document (Know before you go, resources, etc.)  Early Voting Locations  Emergency Hotline Number</p>	<p><i>Briefly describe 2020 November general election voter materials provided in languages other than English:</i></p> <p>Items translated in Spanish and Korean for the 2020 General Election were:  Composite Ballot  FAQs  Voter Guide  Emergency Hotline Number  Early Voting Location</p>



## Grant Request: Use of Funds

To support the planning and operationalization of safe, secure election administration for the **Georgia January 5 Runoff Election, DeKalb County** is requesting funds for the following public purposes (**check all that apply**):

### Equipment & Supplies

- ✓ Ballot drop boxes
- ✓ Personal protective equipment (PPE) for staff, poll workers, or voters  
Drive-through voting site equipment or supplies
- ✓ Vote-by-mail voting equipment or supplies
- ✓ Other election administration equipment

### Personnel

- ✓ Temporary staffing
- ✓ Poll worker recruitment funds, hazard pay, and/or training expenses

### Locations

- ✓ Election department real estate costs
- ✓ Early vote site real estate, cleaning, or set-up expenses
- ✓ Polling place real estate, cleaning, or set-up expenses for Election Day

### Voter Education

- ✓ Non-partisan voter education
- ✓ Voting materials in languages other than English

## Grant Request: Budget

### CTCL COVID-19 Response Grant Request Budget

Please only include expenses which are not already funded or for which a funding source is not already identified

DeKalb County faced major challenges in this year's election cycle. The number of registered voters in DeKalb is approximately 560,000 and growing rapidly. DeKalb County Voters will be voting in person at any of 176 Election Day locations or 12 Advance locations. We must continue to invest in measures to keep both the voters and poll workers safe during Advance Voting and during the upcoming Georgia Runoff Election on January 5<sup>th</sup>.

In the past, we have been able to run elections with only 15 full-time employees and a budget of \$5,164,789. Meeting all the present challenges simultaneously will require changes to our procedures and a major investment in both employees and equipment. This document summarizes the resources we need to best serve our community.

Overview	
Absentee Voting	\$1,656,971
In-Person Voting	\$2,984,763
<b>TOTAL</b>	<b>\$4,605,735</b>

### Absentee Voting

We have previously dealt with high volumes of absentee ballot applications. We will continue to need more workers to meet the increased demand, but we are also limited in how many we can safely house. In addition to funding for staff we need additional equipment that which will enable us to work more efficiently with the current staff. These are the items we are requesting:

- **High-Speed Ballot Printers and Scanners:** The ballot processing equipment we have is inadequate for the volume of printing we are facing. Six high-speed ballot printers and four high-speed scanners would allow us to enhance a fast turnaround in the face of high demand and limited staff.
- **Absentee Ballot Printing Costs:** Many of our absentee ballots are being printed by a contractor to reduce the need for staff in our office.
- **Absentee Ballot Equipment:** To process absentee ballots and applications efficiently, we will need 4 additional high-speed letter opening machines, more laptops, document scanners, barcode scanners, and software licenses for the aXs Info database system. Barcode and document scanners in particular have a large impact on our efficiency. We can reuse them for Advance Voting and registration work.

- **Temporary Personnel:** We need an additional 35 temporary employees to process absentee applications and returned absentee ballots; 20 for registration requests; and 15 to work in a call center.
- **Drop Boxes:** We have installed a series of drop boxes to encourage absentee voting. Each box has a lock installed and a custom wrapper to advertise its purpose to voters. The county has also installed security cameras to protect the boxes.
- **Absentee Applications:** To promote social distancing for the January Election, DeKalb County is sending an absentee application to all voters who have not yet applied for an absentee ballot. We are also paying for return postage.
- **Outreach Materials:** We are hosting outreach events to inform the community about their voting options. We plan to distribute informational brochures and "Swag Bags" to help voters understand the voting process during the ongoing pandemic and promote COVID-19 safety practices.

