

## CARES Act Funding Request

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### Instructions

The CARES Act allows state and local governments to use the funds to prevent, prepare for, and respond to the coronavirus for the 2020 election cycle (this includes Utah's June Primary and the November General Election). To request CARES Act funds, please complete the form below and provide a proposal of how your county will use the funds to prevent, prepare for, and respond to the coronavirus.

Here are some potential expenses that could be funded through the CARES Act, but this list is not exhaustive:

- Personal protective equipment, such as hand sanitizer, masks, face shields, gloves.
- Cleaning supplies and equipment.
- Pre- and post-election deep cleaning of drive-up voting locations or election offices.
- Expenses incurred to maintain physical distancing between election workers, poll workers, and/or voters.
- Expenses associated with drive-up voting, such as:
  - Signage, banners, traffic cones, safety vests, and other traffic management items.
  - Shade tents, tables, extension cords, or other items necessary so that poll workers can work outside.
  - Mobile IT equipment.
- Mailings, notices, or other public communications to inform voters of coronavirus precautions, options in voting, and other voting information. This could include efforts to encourage voters to update their voter registration/ballot mailing address to ensure their mail ballot arrives properly.
- Expenses associated with sending and processing additional mail ballots (e.g., sending mail ballots to voters on the "Do-not-mail" list).
- Prepaid return postage on ballots. A county that normally provides prepaid return postage on ballots can obtain funding for an increase of prepaid postage costs due to polling locations closing.
- Training of poll workers on sanitization procedures for drive-up voting.
- Purchase and installation for ballot drop boxes.
- Additional temporary staff.
- Overtime salary and benefit costs for elections staff and poll workers. The county must provide a specific breakdown of staff hours that were dedicated to coronavirus issues.
- Printing self-adhesive envelopes.
- Expenses related to election staff telecommuting.

Allowable expenditures that were made after January 20, 2020 but before funds were disbursed can also be funded with CARES Act funds.

To request CARES Act funds, please complete the form below and provide a proposal of how your county will use the funds to prevent, prepare for, and respond to the coronavirus in the 2020 Election Cycle. This form must be submitted to [dbrenchley@utah.gov](mailto:dbrenchley@utah.gov) no later than 5:00 pm on May 4, 2020.

### Grant Stipulations

- Federal funds cannot be used to supplant the state's or counties' budgets.

- The Lt. Governor's Office will review all funding requests and notify counties of a funding award on or before May 11, 2020.
- If a county is awarded funds, the county may obtain the funds by providing documentation of the expense. If the county is requesting funds prior to incurring the expense, the county must provide documentation of the anticipated expense, such as a quote, and then provide documentation at a later date, such as an invoice, that indicates the final cost.
- In addition to the documentation requirements listed above, counties that receive funds must provide the Lt. Governor's Office with a report within 10 days of the Primary and General Elections that includes a full accounting of the county's uses of the funding and an explanation of how such uses allowed the county to prevent, prepare for, and respond to coronavirus.
- If a county needs to adjust estimates or its request, it may submit a revised request to the Lt. Governor's Office. The Lt. Governor's Office must approve the request.
- Any unexpended funds remaining on December 15, 2020 must either be returned to the state or cannot be disbursed to counties.

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**Please provide the following information:**

County: Duchesne

Today's Date: May 27, 2020

Requester's Name & Contact Information:

Jo Ann Evans

Total Amount Requested: \$ 8,743.56

Please provide a spreadsheet or list that identifies:

- A detailed description of every expenditure for which the county will use the grant funds; and
- The estimated amount per expenditure.

Please be as specific as possible in your descriptions. For example, "\$5,000 for notices" is not a good description, but "\$5,000 to print, fold, and mail postcards to voters in late May to inform them that polling locations are not available" is a good description.

This is a request for both the June Primary Election and the November General Election.

You can fill in the sheet on the next page, or you can attach a separate spreadsheet.

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