SECRETARY OF STATE

KEVIN SHELLEY

STATE OF CALIFORNIA

ORIGINAL

February 28, 2005

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

Subject: **FEDERAL REPORTS UNDER TITLE I, SECTIONS 101 AND 102 OF HELP AMERICA VOTE ACT (HAVA) OF 2002**

Dear Ms. Gracia Hillman:

Pursuant to your request dated January 26, 2005, I have attached the following documents:

- Original signed Financial Status Reports (FSR, SF269) for Sections 101 and 102 of HAVA, Title I for the period ending December 31, 2004;
- Lists of expenditures (and dollar amounts) by program made with respect to Section 101 category of activities (Attachment A);
- Information on number and type of voting equipment obtained with the Section 102 funds (Attachment B); and
- Analysis and description of activities funded to meet Section 102 HAVA requirements and their conformity with the submitted State plan (Attachment C).

If you have any questions, please contact Dan Sabarillo at (916) 651-6453.

Sincerely yours,

Lorenzo Hines
Chief, Management Services Division

Attachments

H30105.704

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	HAVA of 2002, Title I, Sec 101	0348-0039	pages

3. Recipient Organization (Name and complete address, including ZIP code)
State of California, Secretary of State, Management Services Division, Fiscal Affairs
1500 11th Street, 4th Floor Sacramento, California 94814

4. Employer Identification Number	5. Recipient Account Number or Identifying Number	6. Final Report	7. Basis
[redacted]		☐ 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)
3/1/2003		1/1/2004	12/31/2004

10. Transactions:	I Previously Reported	I This Period	III Cumulative
a. Total outlays	150,530.00	5,184,738.00	5,335,268.00
b. Refunds, rebates, etc.			0.00
c. Program income used in accordance with the deduction alternative			0.00
d. Net outlays *(Line a, less the sum of lines b and c)*	150,530.00	5,184,738.00	5,335,268.00
Recipient's share of net outlays, consisting of:			
e. Third party (in-kind) contributions			0.00
f. Other Federal awards authorized to be used to match this award			0.00
g. Program income used in accordance with the matching or cost sharing alternative			0.00
h. All other recipient outlays not shown on lines e, f or g			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)*	150,530.00	5,184,738.00	5,335,268.00
k. Total unliquidated obligations			9,587,599.00
l. Recipient's share of unliquidated obligations			
m. Federal share of unliquidated obligations			9,587,599.00
n. Total Federal share *(sum of lines j and m)*			14,922,867.00
o. Total Federal funds authorized for this funding period			27,340,830.00
p. Unobligated balance of Federal funds *(Line o minus line n)*			12,417,963.00
Program income, consisting of:			
q. Disbursed program income shown on lines c and/or g above			
r. Disbursed program income using the addition alternative			
s. Undisbursed program income			
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
	10%	1,025,695	102,569.00	102,569.00

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

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)
Lorenzo Hines, Chief of Management Services Division	(916) 653-1471
Signature of Authorized Certifying Official	**Date Report Submitted**
	February 25, 2005

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ATTACHMENT A

California's Expenditures of Section 101 Funds For the Period January 1, 2004 – December 31, 2004

Net Outlays This Period (Form 269, Line 10(d))
$5,184,738

All outlays and obligations incurred during this period are consistent with one or more of the purposes set forth in HAVA Section 101(b) and with Section 10 of the *HAVA California State Plan* (*State Plan*) at page 31. (There have been no outlays or obligations with respect to Title II (Section 251) requirements payments.)

Attachment A summarizes all outlays for the period.

Summary: **Page one** of the attachment summarizes by category all outlays for the period, which total $5,184,738.

State Operations: **Page two** shows outlays for state operations, including an allocation for "indirect costs." The expenditures are consistent with HAVA Section 101(b)(1) and the *State Plan*.

