



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

**Stephanie Thomas**  
Secretary of the State

**Jennifer D. Barahona**  
Deputy Secretary of the State

September 19, 2025

Town Name

Address

Pursuant to Public Act 25-168, the Connecticut Secretary of the State will provide a grant of at least \$5,000 to each municipality for costs related to implementing and conducting early voting. Additional funds will be allocated to municipalities according to the formula outlined in the attached grant agreement. The Secretary of the State will distribute the grants starting in September 2025, contingent on towns detailing their intended use of the funds and returning this signed agreement. Please note that the legislature allocated this funding as a one-time grant, payable in 2025.

**Please email a PDF copy of the signed agreement as soon as possible, but ideally no later than September 30, 2025,** to the Office of the Secretary of the State's Management and Support Services (MSS) at [mss@ct.gov](mailto:mss@ct.gov).

We allocated the funding proportionally based on four criteria (relative weights in parentheses): the number of early votes cast in 2024 (45%), the number of Same-Day Registration votes cast in 2024 (35%), the number of registered voters who did not vote in 2022 and 2024 (15%), and the number of likely eligible but unregistered voters in 2024 (5%). No town will receive less than \$5,000.

Please note:

- Acceptable utilization of funds includes costs directly tied to changes necessary to implement early voting; examples include but are not limited to labor costs, printing costs, location-related expenses, or equipment and supplies.
- Funds are to be fully expended by **December 31, 2025**.
- By **January 31, 2026**, your town must report expenditures to the Office of the Secretary of State. Reports must include backup information, such as a ledger report from your financial system or copies of purchase orders and invoices.
- If funds are not fully utilized before December 31, 2025, contact the Office of the Secretary of the State at [mss@ct.gov](mailto:mss@ct.gov) to request an extension on utilization, including the intended use of remaining funding.
- By accepting funds, the town agrees that it will comply with applicable public auditing requirements, in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes.

Secretary of the State\* (860-509-6200) [sots.ct.gov](https://sots.ct.gov)

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

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



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- By accepting funds, the town agrees that it is compliant with all applicable state and federal non-discrimination laws.
- Please return as soon as possible, but ideally no later than **September 30, 2025**, via email to [mss@ct.gov](mailto:mss@ct.gov).

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

My town intends to utilize funds for:

Authorized Town Official's Signature: \_\_\_\_\_

Authorized Town Official's Title: \_\_\_\_\_

Date: \_\_\_\_\_

Secretary of the State\* ☎ 860-509-6200 🌐 [sots.ct.gov](http://sots.ct.gov)

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