CITY OF NOVI CITY COUNCIL
NOVEMBER 9, 2026

SUBJECT: Approval of the Grant Agreement from the U.S. Alliance for Election Excellence in the amount of $15,000.

SUBMITTING DEPARTMENT: City Clerk

KEY HIGHLIGHTS:

- The City has been awarded $15,000 through "2026 Election Excellence Grant Program"
- Grant funds can be used to cover election-related expenses in our grant application.

FINANCIAL IMPACT

	FY 26/27	Total
EXPENDITURE REQUIRED	**$ 15,000**	**$ 15,000**
BUDGET		
1. 101-215.00-729.000	**$15,000**	**$ 15,000**
APPROPRIATION REQUIRED	**$15,000**	**$ 15,000**
FUND BALANCE IMPACT	**$0**	**$ 0**

- Receiving a grant from the U.S. Alliance for Election Excellence.
- This expense will be included on the first quarter budget amendment.

BACKGROUND INFORMATION:

In August 2026, the Clerk's Office became aware of the U.S. Alliance for Election Excellence's "2026 Election Excellence Grant Program." The Alliance is a nonpartisan initiative of the Center for Tech and Civic Life (CTCL), a nonprofit organization dedicated to supporting local election offices through resources, professional development, and standards for election administration.

The grant program provides funding to help election offices pursue and achieve voluntary, nonpartisan Standards for Election Excellence, which establish best practices for secure, efficient, and accessible elections.

The Clerk's Office applied for and was subsequently awarded $15,000 in grant funding to support specific and identified improvements in election administration proposed by the City. Grant funds must be used toward achieving the selected Standards for Election Excellence, with eligible expenditures incurred between July 1, 2026, and August 31, 2027. Anticipated examples of grant fund expenditures include, but are not limited to:

- Replacement ballot drop box
- Election worker management software
- Additional voting booths
- Secure ballot storage carts
- Additional and replacement polling location signage

The grant agreement has been reviewed by the City Attorney's Office, with no objections to its acceptance based upon the uses identified. Acceptance of this grant agreement will provide the Clerk's Office with additional resources to pursue and maintain high standards of excellence in election administration.

RECOMMENDED ACTION: Approval to accept the 2026 Election Excellence Grant in the amount of $15,000, for the purposes and uses identified in the grant application and related items, and authorization for the City Clerk to execute the grant agreement on behalf of the City.



U.S. Alliance for Election Excellence

October 26, 2026

Novi City Clerk's Office
45175 W Ten Mile Rd
Novi, Michigan 48375

Dear Novi City Clerk's Office,

I'm pleased to inform you that the U.S. Alliance for Election Excellence, a project of 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 the Novi City Clerk's Office ("Grantee") a nonpartisan 2026 Election Excellence Grant to support its work pursuing and achieving the U.S. Alliance for Election Excellence's voluntary, nonpartisan Standard(s) for Election Excellence in Secure Ballot Management, Poll Worker Training, Plain Language, and Information Design. We based this decision on the information and materials provided in the Novi City Clerk's Office 2026 Election Excellence Grant Application ("Application"), which has been incorporated into this Agreement as Appendix B.

The following is a description of the grant:

- ***Amount of Grant:*** ***$15,000.00***
- ***Public Purpose:*** *The grant funds must be used exclusively for the public purpose of pursuing and achieving the U.S. Alliance for Election Excellence's voluntary, nonpartisan Standard(s) for Election Excellence, see Appendix A, in Secure Ballot Management, Poll Worker Training, Plain Language, and Information Design in Novi City, Michigan.*

Before CTCL transmits these grant funds on behalf of the U.S. Alliance for Election Excellence (the "Alliance"), an authorized representative of the Novi City Clerk's Office must sign this agreement ("Grant Agreement"). By signing the Grant Agreement, the Novi City Clerk's Office agrees to comply with all United States, Michigan, and Novi 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 use the funds following the terms and conditions below.

