



CENTER FOR  
TECH AND  
CIVIC LIFE

September 29, 2020

DeKalb County, Georgia  
Chief Executive Officer  
Maloof Bldg., 6th Floor  
1300 Commerce Drive  
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, 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:** \$ 4,773,306.00 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 ("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:

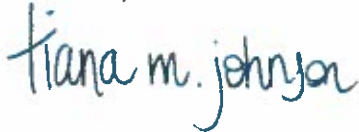
shall include with the report a signed certification by Grantee that it has complied with all terms and conditions of this Grant Agreement.

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 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@techandcivicle.org](mailto:grants@techandcivicle.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

To: Center for Tech and Civic Life  
From: Preston L. Stephens, Deputy Finance Director  
Date: September 22, 2020

## DeKalb County Georgia Safe Voting Plan

### Overview

DeKalb County faces major challenges in this year's election cycle. The number of registered voters in DeKalb is approximately 560,000 and growing rapidly. In the November 3 General Election, we anticipate 225,000 absentee ballots. This is an unprecedented level of absentee voting. At the same time a roughly equal number will be voting in person at any of 176 Election Day locations or 13 Advance locations. We must invest in measures to keep both the voters and poll workers safe during Advance Voting and on Election Day. Meanwhile there is a smaller election coming up on September 29 and possible runoffs on December 1 and January 5.

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	\$1,501,492
In-Person Voting	\$3,271,814
<b>TOTAL</b>	<b>\$4,773,306</b>

### Absentee Voting

We are already dealing with high volumes of absentee ballot applications. We will need more workers to meet the demand, but we are also limited in how many we can safely house. In addition to funding for staff we need equipment that will allow us to work more efficiently with the staff we have. 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. Three high-speed ballot printers and two high-speed scanners would allow us to maintain 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 three 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 25 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, and we will be installing more for November. 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 November 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 pandemic and promote COVID-19 safety practices.

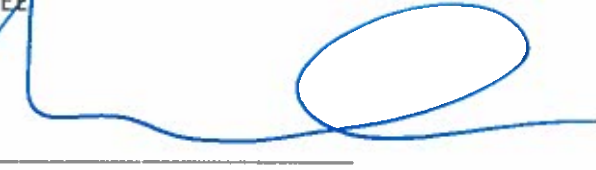
	Total Cost	Units	Unit Cost
Ballot Printers and Ink	\$43,659	3	\$14,553
Ballot Scanners Including Maintenance	\$126,580	2	\$63,290
Absentee Ballot Printing	\$203,000	145,000	\$1.40
Letter Openers	\$16,000	4	\$4,000
Laptops	\$59,400	60	\$990
Desktop Printers	\$1,800	6	\$300
Document Scanners	\$1,800	6	\$300
Barcode Scanners	\$36,000	60	\$600
AXS Licenses	\$40,500	45	\$900
Absentee Personnel	\$210,000	25	\$8,400
Registration Personnel	\$168,000	20	\$8,400
Call Center Personnel	\$126,000	15	\$8,400
Drop Boxes	\$64,800	36	\$1,800
Security Cameras and Installation	\$99,312.12		
Absentee Mailing	\$290,841		
Outreach Materials	\$13,800		
<b>TOTAL</b>	<b>\$1,501,492</b>		

GRANTED

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

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

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

A handwritten signature in blue ink, consisting of a vertical stroke on the left, a horizontal stroke, and a large loop on the right.

CEO

10/9/20

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

## In-Person Voting

In planning for in-person voting, our focus is on safely and efficiently handling the high turnout of a presidential election. In the June 9 election, many precincts were understaffed due to last-minute vacancies. For November 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 pandemic, we would like to offer \$150 in hazard pay to each Election Day and Advance Voting worker for the September and November elections.
- **Early Voting Personnel:** We also plan to provide the widest possible options for early voting to reduce lines on Election Day. There will be 13 sites for the November 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 November 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 June 9 election, 24 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 November.

	Total Cost	Units	Unit Cost
Hazard Pay	\$382,500	2,550	\$150
Early Voting Personnel	\$1,482,000	400	\$3,705
IT Technicians	\$235,312.50	375	\$627.50
Equipment and PPE for IT Technicians	\$12,057.04		
School Custodians	\$30,660	146	\$210
Poll Pads	\$35,400	50	\$708
Ballot Scanners	\$813,400	166	\$4,900
ATI Accessibility Kits	\$11,250	30	\$375
Plexiglass Shields	\$123,200	1,232	\$100
PPE and Cleaning Supplies	\$13,034		
Disposable Styli	\$84,000	560,000	\$0.15
Precinct Change Notices	\$49,000		
<b>TOTAL</b>	<b>\$3,271,814</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.