



JOHN H. MERRILL
SECRETARY OF STATE

Application for Pre-approval for Helping America Vote Act (HAVA) County Remuneration

October 29, 2015

Instructions for Completing the Application

Part 1 – Pre-Approval

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:

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) 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 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).

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:

Mailing Address:

Name of Primary Contact:

Direct Telephone Number:

Email:

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

Total Amount of Remuneration Request
\$ _____

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As the **Probate Judge and the chief election official** for \_\_\_\_\_ County, I submit this Application for Helping America Vote Act (HAVA) County Remuneration. By signing this application, I certify that all information contained herein is accurate and complete to the best of my knowledge, that all state purchasing and/or bid laws and/or local purchasing regulations have been strictly followed related to the proposed purchase(s), and that the amount for which I am seeking remuneration will be spent only on items already pre-approved for purchase by the Secretary of State's Office (Pub. L. 107-252). I acknowledge that any misrepresentation of truth or accuracy may require that all grant monies awarded to, or properties acquired by, the county be 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:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

*Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.*  
*My commission expires the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.*

*( Seal )*

\_\_\_\_\_  
*Signature of Notary Public*

\_\_\_\_\_  
*Printed name of Notary Public*

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