

Sandy Elswick

From: grants@techandciviclife.org
Sent: Tuesday, October 20, 2020 8:27 PM
To: selswick@smythcounty.org
Subject: Approved: CTCL COVID-19 Response Grant
Attachments: Smyth County, Virginia Agreement.pdf

Dear Sandy Elswick,

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 **\$14976** 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 Virginia voters!

All the best,

Tiana and the Center for Tech and Civic Life Team

--

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

Sandy Elswick

From: grants@techandciviclife.org
Sent: Wednesday, January 06, 2021 10:56 AM
To: selswick@smythcounty.org
Subject: CTCL COVID-19 Response Grant Report Form

Hello from the CTCL team,

Congratulations on wrapping up a challenging election cycle and thank you for all your hard work!

For the CTCL COVID-19 Response Grant your office received for the amount totaling \$14976, please fill out [your grant report form](#) by January 31st, 2021.

Use your best judgment to decide which categories are the closest fit for your expenses. We made the categories broad so we can get a high-level understanding of how grant funds were spent, but we recognize that the categories aren't exhaustive. If an expense doesn't fit in any category, there is space to describe how you spent those grant funds.

If you have not spent down the entirety of your grant amount, you may request a 6-month grant extension when you fill out the grant report form. You will hear back from us within two weeks. Our goal is to approve all extension requests.

If you have questions, please email help@techandciviclife.org.

Best,

The CTCL team

Sandy Elswick

From: CTCL <noreply@jotform.com> on behalf of CTCL
Sent: Tuesday, January 26, 2021 4:14 PM
To: selswick@smythcounty.org
Subject: We have received your response for CTCL COVID-19 Response Grant Report



CTCL COVID-19 Response Grant Report

Name Sandy Elswick
Email selswick@smythcounty.org
State Virginia
Jurisdiction Name Smyth County
Office Name Department of Elections

1. Total CTCL
COVID-19
Response Grant
received: 14976

2. Please indicate
how much of the
grant funds were
spent on the
following public
purposes
between the
dates of June 15,
2020 and
December 31,
2020:

	\$ Amount
a. Ballot drop boxes	0
b. Drive-through voting	0
c. Personal protective equipment (PPE) for staff, poll workers, or voters	0
d. Poll worker recruitment funds, hazard pay, and/or training expenses	0
e. Polling place rental and cleaning expenses	0
f. Temporary staffing support	0
g. Election department real estate costs, or costs associated with satellite election department office	0
h. Vote-by-mail/Absentee voting equipment or supplies	0
i. Election administration equipment	0
j. Voting materials in languages other than English	0
k. Non-partisan voter education	0

3. Total grant
expenditures on
sections 2a-2k: 0

4. If your answers
to question 1 and
question 3 do not
match, for what
additional

Our office will be relocated soon. We wanted to use our grant to replace our very used furniture and to purchase a copier. New furnishings will provide a safer and more efficient space for our voters.

purposes were
grant funds
expended?

5. I certify that
grant funds have
only been
expended for the
public purpose of
improving,
administering and
ensuring the
safety of
elections.

Yes

Your initials:

SCE

6. Are you
interested in
requesting a 6-
month extension
to your grant
agreement in
order to spend
down your grant
funds?

Yes, I would like to request a 6-month extension to my grant agreement.

7. What amount
of grant funds has
not been
expended?

14976

Here's an
opportunity to
celebrate your
accomplishments!

What did you do
with the CTCL
COVID-19
Response grant
funds that you're
most proud of?

Thank you so much for the opportunity to update and upgrade our office furnishings.

Any other
thoughts you'd
like to share?

There is no way tell you how appreciative we are of this grant. We never thought we would be able to get new furnishings and dispose of our 40+ year old furniture. We will no longer have to buy from the second hand store!! Thank you!!

Once a month,
we send out a
newsletter called
ELECTricity, which
helps election
officials stay
current with

Yes, I'd like to receive CTCL's newsletter.

election
administration
stories,
technology, and
best practices.
We also send
periodic updates
about CTCL's
trainings,
resources, and
tools. Would you
like to receive this
newsletter?

Today's Date 01-26-2021

Now create your own JotForm - It's free!

Create a JotForm

Sandy Elswick

From: CTCL Grants Team <grants@techandciviclife.org> on behalf of CTCL Grants Team
Sent: Saturday, January 30, 2021 10:29 PM
To: selswick@smythcounty.org
Subject: CTCL COVID-19 Response Grant, Extension Request

Hello from the CTCL team,

Thank you for submitting your CTCL COVID-19 Response Grant report and extension request for review.

We are pleased to share that upon review, CTCL has approved your request for a 6-month extension. With this extension, you are provided until June 30, 2021 to expend the remaining \$14976 of your grant.

Additionally, per the terms and conditions of your grant agreement, a final report is to be submitted no later than July 31, 2021. This report is to be submitted via the [reporting portal](#).

Thank you for all your hard work! And as always, let us know if you have any other questions by contacting us at grants@techandciviclife.org.

Best,

the CTCL team