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

1. The Novi 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 Novi City Clerk's Office is authorized to receive this grant from the Alliance, 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 Application.
3. Grantee has submitted an Application that included the intended use of grant funds and budget estimates. This Application is incorporated into this Agreement as Appendix B. 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 August 31, 2027. If Grantee needs to reallocate grant funds between the specific Standard identified in the Public Purpose above and another Standard for Election Excellence, see Appendix A, Grantee is permitted to do so as long as it is working to pursue and achieve that Standard, consistent with the Public Purpose described above, and as long as it notifies the Alliance of the change.
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 to: (1) 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) lobby; (3) engage in any effort to induce or encourage violations of law or public policy; (4) cause any private inurement or improper private benefit to occur; or (5) for any purpose other than specified in the Proposal and consistent with IRC Section 170(c)(2)(B), which relates to charitable, educational, scientific, religious, or literary purposes.
5. The Novi City Clerk's Office shall not share with CTCL or the Alliance, and neither will CTCL nor the Alliance ever 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 proposed activities. This report shall be provided to the Alliance by September 30, 2027.
7. The purpose of the Grant is to supplement the funds available to the Novi City Clerk's Office and not to substitute for previously budgeted funds that would otherwise be provided to Grantee by Novi City, Michigan but for the Grant. You represent and warrant to the best of your knowledge that Novi City, Michigan does not intend to reduce the Novi City Clerk's Office's budget or fail to appropriate or provide previously budgeted funds to the Novi City Clerk's Office because it has received this Grant.
8. The Alliance 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 by Grantee are inaccurate, or (c) the Alliance must do so to comply with Applicable Laws.
9. The grant term shall be July 1, 2026, through August 31, 2027, and is the period during which covered costs may be applied to this Grant.

Please indicate that you accept and agree to these terms and conditions by having an authorized representative of the Novi City Clerk's Office sign and certify below.

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

Sincerely,



Tiana Epps-Johnson
Chief Executive Officer
Center for Tech and Civic Life

Grant Reporting

Progress Report Schedule

Report Name	Reporting Period	Due By
Final Grant Report	7/1/2026 to 8/31/2027	10/1/2027 at 12:59:59 AM

If you are not the authorized signatory of this Grant Agreement and the authorized signatory does not have access to this platform, please pause and reach out to grants2026@electionexcellence.org for instructions on how to proceed.

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

Authorized Signature*

By typing or signing your name above and clicking submit, you are electronically signing this document. You agree that this electronic signature is legally binding, equivalent to your handwritten signature. You also consent to the use of electronic records for this transaction. If you wish to obtain a paper copy or withdraw from using electronic records in the future, please contact us at legal@submittable.com.

Signatory Information

Name*

Title*

Date*

I certify that I am authorized to bind this election office to the terms and conditions of the Grant Agreement and that this election office shall fully comply with the Grant Agreement including all restrictions on the use of funds.

Appendix A

Standards for Election Excellence

The voluntary, nonpartisan Standards for Election Excellence define high performance for local election departments across key areas in U.S. election administration. Built in deep collaboration between local election officials from across the country and technologists, designers and other experts, the standards are designed to bring the elections community together to improve election operations and build public trust.

★ Available for Certification

Communications

★ **Plain language**	Your election office writes and speaks in a way that allows voters to easily find, understand, and use the information they need.
★ **Information design**	Your election office uses design and accessibility best practices to format information so it is easy to find, understand, and use.
★ **Language access**	Your election office understands your voters' language needs and prioritizes their preferred languages, dialects, and communication modes.
★ **Voter communications**	Your election office effectively distributes information through a variety of mediums that best reach your voters.
★ **Community relationships**	Your election office builds and maintains strong relationships in your community that foster trust in the election process.
Media relationships	Your election office proactively builds and maintains relationships with members of the media to communicate accurate election information.

Ballots and Audits

Ballot creation	Your election office creates ballots that are well-designed, accurate, and in formats that meet voters' needs.
Voting resources allocation	Your election office allocates the needed ballots, supplies, and equipment for voters to cast their ballots with ease.
★ **Secure ballot management**	Your office protects ballot security from printing to storage using comprehensive ballot management processes.
★ **Tabulation audits**	Your election office conducts tabulation audits on your voting equipment prior to certification to ensure the results are accurate.

Voting Operations

★ **Voter registration rolls**	Your election office manages voter registration records with attention to accuracy and timely processing.
In-person voting	Your election office supports voters' in-person voting needs with enough sites and well-organized operations.
Mail ballots	Your election office has a clear and efficient system for processing mail ballots.
Results reporting	Your election office accurately and promptly reports election results to keep the public informed.

