

## BOARD OF SUPERVISORS

## COUNTY OF MADISON

## PROPOSED SUPPLEMENTAL APPROPRIATION

DATE: 10/27/2020

FY2021

Type of Supplement	
	Interdepartmental transfer (same fund)
	Interfund transfer
x	Revenue/Expense offset
	Use of contingency
	Other use of fund balance not in original budget

PURPOSE: To appropriate grant funding for use in election by Electoral Board. Grant was obtained through Center for Tech and Civic Life, a 501c3.

GL Account Reference	Account type	Fund Name	Department	Object Code/Source	Debit	Credit
10-180502	Rev	General	EB CTC Grant (new)	Misc grants		6,129.00
10-01-13-13101-6001	Exp	General	EB CTC Grant (new)	Office Supplies	4,145.00	
10-01-13-13101-8101	Exp	General	EB CTC Grant (new)	Office Equipment		1,984.00
					6,129.00	6,129.00

Note: A debit charged to a budgeted expense line increases the appropriated expense; a credit charged to a budgeted expense line item decreases the appropriated expense. A credit charged to a budgeted revenue line item increases the anticipated revenue available.

## **Mary Jane Costello**

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**From:** Madison Registrar  
**Sent:** Friday, October 2, 2020 3:39 PM  
**To:** Mary Jane Costello  
**Subject:** FW: COVID-19 Response Grants Available to Every Local Election Office

Hi MJ,

Here is what I came up with for the new grant. I received 1 more bill today that I could add in also. Let me know if this looks ok or if you need more.

Spending explained:

\$1,102 Voting booths for absentee voting room

**8101 Office Equipment**

- This purchase was made for social distancing and to give each voter their own space while early voting

\$882 American Security Cabinets for ballot drop box

**8101 Office Equipment**

- Needed for ballots sent by mail to be dropped off outside

\$1,802.76 set of 3,000 mailing envelopes (4 different styles) **6001 Office Supplies**

- Needed to meet the needs of the new mailing envelopes created by the state and necessary for the increased rise in by mail voting

\$768.11 set of 500 military mailing envelopes

**6001 Office Supplies**

- Needed to meet the needs of the increase of voting by mail and the new state designed envelopes

\$936.23 (plus shipping) 9 precinct storage bags **6001 Office Supplies**

- Used to transport more ballots needed safely to polls for increased voter turnout, COVID-19 cleaning supplies, and etc.

\$637.90 Miscellaneous

**6001 Office Supplies**

Total: \$6,129

**My new email address is [registrar@madisonco.virginia.gov](mailto:registrar@madisonco.virginia.gov)**

Lauren Eanes  
Director of Elections & General Registrar  
County of Madison  
302 Thrift Road - P.O. Box 267  
Madison, VA 22727  
540-948-6533





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**From:** Madison Registrar  
**Sent:** Thursday, October 1, 2020 2:25 PM  
**To:** Mary Jane Costello <[mjcostello@madisonco.virginia.gov](mailto:mjcostello@madisonco.virginia.gov)>  
**Subject:** RE: COVID-19 Response Grants Available to Every Local Election Office

Sorry that would help.

**My new email address is [registrar@madisonco.virginia.gov](mailto:registrar@madisonco.virginia.gov)**

Lauren Eanes  
Director of Elections & General Registrar  
County of Madison  
302 Thrift Road - P.O. Box 267  
Madison, VA 22727  
540-948-6533



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**From:** Mary Jane Costello <[mjcostello@madisonco.virginia.gov](mailto:mjcostello@madisonco.virginia.gov)>  
**Sent:** Thursday, October 1, 2020 2:24 PM  
**To:** Madison Registrar <[registrar@madisonco.virginia.gov](mailto:registrar@madisonco.virginia.gov)>  
**Subject:** RE: COVID-19 Response Grants Available to Every Local Election Office

No attachment

Mary Jane Costello  
Director of Finance/Assistant County Administrator  
Madison County, Virginia  
Phone: 540-948-5938  
Fax: 540-948-3843

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**From:** Madison Registrar <[registrar@madisonco.virginia.gov](mailto:registrar@madisonco.virginia.gov)>  
**Sent:** Thursday, October 1, 2020 2:23 PM

**To:** Mary Jane Costello <[mjcostello@madisonco.virginia.gov](mailto:mjcostello@madisonco.virginia.gov)>  
**Subject:** RE: COVID-19 Response Grants Available to Every Local Election Office

Hey MJ,

Here is some expense receipts that I have gathered so far for the grant. The one for the bags does not include shipping which will be added later but the others are set. The total right now is \$4,389.10 and I can use the rest of it I just haven't figured out what it needs to be used on yet. Let me know if you have questions or if we can go ahead and submit the info to them.

