



CENTER FOR
TECH AND
CIVIC LIFE

October 15, 2020

Passaic County, New Jersey

Passaic County Executive

401 Grand St., # 123

Paterson, NJ 07505

Dear Anthony DeNova III,

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

The following is a description of the grant:

AMOUNT OF GRANT: \$ 3,203,500.00 USD

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



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: Ken Hirmann, Office Administrator, Passaic County Board of Elections

Date: 10/9/2020

Passaic County Safe Voting Plan

Overview

Passaic County, New Jersey faces significant challenges in executing the November 3, 2020 general election. In the most recent elections (local elections in May 2020 and the primary in July 2020), Passaic County faced unprecedented volumes of vote-by-mail ballots which overwhelmed local post office services who were simultaneously dealing with the impact of the pandemic on their own operations. Passaic County's municipal May 2020 election, our county seat (City of Paterson) was one of the first local examples of voting during a pandemic. In large part, our County acted as a testing ground and realistically served a catalyst for the State's disbursement of secure drop boxes to support the primary election (July 2020). For the primary, the State of New Jersey provided Passaic County with only five (5) secure drop boxes for voter use. Now with an increase in voter familiarity and comfortability with the drop box process, there is need for no fewer than 21 drop boxes in Passaic County to efficiently operate this general election cycle; this is an expense that the County has had to account for directly.

To collect ballots efficiently and securely from each box, the County Prosecutor and Sheriff's offices have assigned no fewer than two (2) officers per box daily. This amounts to no less than five (5) teams doing these collections (10 officers total per day); this number will grow as more drop boxes become available countywide.

Simultaneous with this is the immense printing, shipping, and staffing needs to prepare and process ballots for distribution, as well as mitigate the influx of demand brought on by new mechanisms that increase voter registration. While an increase in registration is certainly positive, this does have an impact on capacity to swiftly and securely send out and collect mail-in ballots. The State's new online voter registration option will last through October 13th. Between September 24th and October 4th alone, Passaic County saw an influx of ~11,000 additional voters register. With the last batch of ballots being sent on October 5th, which accounted for all registrations through September 23rd, these 11,000+ ballots plus any additional registrations October 4th through October 13th will be critical to print, include, and send.

Finally, there continues to be a lack of voter education about voting properly and efficiently away from a traditional polling site, and there is still concern about the postal service having needed resources to deal with this influx of vote-by-mail on their own.



This has led to an unprecedented amount of calls, in-person visits, and emails to the County's four (4) points of community outreach in order to inform and instruct residents on the proper way to vote this election cycle.

To address these needs, a tremendous amount of overtime, temporary hiring, equipment, and manpower are necessary.

For the general election, the number of **total registered voters in Passaic County is expected to be between 300,922 (active) and 317,997 (total with inactive)** casting ballots split between the two modes of voting. This document offers an assessment of resources needed for Passaic County to safely and thoroughly prepare for the general election.

A preliminary budget overview estimate on top of what is already available to Passaic County is as follows:

1-Absentee Ballot Assembly and Processing Equipment	\$541,500.00
2-Early Voting Sites and Ballot Drop-off Options	\$387,000.00
3-Secure Dropboxes	\$43,000.00
4-In-person Voting at Polling Places on Election Day	\$2,232,000
Total	\$3,203,500.00

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 absentee-by-mail turnout to be somewhere around 200,000 ballots. Automation will be critical to efficiently and accurately manage ballot envelopes and ballots in weeks leading up to Election Day and in the canvassing process afterwards. To that end, the following is needed:

- **Personnel:** We currently have four (4) hired to tabulate absentee-by-mail ballots. Due to the number of ballots we anticipate receiving for the November general election, we will need to hire an additional 70 staff. Personnel costs are included in Category 5 below.
- **Outreach Materials:** To promote absentee by mail and early voting ahead of the November election by recording high-quality voter information and education videos, placing ads in the newspaper, and securing an Informed Delivery Service that emails/informs voters when their ballot is in processing.
- **Processing Equipment:** To process absentee by mail ballot, we plan to purchase a Nomad Inbound Ballot Scanning Solution, purchased via Quadient. This machine will automatically date/timestamps outer envelopes, will read bar code to be sure there are no duplicated ballots. The machine will be delivered by October 16th; until then, we are hand scanning all received ballots. The below cost also accounts for printing and computer needs to support additional staff.

