

NEW HAMPSHIRE DEPARTMENT OF STATE

William M. Gardner
Secretary of State



Robert P. Ambrose
Senior Deputy Secretary of State

David M. Scanlan
Deputy Secretary of State

August 10, 2020

To the Election Officers of New Hampshire and the Governing Bodies of New Hampshire Towns and Cities and unincorporated places:

We are pleased to provide this Notice of Grant Opportunity for funding through the federal CARES Act for the election. The attached document explains how cities, towns and unincorporated places can obtain partial reimbursement for qualified expenses of carrying out the upcoming September 8, 2020 state primary and November 3, 2020 general election.

This grant program provides 3 million dollars of CARES Act funding for the upcoming elections to New Hampshire's cities, towns and unincorporated places. The grant allocates to each city, town and unincorporated place a maximum amount that is proportional to that town or city's share of the total votes cast in the 2016 primary and general election. Federal law and regulation requires extensive agreements and documentation to receive a sub-grant of federal funds. We are striving to make the process as simple as possible. BerryDunn, an accounting firm, has extensive experience with federal grant funds. They will assist you with this process.

The federal Election Assistance Commission has just approved use of a Statewide Standard Cost Rate for additional absentee ballots as a basis for making reimbursements. This substitute procedure for documenting the local expense of absentee ballot processing above the level in the most recent similar elections requires only that each town and city report the total absentee ballots sent out and the total cast at each federal election. Provided the number of additional absentee ballots in your town or city supports reimbursing your full allocation, you will not need to submit additional documentation to the state.

BerryDunn and my office are presenting a webinar to explain the grant program on Wednesday August 12th, starting at 2:00 PM. Register to attend Wednesday's webinar at this link:
<https://zoom.us/meeting/register/tjwrde2trjvrGtMZqG9aeikBcfw33ZGJhJrY>

We repeat the webinar on Thursday August 13th at 11:00 AM. Register to attend Thursday's webinar at this link: https://zoom.us/meeting/register/tjMqcOGhrz4uHdd4Ko_IN94t9xJh8QSQXoNI

Each webinar will be limited to the first 500 registrants. A recording of a webinar will be available for anyone unable to attend one of these sessions. BerryDunn has established a help line and e-mail address: (603) 518-2650, Vote@BerryDunn.com.

Sincerely,

William M. Gardner Secretary of State

NOTICE OF GRANT OPPORTUNITY

General Information

Document Type: Grants Notice

Funding Opportunity Number: DC20101CARES

Funding Opportunity Title: Coronavirus Aid, Relief, and Economic Security (CARES) Act
(Public Law 116-136)

Opportunity Category: Discretionary

Grant Type: Sub-Grant through the State of New Hampshire Secretary of State

Funding Instrument Type: Formula Grants

Category Explanation: The Coronavirus Aid, Relief and Economic Security (CARES) Act provided \$400 million to the Election Assistance Commission (EAC) to allocate to states, the District of Columbia and U.S. Territories "to prevent, prepare for, and respond to coronavirus, domestically or internationally, for the 2020 Federal election cycle." The CARES Act provided the funds to EAC under Section 101 of the Help America Vote Act (HAVA) which authorizes EAC to provide funds to states to "improve the administration of federal elections." The EAC followed the requirements of Section 101 and allocated a portion the funds to the State of New Hampshire to address issues arising from the pandemic during the primary election in September 2020 and the general election in November 2020.

Expected Number of Sub-Awards: Up to 237

CFDA Number(s): 90.404

Cost Sharing or Matching Requirement: Yes

Version: 1

Posted Date: 8/10/2020

Last Updated Date: 8/10/2020

Original Closing Date for Applications: There is no application requirement under this opportunity. Cities, towns and unincorporated places will be required to return the signed Grant Agreement and required Certifications within 30 days of the "Posted Date" above.

Current Closing Date for Applications: There is no application requirement under this opportunity. Cities, towns and unincorporated places will be required to return the signed Grant Agreement and required Certifications within 30 days of the "Posted Date" above.

Estimated Total Program Funding:

Total Program Funding: Up to \$3,000,000

Award Ceiling: \$207,315.88

Award Floor: \$47.54

Eligibility

Eligible Applicants: Cities, Towns, and Unincorporated Places within New Hampshire

Additional Information on Eligibility The State of New Hampshire has received approval from the U.S. Election Assistance Commission (EAC) for the use of a Statewide Standard Cost Rate. Under the Statewide Standard Cost Rate, cities, towns and unincorporated places will be reimbursed a fixed rate for each absentee ballot mailed and/or processed for both the Primary election in September and the General Election in November in excess of the total number of ballots processed during the Primary and General elections in 2016. This rate will be based upon time studies determined by the Secretary of State.

Each city, town and unincorporated place will be allowed to claim funds up to a maximum based upon its proportionate share of the funds as defined by its relative share of the ballots cast in 2016.

Additional Information

Agency Name: New Hampshire Secretary of State

Grantor Contact Information: General Election Questions:
NHvotes@sos.nh.gov

Grant Related Questions:
Vote@berrydunn.com
(603) 518-2650

Additional Funding: The State of New Hampshire has also been awarded funds from the EAC under the 2020 HAVA Election Security Grant. Some funding may be distributed to the Cities, Towns and Unincorporated places under that award.

GRANT AGREEMENT

FORM NUMBER P-37 (version 12/11/2019)

Notice: This agreement and all of its attachments shall become public upon submission to Secretary of State. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

The State of New Hampshire and the Contractor hereby mutually agree as follows:

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name State of New Hampshire Secretary of State		1.2 State Agency Address State House Room 204,107 N. Main Street Concord, New Hampshire 03301	
1.3 Contractor Name		1.4 Contractor Address	
1.5 Contractor Phone Number	1.6 Account Number DC20101CARES	1.7 Completion Date December 31, 2020	1.8 Price Limitation
1.9 Contracting Officer for State Agency David Scanlan		1.10 State Agency Telephone Number (603) 271-3242	
1.11 Contractor Signature Date:		1.12 Name and Title of Contractor Signatory	
1.13 State Agency Signature Date:		1.14 Name and Title of State Agency Signatory David Scanlan, Deputy Secretary of State	

2. SERVICES TO BE PERFORMED. The State of New Hampshire, acting through the agency identified in block 1.1 (“State”), engages contractor identified in block 1.3 (“Contractor”) to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached TERMS AND CONDITIONS which is incorporated herein by reference (“Services”).

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.17, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.13 (“Effective Date”).

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

4. CONDITIONAL NATURE OF AGREEMENT.

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds affected by any state or federal legislative or executive action that reduces, eliminates or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope for Services provided in the TERMS AND CONDITIONS, in whole or in part. In no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to reduce or terminate the Services under this Agreement immediately upon giving the Contractor notice of such reduction or termination. The State shall not be required to transfer funds from any other account or source to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

5. CONTRACT PRICE/PRICE LIMITATION/PAYMENT.

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in the TERMS AND CONDITIONS which is incorporated herein by reference.

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.

6.1 In connection with the performance of the Services, the Contractor shall comply with all applicable statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal employment opportunity laws. In addition, if this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all federal executive orders, rules, regulations and statutes, and with any rules, regulations and guidelines as the State or the United States issue to implement these regulations. The Contractor shall also comply with all applicable intellectual property laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.

6.3. The Contractor agrees to permit the State or United States access to any of the Contractor’s books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

7. PERSONNEL.

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement. This provision shall survive termination of this Agreement.

7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

8. EVENT OF DEFAULT/REMEDIES.

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

8.1.1 failure to perform the Services satisfactorily or on schedule;

8.1.2 failure to submit any report required hereunder; and/or

8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely cured, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;

8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;

8.2.3 give the Contractor a written notice specifying the Event of Default and set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or

8.2.4 give the Contractor a written notice specifying the Event of Default, treat the Agreement as breached, terminate the Agreement and pursue any of its remedies at law or in equity, or both.

8.3. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

9. TERMINATION.

9.1 Notwithstanding paragraph 8, the State may, at its sole discretion, terminate the Agreement for any reason, in whole or in part, by thirty (30) days written notice to the Contractor that the State is exercising its option to terminate the Agreement.

9.2 In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall, at the State's discretion, deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing

in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination Report shall be identical to those of any Final Report described in the attached TERMS AND CONDITIONS. In addition, at the State's discretion, the Contractor shall, within 15 days of notice of early termination, develop and submit to the State a Transition Plan for services under the Agreement.

10. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

10.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

10.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

10.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

11. CONTRACTOR'S RELATION TO THE STATE. In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.

12.1 The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice, which shall be provided to the State at least fifteen (15) days prior to the assignment, and a written consent of the State. For purposes of this paragraph, a Change of Control shall constitute assignment. "Change of Control" means (a) merger, consolidation, or a transaction or series of related transactions in which a third party, together with its affiliates, becomes the direct or indirect owner of fifty percent (50%) or more of the voting shares or similar equity interests, or combined voting power of the Contractor, or (b) the sale of all or substantially all of the assets of the Contractor.

12.2 None of the Services shall be subcontracted by the Contractor without prior written notice and consent of the State. The State is entitled to copies of all subcontracts and assignment agreements and shall not be bound by any provisions contained in a subcontract or an assignment agreement to which it is not a party.

13. INDEMNIFICATION. Unless otherwise exempted by law, the Contractor shall indemnify and hold harmless the State, its officers and employees, from and against any and all claims, liabilities and costs for any personal injury or property damages, patent or copyright infringement, or other claims asserted against the State, its officers or employees, which arise out of (or which may be claimed to arise out of) the acts or omission of the Contractor, or subcontractors, including but not limited to the negligence, reckless or intentional conduct. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph 13. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

14. INSURANCE.

14.1 The Contractor shall, at its sole expense, obtain and continuously maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 commercial general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate or excess; and

14.1.2 special cause of loss coverage form covering all property subject to subparagraph 10.2 herein, in an amount not less than 80% of the whole replacement value of the property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than ten (10) days prior to the expiration date of each insurance policy. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference.

15. WORKERS' COMPENSATION.

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A (*Workers' Compensation*).

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. The Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which

shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

17. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire unless no such approval is required under the circumstances pursuant to State law, rule or policy.

18. CHOICE OF LAW AND FORUM. This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party. Any actions arising out of this Agreement shall be brought and maintained in New Hampshire Superior Court which shall have exclusive jurisdiction thereof.

19. CONFLICTING TERMS. In the event of a conflict between the terms of this P-37 form (as modified in EXHIBIT A) and/or attachments and amendment thereof, the terms of the P-37 (as modified in the TERMS AND CONDITIONS) shall control.

20. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

21. HEADINGS. The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

22. SPECIAL PROVISIONS. Additional or modifying provisions set forth in the attached TERMS AND CONDITIONS are incorporated herein by reference.

23. SEVERABILITY. In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

24. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings with respect to the subject matter hereof.

Instructions to complete the Grant Agreement

- Line 1.3 This will be the specific City, Town or Unincorporated Place
- Line 1.4 This will be the specific address of the City, Town or Unincorporated Place
- Line 1.5 This will be the specific phone number of the City, Town or Unincorporated Place
- Line 1.8 This will be the specific price maximum as defined on Attachment B
- Line 1.11 + 1.12 This will be signed and dated by the person authorized to signed on behalf of the City, Town or Unincorporated Place by the governing body.
- Line 1.13 This will be signed by the Deputy Secretary of State after the signed agreements are received from the respective City, Town or Unincorporated Place.

Please return the signed agreement to BerryDunn at Vote@berrydunn.com, no later than Friday, August 28, 2020. If the City, Town or Unincorporated Place does not wish to participate in the grant, please notify BerryDunn via email at Vote@berrydunn.com.

See the listing below for what is included in a completed signed agreement:

- Signed Form P-37
 - o This includes the pages of provisions that are dated and initialed
- Signed Attachment A
- Signed Attachment F
- Evidence that the City, Town or Unincorporated Place complied with RSA 31:95-b or RSA 21-P:43 concerning acceptance of unanticipated revenue. Municipalities using the designated signing authority option must also attach evidence demonstrating the authority to sign. This can be supported by providing copies of Board minutes.

TERMS AND CONDITIONS

The New Hampshire Secretary of State (NH SoS) hereby offers and agrees to pay eighty (80) percent of the allowable costs incurred “to prevent, prepare for, and respond to coronavirus, domestically or internationally, for the 2020 Federal election cycle.” These funds are a sub-grant of the funds received by the NH SoS from the Election Assistance Commission (EAC) through the Coronavirus Aid, Relief, and Economic Security (CARES) Act (Public Law 116-136).

This Offer is made on and subject to the following terms and conditions:

CONDITIONS

- 1. Maximum Obligation.** See Attachment B for the maximum obligation of the State payable to each individual City, Town or Unincorporated Place under this Offer.
- 2. Period of Performance.** The CARES Act makes clear that states must spend all federal funds by December 31, 2020 or return any unspent funds as of that date to the U.S. Treasury. The project period on the Notice of Grant Award is March 28, 2020 through March 27, 2022. However, states cannot spend any federal funds on activities after December 31, 2020. The budget period for the federal funds ends on the Notice of Grant Award on December 31, 2020.
- 3. Ineligible or Unallowable Costs.** The State of New Hampshire has received approval from the U.S. Election Assistance Commission (EAC) for the use of a Statewide Standard Cost Rate. Under the Statewide Standard Cost Rate, Cities, Towns and Unincorporated Places will be reimbursed a fixed rate for each absentee ballot mailed and/or processed for those ballots that were processed in excess of the absentee ballots during 2016 for both the Primary election in September and the General Election in November. This rate will be based upon time studies determined by the Secretary of State. See Attachment B for the listing of ballots mailed and ballots cast in 2016 for each individual City, Town and Unincorporated Place.
- 4. Indirect Costs.** There are no indirect costs allowable under the sub-grant.
- 5. Amendments or Withdrawals before Grant Acceptance.** The State reserves the right to amend or withdraw this offer at any time prior to its acceptance by the City, Town or Unincorporated Place.
- 6. Improper Use of Federal and State Funds.** The City, Town or Unincorporated Place must take all steps, including litigation if necessary, to recover Federal and State funds spent fraudulently, wastefully, or in violation of Federal and State antitrust statutes, or misused in any other manner in any project upon which Federal and State funds have been expended. The City, Town or Unincorporated Place must return the recovered Federal and State shares, including funds recovered by settlement, order, or judgment, to the State. The City, Town or Unincorporated Place must furnish to the State, upon request, all documents and records pertaining to the determination of the amount of the Federal and State shares or to any settlement, litigation, negotiation, or other efforts taken to recover such funds. All settlements or other final positions of the City, Town or Unincorporated Place, in court or otherwise, involving the recovery of such Federal and State share require advance approval by the State.

7. System for Award Management (SAM) Registration and Universal Identifier.

A. Requirement for System for Award Management (SAM): Unless the City, Town or Unincorporated Place is exempted from this requirement under 2 CFR 25.110, the City, Town or Unincorporated Place must maintain the currency of its information in the SAM until the City, Town or Unincorporated Place submits the final financial report required under this grant, or receives the final payment, whichever is later. This requires that the the City, Town or Unincorporated Place review and update the information at least annually after the initial registration and more frequently if required by changes in information or another award term. Additional information about registration procedures may be found at the SAM website (currently at <http://www.sam.gov>).

B. Requirement for Data Universal Numbering System (DUNS) Numbers: The City, Town or Unincorporated Place must provide its DUNS number as part of accepting the grant. If the City, Town or Unincorporated Place does not have a DUNS number, they should apply for such. DUNS number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D & B) to uniquely identify business entities. A DUNS number may be obtained from D & B by telephone (currently 866-606-8220) or on the web (<https://www.dnb.com/duns-number/get-a-duns.html>).

8. Payment Requests. Payments will be made to Cities, Towns and Unincorporated Places through reimbursement requests. This requests will be due by Monday, September 14, 2020 for the Primary Election and Monday, November 9, 2020 for the General Election. See Attachment C for the reimbursement request and certification to be used for payment requests based on the approved the Statewide Standard Cost Rate. See also Attachment D for the instruction on completing the reimbursement requests.

9. Financial Reporting and Payment Requirements. The City, Town or Unincorporated Place will comply with all federal financial reporting requirements and payment requirements, including submittal of timely and accurate reports.

10. Buy American. Under SPE Memo SPE-2020-11, Supplement 2, the exception to Buy American has been extended through September 30, 2020. The U.S. General Services Administration has deemed that there is still not sufficient supply related to PPE to enforce the Buy American statute.

11. Maintenance of Records: In addition to the eligibility records specified above, the City, Town or Unincorporated Place covenants and agrees to maintain the following records during the Contract Period:

Fiscal Records: books, records, documents and other data evidencing and reflecting all costs and other expenses incurred by the City, Town or Unincorporated Place in the performance of the Contract, and all income received or collected by the City, Town or Unincorporated Place during the Contract Period, said records to be maintained in accordance with accounting procedures and practices which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.

