



ALEX PADILLA | SECRETARY OF STATE | STATE OF CALIFORNIA
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October 8, 2020

County Clerk/Registrar of Voters (CC/ROV) Memorandum #20238

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

Monthly Cost Reporting

Please submit the October monthly cost reports of costs associated with the conduct of the November 2020 election in the face of the COVID-19 pandemic by October 16, 2020. Please use the October Cost Report form link [here](#). The form is the same format and substance as last month's report. Please add costs incurred September 1 – 30, update any election-related coronavirus costs previously reported (as applicable), and update your costs expected to be incurred October 1 – November 30, 2020.

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 Kathyrn Chaney (KC) at kchaney@sos.ca.gov. Additionally, please contact KC if you have any questions about the status of your contract, allocation or reimbursement claims.

Link: [October Cost Report Form \(XLSX\)](#)