COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF STATE
302 North Office Building
Harrisburg, PA 17120

PEDRO A. CORTÉS
Secretary of the Commonwealth

Telephone: (717) 787-8727
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Website: www.dos.state.pa.us

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BY: ...

March 1, 2005

ORIGINAL

Ms. Peggy Sims, Election Research Specialist
State HAVA Funding Reports
U.S. Election Assistance Commission
1225 New York Avenue, NW, Suite 1100
Washington D.C. 20005

RE: Commonwealth of Pennsylvania, HAVA Title I Annual Financial Report For the Period Ending December 31, 2004 Section 101 – 19-S80710071000 and Section 102 – 19-S80710010200

Dear Ms. Sims:

As required, and in compliance with the responsibilities referenced under Title I of Public Law (P.L.) 107-252, the Help America Vote Act (HAVA, "the Act"), enclosed is an original and two copies of the accounting of Title I expenditures for the Commonwealth of Pennsylvania, administered through the Pennsylvania Department of State, for the period ending December 31, 2004.

The accounting for these expenditures is documented using Standard Form 269 for the specific funding category, and is certified by the Governor's Office of the Budget, Central Services Comptroller's Office.

Should you require any additional information, please do not hesitate to contact Peter B. Dalina, Director, Bureau of Finance and Operations, 308 North Office Building, Harrisburg, PA 17120 or (717) 783-1775, or at pdalina@state.pa.us.

Sincerely,

Pedro A. Cortés

Pedro A. Cortés

Enclosures

cc: Peter B. Dalina, Director
Bureau of Finance and Operations

H302 05.720

FINANCIAL STATUS REPORT
(*Long Form*)
(*Follow instructions on the back*)

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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	Help America Vote Act of 2002	0348-0039	1	1 pages

3. Recipient Organization (Name and complete address, including ZIP code)
Commonwealth of PA
Department of State
302 North Office Building
Harrisburg, PA 17120

4. Employer Identification Number	5. Recipient Account Number of Identifying Number	6. Final Report	7. Basis
23-6003081	19-S80710071000 (Section 101)	☐ 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)
04/15/2003	No Restriction	01/01/04	12/31/2004

10. Transactions	I Previously Reported	II This Period	III Cumulative
a. Total outlays	2,340,126.67	7,994,366.01	10,334,492.68
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*)	2,340,126.67	7,994,366.01	10,334,492.68
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*)	2,340,126.67	7,994,366.01	10,334,492.68
k. Total unliquidated obligations			1,797,439.17
l. Recipient's share of unliquidated obligations			0.00
m. Federal share of unliquidated obligations			1,797,439.17
n. Total Federal share (*Sum of lines j and m*)			12,131,931.85
o. Total Federal funds authorized for this funding period			11,323,168.00
p. Unobligated balance of Federal funds (*Line o minus line n*)			(808,763.85)
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	223,558.43	301,056.25	524,614.68
t. Total program income realized (*Sum of lines q, r and s*)	223,558.43	301,056.25	524,614.68

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

HELP AMERICA VOTE ACT (HAVA)
TITLE I EXPENDITURES
CALENDAR YEAR 2004

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SUMMARY OF EXPENDITURES FOR TITLE I
Section 101

STATE PLAN ACTIVITY	EXPENDITURES
Computerized Statewide Voter Registration List	$ 5,065,779.22
Voter Education/Voter Outreach	$ 1,058,387.73
Poll-Worker Training	-0-
Election Officer Training	$ 24,040.16
Alternative Language Assistance	$ 8,198.26
Administrative Implementation Costs	$ 608,111.46
Provisional Voting	$ 91,274.99
Miscellaneous/State Plan Expenses	$ 1,138,574.19
TOTAL	$ 7,994,366.01

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HELP AMERICA VOTE ACT (HAVA)
TITLE I EXPENDITURES
CALENDAR YEAR 2004

