August 31, 2020

City of Green Bay

Dear Mayor Genrich,

I am pleased to inform you that the Center for Tech and Civic Life ("CTCL") has decided to award you a grant to support the work of the City of Green Bay.

The following is a description of the grant:

AMOUNT OF GRANT: Five Hundred Twenty-Two Thousand Two Hundred US Dollars (USD $522,200).

PURPOSE: The grant funds must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in the City of Green Bay in accordance with the Wisconsin Safe Voting Plan 2020 and the attached "Green Bay Safe Voting Plan."

Before we transmit these funds, we ask that you sign this agreement promising to use the grant funds in compliance with United States tax laws. Specifically, by signing this letter you agree to the following:

1. The City of Green Bay is a local government unit or political subdivision in the meaning of 26 USC 170(c)(1).

2. This grant shall be used *only* for the public purpose described above, and for no other purposes.

3. The City of Green Bay shall not use any part of this grant to give a grant to another organization unless CTCL agrees to the specific grant in writing.

4. The City of Green Bay has produced a plan for safe and secure election administration in 2020 and a supplement to such plan, including an assessment of election administration
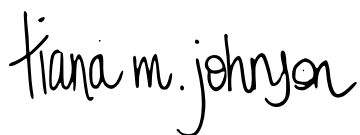
needs, budget estimates for such assessment, and an assessment of the impact of the plan on voters. This supplemental plan is attached to this agreement. The City shall expend the amount of this grant for purposes contained in this plan by December 31, 2020.

5.   The City of Green Bay shall produce a report documenting how this grant has been expended in support of the activities described in paragraph 4. This report shall be written and sent to CTCL by January 31, 2021 or in any other format approved by CTCL.

6.   The City of Green Bay shall not reduce the budget of the City Clerk of Green Bay ("the Clerk") or fail to appropriate or provide previously budgeted funds to the Clerk for the term of this grant. Any amount reduced or not provided in contravention of this paragraph shall be repaid to CTCL up to the total amount of this grant.

7.   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 conditions have not been met or (b) it must do so to comply with applicable laws or regulations.

8.   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.

Your acceptance of these agreements should be indicated below. Please have an authorized representative of The City of Green Bay sign below, and return a scanned copy of this letter to us by email at grants@techandciviclife.org

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

Sincerely,

Tiana M. Johnson

Tiana Epps Johnson
Executive Director
Center for Tech and Civic Life

CITY OF GREEN BAY

By: _____

Title: _____

Date:_____

To: Center for Tech and Civic Life
From: Kris Teske
Date: September 11, 2020

City of Green Bay Safe Voting Plan

Overview

City of Green Bay faces significant challenges in executing the November 3, 2020 general election.

Specifically, City of Green Bay faced long lines in April. Many polling locations backed out and only 19 of the 280 poll workers agreed to work.

For the general election, the number of **total registered voters is expected to be between 53,000 and 58,000** casting ballots split between the two modes of voting. This document offers an assessment of resources needed for City of Green Bay to safely and thoroughly prepare for the general election.

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

Absentee Ballot Assembly and Processing Equipment-3 Envelope Openers	$13,000
Early Voting Sites and Ballot Drop-off Options $35,000 Staff – Absentee Ballot Collection and Outreach	$35,000
In-person Voting at Polling Places on Election Day- Signs for the tables-$3,000 50 Voting Booths-$10,000 46 Locking supply carriers-$9,200 46 Laptops and printers for the polling location $216,000 4 Hand Carts $1,000	$239,200
Secure Dropboxes and related needs	0
46 EZ carts (to lock election supplies & electronic equipment the night before at the polling locations) $115,000 2 Lift Trucks (City doesn't have lift trucks to be able to have EZ carts-setup crew lift all supplies and equipment now) $120,000	$235,000
Total	**$522,200**

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 30,000. 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 50 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 8 for drop box collection, 2 Voter Navigators, and more to answer phones.
- **Outreach Materials:** To promote absentee by mail and early voting ahead of the November election by sending Voter Navigators and local groups to promote absentee voting and registrations drives.
- **Processing Equipment:** To process absentee by mail ballot, we request $13,000 for envelope openers.

	Total cost	Units	Unit costs
Personnel	$35,000	#	$#
Outreach materials	$	#	$#
Equipment-3 Env. Openers	$13,000	#	$#
Total	**$48,000**		

Early Voting Sites and Ballot Drop-off Options

City of Green Bay plans to have 1 full-time early voting location, 1 outreach location (registration drive location-run by a local group), and 0 mobile voting precincts for November.

These must be sufficiently staffed with 3+ for the registration drive to limit worker turnover, handle a surge in voters before polls open, and manage sites in a pandemic environment. **It will cost $20,000.**

Secure Dropboxes

In the primary, we had 1 secure dropbox installed. Installing an additional **5 secure dropboxes, 6 in total** 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, 8 staff will be needed to pick up deposited ballots and monitor drop-off boxes. **For a cost of $15,000.**

In-person Voting at Polling Places on Election Day

City of Green Bay is committed to working to secure many fully-staffed polling places on election day. For the primary, we lost 31 of Election Day polling locations of 31 planned locations but secured 2 high school gyms. In the General, we are committed to securing **16 in person polling locations on Election Day.**

In order to staff these locations, the city will hire 0 to handle recruitment and retention of poll workers, which are key to a smooth, in-person operation. This includes paying a NA on election day.

Additionally, the city will buy (see below) for polling locations at a **total cost of $474,200.**

	Total cost	Units	Unit costs
Worker Hazard Pay	$#	#	$#
Poll Worker PPE	$#	#	$#
Personnel Costs	$#	#	$#
Signs for the tables-$3,000 50 Voting Booths-$10,000 46 Locking supply carriers-$9,200 46 Laptops and printers for the polling location $216,000 4 Hand Carts $1,000 46 EZ carts (For security to lock election supplies & electronic equipment the night before at the polling locations) $115,000 2 Lift Trucks (City doesn't have lift trucks to be able	$474,200	#	$#

to have EZ carts-setup crew lift all supplies and equipment currently) $120,000			
Total	**$474,200**		

Conclusion

The investments outlined above will allow City of Green Bay 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.