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April 16, 2007

TO: ALL COUNTY CLERKS/REGISTRARS OF VOTERS (07048)

FROM: *Debbie O'Donoghue*
Debbie O'Donoghue
Assistant Secretary of State, HAVA Projects & Communications

SUBJECT: **HAVA Section 261 Contract End Date Approaching**

Greetings! This memo serves a reminder that the HAVA Section 261, Election Assistance for Individuals with Disabilities (EAID) contract expiration date is June 30, 2007. This contract was executed with counties to provide funds to county elections officials to, among other things, make polling places accessible, provide the same opportunity for access and participation to individuals with disabilities, and provide training for election officials about how to best promote the access to individuals with disabilities.

For your information, attached are procedures that you may find helpful when preparing your invoices for submission to the Secretary of State's Office.

The deadline for submitting claims under this contract is 90 days after the end date of the contract, which September 30, 2007. Please keep in mind that you must incur expenses for items approved in the contract by the contract's expiration date.

Please do not hesitate to contact me at (916) 653-6173 if you have any questions. You can also reach me via email at odonoghu@sos.ca.gov. Thanks!

Procedures for submitting HAVA-related invoices

Please submit invoices to:

Secretary of State
Attn: Accounts Payable – HAVA
PO Box 944260
Sacramento, CA 94244-2600

Include a cover sheet that:

- shows the Agreement Number (located on the first page of your contract),
- summarizes the expenses for which reimbursement is sought,
- includes information about any reimbursement already received for a portion of the expenses,
- where and to whom payment should be sent.

Include documentation of listed expenses and the purposes for which they were made. Please group expenses by category, such as all equipment and related costs in one section, training costs in another, etc. Invoices and documentation should not exceed 1½ inches in thickness. (This is a State Controller's Office restriction.) We will accept more than one invoice in a package if necessary to avoid holding up reimbursement funds.

If reimbursement is sought for time spent by county employees (for example: in the development of poll worker training plans, database migration activities, etc.), this must be documented on HAVA-compliant timesheets, a copy of which is included in the contract. An electronic copy of a county-friendly HAVA time sheet with instructions may be obtained by sending an e-mail to kkaufman@ss.ca.gov.

For Section 301 expenses, please note which expenses, if any, are being submitted under Amendment 1, the minimum requirements payment amendment.

For VMB-related items, please follow the procedures set forth on the Voting Modernization Board website at <http://www.ss.ca.gov/elections/vma/home.htm>. Or call Jana Lean at 916-653-5144 for answers to specific questions.

For EAID or Section 261 invoices, please itemize expenses incurred by category as follows: 1) Assessing Accessibility, 2) Equipment and Activities, 3) Training Materials and Programs, 4) Educational and Informational Materials. If you have questions relating to EAID, call Debbie O'Donoghue at 916-653-6173.

Checklist for HAVA-related invoices

- Are all appropriate receipts, invoices, HAVA-compliant time sheets, and other documentation needed for the claim included? *(Contracts or bids for services are not appropriate, unless supplemented by actual invoices or proof of payment.)*
- Are the expenses organized by category?
- Are the expenses listed on a summary sheet with explanation of expense, if necessary?
- Do the costs comply with allowable expense guidelines listed in the contract? Did the transactions occur within the time frame allowed in the contract?
- If items are included on attached invoices that are not part of this claim, have they been crossed out, and have claimed items and prices been highlighted for clarity?
- If sales tax is being added on out-of-state purchases for which California sales tax was not charged, is the addition of this sales tax clearly shown in writing on this invoice, including tax rate, tax amount, and new total – all highlighted for clarity? Is this addition of sales tax noted on the summary sheet with reason the charge was added?
- Are the included expenses truly required for the implementation of HAVA? Are expenses that would have been incurred by the county in the normal course of conducting an election included? *(If so, they need to be excluded.)*
- Has the purchase of items costing more than \$5,000 been approved in advance by SOS and the appropriate funding agency? *(Not required for purchase of voting systems under 301 contracts – see HAVA Section 301(6)(b)(1) for definition of what is considered as a component of a voting system – or equipment covered under Section 303 contracts.)*
- Are expenditures made under Amendment 1 clearly identified and within the allowable expenditure limit?