ACTIVITY		EXPENDITURES
Computerized Statewide Voter Registration List	$	5,065,779.22
Travel	$	100.63
Conference Registrations/Training	$	5,257.50
Telecommunications/Circuits	$	321,575.26
Legal Services - - Moved to Admin	$	(998.73)
Specialized Services - - Moved to Admin	$	(3,895.35)
Advertising - - Moved to Admin	$	(1,552.96)
Various Costs - See Below Part A for Detail	$	4,437,507.68
Software	$	18,316.10
Copier Lease - Moved to Admin	$	(875.13)
Office Supplies	$	5,336.05
Educational Supplies	$	75.89
Various Costs - See Below Part B for Detail	$	223,786.86
Computer Hardware for Provisional Ballot	$	6,903.15
Materials/Supplies	$	50,575.60
Printing	$	44.92
Comptroller Services	$	3,621.75
	$	5,065,779.22

HELP AMERICA VOTE ACT (HAVA)
TITLE I EXPENDITURES
CALENDAR YEAR 2004

ORIGINAL

Computerized Statewide Voter Registration List - Continued

Various Costs - Part A - Detail $4,437,507.68

Data Powerhouse	$	1,459,460.62
Consulting Services	$	77,390.00
Accenture Contract Integrated System	$	2,769,099.81
Netcomm	$	24,653.50
Netcomm	$	28,003.75
Info Sentry - Third Party Review	$	78,900.00
	$	4,437,507.68

Various Costs - Part B - Detail $223,786.86

Computers/Peripherals

Cisco Systems	$	147,844.83
Hewlett Packard	$	1,417.00
IBM	$	74,009.94
E Plus	$	418.59
E Plus	$	96.50
	$	223,786.86

Commonwealth of Pennsylvania
Help America Vote Act
Report of Title I Expenditures
For the Period Ending December 31, 2004

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HAVA REQUIREMENT – Computerized Statewide Voter Registration List

HAVA, Title I, Section 101 funds in the amount of $5,065,779.22 were expended by the Commonwealth for the task of developing and implementing Pennsylvania's computerized statewide voter registration list know as the Statewide Uniform Registry of Electors (SURE). These expenditures include:

- Travel cost and conference registration fees for the SURE staff to attend election conferences with the county election directors as well as training cost, educational supplies, printing and advertising used by the Commonwealth in training the county elections staff on the use of the SURE system
- Telecommunications and circuit cost for deployment of the SURE system to the county elections offices.
- Consulting fees paid to Accenture LLP, the contractor responsible for the development and implementation of the SURE system
- Consulting fees paid MicroSoft Inc. for the consulting services of David Burgess, Microsoft Specialist
- Professional service fees paid to NetComm Inc. for LAN development and upgrade costs
- Professional services fees paid to InfoSentry Inc. for a quality assessment review of the SURE system to test the system's readiness for the November 2004 General Election
- System software purchases from ASAP Software Inc. and Nero.com
- Office supplies for the Department of State's SURE Office
- Computer equipment from CISCO Systems and Hewlett Packard for the SURE system
- IBM equipment for upgrades to the SURE system to accommodate Provisional Balloting
- Computer network cables, servers and racks from Eplus Technologies
- Pennsylvania Office of the Budget, Comptroller Services fees

STATE PLAN CONFORMANCE:

Act 3 of 2002 authorizes the establishment of a central uniform registry that is HAVA compliant. Because the Statewide Uniform Registry of Electors (SURE) could not be fully operational by the date specified by section 303(d)(1)(B) of HAVA – January 1, 2004 – the Commonwealth invoked the waiver authorized by HAVA to extend the deadline for full implementation until January 1, 2006.

The Commonwealth's State Plan earmarked Title I, Section 101 funds as partial payment for the cost of the SURE system. By the April 27, 2004 General Primary, 56 of the Commonwealth's 67 counties were using the SURE system as their official record of voter registration. Pennsylvania's 11 remaining counties will be fully connected to the SURE system as soon as possible, but no later than the January 1, 2006 deadline imposed by HAVA.

These expenditures exceed the amount of $3,500,000.00 allocated in Pennsylvania's State Plan for these tasks. This grant is currently over committed. The unliquidated obligations will be transferred out of the Title I grant and into the Title II grant at a later date.

