

Havlick, Carolyn

From: Center for Tech and Civic Life <help@techandciviclife.org>
Sent: Wednesday, September 30, 2020 12:58 PM
To: Havlick, Carolyn
Subject: [Request received]

**THIS EMAIL DID NOT ORIGINATE FROM WITHIN BURLINGTON COUNTY.
[EXTERNAL EMAIL WARNING]
PLEASE BE CAUTIOUS WITH ANY LINKS, ATTACHMENTS, OR REQUEST FOR
INFORMATION.**

Your request (346) has been received and is being reviewed by our team. To add additional comments, reply to this email. Expect to hear from us soon!

Have questions about implementing public health measures, upscaling absentee ballot processing, or educating voters? Visit CTCL's new Elections Resources for Safe Elections website, a collection of free and easy to use resources devoted to helping you navigate today's election challenges at <https://resources.techandciviclife.org/>.

This email is a service from Center for Tech and Civic Life. Delivered by [Zendesk](#)

Havlick, Carolyn

From: Dylan Lynch (Center for Tech and Civic Life) <help@techandciviclife.org>
Sent: Wednesday, September 30, 2020 2:15 PM
To: Havlick, Carolyn
Subject: [Center for Tech and Civic Life] Re: County Grant Awards

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Your request (346) has been updated. To add additional comments, reply to this email.



Dylan Lynch (Center for Tech and Civic Life)

Sep 30, 2020, 13:15 GMT-5

Hi Carolyn,

I do see an application from a Todd Wirth for the Burlington County Clerk, County Election Board, and Superintendent of Elections. It was received on 9/25/2020 and is currently in the verification process.

Please let me know if you have any further questions.

Best,

Dylan



Havlick, Carolyn

Sep 30, 2020, 11:57 GMT-5

Good afternoon,

I participated in the NJ Governor's Call today with the other 21 counties, and heard that many counties have received their awards. First, thank you for offering this opportunity. We assigned the application to our grant consultant who is not a county employee, and I just want to confirm the application for Burlington County was received.

Thank you

Carolyn Havlick, CCFO, CMFO, CPA, RMA
Chief Financial Officer
County of Burlington
49 Rancocas Road
Mount Holly, NJ 08060
(609) 265-5018

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Havlick, Carolyn

From: Jennifer Lee <jennifercamillelee@gmail.com>
Sent: Thursday, October 8, 2020 1:43 PM
To: Marshall, Charlene
Cc: Wirth, Todd; Leichty, Monica; Havlick, Carolyn
Subject: Re: Marc Solomon Contact Info - Election Grant

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Yes, they do. Feel free to call me with any questions as well, [REDACTED]

On Thu, Oct 8, 2020 at 11:53 AM Marshall, Charlene <cmarshall@co.burlington.nj.us> wrote:

Good Afternoon Jennifer,

We are gathering the information for the grant and we had one question. We have items purchased prior to 6/15/2020, but not yet paid – Do these qualify?

Thanks,

Charlene

Charlene A. Marshall, QPA

County Purchasing Agent

49 Rancocas Road

Mount Holly, NJ 08060

Phone: 609-265-5133

Phone: 609-726-7043

Fax: 609-265-5438

E-mail: cmarshall@co.burlington.nj.us

From: Wirth, Todd

Sent: Thursday, October 8, 2020 12:48 PM

To: Leichty, Monica <mleichty@co.burlington.nj.us>; Marshall, Charlene <cmarshall@co.burlington.nj.us>;
Havlick, Carolyn <chavlick@co.burlington.nj.us>
Subject: Fw: Marc Solomon Contact Info - Election Grant

Fyi

From: Cullinan, Eve <ecullinan@co.burlington.nj.us>
Sent: Wednesday, October 7, 2020 12:39 PM
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From: Alcazar, Jesus
Sent: Wednesday, October 7, 2020 12:32 PM
To: Alcazar, Jesus <Jesus.Alcazar@nj.gov>
Subject: Marc Solomon Contact Info - Election Grant

All,

Here is the e-mail contact for Marc Solomon: msolomon@civitaspublicaffairs.com

Best,

Jesus O. Alcazar

Senior Aide to the Governor, Intergovernmental Affairs

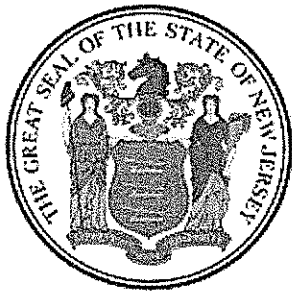
State of New Jersey Office of the Governor

225 West State Street, Trenton, New Jersey 08625

Office: (609) 777 0992

Cell: (609) 319 2213

www.nj.gov/governor



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Havlick, Carolyn

From: Jennifer Lee <jennifercamillelee@gmail.com>
Sent: Thursday, October 8, 2020 4:44 PM
To: Havlick, Carolyn
Cc: Marshall, Charlene; Wirth, Todd; Leichty, Monica
Subject: Re: Marc Solomon Contact Info - Election Grant

I completely understand. When do you think you could get it to us? If I know that, I'll work to make it work.