12. Audit: Cities, Towns or Unincorporated Places are required to have an annual audit. If the City, Town or Unincorporated place expended over \$750,000, the report must be prepared in accordance with the provision of Office of Management and Budget 2 *CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and the provisions of Standards for Audit of Governmental Organizations, Programs, Activities and Functions, issued by the US General Accounting Office (GAO standards) as they pertain to financial compliance audits.

Audit and Review: During the term of this Contract and the period for retention hereunder, the State, the United States Election Assistance Commission, and any of their designated representatives shall have access to all reports and records maintained pursuant to the Contract for purposes of audit, examination, excerpts and transcripts.

Audit Liabilities: In addition to and not in any way in limitation of obligations of the Contract, it is understood and agreed by the City, Town or Unincorporated Place that the City, Town or Unincorporated Place shall be held liable for any state or federal audit exceptions and shall return to the Secretary of State, all payments made under the Contract to which exception has been taken or which have been disallowed because of such an exception.

13. Suspension or Debarment. When entering into a "covered transaction" as defined by 2 CFR § 180.200, the City, Town or Unincorporated Place must:

- A. Verify the non-federal entity is eligible to participate in this Federal program by:
 1. Checking the excluded parties list system (EPLS) as maintained within the System for Award Management (SAM) to determine if non-federal entity is excluded or disqualified; or
 2. Collecting a certification statement from the non-federal entity attesting they are not excluded or disqualified from participating; or
 3. Adding a clause or condition to covered transactions attesting individual or firm are not excluded or disqualified from participating.
- B. Require prime contractors to comply with 2 CFR § 180.330 when entering into lower-tier transactions (e.g. Sub-contracts).
- C. Immediately disclose to the State whenever the City, Town or Unincorporated Place: (1) learns they have entered into a covered transaction with an ineligible entity or (2) suspends or debars a contractor, person, or entity.

See Attachment E for instructions as to how to verify if an individual or vendor has been classified as Suspended or Debarred.

14. Trafficking in Persons. See Attachment A. This certification is to be signed and returned to the State with the Grant Agreement.

15. Americans with Disabilities Act. The City, Town or Unincorporated Place agrees to make reasonable efforts to comply with all applicable provisions of the Americans with Disabilities Act of 1990.

16. Drug-Free Workplace Requirement. See Attachment F. This certification is to be signed and returned to the State with the Grant Agreement.

17. Environmental Tobacco Smoke. The City, Town or Unincorporated Place agrees to comply with the provisions of Public Law 103-227, Part C - Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity.

18. Availability of Funds. Notwithstanding anything in this agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this agreement immediately upon giving the City, Town or Unincorporated Place notice of such termination. In any event neither the State nor United States shall be required to transfer funds from any other grant, program or account in the event funds under this grant are reduced or become unavailable.

19. Effective Date. If the date for commencement precedes the Effective Date, all services performed by the City, Town or Unincorporated Place between the commencement date and the Effective Date shall be performed at the sole risk of the City, Town or Unincorporated Place and in the event that this Agreement does not become effective, the State shall be under no obligation to pay the Sponsor for any costs incurred or services performed; however that if this Agreement becomes effective all costs incurred prior to the effective date shall be paid under the terms of this Agreement.

20. Assignment of Interest. The City, Town or Unincorporated Place shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Services shall be delegated or subcontracted by the City, Town or Unincorporated Place without the prior written consent of the State.

21. Other Sources of Federal Awards. There are other grant funds available to Cities, Towns or Unincorporated Places that can be used for expenditures related to the Elections. An example of these funds are the Governor's Office for Emergency Relief and Recovery Grants (GOFERR). If the specific City, Town or Unincorporated Place is anticipating utilizing these funds for any Election related activities, please consult BerryDunn at Vote@berrydunn.com in advance of submitting any reimbursement requests in order to verify the appropriate use of such funds.

22. Signature Authority. The Cities, Towns or Unincorporated Places must attach evidence that they have complied with RSA 31:95-b or RSA 21-P:43 concerning acceptance of unanticipated revenue. Municipalities using the designated signing authority option must also attach evidence demonstrating the authority to sign. Congress has imposed a requirement that a report on the use of CARES funds must be made by the State within 20 days of each election. Therefore, this

agreement requires each Town, City, or Unincorporated Place to submit the reimbursement request by the Friday following the election. The standard cost rate procedure limits the information required immediately after each election to the number of absentee ballots mailed and the number of absentee ballots cast. The clerk maintains a record of all absentee ballots mailed in the Statewide Voter Registration System and the number of absentee ballots cast is reported by the clerk to the Secretary of State on election night. As most governing bodies do not meet frequently enough to satisfy the immediate reporting requirement, it is strongly recommend that the governing body authorize the town/city clerk to certify the reimbursement requests.

ATTACHMENT A
EAC CERTIFICATIONS

To: US Election Assistance Commission

Standard Certifications

Certification Regarding Lobbying for Contracts, Grants, Loans and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Certification Regarding Trafficking in Persons

The undersigned certifies to his or her understanding that this grant is subject to the requirements of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104) as follows:

- I. Provisions applicable to a recipient that is a private entity.
 - A. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not:
 1. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
 2. Procure a commercial sex act during the period of time that the award is in effect; or
 3. Use forced labor in the performance of the award or subawards under the award.

- B. We as the federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity
 - 1. Violates a prohibition in paragraph A of this award term; or
 - 2. Has an employee who violates a prohibition in paragraph A of this award term through conduct that is either:
 - a. Associated with performance under this award; or
 - b. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR Part 180, “OMB guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)”.
- II. Provisions applicable to a recipient other than a private entity. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is not a private entity—
 - A. Is determined to have violated an applicable prohibition of paragraph I.A of this award term; or
 - B. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph I.A of this award term through conduct that is –
 - 1. Associated with performance under this award; or
 - 2. Imputed to you using the standards and due process for imputing conduct of an individual to an organization that are provided in 2 CFR Part 180, “OMB 12 Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement),” as implemented by our agency at 2 CFR Part 2200.
- III. Provisions applicable to any recipient.
 - A. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph I A of this award term.
 - B. Our right to terminate unilaterally that is described in paragraph (1) and (2) of this section:
 - 1. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
 - 2. Is in addition to all other remedies for noncompliance that are available to us under this award.
 - C. You must include the requirements of paragraph I A of this award term in any subaward you make to a private entity.
- IV. Definitions. For purposes of this award term:
 - A. “Employee” means either:
 - 1. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
 - 2. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose service are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.

B. "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

C. "Private entity":

1. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR §175.25.

2. Includes:

a. A nonprofit organization, including any non-profit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR § 175.25(b).

b. A for-profit organization. d. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. § 7102

