



**OFFICE OF SECRETARY OF STATE ROBIN CARNAHAN  
ELECTIONS DIVISION  
STATE OF MISSOURI**

**APPLICATION FOR REPLACEMENT OF  
PUNCH CARD VOTING EQUIPMENT**

**ISSUE DATE:** February 10, 2005

**GRANT PERIOD:** Date of Award through \_\_\_\_\_

**RETURN COMPLETED AND SIGNED APPLICATION NO LATER THAN: 12/30/05. TO:** Missouri Secretary of State's Office, 600 W. Main Street, P. O. Box 1767, Jefferson City, MO 65102, Attention: Elections Division. Applications received after this deadline date may not be considered compliant.

**GRANT APPLICATION CONTACT INFORMATION:** Leslye Winslow [leslye.winslow@sos.mo.gov](mailto:leslye.winslow@sos.mo.gov) or Betsy Byers, [betsy.byers@sos.mo.gov](mailto:betsy.byers@sos.mo.gov), 1-800-669-8683 or 573-751-2301.

**ELIGIBLE ENTITIES SUMMARY INFORMATION:** Title I of the Help America Vote Act (HAVA) provides money to replace punch card voting systems. Eligibility requirements for Local Election Authorities are set forth in the body of this application.

The applicant hereby declares understanding, agreement and certification of compliance with the grant application, in accordance with all requirements and specifications contained herein, including all applicable laws, regulations and reporting requirements. The applicant further agrees that the language of this document shall govern. The applicant agrees that upon receipt of an authorized purchase order from the Office of the Secretary of State, which incorporates this document by reference and states the grant award amount, a binding agreement shall exist between the recipient and the Office of the Secretary of State, State of Missouri. The recipient also agrees that this application shall serve as the invoice for purposes of the award.

To the best of my knowledge and belief, all data in this application is true and correct. The governing body of the applicant has duly authorized the document and the applicant will comply with the terms of the grant agreement if the grant is awarded.

MUST BE SIGNED TO BE VALID

AUTHORIZED SIGNATURE FOR THE APPLICANT LOCAL ELECTION AUTHORITY		DATE
PRINTED NAME		TITLE
LOCAL ELECTION AUTHORITY NAME		
MAILING ADDRESS		
CITY, STATE, ZIP		
SAM II VENDOR NO. (IF KNOWN)		FEDERAL EMPLOYER ID NO.
IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes, If "Yes" attach an explanation. <input type="checkbox"/> No		IS THE APPLICANT DELINQUENT ON ANY STATE DEBT? <input type="checkbox"/> Yes, If "Yes" attach an explanation. <input type="checkbox"/> No
PHONE NO.	FAX NO.	E-MAIL ADDRESS

STATE USE ONLY

SUBAWARD NUMBER	SUBAWARD AMOUNT
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**BACKGROUND INFORMATION AND OVERVIEW:**

On October 29, 2002, the President signed Public Law 107-252 the "Help America Vote Act of 2002" (HAVA). Under Title I, Section 102 "Replacement of Punch Card and Lever Voting Machines," federal funds are provided through the Missouri Secretary of State (SOS) to distribute federal funds to local election authorities as part of a punch card buyout program. During the 2002 legislative session, Senate Bill 675 was passed to implement the federal law and establish "the Election Administration Improvement Fund" within the state treasury in accordance with HAVA. Based on numbers from the 2000 General Election, Missouri has 3,594 qualifying punch card precincts. The SOS has developed this grant application to distribute federal funds to qualified recipients and ensure compliance with federal and state laws and regulations.

**ELIGIBILITY AND ELIGIBLE ACTIVITIES:** In summary, grant applicants granted an award for replacement of punch card systems will receive a specified amount per qualifying precinct. A qualifying precinct is defined as a precinct that used a punch card voting machine in the 2000 general election. Participation in the buyout is not mandatory.

