U. S. ELECTION ASSISTANCE COMMISSION
OFFICE OF THE EXECUTIVE DIRECTOR
1225 New York Avenue, NW, Suite 1100
Washington, DC. 20005
(202) 566-3100

January 10, 2007

William Gardner
Secretary of State
State House, Room 204
107 North Main Street
Concord, NH 03301

Reference: Amended HAVA Reports Title I, Section 101 for Calendar Years 2004 and 2005

Response Due Date:
January 26, 2007

Dear Secretary Gardner:

The purpose of this letter is to obtain corrected (amended) reports for your state's use of funds under Title I, Section 101 of the *Help America Vote Act of 2002 (HAVA)* for Calendar Years (CY) 2004 and 2005. The amended SF 269 reports are essential as the U.S. Election Assistance Commission (EAC) prepares its *Annual Report to Congress* which will summarize HAVA funds expenditures, as reported by New Hampshire.

An itemization of the information required in your Amended SF 269 Title I, Section 101 reports is noted below:

- Provide separate reports on obligations and expenditures using federal SF 269 *Long Form* for each annual reporting period. Each separate document should provide data only for Title I, 101. Each form should have attached to it a brief narrative description of the items or programs upon which that fund was spent. While describing the expense, please refer to the specific item in your State Plan, as this will further help clarify the use of the funds.

- Submit an annual report for Calendar Year 2005. This report was due on February 28, 2006.

- Report interest earned on deposits of these funds into your State HAVA account. It must be added to your total federal share and shown on Line **10 o** as a combined total, and the amount footnoted on Line 12.

Please review the guidance provided in the color-coded Model SF 269 *Long Form* and the Model Narratives enclosed for more information about how to prepare the Amended Title I, Section 101 report(s). A blank copy of the auto-fill form can be found at www.whitehouse.gov/omb/grants/sf269.pdf.

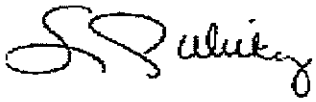
There is also a list of Frequently Asked Questions and other information under the Funding for States section on the EAC website at http://www.eac.gov/. Contact Edgardo Cortes by e-mail at ecortes@eac.gov, by phone at 1-866-747-1471 (toll free) or 202-566-3116 (direct) should you have additional questions.

The requested Amended report(s) for Title I, Section 101 must be completed and received by the Commission no later than January 26, 2007. If you fail to respond by that time, EAC will have no choice but to forward this matter to the EAC's Office of the Inspector General for review and investigation.

Amended reports should be mailed to the Election Assistance Commission, Amended 101 Reports, 1225 New York Ave., NW, Suite 1100, Washington, D.C. 20005.

Thank you for your attention to this matter.

Sincerely yours,



Thomas R. Wilkey
Executive Director

Enclosures:
Model SF 269 *Long Form*
Model Narratives