

## Deanna Bramblett

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**From:** JotForm [grants@techandciviclelife.org]  
**Sent:** Tuesday, October 06, 2020 11:03 AM  
**To:** dbramblett@benewahcounty.org  
**Subject:** Thank you! We've received your CTCL COVID-19 Response Grant Application.



CENTER FOR  
TECH AND  
CIVIC LIFE

### CTCL COVID-19 Response Grant Application

Who is completing  
this grant application?

Deanna Bramblett

What is your title?

Benewah County Clerk

What type of  
jurisdiction are you  
submitting an  
application on behalf  
of?

County

County or Parish  
Name

Benewah

I certify that I am  
permitted to submit  
this grant request on  
behalf of the  
jurisdiction listed  
above.

Yes

Your initials

db

Today's Date

10-06-2020

What number can we  
reach you at during  
business hours?

(208) 2453212

Office Mailing  
Address

Street Address: 701 W COLLEGE  
AVENUE SUITE 101  
City: SAINT MARIES  
State / Province: ID  
Postal / Zip Code: 83861

What is the email  
address you use for  
work?

[dbramblett@benewahcounty.org](mailto:dbramblett@benewahcounty.org)

Share a link to an  
official government  
page that contains

[idcounties.org](http://idcounties.org)

your bio or lists you in  
a staff directory

How many active  
registered voters does 5762  
your jurisdiction have?

Number 2

What is your  
jurisdiction's total  
budget allocated to  
elections this fiscal 41500.00  
year as of September  
1, 2020?

[fn503 benewah county election budget.pdf](#)

[Benewah County W9.pdf](#)

For which public  
purposes will your  
jurisdiction use grant  
funds?

Poll worker recruitment funds, hazard pay,  
and/or training expenses  
Polling place rental and cleaning expenses  
for early voting or Election Day  
Temporary staffing  
Vote-by-mail/Absentee voting equipment or  
supplies

Will acceptance of this  
grant require a vote of  
approval by your local  
legislature, council, or  
board? Yes

Who will the approval  
body be and are there  
any dates or other  
timeline  
considerations we  
should be aware of? Jack A. Buell, Chairman  
Philip Lampert, Commissioner  
Robert Short, Commissioner  
meeting dates: 2nd & 4th Mondays

Title of Signatory or  
Name of Signatory  
Body Chairman

Name of Signatory (if  
an individual) Jack Buell

How did you hear  
about this grant  
opportunity? State Election Office

## Deanna Bramblett

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**From:** CTCL Help Team [help@techandcivicliflife.org]  
**Sent:** Wednesday, October 07, 2020 8:35 AM  
**To:** dbramblett@benewahcounty.org  
**Subject:** Thank you for applying for a CTCL COVID-19 Response Grant

Hello from the CTCL team!

Thank you for applying for a CTCL COVID-19 Response Grant. We want to formally welcome you to the program.

We know you're busy running an election, so this is just a quick message to:

- Clarify how you can spend the grant funds
- Announce [resources.techandcivicliflife.org](https://resources.techandcivicliflife.org)
- Ask you to spread the word

### How verified election offices can spend the grant funds

Verified election offices that receive a grant choose how they spend the money, as long as the expense helps the office plan and operationalize elections.

The application asked how you intend to spend the money, but it's completely okay if your plans change! CTCL's job is to get funding into your hands, then get out of your way. You know what's best for your communities and know exactly how to address budget shortfalls in this challenging election cycle. You can reallocate funds without notifying CTCL or asking permission, as long as it helps your office plan and operationalize elections.

The [FAQ](#) lists examples of covered expenses, but it's not an exhaustive list. We've fielded questions about voting booths, photocopiers, better ventilation for your polling place, more secure doors for your warehouses, trailers to transport Election Day supplies, power generators, nonpartisan newspaper ads, postage and envelopes—and the answer is yes, that's covered!

And remember—the grant can cover 2020 election expenses incurred between June 15, 2020 and December 31, 2020. We encourage you to spend the entirety of your funds. The [draft grant report template](#) will give you a sense of the way you will be asked to report how you spent the grant funds.

