

From: grants@techandciviclife.org
Sent: Monday, October 19, 2020 10:43 AM
To: Hirmann, Ken
Subject: Approved: CTCL COVID-19 Response Grant
Attachments: Passaic County, New Jersey agreement and SVP.pdf

Caution! This message was sent from outside of Passaic County. This may be normal, we just wanted you to be aware.

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Dear Ken Hirmann,

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 **\$3203500** 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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