## My new email address is [registrar@madisonco.virginia.gov](mailto:registrar@madisonco.virginia.gov)

Lauren Eanes  
Director of Elections & General Registrar  
County of Madison  
302 Thrift Road - P.O. Box 267  
Madison, VA 22727  
540-948-6533



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**From:** Mary Jane Costello <[mjcostello@madisonco.virginia.gov](mailto:mjcostello@madisonco.virginia.gov)>  
**Sent:** Monday, September 28, 2020 10:50 AM  
**To:** Madison Registrar <[registrar@madisonco.virginia.gov](mailto:registrar@madisonco.virginia.gov)>  
**Subject:** RE: COVID-19 Response Grants Available to Every Local Election Office

Lauren:

I need a breakdown of costs with estimated numbers. Quotes would be helpful as well.

FYI—you can't spend this money until it gets appropriated by the Board, so it would be helpful if you could get this done within the next week.

Thanks,

Mary Jane Costello  
Director of Finance/Assistant County Administrator  
Madison County, Virginia  
Phone: 540-948-5938

Fax: 540-948-3843

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**From:** Madison Registrar <[registrar@madisonco.virginia.gov](mailto:registrar@madisonco.virginia.gov)>  
**Sent:** Monday, September 28, 2020 10:40 AM  
**To:** Mary Jane Costello <[mjcostello@madisonco.virginia.gov](mailto:mjcostello@madisonco.virginia.gov)>  
**Subject:** RE: COVID-19 Response Grants Available to Every Local Election Office

Hey MJ,

I think I will focus mainly on mail with this grant. I will spend half of it on mail in envelopes. The state has designed new (easier to use ones) so I will purchase about 3,000 worth of new envelopes for the state to make the mail process easier. And I would also like to purchase a envelope opener with a date stamper on it. These are over \$2,000 I think and not a purchase that would normally be on our radar.

If anything is left I will purchase polling place signs or flags with it to make voting sites more visible. Please let me know if this is ok and I will send the info along to start the process.

**My new email address is [registrar@madisonco.virginia.gov](mailto:registrar@madisonco.virginia.gov)**

Lauren Eanes  
Director of Elections & General Registrar  
County of Madison  
302 Thrift Road - P.O. Box 267  
Madison, VA 22727  
540-948-6533



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**From:** Mary Jane Costello <[mjcostello@madisonco.virginia.gov](mailto:mjcostello@madisonco.virginia.gov)>  
**Sent:** Thursday, September 24, 2020 1:01 PM  
**To:** Madison Registrar <[registrar@madisonco.virginia.gov](mailto:registrar@madisonco.virginia.gov)>  
**Subject:** RE: COVID-19 Response Grants Available to Every Local Election Office

We need to put an appropriation on the books. Please provide me a breakdown of how you anticipate spending.

Thanks,

Mary Jane Costello

Director of Finance/Assistant County Administrator  
Madison County, Virginia  
Phone: 540-948-5938  
Fax: 540-948-3843

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**From:** Madison Registrar <[registrar@madisonco.virginia.gov](mailto:registrar@madisonco.virginia.gov)>  
**Sent:** Thursday, September 24, 2020 12:42 PM  
**To:** Mary Jane Costello <[mjcostello@madisonco.virginia.gov](mailto:mjcostello@madisonco.virginia.gov)>  
**Subject:** RE: COVID-19 Response Grants Available to Every Local Election Office

They did not ask in the application process what we would use the funds for exactly it just gives a listing of what it can be used on (below is copied from site):

What kind of election expenses do the grant funds cover?

Election offices can use the funds to cover certain 2020 expenses incurred between June 15, 2020 and December 31, 2020. These include, but are not limited to, the costs associated with the safe administration of the following examples of election responsibilities.

#### **Ensure Safe, Efficient Election Day Administration**

- Maintain open in-person polling places on Election Day
- Procure Personal Protective Equipment (PPE) and personal disinfectant to protect election officials and voters from COVID-19
- 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

**My new email address is [registrar@madisonco.virginia.gov](mailto:registrar@madisonco.virginia.gov)**

Lauren Eanes  
Director of Elections & General Registrar

County of Madison  
302 Thrift Road - P.O. Box 267  
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540-948-6533



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**From:** Mary Jane Costello <[mjcostello@madisonco.virginia.gov](mailto:mjcostello@madisonco.virginia.gov)>  
**Sent:** Thursday, September 24, 2020 12:39 PM  
**To:** Madison Registrar <[registrar@madisonco.virginia.gov](mailto:registrar@madisonco.virginia.gov)>  
**Subject:** RE: COVID-19 Response Grants Available to Every Local Election Office

I need to see what you said you were going to spend it on.

Mary Jane Costello  
Director of Finance/Assistant County Administrator  
Madison County, Virginia  
Phone: 540-948-5938  
Fax: 540-948-3843

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**From:** Madison Registrar <[registrar@madisonco.virginia.gov](mailto:registrar@madisonco.virginia.gov)>  
**Sent:** Thursday, September 24, 2020 12:38 PM  
**To:** Mary Jane Costello <[mjcostello@madisonco.virginia.gov](mailto:mjcostello@madisonco.virginia.gov)>  
**Subject:** FW: COVID-19 Response Grants Available to Every Local Election Office

This was the Zuckerberg on that you gave me the W-9 for a few weeks back. I did the whole application through this automated step online though. Do you need me to get/find something on it?

