



**OFFICE OF THE
CHIEF FINANCIAL OFFICER**
Office of Development and Grants

Coleman A. Young Municipal Center
2 Woodward Avenue, Suite 1026
Detroit, Michigan 48226

Phone 313•628•1258
Fax 313•224•0542
www.detroitmi.gov

August 29, 2024

The Honorable Detroit City Council
ATTN: City Clerk Office
200 Coleman A. Young Municipal Center
Detroit MI 48226

RE: Request to Accept and Appropriate 2024 Nonpartisan Election Administration Support Grant

The Institute for Responsive Government has awarded the City of Detroit Clerk’s Office with the 2024 Nonpartisan Election Administration Support Grant for a total of \$350,000.00. There is no match requirement. The total project cost is \$350,000.00.

The objective of the grant is to support the nonpartisan administration, planning and operationalizing of a secure, efficient, and accessible election. The funding allotted to the department will be utilized to support election administration costs, including but not limited to, voting hardware and capital outlays, software technical support, postage for mailing, building rentals and/or staffing to support elections operations.

If approval is granted to accept and appropriate this funding, the appropriation number is 21430.

I respectfully ask your approval to accept and appropriate funding in accordance with the attached resolution.

Sincerely,

DocuSigned by:
Terri Daniels
4D2BEEE23C8D489...

Terri Daniels
Director of Grants, Office of Development and Grants

CC:
Sajjiah Parker, Assistant Director, Grants

DocuSigned by:
Matthew Spayth
17E14C346551467
Office of Budget

DocuSigned by:
Cheryl Smith-Williams
B8CAE73E1C57487...
Agreement Approved as to Form
By the Law Department



Office of Development and Grants

RESOLUTION

Council Member _____

WHEREAS, the Clerk's Office is requesting authorization to accept a grant from the Institute for Responsive Government, in the amount of \$350,000.00, to support the nonpartisan administration, planning and operationalizing of a secure, efficient, and accessible election; and

WHEREAS, the Law Department has approved the attached agreement as to form; and

WHEREAS, this request has been approved by the Office of Budget; now

THEREFORE, BE IT RESOLVED that the Director or Head of the Department is authorized to execute the grant agreement on behalf of the City of Detroit, and

BE IT FURTHER RESOLVED, that the Budget Director is authorized to establish Appropriation number 21430, in the amount of \$350,000.00, for the 2024 Nonpartisan Election Administration Support Grant.

Institute for Responsive Government

Friday, August 23, 2024

IRG1-91124
Friday, August 23, 2024
Detroit City, Michigan

Dear City Clerk Janice Winfrey,

I'm pleased to inform you that the Institute for Responsive Government ("Responsive Gov"), a nonpartisan, nonprofit organization tax-exempt under Internal Revenue Code ("IRC") section 501(c)(3), has decided to award the **Detroit City Clerk's Office** ("Grantee") a grant to support its nonpartisan work planning and operationalizing secure, efficient, and accessible election administration. We based this decision on the information and materials provided in the **Detroit City Clerk's Office** Grant Application ("Application"), which is incorporated into this Grant Agreement as an Appendix. A copy of the Application has been provided simultaneously with this Grant Agreement for your records.

The following is a description of the grant:

- **Amount of Grant: \$350,000**
- **Public Purpose:** The grant funds must be used exclusively for the nonpartisan public purpose of planning and operationalizing secure, efficient, and accessible election administration in **Detroit City, Michigan**. Examples of uses that fall within this public purpose include expenditures for the key human, physical, and technological assets that the U.S. Department of Homeland Security has identified as necessary to conduct elections.*

Before Responsive Gov transmits these grant funds, an authorized representative of the **Detroit City Clerk's Office** must sign this agreement ("Grant Agreement"). By signing the Grant Agreement, the **Detroit City Clerk's Office** agrees to comply with all **United States, Michigan, and Detroit City** laws and regulations, including but not limited to those relating to taxes, gifts, and private funding of elections ("Applicable Laws"), when accepting and using the grant funds. Grantee also agrees to accept and use the funds subject to the terms and conditions below.

By signing this Grant Agreement, you agree and certify the following:

1. The **Detroit City Clerk's Office** is a U.S., state, or local government unit or political subdivision within the meaning of IRC section 170(c)(1). This grant shall be used only for the Public Purpose described above and for no other purposes.
2. The **Detroit City Clerk's Office** is authorized to receive this grant from Responsive Gov, receipt of the grant does not violate any Applicable Laws, and Grantee represents that it has taken all steps, including necessary approvals, required to apply for, accept, and utilize the grant for the Public Purpose set forth above and in the Proposal.
3. Grantee has submitted an Application, which (among other things) sets forth the intended use of grant funds. That Application is incorporated into this Grant Agreement as an Appendix. Grantee shall commence expending this grant for the purposes identified in its Application upon receipt and may use the grant funds for such purposes until May 31, 2025. If Grantee needs to reallocate grant funds between the purposes identified in the Application, Grantee is permitted to do so without any notice to Responsive Gov so long as those purposes are consistent with the Public Purpose described above.
4. If Grantee uses any part of this grant to fund another organization, it will take reasonable steps to

ensure that any grant funds are used consistently with the Public Purpose of this grant and all of the terms and conditions of this Grant Agreement. Grantee further agrees that the grant funds may not be used: (1) to participate in, intervene in, or carry on, directly or indirectly (including the publishing or distribution of statements), any political campaign on behalf of (or in opposition to) any candidate for public office or public referendum; (2) to engage in any effort to induce or encourage violations of law or public policy; (3) to cause any private inurement or improper private benefit to occur; or (4) for any purpose inconsistent with IRC Section 170(c)(2)(B), which relates to charitable, educational, scientific, religious, or literary purposes.

