

LEWISTON CITY COUNCIL
SPECIAL MEETING AGENDA
Tuesday, September 29, 2020
6:00 pm

SESSION WILL BE CONDUCTED REMOTELY AND MEMBERS WILL ONLY PARTICIPATE ELECTRONICALLY. THE MEETING CAN BE VIEWED ONLINE AT <https://www.lewistonmaine.gov/2020cc>

Public Comment on any item appearing on the agenda may be sent to publiccomment@lewistonmaine.gov prior to or during the meeting, and all comments received will be forwarded to the City Council. People who would like to access the meeting by phone only may contact (207) 513-3121 for the access code before 4:30pm on the day of the meeting.

SPECIAL MEETING

1. Resolve, Accepting the Grant of \$274,237.75 from the Center for Tech and Civic Life pursuant to the terms of the attached grant dated September 18, 2020 (“the Grant Letter”) and appropriating up to the amount of the Grant for election administration needs of non-partisan voter education, temporary staffing and any other categories as permitted by the grantor.

LEWISTON CITY COUNCIL

MEETING OF SEPTEMBER 29, 2020

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 1

SUBJECT:

Resolve, Accepting the Grant of \$274,237.75 from the Center for Tech and Civic Life pursuant to the terms of the attached grant dated September 18, 2020 (the "Grant Letter") and appropriating up to the amount of the Grant for election administration needs of non-partisan voter education, temporary staffing and any other categories as permitted by the grantor.

INFORMATION:

The City has been awarded a grant from the Center for Tech and Civic Life. The grants are available to local election jurisdictions around the country and are funded by a private foundation and not by any government funds. The City Attorney and Finance Director have reviewed the grant letter and found everything to be in order. There are no requirements for matching funds. The grant funds must be used for election administration in relation to the pandemic. Some programs city staff are planning include media advertisements for safety precautions at the polling places, expanding the days and hours of the in person absentee voting in the Council Chambers and more.

APPROVAL AND/OR COMMENTS OF CITY ADMINISTRATOR:

The City Administrator recommends approval of the requested action.

DAD/kmm

REQUESTED ACTION:

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To approve the Resolve, Accepting the Grant of \$274,237.75 from the Center for Tech and Civic Life pursuant to the terms of the attached grant dated September 18, 2020 (the "Grant Letter") and appropriating up to the amount of the Grant for election administration needs of non-partisan voter education, temporary staffing and any other categories as permitted by the grantor.



City of Lewiston Maine

September 29, 2020

RESOLVE, Accepting the Grant of \$274,237.75 from the Center for Tech and Civic Life pursuant to the terms of the attached grant dated September 18, 2020 (the "Grant Letter") and appropriating up to the amount of the Grant for election administration needs of non-partisan voter education, temporary staffing and any other categories as permitted by the grantor.

WHEREAS, the City has been notified that it will be awarded a Grant of \$274,237.75 from the Center for Tech and Civic Life pursuant to the Grant Letter.

Now, therefore, be it Ordered by the City Council of the City of Lewiston that:

The September 18, 2020 Grant of the Center for Tech and Civic Life is hereby accepted and up to the amount of the Grant of \$274,237.75 is hereby appropriated to be used for the election administration needs of non-partisan voter education, temporary staffing and any other categories as permitted by the grantor, during the period of June 15, 2020 to December 31, 2020 and that the City Clerk, City Administrator and City Treasurer shall receive the full amount of the Grant and use it for expenditures in accordance with the terms of the Grant Letter and to return any funds not expended pursuant to the terms of the Grant Letter to the Center for Tech and Civic Life.



CENTER FOR
TECH AND
CIVIC LIFE

September 18, 2020

Lewiston City, Maine
City Administrator
27 Pine Street
Lewiston, ME 04240

Dear Denis D'Auteuil:

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

The following is a description of the grant:

AMOUNT OF GRANT: \$274,237.75 USD

PURPOSE: The grant funds must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in Lewiston City 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: Non-partisan voter education and Temporary staffing. 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 Municipal Clerk ("the Election Department") or fail to appropriate or provide previously budgeted funds to the Election Department for the



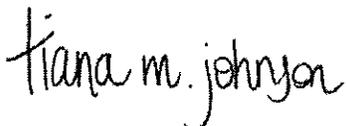
term of this grant. Any amount supplanted, reduced or not provided in contravention of this paragraph shall be repaid to CTCL up to the total amount of this grant.

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.

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: _____

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CENTER FOR TECH & CIVIC LIFE
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CHICAGO, IL 60601
HELLO@TECHANDCIVICLIFE.ORG