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MONTANA SECRETARY OF STATE

Brad Johnson

Elections Bureau
(406) 444-5346
soselection@mt.gov

Montana State Capitol
2nd Floor, Room 260
P.O. Box 202801
Helena, MT 59620-2801

March 13, 2006

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

Dear Mr. DeGregorio:

Please see enclosed for your review the SF 269A reports and narrative reports regarding Title I, Section 101 and Section 102 HAVA funds.

Please let me know at (406) 444-2034 if you need anything else.

Sincerely,

Elaine Graveley

Elaine Graveley
Elections Deputy

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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
Election Assistance Commission	CFDA 39.011	0348-0039	1	6 pages

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

Montana Secretary of State, PO Box 202801, Helena, MT 59620-2801

4. Employer Identification Number	5. Recipient Account Number or Identifying Number	6. Final Report	7. Basis
[redacted]	[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)
4/25/2003	Undetermined	1/1/2005	12/31/2005

10. Transactions:	I Previously Reported	II This Period	III Cumulative
a. Total outlays	2,052,593.41	231,363.77	2,283,957.18
b. Refunds, rebates, etc.		26,249.88	26,249.88
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)*	2,052,593.41	205,113.89	2,257,707.30
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)*	2,052,593.41	205,113.89	2,257,707.30
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)*			2,257,707.30
o. Total Federal funds authorized for this funding period			5,000,000.00
p. Unobligated balance of Federal funds *(Line o minus line n)*			2,742,292.70
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.*

We have invested all of the money received. We are unable to report the exact investments earned due to pooling of funds.

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)
Elaine Graveley, Elections Deputy	(406) 444-5376
Signature of Authorized Certifying Official: x Elaine Graveley	Date Report Submitted: March 13, 2006

State of Montana EAC HAVA Title I, Section 101 report for 2005

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1) Detailed list of Section 101 expenditures by program, function, or task

A. Complying with the requirements under Title III.

In efforts to comply with the requirements of Title III of HAVA, Montana made expenditures for a computerized statewide voter registration list defined, maintained, and administered at the State level. Since all of Montana's list efforts from January 1, 2005 to December 31, 2005 will be funded by Section 251 funds, Montana expended no Section 101 funds on these efforts.

B. Improving the administration of elections for Federal office.

To improve the administration of elections for federal office, Montana expended Section 101 funds in four areas: administrative expenses, providing additional election judges, payroll and staff development.

Administrative expenses included telephone charges, photocopying, printing, mailing, and office supplies. These administrative expenses totaled $2750.54 in 2005.

The costs associated with providing additional election judges at Montana polling places for elections to Federal office were $113,439.38 in 2005.

Payroll costs of implementing the Help America Vote Act and in other ways improving the administration of elections to Federal office were $54,779.38. These costs came from HAVA Section 101 funds.

Staff development costs apart from payroll were associated with attendance at conferences for staff of the Montana Secretary of State, specifically for the improvement of administration of elections. These totaled $1,625.00 in 2005.

Overall, Montana expended $172,594.295 for the improvement of the administration of elections for Federal office in 2005.

C. Educating voters concerning voting procedures, voting rights, and voting technology.

In order to educate voters concerning changes in election laws and procedures in a non-federal election year, the Montana Secretary of State focused on outreach efforts by providing information at community events across Montana. Advertising through public service announcements on

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television, radio and in newspapers provided another avenue for educating voters on their rights and on changes in election law.

There were no expenditures for grants to community-based organizations in 2005. Returned funds from these organizations totaled $26,016.28 in 2005.

The cost of direct outreach efforts from the Office of the Secretary of State was $55,587.27 and included dedicated staff time as well as travel expenses, booth rentals, display and educational materials. Returned funds from these activities totaled $233.60 in 2005.

Advertising costs for television, radio, newspapers and billboards were limited due to this being an off year and totaled $1665.00.

Overall, in 2005 Montana expended $57,252.27 for educating voters and received returned funds of $26,016.28 and $233.60.

D. Training election officials, poll workers, and election volunteers.

Since 2005 was not a federal election year, costs associated with elections training were minimal and were not included in HAVA expenditures.

E. Developing the State plan for requirements payments to be submitted under part 1 of subtitle D of Title II.

Montana allocated separate HAVA funding for development of the state plan. These costs totaled $1,517.20 in 2005.

F. Improving, acquiring, leasing, modifying, or replacing voting systems and technology and methods for casting and counting votes.

Montana did not provide funds under Section 101 for upgrading punch card systems, since these systems were already replaced before 2005.