Sent from my iPhone

On Oct 8, 2020, at 3:22 PM, Havlick, Carolyn <chavlick@co.burlington.nj.us> wrote:

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Chief Financial Officer
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Phone: 609-726-7043

Fax: 609-265-5438

E-mail: cmarshall@co.burlington.nj.us

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Yes, email to me. Thank you so much.

Sent from my iPhone

On Oct 8, 2020, at 6:20 PM, Havlick, Carolyn <chavlick@co.burlington.nj.us> wrote:

Hi Jennifer, we should have it submitted on time tomorrow. Thank you for following up. How exactly do we submit the completed application? Email to you?

Carolyn Havlick, CCFO, CMFO, CPA, RMA

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From: Jennifer Lee <jennifercamillelee@gmail.com>
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Carolyn, just checked in on this. Could you and your team get to us by Monday?

Thank you!

Sent from my iPhone

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To: Leichty, Monica

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Havlick, Carolyn [<chavlick@co.burlington.nj.us>](mailto:chavlick@co.burlington.nj.us)

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Havlick, Carolyn

From: Wirth, Todd
Sent: Friday, October 9, 2020 8:33 AM
To: Jennifer Lee; Havlick, Carolyn
Cc: Marshall, Charlene; Leichty, Monica; Cullinan, Eve
Subject: Re: Marc Solomon Contact Info - Election Grant
Attachments: NJ Burlington County Sep 2020 CTCL Safe Voting Plan.docx

Good Morning Jennifer,

Thank you again for this opportunity. The COVID-19 pandemic and this historic election pose significant economic challenges to the County. This grant would greatly assist us in our goal of accurately tallying the votes in an efficient manner to make sure every that vote counts while maintaining voter safety.

Thank you,
Todd Wirth, CPM
Management Specialist

From: Jennifer Lee <jennifercamillelee@gmail.com>
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To: Havlick, Carolyn <chavlick@co.burlington.nj.us>
Cc: Marshall, Charlene <cmarshall@co.burlington.nj.us>; Wirth, Todd <twirth@co.burlington.nj.us>; Leichty, Monica <mleichty@co.burlington.nj.us>
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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	\$1,170,341
Early Voting Sites and Ballot Drop-off Options	\$0
In-person Voting at Polling Places on Election Day	\$331,000
Secure Dropboxes and related needs	\$44,897
Ballots, Envelopes and Postage	\$1,413,957
Total	\$2,960,295

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>	<u>Unit costs</u>
Personnel	\$787,766	n/a	n/a
Outreach materials	\$0	n/a	n/a
Equipment	\$382,575	n/a	n/a
Total	\$1,170,341		

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>
Worker Hazard Pay	n/a	n/a	n/a
Poll Worker PPE	\$5,100	Various	Various
Personnel Costs	\$326,000	1630	\$200
Total	\$331,100		

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.

Havlick, Carolyn

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Sent: Friday, October 9, 2020 9:43 AM
To: Jennifer Lee
Cc: Havlick, Carolyn; Marshall, Charlene; Leichty, Monica; Cullinan, Eve
Subject: RE: Marc Solomon Contact Info - Election Grant

Thank you Jennifer,

I can be reached at [REDACTED]

Thank you,
Todd

From: Jennifer Lee <jennifercamillelee@gmail.com>
Sent: Friday, October 9, 2020 9:23 AM
To: Wirth, Todd <twirth@co.burlington.nj.us>
Cc: Havlick, Carolyn <chavlick@co.burlington.nj.us>; Marshall, Charlene <cmarshall@co.burlington.nj.us>; Leichty, Monica <mleichty@co.burlington.nj.us>; Cullinan, Eve <ecullinan@co.burlington.nj.us>
Subject: Re: Marc Solomon Contact Info - Election Grant

THIS EMAIL DID NOT ORIGINATE FROM WITHIN BURLINGTON COUNTY.

[EXTERNAL EMAIL WARNING]

PLEASE BE CAUTIOUS WITH ANY LINKS, ATTACHMENTS, OR REQUEST FOR INFORMATION.

Thank you so much. I'll look over now, if I don't have any questions, I'll submit shortly. If I do have any questions, who is the best point of contact on this chain by phone? Thank you, again.

Jennifer

Sent from my iPhone

On Oct 9, 2020, at 7:32 AM, Wirth, Todd <twirth@co.burlington.nj.us> wrote:

Good Morning Jennifer,

Thank you again for this opportunity. The COVID-19 pandemic and this historic election pose significant economic challenges to the County. This grant would greatly assist us in our goal of accurately tallying the votes in an efficient manner to make sure every that vote counts while maintaining voter safety.

