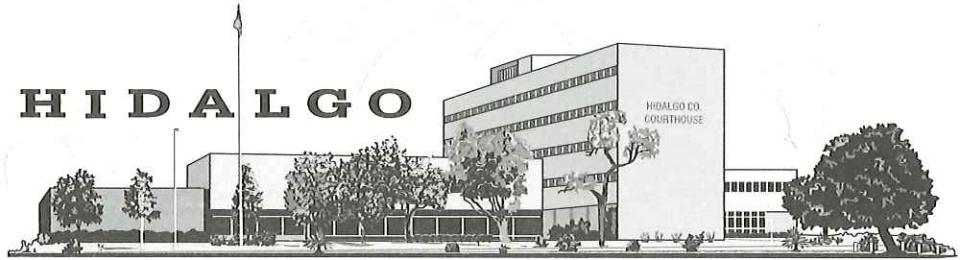


COUNTY of HIDALGO



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

October 2, 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
\$1,114,000.00

PURPOSE
FY2020 Center for Tech and Civic Life (CTCL) Grant

CERTIFIED BY:



Maria Arcilia Duran, CPA
Hidalgo County Auditor

10-5-20

Date

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY JUDGE, 92ND D.C. FERNANDO MANCIAS JUDGE, 93RD D.C. J. R. "BOBBY" FLORES JUDGE, 139TH D.C. ROSE GUERRA REYNA JUDGE, 206TH D.C. MARLA CUELLAR JUDGE, 275TH D.C. MARIO E. RAMIREZ, JR. JUDGE, 332ND D.C. NOE GONZALEZ JUDGE, 370TH D.C. OVERSEER LETICIA LOPEZ JUDGE, 389TH D.C. L. KENO VASQUEZ JUDGE, 398TH D.C. ISRAEL RAMON, JR. JUDGE, 430TH D.C. RENEER. BETANCOURT JUDGE, 448TH D.C. YSMAEL D. FONSECA JUDGE, 464TH D.C.



Rossana Schettino <rossana.schettino@auditor.co.hidalgo.tx.us>

Certification of Revenues for AI-77660

1 message

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

Fri, Oct 2, 2020 at 1:52 PM


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

Good afternoon Rossana,

Can you please help us create the Certification of Revenues for AI-77660 for
\$ 1,114,000.00 USD ? I appreciate your help.

Thank you,

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

 **Hidalgo County, Texas agreement and svp (1).pdf**
213K

AI-77660

Elections Administration

19. B.

CC REGULAR AGENDA SPECIAL MTG

Meeting Date: 10/06/2020

Submitted For: Hilda Salinas, ELECTIONS DEPT.

Submitted By: Ivan Cantu, BUDGET & MANAGEMENT

Department: ELECTIONS DEPT.

Information

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 \$1,114,000.00.
2. Approval of certification of revenues, as certified by the County Auditor, in the amount of \$1,114,000.00 and appropriation of the same.
3. Approval to create ten (10) full-time temporary positions, effective 10/06/2020 thru 12/31/2020 with authority to waive hiring and posting procedures:

Action	Dept./ Prg.	Slot #	Position Title	Grade
Create	130-028	T001 - T010	Clerk I	01

BACKGROUND

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

AI-77554, CC 9-29-2020, No action was taken on this item, since Elections Dept got notification from grantor of additional grant funds available.

Fiscal Impact

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

PAR

CTCL Grant Award Agreement

Email from Grantor

CTCL Grant Fiscal Note

Form Review

Inbox	Reviewed By	Date
Ivan Cantu (Originator)	Ivan Cantu	10/02/2020 01:57 PM
Ivan Cantu (Originator)		
Budget & Management		
Final Approval		
Form Started By: Ivan Cantu		Started On: 10/02/2020 08:29 AM

DATE: September 29, 2020

DEPARTMENT HEAD: Sergio Cruz, Budget Officer

2020
Appropriation



DEPARTMENT NAME: Dept of Budget & Mgmt for Elections Dept-CTCL Grant

AI-77660/CC 10-6-2020

ACCOUNT NUMBER: 0-1283-414-00-130-028-0-XXX

Contact Person: Ivan Cantu Ph#: Ext. 5425

SUBJECT: Budget Amendments (increase (decrease)) in accordance with Local Government Code, Chapter 111, § 111.070, Item C (2).

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Budget Amendments (increase (decrease)) in accordance with Local Government Code, Chapter 111, § 111.070, Item C (2).

INCREASE ACCOUNT NUMBER(S)	ACCOUNT (OBJECT) NAME	AMOUNT
0-1283-414-00-130-028-0- 121	CTCL GRANT- TEMP F/T EMPLOYEES	60,020.00
0-1283-414-00-130-028-0- 123	CTCL GRANT- ELECTION POLL WORKERS	291,864.00
0-1283-414-00-130-028-0- 220	CTCL GRANT- FICA	26,666.00
0-1283-414-00-130-028-0- 250	CTCL GRANT- UNEMPLOYMENT COMP	42,625.00
0-1283-414-00-130-028-0- 260	CTCL GRANT- WORKERS COMP	825.00
0-1283-414-00-130-028-0- 336	CTCL GRANT- COMPUTER SVCS	27,500.00
0-1283-414-00-130-028-0- 540	CTCL GRANT- ADVERTISING	11,000.00
0-1283-414-00-130-028-0- 610	CTCL GRANT- GENERAL SUPPLIES	280,500.00
0-1283-414-00-130-028-0- 660	CTCL GRANT- FURN. & EQUIP. CONTRLD	316,000.00
0-1283-414-00-130-028-0- 751	CTCL GRANT- MACHINERY & EQUIP.	57,000.00
0-1283-337-00-130-028-0 000	CTCL GRANT- REVENUES	1,114,000.00
TOTAL BUDGET INCREASE (DECREASE)		1,114,000.00

