



CARES Act Election Spending Report

Office of Secretary of State
Steve Simon

Table of Contents

Cost of Report Preparation	1
Introduction	1
Overview of Authorized Uses for 2020 CARES Act Funds	1
Allocation and Prioritization of Funds.....	2
2020 Grants to Counties and Municipalities.....	3

Cost of Report Preparation

The total cost for the Office of the Secretary of State (OSS) to prepare this report was approximately \$497.27. Most of these costs involved staff time in compiling and analyzing data, and preparing the written report. Incidental costs include paper, copying, and other office supplies.

Estimated costs are provided in accordance with *Minnesota Statutes* 2020, section 3.197, requiring the cost for preparing a report to be provided at the beginning of a report to the legislature.

Introduction

This mandated report was prepared in accordance with Laws of Minnesota 2020, chapter 77, section 4, requiring the OSS to prepare a report on the use of the federal Coronavirus Aid, Relief and Economic Security Act (CARES Act) funds authorized for use by the legislature. Specifically, the OSS must submit a “report to the legislative committees with jurisdiction over elections policy and state government finance on the use of funds appropriated by [chapter 77, section 4]. The report must detail the state’s use of the funds and identify each jurisdiction receiving a grant and the amount of each grant awarded.”

This report summarizes the 2020 CARES Act election funds spending in Minnesota pursuant to Laws of Minnesota 2020, chapter 77. Because the federal reporting required by the CARES Act is due to the federal government on February 28, 2021, the OSS will supplement this report to the legislature when the final federal reporting is complete.

Overview of Authorized Uses for 2020 CARES Act Funds

The Office of the Secretary of State (OSS) received funding through the 2020 CARES Act “to prevent, prepare for, and respond to coronavirus, domestically or internationally, for the 2020 Federal election cycle.” The Minnesota Legislature authorized the use of these funds in Minnesota Laws 2020, Chapter 77, section 4, and specified the following permitted uses of these funds:

Amounts appropriated in this section are subject to the requirements of the federal CARES Act and may be used for any of the following purposes:

(1) ensuring the health and safety of election officials and in-person voters, including the purchase of sanitation and disinfectant supplies;

(2) public outreach and preparations for implementing social distancing guidelines related to voting, including additional signs and staff;

(3) facilitation, support, and preparation for increased absentee voting, including voter education materials, printing, and postage;

(4) preparation of training materials and administration of additional training of local election officials;

(5) preparation of new polling place locations;

(6) purchasing an electronic roster system meeting the technology requirements of Minnesota Statutes, section 201.225, subdivision 2, along with equipment necessary to support the system; and

(7) issuing grants authorized by the local grant program established in subdivision 6, and administering that program.

Minnesota Laws 2020, Chapter 77, section 4, subdivision 4.

Allocation and Prioritization of Funds

In determining the best uses of these funds and the proper allocation of funds between state-level spending and direct grant payments to local governments, the OSS established a working group of state, county, and city officials to prioritize and allocate funding. The working group determined that 60% of the funding would be made available directly to county and municipal governments through grant making, and 40% would be used by the OSS at the state level. In addition to establishing the state and local allocation, the working group also discuss priorities for uses of these funds at the state level and crafted the structure of the local grant program that would ensure that the funds were delivered equitably among the county and municipal governments within the state.

Ultimately, the OSS in consultation with the work groups prioritized the state-level funds on (1) communication efforts with voters to help voters understand how they can vote safely during the pandemic and to facilitate the increase in absentee voting, including production of additional outreach materials, polling place informational materials, a mailing to voters, and a media educational effort; (2) state-level procurement of hard-to acquire supplies for polling places (masks, sanitizer, disinfectant, etc.); (3) hiring additional temporary call center staff to address voter questions related to absentee voting and voting safety; and (4) the translation of additional voter education and outreach materials to educate voters on how to vote safely during a pandemic and to facilitate the increase in absentee voting.

