

Memorandum



Date: February 2, 2021

To: Honorable Chairman Jose “Pepe” Diaz
and Members, Board of County Commissioners

Agenda Item No. 3(B)(1)

From: Daniella Levine Cava
Mayor

A handwritten signature in blue ink that reads "Daniella Levine Cava".

Resolution No. R-67-21

Subject: Resolution Ratifying the County Mayor’s Action of Entering into a Memorandum of Agreement for the COVID-19 Response Grant with the Center for Technology and Civic Life

Recommendation

It is recommended that the Board of County Commissioners (Board) approve the attached resolution ratifying the County Mayor’s or County Mayor’s designee’s application for, receipt, and expenditure of COVID-19 Response Grant Funds from the Center for Technology and Civic Life (CTCL) and execution of a Memorandum of Agreement (MOA) with CTCL for such grant funds in the amount of \$2,482,440.00.

Scope

The COVID-19 Response Grant was granted to the Miami-Dade Elections Department for election-related expenses to (1) ensure safe and efficient election day administration, (2) expand voter education and outreach efforts, (3) promote poll worker recruitment and training, and (4) support early voting and vote-by-mail efforts for the 2020 Federal election cycle and future elections.

Fiscal Impact/Funding Source

The State of Florida notified the State’s Supervisors of Elections of a grant opportunity with CTCL on September 10, 2020. An MOA was approved for the COVID-19 Response Grant on November 13, 2020 (attached as Exhibit 1 to the Resolution). As a result of the executed MOA, funding was disbursed to the Miami-Dade Elections Department in the amount of \$2,482,440.00 on November 25, 2020. The agreement with CTCL did not require Miami-Dade County to provide matching funds as a condition of receipt of grant funding. Therefore, there is no cost borne by Miami-Dade County.

Track Record/Monitor and Delegated Authority

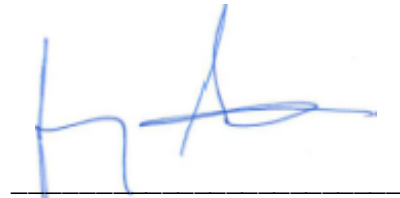
The MOA will be administered by the Supervisor of Elections, Christina White, on behalf of the Miami-Dade Elections Department, and she is authorized to exercise all rights contained therein.

Background

CTCL is a civic and technologically oriented non-profit organization based in Chicago, Illinois that provides training and resources to election officials. A nationwide outreach campaign with grant opportunities solely for local election officials was made available to the State of Florida’s 67 counties Supervisor of Elections on September 10, 2020. These grants were made available for the purpose of administering a safe 2020 Federal election cycle due to the COVID-19 pandemic. Miami-Dade County’s objectives for the grant funding were to (1) ensure safe and efficient election day administration, (2) expand voter education and outreach efforts, (3) promote poll worker recruitment and training, and (4) support early voting and vote-by-mail efforts for the 2020 Federal election cycle.

Honorable Chairman Jose "Pepe" Diaz
and Members, Board of County Commissioners
Page 2

The Miami-Dade Elections Department was allocated and received a total of \$2,482,440.00 in grant funds by CTCL. Funds provided under this agreement must be used for allowable election-related expenses for the 2020 Federal election cycle and future elections, per the requirements of the grant, by December 31, 2020.



Jimmy Morales
Chief Operations Officer



MEMORANDUM

(Revised)

TO: Honorable Chairman Jose "Pepe" Diaz
and Members, Board of County Commissioners

DATE: February 2, 2021

FROM: 
Gen Bonzon-Keenan
Successor County Attorney

SUBJECT: Agenda Item No. 3(B)(1)

Please note any items checked.

- ☐ "3-Day Rule" for committees applicable if raised
- ☐ 6 weeks required between first reading and public hearing
- ☐ 4 weeks notification to municipal officials required prior to public hearing
- ☐ Decreases revenues or increases expenditures without balancing budget
- ☐ Budget required
- ☐ Statement of fiscal impact required
- ☐ Statement of social equity required
- ☐ Ordinance creating a new board requires detailed County Mayor's report for public hearing
- ☒ No committee review
- ☐ Applicable legislation requires more than a majority vote (i.e., 2/3's present ____, 2/3 membership ____, 3/5's ____, unanimous ____, CDMP 7 vote requirement per 2-116.1(3)(h) or (4)(c) ____, CDMP 2/3 vote requirement per 2-116.1(3)(h) or (4)(c) ____, or CDMP 9 vote requirement per 2-116.1(4)(c)(2) ____ to approve
- ☒ Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 3(B)(1)
2-2-21

RESOLUTION NO. R-67-21

RESOLUTION RATIFYING COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE'S APPLICATION FOR, RECEIPT, AND EXPENDITURE OF COVID-19 RESPONSE GRANT FUNDS FOR ELECTION-RELATED EXPENSES; RATIFYING EXECUTION OF GRANT AGREEMENT IN AN AMOUNT OF \$2,482,440.00 WITH THE CENTER FOR TECHNOLOGY AND CIVIC LIFE FOR SUCH ELECTION-RELATED EXPENSES

WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that:

Section 1. The matters contained in the foregoing recital and the accompanying County Mayor's memorandum by reference are incorporated in this Resolution as if fully stated herein.

