

STATE OF UTAH
OFFICE OF THE LIEUTENANT GOVERNOR



SPENCER J. COX
LIEUTENANT GOVERNOR

October 13, 2020

Marilyn Gillette
Tooele County Clerk / Auditor
47 S. Main #318
Tooele, UT 84074

Dear Ms. Gillette:

The State of Utah is awarding Tooele County \$22,000.00 in CARES Act funds to help the county prevent, prepare for, and respond to coronavirus for the November 3, 2020 Regular General 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 General 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 or 801-538-1746.

Sincerely,

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