As of December 31, 2020, the spending on these activities can be broken down as follows:

Category of Spending	Cost
Grants to Local Governments: Direct aid through grants to local governments.	\$4,407,526.59
Staffing: Additional OSS temporary call center staff to answer voter questions, rental of equipment to support these workers, and necessary overtime payments	\$26,335.92
Communications: Communication efforts included the following: <ul style="list-style-type: none"> • Media communication efforts to voters to help facilitate the increase in absentee voting as well as general communication efforts on options for safely voting in a pandemic; • Polling place materials to support social distancing and COVID-19 safety in the polling place; • Outreach materials to help voters understand their options for safely voting during a pandemic including a mailing to voters to facilitate the increase in absentee voting; • 	\$2,155,800.20
Polling Place Supplies: Procurement at the state level of hard-to acquire supplies for polling place safety. The OSS, working with the Department of Administration, procured and distributed for polling places: <ul style="list-style-type: none"> • 53,700 KN95 masks • 360,000 surgical-style disposable masks • 15,900 face shields • 9,200 packs of alcohol wipes (nearly a half a million individual wipes) • 9,200 bottles of disinfectant • 8,500 gallons of hand sanitizer • 6,220 sanitization stations 	\$444,053.61
Translation Work: Cost to translate educational and communication materials	\$3,074.00

The OSS will supplement this report to the legislature with final spending figures when the OSS submits the federally mandated report on February 28, 2021.

2020 Grants to Counties and Municipalities

A work group including members of the OSS staff, county representatives, and city representatives met following the passage of the authorizing legislation to determine a fair, equitable, and efficient way to allocate these funds to local governments through a grant-making process. The work group focused on allocation with the following goals as a priority:

1. Getting funds to counties/cities/towns directly and quickly to help with costs
2. Minimizing the complexity of the disbursement/reimbursement process
3. Sending out funds with direction on how to use and how to report back on use (and 20% match), avoiding a “reimbursement” process
4. Ensuring the state, counties, cities, and towns benefits equitably

The work group recommended, and the OSS adopted, a grant-making structure that provided a block-grant to counties, with the instruction that counties work with their municipalities to determine a fair, equitable, and mutually agreeable method for allocating the funds within the county and between municipalities. However, if a county and its encompassed municipalities could not come to a mutual agreement, a default allocation mechanism was provided. Both the distribution of funds to counties, and the default municipality distribution, were based on a formula using various election-related factors, specifically:

- Of the \$4.99 million allocated to the counties (and cities and townships), the distribution to counties and cities was based on the following per-unit rates:
 - 2.5% is based on base allocation equally divided to each county = \$1,433.9193
 - 25.0% based on 2018 voter (Primary and General) count = \$0.35 per voter
 - 20.0% based on 2018 General Absentee Voter count = \$1.7793 per voter
 - 20.0% is based on May 1 registered voter counts = \$0.2942 per voter
 - 20.0% is based on number of polling places = \$347.6168 per polling place
 - 2.5% is based on 2018 population = \$0.0222 per person
 - Precinct-based allocations equate to \$166.2221 per polling place precinct and \$27.3321 per mail ballot precinct
 - 10.0% is based on number of total precincts = \$121.4121 per precinct
 - 2.5% is based on number of polling place precincts = \$44.8100 additional per polling place precinct
 - -2.5% is based on number of mail ballot precincts = reduction of \$94.08 per mail ballot polling place

This formula resulted in a range of county block grants of \$5,266.62 to \$1,116,803.11, with the median at \$24,831.29 and average at \$57,356.77.

The specific allocations of available funds available to counties and the share that was presumptively available to municipalities if no other agreement was reached were as follows:

County	Formula Alloc Amt for County/MCD Share per Agreement w/MCD	Formula Amt to be Shared with MCDs in County if no Agreement w/MCD	Resulting Amt for County Use
Totals	\$ 4,990,039.20	\$ 2,875,164.04	\$ 2,114,875.16
Aitkin	\$ 20,588.95	\$ 8,159.76	\$ 12,429.19
Anoka	\$ 272,782.08	\$ 182,066.65	\$ 90,715.43
Becker	\$ 36,098.76	\$ 19,563.75	\$ 16,535.01
Beltrami	\$ 39,429.43	\$ 18,781.02	\$ 20,648.41
Benton	\$ 26,454.30	\$ 14,048.43	\$ 12,405.87
Big Stone	\$ 6,198.30	\$ 1,036.54	\$ 5,161.76
Blue Earth	\$ 51,708.65	\$ 23,331.77	\$ 28,376.87
Brown	\$ 24,047.33	\$ 10,647.14	\$ 13,400.18
Carlton	\$ 31,684.30	\$ 15,395.00	\$ 16,289.31
Carver	\$ 85,912.07	\$ 45,179.39	\$ 40,732.68
Cass	\$ 27,765.02	\$ 9,552.78	\$ 18,212.24
Chippewa	\$ 12,198.49	\$ 5,241.51	\$ 6,956.98
Chisago	\$ 44,761.39	\$ 24,579.00	\$ 20,182.39
Clay	\$ 51,591.75	\$ 27,484.98	\$ 24,106.77
Clearwater	\$ 17,270.62	\$ 10,327.36	\$ 6,943.26
Cook	\$ 6,977.14	\$ 1,199.37	\$ 5,777.77
Cottonwood	\$ 21,166.29	\$ 13,159.41	\$ 8,006.88
Crow Wing	\$ 59,755.75	\$ 25,763.02	\$ 33,992.73
Dakota	\$ 354,248.62	\$ 195,877.54	\$ 158,371.09
Dodge	\$ 22,728.44	\$ 13,246.11	\$ 9,482.32
Douglas	\$ 39,495.29	\$ 17,775.21	\$ 21,720.08
Faribault	\$ 20,267.25	\$ 11,052.27	\$ 9,214.98
Fillmore	\$ 26,343.06	\$ 14,901.84	\$ 11,441.23
Freeborn	\$ 24,827.45	\$ 9,208.41	\$ 15,619.04
Goodhue	\$ 49,377.93	\$ 28,289.98	\$ 21,087.94
Grant	\$ 6,212.66	\$ 705.30	\$ 5,507.36
Hennepin	\$ 1,117,423.48	\$ 731,920.00	\$ 385,503.48
Houston	\$ 22,610.25	\$ 11,771.54	\$ 10,838.71
Hubbard	\$ 25,195.46	\$ 11,182.14	\$ 14,013.32
Isanti	\$ 32,936.36	\$ 18,095.40	\$ 14,840.96
Itasca	\$ 44,284.32	\$ 19,927.23	\$ 24,357.09
Jackson	\$ 13,125.04	\$ 5,978.60	\$ 7,146.44
Kanabec	\$ 19,642.65	\$ 11,491.78	\$ 8,150.87
Kandiyohi	\$ 47,074.65	\$ 26,652.58	\$ 20,422.07
Kittson	\$ 6,284.58	\$ 1,240.30	\$ 5,044.28
Koochiching	\$ 13,587.64	\$ 4,312.75	\$ 9,274.89
Lac Qui Parle	\$ 8,877.61	\$ 3,046.35	\$ 5,831.26
Lake	\$ 17,602.37	\$ 9,206.07	\$ 8,396.30
Lake Of The Woods	\$ 5,241.70	\$ 676.15	\$ 4,565.56
Le Sueur	\$ 22,089.68	\$ 9,852.85	\$ 12,236.83
Lincoln	\$ 14,820.62	\$ 9,165.02	\$ 5,655.60
Lyon	\$ 17,971.64	\$ 6,956.92	\$ 11,014.72

