

From: [CTCL Grants Team](#)
To: [Morris, Carmen](#)
Subject: CTCL COVID-19 Response Grant, Extension Request - Approved
Date: Thursday, February 4, 2021 4:41:21 PM

Hello from the CTCL team,

Thank you for providing the requested additional information and for your patience throughout the review process. We are pleased to share that CTCL has approved your request for a 6-month extension to the extent that your proposed expenditures fall within the below criteria.

This extension provides you until **June 30, 2021** to expend the remaining **\$222705.15** of your grant.

Please note the following criteria for your approved extension request:

1. Funds must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in your jurisdiction. Additionally remaining funds can only be used for:

- Staffing or administrative costs for continuing expenses relating to the November 2020 general election, including any associated runoffs. These continuing expenses may include:
 1. Cleanup, closing out vote history or reconciling poll lists.
 2. Responding to media or public information requests relating to the November 2020 election.
 3. Any equipment necessary to conduct any of these tasks safely in a pandemic.
- Payment of invoices or expenses incurred or arising from the November 2020 general election, including any associated runoffs, even if the expenses are paid in 2021.
- Expenses related to the safe administration of elections taking place in 2021 during a pandemic, for which an election department is unable to use supplemental federal funds that Congress approved in 2020 (or where federal funds are unavailable).

*Please note that we understand that you may adjust your plans for expending remaining funds based on this criteria. You are **not** required to resubmit an “Additional Information Form” proposed 2021 budget.

2. A final report is to be submitted no later than July 31, 2021. Please submit via the [reporting portal](#).

3. Grantees will be required to return any unspent funds at the time of final reporting.

- Any remaining funds that are not able to be spent on the above categories of expenditures must be returned to CTCL via check by **August 7, 2021**.
 - **Payable to:** Center for Tech and Civic Life
 - **Mailing address:** 233 N Michigan Ave, Suite 1800, Chicago, IL 60601
 - **Attn:** Nareth Phin, Operations Director

Thank you for all your hard work! And as always, let us know if you have any other questions by contacting us at grants@techandcivicle.org.

Best,

The CTCL team