Printed Name

Title

Organization

Signature

Date

ATTACHMENT B
ALLOCATIONS TO MUNICIPALITIES

Attachment B - Allocations to Municipalities

Municipality	Ballots Issued to Voters			Ballots Cast by Voters							Grant Allocations		
	Primary Absentee Ballots	General Absentee Ballots	All Absentee Ballots	Primary Absentee Ballots	General Absentee Ballots	All Absentee Ballots	Primary Total Ballots	General Total Ballots	Total Ballots	%	Maximum Grant (80%)	Required Match (20%)	Total Expenditure (100%)
Acworth	12	59	71	10	54	64	171	575	746	0.1%	\$2,364.25	\$472.85	\$2,837.10
Albany	5	49	54	3	45	48	123	410	533	0.1%	\$1,689.21	\$337.84	\$2,027.05
Alexandria	15	93	108	11	85	96	276	980	1,256	0.1%	\$3,980.57	\$796.11	\$4,776.68
Allenstown	11	102	113	10	98	108	519	2,251	2,770	0.3%	\$8,778.80	\$1,755.76	\$10,534.56
Alstead	9	83	92	8	72	80	286	1,055	1,341	0.1%	\$4,249.95	\$849.99	\$5,099.94
Alton	67	603	670	52	573	625	1,009	3,585	4,594	0.5%	\$14,559.49	\$2,911.90	\$17,471.39
Amherst	223	1,072	1,295	144	981	1,125	1,926	7,670	9,596	1.0%	\$30,412.03	\$6,082.41	\$36,494.44
Andover	32	127	159	25	119	144	492	1,461	1,953	0.2%	\$6,189.53	\$1,237.91	\$7,427.43
Antrim	25	124	149	19	118	137	389	1,548	1,937	0.2%	\$6,138.82	\$1,227.76	\$7,366.58
Ashland	10	85	95	5	82	87	300	1,132	1,432	0.2%	\$4,538.35	\$907.67	\$5,446.02
Atkinson	91	576	667	71	541	612	1,316	4,581	5,897	0.6%	\$18,689.01	\$3,737.80	\$22,426.81
Auburn	34	278	312	23	260	283	949	3,580	4,529	0.5%	\$14,353.49	\$2,870.70	\$17,224.19
Barnstead	25	188	213	19	173	192	709	2,817	3,526	0.4%	\$11,174.74	\$2,234.95	\$13,409.69
Barrington	78	382	460	51	346	397	1,175	5,366	6,541	0.7%	\$20,730.00	\$4,146.00	\$24,876.00
Bartlett	38	331	369	34	304	338	584	1,984	2,568	0.3%	\$8,138.61	\$1,627.72	\$9,766.33
Bath	7	48	55	7	46	53	165	562	727	0.1%	\$2,304.04	\$460.81	\$2,764.85
Bedford	480	2,951	3,431	335	2,748	3,083	3,947	13,657	17,604	1.9%	\$55,791.31	\$11,158.26	\$66,949.57
Belmont	53	261	314	32	247	279	984	3,765	4,749	0.5%	\$15,050.72	\$3,010.14	\$18,060.87
Bennington	4	51	55	4	48	52	217	827	1,044	0.1%	\$3,308.69	\$661.74	\$3,970.42
Benton	0	56	56	0	49	49	62	191	253	0.0%	\$801.82	\$160.36	\$962.18
Berlin	63	318	381	58	315	373	1,120	4,065	5,185	0.5%	\$16,432.51	\$3,286.50	\$19,719.02
Bethlehem	14	200	214	11	190	201	327	1,487	1,814	0.2%	\$5,749.00	\$1,149.80	\$6,898.80
Boscawen	20	259	279	14	226	240	506	1,939	2,445	0.3%	\$7,748.79	\$1,549.76	\$9,298.55
Bow	134	682	816	93	590	683	1,872	5,169	7,041	0.7%	\$22,314.62	\$4,462.92	\$26,777.55
Bradford	32	124	156	22	119	141	400	1,010	1,410	0.1%	\$4,468.63	\$893.73	\$5,362.36
Brentwood	102	434	536	86	397	483	780	2,594	3,374	0.4%	\$10,693.02	\$2,138.60	\$12,831.62
Bridgewater	11	122	133	5	120	125	239	719	958	0.1%	\$3,036.13	\$607.23	\$3,643.36
Bristol	9	208	217	10	203	213	488	1,697	2,185	0.2%	\$6,924.79	\$1,384.96	\$8,309.75
Brookfield	9	42	51	7	37	44	170	459	629	0.1%	\$1,993.45	\$398.69	\$2,392.14
Brookline	45	323	368	29	287	316	722	3,210	3,932	0.4%	\$12,461.45	\$2,492.29	\$14,953.74
Campton	22	225	247	17	207	224	470	1,941	2,411	0.3%	\$7,641.04	\$1,528.21	\$9,169.25
Canaan	30	187	217	20	177	197	378	1,954	2,332	0.2%	\$7,390.67	\$1,478.13	\$8,868.80
Candia	41	201	242	33	190	223	797	2,636	3,433	0.4%	\$10,880.00	\$2,176.00	\$13,056.00
Canterbury	47	160	207	27	131	158	598	1,619	2,217	0.2%	\$7,026.21	\$1,405.24	\$8,431.45
Carroll	11	70	81	8	64	72	128	493	621	0.1%	\$1,968.10	\$393.62	\$2,361.72
Center Harbor	20	126	146	19	121	140	277	736	1,013	0.1%	\$3,210.44	\$642.09	\$3,852.53
Charlestown	14	176	190	12	170	182	473	2,417	2,890	0.3%	\$9,159.11	\$1,831.82	\$10,990.93
Chatham	1	24	25	1	22	23	53	209	262	0.0%	\$830.34	\$166.07	\$996.41
Chester	30	258	288	30	221	251	803	3,041	3,844	0.4%	\$12,182.56	\$2,436.51	\$14,619.07
Chesterfield	48	238	286	32	227	259	513	2,223	2,736	0.3%	\$8,671.04	\$1,734.21	\$10,405.25
Chichester	27	98	125	22	92	114	523	1,612	2,135	0.2%	\$6,766.33	\$1,353.27	\$8,119.59
Claremont	72	437	509	48	427	475	1,216	5,727	6,943	0.7%	\$22,004.04	\$4,400.81	\$26,404.85
Clarksville	5	22	27	5	21	26	63	180	243	0.0%	\$770.13	\$154.03	\$924.15
Colebrook	17	106	123	10	85	95	339	1,063	1,402	0.1%	\$4,443.28	\$888.66	\$5,331.93
Columbia	11	32	43	10	29	39	118	352	470	0.0%	\$1,489.54	\$297.91	\$1,787.45
Concord	480	2,205	2,685	320	2,016	2,336	7,169	22,864	30,033	3.2%	\$95,181.80	\$19,036.36	\$114,218.16

Attachment B - Allocations to Municipalities

Municipality	Ballots Issued to Voters			Ballots Cast by Voters							Grant Allocations		
	Primary Absentee Ballots	General Absentee Ballots	All Absentee Ballots	Primary Absentee Ballots	General Absentee Ballots	All Absentee Ballots	Primary Total Ballots	General Total Ballots	Total Ballots	%	Maximum Grant (80%)	Required Match (20%)	Total Expenditure (100%)
Conway	88	795	883	71	759	830	1,049	5,312	6,361	0.7%	\$20,159.54	\$4,031.91	\$24,191.45
Cornish	0	87	87	12	85	97	264	1,059	1,323	0.1%	\$4,192.91	\$838.58	\$5,031.49
Croydon	5	30	35	4	29	33	182	439	621	0.1%	\$1,968.10	\$393.62	\$2,361.72
Dalton	8	50	58	8	50	58	145	512	657	0.1%	\$2,082.19	\$416.44	\$2,498.63
Danbury	12	62	74	11	62	73	214	706	920	0.1%	\$2,915.70	\$583.14	\$3,498.84
Danville	24	176	200	22	168	190	646	2,612	3,258	0.3%	\$10,325.39	\$2,065.08	\$12,390.46
Deerfield	51	225	276	36	191	227	840	2,915	3,755	0.4%	\$11,900.50	\$2,380.10	\$14,280.60
Deering	10	76	86	9	75	84	326	1,073	1,399	0.1%	\$4,433.77	\$886.75	\$5,320.52
Derry	212	1,390	1,602	110	1,258	1,368	3,576	17,399	20,975	2.2%	\$66,474.82	\$13,294.96	\$79,769.79
Dixville	5	1	6	5	1	6	7	8	15	0.0%	\$47.54	\$9.51	\$57.05
Dorchester	5	25	30	4	24	28	81	221	302	0.0%	\$957.11	\$191.42	\$1,148.53
Dover	220	1,799	2,019	142	1,698	1,840	3,615	17,678	21,293	2.2%	\$67,482.64	\$13,496.53	\$80,979.17
Dublin	30	184	214	23	161	184	387	1,063	1,450	0.2%	\$4,595.40	\$919.08	\$5,514.48
Dummer	5	32	37	5	29	34	60	180	240	0.0%	\$760.62	\$152.12	\$912.74
Dunbarton	33	156	189	23	145	168	642	1,841	2,483	0.3%	\$7,869.22	\$1,573.84	\$9,443.07
Durham	115	842	957	80	770	850	1,298	9,721	11,019	1.2%	\$34,921.86	\$6,984.37	\$41,906.23
East Kingston	25	154	179	22	145	167	434	1,578	2,012	0.2%	\$6,376.51	\$1,275.30	\$7,651.81
Easton	7	24	31	7	24	31	101	200	301	0.0%	\$953.94	\$190.79	\$1,144.73
Eaton	4	38	42	3	37	40	128	293	421	0.0%	\$1,334.25	\$266.85	\$1,601.10
Effingham	12	79	91	12	73	85	236	868	1,104	0.1%	\$3,498.84	\$699.77	\$4,198.61
Ellsworth	0	5	5	0	5	5	23	58	81	0.0%	\$256.71	\$51.34	\$308.05
Enfield	48	302	350	40	295	335	553	2,622	3,175	0.3%	\$10,062.34	\$2,012.47	\$12,074.81
Epping	50	367	417	32	347	379	948	4,040	4,988	0.5%	\$15,808.17	\$3,161.63	\$18,969.81
Epsom	32	241	273	16	209	225	671	2,694	3,365	0.4%	\$10,664.49	\$2,132.90	\$12,797.39
Errol	5	25	30	2	25	27	92	219	311	0.0%	\$985.63	\$197.13	\$1,182.76
Exeter	262	1,570	1,832	135	1,446	1,581	2,343	9,551	11,894	1.3%	\$37,694.95	\$7,538.99	\$45,233.94
Farmington	29	213	242	19	203	222	611	3,181	3,792	0.4%	\$12,017.76	\$2,403.55	\$14,421.31
Fitzwilliam	30	120	150	21	110	131	363	1,292	1,655	0.2%	\$5,245.09	\$1,049.02	\$6,294.11
Francestown	41	142	183	33	124	157	373	1,041	1,414	0.1%	\$4,481.31	\$896.26	\$5,377.57
Franconia	24	164	188	19	148	167	294	764	1,058	0.1%	\$3,353.06	\$670.61	\$4,023.67
Franklin	41	256	297	31	241	272	1,070	3,902	4,972	0.5%	\$15,757.46	\$3,151.49	\$18,908.96
Freedom	24	151	175	21	149	170	350	969	1,319	0.1%	\$4,180.23	\$836.05	\$5,016.27
Fremont	16	209	225	10	189	199	652	2,791	3,443	0.4%	\$10,911.70	\$2,182.34	\$13,094.03
Gilford	113	767	880	84	728	812	1,471	4,800	6,271	0.7%	\$19,874.31	\$3,974.86	\$23,849.17
Gilmanton	51	241	292	47	237	284	683	2,297	2,980	0.3%	\$9,444.34	\$1,888.87	\$11,333.20
Gilsum	8	48	56	3	38	41	125	462	587	0.1%	\$1,860.34	\$372.07	\$2,232.41
Goffstown	215	986	1,201	159	873	1,032	2,522	9,980	12,502	1.3%	\$39,621.85	\$7,924.37	\$47,546.22
Gorham	9	166	175	10	156	166	386	1,563	1,949	0.2%	\$6,176.85	\$1,235.37	\$7,412.22
Goshen	10	48	58	10	45	55	150	457	607	0.1%	\$1,923.73	\$384.75	\$2,308.47
Grafton	9	55	64	8	54	62	192	733	925	0.1%	\$2,931.55	\$586.31	\$3,517.86
Grantham	51	307	358	43	286	329	617	2,127	2,744	0.3%	\$8,696.40	\$1,739.28	\$10,435.68
Greenfield	6	52	58	4	51	55	261	940	1,201	0.1%	\$3,806.26	\$761.25	\$4,567.51
Greenland	44	326	370	34	313	347	694	2,661	3,355	0.4%	\$10,632.80	\$2,126.56	\$12,759.36
Greenville	12	64	76	9	65	74	226	994	1,220	0.1%	\$3,866.47	\$773.29	\$4,639.77
Groton	1	24	25	0	25	25	112	335	447	0.0%	\$1,416.65	\$283.33	\$1,699.98
Hale's Location	3	39	42	3	37	40	59	126	185	0.0%	\$586.31	\$117.26	\$703.57