HAVA Section 102 details the eligibility requirements for replacement of punch card voting machines and sets forth the formula for determining the amount of payment. Section 301 sets standards for voting systems (equipment). Section 906 deals with compliance with other legislation. Applicants must certify that they will adhere to all stated guidelines to be granted an award. Signature on this application serves as the certification.

**AWARD CRITERIA:** The SOS will: 1) review the application and timely determine its sufficiency and compliance, 2) approve or reject the application in whole or in part, and/or 3) defer action pending submission of further information. NOTE: If the application does not include an answer to each question, the application may be denied. Applicants needing more space to fully answer a question should use page 6. See "Grant Application Instructions" (page 3) for more information on completion of this grant application.

**ANTICIPATED SIZE OF AWARD:** Award amount calculation will be as follows: 1) the number of qualifying precincts at the November 2000 election as calculated from Secretary of State records, 2) multiplied by the federally determined rate of \$3,192.22 per precinct, 3) plus accrued interest as determined by the SOS, which is attributable to the Section 102 funds on deposit in the Election Administration Improvement Fund.

**SELECT RECIPIENT OBLIGATIONS:** Recipient agrees:

1. The new voting system does not use punch card or lever machines, is not inconsistent with the requirements of the laws described in section 906 of the Help America Vote Act, meets or will meet the voting systems and standards adopted by the Federal Election Commission in May of 2002 (caution: these standards were not applicable until January of 2003) and will meet the requirements of Title III, section 301 by January 1, 2006.
2. To allow the SOS reasonable onsite access to review financial and programmatic records and to observe operations in performance of its responsibilities under the Section 102 (3)(A) and (B) to ensure that all the punch card voting systems in the qualifying precinct have been replaced.
3. To comply with all requirements and processes regarding procurement and payment procedures, as well as documentation and reporting requirements. Recipient must:
  - a) Comply with the applicable provisions of Circular A-102, particularly Sections \_\_.35 and \_\_.36, and Circular A-133 and the Compliance Supplement in its procurement of a new voting system, and Circular A-102 Section \_\_.32 in its use, management and disposition of equipment acquired. Note: Voting equipment purchased by the recipient from HAVA funds becomes property of the recipient, and all property control and custody responsibilities will be assumed by the recipient.
  - b) If procurement is made by lease agreement, award funds must be applied as a one-time payment to the vendor at lease inception. Funds may not be held to fund subsequent periodic payments. The lease agreement contract must include a provision for payment due at lease inception to qualify.

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- c) Submit on a quarterly and annual basis to the SOS, on forms provided, verification of actual funds received, purchases (including lease), and expenditures. Information regarding actual funds expended will be reconciled against funding provided.
  - d) Identify and track Section 102 purchases and expenditures by funding source.
  - e) Disburse funds to vendors no later than 30 days following receipt of funds from SOS.
- 4. The recipient is solely responsible for any voting systems and/or upgrade costs required by the HAVA act that are over and above the SOS-approved award amount.
  - 5. All future costs related to equipment and/or upgrades funded by HAVA assistance (example: maintenance, repairs, software upgrades, etc.) are the sole responsibility of the recipient. The SOS and the State of Missouri hold no liability for HAVA-mandated upgrades at the local level.

**RECORDKEEPING, MONITORING AND AUDIT REQUIREMENTS:** Title IX, Section 902 sets forth the recordkeeping requirements for funds received under HAVA, as well as provisions for audits and examinations of records. Monitoring activities may include frequent and open communications, reviewing recipient reports, reviewing national and local publications, conducting recipient conferences and trainings. State or federal officials may audit this award. Note: OMB Circular A-102, Section \_\_.42 also addresses records retention and access requirements.

**GRANT APPLICATION INSTRUCTIONS:**

- 1. Authorized representative of the local election authority must sign the application in the space provided on the front page of this application.
- 2. Applicant must complete page 5 and must complete and attach Assurances and Disclosures.
- 3. SOS contacts are listed on the front page of this application. Please direct any questions to them.

