




MEMORANDUM

Date: June 23, 2009

To: Tom Burke, Director
Finance and Risk Management

From: C.H. Huckelberry
County Administrator 

Thomas House, Budget Manager

Re: **Budget for Fiscal Year 2009/10 - Receipt of Help America Vote Act (HAVA) Grant Funds from the Secretary of State**

I am enclosing two communications, one from the Elections Department and the other from the County Recorder. It would appear that grant funding will be made available from the Secretary of State in the amount of \$1,154,291, and to the Pima County Recorder's Office in the amount of \$184,360. The grant is for the purpose of election activities and cannot be used to supplant existing County election expenditures that occurred on the date of the original Help America Vote Act. Appropriate budgetary research needs to be undertaken to determine what that minimum "maintenance of effort" requirement will be. County election expenditures have increased dramatically in just the last two years due to a number of actions the County has taken regarding election integrity and security. It is likely that some of these expenditures could be eligible for funding with these most recent HAVA grants. In addition, there are a number of expenditures that must be made to retain a functional and aging ballot scanning system, as well as other eligible expenditures.

I believe it is appropriate to make adjustments in the proposed 2009/10 budget for the expenditure of these funds. Have Budget work with both the Elections Director as well as the County Recorder regarding "maintenance of effort" funding, and then define the highest priority uses for these funds to maintain our election and voter registration functions.

CHH/jj

Attachments

- c: The Honorable Chairman and Members, Pima County Board of Supervisors
- The Honorable F. Ann Rodriguez, Pima County Recorder
- Brad Nelson, Elections Director
- Dr. John Moffatt, Office of Strategic Technology Planning



KEN BENNETT
SECRETARY OF STATE
STATE OF ARIZONA



June 11, 2009

Mr. Brad Nelson
Pima County Election Director
3434 East 22nd Street
Tucson, Arizona 85713

Dear Mr. Nelson:

I am pleased to announce that the Secretary of State's office is making HAVA block grants available to the County Recorders and County Election Officials. The amount of the block grant is generally determined by the number of active voters in your respective county, with some weighting for the least populated counties. The block grant funding process was designed in consultation with the Election Assistance Commission.

The following items are some factors to utilize HAVA block grant funds:

- Funds must be distributed by the SoS on or before June 30, 2009.
- County must use the funds by June 30, 2011.
- County projects must qualify with requirements of HAVA.
- The county must set up an interest bearing account for deposit of the HAVA block grant funds. The funds must be earning interest until they are spent on a HAVA related project. The counties may use the interest earned on approved HAVA related projects.
- County must sign the HAVA block grant form which states that the county agrees to follow the HAVA block grant funding process, certify that the funds will not be used to supplant their maintenance of effort, and that the county will deposit the block grant monies in an interest bearing account.
- Counties must obtain approval from the SoS that the proposed items are HAVA related prior to spending HAVA block grant funds.
- Counties must provide the SoS with records of invoices and payments for our HAVA audit requirements.

Funding may be utilized for any of the following categories:

- Voting machines
- Voter registration enhancements
- Voter education above amount in the County maintenance of effort
- Poll worker recruitment and training above amount in the County maintenance of effort

1700 W. Washington Street, 7th Floor
Phoenix, Arizona 85007-2888
Telephone (602) 542-4285 Fax (602) 542-1575
www.azsos.gov

PSD's
security/
process



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- Other election projects that can be approved as HAVA projects and do not supplant the county maintenance of effort

Your calculated HAVA block grant amount, based on the number of active voters in your county, is \$553,080.00.

I have attached the HAVA block grant form to this letter. Please contact Mary Fontes at 602-364-3222 or mfontes@azsos.gov if you have any questions.

Sincerely,

Ken Bennett
Secretary of State

1700 W. Washington Street, 7th Floor
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553,080
601,211

\$1,154,291



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SECRETARY OF STATE
STATE OF ARIZONA**



HAVA Block Grant Form

The Pima County Elections Office will receive \$553,080.00 in a HAVA block grant.
The block grant can be used on any Secretary of State approved HAVA related project.

The county agrees to:

- Use all of the HAVA block grant monies on Secretary of State approved HAVA related project by June 30, 2011.
- Obtain approval from the SoS that the proposed projects/items are HAVA related prior to spending HAVA block grant funds.
- Set up or utilize an existing interest bearing account to deposit the HAVA block grant funds. The HAVA block grant funds must be earning interest until they are spent on a HAVA related project.
- Follow the HAVA block grant funding process listed below.
- The HAVA block grant monies will not be used to supplant the county's HAVA maintenance of effort.
- Counties must obtain approval from the SoS that the proposed items are HAVA related and meet the criteria for the block grant.
- Records and invoices must be sent to the SoS for recordkeeping for federal HAVA audit purposes.

