

STATE OF UTAH  
OFFICE OF THE LIEUTENANT GOVERNOR



SPENCER J. COX  
LIEUTENANT GOVERNOR

June 4, 2020

JoAnn Evans  
Duchesne County Clerk  
734 N. Center St.  
Duchesne, UT 84021

Dear Ms. Evans:

The State of Utah is awarding Duchesne County \$8,745.00 in CARES Act funds to help the county prevent, prepare for, and respond to coronavirus for the June 30, 2020 Regular Primary Election.

The funds will be provided primarily on a reimbursement basis. To obtain the funds, the county must submit a disbursement request form (attached) and provide supporting documentation for each expenditure no later than December 15, 2020. An invoice, receipt, or quote is acceptable documentation for most expenditures. If the county will use the funds to cover normal expenses that have increased due to the coronavirus (e.g., increased postage due because of a higher volume of mail ballots), the county must identify the increase by comparing the cost in 2020 to the cost in previous regular election years. If the county will use funds to cover regular staffing costs, the county must provide detailed timesheets that identify the staff hours that were allocated to prevent, prepare for, and respond to the coronavirus.

Please note that disbursement will be denied in whole or in part if:

- The county uses the funds to supplant its budget;
- The county fails to provide the appropriate documentation for an expense;
- The county uses the funds for purposes other than preventing, preparing for, and responding to coronavirus for the 2020 election cycle; or
- The county submits the disbursement request form after December 15, 2020.

If the county needs additional funding for the Primary Election, you may submit an additional funding request form. If you have any questions related to these funds, please feel free to contact me at [dbrenchley@utah.gov](mailto:dbrenchley@utah.gov) or 801-538-1746.

Sincerely,

Derek Brenchley  
Deputy Director of Elections  
Office of the Utah Lieutenant Governor