Office Operations

Culture	Your election office articulates values that reinforce professional ethics and establish a positive environment for all election ofice staff.
★ **Funding and budgets**	Your election office understands your operational needs, communicates those needs to key decision-makers, and manages budgets responsibly.
Hiring	Your election office recruits and hires qualified candidates with the potential, temperament, and skills to successfully carry out their responsibilities.
Training and professional development	Your election office delivers training to onboard new staff, provides ongoing development within roles, and supports professional advancement in the field of election administration.
Management	Your election office effectively manages and retains competent staff by providing clear expectations, ongoing support, and recognition.

Poll Workers

Poll worker recruitment	Your election office recruits enough poll workers with the skills and competencies to successfully support voters in casting their ballots.
★ **Poll worker training**	Your election office delivers training that helps poll workers understand and conduct their responsibilities, equips them with the resources to find answers to their questions, and sets expectations of professionalism.
Poll worker management	Your election office manages poll workers by efficiently maintaining information, communicating effectively, and facilitating compensation.
Poll worker retention	Your election office supports retention of competent poll workers and honors their civic contribution by providing a positive poll worker experience, making poll workers feel appreciated, and incorporating feedback on their experience.

Emergencies and Security

★ **Emergency planning**	Your election office is prepared to address emergencies that disrupt administrative or voting functions
Physical security	Your election office maintains the security of physical spaces to protect people and materials during administration, voting, processing, storage, and transit.
Cybersecurity	Your election office ensures the integrity and operation of your digital infrastructure.

U.S. ALLIANCE FOR ELECTION EXCELLENCE

www.electionexcellence.org

Appendix B

Election Excellence Grant Program(Novi City Clerk's Office, MI I Novi City, MI)

Grant Application

10/05/2026

Applicant Profile

Election Office & Jurisdiction*

Novi City Clerk's Office, MI I Novi City, MI

State

State/Province/Region

MI

This office is eligible to apply for a grant up to the amount listed below

The Alliance has provided prepopulated information regarding eligibility as a convenience. Nothing in the application is intended as a legal determination or legal advice. We encourage you to check with your state, county, or city attorney to verify whether your office can apply for and/or receive grant funds.

$ 15,000 USD

Learn more about how grant amounts are determined.

Grant Application

10/05/2026

Office Website
Leave blank if none

https://cityofnovi.org/elections/

Office Physical Address

Address Line 1*

45175 W Ten Mile Rd

Address Line 2

City Clerk's Office

City*

Novi

State/Province/Region*

Michigan

Postal/Zip Code*

48375

Is the mailing address the same?*

- (●) Yes

Grant Application

10/05/2026

○ No

Office Contact(s)

First Name* Cortney

Last Name* Hanson

Role or Title* City Clerk

Email Address* Chanson@cityofnovi.org

Phone Number* 248-347-0457

First Name* Alyssa

Last Name* Craigie

Role or Title* Administrative Assistant

Email Address* Acraigie@cityofnovi.org

Grant Application

10/05/2026

Phone Number*

248-347-0458

For Reference

Election Office Name

Novi City Clerk's Office, MI

Election Office Name w/o state

Novi City Clerk's Office

Jurisdiction

Novi City, MI

Jurisdiction w/o state

Novi City

Hidden Field 1: NOT IN USE

Grant Application

10/05/2026

Introduction

Thank you for your interest in the Alliance's nonpartisan 2026 Election Excellence Grant Program! After submitting this information, the Alliance may ask for additional public, non-confidential information to help determine your office's eligibility for a grant. We will never ask you for non-public information about your voters or election operations. The Alliance reserves the right to verify any information you provide with third party sources. By submitting this application, you consent to the collection of the information you submit, which may be used for the purposes described in the Privacy Policy. You also represent that you are authorized to do so on behalf of your election office.

U.S. Alliance Certification Account

I confirm that this office has created a free, online certification account.*

- (●) Yes
- ( ) No

Your office must have a free, online Certification Account to be eligible for a grant. Your grant application will not be reviewed unless a Certification Account exists for your office.

Jurisdiction Selection and Grant Amount

Select your jurisdiction and confirm your grant amount request

Election Excellence Grant Program(Novi City Clerk's Office, MI I Novi City, MI)

Grant Application

10/05/2026

The Alliance has provided prepopulated information regarding eligibility as a convenience. Nothing in the application is intended as a legal determination or legal advice. We encourage you to check with your state, county, or city attorney to verify whether your office can apply for and/or receive grant funds.

Select your office:*
Search results will include your office, jurisdiction, and eligible award amount.