BLOCK GRANT FUNDING PROCESS

- County submits this signed HAVA block grant form back to the Secretary of State.
- Secretary of State distributes funds to county.
- For each project, the makes a request for approval to the Secretary of State.
- The Secretary of State approves/disapproves the request.
- If approved, the County obtains a purchase order for the project item and sends copy of purchase order to the Secretary of State.
- The county procures the item/service with HAVA block grant funds.
- County receives items/service.
- County sends a copy of the invoice to the Secretary of State.
- Secretary of State reconciles funding against invoices.

Authorized Signature

Date

Printed Name and Title of Person Authorized

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**KEN BENNETT
SECRETARY OF STATE
STATE OF ARIZONA**



June 11, 2009

Mr. Brad Nelson
Pima County Election Director
3434 East 22nd Street
Tucson, Arizona 85713

Dear Mr. Nelson:

I am pleased to announce that the Secretary of State's office is making HAVA funds available to the five counties that did not receive Adios Chad funds in 2004. The amount of the funds is determined by the number of precincts in your respective counties.

The following items are some factors that are important to utilize these funds:

- Funds must be distributed by the SoS on or before June 30, 2009.
- County must use the funds by June 30, 2011.
- County must use the monies to purchase voting equipment. These monies can be used to reimburse the county if the county has purchased optical scan equipment since 2002.
- County must set up an interest bearing account to deposit the HAVA voting equipment funds. The funds must be earning interest until they are spent on the voting equipment. The counties may use the interest earned.
- County must sign the HAVA voting equipment funding form which states that the county agrees to follow the HAVA funding process, certify that the funds will not be used to supplant their maintenance of effort, and attest that the county will deposit the monies in an interest bearing account. The funding process was designed with consultation from the Election Assistance Commission
- County must obtain approval from the SoS that the proposed items are HAVA related prior to spending HAVA block grant funds.

Your calculated amount is \$601,211.00.

I have attached the HAVA funding process to this letter. Please contact Mary Fontes at 602-364-3222 or mfontes@azsos.gov if you have any questions.

Sincerely,

Ken Bennett
Secretary of State

1700 W. Washington Street, 7th Floor
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KEN BENNETT
SECRETARY OF STATE
STATE OF ARIZONA



HAVA Voting Equipment Funding Form

The Pima County Elections Office will receive **\$601,211.00** in HAVA funds for use to purchase voting equipment. The funds shall only be used to purchase this equipment or for reimbursement to the county if the county has purchased optical scan equipment since 2002.

The county agrees to:

- Use HAVA voting equipment monies on Secretary of State certified voting equipment by June 30, 2011
- Obtain approval from the SoS that the proposed projects/items are HAVA related prior to spending HAVA block grant funds
- Set up or utilize an existing interest bearing account to deposit the HAVA voting equipment monies. The HAVA funds must be earning interest until they are spent on a HAVA related project.
- Follow the HAVA funding process listed below.
- The HAVA voting equipment monies will not be used to supplant the county's HAVA maintenance of effort.
- Counties must obtain approval from the SoS that the proposed items are HAVA related and meet the criteria for voting equipment.

BLOCK GRANT FUNDING PROCESS

- County submits signed HAVA voting equipment funding form back to the Secretary of State.
- Secretary of State distributes funds to county.
- For each purchase, the County makes a request for approval to the Secretary of State.
- Secretary of State approves/disapproves the request
- If approved, the County obtains a purchase order for the project item and sends copy of purchase order to the Secretary of State.
- County procures the item/service with HAVA voting equipment funds.
- County receives items/service.
- County sends a copy of the invoice to the Secretary of State.
- Secretary of State reconciles funding against invoices.

Authorized Signature

Date

Printed Name and Title of Person Authorized

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Phoenix, Arizona 85007-2888
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www.azsos.gov



P. O. Box 3145
Tucson, AZ 85702-3145

Located in the Old Courthouse at:
115 North Church Avenue, Tucson, AZ

<http://www.recorder.pima.gov>

F. Ann Rodriguez
Pima County Recorder

Recording history one document at a time.