This application is provided in Microsoft Word format for your convenience. Applicants are to complete only the areas designated. Any insertions, deletions or changes to the provisions of the application as distributed may void the application.

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**NOTICE TO GRANT RECIPIENTS:** The following outlines and demonstrates relationships and obligations among the parties. For convenience, electronic copies may be provided by hyperlink. Applicants/recipients are responsible for reviewing, understanding and adhering to the applicable requirements of the referenced materials whether electronic or other copies are provided by the SOS.

***Caution: The table below is not protected so that the hyperlinks will remain enabled.***

<b>Entity Role</b>	<b>Grant Reference Information</b>	<b>Agency</b>	<b>Statutory Provisions</b>	<b>Regulations, Guidelines and Policies</b>	<b>Cash Restrictions</b>
Federal Granting Agency	<a href="#">CFDA 39.011, Election Reform Payments</a> Account Identification: 47-0601-0-1-808	<a href="#">Election Assistance Commission</a> , with payments made through General Services Administration (GSA)	<a href="#">PL 107-252</a> , October 29, 2002; 42 USC 15301	<a href="#">OMB Circular A-87</a> <a href="#">OMB Circular A-102</a> <a href="#">OMB Circular A-133</a> <a href="#">OMB Circular A-133 Compliance Supplement</a> <a href="#">Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments ("Common Rule", Administrative Requirement, 53 FR 8087, March 11, 1988)</a> <a href="#">Assurances</a> and <a href="#">Disclosures</a>	<a href="#">Subject to CMIA Requirements</a> <a href="#">CMIA Interest Rate for State Fiscal Year 2003</a>
State Pass-Through-Entity; Granting Agency for Awards	HAVA2002FED	<a href="#">Missouri Secretary of State, Elections Division</a>	<a href="#">Senate Bill 675</a> , 2002 Legislative Session, implements the federal legislation	All of Above Note: Quarterly financial reports Annual financial and program progress report Grant closeout financial and program final report	Subject to CMIA Requirements (See links above)
Recipient Agency: Local Election Authority		Local Election Authority as indicated.	All of above	All of above	Subject to CMIA Requirements: (See links above)

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Complete the following. Do not leave any blanks. If extra space is required, use the included page 6, which is provided for your convenience. The total application should not exceed 6 pages in length, not including attached disclosures and assurances.

Enter type of system <i>in use at the November 2000 election</i> :	
Vendor used:	
Is this system still in place?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Enter type of system <i>currently in place</i> if answer above was "No":	
Enter date of change in systems, if applicable:	
Does current equipment meet HAVA requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Vendor used:	
Please provide date of purchase/lease:	Purchase/Lease Date
If lease, indicate term (dates) of lease:	through
Number of Units:	
Cost per Unit	\$
Miscellaneous Costs	\$ . Detail costs incurred:
Total Cost:	\$
If you <i>plan to purchase or lease</i> new equipment that qualifies under HAVA, please indicate type of system:	
Vendor:	
Contract award date (contract must be signed and dated by both local election authority and vendor)	Contract Award Date
Date order was placed (purchase order was delivered to vendor):	Purchase Order Issuance Date
Method of procurement:	<input type="checkbox"/> Purchase or <input type="checkbox"/> Lease
Time frame for delivery and setup:	through
Contracted Number of Units:	
Contracted Cost per Unit	\$
Contracted Miscellaneous Costs	\$ . Provide detail for miscellaneous costs incurred:
Contract Total Cost:	\$
Payment due date(s):	Purchase: If purchased or purchasing, date may be entered as number of days after delivery and acceptance of equipment. Lease: Date of lease inception payment , periodic payment due date on the day of each month through of the year
Schedule of payment amounts:	Purchase amount: \$ Lease: Payment due at lease inception \$ , periodic payment amount \$

**Applicant is instructed to complete and return with this application all applicable disclosures and assurances. Failure to do so may result in a non-compliant application.**

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Additional explanation for any of the above: