CHESTER J. CULVER
IOWA SECRETARY OF STATE

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BY:

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DES MOINES, IOWA 50319

March 14, 2005

Peggy Sims
US Election Assistance Commission
1225 New York Ave – Suite 1100
Washington DC 20005

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RE: Title II §251 Funds

Dear Peggy:

Enclosed is the Financial Status Report Standard Form 269 and narrative for funds expended by Iowa during the 2004 federal fiscal year.

Please contact me with any questions or concerns regarding this report.

Sincerely,

Ann Clary

Ann Clary
aclary@sos.state.ia.us
515-281-8361

H32105810

TEL (515) 281-5204 FAX (515) 242-5953 www.sos.state.ia.us sos@sos.state.ia.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
General Services Administration	39.0111	0348-0039	1 pages

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

Office of Secretary of State
1007 E Grand Ave., State House Room 105, Des Moines Iowa 50319

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)
		10/1/2003	9/30/2004

10. Transactions:	I Previously Reported	II This Period	III Cumulative
a. Total outlays	121,756.20		121,756.20
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)*	121,756.20	0.00	121,756.20
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)*	121,756.20	0.00	121,756.20
k. Total unliquidated obligations			
l. Recipient's share of unliquidated obligations			
m. Federal share of unliquidated obligations			
n. Total Federal share *(sum of lines j and m)*			121,756.20
o. Total Federal funds authorized for this funding period			23,761,255.42
p. Unobligated balance of Federal funds *(Line o minus line n)*			23,639,499.22
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

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

Title II §251 funds of the Help America Vote Act of 2002. Line 10o includes interest received during FFY2004 for the $23,739,383.00

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)
Chester J Culver, Secretary of State	515-281-8361
Signature of Authorized Certifying Official	**Date Report Submitted**
	March 7, 2005

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IOWA SECRETARY OF STATE
HAVA TITLE II §251 - SF269 REPORT
(October 1, 2003 - September 30, 2004)

Doc #	Vendor	Invoice #	Description	Amount	Date Paid	Purpose
635ac05234028	Kinkos	42100075607	photo blow-ups	104.40	8/24/04	misc
635ac05234027	SPPG	12843	office supplies	500.36	8/24/04	misc
635ac05234027	American Marking	51196	nameplate A Carroll	8.50	8/24/04	misc
635ac05253039	Iowa Historical Foundation		mtg room rental - committee mtg	120.00	09/13/04	misc
005cp2005254026	Centralized Printing	T 85812	Voting Machine sign	153.00	09/21/04	misc
005cp2005254026	Centralized Printing	T 85811	IA Voter Info Sign	153.00	09/21/04	misc
635AC04166477	Deaf Services Unlimited	3608	interpreters for Voter Awareness mtg	164.00	6/16/2004	Outreach
635AC04166477	Uline Inc	9184377	mailers	334.00	6/16/2004	Outreach
635AC04166479	Dep't for the Blind		braille production	64.80	6/18/2004	Outreach
convpc339002969	Artcraft Inc	69873	voter info poster	3,573.00	6/22/2004	Outreach
005CP2005232029	Centralized Printing	T 87005	servicemen's ballot RQ ltr	410.00	09/01/04	outreach
005CP2005232029	Centralized Printing	T 87019	servicemen's ballot RQ ltr	3,505.50	09/01/04	outreach
635ac05253039	IA Council for Int'l Understanding	927	absentee ballot RQ translation	370.00	09/13/04	outreach
635ac05234027	SPPG	12843		15,000.00	8/24/04	PI
635AC106420			Salary & Benefts (Jul-Mar) - MBT	38,442.32	04/23/04	S&B
635AC364314	ISU		SEAT Registration Fee	21,450.00	1/2/2004	SEAT
635AC055384	ISU	SOS002	SEAT Training II	33,950.00	3/4/2004	SEAT
635AC110433	SPPG	12729	SEAT photographer	400.00	4/21/2004	SEAT
635AC127453	SPPG	12758	SEAT graduation photo	400.00	5/12/2004	SEAT
635AC04166477	SPPG	12782	SEAT training grad photography	400.00	6/16/2004	SEAT
MOTOR POOL	POOL20041810083		Miriam - Eastern Iowa	110.74	7/14/2004	travel
635ac04194486	Miriam Tyson			64.90	7/19/2004	travel
635ac05198002	State House Cafeteria	4874	election & poll worker training subcomm	187.2	7/26/2004	travel
635ac05198001	Jan McNelly		election & poll worker training subcomm	72.5	7/26/2004	travel
635ac05234027	SPPG	12843		279.23	8/24/04	travel
635ac05234027	Angela Groh		Training & Education	62.06	8/24/04	travel
635ac05234027	Marjorie Pitts		Voter Ed & Poll Worker Training	228.52	8/24/04	travel
635ac05234027	Judy Howrey		Poll Worker	70.47	8/24/04	travel
635ac05234027	Pat Gill		Training & Education	232.00	8/24/04	travel
635ac05234027	Anthony Carroll		ISACA	302.92	8/24/04	travel
pool20042520692	Motor Pool		Miriam - BV county	92.10		travel
635AC055381	Short's Travel Management	1025440	Young Voter's Summit	523.80	3/1/2004	youth summit
635AC119424	Angela Groh		Youth Summit travel	26.88	4/30/2004	youth summit
FFY04 Training & Education Total				**121,756.20**		

