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STATE OF MICHIGAN
TERRI LYNN LAND, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

March 30, 2005

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State HAVA Funding Reports
U.S. Election Assistance Commission
1225 New York Avenue, NW, Suite 1100
Washington, DC 20005

To Whom It May Concern:

Enclosed please find a financial status report (SF269) for the Help America Vote Act (HAVA), Title I, Section 101 funds. This report reflects activity from January 1, 2004 to December 31, 2004.

Additionally, enclosed please find a narrative report, which provides the following:

- a detailed list of expenditures by task made in respect to each category of activities permissible by HAVA,
- the number and type of articles of voting equipment obtained with the funds, and
- an analysis and description of the activities funded to meet HAVA requirements and how such activities conform to Michigan's State Plan.

If you have any questions regarding these reports, please contact Carri Simon, Department of State, Financial Services Division, at (517) 373-7941.

Sincerely,

Brian DeBano
Chief of Staff and Chief Operating Officer

Enclosures

c: Christopher Thomas
Joseph Pavona
Gena Hyde
Carri Simon
Peggy Sims

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FINANCIAL STATUS REPORT

(Long Form)

(Follow instructions on the back)

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned By Federal Agency	OMB Approval No.	Page	of
U.S. Election Assistance Commission	HAVA - CFDA 39.011, Title I, Section 101	0348-0039	1	1 pages

3. Recipient Organization (Name and complete address, including ZIP code)

State of Michigan, Michigan Department of State
Treasury Building, Fourth Floor, 430 W. Allegan, Lansing, MI 48918

4. Employer Identification Number	5. Recipient Account Number or Identifying Number	6. Final Report	7. Basis
38-6000134	Account 21500	☐ Yes ☒ No	☒ Cash ☐ Accrual

8. Funding/Grant Period *(See instructions)* From: (Month, Day, Year)	To: (Month, Day, Year)	9. Period Covered by this Report From: (Month, Day, Year)	To: (Month, Day, Year)
4/30/2003	Until Spent	1/1/2004	12/31/2004

10. Transactions:	I Previously Reported	I This Period	III Cumulative
a. Total outlays	0.00	2,194,720.22	2,194,720.22
b. Refunds, rebates, etc.	0.00	0.00	0.00
c. Program income used in accordance with the deduction alternative	0.00	0.00	0.00
d. Net outlays *(Line a, less the sum of lines b and c)*	0.00	2,194,720.22	2,194,720.22
Recipient's share of net outlays, consisting of:			
e. Third party (in-kind) contributions	0.00	0.00	0.00
f. Other Federal awards authorized to be used to match this award	0.00	0.00	0.00
g. Program income used in accordance with the matching or cost sharing alternative	0.00	0.00	0.00
h. All other recipient outlays not shown on lines e, f or g	0.00	0.00	0.00
i. Total recipient share of net outlays *(Sum of lines e, f, g and h)*	0.00	0.00	0.00
j. Federal share of net outlays *(line d less line i)*	0.00	2,194,720.22	2,194,720.22
k. Total unliquidated obligations			0.00
l. Recipient's share of unliquidated obligations			0.00
m. Federal share of unliquidated obligations			0.00
n. Total Federal share *(sum of lines j and m)*			2,194,720.22
o. Total Federal funds authorized for this funding period			9,350,989.16
p. Unobligated balance of Federal funds *(Line o minus line n)*			7,156,268.94
Program income, consisting of:			
q. Disbursed program income shown on lines c and/or g above			0.00
r. Disbursed program income using the addition alternative			0.00
s. Undisbursed program income			0.00
t. Total program income realized *(Sum of lines q, r and s)*			0.00

11. Indirect Expense	a. Type of Rate *(Place "X" in appropriate box)* ☐ Provisional ☐ Predetermined ☐ Final ☐ Fixed			
	b. Rate	c. Base	d. Total Amount	e. Federal Share
	To be Decided			

12. *Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.*

Line o includes $143,666.16 in interest income.

