



County of Burlington

Office of the County Administrator

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Eve A. Cullinan, *County Administrator*

Burlington County Board Members

Felicia Hopson, Director
Tom Pullion, Deputy
Linda A. Hynes
Daniel J. O'Connell
Balvir Singh

October 19, 2020

Center for Tech and Civic Life

233 N. Michigan Ave., Suite 1800

Chicago, IL 60601

Dear Tiana Johnson,

The County of Burlington wishes to sincerely thank you and the Center for Tech and Civic Life for the Grant in the Amount of \$2,939,318.97. Burlington County is facing significant challenges in executing the November 3, 2020 General Election. Your grant enables our County to make the additional purchases and expenditures necessary so that voters can safely cast their ballots and have their vote accurately counted.

I cannot overstate the positive effect your grant is having to maintain the very fundamental process of voting, which is core to our democracy. Thank you!

Very Truly Yours,



Eve A. Cullinan,
County Administrator



CENTER FOR
TECH AND
CIVIC LIFE

October 15, 2020

Burlington County, New Jersey

County Administrator

49 Rancocas Road

Mount Holly, New Jersey 08060

Dear Todd Wirth,

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

The following is a description of the grant:

AMOUNT OF GRANT: \$ 2,939,318.97 USD

PURPOSE: The grant funds must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in Burlington 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 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



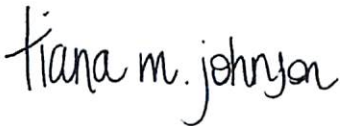
shall include with the report a signed certification by Grantee that it has complied with all terms and conditions of this Grant Agreement.

8. This grant may not supplant previously appropriated funds. The Grantee shall not reduce the budget of the County Clerk, County Election Board, or the Superintendent Office of Elections ("the Election Departments") or fail to appropriate or provide previously budgeted funds to the Election Departments 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.

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

Sincerely,



Tiana Epps Johnson

Executive Director

Center for Tech and Civic Life



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

GRANTEE

By: 

Title: County Administrator

Date: 10-19-2020



CENTER FOR TECH & CIVIC LIFE
233 N. MICHIGAN AVE., SUITE 1800
CHICAGO, IL 60601
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To: Center for Tech and Civic Life
From: Eve Cullinan, County Administrator
Attn: Todd Wirth, Management Specialist
Date: October 9, 2020

Burlington County Safe Voting Plan

Overview

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

Specifically, Burlington County which is the largest geographic county in the state with a mix of rural, suburban and urban communities faces challenges posed by moving elections from a primarily in-person voting model using electronic voting machines to a primarily mail-in ballot model using paper ballots and optical ballot scanners.

Changes to the way elections are conducted usually occur over years, not months. Burlington County quickly realized that to meet the demanding deadlines of both the primary and general election, it would be necessary to adopt available technologies and automate as many of the processes as possible. Even though the processes were being automated, staff would still be necessary, but with new requirements and protective equipment needed to keep them safe.

Unfortunately, no one anticipated this pandemic and the budget crisis created by the need to purchase the technology and protective equipment so that voters can cast their ballot safely and have their vote accurately counted, which is core to maintaining the very fundamentals of our democracy.

In order for our county to successfully accomplish this challenging task, the way in which we handled the processes was fundamentally changed. We quickly contracted with an outside mail-house that had the experience in handling the hundreds of thousands of additional ballots that would need to be mailed. We rescheduled multiple classes at our Emergency Services Training Center, so that the entire building could be temporarily repurposed to process the returned ballots. We purchased additional ballot scanners and adjudication software so that more ballots can be counted per hour and issues with the ballot could be reviewed on computer screens with people social distancing instead of sitting shoulder to shoulder looking at the physical ballot.

The County purchased rooms of additional computers, document scanners, barcode scanners, printers and their related consumables, etc. to process this historic volume of ballots. Instead of hand stamping the date on all the returned ballot envelopes, the county purchased a machine that places a timestamp on the envelope and automatically opens the envelope at high-speed.

Our Election Board consolidated polling places and changed the location of some polling places from assisted living facilities, to locations that would not be placed in danger from the very act of having people come to vote. Additionally, they are retraining all of their boardworkers on the changes to the election processes and the changes needed to make it safe for both the boardworkers and voters.

Burlington County has 336,266 registered voters with many more registering each day. For the general election, **we expect to have around 340,000 registered voters** and anticipate that around 70 percent of those will cast a ballot either by mail or in-person. This document offers a preliminary assessment of resources needed for Burlington County to safely and thoroughly prepare for the general election.

