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The Commonwealth of Massachusetts

William Francis Galvin, Secretary of the Commonwealth
Elections Division

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February 25, 2005

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

RE: Financial Status Reports (Standard Form 269) and Attachments

To Whom It May Concern:

Enclosed please find two (2) Financial Status Reports (Standard Form 269). The first is for reporting expenditures of Section 101 funds and the second is for reporting expenditures of Section 102 funds. Additionally, attached please find the following:

1. A detailed list of expenditures by program, function, or task (including dollar amount) made with respect to each category of activities described for the permissible use of funds in HAVA sections 101(b) and 102(a)(2); and
2. The number and type of articles of voting equipment obtained with the funds; and
3. An analysis and description of the activities funded to meet HAVA requirements including how such activities conform to the submitted State plan.

This report covers the calendar year 2004 (from January 1, 2004 through December 31, 2004.).

Please do not hesitate to contact me with any remaining questions.

Very truly yours,

Michelle K. Tassinari

Michelle K. Tassinari
Legal Counsel
Elections Division

Enclosures (2)
Attachment

One Ashburton Place, 17th Floor, Boston, Massachusetts 02108
(617) 727-2828 · 1-800-462-VOTE (8683)
website: www.state.ma.us/sec/ele · e-mail: election@sec.state.ma.us

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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 Election Assistance Commission	2. Federal Grant or Other Identifying Number Assigned By Federal Agency [redacted]	OMB Approval No. 0348-0039	Page 1 of 1 pages
3. Recipient Organization (Name and complete address, including ZIP code) Secretary of the Commonwealth, 1 Ashburton Place, Room 1705, Boston, MA 02108			
4. Employer Identification Number [redacted]	5. Recipient Account Number or Identifying Number [redacted]	6. Final Report ☐ Yes ☒ No	7. Basis ☒ Cash ☐ Accrual
8. Funding/Grant Period *(See instructions)* From: (Month, Day, Year) 5/23/2003	To: (Month, Day, Year) OPEN	9. Period Covered by this Report From: (Month, Day, Year) 1/1/2004	To: (Month, Day, Year) 12/31/2004

10. Transactions:	I Previously Reported	I This Period	III Cumulative
a. Total outlays	231,272.00	1,828,648.94	2,059,920.94
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)*	231,272.00	1,828,648.94	2,059,920.94
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)*	231,272.00	1,828,648.94	2,059,920.94
k. Total unliquidated obligations	145906.00	0.00	145906.00
l. Recipient's share of unliquidated obligations	0.00	0.00	0.00
m. Federal share of unliquidated obligations	145906.00	0.00	145906.00
n. Total Federal share *(sum of lines j and m)*	377178.00	1828648.94	2,205,826.94
o. Total Federal funds authorized for this funding period	6590381.00	0.00	6,590,381.00
p. Unobligated balance of Federal funds *(Line o minus line n)*	6213203.00	4384544.06	4384554.06
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			
N/A	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.*

Expenditures of Monies Distributed Under HAVA Section 101

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 Michelle K. Tassinari, Legal Counsel, Elections Division	Telephone (Area code, number and extension) 617-727-2828
Signature of Authorized Certifying Official Michelle K Tassinari	Date Report Submitted February 24, 2005

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1. Detailed list of expenditures by program, function, or task (including dollar amount) made with respect to each category of activities described for the permissible use of funds in HAVA sections 101(b) and 102(a)(2).

Section 101—Title III Requirements (Voting Systems Standards, Provisional Voting, Voter Information, State-wide Voter Registration Database, Voter Identification for First-time Voters); Improving the Administration of Federal Elections; Educating Voters on Voting Rights, Voting Procedures and Voting Technology; Training Election Officials, Workers, and Volunteers; Developing State Plan; Improving, Acquiring, Leasing or Replacing Voting Equipment; Improving the Accessibility of Quantity of Polling Places; and 800 Hotlines for Voters to Obtain Election Information and/or Report Complaints of Fraud or Voting Rights Violations.

1. Detailed list of expenditures by program, function, or task (including dollar amount) made with respect to each category of activities described for the permissible use of funds in HAVA sections 101(b) and 102(a)(2).				
Category	***Description***	***Vendor***	***Date***	***Amount***
Voter Registration Forms—Sec. 101(b)(1)(A) and Sec. 303(b)(4)	Reprinting of mail-in and in-house voter registration forms to add HAVA required language (questions and ID)	Diamond Business Forms	4/6/04	$1,953.50
	Mailing of new mail-in voter registration forms to municipal election officials	United Parcel Service	4/25/04	$332.46
	Printing of Additional Mail-In Voter Registration Forms	Diamond Business Forms	9/29/04	$14,066.00
	Printing of National Mail-In Voter Registration Forms	Diamond Business Forms	9/29/04	$2,970.00
	Translation and formatting of new voter registration forms to Spanish, Khmer, Traditional Chinese, Russian, Vietnamese and Portuguese	Translations.com	3/31/04	$6,305.00
Statewide Database—Sec. 101(b)(1)(A) and Sec. 303	Storage Area Network Hardware-software Migration Service	Hewlett Packard	2/5/04	$138,774.00
	6 USB Cables and 12 Hub ports	CDW Government, Inc.	11/29/04	$676.80