	JV1INTALL20042680128	21,872.42	9/28/2004
FFY04 Interest Received		**21,872.42**	

Iowa Secretary of State
Excerpt from *The Status of the Help America Vote Act (HAVA) in Iowa ● July 22, 2004*

Training and Education

Training and education for state and local election officials, poll workers and the general public is required in the HAVA federal legislation. Training and education efforts will be focused on election officials and poll workers as one group and voters and the general public as a second group. Content of training and education efforts will differ, but will address issues of accessibility, voting etiquette, voter registration and election systems and voting equipment. Iowa can build on successful approaches from other states so that all Iowans receive the best training and education possible.

- Two advisory groups have been formed to help create training and education for Iowa and to improve voting participation and knowledge of the system across the state.
    - One group will be primarily made up of election officials and will assist in developing training and education efforts for state and local election officials and poll workers.
    - The second group will consider statewide outreach efforts for all Iowans in order to increase voting participation across the state. This group will also center their attention on increasing voting participation among people with disabilities, young voters, and minority populations in the state.
- Training and education outreach efforts will be provided in a variety of venues and by appropriate trainers.
- More technical training and education focused on accessibility issues, voting equipment, and voter registration and elections systems will be offered to state and local election officials (i.e. State Election Administrators Training), vendors, and advocacy groups.
- HAVA funds have been used to support State Election Administrators Training (SEAT) for election officials in 89 counties; 127 election officials have completed the program.
- Election official training sessions were held with auditors and staff at the six ISAC Regional Legislative Workshops in June and at the Summer Conference scheduled for July.
- The Secretary of State's office is currently looking at ways to expand and improve the uniformity of poll worker training. In June, a special group will be gathering to look at how to improve the process.
- Public and voter education will include more general messages and explain voting processes, provide informative details, and encourage voting participation.
- Training and education will be ongoing.

HAVA legislation requires that effective January 1, 2004:

- Voting information must be publicly posted at each polling place on the day of the election for Federal office, including:
    - A sample version of the ballot,
    - The date of the election and hours during which polling places will be open,
    - Instructions on how to vote, including how to cast a vote and how to cast a provisional ballot,
    - Instructions for mail-in registrants and first-time voters,
    - General information on voting rights, including provisional balloting and how to contact the appropriate officials if these rights are alleged to have been violated,

General information regarding laws prohibiting acts of fraud and misrepresentation.

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Excerpt from *The Status of the Help America Vote Act (HAVA) in Iowa ● January 25, 2005*

Training and Education

Training and education for state and local election officials, poll workers and the general public is required in the HAVA federal legislation. Training and education efforts focus on election officials and poll workers as one group, and voters as a second group. The specific content and audiences of training and education efforts differ, but address issues of accessibility, voting etiquette, voter registration, and election systems and voting equipment. Two advisory groups have been formed to help create training and education for Iowa and to improve voting participation and knowledge of the system across the state.

- One group, primarily made up of election officials, has assisted in developing training and education efforts for state and local election officials and poll workers.
- The second group made recommendations on statewide outreach efforts for all Iowans in order to increase voting participation and voter understanding of election processes. This group also centered its attention on increasing voting participation among people with disabilities, young voters, and minority populations in the state.

Training for Election Officials and Poll Workers

The Training and Education Advisory Group identified the need for more extensive and consistent training, especially in light of HAVA-related accessibility issues, changes to Administrative Rules pertaining to election administration, and the use new voting equipment. It was determined that more in-depth, technical training could be offered to election officials through the State Election Administrators Training (SEAT). At the same time, some County Auditors reported a level of frustration with their current poll worker training practices, and the Advisory Group sought a solution to provide improved, uniform training for Iowa's 10,000 poll workers. Up to this point, there has been no consistent training curriculum for poll workers in Iowa, or in other states, to the knowledge of the Secretary of State's office.

- HAVA funds have been used to support SEAT for election officials in 89 counties; 127 election officials have completed the program. Election official training sessions were held with Auditors and staff at the Summer Conference in July. HAVA funds will also support SEAT in 2005. The program will see future expansion, as a poll worker certification program is in development.
- The Secretary of State's office looked at ways to respond to concerns voiced by some Auditors about the efficacy of their methods of training poll workers for elections. An executive committee of ISACA met with a SEAT training coordinator from Iowa State University Extension and a professor of education from the University of Iowa on August 24th. The purpose of the meeting was to discuss the challenges specific to training poll workers and how those challenges might be addressed using a participative adult education approach. Some of the challenges Auditors mentioned included the amount of material that must be covered in a very short time, the infrequency of elections and training sessions, the social characteristics of poll workers, and the conflicting pressures about when poll workers should and should not call the Auditor's office on Election Day.
- The Secretary of State's office retained the services of State Public Policy Group to develop a comprehensive poll worker training curriculum that combined the technical information poll workers would need to fulfill their jobs with teaching methods that would focus on retention and practical application of that information. SPPG integrated various sets of auditor materials, information on Administrative Rule changes, and added new lessons on cultural diversity, language sensitivity, and awareness of varied disabilities issues. It is important to note that Iowa made a significant step forward nationally with the development of a customizable statewide poll worker training curriculum.
- The Poll Worker Training Curriculum and an accompanying Poll Worker Guidebook (to keep at each precinct) were developed to be user-friendly and to provide Auditors and their staff with a wide array of means to teach the subject matter. Emphasis was put on the ability to locally customize the materials,

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interactive learning, small group work, practice activities, role-playing, and discussion. Because many poll workers have been doing their jobs for several years, it was considered important to find ways they could lend their expertise in the training sessions. Often, with traditional lecture-style learning, participants who do not fully understand the material will merely "keep quiet" while the trainer assumes the material has been mastered. Another advantage to the interactive learning approach is that it allows poll workers to demonstrate in a low-pressure situation whether or not they know materials. To aid poll worker trainers, customizable Power Point presentations and handouts to accompany specific lessons were also provided on a CD.

- An interactive video/DVD was also developed, entitled, *Polling Place Scenarios*. This video featured nine scenarios designed to help poll workers use their own problem- solving skills to address different situations. These included: correct voting procedures, address changes within a county, ID required (first-time voter registered by mail), two provisional ballot situations, and four scenarios where voters need assistance. The voters in need of assistance scenarios were especially important because they brought to light specific situations where poll workers would be likely to interact with voters with disabilities and where voters have limited English skills.
- A Train-the-Trainer session was held in October 2004, along with SEAT training on Administrative Rules changes. Eighty percent of counties had an Auditor or staff member present. Materials were sent by mail to those who did not attend. Dr. Paul Retish, the education professor from the University of Iowa initially consulted, gave a brief overview of adult education methods. SPPG staff and Secretary of State's office co-facilitated sessions on how to use the curriculum and other materials. This session was held in conjunction with ISACA training on "What Constitutes a Vote" and other Administrative Rules changes.
- Training and education efforts for election officials and poll workers are ongoing. As the equipment and voter registration pieces of the HAVA mandate move forward, more training will be necessary at the local levels. There has already been much discussion on leveraging vendor training. The use of the Train-the-Trainer model will help ensure that each county has adequate access to training.

General Voter Outreach

Along with the rest of the states, Iowa enjoyed a huge surge in voter registration and participation in the November general election. In fact, Iowa boasted one of the largest percentages of registered voters per eligible voters in the country.

HAVA legislation requires that effective January 1, 2004:

- Voting information must be publicly posted at each polling place on the day of the election for Federal office, including:
  - A sample version of the ballot,
  - The date of the election and hours during which polling places will be open,
  - Instructions on how to vote, including how to cast a vote and how to cast a provisional ballot,
  - Instructions for mail-in registrants and first-time voters,
  - General information on voting rights, including provisional balloting and how to contact the appropriate officials if these rights are alleged to have been violated,
  - General information regarding laws prohibiting acts of fraud and misrepresentation.
- The Secretary of State's office met these requirements with the development of the required postings for all polling places. Four laminated copies of the posting were provided for each precinct in the state. The lamination preserves the longevity of the posters and allows them to be customizable with the specific date and hours for each election.

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- Braille instructions were provided for every precinct. Audio recordings of the material could also be requested from the Secretary of State's office for those with literacy or other issues.
- Every effort has been made to ensure that translations of these materials are available in alternate languages, and that voters know the information can be requested in still other languages, such as Bosnian. One county requested translations of the poster in both Russian and Spanish, and two other counties asked for Spanish. Special addendums were provided to be attached to the required postings, letting voters know they could request materials in Spanish or Russian.
- Auditors could also request registration forms, ballots, and other materials in alternate languages as needed.

In years past, people often relied on their hometown newspaper to get the information they needed to be active participants in the electoral process. As Iowa's population changes, it becomes evident that one medium can no longer be relied upon to inform and engage citizens. The Secretary of State's office has taken a broad approach to ensuring that people are aware of changes to the voting process and that those who have not voted in the past have the information they need in order to participate.

- Not wanting to "reinvent the wheel," the Secretary of State's office conducted a survey of other states, asking about equipment purchases and methods used for voter outreach. All twenty states surveyed engaged in some form of direct mailing outreach, such as voter guides, registration forms, etc. Mass mailings to every household were the most common type of direct mailing, but eleven of the states surveyed also used targeted mailing toward underrepresented voter populations. Twelve also relied on public outreach meetings, local forums, and other workshop-type events.
- A strong World Wide Web presence was also seen as key to providing effective voter outreach. Forms such as voter registration forms and absentee ballot requests were easily downloadable from the Secretary of State's website, as well as general voter information and links to contact information for County Auditors. A HAVA section of the website contains issues of the HAVA Weekly News and information about the meetings of the various HAVA Committees. Given that the current Secretary of State's office website serves primarily to provide technical assistance to businesses and local election officials, steps were also taken in late 2004 to procure the web domain, www.iowavotes.us, for future development of a more voter-friendly website.
- The Secretary of State's Office utilized paid advertising during University of Iowa football games to remind voters to register or update their registration information and to inform them of where to find voter information.
- Like their counterparts in other states, the Iowa Secretary of State's office developed a Voter Guide with instructions on voting, including such topics as registration, absentee voting, and provisional voting. The Voter Guide also included a voter registration form and an absentee ballot request form. This guide was mailed to every household in the state.
- New changes in the voter registration system in 2005 required that voters registered under certain circumstances would need to show identification at the polls. Recognizing that some voters, if initially unprepared, might not return to the polls, a postcard targeted to these individuals was sent out, informing these voters that they would be required to show identification.
- The Secretary of State's office hosted a booth at the Iowa State Fair, providing voter information, a handout on HAVA implications for citizens, a disabilities accessible voting machine, and the opportunity for fairgoers to cast a practice ballot in a mock election.

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Lever County Outreach

County Auditors from the six lever/paper counties that moved forward with a lease-purchase agreement to upgrade their equipment were rightly concerned about how their voters would react to the new equipment. Those Auditors worked hand-in-hand with the Secretary of State's office to provide wide outreach in their counties to ensure that voters would be aware that there would be new equipment and would feel comfortable using it. Media events were arranged in counties as they publicly unveiled the new equipment. Staff also supported County Auditors in public demonstrations of the voting equipment, where citizens were encouraged to cast practice votes on the machines. Finally, a simple informational postcard was sent to every registered voter in these counties to inform them of the equipment change and to provide an overview of voting instructions.

Diversity Outreach

In an effort to understand the barriers faced by Iowa voters in diverse communities and with diverse abilities, the Secretary of State's Office conducted an informal survey between September 2003 and February of 2004. A convenience sample of 207 individuals was drawn through the Department of Human Rights' Divisions on the Status of African-Americans, Latino Affairs, Persons with Disabilities, and Deaf Services. Through emails, personal interviews, and focus groups, these individuals shared their experiences with voting. Information from this survey will be used by the Voter Outreach Group to help improve and increase voter participation. Additionally, the experiences of these voters will be used to inform the update of the voter education portion of the HAVA State Plan. Please see the Voting Process Survey posted on the Secretary of State's website.