Novi City Clerk's Office, MI
Novi City, MI
15000

Are you applying for the grant amount shown above?*
This office is eligible to apply for a grant up to the amount shown above.

- (●) Yes, I am applying for that amount
- ( ) No, I am applying for less than that amount

Office Information

Information about voters, staff, and budget

How many active registered voters does your jurisdiction have as of July 1, 2026?*

48,002

Approximately how many full time staff (or equivalent) do you have on your election team? *
Please do not include poll workers, election judges, etc. in this count.

4

Grant Application

10/05/2026

What is your office's total one-year budget allocated to elections for the fiscal year that includes July 1, 2026?*

$	217,180	USD

Please upload a copy of your elections budget for the fiscal year that includes July 1, 2026.*

Clerk's Budget.xlsx

08/20/2026	BUDGET REPORT FOR CITY OF NOVI				
		2026-27	2026-27	2027-28	2028-29
		AMENDED	ACTIVITY	FINANCE EST	FINANCE EST
GL NUMBER	DESCRIPTION	BUDGET		BUDGET	BUDGET
APPROPRIATIONS					
Dept 215.00 - CITY CLERK					
PERSONNEL SERVICES					
101-215.00-704.000	Permanent salaries	359,029	45,537	369,530	380,346
101-215.00-704.210	Vacation Payout	2,000		2,000	2,000
101-215.00-705.000	Temporary salaries	45,000	5,670	46,350	47,740
101-215.00-706.000	Overtime	10,000	3,813	10,000	10,000
101-215.00-715.000	Social security	31,827	4,100	32,733	33,667
101-215.00-716.000	Insurance	55,926	7,639	59,312	62,903
101-215.00-716.200	HSA - employer contribution		290		
101-215.00-716.999	Insurance - Employee Reimbursement	(8,106)	(1,093)	(8,592)	(9,108)
101-215.00-717.000	Workers compensation	667	70	687	687
101-215.00-718.000	Pension - DB Normal Cost	5,176		5,535	5,931
101-215.00-718.010	Pension - DB Unfunded Accrued Lia	279,027		298,363	319,729
101-215.00-718.200	Pension - defined contribution	20,892	3,009	21,519	22,164
101-215.00-718.450	Retiree health savings DC	6,868	873	6,918	6,969
PERSONNEL SERVICES		808,306	69,908	844,355	883,028
OTHER SERVICES AND CHARGES					
101-215.00-705.315	Election Workers	125,000	40,656	125,000	125,000
101-215.00-802.215	Data Processing - Elections	32,180	19,506	32,180	32,180
101-215.00-809.000	Memberships and dues	800		800	800
101-215.00-816.800	Ordinance codification	6,000		6,000	6,000
101-215.00-850.000	Internal technology	42,412		42,000	42,000
101-215.00-851.000	Telephone	1,000		1,000	1,000
101-215.00-860.000	Transportation	150		150	150
101-215.00-900.000	Printing and publishing	3,000		3,000	3,000
101-215.00-900.001	Printing and Publishing (city-wide)	1,000		1,000	500
101-215.00-942.100	Records storage	29,000		29,000	29,500
101-215.00-956.000	Conferences and workshops	4,000	50	4,000	4,000
101-215.00-957.000	Tuition & other reimbursements	3,500		3,500	3,500
OTHER SERVICES AND CHARGES		248,042	60,212	247,630	247,630
SUPPLIES					
101-215.00-728.000	Postage	2,000		2,000	2,000
101-215.00-728.001	Postage Allocation	20,000	2,168	20,000	20,000
101-215.00-729.000	Election supplies	60,000	1,882	50,000	50,000
101-215.00-740.000	Operating supplies	3,000	294	3,000	3,000
SUPPLIES		85,000	4,344	75,000	75,000
Totals for dept 215.00 - CITY CLERK		1,141,348	134,464	1,166,985	1,205,658

TOTAL APPROPRIATIONS		1,141,348	134,464	1,166,985	1,205,658
NET OF REVENUES/APPROPRIATIONS - FUND 101		(1,141,348)	(134,464)	(1,166,985)	(1,205,658)

Grant Application

10/05/2026

Applicant Information

Information about the individual completing this grant application

Name

First Name*

Cortney

Last Name*

Hanson

Suffix

Job Title*

City Clerk

Email Address*

Chanson@cityofnovi.org

Grant Application

10/05/2026

What number can we reach you at during business hours?
To add an additional phone number, select "Add Contact"

Phone Number*

248-347-0456

Phone Number*

2483470457

Standards for Election Excellence

Learn about the 11 Standards available for Certification.