13. Certification: **I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.**

Typed or Printed Name and Title	Telephone (Area code, number and extension)
Joseph P. Pavona, Chief Financial Officer, Michigan Department of State	(517) 241-4500
Signature of Authorized Certifying Official	**Date Report Submitted**
Joseph P. Pavona	March 30, 2005

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Michigan Department of State
Report on HAVA, Title I, Section 101 Funds
Activity for the Period of January 1, 2004 through December 31, 2004

In calendar year 2004, Michigan Department of State expended $2,194,720.22 in HAVA, Title I, Section 101 Funds to comply with Title III requirements, improve Federal Election Administration, educate voters, train election officials, replace voting systems and technology used to cast and count votes, and improve the accessibility of polling places. Following is a detailed list of expenditures by function and descriptions of the activities funded to meet HAVA requirements and conform to Michigan's State Plan:

Complying with Title III Requirements	**$17,433.64**
Qualified Voter File Computer Programming Services	$17,433.64

While Michigan's Qualified Voter File (QVF) system is in substantial compliance with the Help America Vote Act's requirements for a centrally administered statewide voter registration system, the following actions were taken in 2004, in accordance with our State Plan, to bring Michigan into full compliance:

- Developed new capabilities that permit the QVF system to store the last four digits of a voter's Social Security Number.

- Developed and implemented processes needed to electronically verify new registrants who register to vote by mail. Section 303 of the Help America Vote Act addresses the identification of voters who register to vote by mail and provides that the voter identification requirements are waived if (1) the voter registration applicant enters his or her driver license number or the last four digits of his or her Social Security Number on the mail-in voter registration form, and (2) the state or local election official has a program in place which permits the identification of the voter through the comparison of the entered number against another "State identification record" which bears the same number and the voter registration applicant's name and date of birth.

Federal Election Administration Improvements	**$63,012.37**
Qualified Voter File Computer Programming Services	$62,605.11
Printing	407.26

The following actions were taken to enhance the performance of the QVF system and improve the administration of federal elections, in accordance with our State Plan:

- An action plan and system specifications were drafted laying out the steps needed to provide Michigan's smaller jurisdictions with additional methods of electronically accessing the QVF system. Small jurisdictions do not have QVF software and currently work through their county clerks to receive QVF information. This initiative will allow many small jurisdictions

to access the QVF directly, streamlining and speeding up many of their processes such as the distribution of Voter ID Cards and absentee ballots.

- An action plan and system specifications were drafted and conversion programs written which take advantage of mapping technology to administer the street index built into the QVF system. The current QVF street index is database driven. Changing precinct or other district boundaries requires considerable data entry, a labor-intensive process. Taking advantage of mapping technology will allow changes to be made using a mouse to move a line on a map. This will streamline routine street index maintenance and reduce the time required for decennial redistricting changes considerably.

- An action plan and systems specifications were drafted to use driver file provided digitized signatures in the QVF database. Election officials must verify signatures provided by voters on absentee ballot applications, petitions and other election related documents. Today, this is a labor-intensive process requiring staff to access hard copy paper records. Utilizing digitized signatures will allow officials to have this information on-line which will dramatically cut processing time.

- Developed a process that permits the QVF system to electronically remove voters who have not responded to notices pursuant to the National Voter Registration Act (NVRA). Today, complex NVRA procedures require election officials to manually track voters they have reason to believe no longer live in their jurisdictions. This initiative allows this process to be entirely electronic which streamlines procedures and results in a more accurate voter registration database.

Voter Education	**$32,718.07**
Michigan Votes Video	$24,979.50
Michigan Votes Optical Scan Video	7,738.57

In accordance with our State Plan, the following actions were taken to train and educate voters:

- Produced a 23-minute voter education video entitled Michigan Votes. The video has a fast paced, upbeat format and provides general information on the registration and voting process in Michigan. Over 2000 copies have been distributed to schools (many of which used the video as part of their "student mock election" programs), libraries, municipalities and public access television stations.

