



STATE OF NEW HAMPSHIRE
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GOVERNOR'S OFFICE
for
EMERGENCY RELIEF AND RECOVERY

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The Secretary of State (SoS) and the Governor's Office for Emergency Relief and Recovery (GOFERR) have collaborated to offer this guidance to towns and cities. The State will manage the need to be sure that reimbursement for increased elections costs due to COVID-19 for the September 8 primary and November 3 general elections can be maximized without violating the federal restrictions that expenses cannot be paid twice or the requirement for a local match related to the SoS election funds. To the extent necessary, GOFERR will be issuing a sub-grantee notice consistent with this guidance.

The GOFERR funds allocated to local government may be used for any COVID-19 related expense and are not limited to elections. To obtain the maximum use of available funds, towns and cities should apply for and use the SoS elections specific funds first. However, if there are elections related expenses in excess of what is covered by the SoS reimbursement and the local match of 20 %, that amount can be paid using the GOFERR Municipal allotment. The SoS funds are being paid through a Statewide Standard Cost Rate that includes the time spent to mail and process absentee ballots as well as the additional postage incurred. There are other expenses related to the elections that cities and towns may incur that fall outside of the Statewide Standard Cost Rate and will not be covered under the SoS grant in accordance with the current Terms and Conditions. To allow for cross-checking by GOFERR and SoS, the GOFERR reimbursement of elections related expenses for the September 8 primary and November 3 general elections will be handled as follows:

1. All elections related expenses for the September 8, 2020 primary must be submitted in the final fourth (4th) reimbursement period which is due to GOFERR during the two-week period October 16 -30, 2020. If an election expense is submitted in the third (3rd) reimbursement period which is due to GOFERR during the two-week period September 1 -15, 2020, GOFERR will only pay elections expenses incurred prior to July 1, 2020. Any elections expense incurred on July 1 or thereafter will be assumed to relate to the primary or general election and will not be paid in the 3rd reimbursement round. Requestors will be notified to resubmit those expenses in the fourth (4th) round.
2. In the fourth (4th) round, elections related expenses that are incurred between July 1, 2020 and September 9, 2020 will be assumed to relate to the primary election on September 8, 2020. GOFERR will obtain the SoS report regarding payments made to cities and towns based on the Statewide Standard Cost Rate related to the primary election. GOFERR will only reimburse expenses related to the primary election that are in excess of 120% of what has been paid by the SoS, or which, after consultation with the SoS, are determined were not eligible to be covered by SoS. GOFERR will pay 100% of the COVID-19 related elections expenses that are in excess of 120% of the payment by SoS, up to the town or city's allotment from GOFERR.

3. In the fourth (4th) round, elections related expenses that are incurred between September 9, 2020 and October 15, 2020 will be assumed to relate to the general election that will be on November 3, 2020. GOFERR will obtain the SoS report regarding payments made related to the general election, which is required within 20 days of the election. For any town or city requesting elections expenses for the general election, GOFERR will hold processing the reimbursement request until the SoS report is available. GOFERR will only reimburse expenses related to the general election that are in excess of 120% of what has been paid by the SoS, or which after consultation with the SoS, are determined were not eligible to be covered by SoS. GOFERR will pay 100% of the COVID-19 related elections expenses that are in excess of 120% of the payment by SoS, up to the town or city's allotment from GOFERR.

The SoS will be issuing a new Reimbursement Request Form once that Statewide Standard Cost Rate is available and will include a question related to the GOFERR funds – if a city or town requested or received reimbursement under the GOFERR grant for payroll or postages expenses related to the elections. This will serve as another cross-check to verify that cities and towns are not being paid twice for the same expenses.