



**Wes Allen**  
SECRETARY OF STATE

## **Application for Pre-approval for Help America Vote Act (HAVA) County Remuneration**

May16, 2025

### **Instructions for Completing the Application**

#### **Part 1 – Pre-Approval**

These procedures are intended to provide the Secretary of State with the information necessary to decide as to whether an Alabama County is eligible for remuneration of certain HAVA funding and, further, to assist eligible Counties with utilizing the funding in compliance with the federal Help America Vote Act. The Secretary of State and Counties shall comply with the following processes:

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 County's Probate Judge (County Chief Election Official) and the County, as appropriate, confirming that all state purchasing and/or bid laws and/or local purchasing regulations have been strictly followed related to the proposed purchase(s).

#### **Part 2 – Review**

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.

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.



### **Part 3 – Pre-approval Granted/County Receipt of Funds**

Upon the Office of the Secretary of State 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.

Upon the County's receipt of the warrant, the County shall make the purchase of equipment only from the County approved vendor.

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.

The County and the Secretary of State's office shall both retain a current inventory of all properties purchased using HAVA funds.

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SECRETARY OF STATE

**County Contact Information**

**County:**

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**Mailing Address:**

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**Name of Primary Contact:**

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**Direct Telephone Number:**

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**Email:**

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## Items Requested for Remuneration

Please complete this section indicating the item(s) and the reasoning your County's elections will benefit from the acquisition of the item(s). In order to be eligible to receive funds, you must complete all areas in this section. Remember to provide a picture or rendering of the property.

Items [Property or Services] to be Purchased with Concise Description	Cost of Items [Property or Services]	Reason for Purchase
TOTAL:		

**Please provide details for each non-repeating item for which you are seeking reimbursement.  
Make additional pages if necessary.**



## Total Request & Certification

<b>Total Amount of Remuneration Request</b>
\$ _____

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This Application for Help America Vote Act (HAVA) County Remuneration is submitted on behalf of \_\_\_\_\_ County by the Probate Judge and Chief Election Official for \_\_\_\_\_ County and County Commission Chair for \_\_\_\_\_ County with authority to sign by the County Commission, according to established County protocol. In these capacities, the undersigned County Officials hereby affirm that they have read and will fully adhere to the Alabama Secretary of State Help America Vote Act (HAVA) Grant Funds to Eligible Alabama Counties Guide (Guide) provided by the Office of the Secretary of State. Specifically, the County Officials certify an appropriate County need for HAVA funds as specified herein, agree to update and manage the County's property inventory listing of any/all items purchased with federal HAVA funds by the County, and will update the Secretary of State's Office in December of each year with the total comprehensive inventory list as required in Section 4 of the Guide. The undersigned further acknowledge and agree that items purchased will only be disposed of in a manner consistent with Section 3 and Section 4 of the Guide. The undersigned additionally acknowledge and agree that all federal HAVA funds used to purchase items for the County are subject to internal federal audit. The undersigned agree that they will be responsible for ensuring the Office of the Secretary of State is informed by the County in writing of all decisions made by the County in regard to items purchased with federal HAVA funds. The undersigned hereby certify that all information contained herein is accurate and complete, that all applicable purchasing and/or bid laws, rules, and regulations have been or will be strictly followed as related to the proposed purchase(s), and that the amount for which remuneration is sought will be spent by the County only on the items pre-approved for purchase by the Secretary of State's Office (Pub. L. 107-252). The undersigned acknowledge that any misrepresentation of truth or accuracy may require all grant monies awarded to, or properties acquired by, the County to be repaid or returned to the Alabama Secretary of State's Office or the United States Election Assistance Commission and that any other penalties provided by Federal and State law may apply.

Name of Probate Judge (Printed): \_\_\_\_\_

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

Name of County Commission Chair (Printed): \_\_\_\_\_

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

