

- 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: Emery County

Today's Date: 4/30/2020

Requester's Name & Contact Information:  
Brenda Tuttle (435) 381-3550

Total Amount Requested: \$9,327.00

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.

[illegible]