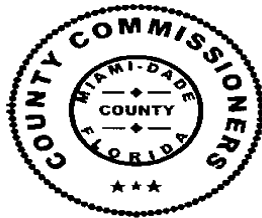
Section 2. This Board ratifies the County Mayor or the County Mayor's designee's application for, receipt, and expenditure of COVID-19 Response Grant Funds from the Center for Technology and Civic Life for the "COVID-19 Response Grant" for election-related expenses for the 2020 Federal election cycle and future elections in an amount up to \$2,482,440.00. The Board further ratifies the County Mayor or County Mayor's designee to execute a grant agreement with the Center for Technology and Civic Life, a copy of which is attached hereto as Exhibit 1 and incorporated herein by reference, regarding such COVID-19 Response Grant funds.

Section 3. This Board authorizes the County Mayor or the County Mayor’s designee to exercise all provisions contained in the above-referenced agreement.

The foregoing resolution was offered by Commissioner **Rebeca Sosa** , who moved its adoption. The motion was seconded by Commissioner **Eileen Higgins** and upon being put to a vote, the vote was as follows:

Jose “Pepe” Diaz, Chairman	aye		
Oliver G. Gilbert, III, Vice-Chairman	aye		
Sen. René García	aye	Keon Hardemon	aye
Sally A. Heyman	aye	Danielle Cohen Higgins	aye
Eileen Higgins	aye	Joe A. Martinez	aye
Kionne L. McGhee	aye	Jean Monestime	aye
Raquel A. Regalado	aye	Rebeca Sosa	aye
Sen. Javier D. Souto	aye		

The Chairperson thereupon declared this resolution duly passed and adopted this 2nd day of February, 2021. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this resolution and the filing of this approval with the Clerk of the Board.



MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

Melissa Adames
By: _____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

A handwritten signature in dark ink, consisting of the letters "MBV" in a stylized, cursive-like font.

Michael B. Valdes



October 15, 2020

Miami-Dade County, Florida
Supervisor of Elections
2700 NW 87 Avenue
Miami, Florida 33172

Dear Christina White,

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

The following is a description of the grant:

AMOUNT OF GRANT: \$2,482,440.00 USD

PURPOSE: The grant funds must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in Miami-Dade 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, Temporary staffing, Voting materials in languages other than English, 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 Supervisor of Elections ("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.

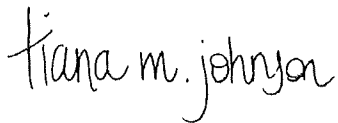

CENTER FOR TECH & CIVIC LIFE
233 N. MICHIGAN AVE., SUITE 1800
CHICAGO, IL 60601
HELLO@TECHANDCIVICLIFE.ORG

PAGE 2

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

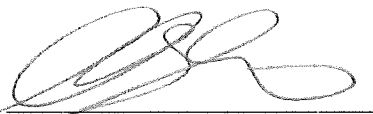
Center for Tech and Civic Life



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

PAGE 3

GRANTEE

By: 

Title: Supervisor of Elections

Date: 11/13/20

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

PAGE 4

COVID-19 Grant Application Portal is Open

[View this email in your browser](#)

Thank you for requesting a CTCL COVID-19 grant application. The application portal is now open and you are invited to apply.

The grant application is quick and easy, but you'll need to gather some information before you apply.

- Number of active registered voters in the election office jurisdiction as of September 1, 2020
- Number of full-time staff (or equivalent) on the election team as of September 1, 2020
- Election office 2020 budget as of September 1, 2020
- Election office W-9
- Local government body who needs to approve the grant funding (if any)
- Which government official or government agency the grant agreement should be addressed to

Apply for a COVID-19 Grant

Election offices can use the funds to cover certain 2020 expenses incurred between June 15, 2020 and December 31, 2020. These include the costs associated with the safe administration of the following election responsibilities.

Ensure Safe, Efficient Election Day Administration

- Maintain open in-person polling places on Election Day

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- Support and expand drive-thru voting, including purchase of additional signage, tents, traffic control, walkie-talkies, and safety measures

Expand Voter Education & Outreach Efforts

- Publish reminders for voters to verify and update their address, or other voter registration information, prior to the election
- Educate voters on safe voting policies and procedures

Launch Poll Worker Recruitment, Training & Safety Efforts

- Recruit and hire a sufficient number of poll workers and inspectors to ensure polling places are properly staffed, utilizing hazard pay where required
- Provide voting facilities with funds to compensate for increased site cleaning and sanitization costs
- Deliver updated training for current and new poll workers administering elections in the midst of pandemic

Support Early In-Person Voting and Vote by Mail

- Expand or maintain the number of in-person early voting sites
- Deploy additional staff and/or technology improvements to expedite and improve mail ballot processing

Be sure to check out the [grant FAQs](#) for important information about the program. If you have additional questions about the COVID-19 Response Grant program, please email help@techandciviclife.org.

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