



## CTCL COVID-19 RESPONSE GRANT REPORT TEMPLATE

*This is a draft template of the grant report so you have a sense of what to expect in January 2021. You may use this template to prepare for reporting in January. The grant reporting will include a simple online portal. Please do not submit this document to CTCL.*

Jurisdiction:

Office:

Name and contact information for person filling out report:

1. Total CTCL COVID-19 Response Grant received: \_\_\_\_\_
2. Please indicate how much of the grant funds were spent on the following public purposes between the dates of June 15, 2020 and December 31, 2020:
  - a. Ballot drop boxes \_\_\_\_\_
  - b. Drive-through voting \_\_\_\_\_
  - c. Personal protective equipment (PPE) for staff, poll workers, or voters \_\_\_\_\_
  - d. Poll worker recruitment funds, hazard pay, and/or training expenses \_\_\_\_\_
  - e. Polling place rental and cleaning expenses \_\_\_\_\_
  - f. Temporary staffing support \_\_\_\_\_
  - g. Election department real estate costs, or costs associated with satellite election department offices \_\_\_\_\_
  - h. Vote-by-mail/Absentee voting equipment or supplies \_\_\_\_\_
  - i. Election administration equipment \_\_\_\_\_
  - j. Voting materials in languages other than English \_\_\_\_\_
  - k. Non-partisan voter education \_\_\_\_\_
3. Total grant expenditures on sections 2a-2k \_\_\_\_\_

4. If your answer to question 1 and question 3 do not match, for what additional purposes were grant funds expended?

5. I certify that all grant funds have been expended for the public purpose of improving, administering and ensuring the safety of elections in 2020.

X

6. If all grant funds have not been expended, you may request a 6-month grant extension which will give you additional time to expend funds for the public purpose of improving and ensuring the safety of elections in 2021. If you request an extension, you'll be required to submit another grant report by July 31, 2021.

Are you interested in requesting a 6-month extension to your grant agreement in order to spend down your grant funds?

7. Optional: Here's a chance to toot your own horn. What did you do with the CTCL COVID-19 Response grant funds that you're most proud of?



8. Optional: If your election office annual budget doubled, what would you be able to accomplish?

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