Thank you,
Todd Wirth, CPM
Management Specialist

From: Jennifer Lee <jennifercamillelee@gmail.com>
Sent: Thursday, October 8, 2020 7:20 PM
To: Havlick, Carolyn <chavlick@co.burlington.nj.us>
Cc: Marshall, Charlene <cmarshall@co.burlington.nj.us>; Wirth, Todd <twirth@co.burlington.nj.us>;
Leichty, Monica <mleichty@co.burlington.nj.us>
Subject: Re: Marc Solomon Contact Info - Election Grant

Yes, email to me. Thank you so much.

Sent from my iPhone

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<NJ Burlington County Sep 2020 CTCL Safe Voting Plan.docx>

Havlick, Carolyn

From: Wirth, Todd
Sent: Monday, October 19, 2020 4:38 PM
To: grants@techandciviclife.org
Cc: Cullinan, Eve; Havlick, Carolyn; Leichty, Monica; Friedman, Sander
Subject: RE: NJ - Burlington County Approved: CTCL COVID-19 Response Grant
Attachments: NJ Burlington County Center for Tech and Civic Life.pdf

The County of Burlington wishes to sincerely thank 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 expenditures so that voters can safely cast their ballots and have their vote accurately counted.

Attached please find a scanned copy of Burlington County's signed grant agreement. Our CFO is completing and submitting the Grant Disbursement Form.

Thank you again for supporting this fundamental process of our Democracy.

Thank you,

Todd Wirth, CPM

Management Specialist

From: grants@techandciviclife.org <grants@techandciviclife.org>
Sent: Monday, October 19, 2020 10:43 AM
To: Wirth, Todd <twirth@co.burlington.nj.us>
Subject: Approved: CTCL COVID-19 Response Grant

**THIS EMAIL DID NOT ORIGINATE FROM WITHIN BURLINGTON COUNTY.
[EXTERNAL EMAIL WARNING]
PLEASE BE CAUTIOUS WITH ANY LINKS, ATTACHMENTS, OR REQUEST FOR INFORMATION.**

Dear Todd Wirth,

I'm pleased to share that Center for Tech and Civic Life has reviewed your COVID-19 Response Grant application and has approved a grant award totaling **\$2939318.97 USD**.

We look forward to promptly disbursing funds, but first we need two things from you:

1. **Disbursement information:** Please provide payment instructions using the CTCL Grant Disbursement Form here: <https://airtable.com/shrnj1ueWISCmnPec>. Note: a member of the CTCL COVID-19 Response Grants team will verify payment details before transmitting funds.
2. **Signed grant agreement:** To release funds CTCL must have a signed copy of your jurisdiction's grant agreement. Please find the agreement for signature attached. Return a signed copy to grants@techandciviclife.org at your earliest convenience. Note: Would you prefer a grant for less than the amount CTCL has awarded? Simply respond to this email with your preferred total grant amount and we will update your agreement accordingly.

Once you've (1) submitted payment instructions using the CTCL Grant Disbursement Form and (2) returned a signed grant agreement to grants@techandciviclelife.org, CTCL will process a single payment for the full grant amount.

You can select one of three payment methods with the following disbursement times:

- Wire transfer: 3-4 business days
- ACH: 5-9 business days
- Check: 6-10 business days

Center for Tech and Civic Life has partnered with accounting firm Marcum LLP to disburse grant funds. Marcum is using Bill.com to efficiently and securely process payments. After you've completed the Grant Disbursement Form Marcum will send an email via Bill.com to complete the disbursement process.

Thank you for all you do on behalf of New Jersey voters!

All the best,

Tiana and the Center for Tech and Civic Life Team

--

Tiana Epps-Johnson | Founder & Executive Director, Center for Tech and Civic Life | tiana@techandciviclelife.org | she/her

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County of Burlington

Office of the County Administrator

P.O. Box 6000, Mount Holly, NJ 08060
(609) 265-5020 • Fax: (609) 702-7000

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

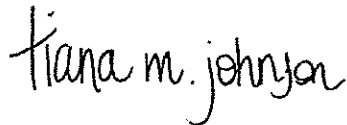
shall include with the report a signed certification by Grantee that it has complied with all terms and conditions of this Grant Agreement.

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@techandciviclifef.org.

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

Sincerely,



Tiana Epps Johnson

Executive Director

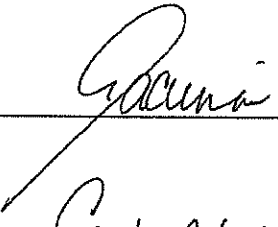
Center for Tech and Civic Life



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
HELLO@TECHANDCIVICLIFE.ORG

PAGE 4

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.

