

COUNTY *of* HIDALGO



EDINBURG, TEXAS 78539

HIDALGO COUNTY AUDITOR'S OFFICE
Hidalgo County Administration Building
2808 South Business Highway 281
Edinburg, Texas 78539-6243
PHONE: (956) 318-2511
FAX: (956) 318-2577
WEBSITE: www.co.hidalgo.tx.us/auditor

September 25, 2020

The Honorable Richard Cortez, Hidalgo County Judge
The Honorable David Fuentes, Commissioner, Precinct No. 1
The Honorable Eduardo "Eddie" Cantu, Commissioner, Precinct No. 2
The Honorable Jose M. Flores, Commissioner, Precinct No. 3
The Honorable Ellie Torres, Commissioner, Precinct No. 4

RE: Certification of Revenue

Dear Judge and Commissioners:

Pursuant to Local Government Code § 111.0706 SPECIAL BUDGET FOR GRANT OR AID MONEY:

The county auditor shall certify to the commissioners court the receipt of all public or private grant or aid money that is available for disbursement in a fiscal year but not included in the budget for that fiscal year. On certification, the court shall adopt a special budget for the limited purpose of spending the grant or aid money for its intended purpose.

I, Maria Arcilia Duran, County Auditor of Hidalgo County, certify to the Hidalgo County Commissioners Court the receipt of an award from the Center for Tech and Civic Life. These funds may now be made available by creating a new special budget or amending a current budget for its intended purposes.

AMOUNT	PURPOSE
\$196,500.00	FY2020 Center for Tech and Civic Life (CTCL) Grant

CERTIFIED BY:



Maria Arcilia Duran, CPA
Hidalgo County Auditor

9-28-20

Date

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERNEY JUDGE, 82 ND D.C.	FERMINANDO MANCIAS JUDGE, 83 RD D.C.	J. R. "BOBBY" FLORES JUDGE, 159 TH D.C.	ROSE GUERRA REYNA JUDGE, 206 TH D.C.	MARLA CUELLAR JUDGE, 278 TH D.C.	MARIO E. RAMIREZ, JR. JUDGE, 352 ND D.C.	HOE GONZALEZ JUDGE, 370 TH D.C. OVERSEER	LETICIA LOPEZ JUDGE, 389 TH D.C.	L. KENO VASQUEZ JUDGE, 388 TH D.C.	ISRAEL RAMON, JR. JUDGE, 436 TH D.C.	RENEE R. BETANCOURT JUDGE, 448 TH D.C.	YSHAIEL D. FONSECA JUDGE, 464 TH D.C.
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Rossana Schettino <rossana.schettino@auditor.co.hidalgo.tx.us>

Certification of Revenues for the Center for Tech & Tech & Civic Life (CTCL) Grant

1 message

Melanie Esparza <melanie.esparza@co.hidalgo.tx.us>

Fri, Sep 25, 2020 at 4:07 PM

To: "Schettino, Rossana" <rossana.schettino@auditor.co.hidalgo.tx.us>

Cc: "diaz, maria" <maria.diaz@co.hidalgo.tx.us>

Ms. Rossana,

Can you please assist us in creating a Certification of Revenues in the amount of \$196,500? This is for the Center for Tech & Civic Life (CTCL) Grant that was awarded to the Hidalgo County Elections Department.

AI-77554 has been created

Thank you,

Melanie Esparza
Accountant II
Hidalgo County Elections Department
956-318-2570, Ext: 5707

AI-77554

Elections Administration
23. B.

CC REGULAR AGENDA REGULAR MTG

Meeting Date: 09/29/2020

Submitted For: Damaris San Miguel, BUDGET & MANAGEMENT

Submitted By: Ivan Cantu, BUDGET & MANAGEMENT

Department: BUDGET & MANAGEMENT

CAPTION

Elections Dept- Center for Technology & Civic Life (CTCL) (1283):

1. Approval to accept grant award received from the Center for Technology & Civic Life (CTCL) for FY 2020 (period of June 15, 2020 - December 31, 2020) in the amount of \$196,500.00.
2. Approval of certification of revenues, as certified by the Co. Auditor, in the amount of \$196,500.00 and appropriation of the same.

BACKGROUND

AI - 77359, CC 9-15-2020, Authorization and approval to apply for the FY 2020 CTCL Grant.

Fiscal Impact

CALENDAR YEAR:	2020	ACCT. #:	0-1283-414-00-130-028-0-XXX
FUNDS AVAILABLE Y/N?:	Y	MATCHING FUNDS Y/N?:	N

BUDGETARY IMPACT:

Appropriation of grant award received from the Center for Tech & Civic Life (CTCL) for FY 2020, pending COR by Co. Auditor.
Grant period is from 6-15-2020 to 12-31-2020.

