



HELP AMERICA VOTE ACT (HAVA)

GUIDE TO THE TEXAS HAVA GRANT PROCESS AND THE ONLINE GRANT SYSTEM



There Are Three Basic Steps to Complete the Grant Award Process –

1. Both the original grant award agreement that was issued in September 2004 and the subsequent amendment 1 that was issued in April 2005 must be signed and returned to the Office of the Secretary of State.
2. A resolution from the county's governing body (i.e., county commissioners court) must be submitted as well. Required language for the resolution is included in Section 13 of the grant award agreement. In addition to the parties that typically sign a resolution for the county (e.g., the county judge and the commissioners), the county election official(s) and the county financial officer must also sign the resolution. The award agreement and resolution documents should be submitted to the following address:

Office of the Secretary of State
Elections Division
c/o Dan Glotzer
PO Box 12060
Austin, Texas 78711-2060

3. The online forms located on the Texas HAVA online grant system must be satisfactorily completed.

Funding Available to the Counties –

County Education Fund – These funds are to be used for reimbursement of costs incurred as a result of attending professional election training such as conferences and seminars. Expenditures under this fund may be incurred by the county election officials (i.e., county clerks, voter registrars, and elections administrators). Those officials may choose to use the funds to send members of their staffs to eligible conferences and seminars – this does not include election judges and poll workers.

Voting System Replacement (punch card and lever counties only) – These funds are to be used to replace punch card voting system or a lever voting system that were used to administer the regularly scheduled general election for federal office in November 2000. Eligible expenditures include HAVA-compliant voting equipment and software.

Voting System Accessibility – These funds are to be used for reimbursement of costs incurred as a result of obtaining a HAVA-compliant accessible voting system in each polling location. This requirement may be met by having at least one accessible direct recording electronic voting system ("DRE") or other system equipped for individuals with disabilities at each polling site.

General HAVA Compliance – These funds are to be used for reimbursement of costs incurred as a result of upgrading voting systems to comply with new federal standards (HAVA Title III requirements), including acquiring an accessible voting system in each polling place.

Funds may also be used for reimbursement of costs incurred as a result of educating poll workers and voters on the following if it is in addition to training or outreach typically provided by the county:

- a) How to verify/review selections before casting the vote.
- b) How to change or correct any error on the ballot before casting the vote.
- c) How to avoid over-voting.
- d) How individuals with disabilities, including non-visual accessibility for the blind and visually impaired, can access the voting system in a manner that provides the same opportunity for privacy and independence as other voters.
- e) How the county's voting system provides alternative language accessibility pursuant to the requirements of Section 203 of the Voting Rights Act of 1965.
- f) What constitutes the uniform definition of the voting system(s) in use in the county.
- g) Provisional voting procedures - how to vote a provisional ballot, including written information on how the voter can ascertain whether his or her vote was counted, and if not counted, the reason given.

Costs incurred as a result of posting the following information is also eligible for reimbursement:

- h) A sample version of the ballot that will be used for that election.

The State of Texas

Elections Division
P.O. Box 12060
Austin, Texas 78711-2060
www.sos.state.tx.us



Phone: 512-463-5650
Fax: 512-475-2811
Dial 7-1-1 For Relay Services
(800) 252-VOTE (8683)

Hope Andrade
Secretary of State

TO: Texas County Judges
CC: County Election Officials
County Financial Officer
FROM: Hope Andrade, Texas Secretary of State 
DATE: May 11, 2010
RE: Help America Vote Act (HAVA) Supplemental Funding

As you are aware by now, funds were made available to your county pursuant to the Help America Vote Act ("HAVA") of 2002. The original State Plan developed in response to HAVA allocated the "Requirements Payments," which was the bulk of the HAVA funding, into two grants: Voting System Accessibility and General HAVA Compliance. I am pleased to announce that effective immediately, we are making approximately \$19 million in additional Requirements Payments available to the counties.

The supplemental funds have been apportioned to the counties based on the original Voting System Accessibility and General HAVA Compliance allotments formulated in the State Plan. For the sake of simplicity, we have placed all supplemental funds under General HAVA Compliance. Please refer to the attached spreadsheet to view your county's supplemental amount.

The terms and conditions of the grant award agreement have been updated, and will require your acknowledgement when submitting a budget via the online grant system located at <https://hava.tamu.edu/>. You should have a user ID and password to access the grant system. If you do not, please email hava@sos.state.tx.us in order to obtain one. You can also view the new terms and conditions at <http://www.sos.state.tx.us/elections/hava/index.shtml>. While most of the changes are "housekeeping" in nature, the following are more substantive:

- The General HAVA Compliance fund has been expanded to allow for costs previously eligible under the TEAM Compatibility Fund. Additionally, Military Overseas Voters Empowerment ("MOVE") Act costs will be eligible pending further guidance from the U.S. Election Assistance Commission ("EAC"). Once our office has the EAC's consent to expend HAVA funds on MOVE, we will notify the counties.
- The General HAVA Compliance and County Education Fund grants have been extended through **December 31, 2011**.

The following grants have been closed out and are no longer available:

- Voting System Accessibility
- TEAM Compatibility Fund
- Polling Place Accessibility
- Opportunity for Access

As a reminder, certain requirements may still apply to grants that are closed out. For example, property management requirements remain in effect (e.g., inventory lists for the equipment, including disposition information). Additionally, the EAC may still require the reporting of various data, such as program income. Program income is defined as gross income received from a grant-supported activity during the grant period and includes items such as fees from the use or rental of voting systems acquired with grant funds.

If you need assistance, or if you have questions, please call toll-free at (800) 252-8683 or e-mail elections@sos.state.tx.us. Agency staff are here to assist you and answer questions you may have. It is our goal to make this transition as easy as possible.

Start Date: 1/1/2004
End Date: 1/13/2011

HAVA Status Report

Sorted by Last Updated

County	Purpose Area	Award Amount	Budget Amount	Amount Reimbursed	Amount Available	Grant Status	Approval Status	Last Updated
Tom Green	TEAM Compatibility	\$8,000.00	\$8,000.00	\$7,987.37	\$12.63	Expired	Data Transferred	4/1/2010 6:00:04 AM
Tom Green	Opportunity for Access	\$3,000.00	\$3,000.00	\$2,959.30	\$40.70	Expired	Data Transferred	3/3/2010 6:00:02 AM
Tom Green	Polling Place Accessibility	\$8,500.00	\$8,500.00	\$8,500.00	\$0.00	Expired	Data Transferred	2/17/2010 6:00:02 AM
Tom Green	Voting System Accessibility	\$180,000.00	\$180,000.00	\$179,000.00	\$1,000.00	Expired	Data Transferred	1/25/2010 3:27:29 PM
Tom Green	County Education Fund	\$7,000.00	\$4,506.00	\$3,256.00	\$3,744.00	Active	Data Transferred	2/16/2008 6:00:04 AM
Tom Green	General HAVA Compliance	\$783,885.78	\$667,009.78	\$667,009.78	\$116,876.00	Active	Data Transferred	6/14/2007 6:00:03 AM
1 Counties	6 Grants	\$990,385.78	\$871,015.78	\$868,712.45	\$121,673.33			

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