Attachment B - Allocations to Municipalities

Municipality	Ballots Issued to Voters			Ballots Cast by Voters							Grant Allocations		
	Primary Absentee Ballots	General Absentee Ballots	All Absentee Ballots	Primary Absentee Ballots	General Absentee Ballots	All Absentee Ballots	Primary Total Ballots	General Total Ballots	Total Ballots	%	Maximum Grant (80%)	Required Match (20%)	Total Expenditure (100%)
Hampstead	71	565	636	54	527	581	1,306	5,535	6,841	0.7%	\$21,680.78	\$4,336.16	\$26,016.93
Hampton	198	1,758	1,956	140	1,634	1,774	2,268	10,419	12,687	1.3%	\$40,208.16	\$8,041.63	\$48,249.79
Hampton Falls	37	187	224	24	161	185	478	1,615	2,093	0.2%	\$6,633.22	\$1,326.64	\$7,959.86
Hancock	24	145	169	23	132	155	548	1,235	1,783	0.2%	\$5,650.76	\$1,130.15	\$6,780.91
Hanover	255	1,399	1,654	144	1,257	1,401	1,277	7,930	9,207	1.0%	\$29,179.20	\$5,835.84	\$35,015.04
Harrisville	19	80	99	15	74	89	273	700	973	0.1%	\$3,083.67	\$616.73	\$3,700.41
Hart's Location	0	16	16	0	16	16	19	39	58	0.0%	\$183.82	\$36.76	\$220.58
Haverhill	38	259	297	20	249	269	556	2,193	2,749	0.3%	\$8,712.24	\$1,742.45	\$10,454.69
Hebron	17	71	88	14	70	84	187	447	634	0.1%	\$2,009.30	\$401.86	\$2,411.16
Henniker	41	253	294	26	217	243	703	2,759	3,462	0.4%	\$10,971.91	\$2,194.38	\$13,166.29
Hill	7	38	45	3	35	38	191	562	753	0.1%	\$2,386.44	\$477.29	\$2,863.73
Hillsborough	43	208	251	33	188	221	747	3,051	3,798	0.4%	\$12,036.78	\$2,407.36	\$14,444.13
Hinsdale	14	133	147	12	125	137	325	1,799	2,124	0.2%	\$6,731.47	\$1,346.29	\$8,077.76
Holderness	61	192	253	46	172	218	482	1,342	1,824	0.2%	\$5,780.69	\$1,156.14	\$6,936.83
Hollis	88	804	892	55	721	776	1,196	5,292	6,488	0.7%	\$20,562.03	\$4,112.41	\$24,674.44
Hooksett	108	796	904	88	754	842	1,997	8,246	10,243	1.1%	\$32,462.53	\$6,492.51	\$38,955.04
Hopkinton	123	573	696	85	535	620	1,538	3,976	5,514	0.6%	\$17,475.19	\$3,495.04	\$20,970.23
Hudson	120	1,165	1,285	82	1,078	1,160	2,581	13,535	16,116	1.7%	\$51,075.48	\$10,215.10	\$61,290.58
Jackson	33	175	208	25	175	200	240	698	938	0.1%	\$2,972.75	\$594.55	\$3,567.30
Jaffrey	53	269	322	32	237	269	765	2,893	3,658	0.4%	\$11,593.08	\$2,318.62	\$13,911.70
Jefferson	12	69	81	14	73	87	234	638	872	0.1%	\$2,763.58	\$552.72	\$3,316.29
Keene	311	1,172	1,483	183	1,034	1,217	3,265	12,887	16,152	1.7%	\$51,189.57	\$10,237.91	\$61,427.49
Kensington	8	125	133	4	105	109	369	1,418	1,787	0.2%	\$5,663.43	\$1,132.69	\$6,796.12
Kingston	36	338	374	34	306	340	827	3,754	4,581	0.5%	\$14,518.29	\$2,903.66	\$17,421.95
Laconia	157	869	1,026	99	758	857	2,741	8,187	10,928	1.2%	\$34,633.46	\$6,926.69	\$41,560.15
Lancaster	31	195	226	24	181	205	554	1,652	2,206	0.2%	\$6,991.34	\$1,398.27	\$8,389.61
Landaff	4	20	24	4	17	21	74	257	331	0.0%	\$1,049.02	\$209.80	\$1,258.82
Langdon	0	28	28	3	27	30	89	402	491	0.1%	\$1,556.10	\$311.22	\$1,867.32
Lebanon	133	996	1,129	76	932	1,008	1,620	7,408	9,028	1.0%	\$28,611.90	\$5,722.38	\$34,334.29
Lee	38	252	290	27	234	261	644	2,694	3,338	0.4%	\$10,578.93	\$2,115.79	\$12,694.71
Lempster	17	65	82	15	60	75	215	686	901	0.1%	\$2,855.49	\$571.10	\$3,426.58
Lincoln*	25	153	178	23	147	170	222	862	1,084	0.1%	\$3,435.46	\$687.09	\$4,122.55
Lisbon	11	66	77	7	59	66	171	732	903	0.1%	\$2,861.82	\$572.36	\$3,434.19
Litchfield	30	407	437	18	380	398	936	5,034	5,970	0.6%	\$18,920.37	\$3,784.07	\$22,704.44
Littleton	65	355	420	50	331	381	751	2,994	3,745	0.4%	\$11,868.81	\$2,373.76	\$14,242.57
Londonderry	239	1,764	2,003	157	1,622	1,779	3,369	14,416	17,785	1.9%	\$56,364.94	\$11,272.99	\$67,637.93
Loudon	35	280	315	23	256	279	937	3,362	4,299	0.5%	\$13,624.57	\$2,724.91	\$16,349.48
Lyman	4	33	37	3	26	29	93	331	424	0.0%	\$1,343.76	\$268.75	\$1,612.51
Lyme	49	213	262	35	214	249	365	1,200	1,565	0.2%	\$4,959.86	\$991.97	\$5,951.83
Lyndeborough	17	87	104	15	84	99	334	1,086	1,420	0.2%	\$4,500.32	\$900.06	\$5,400.39
Madbury	23	117	140	15	101	116	321	1,164	1,485	0.2%	\$4,706.32	\$941.26	\$5,647.59
Madison	26	201	227	17	190	207	433	1,497	1,930	0.2%	\$6,116.63	\$1,223.33	\$7,339.96
Manchester	1,096	4,594	5,690	834	4,229	5,063	14,376	51,039	65,415	6.9%	\$207,315.88	\$41,463.18	\$248,779.05
Marlborough	15	99	114	12	94	106	323	1,206	1,529	0.2%	\$4,845.77	\$969.15	\$5,814.92
Marlow	8	36	44	8	29	37	133	459	592	0.1%	\$1,876.19	\$375.24	\$2,251.43
Mason	20	69	89	12	65	77	229	873	1,102	0.1%	\$3,492.50	\$698.50	\$4,191.00