Please select the voluntary, nonpartisan Standard(s) you would use the grant to pursue and achieve.*
An office is only eligible for one grant but may choose to allocate the funds granted among more than one standard.

- [x] Poll Worker Training
- [x] Plain Language
- [x] Information Design
- [ ] Language Access
- [ ] Voter Communication
- [ ] Community Relationships
- [x] Secure Ballot Management
- [ ] Voter Registration Rolls

Grant Application

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- Emergency Planning
- Funding and Budgets
- Tabulation Audits

Poll Worker Training

Your election office delivers training that helps poll workers understand and conduct their responsibilities, equips them with the resources to find answers to their questions, and sets expectations of professionalism.

To achieve this standard:

- You provide poll worker training that is convenient and accessible and that offers poll workers opportunities to practice their responsibilities and demonstrate their comprehension through evaluation tools.
- You equip poll workers with up-to-date and easy-to-understand resources to help them carry out their responsibilities and quickly resolve situations in their voting location.
- You support poll workers with clear policies and communication that establish a voter-centric, non-partisan, and professional culture in voting locations.

It is important that we are explicit about the underlying why for each standard. While not attached to measurements, the intended impact of an election department achieving this standard is that:

- Poll workers will follow established processes and function efficiently.
- Election offices will receive fewer questions from poll workers during elections, reduce confusion, and minimize poll worker errors.
- Voters will interact with helpful, knowledgeable poll workers who build their confidence in the election process.

On a scale of 1-5, how would you rate your office's readiness to achieve the Poll Worker Training Standard?*
Note: If selecting 1, first move the slider to a different number, then return it to 1. Otherwise the question will register as unanswered.

3

1 5

1 = Far from meeting the Standard, significant funding required 5 = Nearly achieving the Standard, minimal funding required

Grant Application

10/05/2026

Briefly describe your office's current approach to Poll Worker Training. *
What's going well? What would need more attention in order to achieve this Standard?

The City of Novi recruits, trains, assigns, and communicates with hundreds of election workers, many of whom return each election with significant experience. Workers receive in-person training and a comprehensive manual for Election Day reference. The City currently utilizes Election Worker, an online platform that supports worker management, communication, assignments, and training. As the platform continues to evolve, its expanding capabilities provide opportunities to enhance how we prepare and support our election workers. Grant funding would cover an additional year of the City's subscription, allowing us to sustain this existing resource while further integrating its growing training and management capabilities into our program. This continued investment would strengthen worker preparedness, supplement our established training practices, and advance our alignment with the Standards for Excellence.

What are the current barriers to your office meeting the Poll Worker Training Standard?*
Select all that apply.

- [x] Funding
- [x] Staffing capacity
- [x] Technology limitations
- [x] Competing priorities
- [ ] Limited guidance or examples
- [x] External requirements or constraints
- [ ] Other

If your office were meeting the Poll Worker Training Standard, what would be different?*
Briefly describe what would change in your processes, documentation, staffing, technology, or public experience.

Meeting the Poll Worker Training Standard would mean having the time and technology to expand upon our existing training program. The City currently uses Election Worker for worker management and plans to increasingly utilize the platform for training as its capabilities continue to develop. Continued funding would provide another year for

staff to learn, implement, and integrate these evolving features while giving election workers time to become familiar with the platform. Our goal is to supplement, not replace, our established in-person training and Election Day manual with a more accessible and interactive resource. This would give workers additional opportunities to reinforce their knowledge while providing staff with a more centralized and sustainable approach to training, communication, and worker preparedness.

What actions does your office plan to take by the end of the grant period to pursue and/or achieve the Poll Worker Training Standard?*
Brief description of planned steps or milestones.

During the grant period, the City plans to maintain its Election Worker subscription and further integrate the platform into our poll worker training program as its capabilities develop. Staff will evaluate available training features and determine how they can supplement our existing in-person training and Election Day manual. We will introduce election workers to available resources and provide opportunities to become familiar with the platform outside of scheduled training. Staff will also gather feedback to identify opportunities for improvement. By the end of the grant period, our goal is to establish a more accessible, centralized training process that strengthens worker preparedness and advances our progress toward meeting the Poll Worker Training Standard.

