



Office of the Secretary of the State

State of Connecticut
165 Capitol Avenue, Suite 1000
P.O. Box 150470, Hartford, CT 06115-0470

Stephanie Thomas

Secretary of the State

Jacqueline A. Kozin

Deputy Secretary of the State

Municipality Name:

1 December 2023

Address:

Pursuant to Public Act 23-204, the Connecticut Secretary of the State will provide a grant in the amount of \$10,500 to each municipality for costs related to implementing and conducting early voting.

The Secretary of the State will distribute the grants starting in January 2024, contingent on municipalities detailing their intended use of the funds and returning this signed agreement. This funding is provided as a sub-recipient, one-time grant.

Please note:

- Acceptable utilization of funds includes costs directly tied to changes necessary to implement early voting; examples include but are not limited to labor costs, printing costs, location-related expenses, voter education, or equipment and supplies.
- Funds are to be fully expended by December 31, 2024
- Prior to January 31, 2025, your town must report expenditures to the Office of the Secretary of State. Reports must include backup information such as a ledger report from your financial system or copies of purchase orders and invoices.
- If funds are not fully utilized prior to December 31, 2024, contact the Office of the Connecticut Secretary of the State at mss@ct.gov to request an extension on utilization, including intended use of remaining funding.
- By accepting funds, the town agrees that it will comply with applicable public auditing requirements, in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes.
- By accepting funds, the town agrees that it is compliant with all applicable state and federal non-discrimination laws.

By signing below, I agree to the information above. Please keep a copy for your records.

My town intends to utilize funds for:

Authorized town official signature:

Authorized town official title:

Date:

Registrar signature:

Registrar signature:

Please return as soon as possible via email to mss@ct.gov, but no later than 12/31/23.

Secretary of the State* [860-509-6200](tel:860-509-6200) www.portal.ct.gov/sots

Business Services Division [860-509-6002](tel:860-509-6002) bsd@ct.gov Legislation & Election Administration Division [860-509-6100](tel:860-509-6100) lead@ct.gov

*The State of Connecticut is an Affirmative Action/Equal Opportunity Employer.