



★ VIRGINIA ★  
DEPARTMENT *of* ELECTIONS

---

OFFICIAL GUIDANCE

DATE: June 9, 2020

RE: Locality CARES Act Funding Guidance

The Department of Elections (ELECT) will be distributing funds from Coronavirus Aid, Relief and Economic Security (CARES) Act to Virginia localities for the November 2020 election amid the COVID-19 pandemic. After accounting for ELECT's procurement of personal protective equipment (PPE) for the June primary and anticipated costs for PPE procurement related to the November General Election as well as setting aside funding for additional public relations activities, ELECT utilized the fiscal distress funding formula based on number of registered voters for each locality to determine how to equitably distribute the remaining funds to localities.

CARES Act funding may be used for a number of expenses related to COVID-19 for the November 2020 federal elections only. These include any expenditures related to the protection of the health and safety of poll workers, staff, and voters during the federal election as well as those resulting from anticipated increased demand for absentee ballots by mail costs (e.g. printing ballots, printing envelopes, postage, etc.), equipment and temporary staff. You may also utilize the funding for voter outreach to include mailings, public service announcements, etc. Funds should not be utilized for items that would be needed regardless of the COVID-19 pandemic.

For the November election, ELECT will provide the following to localities: masks, gloves, hand sanitizer, face shields, disinfectant and microfiber wipes. After the June primaries, ELECT will send out a survey where you may modify your order on these items that you submitted earlier this year.

All costs must be reasonable. The cost is considered reasonable if, by its nature and amount, it does not exceed what a prudent person would pay under the circumstances. It can be based on frequency of use, actual cost for the products, and other relevant factors.

Funding must be used by November 30, 2020 and all items paid by December 31, 2020.

Please note that ELECT will ask for reporting expenditures in the following categories:

- Personal Protective Equipment (PPE)
- Expenses related to increased absentee by mail (including but not limited to: printing, postage, temporary staff, equipment)
- Voter Outreach (PSAs, mailings, etc.)