

## MOE PLAN SUBMISSION CHECKLIST

| <b>STATE:</b> |   |                   |               |
|---------------|---|-------------------|---------------|
| <b>#</b>      | <b>Item</b>   | <b>Staff/Date</b> | <b>Yes/No</b> |
| 1             | Does the plan identify date parameters for the 'fiscal year ending prior to November 2000' as described in HAVA?  |                   |               |
| Comments:     |   |                   |               |
| 2             | Does the plan state the specific cost factors and fund sources that make up the baseline MOE, or proposed alternative method(s) for determining the baseline MOE and why the alternative is adequate?   |                   |               |
| Comments:     |   |                   |               |
| 3             | Does the plan establish an MOE baseline dollar level that is an aggregation of MOE expenditures: by the State and by lower-tier jurisdictions receiving appropriated funds from the State for the fiscal year ending prior to November 2000? If funds appropriated to lower-tier jurisdictions were counted as part of the State expenditure, then they do not have to be counted a second time as an appropriation to the lower-tier entity. |                   |               |
| Comments:     |   |                   |               |
| 4             | Does the plan include all election expenditures allowable under Section 251 of HAVA to calculate the MOE baseline?  |                   |               |
| Comments:     |   |                   |               |
| 5             | Does the plan provide a description of how the MOE will be collected, including what documentation will be provided to track receipt of funds to cover the MOE, as well as the timeline for collecting all the pertinent information?   |                   |               |
| Comments:     |   |                   |               |
| 6             | Does the plan describe the back-up documentation that must be maintained and made available for inspection by EAC upon request? For a State plan that calls for lower-tier jurisdictions to contribute to MOE, documentation showing the MOE baseline and annual MOE contribution levels from these entities.   |                   |               |
| Comments:     |   |                   |               |
| 7             | Does the plan clearly state the roles and responsibilities of the State and any applicable lower-tier entities for reporting MOE and keeping appropriate documentation to substantiate or validate yearly MOE levels?   |                   |               |
| Comments:     |   |                   |               |
| 8             | This plan should be submitted by the recommended date of June 28, 2011 in order to receive timely review.   |                   |               |
| Comments:     |   |                   |               |