Parallel Monitoring: **Page three** summarizes outlays for conducting "parallel monitoring" of electronic voting machines at the March 2004 Statewide Primary Election. A description of that activity can be found at: http://www.ss.ca.gov/elections/ks_dre_papers/Parallel_Monitoring_Summary_Report.pdf. The expenditures are consistent with HAVA Section 101(b)(1)(B),(F) and (G) and the *State Plan*.

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County Grants for Voter Education and Poll Worker Training: **Page four** shows outlays in the amount of $230,041 for grants made to counties for voter education and poll worker training. (It should be noted that most of the grants were not funded during the period. An additional $8,263,010 in county grants for voter education and poll worker training is shown as "encumbered" on page one of the attachment. This amount is included in the $9,587,599 indicated as "unliquidated obligations" on Form 269, Line 10(k)[1]. The expenditures are consistent with HAVA Section 101(b)(1)(A),(B),(C),(D),(F) and (G) and the *State Plan*, including Section Three of the *State Plan* at page 19 *et seq*.

Voter Education: **Page Five** shows outlays for voter education, pursuant to HAVA Section 101(b)(1)(A),(B), (C),(D), (F) and (G) and (H) and the *State Plan*, including Section Three of the *State Plan* at page 19 *et seq*.

[1] It should also be noted that the Secretary of State expects to expend up to an additional $4.6 million of HAVA Section 101 funds during 2005 for county grants to counties for implementing security enhancements at the November 2004 General Election. Those funds have not been encumbered with contracts and are, therefore, not included in the "unliquidated obligations" reported on Line 10(k) of Form 269. Additional items included in the "unliquidated obligations" are costs of "parallel monitoring" at the November 2004 General Election and the costs of various contracts related to management consulting and development of the computerized statewide database required pursuant to HAVA Section 303(a).

Secretary of State
Help America Vote Act of 2002
Grant Program Total - Title I, Sec 102
State Fiscal Year, 2004

Fund:	0890	Report Date:	12/31/2004
Org Code No.:	SUMMARY OF OUTLAYS	Reporting Period:	1/01/04 to 12/31/04
Grant Period:	Fr: 03/01/2003 To: Open	Grant ID #:	

EXPENDITURE CATEGORIES	TOTAL GRANT (A)	CURRENT EXPENDITURES (B)	EXPENDITURES PROJECT-TO-DATE (C)	ENCUMBRANCES (D)	AVAILABLE BALANCES A-(C+ D)
PERSONAL SERVICE COST:					
SALARIES AND WAGES		863,904	909,699	-	
BENEFITS		254,620	263,902	-	
TOTAL PERSONAL SERVICE COST		1,118,524	1,173,601		
OPERATIONAL EXPENSES AND EQUIPMENT:					
TRAVEL		23,774	40,356		
EQUIPMENT					
PRINTING & SUPPLIES		143,262	156,988	164,305	
POSTAGE		727,500	727,500		
CONSULTANT/CONTRACTS		2,805,668	2,766,896	1,156,042	
OTHER COST		33,400	131,808	4,242	
TOTAL OPERATIONAL EXPENSES AND EQUIPT.		3,733,604	3,823,548	1,324,589	
TOTAL DIRECT EXPENDITURES		4,852,128	4,997,149	1,324,589	
FEDERAL FUND DISTRIBUTION TO SUB RECIPIENT:					
LOCAL ASSISTANCE		230,041	230,041	8,263,010	
TOTAL DISTRIBUTED TO SUB RECIPIENT		230,041	230,041	8,263,010	
GRANT TOTAL - DIRECT EXPENDITURES		4,852,128	4,997,149	1,324,589	
GRANT TOTAL - DISTRIBUTED TO SUB RECIPIENT		230,041	230,041	8,263,010	
GRANT TOTAL - INDIRECT EXPENDITURES		102,569	108,077	-	
GRANT TOTALS TO BE REPORTED	27,340,830	5,184,738	5,335,267	9,587,599	12,417,964

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Secretary of State
Help America Vote Act of 2002
Grant Program Total - Title I, Sec 102
State Fiscal Year, 2004

