NEW HAMPSHIRE
DEPARTMENT OF STATE

BY:

William M. Gardner
Secretary of State

Robert P. Ambrose
Senior Deputy Secretary of State

David M. Scanlan
Deputy Secretary of State

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March 31, 2005

Ms. Gracia M. Hillman, Chair
U. S. Election Assistance Commission
1225 New York Avenue, Suite 1100
Washington, DC 20005

Attention: Peggy Sims

Dear Chair Hillman:

On behalf of the State of New Hampshire, I am pleased to submit this report on the expenditure of Title II funds for Federal Fiscal Year 2004 as required by P.L. 107-252, Title II, Section 258.

If you have any questions, please feel free to contact Anthony Stevens, Assistant Secretary of State, at (603)271-5335, or Daniel Cloutier, Assistant Secretary of State, at (603)271-0001 or (603)271-8239.

Sincerely yours,

David M. Scanlan
Deputy Secretary of State

Enclosure: Title II Spending Report

State House Room 204, 107 N. Main St., Concord, N.H. 03301
Phone: 603-271-3242 Fax: 603-271-6316
TDD Access: Relay NH 1-800-735-2964
www.nh.gov/sos email: elections@sos.state.nh.us

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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
US Election Assistance Commission	Title II, Section 251, Requirements Payments	0348-0039	1	1 pages

3. Recipient Organization (Name and complete address, including ZIP code)
NH Secretary of State, State House Room 204, 107 N Main St, Concord, NH 03301

4. Employer Identification Number	5. Recipient Account Number or Identifying Number	6. Final Report	7. Basis
02-6000618		☐ 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)
		10/1/2003	9/30/2004

10. Transactions:	I Previously Reported	II This Period	III Cumulative
a. Total outlays	0.00	204,931.00	204,931.00
b. Refunds, rebates, etc.	0.00	0.00	0.00
c. Program income used in accordance with the deduction alternative	0.00		0.00
d. Net outlays *(Line a, less the sum of lines b and c)*	0.00	204,931.00	204,931.00
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	204,931.00	204,931.00
i. Total recipient share of net outlays *(Sum of lines e, f, g and h)*	0.00	204,931.00	204,931.00
j. Federal share of net outlays *(line d less line i)*	0.00	0.00	0.00
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)*			0.00
o. Total Federal funds authorized for this funding period			11,596,803.00
p. Unobligated balance of Federal funds *(Line o minus line n)*			11,596,803.00
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			19,313.00
t. Total program income realized *(Sum of lines q, r and s)*			19,313.00

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

12. *Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.*
Undisbursed Program Income is the interest earned on unspent receipts

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)
David M Scanlan DEPUTY SECRETARY OF STATE	603-271-3242
Signature of Authorized Certifying Official	Date Report Submitted
	March 31, 2005

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Title II Spending Report pursuant to P.L. 107-252, Section 258 For the Federal Fiscal Year October 1, 2003 - September 30. 2004

Section 258 of P.L. 107-252 requires that "the State shall submit a report to the Commission on the activities conducted with the funds provided during the year, and shall include in the report:

(1) A list of expenditures made with respect to each category of activities described in Section 251(b).

(2) The number and type of articles of voting equipment obtained with the funds.

(3) An analysis and description of the activities funded under this part to meet the requirements of this Act and an analysis and description of how such activities conform to the State Plan under Section 254."

The following contains responses to the above 3 requirements and identifies how State spending corresponds to the requirements in P.L. 107-252 and the State Plan.

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(1) A list of expenditures made with respect to the each category of activities described in Section 251(b) in Federal Fiscal Year 2004.

Voting Systems Standards (Section 301)	$52,666
Computerized Statewide Voter Registration List (Section 303)	$152,265
Total Title II expenditures for Federal Fiscal Year 2004	$204,931

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(2) The number and type of articles of voting equipment obtained with Title II funds.

There have been no articles of voting equipment obtained with Title II funds during Federal Fiscal Year 2004.

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(3) An analysis and description of the activities funded under this part to meet the requirements of this Act and an analysis and description of how such activities conform to the State Plan under Section 254.

The following material is presented in the order and categories identified in the HAVA State Plan Section 6 and Section 12. The following accomplishments are manifestly associated with the indicated categories in the State Plan and need no further explanation.

This report is presented in the order and categories identified in the HAVA State Plan Section 6, including categories entitled "Voting Machines for Persons with Disabilities, Statewide Voter Registration System (SVRS), Voter Education, and Election Official and Poll Worker Training." These categories correspond to Performance Goals 1, 2, 5 and 6 in the HAVA State Plan.