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HELP AMERICA VOTE ACT (HAVA)
TITLE I EXPENDITURES
CALENDAR YEAR 2004

ACTIVITY		EXPENDITURES
Voter Education/Voter Outreach	$	1,058,387.73
Travel	$	107.73
Toll-Free Telephone	$	2,369.63
Digital Ink - Felon Voter Guide	$	5,892.05
Digital Ink - HAVA Posters	$	30,615.83
Red Tettemer - Advertising	$	967,568.04
Advertising - Newspapers, Programs, etc.	$	10,877.85
Digital Ink - Spanish Voter Guide	$	22,311.65
Freight	$	3,105.66
Postage	$	15,539.29
	$	1,058,387.73

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Commonwealth of Pennsylvania
Help America Vote Act
Report of Title I Expenditures
For the Period Ending December 31, 2004

HAVA REQUIREMENT – Voter Education/Voter Outreach

The Commonwealth for voter education and outreach initiatives expended HAVA, Title I, Section 101 funds in the amount of $1,058,387.73. These expenditures include:

- Travel expenses for the Department of State's Press Secretary to travel from Harrisburg to Philadelphia to view and approve a video developed for voter education for the Commonwealth
- Installation cost for a toll free line for voter information in the Bureau of Commissions, Elections and Legislation
- Printing cost paid to Digital Ink Inc.for a Felon Voter Guide
- Printing cost paid to Digital Ink Inc. for HAVA Posters
- Cost paid to Red Tettemer for a multimedia advertising campaign to increase voter registration and to educate voters
- Newspaper and program advertising costs
- Printing cost paid to Digital Ink Inc. for a Spanish Voter Guide
- Postage and Freight cost incurred in distribution of voter education and outreach materials

STATE PLAN CONFORMANCE:

The Commonwealth began the implementation of a voter education program in December 2003. Prior to the April 27, 2004 General Primary, the Commonwealth relied on public service announcements, required advertisements in newspapers, and polling place postings to inform voter of their rights and other important information necessary for participation on Election Day. After the 2004 General Primary, the Commonwealth contracted with an advertising firm to conduct a statewide voter education effort for the November 2, 2004 General Election. The contractor integrated TV, radio and print advertisements, billboards, comprehensive voter guides, pamphlets, an instructional video, a new website, and various public events into the voter education program. According to the contractor, our voter education message of "Ready, Set, Vote" reached over nine million Pennsylvanians prior to Election. This initiative was conducted both in English and Spanish. "Ready, Set, Vote" and other voter education initiatives received positive reviews from most county personnel, advocacy groups and the public.

These expenditures fall within the amount of $2,000.000.00 allocated in Pennsylvania's State Plan for these tasks.

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HELP AMERICA VOTE ACT (HAVA)
TITLE I EXPENDITURES
CALENDAR YEAR 2004

ACTIVITY		EXPENDITURES
Election Officer Training	$	24,040.16
Travel	$	14,635.26
Office Supplies	$	113.90
Computer/Peripherals	$	4,242.00
Conference Expenses	$	5,049.00
	$	24,040.16

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Commonwealth of Pennsylvania
Help America Vote Act
Report of Title I Expenditures
For the Period Ending December 31, 2004

HAVA REQUIREMENT – Election Officer Training

The Commonwealth for election officer training initiatives expended HAVA, Title I, Section 101 funds in the amount of $24,040.16. These expenditures include:

- Travel cost for county election officers to attend training sessions offered by the Commonwealth
- Office supplies used by Commonwealth staff conducting the county training sessions
- Computer equipment and peripherals used in conducting the county training sessions
- Conference expenses for facilities for county training sessions

STATE PLAN CONFORMANCE:

The Commonwealth conducted several types of seminars and training during 2004. Prior to the Special Elections held in Columbia County on January 27, 2004 and in Montgomery and Philadelphia Counties on March 9, 2004. Prior to the April 27, 2004 General Primary, the Commonwealth offered and conducted training on provision voting, voter identification, and HAVA Title III complaints for all counties that requested training. Thirteen counties accepted the Commonwealth's offer for training.

The Commonwealth also conducted numerous training sessions prior to the November 2004 election. During July 2004, at no expense to the counties, the Commonwealth conducted five regional seminars. The seminars covered various issues relevant to the November 2004 election including voter identification, provisional ballots, HAVA Title III complaints, absentee ballots, alternative ballots, polling place accessibility, polling place postings, processing voters at the polling place, and various other election issues. Sixty-two counties attended the seminars. The goal of the seminars was to promote statewide consistency among all the election procedures.

Prior to the November 2, 2004 General Election the Commonwealth again offered to conduct district election official training seminars for all counties. The training offered for the General Election was a comprehensive review of all Election Day processes. Ten counties requested and were provided with this training.