Christopher J. Roads
Chief Deputy Recorder
Registrar of Voters

Document Recording: (520) 740-4350
Voter Registration: (520) 740-4330

Fax: (520) 623-1785

MEMORANDUM

TO: Honorable Richard Elías, Chair
Honorable Ann Day, District 1
Honorable Ramón Valadez, District 2
Honorable Sharon Bronson, District 3
Honorable Ray Carroll, District 4

FROM: F. Ann Rodriguez
Pima County Recorder 

SUBJECT: HAVA GRANT FUNDS

DATE: June 17, 2009

C: C. H. Huckelberry, County Administrator
Christopher J. Roads Chief Deputy Recorder/Registrar of Voters
Robert M. Sarich, Assistant Chief Deputy Recorder

I am providing this notice pursuant to Pima County Board of Supervisors Policy D 22.6.

Several years ago the Arizona Secretary of State's Office was awarded a significant amount of money from the Federal Government to implement the requirements of the Help America Vote Act. While the Secretary of State's Office has been using these funds to develop a statewide voter registration database and other projects, not all of those funds have been expended.

I have recently been notified by Secretary of State Ken Bennett that he is going to distribute the remaining funds in that HAVA grant to each County Recorder and Elections Department in Arizona. Under Secretary Bennett's direction, the Pima County Recorder's Office is being awarded \$184,360.00. This award is not based on any application from our office. The funds are expected to be distributed on or before June 30, 2009. Attached is a copy of Secretary Bennett's notice.

Under the terms of the federal grant, the funds may only be spent on the implementation of provisions of the Help America Vote Act and must be consistent with the state plan. In order to spend the funds, we are required to notify the oversight committee of our intended use of the funds in advance of the expenditure. There is no matching funds requirement from the County. However, the

Honorable Board Members
June 17, 2009
Page 2 of 2

County may not use these funds to supplant existing County resources or programs and must continue with the "maintenance of effort" in effect at the time of the original grant award. The funds may only be used to enhance our current level of service.

Under the federal rules, the funds must be kept in an interest-bearing account and all interest must be added to the funds rather than any other fund. We have submitted the paperwork to the Finance Department to open the required account.

Other than the involvement of Procurement in the competitive process, the Finance Department's opening of the account, and administrative tasks of our office, I do not believe there will be need for any additional County expenditures as a result of this award.

We will be obligated to use these funds on or before June 30, 2011. At the present time we are evaluating potential projects for use of these funds.

Should you have any questions concerning this, please feel free to contact me at ext. 4356.

FAR:ssb

09MEM064

Attachment



KEN BENNETT
SECRETARY OF STATE
STATE OF ARIZONA



June 11, 2009

The Honorable F. Ann Rodriguez
Pima County Recorder
P.O. Box 3145
Tucson, Arizona 85702

Dear Ms. Rodriguez:

I am pleased to announce that the Secretary of State's office is making HAVA block grants available to the County Recorders and County Election Officials. The amount of the block grant is generally determined by the number of active voters in your respective county, with some weighting for the least populated counties. The block grant funding process was designed in consultation with the Election Assistance Commission.

The following items are some factors to utilize HAVA block grant funds:

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- County must sign the HAVA block grant form which states that the county agrees to follow the HAVA block grant funding process, certify that the funds will not be used to supplant their maintenance of effort, and that the county will deposit the block grant monies in an interest bearing account.
- Counties must obtain approval from the SoS that the proposed items are HAVA related prior to spending HAVA block grant funds.
- Counties must provide the SoS with records of invoices and payments for our HAVA audit requirements.

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PC Recorder 06/12/09 08:21



KEN BENNETT
SECRETARY OF STATE
STATE OF ARIZONA



- Other election projects that can be approved as HAVA projects and do not supplant the county maintenance of effort

Your calculated HAVA block grant amount, based on the number of active voters in your county, is \$184,360.00.

I have attached the HAVA block grant form to this letter. Please contact Mary Fontes at 602-364-3222 or mfontes@azsos.gov if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Ken Bennett".

Ken Bennett
Secretary of State



KEN BENNETT
SECRETARY OF STATE
STATE OF ARIZONA



HAVA Block Grant Form

The Pima County Recorder Office will receive \$184,360.00 in a HAVA block grant. The block grant can be used on any Secretary of State approved HAVA related project.

The county agrees to:

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F. Ann Rodriguez

Authorized Signature

6-17-09

Date

F. Ann Rodriguez, Pima County Recorder

Printed Name and Title of Person Authorized