

**From:** [CTCL Grants Team](#)  
**To:** [Morris, Carmen](#)  
**Subject:** CTCL COVID-19 Grant: Extension Request  
**Date:** Monday, January 25, 2021 4:09:24 PM

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Hello from the CTCL team,

Thank you for submitting your CTCL COVID-19 Response Grant report and extension request for review. As part of our review process, we need additional information to proceed.

You have indicated that you have \$224305.15 remaining of your jurisdiction's COVID-19 Response Grant, which totaled \$261721.5. To move forward, please complete the [Extension Request - Additional Information Form](#) by **Monday, February 1, 2021**, to let us know the following:

- **Are there expenses you could have charged to the CTCL grant that you did not?**  
We encourage you to review your 2020 election spending. Please [resubmit your total spending](#) through December 31, 2020. Please submit this information even if there is no change from the amounts initially reported.
  - Reminder: the terms of your grant covers expenses incurred between June 15, 2020 and December 31, 2020.
- **If your extension request is approved, how do you intend to use your remaining grant funds?** Let us know by [submitting your plan for spending the remainder of your grant](#) funds.
  - Reminder: funds must be expended exclusively for the public purpose of planning and operationalizing safe and secure election administration in your jurisdiction. If an extension request is approved, all funds must be expended by June 30, 2021.

Thank you again for your help throughout this process. And as always, let us know if you have any other questions.

-the CTCL team