The Commonwealth is currently working on a more comprehensive election official training program that can be conducted on a statewide basis by January 1, 2006.

These expenditures fall within the amount of $850,000.00 allocated in Pennsylvania's State Plan for these tasks.

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HELP AMERICA VOTE ACT (HAVA)
TITLE I EXPENDITURES
CALENDAR YEAR 2004

ACTIVITY	EXPENDITURES	
Alternative Language Assistance	$	8,198.26
Penn State University - Data Extractions & Maps	$	3,000.00
Sol B. Vasquez-Otero - Translation Services	$	2,196.60
Software	$	3,001.66
	$	8,198.26

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Commonwealth of Pennsylvania
Help America Vote Act
Report of Title I Expenditures
For the Period Ending December 31, 2004

HAVA REQUIREMENT – Alternative Language Assistance

The Commonwealth for alternative language assistance initiatives expended HAVA, Title I, Section 101 funds in the amount of $8,198.26. These expenditures include:

- Professional fees paid to the Pennsylvania State University for data extractions and maps to determine linguistically isolated Spanish-speaking persons
- Professional fees paid to Sol B. Vasquez-Otero for translation of election documents into the Spanish language
- TRADOS Software purchased for the Commonwealth's HAVA Bilingual Coordinator to aid in translation of election documents from English to Spanish

STATE PLAN CONFORMANCE:

The Commonwealth began to research and implement policies to improve alternative language accessibility in 2003. The Commonwealth required county boards of elections to certify to the Department of State the number of election districts where Spanish-speaking persons comprise 5% or greater of the population as a precursor to receiving HAVA funding. To add the counties in their certifications, the Commonwealth worked with the Data Center at the Pennsylvania State University to develop a set of maps that identify linguistically isolated Spanish-speaking persons. The Commonwealth provided the counties with these maps to assist them in visually identifying areas of their county where election-related materials should be provided in Spanish as well as English. The Commonwealth will implement a similar approach to provide voter services to other limited English proficiency voting populations as their numbers likewise increase and meet the required threshold.

The Commonwealth provided the voter education materials and tools in Spanish throughout the Special Election held in Montgomery and Philadelphia counties on March 9, 2004 and throughout the April 27, 2004 General Primary.

To ensure that the Commonwealth is able to translate necessary materials in a timely and accurate manner and to communicate with Spanish-speaking communities, a bilingual coordinator was hired in August 2004. The coordinator conducted election official training, provided translations for election materials and outreach initiatives to the Spanish-speaking community. This effort includes the Commonwealth's elections website, toll-free telephone line and voter education materials.

These expenditures fall within the amount of $500,000.00 allocated in Pennsylvania's State Plan for these tasks.

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HELP AMERICA VOTE ACT (HAVA)
TITLE I EXPENDITURES
CALENDAR YEAR 2004

ACTIVITY		EXPENDITURES
Administrative Implementation Costs	$	608,111.46
Salaries and Benefits	$	444,157.41
Printing	$	68.94
Travel	$	20,888.18
Office Supplies	$	1,521.56
Legal Services	$	90,219.01
Memberships/Subscriptions/Conference Registrations	$	3,187.63
EDP/PC Leases	$	1,243.74
Telecommunications Charges	$	418.13
Furniture/Supply Source	$	22,700.36
Copier Lease	$	209.53
Postage/Freight	$	11,043.74
Comptroller Services	$	8,197.51
Rentals/Repairs	$	4,021.22
Stenographic Services	$	234.50
	$	608,111.46

Commonwealth of Pennsylvania
Help America Vote Act
Report of Title I Expenditures
For the Period Ending December 31, 2004

ORIGINAL

HAVA REQUIREMENT – Administrative /Implementation Costs

The Commonwealth expended HAVA, Title I, Section 101 funds in the amount of $608,111.46 in administrative costs. These expenditures include:

- Salaries and benefits paid to the Commonwealth's HAVA program staff
- Printing cost
- Travel cost incurred by HAVA program staff during county election officer training
- Office supplies for the HAVA program staff
- Legal Services fees paid to the Commonwealth's Office of General Counsel for HAVA legal counsel, Gregory Dunlap and Department of State legal counsel, Mark Goodwin
- Membership dues, subscription fees and conference registration fees paid for HAVA program staff and legal staff – NASS, NASED
- EDP/PC leases for HAVA program staff
- Telecommunication charges for the HAVA program staff
- Furniture purchased from Supply Source to accommodate the HAVA program staff
- Copier lease cost, postage and freight cost, building rental and repairs incurred by the HAVA program area
- Pennsylvania Office of the Budget, Comptroller Services fees
- Professional service fees paid to York Stenographic for transcription services at the hearing on the State Plan

STATE PLAN CONFORMANCE:

These costs for the administration of HAVA and its implementation fall within the amount of $823,168.00 allocated for these purposes in Pennsylvania's State Plan.