Plain Language

Your election office writes and speaks in a way that allows voters to easily find, understand, and use the information they need.

To achieve this standard:

- Your public materials have a clear purpose that voters can easily identify.
- You use language that speaks directly to voters: it is in active voice, uses simple words and sentences, and defines jargon.
-

Grant Application

10/05/2026

You test public materials with your audience to ensure they meet their intended purpose and are appropriate for your community.

It is important that we are explicit about the underlying why for each standard. While not attached to measurements, the intended impact of an election department achieving this standard is that:

- Election offices will translate materials that are in plain language with greater ease and accuracy.
- Voters with certain disabilities will understand information in plain language more easily.
- Voters will participate in elections more easily with the information your office provides.
- All voters will understand materials that your office provides.

On a scale of 1-5, how would you rate your office's readiness to achieve the Plain Language Standard?*
Note: If selecting 1, first move the slider to a different number, then return it to 1. Otherwise the question will register as unanswered.

1 — 3 — 5

1 = Far from meeting the Standard, significant funding required 5 = Nearly achieving the Standard, minimal funding required

Briefly describe your office's current approach to Plain Language. *
What's going well? What would need more attention in order to achieve this Standard?

The City strives to provide election information that is accurate, concise, and easy for voters to understand. This includes written communications as well as signage directing voters at polling locations. Staff regularly assist voters with questions and use those interactions to identify areas where directions or messaging could be clearer. While our current materials provide necessary information, additional attention could be given to making physical directions more immediate and actionable so voters can easily identify where they need to go to vote.

What are the current barriers to your office meeting the Plain Language Standard?*
Select all that apply.

- Funding

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- [x] Staffing capacity
- [ ] Technology limitations
- [x] Competing priorities
- [ ] Limited guidance or examples
- [ ] External requirements or constraints
- [ ] Other

If your office were meeting the Plain Language Standard, what would be different?*
Briefly describe what would change in your processes, documentation, staffing, technology, or public experience.

Meeting the Plain Language Standard would mean voters receive clear, direct, and immediately actionable information throughout their voting experience. Improved signage would help voters identify their correct voting location and understand exactly where to go upon arrival, reducing uncertainty and the need to seek assistance. Directions would use simple wording, recognizable precinct information, and clear directional cues. Staff would also more consistently apply plain-language principles when developing voter-facing materials. The goal is for voters to be able to arrive at a voting location, quickly understand the information presented to them, and confidently navigate where they need to go to cast their ballot.

What actions does your office plan to take by the end of the grant period to pursue and/or achieve the Plain Language Standard?*
Brief description of planned steps or milestones.

During the grant period, the City plans to review and improve voter-facing directions at polling locations. This includes replacing and expanding roadside A-frame signage that clearly identifies precinct locations and provides simple, immediately understandable directions, such as “Precinct 16 Votes Here.” Staff will review wording to ensure instructions are concise, direct, and actionable for voters. We will also use feedback from voters and election workers to identify common points of confusion and opportunities for improvement. By the end of the grant period, our goal is to provide clearer, more consistent information that helps voters independently and confidently identify where they need to go to vote.

Grant Application

10/05/2026

Information Design

Your election office uses design and accessibility best practices to format information so it is easy to find, understand, and use.

To achieve this standard:

- You consider the voter journey as voters interact with the information you share, publish, and create.
- You follow accessibility standards set by the Americans with Disabilities Act (ADA) and the Web Content Accessibility Guidelines (WCAG) that are relevant to each publication format.
- You use design elements like structure, hierarchy, typography, visuals, and color to communicate meaning and help voters navigate materials.
- You produce materials that have a consistent look and include key contact information for your office.

It is important that we are explicit about the underlying why for each standard. While not attached to measurements, the intended impact of an election department achieving this standard is that:

- Election offices will save staff time by reducing confusion and questions.
- Voters will understand and navigate election information.
- The public will easily identify trusted materials from your local election office.

On a scale of 1-5, how would you rate your office's readiness to achieve the Information Design Standard?*
Note: If selecting 1, first move the slider to a different number, then return it to 1. Otherwise the question will register as unanswered.

3

1 5

1 = Far from meeting the Standard, significant funding required 5 = Near achieving the Standard, minimal funding required

Grant Application

10/05/2026

Briefly describe your office's current approach to Information Design. *
What's going well? What would need more attention in order to achieve this Standard?

