

# ALABAMA SECRETARY OF STATE



October 29, 2015

Help America Vote Act (HAVA) Grant  
Funds to Eligible Alabama Counties

This information will help Alabama's counties prepare to utilize HAVA grant funding, compliant with applicable HAVA federal law and state law, to improve the administration of federal elections.

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## Attachment

- ATTACHMENT 1: HAVA REMUNERATION APPLICATION

## **SECTION 1: INITIAL ALLOCATION AND CURRENT FUNDS BALANCE**

For information on an Alabama County's initial HAVA allocation and current HAVA funds balance, please contact David Brewer, Chief of Staff, at (334) 242-7207 or at david.brewer@sos.alabama.gov

## **SECTION 2: PROCEDURES TO RECEIVE HELP AMERICA VOTE ACT (HAVA) REMUNERATION**

These procedures are intended to provide the Secretary of State with the information necessary to make a decision as to whether a county is eligible for remuneration of certain HAVA funding and, further, to assist eligible counties utilize the funding compliant with the federal Help America Vote Act. The Secretary of State and counties shall comply with the following processes:

- (1) To be eligible for remuneration, a county must obtain pre-approval from the Secretary of State's Office for all HAVA related expenditures. Counties must begin the pre-approval process by submitting to the Alabama Secretary of State's Office, in written form via mailed correspondence or e-mail, the following information:
  - (a) A concise description of the item(s) [property or services] the county intends to purchase,
  - (b) A concise reason(s) for the purchase,
  - (c) Picture rendering and/or picture(s) of the property the county intends to purchase, and
  - (d) A certification form executed by the Probate Judge (county's Chief Election Official) confirming that all state purchasing and/or bid laws and/or local purchasing regulations have been strictly followed related to the proposed purchase(s).
- (2) Upon receipt from a county of the above information, the Secretary of State's Office shall inform the county by email that their information was received.
- (3) The Secretary of State's Office shall review the documents and request additional information from the county that might be deemed missing or required for review, if necessary. The Secretary of State's Office shall then determine whether the entire purchase is an allowable cost under the HAVA guidelines and, when necessary, shall calculate the percentage of the purchase approved. Further, the Secretary of State's Office shall determine whether or not the county's request requires approval from the U.S. Election Assistance Commission and/or whether it requires only

Secretary of State's Office review and approval. If the Secretary of State's Office does not grant pre-approval, the county will be informed of the same and the reasons for the denial.

- (4) Upon the Secretary of State's Office approval of the purchase request, the Secretary of State's Office shall:
  - a. Inform the County by email that the pre-approval was granted,
  - b. Log said pre-approval amount on the Secretary of State's internal spreadsheet, and
  - c. Request the issuance of a warrant from the Alabama Comptroller's Office to the applicable county. Once the Secretary of State's Office obtains the warrant from the Alabama Comptroller's Office it shall notify the county by email when the check has been sent by overnight delivery to the county's Probate Judge (County Chief Election Official).
- (5) Upon the County's receipt of the warrant, the county shall make the purchase of equipment only from the county approved vendor. It is important to keep in mind that all property purchased with Federal HAVA funds should be titled to the county.
- (6) Once the County has purchased the property, it shall immediately inform the Secretary of State's Office via e-mail communication that the property has been placed on the county's updated HAVA inventory list and provide a copy of the same to the Secretary of State's Office.
- (7) The County and the Secretary of State's office shall both retain a current inventory of all properties purchased using HAVA funds.

### **SECTION 3: DISPOSITION OF PROPERTY PURCHASED WITH HELP AMERICA VOTE ACT (HAVA) FUNDS**

When original or replacement equipment purchased with HAVA funds is/are no longer needed or has reached the end of its useful lifespan, disposition shall take place, as administrated by the counties, as follows:

- (1) Property associated with a current fair market value of less than \$5,000 may be disposed of at the discretion of the County and the County must update its inventory listing to indicate disposition.
- (2) Property associated with a current fair market value greater than or equal to \$5,000 shall be either :

- a. Sold and all proceeds being returned to the Secretary of State's Office, or
  - b. Be disposed of after receiving written permission from the Secretary of State's Office.
- (3) Regardless of the method of disposition no circumstance exists that warrants a County removing a piece of property from the inventory list.

#### **SECTION 4: HELP AMERICA VOTE ACT (HAVA) PROPERTY INVENTORY REQUIREMENTS**

Each county shall keep current records of all purchases and shall report by email to the Secretary of State's Office in December of each year their total comprehensive inventory, which includes every piece of property purchased to date, regardless of whether it has been disposed of under guidelines listed in Section 3 herein or it is still in use. Each county must have information to satisfy the aforesaid requirements:

1. A concise description of the property;
2. A corresponding serial number or other identification number for the property;
3. The name of the entity which holds title to the property;
4. The acquisition date and cost of the property;
5. A concise description of the location, use and condition of the property; and
6. Any disposition data including the date of disposal and sale price of the property if applicable.

These records must be updated and maintained on a continuous basis. In the event that a County is unable to produce a complete inventory, the Secretary of State may freeze any remaining HAVA funds until they are able to deliver an accurate inventory of all property.

In addition to the yearly property inventory, a physical inventory will be taken every two years by the Secretary of State's Office.

#### **SECTION 5: SECRETARY OF STATE'S OFFICE CONTACT INFORMATION**

To contact the Secretary of State's Office regarding submission of written or emailed communications for HAVA related issues; please use the following contact information:

**By Mail to:**

**David Brewer, Chief of Staff  
Office of Secretary of State  
Post Office Box 5616  
Montgomery, Alabama 36103**

**By Phone at:**

**Office: (334) 242-7207  
Cell: (334) 324-6195**

**By Email to:**

**[david.brewer@sos.alabama.gov](mailto:david.brewer@sos.alabama.gov)  
&  
[clay.helms@sos.alabama.gov](mailto:clay.helms@sos.alabama.gov)**