Revenue acct #0-1283-337-00-130-028-0-000 CTCL GRANT REVENUES

Attachments

CTCL Grant Award & Agreement

CTCL Grant Appropriation

Form Review

Inbox	Reviewed By	Date
Ivan Cantu (Originator)	Ivan Cantu	09/25/2020 03:33 PM
Budget & Management		
Final Approval		
Form Started By: Ivan Cantu		Started On: 09/25/2020 10:26 AM



CENTER FOR
TECH AND
CIVIC LIFE

September 24, 2020

Hidalgo County, Texas
Elections Administrator
PO Box 659
Edinburg, Texas 78540-0659

Dear Richard Cortez,

I am pleased to inform you that based on and in reliance upon the information and materials provided by Hidalgo County, and the special circumstances Hidalgo County faces administering elections in 2020, 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 the Hidalgo Elections Administrator ("Grantee").

The following is a description of the grant:

AMOUNT OF GRANT: \$ 196,500.00 USD

PURPOSE: The grant funds must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in Hidalgo 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. Due to special circumstances Grantee faces administering elections in 2020, Grantee has produced a plan for safe and secure election administration in 2020, including an assessment of election administration needs and budget estimates for such assessment ("Safe Voting Plan"). The Safe Voting Plan is attached to this agreement. Grantee shall expend the total amount of grant funds listed in the Safe Voting Plan as detailed in the Safe Voting Plan, but may reallocate funds between budget items listed in the Safe Voting Plan or to any other permissible public purpose listed in the online grant application with notice by electronic mail to CTCL. Such reallocation does not require the 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 Elections Administrator ("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.

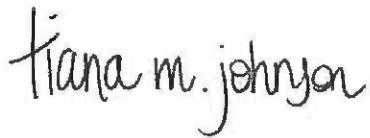


10. The grant project period of June 15, 2020 through December 31, 2020 represents the dates between which covered costs for the Purpose may be applied to the grant.

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.

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

Sincerely,



Tiana Epps Johnson

Executive Director

Center for Tech and Civic Life

GRANTEE

By: _____

Title: _____

Date: _____



CENTER FOR TECH & CIVIC LIFE
233 N. MICHIGAN AVE., SUITE 1800
CHICAGO, IL 60601
HELLO@TECHANDCIVICLIFE.ORG

To: Center for Technology and Civic Life
From: Yvonne Ramon
Date: September 22, 2020
Re: Hidalgo County Safe Voting Plan

Overview

Hidalgo County faces significant challenges in executing the November 3, 2020 general election.

Specifically Hidalgo County faced a shortage of voting equipment and supplies due to the extended time that the primary runoff and now the general election is facing. This extended time has now required additional spending which was not foreseen or budgeted. An increase of poll workers and additional costs for PPEs and for cleaning and disinfecting supplies have strained our budgets. Curbside voting, due to this pandemic, requires additional voting equipment and supplies plus an increase in ballot by mail has added additional costs that we were not prepared to spend. Space for processing the increase of mail ballots is also an issue, and this process requires additional employees and additional security space and work space.

For the general election, the number of **total registered voters is expected to be between 386,500 to 388,000 # of registered voters, as we are receiving an average of 200 applications per day.** This document offers an assessment of resources needed for Hidalgo County to safely and thoroughly prepare for the general election.

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

Absentee Ballot Assembly, Processing Equipment & Rental of Space	\$56,000
Early Voting Sites and Ballot Drop-off Equipment	\$23,000
Payroll costs for additional poll workers & temporary employees	\$90,000
Poll Worker Management Software, technology & training equipment	\$27,500
Total	\$196,500

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 mail out to be somewhere around 72,000 ballots. 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 4 staff members 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 10 temporary employees.
- **Processing Equipment:** To process absentee by mail ballot, we request work space to process mail ballots and to have space for the additional Ballot board members. We need to rent the additional space at approximately \$1.25 per square foot. We have two buildings in mind that would be at around \$10,000 to \$15,000 monthly lease.

	<u>Total cost</u>	<u>Units</u>	<u>Unit costs</u>
Personnel	\$70,000	10	\$7,000
Equipment/Rental	\$20,000	2 mths	\$10,000
	\$10,000	20	\$500
Total	\$100,000	12	

Early Voting Sites and Election Day Sites

Hidalgo County plans to have 31 full-time early voting locations and 74 Election Day locations for November.

These must be sufficiently staffed with an average of 15 staff per polling site with an increase of \$2.00 per hour hazard pay to each Judge to limit Judge worker turnover to handle a surge in voters before polls open, and manage sites in a pandemic environment. **It will cost \$20,000 to cover the increase cost of Judge per hour pay.**

Conclusion

The investments outlined above will allow Hidalgo County 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.

