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August 11, 2020

County Clerk/Registrar of Voters (CC/ROV) Memorandum #20170

**TO:** All County Clerks/Registrars of Voters

**FROM:** /s/ Susan Lapsley  
Deputy Secretary of State, HAVA Director and Counsel

**RE:** General Election: Monthly Cost Reporting and Personal Protective Equipment (PPE)

### Monthly Cost Reporting

Please submit the August monthly cost reports of costs associated with the conduct of the November 2020 election in the face of the COVID-19 pandemic by August 17, 2020. Please use the August Cost Report form link [here](#). The form is the same format and substance as last month's report. Any election-related coronavirus costs previously reported can be updated, as appropriate.

These reports are essential to establishing amounts for the county contracts and for the report due to the Election Assistance Commission and Congress 20 days after the November 2020 election. Submission of these monthly reports is a requirement of the COVID funding contracts and receiving reimbursement.

Please submit the monthly cost report to Kathryn Chaney (KC) at [kchaney@sos.ca.gov](mailto:kchaney@sos.ca.gov). Additionally, please contact KC if you have any questions about the status of your contract, allocation or reimbursement claims.

### Personal Protective Equipment (PPE)

The Secretary of State is procuring PPE from several sources on behalf of counties that have submitted their written request for PPE.

*Face Masks, Face Shields, and Gloves* – The state Office of Emergency Services (CalOES) will be supplying face masks, face shields, and gloves. CalOES will be shipping via UPS direct to each county their order of face masks, face shields, and gloves. For smaller orders, under 150 pounds, the point of contact listed on your order forms will receive an email from UPS with a tracking number. For larger orders, over 150 pounds, UPS will be contacting your point of contact with a phone call to confirm

CCROV #20170

August 11, 2020

Page 2

shipping details. Each county will also be contacted by an analyst from CalOES to confirm order details.

*Hand Sanitizer, Plexiglass Barriers, Disinfecting Wipes, Terminal/Electronic Wipes, Thermometers, and Table Covers* – We continue to work to procure these items from sources through our state procurement. We will continue to keep you up to date as we receive details.

If your county needs PPE other than face masks, face shield, gloves, hand sanitizer, plexiglass barriers, disinfecting wipes, terminal/electronic wipes, thermometer, or table covers, please procure those through your office/county.

Please contact Steven Carda ([scarda@sos.ca.gov](mailto:scarda@sos.ca.gov)), or Mike Somers ([msomers@sos.ca.gov](mailto:msomers@sos.ca.gov)) for questions regarding PPE.

Link:

[August Cost Report Form \(XLSX\)](#)