	<u>Total cost</u>	<u>Units</u>	<u>Unit costs</u>
Outreach materials	\$6,500.00	1	\$1,500 on multi-lingual advertisements + \$3,500 on PSA for voter education videos + \$1,500 on Website Promotion
Equipment	\$375,000.00	1	Cost includes Ballot Scanning Machine (@ \$138,000) as well as scanners and computers to accommodate for more staff processing (@ \$237,000)
Shipping/Printing influx of Vote-by-Mail Ballots	\$160,000.00	1	Estimated costs of outgoing postage for 310,000 ballots is \$29,450. We estimated approximately 64% of ballots to be returned via mail to be

			conservative and to adequately fund the postage accounts on the front end of the mailing. This came out to estimated costs for incoming (return) ballots of \$126,777.60
Total	\$541,500.00		

2-Early Voting Sites and Ballot Drop-off Options

Passaic County plans to have two (2) full-time early voting locations, and four (4) outreach locations.

These must be sufficiently staffed with 30 staff to limit worker turnover, handle a surge in voters before polls open, and manage sites in a pandemic environment. Personnel costs are included in Category 5 below.

The cost for early voting printing is **\$387,000**, including costs for printing ballots, return envelopes, letters to voters, instructional brochures, and mailshop services to stuff and mail ballots.

3-Secure Dropboxes

In the primary, we had five (5) of secure dropboxes installed. Installing an additional **16 secure dropboxes (a total of 21 countywide)** will help ensure that voters have some opportunity to return their ballots if it may be too late to send via USPS. In addition to equipment costs and cameras, there are currently two (2) sworn officers per six (6) teams assigned to daily collection of all dropbox contents. Moreover, there are multiple sworn officers assigned to 24-hour surveillance at the ballot-collection site. Personnel costs are included in Category 5 below. The price for all secure dropboxes is **\$43,000 total**.

4-In-person Voting at Polling Places on Election Day

Passaic County is committed to working to secure many fully-staffed polling places on election day. For the primary, we hosted 52 Election Day (2020) polling locations, compared to 152 planned locations (2019). In the General, we are committed to securing between **64 in person polling locations on election day**.



In order to staff these locations, the county will hire 512 people (plus an additional 25 master board workers) to handle recruitment and retention of poll workers, which are key to a smooth, in-person operation. This includes paying a stipend of \$200 per day per Poll Worker and \$500 per day per Master Board Workers. (Please note that this cost is covered in Category 5).

Additionally, the county will buy PPE for polling locations at a total cost of \$1,500. (Please note: this is the out-of-pocket cost to the county, all other PPE expenses will be purchased through CARES Act funding or has already been supplied by the State of New Jersey).

	<u>Total cost</u>	<u>Units</u>	<u>Unit costs</u>
Poll Worker PPE	\$1,500	1	This cost is based on a real-time cost estimate
Printing Additional Volume of Provisional Ballots	\$28,000.00	1	This is based on the difference between 2019 and 2020 estimates for Provisional Voting, totaling printing 48,700 ballots
Securing Additional Bags for Provisional Ballot Collection	\$43,000.00	1	This cost is based on a real-time cost estimate
Preparing Voter Books for Day-of Voting	\$5,000.00	1	This cost is based on a real-time cost estimate
Technology Needs for Day-of Voting	\$41,000.00	1	This cost is based on a real-time cost estimate
Personnel	\$2,115,000	101	30 full-time staff with overtime pay and 71 temporary staff
Total	\$2,232,000		

5-Staff Time and Temporary Hiring for All Activities (Outreach, Elections Work, Ballot Pickup, and Surveillance)

The County of Passaic is specifically staffing up in order to assure adequate outreach, staff support to constituents, ballot collection protections (in teams), ballot collection site surveillance (24/7), day-of poll worker supports, and overtime work.

- Current outreach is performed by 30 staff members among four (4) outreach sites. The total cost for these staff in the election timeline is \$688,000.
- Current overtime estimates for the Board of Elections, Clerk's Office, and Superintendent of Elections' Offices during the election timeline is \$425,000.00.
- Current time estimates for sworn officers to collect ballot dropbox contents daily and to surveil the ballot holding area on a 24/7 basis during the election timeline is \$350,000.
- Current estimates regarding new staff to be hired (71 staff estimates) is \$652,000.

This comes to a personnel cost for staff with **overtime and hiring to \$2,115,000** during the election timeline.

Conclusion

The investments outlined above will allow Passaic County, New Jersey 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.