REASON:

To appropriate grant award received from the Center for Tech & Civic Life (CTCL) for FY 2020. Grant period is from 6-15-2020 to 12-31-2020. No cash match required.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

0.* 0.*

60,020.00+

291,864.00+

26,666.00+

42,625.00+

825.00+

27,500.00+

11,000.00+

280,500.00+

316,000.00+

57,000.00+

1,114,000.00+

010

ATTEST COUNTY CLERK



CENTER FOR
TECH AND
CIVIC LIFE

October 2, 2020

Hidalgo County, Texas
Elections Administrator
P. O. Box 659
Edinburg, Texas 78540

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 Hidalgo County ("Grantee").

The following is a description of the grant:

AMOUNT OF GRANT: \$ 1,114,000.00 USD

PURPOSE: The grant funds must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in 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.

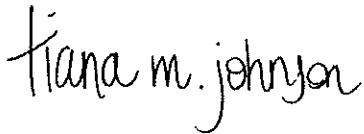
3. Due to special circumstances Grantee faces administering elections in 2020, Grantee has produced a plan for safe and secure election administration in 2020, including an assessment of election administration needs and budget estimates for such assessment ("Safe Voting Plan"). The Safe Voting Plan 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 29, 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. Increase in curbside voting, due to this pandemic, requires additional voting equipment and supplies. Also, 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 388,500 to 395,000 number 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, Supplies & Rental of Space & Rental Vehicles	\$625,500
Early Voting Sites and Ballot Drop-off Equipment	\$23,000
Payroll costs for additional poll workers & temporary employees	\$422,000
Poll Worker Management Software, technology & training equipment	\$43,500
Total	\$1,114,000.00

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. We also need to purchase additional equipment to expedite the process.

	<u>Total cost</u>	<u>Units</u>	<u>Unit costs</u>
Personnel	\$422,000	897	Increase of \$2 For all Poll workers' hourly pay
Equipment/Rental	\$20,000	2 mths.	\$10,000
	\$10,000	20 @	\$500
Total	\$452,000		

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.

The poll sites must be sufficiently staffed with an average of 15 poll workers per polling site (some locations will have more workers) with an increase of \$2.00 per hour hazard pay to each poll worker and poll judge to encourage our community to help us at the polls. Also, we expect a surge in voters before polls open, and we need the extra help to be able to manage the poll sites in a pandemic environment. **It will cost \$422,000 to cover the increase cost of poll worker 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.

Dear Yvonne Ramon,

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 **\$1114000 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@techandcivicle.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] (<https://airtable.com/shrnj1ueWISCmnPec>) and (2) returned a signed grant agreement to grants@techandcivicle.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] (<https://www.marcumllp.com/firm>) to disburse grant funds. Marcum is using [Bill.com] (<https://www.bill.com/>) to efficiently and securely process payments. After you've completed the [Grant Disbursement Form] (<https://airtable.com/shrnj1ueWISCmnPec>) Marcum will send an email via Bill.com to complete the disbursement process.

Thank you for all you do on behalf of Texas 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@techandcivicle.org | she/her



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 09/25/2020 Current Slot No.: See Attached
 Department Name: Elections Department Current Position Title: See Attached
 Department No.: 130-008 Requested Position Title: See Attached

PR

REQUEST FOR: New Position Temporary Position* Position Reclassification Other

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 62,877.00</u>	<u>\$ 62,877.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:			<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 62,877.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other CTCL Grant Funds

POSITION TYPE: Full Time Regular Object Code 113 Part Time Regular Object Code 114
 Full Time Temporary Object Code 121 Part Time Temporary Object Code 122

PR

CIVIL SERVICE: Exempt Non-Exempt
 FLSA: Exempt Non-Exempt

*** TEMPORARY POSITIONS:**

<u>10/01/2020</u>	<u>12/31/2020</u>	<u>M-F 8:00 a.m. - 5:00 p.m.</u>	<u>40</u>	<u>13</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary		<u>\$24,960.00</u>	Hourly Rate	<u>\$ 12.00</u>
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>13</u>	<u>40</u>	<u>520</u>	<u>\$ 12.00</u>	<u>\$ 6,240.00</u>
No. of Weeks	x Hours per Week	= Total Hours	x Hourly Rate	= Budgeted Salary

JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)

Requesting new positions to assist in the preparation and execution of Election procedures prior to and post November 2020 Presidential Election.

[Signature]
 Department Head
[Signature]
 Department of Human Resources
[Signature]
 Department of Budget & Management

9/28/2020
 Date
9/28/2020
 Date
09/28/2020
 Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

MULTIPLE PERSONNEL ACTION FORM (Attachment A)

NOTE: Complete this form in addition to your department's request for more than (3) personnel actions.

Department Name: Elections Department

Department No.: 130-028 028

Position Information:

Slit No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
T001	Clerk I	Clerk I	0.00	\$24,960.00
T002	Clerk I	Clerk I	0.00	\$24,960.00
T003	Clerk I	Clerk I	0.00	\$24,960.00
T004	Clerk I	Clerk I	0.00	\$24,960.00
T005	Clerk I	Clerk I	0.00	\$24,960.00
T006	Clerk I	Clerk I	0.00	\$24,960.00
T007	Clerk I	Clerk I	0.00	\$24,960.00
T008	Clerk I	Clerk I	0.00	\$24,960.00
T009	Clerk I	Clerk I	0.00	\$24,960.00
T010	Clerk I	Clerk I	0.00	\$24,960.00