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HELP AMERICA VOTE ACT (HAVA)
TITLE I EXPENDITURES
CALENDAR YEAR 2004

ACTIVITY		EXPENDITURES
Provisional Voting	$	91,274.99
E-Plus Technology	$	8,239.55
ASAP Software	$	82,961.91
Toll-Free Telephone	$	73.53
	$	91,274.99

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Commonwealth of Pennsylvania
Help America Vote Act
Report of Title I Expenditures
For the Period Ending December 31, 2004

HAVA REQUIREMENT – Provisional Voting

The Commonwealth for provisional voting initiatives expended HAVA, Title I, Section 101 funds in the amount of $91,274.99. These expenditures include:

- Hardware costs paid to E-Plus Technology for alternative methods for reporting provisional voting
- Software costs paid to ASAP software for alternative methods for reporting provisional voting
- Services charges for a toll-free telephone line to handle provisional voting issues for the November 2004 election

STATE PLAN CONFORMANCE:

The Commonwealth, in cooperation with the Department of State, developed and implemented a reporting system that allows counties on the Statewide Uniform Registry of Electors (SURE) to efficiently research the registration status of provisional voters and to report the status of provisional ballots to the Department in a uniform manner. Effective use of this system allowed the Department of State, Bureau of Commissions, Elections and Legislation to quickly upload provisional ballot status information for public consumption as required by the *Election Code.* Counties that were not on the SURE system at the time of the General Election were provided with a program and alternative methods to provide provisional ballot information to the Department of State.

During the April 27, 2004 General Primary, 2,480 provisional ballots were cast statewide. During the November 2, 2004 General Election, 56,558 provisional ballots were cast. Voters were able to call a toll-free telephone number or access a Commonwealth website to determine the status of their provisional ballot.

These expenditures fall within the amount of $400,000.00 allocated in Pennsylvania's State Plan for these tasks.

ORIGINAL

HELP AMERICA VOTE ACT (HAVA)
TITLE I EXPENDITURES
CALENDAR YEAR 2004

ACTIVITY	EXPENDITURES
Miscellaneous/State Plan Expenses	$ 1,138,574.19
Travel	$ 5,060.66
Legal Services for Contract Development	$ 1,094.23
Advertising for Board Meetings	$ 2,207.16
Advertising - Statewide Public Hearing Notice	$ 20,388.38
Quality Assurance Review	$ 41,796.48
Quality Assurance Review	$ 1,067,838.48
Catering - State Plan Advisory Board Meeting	$ 188.80
	$ 1,138,574.19

ORIGINAL

Commonwealth of Pennsylvania
Help America Vote Act
Report of Title I Expenditures
For the Period Ending December 31, 2004

HAVA REQUIREMENT – Miscellaneous/State Plan Expenses

The Commonwealth for expended HAVA, Title I, Section 101 funds in the amount of $1,138,574.19 in State Plan expenses. These expenditures include:

- Travel cost for board members to attend State Plan Advisory Board meetings
- Legal Services fees paid for the Department of State's legal counsel, Mark Goodwin
- Advertising cost paid for State Plan Advisory Board Meetings
- Advertising cost paid to MANSI for Public Hearing Notice for State Plan Advisory Board Meetings
- Professional consulting fees paid to Deloitte Consulting for a quality assurance review of Pennsylvania county election offices for HAVA compliance and preparedness prior to the November 2004 General Election
- Catering service cost for a working luncheon provided at a State Plan Advisory Board Meeting

STATE PLAN CONFORMANCE:

These expenditures exceed the amount of $250,000.00 allocated in Pennsylvania's State Plan for these tasks. This grant is currently over committed. The unliquidated obligations will be transferred out of the Title I grant and into the Title II grant at a later date.