County	Formula Alloc Amt for County/MCD Share per Agreement w/MCD	Formula Amt to be Shared with MCDs in County if no Agreement w/MCD	Resulting Amt for County Use
Mahnomen	\$ 7,024.54	\$ 2,422.60	\$ 4,601.93
Marshall	\$ 8,624.73	\$ 1,150.82	\$ 7,473.91
Martin	\$ 23,352.21	\$ 12,272.85	\$ 11,079.36
McLeod	\$ 26,596.10	\$ 13,042.99	\$ 13,553.10
Meeker	\$ 24,368.48	\$ 12,867.67	\$ 11,500.81
Mille Lacs	\$ 24,978.51	\$ 13,354.72	\$ 11,623.78
Morrison	\$ 29,758.17	\$ 13,292.64	\$ 16,465.53
Mower	\$ 32,217.34	\$ 16,069.02	\$ 16,148.32
Murray	\$ 13,821.12	\$ 6,812.62	\$ 7,008.50
Nicollet	\$ 27,493.79	\$ 11,444.68	\$ 16,049.11
Nobles	\$ 20,463.30	\$ 9,424.18	\$ 11,039.12
Norman	\$ 6,624.22	\$ 1,131.25	\$ 5,492.97
Olmsted	\$ 139,222.61	\$ 71,385.62	\$ 67,836.99
Otter Tail	\$ 78,904.02	\$ 49,305.95	\$ 29,598.06
Pennington	\$ 17,529.56	\$ 9,422.18	\$ 8,107.39
Pine	\$ 29,607.74	\$ 16,363.81	\$ 13,243.93
Pipestone	\$ 8,320.52	\$ 2,753.16	\$ 5,567.36
Polk	\$ 27,112.57	\$ 12,109.67	\$ 15,002.90
Pope	\$ 17,194.81	\$ 9,061.40	\$ 8,133.41
Ramsey	\$ 421,304.25	\$ 281,413.28	\$ 139,890.97
Red Lake	\$ 6,575.01	\$ 2,219.57	\$ 4,355.43
Redwood	\$ 31,316.28	\$ 20,436.40	\$ 10,879.88
Renville	\$ 25,067.80	\$ 15,630.05	\$ 9,437.75
Rice	\$ 54,515.92	\$ 32,082.42	\$ 22,433.50
Rock	\$ 9,537.43	\$ 3,538.67	\$ 5,998.75
Roseau	\$ 12,218.49	\$ 2,975.74	\$ 9,242.74
Scott	\$ 108,479.69	\$ 68,568.25	\$ 39,911.44
Sherburne	\$ 62,746.80	\$ 37,008.98	\$ 25,737.82
Sibley	\$ 13,689.12	\$ 5,168.39	\$ 8,520.73
St. Louis	\$ 192,765.61	\$ 123,660.78	\$ 69,104.83
Stearns	\$ 124,273.40	\$ 74,877.58	\$ 49,395.82
Steele	\$ 33,438.05	\$ 18,301.40	\$ 15,136.65
Stevens	\$ 10,055.93	\$ 3,455.74	\$ 6,600.19
Swift	\$ 10,013.59	\$ 3,479.61	\$ 6,533.98
Todd	\$ 32,668.95	\$ 20,840.27	\$ 11,828.68
Traverse	\$ 6,016.40	\$ 1,888.49	\$ 4,127.92
Wabasha	\$ 27,595.38	\$ 15,720.18	\$ 11,875.20
Wadena	\$ 18,927.29	\$ 11,078.82	\$ 7,848.47
Waseca	\$ 19,678.29	\$ 10,724.65	\$ 8,953.64
Washington	\$ 218,118.00	\$ 106,273.26	\$ 111,844.74
Watonwan	\$ 9,039.28	\$ 2,935.37	\$ 6,103.91
Wilkin	\$ 7,922.44	\$ 2,658.62	\$ 5,263.82
Winona	\$ 48,460.08	\$ 28,827.42	\$ 19,632.66

County	Formula Alloc Amt for County/MCD Share per Agreement w/MCD	Formula Amt to be Shared with MCDs in County if no Agreement w/MCD	Resulting Amt for County Use
Wright	\$ 98,281.35	\$ 61,661.97	\$ 36,619.38
Yellow Medicine	\$ 15,460.67	\$ 8,001.08	\$ 7,459.59

Counties could begin applying for grant funds on July 5, 2020. Ultimately 66 counties and one individual municipality applied for grant funds. Below is a table showing the grant award allocated, the funds expended under the grant program, the portion that were eligible to be paid with using grant funds, and the portion required under the local “match” under statute that must be paid with local funds. Final county reporting is ongoing and the OSS will supplement these numbers if needed when the OSS submits the federally mandated report on February 28, 2021.

