

Varano, Jason

From: CTCL Grants Team <grants@techandcivicliflife.org>
Sent: Monday, November 2, 2020 6:32 PM
To: Varano, Jason
Subject: [Next Steps] CTCL COVID-19 Response Grant
Attachments: Ocean County, New Jersey ceb.pdf

Hi there,

Happy Election Eve! Our records show that we have not received a signed copy of your CTCL COVID-19 Response Grant agreement. We must received a signed agreement to process your grant disbursement.

Please sign and return the attached agreement to grants@techandcivicliflife.org at your earliest convenience. Upon receipt, we'll promptly process your grant payment.

All the best,

the CTCL Grants Team



CENTER FOR
TECH AND
CIVIC LIFE

October 9, 2020

Ocean County, New Jersey

County Administrator

129 Hooper Avenue

Toms River, New Jersey 08753

Dear Carl Block,

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

The following is a description of the grant:

AMOUNT OF GRANT: \$300,268.50 USD

PURPOSE: The grant funds must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in Ocean 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. Grantee has indicated that the amount of the grant shall be expended on the following specific election administration needs: Ballot drop boxes, Election department real estate costs, or costs associated with satellite election department offices, Non-partisan voter education, Personal protective equipment (PPE) for staff, poll workers, or voters, Poll worker recruitment funds, hazard pay, and/or training expenses, Polling place rental and cleaning expenses for early voting or Election Day, Temporary staffing, Voting materials in languages other than English, Vote-by-mail/Absentee voting equipment or supplies, and Election administration equipment. Grantee may allocate grant funds among those needs, or to other public purposes listed in the grant application, without further notice to or 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.

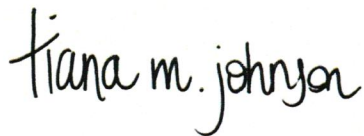


8. This grant may not supplant previously appropriated funds. The Grantee shall not reduce the budget of the County Election Board ("the Election Department") or fail to appropriate or provide previously budgeted funds to the Election Department for the term of this grant. Any amount supplanted, reduced 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@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: _____

Date: _____



Varano, Jason

From: JotForm <grants@techandcivicliflife.org>
Sent: Friday, September 25, 2020 5:13 PM
To: Varano, Jason
Subject: Thank you! We've received your CTCL COVID-19 Response Grant Application.



CENTER FOR
TECH AND
CIVIC LIFE

CTCL COVID-19 Response Grant Application

Who is completing this grant application? Jason Varano

What is your title? Supervisor

What proportion of duties is handled by your office? All or Nearly All

What type of jurisdiction are you submitting an application on behalf of? County

County or Parish Name Ocean County

I certify that I am permitted to submit this grant request on behalf of the jurisdiction listed above. Yes

Your initials JV

Today's Date 09-25-2020

What number can we reach you at during business hours? (732) 929-2168

Office Mailing Address
Street Address: 129 Hooper Avenue
City: Toms River
State / Province: New Jersey
Postal / Zip Code: 08753

What is the email address you use for work?
jvarano@co.ocean.nj.us

Share a link to an official government page that contains your bio or lists you in a staff directory
<http://www.co.ocean.nj.us/OC/Elections/frmContact.aspx>

How many active registered voters does your jurisdiction have?
422178

Number
34

What is your jurisdiction's total budget allocated to elections this fiscal year as of September 1, 2020?
4139348

[Ocean County Election Board Budget - Current Fund - Appropriations 9-25-20.pdf](#)

[2020 Ocean County W-9 Form.pdf](#)

For which public purposes will your jurisdiction use grant funds?
Ballot drop boxes
Election department real estate costs, or costs associated with satellite election department offices
Non-partisan voter education
Personal protective equipment (PPE) for staff, poll workers, or voters
Poll worker recruitment funds, hazard pay, and/or training expenses
Polling place rental and cleaning expenses for early voting or Election Day
Temporary staffing

**Voting materials in languages other than English
Vote-by-mail/Absentee voting equipment or supplies
Election administration equipment**

**Will
acceptance of
this grant
require a vote
of approval by
your local
legislature,
council, or
board?**

Yes

**Who will the
approval body
be and are
there any
dates or other
timeline
considerations
we should be
aware of?**

**Ocean County Freeholder Board. No specific dates,
they meet every other week.**

**Title of
Signatory or
Name of
Signatory
Body**

County Administrator

**Name of
Signatory (if
an individual)**

Carl Block

**How did you
hear about
this grant
opportunity?**

State Election Office

Varano, Jason

From: grants@techandciviclife.org
Sent: Friday, October 9, 2020 5:43 PM
To: Varano, Jason
Subject: Approved: CTCL COVID-19 Response Grant
Attachments: Ocean County, New Jersey ceb.pdf

Dear Jason Varano,

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 **\$300268.5 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@techandciviclife.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

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



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October 9, 2020

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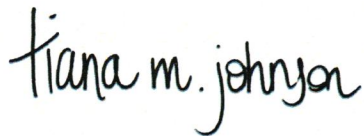


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On behalf of CTCL, I extend my best wishes in your work.

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: _____

Date: _____



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