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- Produced an 18-minute video, Michigan Votes Optical Scan video, designed to 1) inform voters how to vote on an optical scan voting system 2) demonstrate the advantages of optical scan voting and 3) provide an alternative resource for county, city and township clerks to use in the instruction of poll workers. Copies of the video were sent to each municipality converting to the optical scan voting system for the 2004 election cycle. The video has aired in municipal offices and on public access television stations throughout the state.

Train Election Officials	**$25,576.10**
"Train the Trainer" Two-Session Course	$3,720.00
Election Inspector Training Coordinator Accreditation Workshops	6,170.23
Audio Versions of "Information for Voters"	3,618.75
Provisional Balloting Segment Added to Election Inspector Training Video	7,499.70
Costs Associated with Mailings to Local Units of Government	1,903.69
Printing	2,663.73

In accordance with our State Plan, the following actions were taken to train election officials:

- Bureau of Elections' staff conducted two "Train the Trainer" sessions to inform city, township and county officials on elections procedure changes made under HAVA legislation.

- Bureau of Election's staff conducted two Election Inspector Training Coordinator Accreditation Workshops. Election officials were trained on election law procedures. Election officials are responsible for training election inspectors on Election Day procedures. Training workshops along with various training sessions were held across the state. Training packets/materials were prepared in advance of the workshops and sessions to present to attendees.

- An audio version of the "Information for Voters" was provided to each county for placement in every precinct on Election Day. The purpose was to provide a format of the information for voters who are blind or visually impaired. A Spanish version of the audiotape was also provided to select jurisdictions that have a higher Spanish-speaking population.

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- Produced an additional 10-minute segment for the Election Inspector Training Video to instruct election inspectors (election workers) on how to implement the procedures for issuing provisional ballots in the precinct on Election Day.

Voting System Replacement and Activities	**$2,054,122.77**
Voting Equipment	$2,052,488.79
Costs Associated with Mailings to Local Units of Government	1,012.30
Printing	621.68

In accordance with our State Plan, the State of Michigan (State) purchased new precinct-count optical scan voting systems for 199 cities and townships in a total of 27 counties. The State qualified two vendors to sell optical scan voting equipment in 2004. The vendors were Election Systems and Software (ES&S) and Diebold Election Systems, Inc. (Diebold). Five counties selected ES&S and twenty-two counties selected Diebold as their vendors.

The new precinct-count optical scan voting systems replaced punch card systems in 47 jurisdictions, mechanical lever machines in 77 jurisdictions, central count optical scan systems in 50 jurisdictions and paper ballots in 24 jurisdictions. In addition, one new city was created in Michigan in 2004 and that city was provided a precinct-count optical scan system. The State purchased a total of 379 precinct count tabulators for the 199 cities and townships. The State also purchased a total of 23 tabulators to count absentee ballots in those jurisdictions that use absent voter counting boards.

The State also purchased Election Management Software (EMS) that is used to layout ballots, program tabulators and accumulate vote totals. The State purchased EMS for the 26 counties where new optical scan systems were purchased and for the four largest cities and townships that received new optical scan voting systems.

Of the 379 precinct count tabulators purchased in 2004, 274 tabulators represented replacements for punch card or lever equipment. $3,192.22 of the cost of each of these tabulators was funded by HAVA, Title I, Section 102 funds, and the remainder was funded by HAVA, Title I, Section 101 funds.

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Improving Polling Places	**$1,857.27**
Printing	$1,857.27

In accordance with our State Plan, the State of Michigan distributed a Polling Place Accessibility survey to approximately 1,500 election officials to gather information regarding buildings used as polling places to ensure they were in compliance with the Americans With Disabilities Act.

TOTAL HAVA, TITLE I, SECTION 101 EXPENDITURES	**$2,194,720.22**