**My new email address is [registrar@madisonco.virginia.gov](mailto:registrar@madisonco.virginia.gov)**

Lauren Eanes  
Director of Elections & General Registrar  
County of Madison  
302 Thrift Road - P.O. Box 267  
Madison, VA 22727  
540-948-6533



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**From:** Madison Registrar

**Sent:** Wednesday, September 9, 2020 10:27 AM

**To:** Mary Jane Costello <[mjcostello@madisonco.virginia.gov](mailto:mjcostello@madisonco.virginia.gov)>

**Subject:** FW: COVID-19 Response Grants Available to Every Local Election Office

This is the grant info. The state board notified us of this last week and we had to sign up to be notified about it.

**My new email address is [registrar@madisonco.virginia.gov](mailto:registrar@madisonco.virginia.gov)**

Lauren Eanes  
Director of Elections & General Registrar  
County of Madison  
302 Thrift Road - P.O. Box 267  
Madison, VA 22727  
540-948-6533



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**From:** CTCL <[keegan@techandciviclife.org](mailto:keegan@techandciviclife.org)>

**Sent:** Wednesday, September 9, 2020 9:00 AM

**To:** [govote113@verizon.net](mailto:govote113@verizon.net)

**Subject:** COVID-19 Response Grants Available to Every Local Election Office



## COVID-19 Response Grants Available to Every Local Election Office

If 2020 had been a typical election year, a County Clerk would have asked a team of CTCL staff to huddle up in a rural county courthouse to help the Clerk build a new election website. A state association of election officials would have invited us to their annual summer conference to lead a session on a topic like poll worker management or election cybersecurity best practices. If we were lucky, there would have been a lip sync contest.

But this hasn't been a typical election year for us, or for election officials.

The COVID-19 pandemic continues to impact every aspect of American civic life, especially the administration of safe elections. While [experts estimate it will take ~\\$4 billion in funding to successfully administer 2020 elections](#), Congress has allocated \$400 million to date. Sadly, election officials are not only facing unprecedented operational and budget challenges in 2020, but they are also dealing with [unprecedented personal attacks and death threats that are prompting some election officials to step down](#).

Election officials make democracy happen. Through our work at the Center for Tech and Civic Life, we are grateful to witness the incredible public service of our country's election officials year round.

And this year we've seen election offices already move mountains to provide a safe, secure, and inclusive process for voters. They are offering drive-up voting, applying the latest public health guidelines to provide safe in-person voting options, and partnering with libraries to repurpose book drops into ballot dropboxes. [Election officials are rising to the occasion](#), and now it's our turn.

Priscilla Chan and Mark Zuckerberg have committed \$250 million to CTCL, which we will regrant to local election jurisdictions across the country to help ensure that they have the staffing, training, and equipment necessary so that this November every eligible voter can participate in a safe and timely way and have their vote counted.

We all depend on election officials to provide safe and secure voting options to the public. This expansion of our COVID-19 Response Grant program provides our country's election officials and poll workers with the critical resources they need to safely serve every voter.

This is an open call to every local election office in the country. If you are interested in receiving grant funds, [learn more and apply for a COVID-19 Response Grant](#).

[\*\*Apply for a COVID-19 Grant\*\*](#)

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You are receiving this email because you subscribed to the ELECTricity newsletter.

**Our mailing address is:**

Center for Tech and Civic Life  
233 N. Michigan Ave.  
Ste. 1800  
Chicago, IL 60601

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[unsubscribe from this list](#) [update subscription preferences](#)





September 23, 2020

Madison County, Virginia  
County Administration  
302 Thrift Rd.  
Madison, VA 22727

Dear Jack Hobbs,

I am pleased to inform you that based on and in reliance upon the information and materials provided by Madison 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 Madison County (“Grantee”).

The following is a description of the grant:

**AMOUNT OF GRANT:** \$6,129.00 USD

**PURPOSE:** The grant funds must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in Madison 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: Ballot drop boxes, Non-partisan voter education, Personal protective equipment (PPE) for staff, poll workers, or voters, 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.

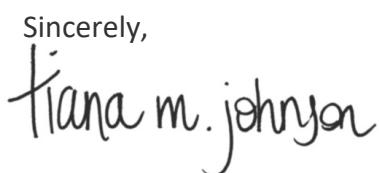


8. This grant may not supplant previously appropriated funds. The Grantee shall not reduce the budget of the General Registrar ("the Election Department") or fail to appropriate or provide previously budgeted funds to the Election Department for the term of this grant. Any amount supplanted, reduced 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@techandciviclife.org](mailto:grants@techandciviclife.org).

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

Sincerely,

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](mailto:HELLO@TECHANDCIVICLIFE.ORG)