The City considers accessibility and the voter journey when preparing each polling location. Our locations provide accessible voting options and designated areas intended to allow voters to participate independently and privately. However, some of the physical equipment supporting that experience could be updated to better meet the needs of voters of varying abilities. Replacing and expanding accessible voting booths, updating standard voting booths, and improving voter-flow equipment would allow us to create more consistent, accessible voting environments and clearer pathways through the voting process while supporting voter privacy and independence.

What are the current barriers to your office meeting the Information Design Standard?*
Select all that apply.

- [x] Funding
- [ ] Staffing capacity
- [ ] Technology limitations
- [x] Competing priorities
- [ ] Limited guidance or examples
- [x] External requirements or constraints
- [ ] Other

If your office were meeting the Information Design Standard, what would be different?*
Briefly describe what would change in your processes, documentation, staffing, technology, or public experience.

Meeting the Information Design Standard would create a more accessible, consistent, and independently navigable voting experience. Updated accessible voting booths would better accommodate voters with disabilities and provide appropriate, private spaces to independently mark ballots. Updated standard voting booths would improve consistency across polling locations, while stanchions would establish clear, predictable, and accessible pathways through the voting environment. Together, these improvements would allow us to consider accessibility throughout the entire voter journey rather than through individual accommodations alone. Voters of varying abilities would be able to navigate the voting environment, access an appropriate voting space, and participate as independently and comfortably as possible.

What actions does your office plan to take by the end of the grant period to pursue and/or achieve the Information Design Standard?*
Brief description of planned steps or milestones.

During the grant period, the City plans to evaluate and improve accessibility throughout the in-person voter journey. A primary initiative will be replacing and expanding accessible voting booths to provide voters with disabilities appropriate, private, and independently usable ballot-marking spaces. We also plan to update standard voting booths to improve consistency across locations and invest in stanchions to establish clear, predictable, and accessible path-ways through the voting environment. Staff will consider polling-place layouts, equipment placement, voter flow, and accessibility when implementing these improvements. Our goal is to create voting environments that better accommodate voters of varying abilities while making the in-person voting experience more intuitive, consistent, accessible, and independent.

Secure Ballot Management

Your office protects ballot security from printing to storage using comprehensive ballot management processes.

To achieve this standard:

- You have documented ballot management procedures for ballot organization, ballot accounting, ballot reconciliation, and chain of custody.
- You routinely train election staff on ballot management procedures.
- You organize your ballots in an orderly manner that promotes accuracy.
- You consistently account for ballots during each stage of the ballot lifecycle, documenting ballot totals and reviewing for accuracy.
- You reconcile the number of ballots with the number of voters and provide an explanation if numbers do not match.

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- You store ballots in a secure space that only authorized personnel can access.
- You implement security strategies during ballot management processes to protect ballots from tampering.
- You have a process for reviewing completed ballot management forms for full completion and accuracy; your process requires different individuals to review than those who initially completed the forms.
- You build public understanding of ballot management processes.

It is important that we are explicit about the underlying why for each standard. While not attached to measurements, the intended impact of an election department achieving this standard is that:

- Staff and poll workers will easily follow critical security measures for ballot management because of well-documented procedures.
- Election offices will have secure ballot management processes to detect and deter tampering.
- Voters will trust their ballot has been securely handled and accurately counted, which strengthens their confidence in the integrity of the voting process and election results.

On a scale of 1-5, how would you rate your office's readiness to achieve the Secure Ballot Management Standard?*
Note: If selecting 1, first move the slider to a different number, then return it to 1. Otherwise the question will register as unanswered.

3

1 5

1 = Far from meeting the Standard, significant funding required 5 = Nearly achieving the Standard, minimal funding required

Briefly describe your office's current approach to Secure Ballot Management. *
What's going well? What would need more attention in order to achieve this Standard?

The City maintains established procedures for ballot accounting, reconciliation, chain of custody, secure storage, and controlled ballot transport. Staff and election workers are trained on these responsibilities, and required documentation is reviewed for accuracy. Our primary need is maintaining the physical infrastructure that supports these procedures. An existing ballot drop box, previously purchased with grant funding, has experienced deterioration from Michigan weather and road salt, creating concern about its long-term security and structural integrity. Additional opportunities include updating ballot carts, precinct supply containers, and absentee ballot processing equipment to further support secure, organized, and efficient ballot handling.