G. Improving the accessibility and quantity of polling places, including providing physical access for individuals with disabilities, providing nonvisual access for individuals with visual impairments, and providing assistance to Native Americans, Alaska Native citizens, and to individuals with limited proficiency in the English language.

The Secretary of State provided funding from sources other than HAVA Section 101 in 2005 for these activities.

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H. Establishing toll-free telephone hotlines that voters may use to report possible voting fraud and voting rights violations, to obtain general election information, and to access detailed automated information on their own voter registration status, specific polling place locations, and other relevant information.

Montana had a voter hotline in place and did not spend Section 101 funds on a hotline.

2) Number and type of articles of voting equipment obtained with Section 101 funds

As noted above, Montana did not expend Section 101 funds for voting equipment in 2005.

3) Analysis and Description

A. Analysis and description of activities funded to meet HAVA requirements

The Secretary of State's office hired a full-time statewide HAVA Coordinator for the first part of 2005, and later determined that the position was no longer necessary. There were no continuing costs for community based organization grants, and in fact there was a certain small percentage of the grant money returned in 2005. Many of the activities that had been funded under Section 101 were moved to other funds and have been and will be reported on separately.

In 2005, the office paid a large number of the invoices from the extra election judges hired for the 2004 federal general election. Additionally, payroll costs for HAVA activities were paid for from Section 101 funds.

The focus of the Secretary of State's office activities in 2005 that involved Section 101 funds was outreach to the public through voter registration and education booths. This will remain a major focus of the office throughout federal and non-federal election years, due to the necessity of educating voters about HAVA changes including the voting systems equipped for people with disabilities and the effect of casting overvotes and undervotes. To accomplish this, the Secretary of State has rented and staffed booths at fairs, gun shows, trade shows, conventions, hunting and fishing shows, malls, colleges, and Native American pow-wows, at which educational materials were provided to the public.

B. Analysis and description of how activities conformed to the

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submitted State plan

In Montana's 2003 Montana HAVA Plan as Amended, anticipated federal funding was allocated in the following ways:

Voting Accessibility: $2,800,000.00
Voter Education, Election Official and Poll Worker Training: $177,233.56, plus interest
Statewide Voter Management System: $2,800,000.00
Precinct Counter Matching Funds: $0.00
Administration Costs: $0.00

TOTAL ESTIMATED BUDGET EXPENSES: $5,777,233.56
MONEY TO BE LEFT IN ACCOUNT (for future needs): $0.00

$7,446,803 EXPECTED FUNDS:

Voting Accessibility: $2,500,000.00
Voter Education, Election Official and Poll Worker Training: $500,000.00
Statewide Voter Management System: $1,500,000.00
Precinct Counter Matching Funds: $1,400,000.00
Administration Costs: $200,000.00
TOTAL ESTIMATED BUDGET EXPENSES: $6,100,000.00
MONEY TO BE LEFT IN ACCOUNT (for future needs): $1,346,803.00, plus interest

The following analysis and description of each budget category will explain how the activities carried out by the Montana Secretary of State conformed to the submitted State plan.

Projected Voting Accessibility Expenditures: $5,300,000

Montana used funds other than those from Section 101 for this goal, and these funds will be reported separately. Spending is expected to be consistent with the projected expenditures in the amended plan.

Projected Voter Education, Election Official and Poll Worker Training Expenditures: $677,233.56, plus interest

The amended plan stipulated that education funds be used for various projects on a local and statewide level. Overall, in 2005 Montana expended **$57,252.27** for educating voters and received returned funds of **$26,016.28** and **$233.60**. As noted above, since 2005 was not a federal election year, costs associated with

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elections training were not included in HAVA expenditures. Expenditures in this category were consistent with the amended plan, but have not yet reached the projected amount since 2005 was a non-federal election year.

Projected Statewide Voter Management System Expenditures: $4,300,000

Funding in 2005 for the voter management system was provided from Section 251 funds, not Section 101 funds.

Projected Precinct Counter Matching Expenditures: $1,400,000

Funding in 2005 for precinct counters was not provided from Section 101 funds.

Projected Administration Expenditures: $200,000

Administration costs for the Help America Vote Act in 2005 were as follows; $2750.54 for general administrative costs, $54,779.38 for staffing, and $1,625.00 for staff development and training. Additionally, the costs associated with providing additional election judges at Montana polling places for elections to Federal office were $113,439.38 in 2005. The total administration expenditures were **$172,594.30** and therefore were consistent with projected expenditures. Section 101 funds were used to cover administration costs and will continue to be used for this purpose.

Elaine Graveley