Sub-program Title:	Title I, Sec 101 State Operation	**Report Date:**	12/31/2004
Fund:	0890	**Reporting Period:**	1/01/04 to 12/31/04
Org Code No.:	5450; 5800; 5851; 5852	**Grant ID #:**	
Grant Period:	Fr: 03/01/2003 To: Open		

EXPENDITURE CATEGORIES	*TOTAL GRANT (A)*	*CURRENT EXPENDITURES (B)*	*EXPENDITURES PROJECT-TO-DATE (C)*	*ENCUMBRANCES (D)*	*AVAILABLE BALANCES A-(C+ D)*
PERSONAL SERVICE COST:					
SALARIES AND WAGES		863,904	909,699		
BENEFITS		254,620	263,902		
TOTAL PERSONAL SERVICE COST		1,118,524	1,173,601	0	
OPERATIONAL EXPENSES AND EQUIPMENT:					
TRAVEL		19,152	35,734		
EQUIPMENT					
PRINTING & SUPPLIES		143,255	156,981	122,039	
POSTAGE					
CONSULTANT/CONTRACTS		229,785	248,918	264,503	
OTHER COST		17,056	28,184		
TOTAL OPERATIONAL EXPENSES AND EQUIPT.		409,248	469,817	386,542	
TOTAL DIRECT EXPENDITURES		1,527,772	1,643,418	386,542	
FEDERAL FUND DISTRIBUTION TO SUB RECIPIENTS:					
LOCAL ASSISTANCE		0	0	0	
TOTAL DISTRIBUTED TO SUB RECIPIENTS		0	0	0	
GRANT TOTAL - DIRECT EXPENDITURES		1,527,772	1,643,418	386,542	
GRANT TOTAL - DISTRIBUTED TO SUB RECIPIENTS					
GRANT TOTAL - INDIRECT EXPENDITURES		102,569	108,077		
GRANT TOTALS TO BE REPORTED		1,630,341	1,751,495	386,542	

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Secretary of State
Help America Vote Act of 2002
Grant Program Total - Title I, Sec 102
State Fiscal Year, 2004

Sub-program Title:	Title I, Sec 101 Parallel Monitoring	**Report Date:**	12/31/2004
Fund:	0890	**Reporting Period:**	1/01/04 to 12/31/04
Org Code No.:	5851 - 51003	**Grant ID #:**	
Grant Period:	Fr: 03/01/2003 To: Open		

EXPENDITURE CATEGORIES	*TOTAL GRANT (A)*	*CURRENT EXPENDITURES (B)*	*EXPENDITURES PROJECT-TO-DATE (C)*	*ENCUMBRANCES (D)*	*AVAILABLE BALANCES A-(C+ D)*
PERSONAL SERVICE COST:					
SALARIES AND WAGES					
BENEFITS					
TOTAL PERSONAL SERVICE COST		0	0	0	
OPERATIONAL EXPENSES AND EQUIPMENT:					
TRAVEL		4,622	4,622		
EQUIPMENT					
PRINTING & SUPPLIES		7	7		
POSTAGE					
CONSULTANT/CONTRACTS		80,214	80,214		
OTHER COST					
TOTAL OPERATIONAL EXPENSES AND EQUIPT.		84,843	84,843	0	
TOTAL DIRECT EXPENDITURES		84,843	84,843	0	
FEDERAL FUND DISTRIBUTION TO SUB RECIPIENTS:					
LOCAL ASSISTANCE					
TOTAL DISTRIBUTED TO SUB RECIPIENTS					
GRANT TOTAL - DIRECT EXPENDITURES		84,843	84,843		
GRANT TOTAL - DISTRIBUTED TO SUB RECIPIENTS					
GRANT TOTAL - INDIRECT EXPENDITURES					
GRANT TOTALS TO BE REPORTED		84,843	84,843	0	