Total projected costs are about \$6 million, of which \$3.1 million has been funded through the County's 2020 operating budget. **A preliminary budget overview estimate on top of what is already available to Burlington County through their operating budget is as follows:**

Absentee Ballot Assembly and Processing Equipment	\$1,150,340.97
In-person Voting at Polling Places on Election Day	\$331,124
Secure Dropboxes and related needs	\$44,897
Ballots, Envelopes and Postage	\$1,413,957
Total	\$2,939,318.97

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 vote-by-mail turnout to be somewhere around 238,000 ballots. Automation will be critical to efficiently and accurately manage ballot envelopes and ballots in the weeks leading up to Election Day and in the canvassing process afterwards. To that end, the following is needed:

- **Personnel:** We currently have approximately 59 staff to process mail-in ballots. Due to the number of ballots we anticipate receiving for the November general election, we will need to hire approximately 1,630 total staff for polling locations and 130 total part-time temporary staff to process the mail-in ballots.
- **Outreach Materials:** Burlington County has been actively reaching out to voters on the various social media pages, including Facebook, Twitter, Instagram, YouTube, etc.

Additionally, we been distributing press releases to the media with detailed instructions about vote by mail, voter registration, ballot tracking, common ballot mistakes, drop box locations etc. We have also produced a how-to video on vote-by-mail featuring the County Clerk. We plan on additional media releases and videos highlighting the different options for returning the ballots

- **Processing Equipment:** To process absentee by mail ballot, we request the following:
 - Optical Ballot Scanners
 - Necessary to accurately and efficiently count votes on the ballot
 - Purchased from Dominion Voting Systems
 - Delivered
 - Adjudication Software
 - Necessary to adjudicate discrepancies on the ballot (i.e. overvotes, write-ins, marked ballots, etc.)
 - Purchased from Dominion Voting Systems
 - Delivered
 - High Speed Opener / Timestamp
 - Necessary to record when ballots are received and open the envelopes (previously done by hand)
 - NeoPost
 - Delivered
 - PCs
 - Necessary to compare signatures from registration system to signature on the ballot, etc.
 - Dell / CDWG
 - Many Delivered – Remaining expected within 2 weeks
 - Barcode Scanners
 - Necessary to scan barcode on envelope to open voter registration file to compare signature, etc.
 - CDWG
 - Many Delivered – Remaining expected prior to election
 - Mail-In Ballot Transport Bags
 - Necessary to securely transport dropped off mail-in ballots at polling locations to the counting facilities
 - Royer Group
 - Delivered
 - Provisional Ballot Transport Bags
 - Necessary to securely transport provisional ballots
 - Royer Group
 - Delivered
 - Scanner attachment for High Speed Opener
 - Necessary to more efficiently input incoming ballots
 - ASAP prior to the election

- **Postage, Envelopes and Ballots**

In addition to the above processing equipment, the County is projecting greater costs for printing ballots, envelopes and the postage associated with mailing. The County's projected election related expense for postage, ballots and envelopes is **\$1,413,957**.

	<u>Total cost</u>	<u>Units</u>
Personnel	\$787,766	1630 full-time/ 130 part-time
Equipment	\$362,574.97	\$225,274.97 – Software, Ballot Transport Bags, Timestamp, PC \$137,574.97 – Scanners
Total	\$1,150,340.97	

Early Voting Sites and Ballot Drop-off Options

Burlington County utilizes approximately 20 temporary staff to receive ballots for those most comfortable with dropping off their ballots in-person, prior to election day at the Board of Elections' convenient centrally located office.

Secure Dropboxes

In the primary, we had 5 secure drop boxes installed. Installing an additional **8 secure drop boxes for a total of 13** will help ensure that voters have some opportunity to return their ballots if it is too late to send via USPS. In addition to equipment costs and cameras, 6 personnel will be needed to pick up deposited ballots and monitor drop-off boxes. The costs to set up, secure and monitor the drop boxes is about \$44,897.

In-person Voting at Polling Places on Election Day

Burlington County is committed to working to secure many fully-staffed polling places on election day. For the primary, we lost 69 of Election Day polling locations of 149 planned locations. In the General, we are committed to securing approximately **84 in person polling locations on election day**.

In order to staff these locations, the county will hire 1,630 poll workers, which are key to a smooth, in-person operation.

Additionally, the County will buy additional disposable face masks, gloves, hand sanitizer and clorox wipes for 84 polling locations at a **total estimated cost of \$5,100**. This would be to supplement the PPE that has been provided to the County by the State for the election.

	<u>Total cost</u>	<u>Units</u>	<u>Unit costs</u>
Poll Worker PPE	\$5,124	84	\$61
Personnel Costs	\$326,000	1630 poll workers	\$200
Total	\$331,124		

Conclusion

The investments outlined above will allow Burlington County 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.