5. The **Detroit City Clerk's Office** shall not share with Responsive Gov—and Responsive Gov will never ask for—non-public or confidential information about your jurisdiction's voters or voting systems.

6. Grantee shall produce a report documenting how this grant has been expended to support its public purpose described above. This report shall be provided to Responsive Gov by June 30, 2025.

7. The purpose of the grant is to supplement the funds available to the **Detroit City Clerk's Office** and not to substitute for previously budgeted funds that would otherwise be provided to Grantee by **Detroit City, Michigan** but for the grant. You represent and warrant to the best of your knowledge that **Detroit City, Michigan** does not intend to reduce the **Detroit City Clerk's** budget or fail to appropriate or provide previously budgeted funds to the **Detroit City Clerk's Office** because it has received this grant.

8. Responsive Gov may discontinue, modify, withhold part of, or ask for the return of all or part of the grant funds if it determines, in its sole judgment, that (a) any of the above conditions have not been met, (b) any of the representations or certifications by Grantee are inaccurate, or (c) Responsive Gov must do so to comply with Applicable Laws.

9. The grant term shall be June 1, 2024, through May 31, 2025, and is the period during which covered costs may be applied to this Grant. To request an extension of the grant term, Grantee must provide a written request, including a new requested end date, to Responsive Gov before the end date of the grant term. Grantee must receive an amendment to the Grant Agreement to expend funds beyond the grant term.

10. Beyond the rights and obligations specifically set forth in the Grant Application and this Grant Agreement, Responsive Gov claims no legal right to control or otherwise influence the Grantee's use of any funds provided pursuant to this Grant Agreement. Responsive Gov has no role or involvement in the operation or administration of elections conducted by **Detroit City Clerk** as a result of this Grant Agreement, independent of the provision of the grant itself. Furthermore, it is expressly understood that by making this grant, Responsive Gov neither has or incurs any obligation to provide additional funding to the Grantee.

Please indicate that you accept and agree to these terms and conditions by having an authorized representative of your election jurisdiction sign and certify below. Please return a scanned copy of the signed letter via the link in your email at your earliest convenience. If needed, you may also return it via email at grants@responsivegov.org.

Sincerely,



Sam Oliker-Friedland
Executive Director
Institute for Responsive Government

By signing this Grant Agreement, I certify that I am authorized to bind the Detroit City Clerk's Office to the terms and conditions of the Grant Agreement and that the Detroit City Clerk's shall fully comply with the Grant Agreement including all restrictions on the use of funds.

Accepted on behalf of Detroit City Clerk

By: _____

Title: _____

Date: _____

APPENDIX: Detroit City, Michigan *A More Responsive Government 2024 Grant Program* Grant Application
Submitted to the Institute for Responsive Government

* See U.S. Department of Homeland Security, Cybersecurity and Infrastructure Security Agency, 2020
Election Infrastructure Subsector-Specific Plan, at 3-4 (2020), *available at*
https://www.cisa.gov/sites/default/files/publications/election_infrastructure_subsector_specific_plan.pdf

Application Summary

Please review the application summary below. To make a change, use the "Back" button at the bottom of this page.

Office Information

Office: Detroit City Clerk, Wayne County

State: MI

Jurisdiction: Detroit city, MI

Office Website: <https://detroitmi.gov/department/elections>

Physical Address: 2978 W. Grand Blvd , Detroit, MI 48202

Mailing Address: The office mailing address is the same as the physical address above

How many active registered voters does your jurisdiction have as of June 2024?: 511001

Approximately how many full time staff (or equivalent) do you have on your election team?: 125

Jurisdiction's total one-year budget allocated to elections for the fiscal year that includes June 2024?:
20126292

Please upload a copy of your elections budget for the fiscal year that includes June 2024. [City of Detroit FY 24-25 Adopted Budget.pdf](#)

Applicant Information

Applicant Name: Christian Maduka

Applicant Job Title: Chief of Staff

Applicant Email: madukac2978@detroitmi.gov

Share a link to an official government page that contains your bio or lists you in a staff directory:

<https://detroitmi.gov/government/city-clerk>

Phone Number - Desk: 313-876-0080

Phone Number - Work Mobile: 7345450841

Grant Information

Amount Requested: \$350,000.00

Human Expenses: Strategic and Operational Positions, Temporary/Seasonal Support Positions

Physical Expenses: Voting Locations, Voting Hardware, Other Postage

Technological Expenses: Election Systems

Other Expenses:

Briefly describe how you anticipate using the grant funds: We intend to use the grant funds for a variety of expenditures. It is primarily intended to cover voting hardware and capital outlays. Additionally, it would be used for software technical support for the equipment. Also, it could be used for postage for the robust mailing campaign we intend to undertake for the Presidential Election. Lastly, it would be used for building rentals and staffing to support our operations at early vote centers, Election Day precincts, and our absentee central counting board. Any one of these items or some combination is what the department envisions spending the funding on.

Title of Individual Signatory Authorized to Sign a Grant Agreement: City Clerk

Name of Individual Signatory (if applicable): Janice Winfrey

Optional Questions

Why are you seeking this additional source of funding? We need to purchase a big-ticket item., We're piloting something new, and if it works, we'll include it in future budgets., We have one-time costs that won't repeat in future years., We get by with our current budget but want to upgrade beyond the bare minimum., Our current budget is sufficient, so we'll use this grant to go above-and-beyond.

In the context of your annual elections budget, what impact will this funding have on your election operations? A massive impact