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Secretary of State
Help America Vote Act of 2002
Grant Program Total - Title I, Sec 102
State Fiscal Year, 2004

Sub-program Title:	Title I, Sec 101 County Grants for Voter Education and Poll Worker Training	**Report Date:**	12/31/2004
Fund:	0890	**Reporting Period:**	1/01/04 to 12/31/04
Org Code No.:	5861 - 61003	**Grant ID #:**	
Grant Period:	Fr: 03/01/2003 To: Open		

EXPENDITURE CATEGORIES	*TOTAL GRANT (A)*	*CURRENT EXPENDITURES (B)*	*EXPENDITURES PROJECT-TO-DATE (C)*	*ENCUMBRANCES (D)*	*AVAILABLE BALANCES A-(C+ D)*
PERSONAL SERVICE COST:					
SALARIES AND WAGES					
BENEFITS					
TOTAL PERSONAL SERVICE COST		0	0	0	
OPERATIONAL EXPENSES AND EQUIPMENT:					
TRAVEL					
EQUIPMENT					
PRINTING & SUPPLIES					
POSTAGE					
CONSULTANT/CONTRACTS					
OTHER COST					
TOTAL OPERATIONAL EXPENSES AND EQUIPT.		0	0	0	
TOTAL DIRECT EXPENDITURES		0	0	0	
FEDERAL FUND DISTRIBUTION TO SUB RECIPIENTS:					
LOCAL ASSISTANCE		230,041	230,041	8,263,010	
TOTAL DISTRIBUTED TO SUB RECIPIENTS		230,041	230,041	8,263,010	
GRANT TOTAL - DIRECT EXPENDITURES		0	0	0	
GRANT TOTAL - DISTRIBUTED TO SUB RECIPIENTS		230,041	230,041	8,263,010	
GRANT TOTAL - INDIRECT EXPENDITURES		0	0	0	
GRANT TOTALS TO BE REPORTED		230,041	230,041	8,263,010	

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Secretary of State
Help America Vote Act of 2002
Grant Program Total - Title I, Sec 102
State Fiscal Year, 2004

Sub-program Title:	Title I, Sec 101 Voter Education	**Report Date:**	12/31/2004
Fund:	0890	**Reporting Period:**	1/01/04 to 12/31/04
Org Code No.:	5852 - 00000	**Grant ID #:**	
Grant Period:	Fr: 03/01/2003 To: Open		

EXPENDITURE CATEGORIES	*TOTAL GRANT (A)*	*CURRENT EXPENDITURES (B)*	*EXPENDITURES PROJECT-TO-DATE (C)*	*ENCUMBRANCES (D)*	*AVAILABLE BALANCES A-(C+ D)*
PERSONAL SERVICE COST:					
SALARIES AND WAGES				-	
BENEFITS				-	
TOTAL PERSONAL SERVICE COST		0	0	0	
OPERATIONAL EXPENSES AND EQUIPMENT:					
TRAVEL					
EQUIPMENT					
PRINTING & SUPPLIES				42,266	
PPOSTAGE		727,500	727,500		
CONSULTANT/CONTRACTS		2,495,669	2,437,764	891,539	
OTHER COST		16,344	103,624	4,242	
TOTAL OPERATIONAL EXPENSES AND EQUIPT.		3,239,513	3,268,888	938,047	
TOTAL DIRECT EXPENDITURES		3,239,513	3,268,888	938,047	
FEDERAL FUND DISTRIBUTION TO SUB RECIPIENTS:					
LOCAL ASSISTANCE		-			
TOTAL DISTRIBUTED TO SUB RECIPIENTS					
GRANT TOTAL - DIRECT EXPENDITURES		3,239,513	3,268,888	938,047	
GRANT TOTAL - DISTRIBUTED TO SUB RECIPIENTS		-	0		
GRANT TOTAL - INDIRECT EXPENDITURES		0	0	-	
GRANT TOTALS TO BE REPORTED		3,239,513	3,268,888	938,047	

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