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What are the current barriers to your office meeting the Secure Ballot Management Standard?*
Select all that apply.

- [x] Funding
- [ ] Staffing capacity
- [ ] Technology limitations
- [x] Competing priorities
- [ ] Limited guidance or examples
- [x] External requirements or constraints
- [ ] Other

If your office were meeting the Secure Ballot Management Standard, what would be different?*
Briefly describe what would change in your processes, documentation, staffing, technology, or public experience.

Meeting the Secure Ballot Management Standard would ensure our physical infrastructure continues to support established security procedures. A primary improvement would be replacing a deteriorating ballot drop box with a secure, weather-resistant replacement capable of maintaining its integrity despite Michigan weather and road salt exposure. Updated ballot carts would allow received ballots to remain securely organized and safely transported to the Absentee Counting Board. Standardized precinct supply containers would keep essential election materials, including ballot secrecy sleeves, organized, protected, and readily available to workers. Improved absentee ballot opening equipment would increase processing efficiency while reducing the risk of accidentally cutting or damaging ballots. Together, these improvements would strengthen ballot security, privacy, organization, transportation, and processing throughout the ballot lifecycle.

What actions does your office plan to take by the end of the grant period to pursue and/or achieve the Secure Ballot Management Standard?*

During the grant period, the City plans to replace a ballot drop box deteriorated by Michigan weather and road salt with a durable, secure replacement. We will replace ballot carts used to securely organize and transport received ballots to the Absentee Counting Board and aging precinct supply containers used to organize essential Election Day materials, including ballot secrecy sleeves. The City also plans to invest in improved absentee ballot opening

equipment. Updated letter openers would allow staff to process high volumes of absentee ballots more efficiently while reducing the risk of accidentally cutting or damaging ballots during opening. Together, these investments will strengthen the physical infrastructure used to securely receive, organize, transport, protect, and process ballots throughout the election.

Proposed Budget

How would you allocate the grant funds across the standards you selected?

Poll Worker Training: Proposed Total Budget Amount*

$	3,000	USD

Poll Worker Training: Budget Breakdown*

Your budget breakdown can be high-level and provided either in percentages of spending categories or approximate dollar amounts.

Approximately $3,000 for a one-year subscription to the City's existing Election Worker platform, supporting continued election worker management and the integration of expanding training capabilities.

Plain Language: Proposed Total Budget Amount*

$	1,250	USD

Plain Lanuage: Budget Breakdown*

Your budget breakdown can be high-level and provided either in percentages of spending categories or approximate dollar amounts.

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Approximately $1,250 for replacement and expanded roadside A-frame precinct signage designed to provide voters with clear, direct, and immediately understandable information identifying where to vote. The number of signs purchased will be based on final pricing and identified needs across polling locations.

Information Design: Proposed Total Budget Amount*

$ 2,700 USD

Information Design: Budget Breakdown*

Your budget breakdown can be high-level and provided either in percentages of spending categories or approximate dollar amounts.

Approximately $2,700 for accessible voting booths and additional stanchions to improve accessibility throughout the in-person voter journey. Funding will prioritize expanding private, independently usable ballot-marking spaces for voters with disabilities and creating clear, predictable, and accessible pathways through polling locations. Final quantities will be determined based on pricing and the accessibility needs identified across voting locations.

Secure Ballot Management: Proposed Total Budget Amount*

$ 8,050 USD

Secure Ballot Management: Budget Breakdown*

Your budget breakdown can be high-level and provided either in percentages of spending categories or approximate dollar amounts.

Approximately $3,000 for replacement of a deteriorating secure ballot drop box, $2,300 for absentee ballot opening equipment, $1,500 for mobile ballot carts and additional shelving, and $1,250 for standardized precinct election supply containers. These containers organize and protect essential Election Day materials, including ballot secrecy sleeves, while the carts support the secure organization and transport of received ballots to the Absentee Counting Board.

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Total Budget
This should equal the total grant amount you are applying for.

$15,000.00

Application Attestation

By submitting this grant application, you consent to the Alliance's collection of the information you submit, which may be used for the purposes described in the Privacy Policy.

- I understand that a copy of my submitted application will be available to review in my Grants Portal
- I certify that I am permitted to submit this grant application on behalf of the office and jurisdiction named in this application.

Your Signature

Cortney Hanson

Today's Date:*

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