County	Allocation	Total Expenditures As Reported By County on COVID-19 Authorized Expenses	Maximum Possible State Contribution (75% of Expenditures for ePollbooks + 80% of Other Expenditures)	Expended Local Match	Notes
AITKIN	\$ 20,588.95	\$ 25,880.39	\$ 20,704.31	\$ 5,176.08	
ANOKA	\$ 272,782.08	\$ 398,394.45	\$ 318,715.56	\$ 79,678.89	
BECKER	\$ 36,098.76	\$ 54,323.58	\$ 43,458.86	\$ 10,864.72	
BELTRAMI					No Response
BENTON	\$ 26,454.30	\$ 33,531.78	\$ 26,825.42	\$ 6,706.36	
BIG STONE					Declined Grant
BLUE EARTH	\$ 51,708.65	\$ 64,735.89	\$ 51,788.71	\$ 12,947.18	
BROWN	\$ 24,047.33	\$ 40,207.06	\$ 32,165.65	\$ 8,041.41	
CARLTON	\$ 31,684.30	\$ 66,390.73	\$ 53,112.58	\$ 13,278.15	
CARVER	\$ 85,912.07	\$ 107,390.00	\$ 85,912.00	\$ 21,478.00	
CASS	\$ 27,765.02	\$ 36,124.83	\$ 28,899.86	\$ 7,224.97	
CHIPPEWA	\$ 12,198.49	\$ 23,101.63	\$ 18,481.30	\$ 4,620.33	
CHISAGO	\$ 44,761.39	\$ 65,895.19	\$ 52,716.15	\$ 13,179.04	
CLAY	\$ 51,591.75	\$ 64,489.69	\$ 51,591.75	\$ 12,897.94	
CLEARWATER	\$ 17,270.62	\$ 23,382.74	\$ 18,706.18	\$ 4,676.55	
COOK	\$ 6,977.14	\$ 10,267.13	\$ 8,213.70	\$ 2,053.43	
COTTONWOOD					No Response
CROW WING	\$ 59,755.75	\$ 86,640.46	\$ 69,312.37	\$ 17,348.09	
DAKOTA	\$ 348,254.62	\$ 853,832.31	\$ 683,065.85	\$ 170,766.46	
DODGE					No Response
DOUGLAS	\$ 39,495.29	\$ 72,590.73	\$ 58,072.58	\$ 14,518.15	
FARIBAULT					No Response
FILLMORE	\$ 26,343.06	\$ 32,934.62	\$ 26,347.70	\$ 6,586.92	

FREEBORN	\$ 24,827.45	\$ 33,187.31	\$ 26,549.85	\$ 6,637.46	
GOODHUE	\$ 49,377.93	\$ 47,073.39	\$ 37,658.71	\$ 9,414.68	
GRANT					Declined Grant
HENNEPIN	\$ 1,117,423.48	\$ 1,394,822.31	\$ 1,115,857.85	\$ 278,964.46	
HOUSTON	\$ 22,610.25	\$ 41,971.15	\$ 32,932.12	\$ 9,038.98	
HUBBARD	\$ 25,195.46	\$ 30,703.34	\$ 24,562.67	\$ 6,140.67	
ISANTI	\$ 32,936.36	\$ 30,708.05	\$ 24,566.44	\$ 6,141.61	
ITASCA	\$ 44,284.32	\$ 96,773.19	\$ 79,818.55	\$ 19,354.64	
JACKSON					Declined Grant
KANABEC	\$ 19,642.65	\$ 19,449.61	\$ 15,559.69	\$ 3,889.92	
KANDIYOHI	\$ 47,074.65	\$ 114,815.03	\$ 86,799.32	\$ 86,799.32	
KITTSON	\$ 6,284.58	\$ 7,823.05	\$ 6,258.44	\$ 1,564.61	
KOOCHICHING					No Response
LAC QUI PARLE	\$ 8,877.61	\$ 11,765.30	\$ 9,412.24	\$ 2,805.44	
LAKE	\$ 17,602.37	\$ 23,313.96	\$ 18,651.17	\$ 4,662.79	
LAKE OF THE WOODS					Declined Grant
LE SUEUR	\$ 22,089.68	\$ 19,455.27	\$ 15,564.22	\$ 3,891.05	
LINCOLN					Declined Grant
LYON	\$ 17,971.64	\$ 26,814.30	\$ 21,451.44	\$ 3,594.33	
MAHNOMEN	\$ 7,024.54	\$ 3,541.59	\$ 2,833.27	\$ 708.32	
MARSHALL	\$ 7,100.00	\$ 12,055.72	\$ 9,644.58	\$ 2,411.14	
MARTIN					Declined Grant
MCLEOD	\$ 26,596.10	\$ 33,320.15	\$ 26,656.12	\$ 6,664.03	
MEEKER	\$ 24,368.48	\$ 32,420.68	\$ 25,936.54	\$ 6,484.14	
MILLE LACS	\$ 24,978.51	\$ 31,782.80	\$ 25,426.24	\$ 6,356.56	
MORRISON	\$ 29,758.17	\$ 38,609.84	\$ 30,887.87	\$ 7,721.97	
MOWER	\$ 32,217.34	\$ 43,432.71	\$ 34,746.17	\$ 8,686.54	
MURRAY					Declined Grant
NICOLLET	\$ 27,493.79	\$ 38,580.02	\$ 30,864.02	\$ 7,716.00	

