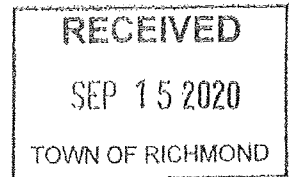


Linda Parent

Grant award

From: TAX - Muni Grants <TAX.MuniGrants@vermont.gov> on behalf of TAX - Muni Grants
Sent: Monday, September 14, 2020 6:26 PM
To: Parent, LindaM
Subject: Act 137 Digitization of Land Records Grant Award Approved



Dear Richmond Officers:

This message is to notify your office that your grant application in the amount of up to \$28,297.58 under Act 137 of 2020 for the Digitization of Land Records has been APPROVED. The original grant application cap of \$20,000 has been lifted due to availability of funds. If you requested additional funding, this grant amount reflects a portion of your additional request, which was prorated across applicants. Your official grant agreement documents will be mailed to your office.

Background

Act 137 of 2020 provides Coronavirus Relief Funds to various entities in Vermont for necessary expenses incurred due to, or as a result of, the COVID-19 public health emergency. Coronavirus Municipal Records Digitization Grants are being issued to help provide economic support to town offices which have been impacted by increased customer demand due to the COVID-19 public health emergency but are unable to successfully allow those customers to search land records. The funds can be used to cover costs directly associated with digitizing land records.

Eligible reimbursement requests include the following:

- Scanner purchase
- Vendor contract fees for digitizing and making available via an online portal all historical, current and backlog of land records
- Labor costs associated with additional staffing/overtime pay for clearing COVID-19 related backlog of land record scanning
- Vendor contract fees to update municipal parcel data

For more information, visit: <https://tax.vermont.gov/coronavirus/municipal-grants/dgz-grant>

Conditions of Receipt

Per the Guidelines established July 31, 2020, and per your attestation on your application, your municipality must demonstrate the digitization of land records dating back to at least November 1, 2015. On or before **November 1, 2020**, you must provide evidence of your progress in meeting the requirements of the grant via email to tax.munigrants@vermont.gov.

On or before **December 15, 2020**, you must submit documentation of your actual incurred expenses for reimbursement, following these instructions. Failure to meet the grant requirements and/or submit actual expenses will mean your expenses will not be reimbursed.

For more information, contact tax.munigrants@vermont.gov or 802-828-6639 to leave a message. Units of local government can contact their Regional Planning Commissions for free assistance to identify and document eligible COVID-19 expenses.



CENTER FOR
TECH AND
CIVIC LIFE

October 9, 2020

Richmond Town, Vermont
Town Clerk
PO Box 285
Richmond, VT 05477

Dear Linda Parent,

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

The following is a description of the grant:

AMOUNT OF GRANT: \$5,000.00 USD

PURPOSE: The grant funds must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in Richmond Town 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: Polling place rental and cleaning expenses for early voting or Election Day, Vote-by-mail/Absentee voting equipment or supplies, and Election administration equipment. 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.

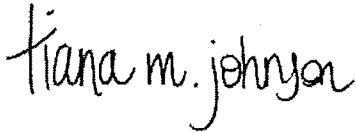
Your acceptance of and agreement to these terms and conditions and this Grant Agreement is indicated by your signature below on behalf of Grantee. Please have an authorized

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

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

GRANTEE

By: Linda M Parent

Title: Richmond Vt. Town Clerk

Date: October 20, 2020



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