Help America Vote Act (HAVA) Update
CARES Act Expenditure Reporting
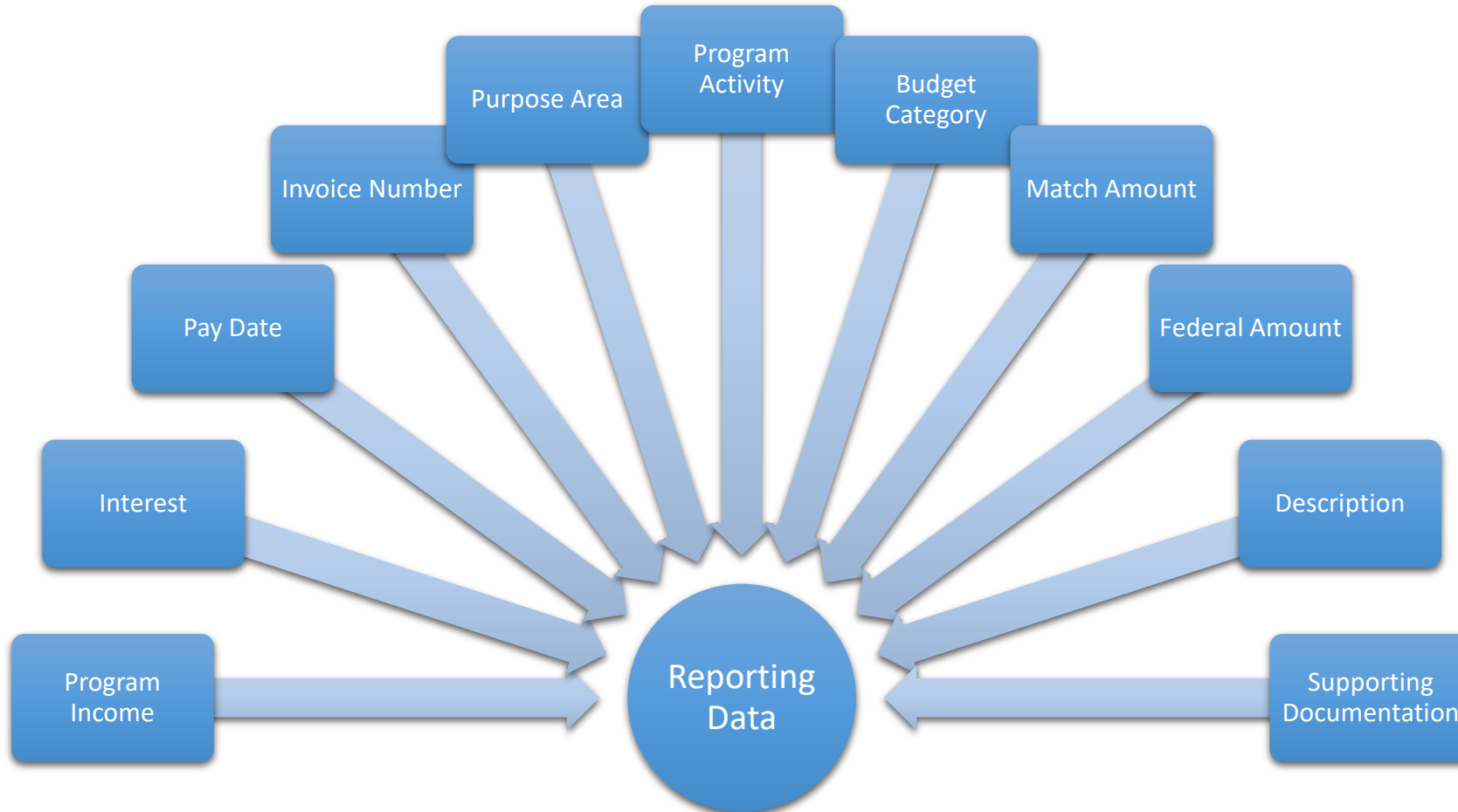
Report Period

3/28/2020 – 11/30/2020

Expenses must be obligated prior to 11/30/2020, can be paid in December

If you did not report expenses after the primary runoff, don't worry, report them now

Previously reported expenses will be highlighted in gray

Purpose Areas

Voting Processes	Staffing	Security and Training	Communications	Supplies
• Additional costs for printing and mailing ballots, ballot tracking software, high speed scanners, letter opening equipment, registration list activities	• Additional poll workers, election office staff diverted to pandemic response, temporary staff	• Pre- and post-election cleaning of polling places, staff and poll worker training on prevention processes	• Notifying public of voter registration requirements, ballot request options, precautions or voting procedures	• Additional laptops, mobile IT equipment, cleaning supplies, personal protective equipment (PPE)