If you'd like to do media about your CTCL COVID-19 Response grant, you are welcome to use this [press release template](#) as a guide.

Questions about the grant? Please email [help@techandcivicliflife.org](mailto:help@techandcivicliflife.org). The CTCL team monitors it daily and will respond to you as soon as possible!

### How we can help

We launched [resources.techandcivicliflife.org](https://resources.techandcivicliflife.org) to support grantees. It's a collection of free, curated, and practical election resources for safe elections. Resources are grouped into 6 categories:

- Public health



- Communication
- In-person voting
- Poll workers
- Mail / absentee voting
- Drop boxes

Still can't find what you're looking for? The website also includes a dedicated [Elections IT Support Desk](#) to field technical questions, large and small.

If you've worked with us before, welcome back! If you're new to CTCL, it's lovely to meet you. At CTCL we provide [trainings](#) on topics like election cybersecurity, create free election [tech tools](#), and spotlight [success stories](#) from election offices across the country.

### **How you can help**

Help spread the word to other local election offices in your state! We still have money to distribute, and we extended the deadline to October 15th. A quick email to your neighboring county might be the only reason they learned about this funding opportunity.

Note: More applications will not affect your grant amount! Every eligible election department that is verified as legitimate will be approved for a grant!

## Deanna Bramblett

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**From:** grants@techandciviclelife.org  
**Sent:** Saturday, October 10, 2020 7:26 AM  
**To:** dbramblett@benewahcounty.org  
**Subject:** Approved: CTCL COVID-19 Response Grant  
**Attachments:** Benewah County, Idaho Agreement.pdf

Dear Deanna Bramblett,

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 **\$5000 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/shrnlueWISCmnPec>. 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@techandciviclelife.org](mailto:grants@techandciviclelife.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@techandciviclelife.org](mailto:grants@techandciviclelife.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 Idaho voters!

All the best,

Tiana and the Center for Tech and Civic Life Team

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Tiana Epps-Johnson | Founder & Executive Director, Center for Tech and Civic Life |  
[tiana@techandciviclelife.org](mailto:tiana@techandciviclelife.org) | she/her



CENTER FOR  
TECH AND  
CIVIC LIFE

October 9, 2020

Benewah County, Idaho  
County Commissioner  
701 W. College Avenue Suite 101  
Saint Maries, ID 83861

Dear Jack Buell,

I am pleased to inform you that based on and in reliance upon the information and materials provided by Benewah County, 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 Benewah County ("Grantee").

The following is a description of the grant:

**AMOUNT OF GRANT:** \$5,000.00 USD

**PURPOSE:** The grant funds must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in Benewah 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. Grantee has indicated that the amount of the grant shall be expended on the following specific election administration needs: Poll worker recruitment funds, hazard pay, and/or training expenses, Polling place rental and cleaning expenses for early voting or Election Day, Temporary staffing, and Vote-by-mail/Absentee voting equipment or supplies. Grantee may allocate grant funds among those needs, or to other public purposes listed in the grant application, without further notice to or 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 Clerk ("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.



CENTER FOR TECH & CIVIC LIFE  
233 N. MICHIGAN AVE., SUITE 1800  
CHICAGO, IL 60601  
[HELLO@TECHANDCIVICLIFE.ORG](mailto:HELLO@TECHANDCIVICLIFE.ORG)

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](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



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CENTER FOR TECH & CIVIC LIFE  
233 N. MICHIGAN AVE., SUITE 1800  
CHICAGO, IL 60601  
[HELLO@TECHANDCIVICLIFE.ORG](mailto:HELLO@TECHANDCIVICLIFE.ORG)



GRANTEE

By: Deanna Bramblett

Title: Clerk

Date: 11-2-2020

**Deanna Bramblett**  
**Clerk of the District Court**  
**Auditor and Recorder**  
**Benewah County**  
**701 W. College Ave, Suite 101**  
**St. Maries, Idaho 83861**



CENTER FOR TECH & CIVIC LIFE  
233 N. MICHIGAN AVE., SUITE 1800  
CHICAGO, IL 60601  
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## Deanna Bramblett

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**From:** CTCL Grants Team [grants@techandciviclife.org]  
**Sent:** Monday, November 23, 2020 9:03 AM  
**To:** dbramblett@benewahcounty.org  
**Subject:** CTCL COVID-19 Grant: Reporting Due in January

Hello,

Thank you for your public service to deliver a safe and secure November general election. The CTCL COVID-19 Response Grant program is honored to support your election office with funding so you can safely serve your community during the pandemic.

Our records indicate that you have received your grant award. Your next step is submitting a grant report in January.

- ☒ Application submitted
- ☒ Eligibility verified
- ☒ Grant agreement signed and returned
- ☒ Disbursement form completed
- ☒ Funds delivered
- ☐ Grant reporting portal open on January 4, 2021
- ☐ Grant report submitted by January 31, 2021

**Note:** Your full grant award should be used to cover the costs of administering a safe and secure November 2020 election. However, you may have unspent funds when you submit your grant report in January 2021. At that time, you will have an opportunity to request a 6-month extension on your grant agreement, providing you until June 30, 2021 to expend the remainder of your grant award. You can reference the draft [grant report template](#) to get a sense of the way you will be asked to report expenses.

If you have questions about the CTCL COVID-19 Response grant program, including questions about reporting, timeline, and eligible expenses, please take a look at the [FAQ page](#) or contact us at [help@techandciviclife.org](mailto:help@techandciviclife.org).

Thank you again,

CTCL Grants Team

## Deanna Bramblett

**From:** CTCL [noreply@jotform.com]  
**Sent:** Thursday, February 04, 2021 1:11 PM  
**To:** dbramblett@benewahcounty.org  
**Subject:** We have received your response for CTCL COVID-19 Response Grant Report



### CTCL COVID-19 Response Grant Report

Name Deanna Bramblett  
Email [dbramblett@benewahcounty.org](mailto:dbramblett@benewahcounty.org)  
State Idaho  
Jurisdiction Name Benewah  
Office Name Elections Office

1. Total CTCL COVID-19 Response Grant received: 5000.00

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	
b. Drive-through voting	
c. Personal protective equipment (PPE) for staff, poll workers, or voters	1000.00
d. Poll worker recruitment funds, hazard pay, and/or training expenses	1500.00
e. Polling place rental and cleaning expenses	
f. Temporary staffing support	1500.00
g. Election department real estate costs, or costs associated with satellite election department office	
h. Vote-by-mail/Absentee voting equipment or supplies	1000.00
i. Election administration equipment	
j. Voting materials in languages other than English	
k. Non-partisan voter education	

3. Total grant expenditures on sections 2a-2k: 5000.00

5. I certify that grant funds have only been expended for the public purpose of

Yes



improving,  
administering and  
ensuring the  
safety of  
elections.

Your initials: DB

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

No, I do not need an extension.

Here's an  
opportunity to  
celebrate your  
accomplishments!

What did you do  
with the CTCL  
COVID-19

Put forth our best efforts to conduct an in-person election while keeping  
our poll workers and patrons safe.

Response grant  
funds that you're  
most proud of?

If your annual  
budget for  
elections  
permanently  
doubled, what  
would you be  
able to  
accomplish that  
you can't  
accomplish now?

NA

Here at CTCL,  
we train election  
officials on topics  
ranging from  
cybersecurity to  
poll workers. Our  
trainings are free  
during the  
pandemic, though  
normally they  
cost \$50. In your  
office, is it easy  
and encouraged

Our budget includes funds for training.

to spend money  
on professional  
development? Or  
do you think \$50  
would be a  
barrier to you  
taking a training?

Any other  
thoughts you'd  
like to share?      None.

Once a month, we  
send out a  
newsletter called  
ELECTricity,  
which helps  
election officials  
stay current with  
election  
administration  
stories,  
technology, and  
best practices.

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

We also send  
periodic updates  
about CTCL's  
trainings,  
resources, and  
tools. Would you  
like to receive  
this newsletter?

Today's Date      02-04-2021

Now create your own JotForm - It's free!

Create a JotForm