To provide background and preserve continuity, certain accomplishments from the previous federal fiscal year are identified in this section of the report. There were no expenditures of Title II funds in Federal Fiscal Year 2003.

I. Performance Goal 1 in State Plan: Voting Accessibility using Voting Systems. This category addresses compliance with HAVA Section 301.

This category incorporates costs associated with Performance Goal 6 – "Election Official Training."

1) The Secretary of State invited members of the disabilities community to serve on the HAVA State Plan Committee and the Disabilities Access and Voting Systems Task Force.

2) The Disabilities Access and Voting Systems Task Force held the following meetings:

Meetings during fiscal year October 1, 2002 – September 30, 2003:

March 14, 2003	Identify mission, vision, goals, and objectives
March 28, 2003	Clarify mission, vision, goals and objectives
April 15, 2003	Voting Systems Trade Fair to permit vendors to demonstrate products
May 22, 2003	Establish calendar for future meetings and review findings

Meetings during fiscal year October 1, 2003 – September 30, 2004:

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October 24, 2003	Establish priorities for allocation of accessibility funds and survey of polling place accessibility
November 21, 2003	Refine polling place accessibility survey data
June 24, 2004	Voting machine procurement Election official training

3) The Department of State and Attorney General conducted moderators training sessions to discuss polling place accessibility and accessible voting booths.

4) The Departments of State and Justice held two public hearings on August 19, 2003 in Concord and August 28, 2003 in North Conway, and one public hearing, on September 1, 2004 in Concord, and recorded public comments about accessible voting machines and polling place accessibility.

5) Department of State staff collected voting machine RFPs from other states to research issues relating to purchasing voting machines.

6) Department of State staff researched voting issues and monitored the establishment and appointment of the Technical Guidelines Development Committee of the Elections Assistance Commission.

7) Department of State staff drafted a Request for Information (RFI) for the procurement of accessible voting machines.

8) On September 1, 2004, the Department of State met in the Massachusetts State House in Boston with staff from the Departments of State from Maine, Massachusetts, Vermont, Connecticut, and Rhode Island to discuss joint goals and issues in the acquisition of voting machines. It circulated the RFI drafts among the New England states.

9) Department of State staff attended semiannual conventions of the National Association of State Election Directors (NASED) and the National Association of Secretaries of State (NASS) and learned about other states' experiences in acquiring voting machines.

10) Staff allocation to voting accessibility:

(a) The Department of State has assigned responsibility for voting accessibility to Thomas Manning, Assistant Secretary of State. Mr. Manning devoted 20% of his time from October 1, 2003 to September 30, 2004.

(b) The Department of State has assigned Anthony Stevens, Assistant Secretary of State as HAVA coordinator. Mr. Stevens devoted 25% of his time to Voting Accessibility from October 1, 2003 to September 30, 2004.

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(c) Orville B. Fitch II, Senior Assistant Attorney General, devoted 22% of his HAVA time to Voting Accessibility using Voting Systems from October 1, 2003 to September 30, 2004.

II. Performance Goal 2 in State Plan: Statewide Voter Registration System ("SVRS"). This category addresses compliance with HAVA Section 303.

This category incorporates costs associated with Performance Goal 6 – "Election Official Training."

1) In early 2003, the Department of State conducted two HAVA informational sessions for the state legislature and received feedback from the Legislature.

2) Secretary of State appointed end users – town and city clerks and supervisors of the checklist – to serve on the HAVA State Plan Committee and Statewide Voter Registration Task Force.

3) The Voter Registration Database Task Force, appointed by the Secretary of State, conducted several planning sessions involving a broad range of end users.

Meetings during Fiscal Year October 1, 2002 – September 30, 2003:

February 28, 2003	Identify mission, vision, goals, objectives for SVRS
March 7, 2003	Clarify the mission, vision, goals, and objectives for SVRS; begin to develop measurements.
May 1, 2003	Reviewed plans for the SVRS during a review of the Preliminary HAVA State Plan.
June 23, 2003	Reviewed plans for the SVRS during a review of the Preliminary HAVA State Plan.

Meeting during Fiscal Year October 1, 2003 – September 30, 2004:

April 8, 2004	Conducted meeting of Statewide Voter Registration Advisory Committee in anticipation of release of RFP

4) During the 2003 Legislative session, the Legislature adopted House Bill 577 to achieve HAVA compliance, establishing the HAVA election fund, authorizing SVRS, and establishing a state-local connectivity requirement.

5) During the 2003 Legislative session, the Legislature adopted House Bill 627 to achieve HAVA compliance, changing voter forms and clarifying the definition of voter domicile.

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6) The Departments of State and Justice held public hearings on August 19, 2003 in Concord, and August 28, 2003 in North Conway, and on September 1, 2004 in Concord recording public comments about voter registration, new forms required by HAVA and the statewide voter registration database.