NOBLES	\$ 18,848.00	\$ 23,979.60	\$ 19,183.68	\$ 3,696.80	
NORMAN	\$ 6,624.22	\$ 9,019.35	\$ 7,215.48	\$ 1,803.87	
OLMSTED	\$ 139,222.61	\$ 163,410.92	\$ 130,728.74	\$ 32,682.18	
OTTER TAIL	\$ 78,904.02	\$ 66,404.06	\$ 53,123.25	\$ 13,280.81	
PENNINGTON	\$ 17,529.56	\$ 14,350.01	\$ 11,480.01	\$ 2,870.00	
PINE	\$ 29,607.74	\$ 38,162.23	\$ 30,529.78	\$ 7,632.45	
PIPESTONE	\$ 8,320.52	\$ 11,619.78	\$ 9,295.82	\$ 2,323.96	
POLK	\$ 27,112.57	\$ 35,377.12	\$ 28,301.70	\$ 7,075.42	
POPE	\$ 17,194.81	\$ 24,706.77	\$ 19,765.42	\$ 4,941.35	
RAMSEY	\$ 421,304.25	\$ 495,145.45	\$ 396,116.36	\$ 99,029.09	
RED LAKE	\$ 6,575.01	\$ 8,753.93	\$ 7,003.14	\$ 1,750.79	
REDWOOD	\$ 31,316.28	\$ 34,849.96	\$ 27,879.97	\$ 6,969.99	
RENVILLE					Declined Grant
RENVILLE CITY	\$ 593.37	\$ 593.37	\$ 593.37	\$ -	Municipality Exception- County Denied Funds
RICE	\$ 54,515.92	\$ 162,515.92	\$ 129,883.29	\$ 32,632.63	
ROCK	\$ 9,537.43	\$ 12,145.12	\$ 9,716.10	\$ 2,429.02	
ROSEAU					No Response
SCOTT	\$ 108,479.69	\$ 143,173.12	\$ 114,538.50	\$ 21,695.94	
SHERBURNE					Declined Grant
SIBLEY	\$ 13,689.12	\$ 17,861.40	\$ 13,841.12	\$ 4,020.28	
ST. LOUIS	\$ 192,765.61	\$ 248,010.08	\$ 198,408.06	\$ 55,244.47	
STEARNS	\$ 124,273.00	\$ 123,800.01	\$ 99,040.01	\$ 24,760.00	
STEELE	\$ 33,438.05	\$ 32,205.14	\$ 25,764.11	\$ 6,441.03	
STEVENS					Declined Grant
SWIFT					No Response
TODD	\$ 32,668.95	\$ 29,443.86	\$ 23,555.09	\$ 5,888.77	
TRAVERSE					Declined Grant

WABASHA	\$ 27,595.38	\$ 16,108.92	\$ 12,887.14	\$ 3,221.78	
WADENA	\$ 18,927.29	\$ 29,900.71	\$ 23,920.57	\$ 5,980.14	
WASECA					Declined Grant
WASHINGTON	\$ 218,118.00	\$ 477,910.95	\$ 382,328.76	\$ 95,582.19	
WATONWAN					Declined Grant
WILKIN					Declined Grant
WINONA					
WRIGHT	\$ 98,281.35	\$ 212,956.98	\$ 170,365.58	\$ 41,591.40	
YELLOW MEDICINE	\$ 15,460.67	\$ 19,366.13	\$ 15,492.90	\$ 3,092.13	