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Category	***Description***	***Vendor***	***Date***	***Amount***
	Port Switch	RetroFit	12/1/01	$1,074.05
	Development of HAVA-compliant statewide database	Pinkerton	9/27/04 ($14,973.98) 10/21/04 ($15,995.34) 11/22/04 ($10,616.22)	$41,585.54
Voter Education and Information—Sec. 101(b)(1)(C) and Sec. 302(b)(2)	Production Services for Media Ads (Radio and Television)	Joseph E. Foley	11/22/04	$9,800.00
	Newspaper Advertising—Information regarding HAVA ID requirements and provisional voting	Lowell Sun	12/20/04	$2,406.00
	Newspaper Advertising—Information regarding HAVA ID requirements and provisional voting	Essex County Newspapers	10/28/04	$5,962.32
	Newspaper Advertising—Information regarding HAVA ID requirements and provisional voting	Boston Globe	12/8/04	$31,827.00
	Newspaper Advertising—Information regarding HAVA ID requirements and provisional voting	Boston Herald	12/7/04	$8,400.00
	Newspaper Advertising—Information regarding HAVA ID requirements and provisional voting	Springfield Republican Union News	12/8/04	$3,801.54
	Newspaper Advertising—Information regarding HAVA ID requirements and provisional voting	Berkshire Eagle	10/27/04	$1,927.80
	Newspaper Advertising—Information regarding HAVA ID requirements and provisional voting	New Bedford Standard Times	10/28/04	$2,535.75
	Media Advertising—Service to Place Ads	ProMedia	10/28/04	$5,951.25

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Category	**Description**	**Vendor**	**Date**	**Amount**
	Media Advertising—Service to Place Ads	ProMedia	10/27/04	$15,156.25
	Media Advertising—Information regarding voter registration deadline and election	Clear Channel	10/27/04	$1,581.00
	Media Advertising—Information regarding voter registration deadline and election	WPLM	10/27/04	$969.00
	Media Advertising—Information regarding voter registration deadline and election	Entercomm Boston	10/28/04	$998.75
	Media Advertising—Information regarding voter registration deadline and election	Entercomm Boston	10/27/04	$15,427.50
	Media Advertising—Information regarding voter registration deadline and election	Saga	10/27/04	$1,657.50
	Media Advertising—Information regarding voter registration deadline and election	Boch Broadcasting	10/27/04	$1,912.50
	Media Advertising—Information regarding voter registration deadline and election	Capstar Radio	10/27/04	$4,224.50
	Media Advertising—Information regarding voter registration deadline and election	Infinity Broadcasting	10/27/04	$19,252.50
	Media Advertising—Information regarding voter registration deadline and election	Citadel Broadcasting	10/27/04	$6,345.25
	Media Advertising—Information regarding voter registration deadline and election	Greater Boston Radio	10/27/04	$6,927.50

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Category	**Description**	**Vendor**	**Date**	**Amount**
	Mailing of Postcards mailed to each newly registered voter regarding identification requirements under HAVA (before state primary) (bilingual version for voters in Boston, Chelsea, Holyoke, Lawrence, Southbridge and Springfield)	Adam Graphic	9/10/04	$5,018.82
	Mailing of Postcards mailed to each newly registered voter regarding identification requirements under HAVA (before state primary) (English only version)	Postmaster	9/6/04	$19,832.26
	Printing of Postcards mailed to each newly registered voter regarding identification requirements under HAVA (before state primary)	Adam Graphic	10/7/04	$11,287.88
	Printing of Postcards mailed to each newly registered voter regarding identification requirements under HAVA (before state election)	Charles River Publishing	11/11/04	$18,954.00
	Mailing of Postcards mailed to each newly registered voter regarding identification requirements under HAVA (before state election) –Permit # 56865	Postmaster	10/18/04	$33,000.00
	Printing of Information for Voters Booklet (containing information relative to voter registration, absentee voting, polling hours, complaint procedure, ID requirements, provisional voting and voter registration form). [1]	Charles River Publishing	10/1/04 ($145,040.00) 11/8/04 ($69,821.50)	$214,861.50

[1] The total cost of producing and distributing the Information for Voters Booklet was $441,904.00. However, as three (3) of the eight (8) pages were directly related to new HAVA requirements and voter education information, only a portion of HAVA funding was used to pay for this. The total cost for the printing of the voter registration form contained within the booklet was paid using HAVA funds. The apportioned HAVA related expenditure for printing of the Booklet was $136,225.50 and the cost of printing the voter registration forms was $78,363.00 for a total of $214,861.50.