Havlick, Carolyn

From: Bill.com Operations <NoReply-Payments@hq.bill.com>
Sent: Thursday, October 22, 2020 3:04 AM
To: Havlick, Carolyn
Subject: Your payment from The Center for Technology and Civic Life is on its way!

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[EXTERNAL EMAIL WARNING]
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INFORMATION.**



Hi County of Burlington,

The check will arrive around 10/28/20. This date is an estimate based on USPS delivery speed. The payment is for these invoices:

Invoice #	Due Date	Amount	Payment Amount
Elections COVID Response Grant	10/20/20	\$2,939,318.97	\$2,939,318.97
Total:			\$2,939,318.97

Manage your account

If the button above doesn't work, copy and paste the following link into your web browser:

<https://app-signup.us.bill.com/NetworkNodeSignup?pn=0261704891212297&action=PayBill&node=nno02SCWJPYNZBNXJ8gg>

Have questions about the payment? Contact The Center for Technology and Civic Life at (202) 227-4172.

Thank you,
The Center for Technology and Civic Life

Have questions about the Bill.com™ Service? Visit our overview page at <http://cashflow.bill.com/learnmore>.

For your security, double check all email links before clicking them to make sure they're safe. Our links always start with <https://app02.us.bill.com>, <http://www.bill.com> or <http://www.cashflow.bill.com>. Be cautious when sharing your information by email or phone.

Please don't reply to this automated email.

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p02worker02 94.45 139580 GTID0068-0 P02

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From: [CTCL Grants Team](#)

Sent: Thursday, February 4, 2021 5:30:32 PM

To: [Havlick, Carolyn](#)

Subject: CTCL COVID-19 Response Grant, Extension Request - Approved

Sensitivity: Normal

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[EXTERNAL EMAIL WARNING]

PLEASE BE CAUTIOUS WITH ANY LINKS, ATTACHMENTS, OR REQUEST FOR INFORMATION.

Hello from the CTCL team,

Thank you for providing the requested additional information and for your patience throughout the review process. We are pleased to share that CTCL has approved your request for a 6-month extension to the extent that your proposed expenditures fall within the below criteria.

This extension provides you until **June 30, 2021** to expend the remaining **\$1619619** of your grant.

Please note the following criteria for your approved extension request:

1. Funds must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in your jurisdiction. Additionally remaining funds can only be used for:

- Staffing or administrative costs for continuing expenses relating to the November 2020 general election, including any associated runoffs. These continuing expenses may include:
 1. Cleanup, closing out vote history or reconciling poll lists.
 2. Responding to media or public information requests relating to the November 2020 election.
 3. Any equipment necessary to conduct any of these tasks safely in a pandemic.
- Payment of invoices or expenses incurred or arising from the November 2020 general election, including any associated runoffs, even if the expenses are paid in 2021.
- Expenses related to the safe administration of elections taking place in 2021 during a pandemic, for which an election department is unable to use supplemental federal funds that Congress approved in 2020 (or where federal funds are unavailable).

*Please note that we understand that you may adjust your plans for expending remaining funds based on this criteria. You are **not** required to resubmit an “Additional Information Form” proposed 2021 budget.

2. A final report is to be submitted no later than July 31, 2021. Please submit via the [reporting portal](#).

3. Grantees will be required to return any unspent funds at the time of final reporting.

- Any remaining funds that are not able to be spent on the above categories of expenditures must be returned to CTCL via check by **August 7, 2021**.
 - **Payable to:** Center for Tech and Civic Life
 - **Mailing address:** 233 N Michigan Ave, Suite 1800, Chicago, IL 60601
 - **Attn:** Nareth Phin, Operations Director

Thank you for all your hard work! And as always, let us know if you have any other questions by contacting us at grants@techandciviclife.org.

Best,

The CTCL team

From: [Havlick, Carolyn](#)

Sent: Friday, May 7, 2021 12:44:00 PM

To: [Marshall, Charlene](#)

Subject: RE: PLEASE APPROVE R1-02570 FOR CTCL ELECTION GRANT

Sensitivity: Normal

Approved, thank you

Carolyn Havlick, CCFO, CMFO, CPA, RMA

Chief Financial Officer

County of Burlington

49 Rancocas Road

Mount Holly, NJ 08060

(609) 265-5018

From: Marshall, Charlene <cmarshall@co.burlington.nj.us>

Sent: Thursday, May 6, 2021 3:44 PM

To: Havlick, Carolyn <chavlick@co.burlington.nj.us>

Subject: PLEASE APPROVE R1-02570 FOR CTCL ELECTION GRANT

Importance: High

Charlene A. Marshall, QPA

County Purchasing Agent

49 Rancocas Road

Mount Holly, NJ 08060

Phone: 609-265-5133

Phone: 609-726-7043

Fax: 609-265-5438

E-mail: cmarshall@co.burlington.nj.us

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