



**ALEX PADILLA** | SECRETARY OF STATE | STATE OF CALIFORNIA  
1500 11<sup>th</sup> Street | Sacramento, CA 95814 | **Tel** 916.653.7244 | **Fax** 916.653.4620 | [www.sos.ca.gov](http://www.sos.ca.gov)

September 16, 2020

County Clerk/Registrar of Voters (CC/ROV) Memorandum #20212

**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 September monthly cost reports of costs associated with the conduct of the November 2020 election in the face of the COVID-19 pandemic by September 22, 2020. Please use the September 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.

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