Program Activities

- [ ] Additional Poll Workers

- [ ] Ballot Tracking Software

- [ ] Cleaning Supplies and Protective Gear

- [ ] County Overtime

- [ ] Curbside Equipment/Supplies

- [ ] Deep Cleaning Services

- [ ] Laptops and Mobile IT Equipment

- [ ] Letter Opening Equipment

- [ ] Mail Ballot Envelopes, Postage, and Supplies

- [ ] Mail Ballots

- [ ] Polling Location Rental

- [ ] Public Communication

- [ ] Temporary Staff

- [ ] Training

- [ ] Voter Registration System Costs

- [ ] Voting Tabulation Equipment

- [ ] Voting Machines

- [ ] Other

Budget Categories

$ Personnel (including fringe)

$ Equipment

$ Training

$ Other (e.g., contractual, supplies)

Federal and Match Amounts

Minimum Match equals 20% x Federal Amount

If using Chapter 19 funds for match, cannot exceed Chapter 19 allotment

The county can "overmatch" if using county funds for match

Texas Secretary of State

Description and Supporting Documentation

Description	Supporting Documentation	Reference Supporting Documents
• Provide adequate description of the goods or services	• Provide proof of payment that clearly identifies expense	• Associate supporting documents with reported line items

Program Income

What is program income?
- Income earned as a result of grant-funded activity (e.g., election services contracts)

What should be reported?
- Net income
- Income earned during the grant period

How can program income be expended?
- Activities consistent with the grant

Maintain Documentation (Mitigate Risk)

