



CENTER FOR  
TECH AND  
CIVIC LIFE

August 21, 2020

City of Philadelphia  
Office of the Director of Finance  
1401 John F. Kennedy Blvd. Ste 1330  
Philadelphia, Pennsylvania 19102

To whom it may concern:

I am pleased to inform you that the Center for Tech and Civic Life (“CTCL”) has awarded the City of Philadelphia (“City”) a grant to support its work in connection with the safe administration of elections in 2020 (the “Grant”).

The following is a description of the Grant:

**AMOUNT OF GRANT:** Ten million, sixteen thousand and seventy-four US dollars (USD \$10,016,074).

**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 Philadelphia in accordance with the attached Philadelphia Safe Voting Plan 2020.

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 on behalf of the City you confirm and agree to the following:

Phila0010

1. The City 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 shall not use any part of this grant to give a grant to another organization unless CTCL agrees to the specific sub-grant in writing.
4. The City has produced a plan for safe and secure election administration in 2020, including an assessment of election administration needs, budget estimates for such assessment, and an assessment of the impact of the plan on voters (“the Plan”). The Plan is attached to this agreement. The City shall use the Grant Funds only for purposes contained in The Plan.
5. The City will endeavor to expend Grant funds pursuant to the section of the Plan entitled “Mail in and absentee equipment” on the items listed in that section of the Plan and shall repay any portion of the Grant funds designated for any item not purchased by November 15, 2020, absent an agreed-upon substitution or expenditure or extension of time by grantor.
6. The City shall expend Grant funds as follows:
  - i. The City and the City Commissioners (“the Commissioners”) have submitted to CTCL a plan which includes a section entitled “Satellite Election Offices and Ballot Drop-off Options. The City shall communicate any changes from this section of the plan including any reduction in planned number, operating hours, or operating dates of satellite election centers to grantor and shall communicate the reasons for any such reduction. Nothing in this section shall be construed to require action inconsistent with state or federal law or regulation nor shall anything in this section be construed to limit in any way the independent decision-making rights, abilities, and obligations of the Philadelphia County Board of Elections.
  - ii. The City and the Commissioners have submitted to CTCL a plan which includes a section entitled “Secure Dropboxes.” The City shall communicate any changes from this section of the plan including any reduction in the planned number, operating hours, or operating dates



of satellite election centers and shall communicate the reasons for any such reduction. Nothing in this section shall be construed to require action inconsistent with state or federal law or regulation nor shall anything in this section be construed to limit in any way the independent decision-making rights, abilities, and obligations of the Philadelphia County Board of Elections.

- iii. The City and the Commissioners have submitted to CTCL a plan which includes a section entitled “In-person Voting at Polling Places on Election Day.” The City and the Commissioners shall work to secure 800 or more in-person polling places on Election Day, pursuant to this Section. To extent the goals of that section of the Plan are not met, the City shall communicate to grantor the number of polling places, rationale for opening fewer than 800 polling places, the approximate average and maximum distance between a registered voter’s residence and their assigned polling place, a description of all courses of action or plans undertaken to open 800 or more polling places, and why each such course of action or plan was not successful. Nothing in this section shall be construed to require action inconsistent with state or federal law or regulation nor shall anything in this section be construed to limit in any way the independent decision-making rights, abilities, and obligations of the Philadelphia County Board of Elections.
  - iv. Grantor shall not unreasonably withhold agreement to modify any requirement under this paragraph for good cause.
7. The City shall produce a report documenting how the Grant funds have been expended in support of the activities described in paragraphs 4-6. This report shall be written and sent to CTCL by January 31, 2021 or in any other format approved by CTCL.
  8. Subject to the City’s Code and Charter, the City shall use funds granted pursuant to this agreement only to supplement its election administration as detailed in this agreement. The City shall not supplant state or local funds that have been previously allocated.



9. CTCL may discontinue, withhold part of, or request the return of all or part of any unspent Grant funds if it determines, that any of the above conditions have not been met.
10. The Grant funds shall be used during the project period of June 15, 2020 through December 31, 2020 or as otherwise agreed upon.

Your acceptance of these agreements should be indicated below. Please have an authorized representative of The City of Philadelphia sign below, and return a scanned copy of this letter to us by email at [grants@techandcivicliflife.org](mailto: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

**CITY OF PHILADELPHIA**

By: Ashley Del Bianco

Title: Ashley Del Bianco, Chief Grants Officer

Date: 8/21/20