Attachment B - Allocations to Municipalities

Municipality	Ballots Issued to Voters			Ballots Cast by Voters							Grant Allocations		
	Primary Absentee Ballots	General Absentee Ballots	All Absentee Ballots	Primary Absentee Ballots	General Absentee Ballots	All Absentee Ballots	Primary Total Ballots	General Total Ballots	Total Ballots	%	Maximum Grant (80%)	Required Match (20%)	Total Expenditure (100%)
Meredith*	109	650	759	81	623	704	1,486	4,177	5,663	0.6%	\$17,947.41	\$3,589.48	\$21,536.89
Merrimack	192	1,652	1,844	112	1,472	1,584	3,767	15,389	19,156	2.0%	\$60,709.97	\$12,141.99	\$72,851.97
Middleton	5	49	54	5	48	53	234	948	1,182	0.1%	\$3,746.04	\$749.21	\$4,495.25
Milan	7	70	77	7	68	75	203	766	969	0.1%	\$3,070.99	\$614.20	\$3,685.19
Milford	122	720	842	85	670	755	1,817	8,378	10,195	1.1%	\$32,310.41	\$6,462.08	\$38,772.49
Millsfield	0	7	7	0	7	7	16	21	37	0.0%	\$117.26	\$23.45	\$140.71
Milton	28	186	214	19	163	182	532	2,374	2,906	0.3%	\$9,209.81	\$1,841.96	\$11,051.78
Monroe	13	65	78	8	63	71	129	502	631	0.1%	\$1,999.79	\$399.96	\$2,399.75
Mont Vernon	25	166	191	18	155	173	505	1,579	2,084	0.2%	\$6,604.70	\$1,320.94	\$7,925.64
Moultonborough	96	715	811	53	660	713	1,210	3,276	4,486	0.5%	\$14,217.21	\$2,843.44	\$17,060.66
Nashua	612	3,924	4,536	392	3,499	3,891	8,726	43,604	52,330	5.5%	\$165,846.36	\$33,169.27	\$199,015.63
Nelson	25	76	101	16	68	84	184	448	632	0.1%	\$2,002.96	\$400.59	\$2,403.55
New Boston*	53	303	356	45	288	333	978	3,452	4,430	0.5%	\$14,039.74	\$2,807.95	\$16,847.68
New Castle	44	182	226	36	162	198	409	822	1,231	0.1%	\$3,901.34	\$780.27	\$4,681.60
New Durham	22	162	184	19	150	169	410	1,689	2,099	0.2%	\$6,652.24	\$1,330.45	\$7,982.68
New Hampton	28	161	189	22	148	170	439	1,394	1,833	0.2%	\$5,809.22	\$1,161.84	\$6,971.06
New Ipswich	30	237	267	28	222	250	666	2,862	3,528	0.4%	\$11,181.08	\$2,236.22	\$13,417.30
New London*	118	509	627	99	477	576	1,172	3,088	4,260	0.5%	\$13,500.97	\$2,700.19	\$16,201.16
Newbury	39	249	288	37	235	272	492	1,377	1,869	0.2%	\$5,923.31	\$1,184.66	\$7,107.97
Newfields	26	142	168	21	129	150	437	1,177	1,614	0.2%	\$5,115.15	\$1,023.03	\$6,138.19
Newington	10	97	107	10	94	104	213	617	830	0.1%	\$2,630.47	\$526.09	\$3,156.56
Newmarket	57	557	614	45	497	542	1,177	5,523	6,700	0.7%	\$21,233.91	\$4,246.78	\$25,480.69
Newport	42	268	310	33	243	276	800	3,001	3,801	0.4%	\$12,046.28	\$2,409.26	\$14,455.54
Newton	20	177	197	14	156	170	521	2,770	3,291	0.3%	\$10,429.97	\$2,085.99	\$12,515.97
North Hampton	85	557	642	54	526	580	870	3,233	4,103	0.4%	\$13,003.39	\$2,600.68	\$15,604.07
Northfield	17	199	216	13	189	202	652	2,417	3,069	0.3%	\$9,726.40	\$1,945.28	\$11,671.68
Northumberland	36	130	166	29	123	152	308	1,025	1,333	0.1%	\$4,224.60	\$844.92	\$5,069.52
Northwood	24	191	215	18	175	193	699	2,658	3,357	0.4%	\$10,639.14	\$2,127.83	\$12,766.97
Nottingham	49	365	414	36	331	367	754	3,166	3,920	0.4%	\$12,423.42	\$2,484.68	\$14,908.11
Orange	0	21	21	3	18	21	64	174	238	0.0%	\$754.28	\$150.86	\$905.14
Orford	19	112	131	19	106	125	234	751	985	0.1%	\$3,121.70	\$624.34	\$3,746.04
Ossipee	40	303	343	36	295	331	643	2,252	2,895	0.3%	\$9,174.95	\$1,834.99	\$11,009.94
Pelham	62	707	769	47	650	697	1,246	7,841	9,087	1.0%	\$28,798.89	\$5,759.78	\$34,558.67
Pembroke	54	304	358	47	354	401	945	4,072	5,017	0.5%	\$15,900.08	\$3,180.02	\$19,080.10
Peterborough	101	598	699	78	59	137	1,367	4,016	5,383	0.6%	\$17,060.02	\$3,412.00	\$20,472.03
Piermont*	7	26	33	7	25	32	124	406	530	0.1%	\$1,679.70	\$335.94	\$2,015.64
Pittsburg	6	67	73	6	65	71	182	487	669	0.1%	\$2,120.22	\$424.04	\$2,544.27
Pittsfield	30	137	167	17	121	138	688	2,008	2,696	0.3%	\$8,544.27	\$1,708.85	\$10,253.13
Plainfield	53	187	240	35	166	201	410	1,520	1,930	0.2%	\$6,116.63	\$1,223.33	\$7,339.96
Plaistow	58	387	445	31	358	389	933	4,487	5,420	0.6%	\$17,177.28	\$3,435.46	\$20,612.74
Plymouth	36	254	290	25	239	264	746	3,817	4,563	0.5%	\$14,461.24	\$2,892.25	\$17,353.49
Portsmouth	287	1,970	2,257	174	1,778	1,952	3,521	13,544	17,065	1.8%	\$54,083.09	\$10,816.62	\$64,899.71
Randolph	19	73	92	16	72	88	114	260	374	0.0%	\$1,185.30	\$237.06	\$1,422.36
Raymond	45	422	467	39	387	426	1,122	5,488	6,610	0.7%	\$20,948.68	\$4,189.74	\$25,138.42
Richmond	14	61	75	11	50	61	192	682	874	0.1%	\$2,769.92	\$553.98	\$3,323.90
Rindge	45	283	328	31	284	315	846	3,540	4,386	0.5%	\$13,900.29	\$2,780.06	\$16,680.35

Attachment B - Allocations to Municipalities

Municipality	Ballots Issued to Voters			Ballots Cast by Voters							Grant Allocations		
	Primary Absentee Ballots	General Absentee Ballots	All Absentee Ballots	Primary Absentee Ballots	General Absentee Ballots	All Absentee Ballots	Primary Total Ballots	General Total Ballots	Total Ballots	%	Maximum Grant (80%)	Required Match (20%)	Total Expenditure (100%)
Rochester	134	1,088	1,222	92	1,038	1,130	3,289	15,430	18,719	2.0%	\$59,325.02	\$11,865.00	\$71,190.02
Rollinsford	19	137	156	15	130	145	339	1,635	1,974	0.2%	\$6,256.08	\$1,251.22	\$7,507.30
Roxbury	0	13	13	0	10	10	36	143	179	0.0%	\$567.29	\$113.46	\$680.75
Rumney	19	106	125	17	98	115	314	904	1,218	0.1%	\$3,860.14	\$772.04	\$4,632.16
Rye	159	999	1,158	129	945	1,074	1,344	4,114	5,458	0.6%	\$17,297.72	\$3,459.54	\$20,757.26
Salem	169	1,598	1,767	114	1,483	1,597	3,295	16,422	19,717	2.1%	\$62,487.92	\$12,497.58	\$74,985.50
Salisbury	7	49	56	5	48	53	277	834	1,111	0.1%	\$3,521.03	\$704.21	\$4,225.23
Sanbornton	47	206	253	32	220	252	719	1,948	2,667	0.3%	\$8,452.36	\$1,690.47	\$10,142.84
Sandown	28	300	328	15	263	278	457	3,631	4,088	0.4%	\$12,955.86	\$2,591.17	\$15,547.03
Sandwich	25	147	172	19	138	157	390	1,025	1,415	0.1%	\$4,484.48	\$896.90	\$5,381.37
Seabrook	38	446	484	40	412	452	877	4,587	5,464	0.6%	\$17,316.73	\$3,463.35	\$20,780.08
Sharon	3	45	48	3	35	38	102	248	350	0.0%	\$1,109.23	\$221.85	\$1,331.08
Shelburne	7	47	54	6	40	46	85	259	344	0.0%	\$1,090.22	\$218.04	\$1,308.26
Somersworth	41	401	442	36	384	420	1,001	5,587	6,588	0.7%	\$20,878.96	\$4,175.79	\$25,054.75
South Hampton	5	58	63	4	55	59	136	604	740	0.1%	\$2,345.24	\$469.05	\$2,814.29
Springfield	9	92	101	7	79	86	265	833	1,098	0.1%	\$3,479.83	\$695.97	\$4,175.79
Stark	3	29	32	3	29	32	82	303	385	0.0%	\$1,220.16	\$244.03	\$1,464.19
Stewartstown	8	39	47	6	39	45	101	358	459	0.0%	\$1,454.68	\$290.94	\$1,745.62
Stoddard	16	103	119	14	94	108	236	785	1,021	0.1%	\$3,235.79	\$647.16	\$3,882.95
Strafford	38	300	338	27	299	326	717	2,610	3,327	0.4%	\$10,544.06	\$2,108.81	\$12,652.88
Stratford	9	24	33	8	23	31	83	281	364	0.0%	\$1,153.60	\$230.72	\$1,384.32
Stratham	113	985	1,098	81	939	1,020	1,253	4,997	6,250	0.7%	\$19,807.75	\$3,961.55	\$23,769.30
Sugar Hill	19	63	82	19	60	79	194	435	629	0.1%	\$1,993.45	\$398.69	\$2,392.14
Sullivan	8	30	38	6	31	37	121	414	535	0.1%	\$1,695.54	\$339.11	\$2,034.65
Sunapee	61	368	429	55	342	397	662	2,175	2,837	0.3%	\$8,991.14	\$1,798.23	\$10,789.36
Surry	3	42	45	2	32	34	127	520	647	0.1%	\$2,050.50	\$410.10	\$2,460.60
Sutton	16	130	146	11	114	125	400	1,289	1,689	0.2%	\$5,352.85	\$1,070.57	\$6,423.42
Swanzey	66	291	357	43	279	322	826	3,918	4,744	0.5%	\$15,034.88	\$3,006.98	\$18,041.85
Tamworth	41	213	254	25	202	227	466	1,642	2,108	0.2%	\$6,680.76	\$1,336.15	\$8,016.91
Temple	12	78	90	10	74	84	328	880	1,208	0.1%	\$3,828.44	\$765.69	\$4,594.13
Thornton	29	223	252	13	204	217	357	1,541	1,898	0.2%	\$6,015.22	\$1,203.04	\$7,218.26
Tilton	42	194	236	31	174	205	599	1,898	2,497	0.3%	\$7,913.59	\$1,582.72	\$9,496.31
Troy	4	51	55	4	47	51	205	1,030	1,235	0.1%	\$3,914.01	\$782.80	\$4,696.81
Tuftonboro	46	278	324	31	265	296	595	1,706	2,301	0.2%	\$7,292.42	\$1,458.48	\$8,750.91
Unity	5	81	86	4	83	87	212	821	1,033	0.1%	\$3,273.83	\$654.77	\$3,928.59
Wakefield	53	385	438	31	392	423	700	2,861	3,561	0.4%	\$11,285.67	\$2,257.13	\$13,542.80
Walpole	44	228	272	31	212	243	630	2,158	2,788	0.3%	\$8,835.84	\$1,767.17	\$10,603.01
Warner	29	179	208	26	172	198	678	1,838	2,516	0.3%	\$7,973.81	\$1,594.76	\$9,568.57
Warren	9	32	41	8	32	40	176	480	656	0.1%	\$2,079.02	\$415.80	\$2,494.83
Washington	1	107	108	5	78	83	202	718	920	0.1%	\$2,915.70	\$583.14	\$3,498.84
Waterville Valley	37	97	134	28	87	115	111	272	383	0.0%	\$1,213.82	\$242.76	\$1,456.58
Weare	52	443	495	37	404	441	1,148	5,159	6,307	0.7%	\$19,988.40	\$3,997.68	\$23,986.08
Webster	27	99	126	21	88	109	357	1,182	1,539	0.2%	\$4,877.46	\$975.49	\$5,852.95
Wentworth	3	53	56	10	51	61	178	538	716	0.1%	\$2,269.18	\$453.84	\$2,723.01
Westmoreland	0	115	115	10	108	118	299	1,034	1,333	0.1%	\$4,224.60	\$844.92	\$5,069.52
Whitefield	28	130	158	24	120	144	337	1,166	1,503	0.2%	\$4,763.37	\$952.67	\$5,716.04

Attachment B - Allocations to Municipalities

Municipality	Ballots Issued to Voters			Ballots Cast by Voters							Grant Allocations		
	Primary Absentee Ballots	General Absentee Ballots	All Absentee Ballots	Primary Absentee Ballots	General Absentee Ballots	All Absentee Ballots	Primary Total Ballots	General Total Ballots	Total Ballots	%	Maximum Grant (80%)	Required Match (20%)	Total Expenditure (100%)
Wilmot	15	96	111	8	81	89	310	915	1,225	0.1%	\$3,882.32	\$776.46	\$4,658.78
Wilton	42	237	279	33	220	253	693	2,299	2,992	0.3%	\$9,482.37	\$1,896.47	\$11,378.84
Winchester	25	156	181	21	146	167	345	1,815	2,160	0.2%	\$6,845.56	\$1,369.11	\$8,214.67
Windham	166	1,208	1,374	81	1,092	1,173	1,553	9,024	10,577	1.1%	\$33,521.06	\$6,704.21	\$40,225.27
Windsor	4	9	13	3	8	11	39	125	164	0.0%	\$519.76	\$103.95	\$623.71
Wolfeboro	142	763	905	118	779	897	1,579	4,395	5,974	0.6%	\$18,933.04	\$3,786.61	\$22,719.65
Woodstock	27	97	124	24	92	116	226	792	1,018	0.1%	\$3,226.29	\$645.26	\$3,871.54
	13,062	81,964	95,026	9,270	75,305	84,575	190,749	755,850	946,599		\$3,000,000.00	\$600,000.00	\$3,600,000.00

The Absentee Ballots Issued to Voters and the Absentee Ballots Cast by Voters are official numbers as reported to the Secretary of State. If your records show different numbers please send an email to NHvotes@sos.nh.gov describing the discrepancy between your numbers and the numbers on Attachment B

ATTACHMENT C
STANDARD RATE

NEW HAMPSHIRE DEPARTMENT OF STATE

William M. Gardner
Secretary of State



Robert P. Ambrose
Senior Deputy Secretary of State

David M. Scanlan
Deputy Secretary of State

1. City, Town or Unincorporated Place Name:	2. Period Covered by this Application
3. Progress Payment Number:	4. Project Grant No.

5. Status of Funds			
	Total (100%)	To be reimbursed by the State (80%)	Match assumed by City, Town or Unincorporated Place (20%)
5.1 Amount of Original Offer			
5.2 Total Spent to Date			
5.3 Amount Spent this Period (From 6 below)	_____	_____	_____
5.4 Amount of Payment Request			

6. Amount Spent this Period			
	A. Absentee Ballots Issued to Voters	B. Absentee Ballots Cast by Voters	Total
6.1 Number of Absentee Ballots			
6.2 Less: Number of Ballots from 2016 (See Attachment B)	(_____)	(_____)	
6.3 Number of Absentee Ballots to be reimbursed for			
6.4 Standard Cost Rate	\$ <u>XX.XX</u>	\$ <u>XX.XX</u>	
6.5 Total Reimbursement			

7. Certification of Sub-Grantee			
I certify that the statements contained in this grant payment are true and correct and are in accordance to the approved grant agreement. I also certify that the match was not satisfied through other federal grant funds.			
		Clerk/Deputy Clerk	
Date	Printed Name	Title	Signature

Internal use only: Approved: _____ Dated: _____

ATTACHMENT D
INSTRUCTIONS TO COMPLETE
ATTACHMENT C:
STANDARD RATE
REIMBURSEMENT REQUEST

Attachment D: Instructions to Complete Attachment C: Standard Rate Reimbursement Request

Section 2 This will be either the “Primary Election” or the “General Election”

Section 3 If this is for the Primary Election, it will be Payment # 1; if this is for the General Election, it will be Payment # 2.

Section 4 This is pre-completed with the number from the Notice of Grant Opportunity – DC20101CARES

Section 5 This section includes the breakout of the 20% match as defined in the terms and conditions of the grant. Under this grant, the State of New Hampshire will be reimbursing the City, Town or Unincorporated Place for 80% of the total costs included. The remaining 20% of costs covered by the individual City, Town or Unincorporated Place and will not be reimbursed to comply with the match requirement.

Line 5.1 The Amount of Original Offer can be found on Attachment B.

Line 5.2 The Amount Spent to Date will be \$0 for the first reimbursement submission in September 2020. For the second reimbursement submission in November 2020, this amount will represent the September payment received.

Line 5.3 The Amount Spent this period will be the Total of Columns A and B from Line 6.5

Line 5.4 The line is calculated as the lessor of Line 5.1 minus Line 5.2 or Line 5.3

Section 6

Line 6.1 This line represents the number of:

- A. Absentee ballots issued to voters
- B. Absentee ballots cast and reported on the “Official Return of Votes” forms submitted to the Secretary of State’s office on election night.

Line 6.2 This line is the number for the absentee ballots cast in 2016. Reimbursement will only be made for the ballots in excess of those processed in 2016. These figures can be found by City, Town or Unincorporated Place within Attachment B.

Line 6.3 This line is calculated as Line 6.1 less Line 6.2.

Line 6.4 This is the statewide standard cost rate that was determined by the New Hampshire Secretary of State under a method approved by the Election Assistance Commission.

Line 6.5 This is calculated as Line 6.3 multiplied by Line 6.4. The total reimbursement is the total of columns A and B. This is carried up to Line 5.3

Section 7 This section is to be signed by the individual approved by the City, Town or Unincorporated Place to act on their behalf.

Please submit the signed reimbursement request to:

Vote@berrydunn.com

Submit no later than end of day Monday, September 14, 2020 for the Primary Election and Monday, November 9, 2020 for the General Election

ATTACHMENT E
SUSPENSION AND DEBARMENT

Suspension and Debarment

- For all individuals that are hired due to the additional needs related to the 2020 Election Season, please obtain verification that the individual or vendor was not considered suspended or debarred by the Federal Government. To receive payments of federal funds, an individual or vendor cannot be listed as suspended or debarred by the Federal Government. The System for Award Management (SAM) is a database that includes individuals or vendors that have been listed as suspended or debarred. This website should be verified to confirm that an individual or vendor has not been classified as such. To achieve this:
 - Go to www.sam.gov
 - Select the option of “Search Records”
 - Start with a quick search with the individual’s name or company name, applicable DUNS number.
 - There are two types of results that can be obtained:
 1. A result will be returned if the Entity is registered with sam.gov – for example, see the screen shot below when searching for the State of New Hampshire

Current Search Terms: STATE OF NEW HAMPSHIRE-DEPARTMENT OF AGRICULTURE,*

Clear Search

Total records: 2 Save PDF Export Results Print

Result Page: 1 Sort by Relevance Order by Descending

FILTER RESULTS

By Record Status

Active

Inactive

By Record Type

Entity Registration

Exclusion

Apply Filters

Your search for STATE OF NEW HAMPSHIRE-DEPARTMENT OF AGRICULTURE,* returned the following results...

Entity	Status
State of New Hampshire-Department of Agriculture, Markets & Food DUNS: 176836583 Has Active Exclusion?: No Expiration Date: 04/07/2021 Purpose of Registration: Federal Assistance Awards Only	Active ⊕ View Details
STATE OF NEW HAMPSHIRE-DEPARTMENT OF AGRICULTURE, MARKETS & FOOD DUNS: 797164456 Has Active Exclusion?: No Expiration Date: 02/09/2021 Purpose of Registration: Federal Assistance Awards Only	Active ⊕ View Details

- If the entity is registered like the State of NH Dept. of Agriculture, you will want to select “View Details” to see if there are any exclusion listed. See below. This would be the record to print and provide with the approved invoice.

State of New Hampshire-Department of Agriculture, Markets & Food 25 Capitol St Fl 2
 DUNS: 176836583 CAGE Code: 5K1U8 CONCORD, NH, 03301-6312,
 Status: Active UNITED STATES
 Expiration Date: 04/07/2021
 Purpose of Registration: Federal Assistance Awards Only

Entity Overview

Entity Registration Summary
Name: State of New Hampshire-Department of Agriculture, Markets & Food
Doing Business As: Bureau of Markets
Business Type: US State Government
Last Updated By: Michelle Thibeault
Registration Status: Active
Activation Date: 04/07/2020
Expiration Date: 04/07/2021

Exclusion Summary
Active Exclusion Records? No

2. The other result that can be returned is: "No records found" –this would indicate that the individual or vendor is not registered with SAM.gov and that they do not have any active suspensions and debarments against them. See below:

Current Search Terms: Michael Jordan*

Clear Search

Total records: 0 Save PDF Export Results Print

Result Page: Sort by Relevance Order by Descending

FILTER RESULTS

By Record Status

Active

Inactive

By Record Type

Entity Registration

Exclusion

Apply Filters

Your search for Michael Jordan* returned the following results...

No records found.

Result Page: Save PDF Export Results Print

Note: While we are not requiring you to submit documentation of that the individuals or vendors are not on the suspended and debarred listing from www.SAM.gov, these documents should be properly retained by the individual City, Town or Incorporated Place according to # 11 in the Terms and Conditions.

ATTACHMENT F
DRUG-FREE WORK PLACE

Attachment F: Certification Regarding Drug Free Workplace

The City, Town or Unincorporated Place agrees to comply with the provisions of Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.), and further agrees to have the City, Town or Unincorporated Place's representative, as identified in Section 22 of the Terms and Conditions execute the following Certification:

This certification is required by the regulations implementing Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.). The January 31, 1989, regulations were amended and published as Part II of the May 25, 1990, Federal Register (pages 21681-21691), and require certification by the City, Town or Unincorporated Place, prior to award, that they will maintain a drug-free workplace. Section 3017.630(c) of the regulation provides that a the City, Town or Unincorporated Place (and by inference, sub-grantees and sub-contractors), that is a State may elect to make one certification to the Department in each federal fiscal year in lieu of certificates for each grant during the federal fiscal year covered by the certification. The certificate set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment. The City, Town or Unincorporated Place using this form should send it to: vote@berrydunn.com

- (A) The City, Town or Unincorporated Place certifies that it will or will continue to provide a drug-free workplace by:
1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the City, Town or Unincorporated Place's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 2. Establishing an ongoing drug-free awareness program to inform employees about—
 - i. The dangers of drug abuse in the workplace;
 - ii. The City, Town or Unincorporated Place's policy of maintaining a drug-free workplace;
 - iii. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - iv. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 4. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 - i. Abide by the terms of the statement; and
 - ii. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—
 - i. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - ii. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

(B) The City, Town or Unincorporated Place may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (street address, city, county, State, zip code) (list each location)

Check if there are workplaces on file that are not identified here.

City, Town or Unincorporated Place

Date

Signature