Eligibility
- Document the need/ justification

Allocability
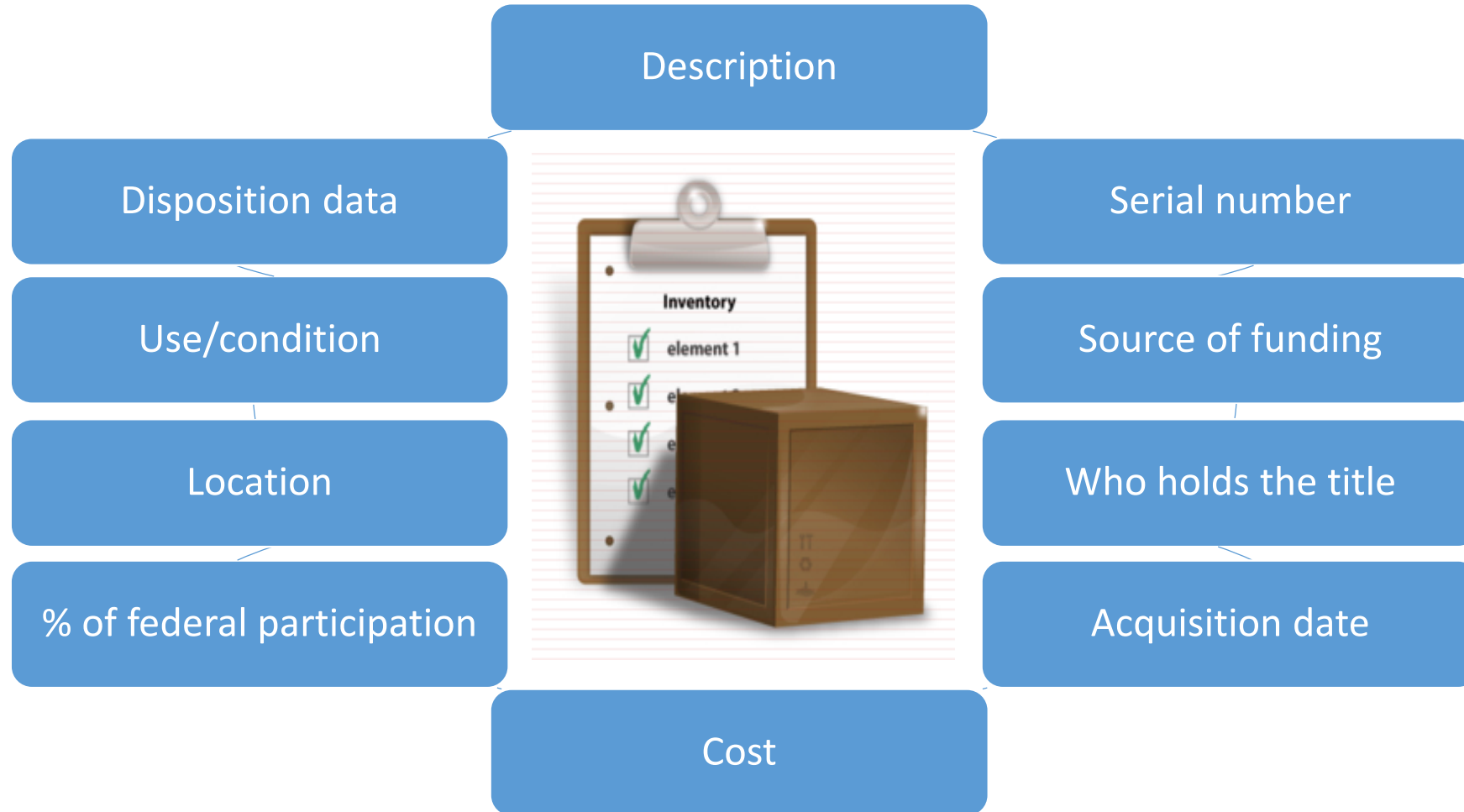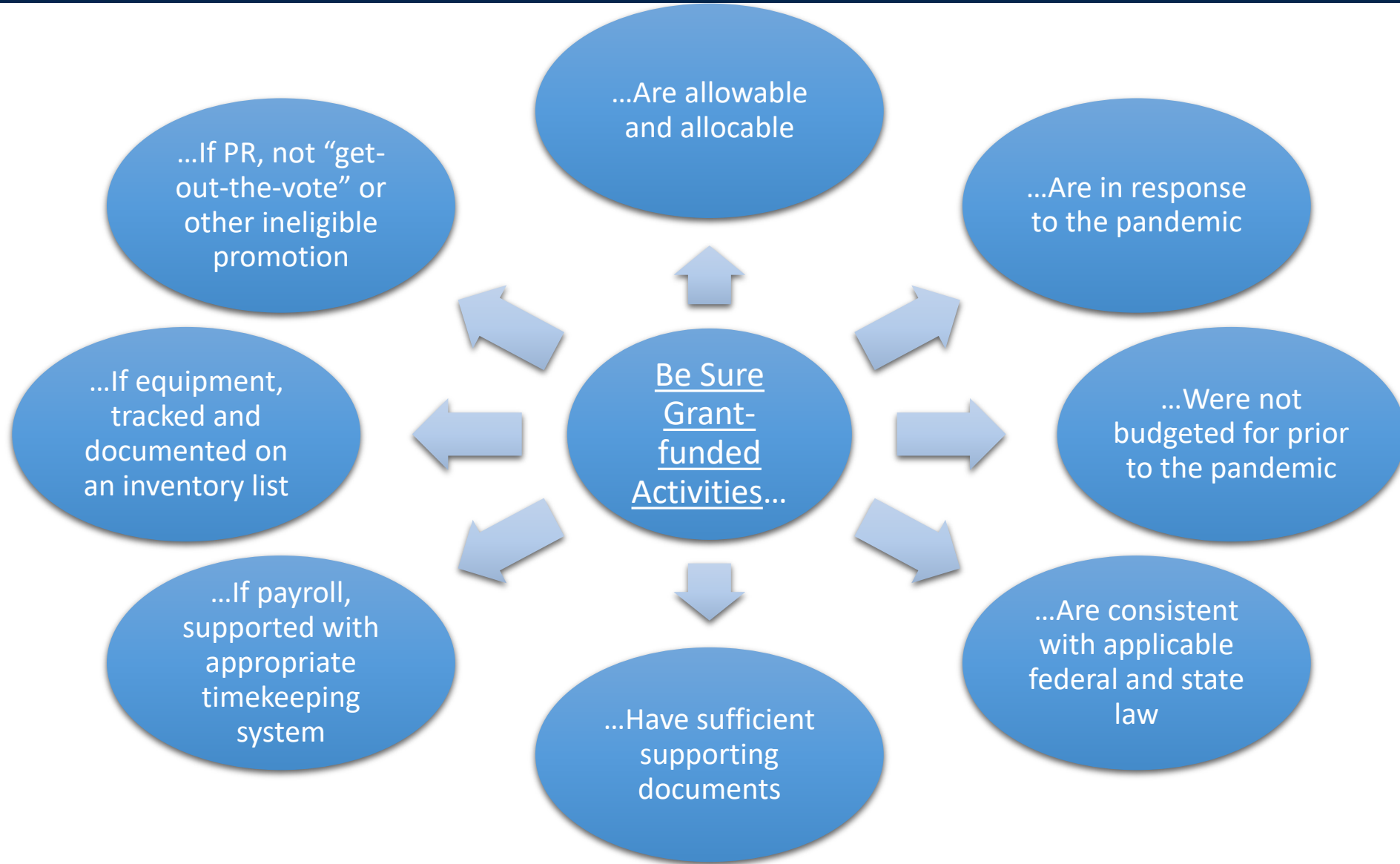- Document the amount (%) applicable to the grant

Paper Trail
- Retain records, e.g., procurement, invoices, payment, etc.

Inventory
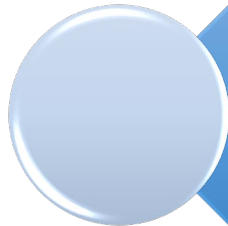- Inventory capital expenditures and higher risk items

Property Management

Description

Disposition data

Serial number

Use/condition

Source of funding

Location

Who holds the title

% of federal participation

Acquisition date

Cost

Be Sure Grant-funded Activities…

…Are allowable and allocable

…If PR, not "get-out-the-vote" or other ineligible promotion

…Are in response to the pandemic

…If equipment, tracked and documented on an inventory list

…Were not budgeted for prior to the pandemic

…If payroll, supported with appropriate timekeeping system

…Have sufficient supporting documents

…Are consistent with applicable federal and state law

Contact Election Funds Management

Dan Glotzer

Dglotzer@sos.texas.gov

Mary Eliasen

Meliasen@sos.texas.gov

Amanda Grossman

Agrossman@sos.texas.gov

EFMAdmin@sos.texas.gov 512-463-5966