Line #	Absentee Voting Items	Units	Unit Cost	Total
1	Ballot Printers and Ink	6	\$14,553.00	\$87,318.00
2	Ballot Scanners Including Maintenance	4	\$63,290.00	\$253,160.00
3	Absentee Ballot Printing	200,000	\$1.40	\$280,000.00
4	Letter Openers	4	\$4,000.00	\$16,000.00
5	Laptops	40	\$990.00	\$39,600.00
6	Desktop Printers	6	\$300.00	\$1,800.00
7	Document Scanners	6	\$300.00	\$1,800.00
8	Barcode Scanners	40	\$600.00	\$24,000.00
9	AXS Licenses	45	\$900.00	\$40,500.00
10	Absentee Personnel	25	\$8,400.00	\$210,000.00
11	Registration Personnel	20	\$8,400.00	\$168,000.00
12	Call Center Personnel	15	\$8,400.00	\$126,000.00
13	Security Cameras & Installation (To monitor additional locations)	10	\$2,415.29	\$24,152.90
14	Absentee Mailing			\$290,841.00
15	Outreach Materials			\$13,800.00
16	Media/Press Consultant			\$80,000.00
<b>Total</b>				<b>\$1,656,971.90</b>

## In-Person Voting

In planning for in-person voting, our continued focus is geared to safely and efficiently handling the high turnout of the special January Georgia Runoff Election. In the November 3<sup>rd</sup> election, many precincts were understaffed due to last-minute vacancies. For January we need to hire ample staff and incentivize them to stay. We are also requesting more voting equipment to handle the increased traffic and supplies to keep both voters and poll workers safe.

- **Hazard Pay:** In order to secure our staffing levels during the ongoing pandemic, we would like to offer \$150 in hazard pay to each Election Day and Advance Voting worker for the January election.
- **Early Voting Personnel:** We also plan to provide the widest possible options for early voting to reduce lines on Election Day. There will be 12 sites for the January election, each fully staffed.
- **IT Technicians:** To prevent overcrowding, the county has begun deploying IT Technicians on Election Day to resolve problems that may result in long lines. This will continue in the January election.
- **School Custodians:** To keep our schools safe, the county will pay two custodians in each school precinct to clean the area during Election Day.
- **Voting Equipment:** The county will also purchase more election equipment to reduce lines at the polling places: 50 Poll Pads to check in voters and 166 ballot scanners.
- **Audio Accessibility Kits:** We also need 30 more Audio Tactile Interface kits to increase accessibility for blind voters or others who cannot use the touchscreen interface.
- **Plexiglass Shields:** We would like to install plexiglass shields between voting machines to better isolate the voters from each other.
- **PPE and Cleaning Supplies:** We have supplemented the supplies given to us by the state with our own purchases. The County Facilities Maintenance Department has periodically sanitized our office.
- **Disposable Styli:** Currently voters must touch screens and styli that have been touched by other voters. To reduce personal contact, we would like to issue each voter a disposable stylus. Voters will be able to enter and leave the precinct without ever touching a screen that another person has touched.
- **Precinct Change Notices:** Before the November election, some voting locations dropped out due to safety concerns. Some precincts have returned to their original locations and others have not. We will continue notifying voters in the affected precincts by mail for each election through January.
- **Mobile Voting Bus:** We wish to secure a RV size Mobile Unit are large enough to have 8 to 10 voting stations. This new state-of-the-art, fully accessible bus would create an essential, secure voting experience for voters of all ages and voters with disabilities. With historically high voter turnout predicted, we want to make sure that our voters can access every available resource. With the Mobile Voting Unit, our goal is to bring voting to even more DeKalb County Voters, and to make voting quick and easy.

Line #	In-Person Voting	Units	Unit Cost	Total
1	Hazard Pay	2,139	\$150.00	\$320,850.00
2	Early Voting Personnel	400	\$3,705.00	\$1,482,000.00
3	IT Technicians	375	\$627.50	\$235,312.50
4	Equipment and PPE for IT Technicians			\$12,057.04
5	School Custodians	146	\$210.00	\$30,660.00
6	Poll Pads	50	\$708.00	\$35,400.00
7	Ballot Scanners	30	\$4,900.00	\$147,000.00
8	ATI Accessibility Kits	30	\$375.00	\$11,250.00
9	Plexiglass Shields	1,232	\$100.00	\$123,200.00
10	PPE and Cleaning Supplies			\$18,034.00
11	Disposable Styli	560,000	\$0.15	\$84,000.00
12	Precinct Change Notices			\$49,000.00
13	Mobile Voting Bus	1	\$400,000.00	\$400,000.00
<b>Total</b>				<b>\$2,948,763.54</b>

## **Conclusion**

The investments outlined above will allow DeKalb County, GA 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.

We must adapt to our new circumstances to keep our elections functioning smoothly in this challenging time. The funding we are requesting will lay the groundwork for a new way of working in DeKalb that will allow us to keep our residents safe and informed when they cast their votes. We thank you for your consideration.

Thank you for the opportunity to submit this request.