7) The Department of State collected other states' RFPs and RFIs and database planning documents to leverage off existing analysis and experiences of other states.

8) The Department of State interviewed other states' staff to ascertain potential scope of project and system design vendor capabilities.

9) The Department of State interviewed vendors, and viewed vendor demos to ascertain scope and determine vendor capabilities.

10) The Departments of State and Justice published the expanded Election Procedures Manual and distributed it to approximately four thousand local election officials. It described a uniform method to comply with state and federal legislation that established new forms, policies and protocols affecting voter registration. The manual was incorporated into the election officers training.

11) On June 13, 2003 and between September 1 and November 10, 2003, the Departments of State and Justice held 23 election official training sessions throughout the state, presented to a total of about 1500 local election officials. Key components of the above training were a thorough presentation on changes in domicile laws, new voter registration forms and protocols resulting from HAVA, and establishing expectations for the voter registration database.

12) Planning for the Town and City clerks meeting in October, 2004, the Department of State calculated costs and estimated payments to towns and cities to reimburse them for costs incurred due to HAVA - for supplying voter registration data to begin the data conversion, and for converting to the new voter registration forms required by HAVA.

13) On April 15, 2004, the Department of State released the RFP for SVRS.

14) On June 9, 2004, the Department of State conducted a meeting of village districts throughout the state to identify their needs regarding SVRS.

15) On June 21, 2004, the Department of State received responses to the SVRS RFP and began the evaluation process.

16) In July, 2004, the SVRS evaluation team listened to oral presentations of vendors responding to the SVRS RFP.

17) Department of State staff attended semiannual NASED and NASS conventions and listened to presentations and discussions concerning other states' voter registration systems and how they addressed challenges.

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18) In September, 2004, the Department of State began negotiations with highest scoring vendor.

19) Staff allocation to the SVRS project:

(a) The Department of State has assigned project management responsibility for SVRS to Anthony Stevens, Assistant Secretary of State. Mr. Stevens devoted 75% of his time to the SVRS project from October 1, 2003 to September 30, 2004.

(b) The Department of State has assigned Daniel Cloutier, Assistant Secretary of State, as SVRS coordinator. Mr. Cloutier devoted 100 % of his time to SVRS activities from March 19, 2004 to September 30, 2004.

(c) Orville B. Fitch, II, Senior Assistant Attorney General, devoted 32% of his HAVA time to SVRS work from October 1, 2003 to September 30, 2004.

III. Performance Goal 5: Voter Education

Accomplishments through September 30, 2004:

1) The Secretary of State appointed the Voter Education Task Force, which included the League of Women Voters, the American Association of Retired Persons, representatives of the disabilities community and others. It held one meeting for the purpose described:

Meeting during Fiscal Year October 1, 2002 – September 30, 2003:

April 4, 2003	Identify mission, vision, goals, objectives, and measurements to cover the portion of HAVA dealing with voter education.

2) As a supplement to training, the Departments of State and Justice produced videos that describe how to vote and present physical accessibility issues for voters and election officials. The videos are now available online at the Department of State website in both non-captioned and open-captioned formats.

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IV. Performance Goal 6: Election Official Training. This category addresses compliance with HAVA Sections 301 and 303.

Costs associated with this category are allocated between Performance Goal 1 – "Voting Accessibility using Voting Systems" and Performance Goal 2 – "Statewide Voter Registration System".

Accomplishments through September 30, 2004:

1) Secretary of State appointed potential trainers and trainees – state officials, members of the disabilities community, town and city clerks, supervisors of the checklist, and moderators – to serve on HAVA State Plan Committee and various HAVA Task Forces.

2) The State Plan identified election officer training as a top priority.

3) The Departments of State and Justice conducted the following training sessions, open to all local election officials. About 1500 local elections officials attended.

Meetings during two Fiscal Years October 1, 2002 – September 30, 2004:

June 13, 2003	Single session, held in Concord, open to all local election officials, to explain the legislative changes and their ramifications from the 2003 Legislative Session and HAVA.
Sept. 1 – Nov. 10, 2003	Twenty-two training sessions throughout the state, presented to about 1500 local election officials.

Key components of the above training were:

- A thorough presentation on changes in domicile laws.
- New voter registration forms required by HAVA Section 303,
- Accessibility requirements, including portions relating to HAVA Section 301, and
- A training video on appropriate etiquette when dealing with persons with disabilities, relating to HAVA Section 301.

4) The Election Procedure Manual

5) As a supplement to training, the state planned the production of a video that would present physical accessibility issues for election officials. The video was later made available online at the Department of State website in both non-captioned and open-captioned formats.